

MARIPOSA COUNTY

AGENDA DATE: 10, 16/01

BOARD OF SUPERVISORS

ACTION FORM

AGENDA ITEM NO.: #11

DEPARTMENT: Human Services Dept. BY:Cheryle Rutherford-Kelly

Social Services Division Phone: 966-3609

01-286

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X)

It is respectfully recommended that your Board: (1) allocate a Legal Secretary for Child Welfare/Child Protection that was inadvertently deleted from the 2001/02 fiscal year budget; (2) appropriate \$14,476.00 to fund the position; and (3) authorize the department to fill the position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Child Welfare/Protection conducts a great deal of business in Juvenile Court. Children who cannot remain safely in their own homes, or who can remain in the care of their parents or caretaker while finalizing counseling programs, need the protection of the Court. There are extensive notification of parents (alleged, presumed) and foster parents. There are three Court reports involved in almost every dependency action and thereafter, six month reviews. Children needing special services or parents who cannot stop themselves from harming their children during visitation, all require additional Court work and intensive interventions.

There are many tasks being done by social workers that could be better accomplished by a Legal Secretary. These tasks include typing court reports, filing reports, tracking notices, typing findings and managing the juvenile calendar for the social workers and witnesses. This approach would free social workers, which are in such great demand, to do more counseling.

CURRENT SITUATION:

At our workshop on Human Services, we briefly discussed the need for a Legal Secretary and that position was included in the organizational chart of child welfare that was distributed to your Board (attached for your convenience). Somewhere between initial budget submission and the final budget, the position was inadvertently deleted. Neither the County Administrator nor this department head meant for that to happen.

FINANCIAL:

Funding for this position will come primarily from the County's allocation for Child Welfare Services, with the Federal share estimated at approximately 35%, and the balance funded from Social Services Realignment funds. To the extent available, State funding may offset a portion of the Realignment share. No County General funds will be utilized.

This position was approved by the State Department of Social Services through the State's budgetary process for fiscal year 2001/02.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ 14,476.00

C. Required additional funding \$ 0

D. Internal Transfers \$ 0

SPECIAL INSTRUCTIONS:
List the attachments and number
the pages consecutively:

Board Memo, 1-2

Cost Estimate, 3

Budget Action Form, 4

Organizational Chart, 5

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies,
if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 91-286 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: Parsons

mw Approved () Denied

() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

- _____ Recommended
- _____ Not Recommended
- _____ For Policy Determination
- _____ Submitted with Comment
- _____ Returned for Further Action

The foregoing instrument is a correct copy of
the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

Comment: _____

BY: _____
Deputy

A.O. Initials: mw

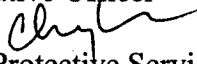


**MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT**

P.O. Box 7 • Mariposa, CA 95338 • (209) 966-2131 • Fax (209) 966-5943

Alcohol & Drug Community Action Housing Authority Mental Health Public Guardian/Conservator Social Services
CHERYLE RUTHERFORD-KELLY, MSW, DIRECTOR

October 4, 2001

TO: Members, Board of Supervisors
Greg Iturria, County Administrative Officer
FROM: Cheryle Rutherford-Kelly 
RE: Legal Secretary for Children's Protective Services

Recommendation

It is respectfully recommended that your Board: (1) allocate a Legal Secretary for Child Welfare/Child Protection that was inadvertently deleted from the 2001/02 fiscal year budget; (2) appropriate \$14,476.00 to fund the position; and (3) authorize the department to fill the position.

Background

Child Welfare/Protection conducts a great deal of business in Juvenile Court. Children who cannot remain safely in their own homes, or who can remain in the care of their parents or caretaker while finalizing counseling programs, need the protection of the Court. There are extensive notification of parents (alleged, presumed) and foster parents. There are three Court reports involved in almost every dependency action and thereafter six-month reviews. Children needing special services or parents who cannot stop themselves from harming their children during visitation, all require additional Court work and intensive interventions.

There are many tasks being done by social workers that could be better accomplished by a Legal Secretary. These tasks include typing court reports, filing reports, tracking notices, typing findings and managing the juvenile calendar for the social workers and witnesses. This approach would free social workers, which are in such great demand, to do more counseling.

Current Situation

At our workshop on Human Services, we briefly discussed the need for a Legal Secretary and that position was included in the organizational chart of child welfare that was distributed to your Board (attached for your convenience). Somewhere between initial budget submission and final budget, the position was inadvertently deleted. Neither the County Administrator nor this department head meant for that to happen.

I apologize for any inconvenience this has caused your Board and the County Administrative Officer.

Financial

Funding for this position will come primarily from County's allocation for Child Welfare Services, with the Federal share estimated at approximately 35%, and the balance funded from Social Services Realignment funds. To the extent available, State funding may offset a portion of the Realignment share. No County General funds will be utilized.

This position was approved by the State Department of Social Services through the State's budgetary process for fiscal year 2001/02.

COST ESTIMATE FOR ADDITION OR DELETION OF STAFF
 (Only One Position Per Form)

Department: Human Services/Social Services Budget Unit: 001-0501

Job Title: Legal Secretary

Number of Pay Periods (not greater than 6 in first fiscal year): 6

Salary Range 132 Step: 1

If Position is Subvented, Indicate Percent or Dollar Amount: 100% (estimated)

Explanation (why subvented and the source of funding):

This position will be fully funded by Federal and Social Services Sales Tax Realignment funding.

APPROPRIATION OR REVENUE ASSOCIATED WITH POSITION

Amounts entered below should be included in the appropriate lines of your budget worksheets and/or fixed assets. If you are deleting a position show reduction of costs by using brackets ().

Services and Supplies

<u>Account No.</u>	<u>Account Title</u>	<u>Amount</u>
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Fixed Assets

<u>Description</u>	<u>Amount</u>
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Sub Total:

Total Appropriation:

Revenue

<u>Account No.</u>	<u>Account Title</u>	<u>Amount</u>
001-0501-305-4501	SOCIAL SERVICES REALIGNMENT/ADMIN	\$ 9,409
001-0501-306-6300	PUBLIC ASSISTANCE ADMIN (Federal)	\$ 5,067

Total Revenue: \$14,476

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0501	661-0184	LEGAL SECRETARY		\$10,944	
001	0501	661-0301	BENEFITS		\$3,532	
001	0501	305-4501	SOCIAL SERVICES REALIGNMENT		(\$9,409)	
001	0501	306-6300	PUBLIC ASSISTANCE ADMIN (Federal)		(\$5,067)	
001	0104	414-1090	GENERAL CONTINGENCY		\$0	\$0
TRANSFER BETWEEN FUNDS						
TOTALS					\$0	\$0

ACTION REQUESTED: (Check all that apply)

- () Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;
- () Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

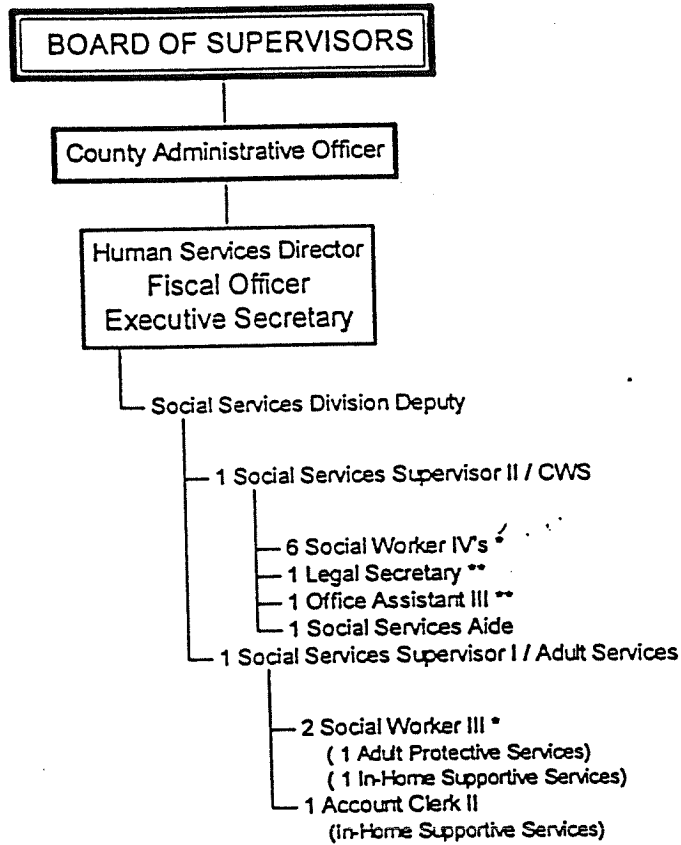
JUSTIFICATION Funding for Social Services share of remodeling costs for Counseling Center.

DEPT HEAD SIGNATURE _____
 APPROVED BY RES NO. 01-286 CLERK [Signature]

DATE _____
 DATE 10-16-01

AUDITOR'S USE ONLY
 BA #

Mariposa County Department of Human Services
 Social Services Division
 Children and Adult Services



* With permission to underfill as necessary. Additionally, existing contracts for staff will be eliminated as Social Worker slots are filled.

** On Fiscal/Clerical chain of command.