DEPARTMENT: Human Services  

BY: Cheryle Rutherford-Kelly  
PHONE: 966-2442

RECOMMENDED ACTION AND JUSTIFICATION:

It is respectfully recommended that your Board authorize the department to hire an interim Eligibility Supervisor through Overfill due to a Long Term Medical Leave of Absence.

Please see attached memorandum.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please See Attached.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Please See Attached.

Financial Impact? ( ) Yes (X) No  
Current FY Cost: $  
Annual Recurring Cost: $

Budgeted in Current FY? ( ) Yes ( ) No ( ) Partially Funded

Amount in Budget: $  
Additional Funding Needed: $

List Attachments, number pages consecutively

Board Memo

CLERK’S USE ONLY:

Res. No. 13-58  
Vote – Ayes: 5  
Absent: ___

( ) Minute Order Attached ( ) No Action Necessary

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

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

By: Deputy

Revised Dec. 2002
April 3, 2003

TO: Members, Board of Supervisors
FROM: Cheryle Rutherford-Kelly
RE: Social Service Unit / Permission to Overfill an Eligibility Supervisor I Position

Recommendation

It is respectfully recommended that your Board authorize the department to hire an interim Eligibility Supervisor through Overfill due to a Long Term Medical Leave of Absence.

Background/Current Situation

An Eligibility Supervisor guides the work of a group of line eligibility workers. Eligibility determines the amount of aid, food stamps or medical assistance that a particular person or family may need based on eligibility. Determinations as to whether or not someone is eligible for aid are complex due to federal and state regulations. It is important that aid be given in the proper amounts to eligible people or the County has audit exposure.

Our eligibility units have one of the lowest, if not the lowest, error rate in the state. Recent audits have reflected a zero percent error rate. To continue this excellent record requires supervision. One of the supervisors is out on a long term leave. During the interim period of time, we would like your permission to overfill the position and hire an interim supervisor. That supervisor will be able to assist the employees not only with ongoing operations but help them to transition to a new computer system going into effect statewide.

Financial

There is no extra cost associated with this request. The current supervisor on leave receives no salary. There are state and federal funds to pay for this interim supervisor. No general funds are necessary.