DEPARTMENT: Human Services/SS          BY: Cheryle Rutherford-Kelly

RECOMMENDED ACTION AND JUSTIFICATION:

It is respectfully recommended that your Board: (l) permit this Department to enter into a contract with Kathy Albright for fiscal assistance; and (2) authorize your Chairman to sign the contract.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please See Attached Memo.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Please See Attached Memo.

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

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CLERK'S USE ONLY:
Res. No.: 03-258 Ord. No. _____
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

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COUNTY ADMINISTRATIVE OFFICER:
Requested Action Recommended
No Opinion
Comments:

CAO: ____________________
Revised Dec. 2002
June 26, 2003

TO: Members, Board of Supervisors
FROM: Cheryle Rutherford-Kelly
RE: Authorization to Enter into a Professional Contract with Kathy Albright for Fiscal Services

Recommendation

It is respectfully recommended that your Board: (1) permit this Department to enter into a contract with Kathy Albright for fiscal assistance; and (2) authorize your Chairman to sign the contract.

Background / Current Situation

Kathy Albright retired from Human Services, fiscal division, as a Staff Services Manager. We would like to be able to contract with Ms. Albright on a very limited, as needed basis, to assist new fiscal staff with complex claiming procedures, In-Home-Supportive Services cost analysis for the various Public Authority administrative configurations that must be considered by your Board, end of year close out of our accounts and reconciliation with the Auditor-Controller and State Department of Social Services. Additionally, the department may need additional assistance with the analysis of the State budget and revised ratios and claims.

We have hired very competent fiscal staff. However, social service claiming and sharing ratios are extremely complex. Ms. Albright has extensive knowledge of welfare fiscal operations and her assistance is very much needed. With your approval, I would like to ensure that staff has the expertise they need available to them.

Fiscal

If approved, the contract would be limited to a maximum of eight (8) hours per week and not to exceed $1,000 per month. The duration of the contract would be from July 1, 2003 thru June 30, 2004. There is no impact on the general fund.