DEPARTMENT: Mariposa County Public Health

RECOMMENDED ACTION AND JUSTIFICATION:

Recommend resolution authorizing the transfer of salary savings to extra help personnel in the amount of $8,400.

Due to the prolonged absence of a Senior Office Assistant, extra-help clerical assistance was obtained to provide adequate clerical coverage. In order to continue to provide the same level of service to the public, at no additional cost, a transfer of funds from the Personnel category to the Extra-Help category is necessary.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Direct the Department to terminate Extra Help Personnel, and revise budget at mid-year.

Financial Impact? (X) Yes ( ) No
Current FY Cost: $10,400.00 Annual Recurring Cost: $0
Budgeted In Current FY? ( ) Yes (X) No ( ) Partially Funded
Amount in Budget: $2,000
Additional Funding Needed: $8,400
Source:
Internal Transfer X
Unanticipated Revenue 4/5's vote
Transfer Between Funds 4/5's vote
Contingency 4/5's vote
( ) General ( ) Other

CLERK’S USE ONLY:
Res. No. 53-356
Vote – Ayes: □ Noes: □
Absent: □
Approved □
( ) Minute Order Attached ( ) No Action Necessary

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

By: Deputy

COUNTY ADMINISTRATIVE OFFICER:
Requested Action Recommended
( ) No Opinion
Comments:

Rev. December 2002
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/ DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
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<th>DECREASE</th>
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<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
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**TOTAL** $8,400 $8,400

### ACTIONS 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;

- **XX** 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:

Transfer $8,400 between categories within the Health Department Budget from Senior Office Assistant to Extra Help, providing temporary clerical coverage for prolonged full time staff absence.

DEPT HEAD SIGNATURE [Signature]

DATE 10/14/2003

CHARLES B. MOSHER, M.D., MPH, HEALTH OFFICER, PUBLIC HEALTH DEPT

APPROVED BY RES NO. DATE 10-14-03 356

CLERK

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Revised Dec. 2002