DEPARTMENT: Human Services Department  BY: Cheryle Rutherford-Kelly  PHONE: 966-3609

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes__ No_X__)

SEE ATTACHMENT

BACKGROUND AND HISTORY OF BOARD ACTIONS:

SEE ATTACHMENT

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

SEE ATTACHMENT

<table>
<thead>
<tr>
<th>COSTS:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Budgeted current FY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Total anticipated costs</td>
<td>$5957.00</td>
<td></td>
</tr>
<tr>
<td>C. Required additional funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Internal transfers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOURCE:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(X) 4/5ths Vote Required</td>
<td>Unanticipated revenues</td>
<td>$5957.00</td>
</tr>
<tr>
<td>A. Reserve for contingencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Source description: Balance in Reserve for Contingencies, if approved: $</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Page One, Department Memo
Page Two, Budget Action Form

CLERK'S USE ONLY:
Res. No. 02-028  Ord. No.  
Vote - Ayes:  Absent:  
Approved:  ( ) Denied  ( ) 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

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
______ Recommended
______ Not Recommended
______ For Policy Determination
______ Submitted with Comment
______ Returned for Further Action

Comment:

C.A.O. Initials: RDK

Action Form Revised 5/92
DATE: July 10, 2002  
TO: Members, Board of Supervisors  
FROM: Cheryle Rutherford-Kelly  
RE: Request to expand current part-time account clerk position to full-time

RECOMMENDED ACTION AND JUSTIFICATION
It is respectfully recommended that your Board authorize the Human Services Department to:
(1) Allow Community Action to expand its current permanent part-time account clerk position to full time;
(2) Retain the incumbent for this position; and
(3) Direct the County Auditor to increase the Community Action budget, Fund 335, for this position.

BACKGROUND
Your Board approved the addition of a permanent part-time account clerk position in this Unit during 2001-02 to support administration of the increased contract collars we received from the State. This Agency has expanded the scope of its services again by securing additional grants and contracts through programs such as the Community Development Block Grant (CDBG) and the Emergency Homeless Assistance Program (EHAP).

CURRENT SITUATION
Community Action is currently operating approximately $500,000 in grants and contracts for the County. This Unit presently consists of a contract administrator, an eligibility worker, and a half-time account clerk. As the fiscal and programmatic demands increase for this Unit, proper administrative oversight becomes a critical element in sustaining and securing additional funding.

The expansion of this position has been requested at mid-year in the 2002-03 proposed budget. However, the Unit currently has funds to support the position and is in immediate need of this assistance for ongoing and new projects. The full-time account clerk will perform clerical and many fiscal duties under the supervision of the contract administrator.

FINANCIAL
This position will be funded exclusively by State contract and grant funds and is contingent upon this funding. It will not impose upon the County General Fund.
**BUDGET ACTION FORM**

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>335</td>
<td>0514</td>
<td>305.65-26</td>
<td>California LIHEAP</td>
<td>H043</td>
<td>(5.957)</td>
<td></td>
</tr>
<tr>
<td>335</td>
<td>0514</td>
<td>941.01-97</td>
<td>Account Clerk III</td>
<td>H045a</td>
<td>4.479</td>
<td></td>
</tr>
<tr>
<td>335</td>
<td>0514</td>
<td>941.03-01</td>
<td>Benefits</td>
<td>H045a</td>
<td>1.478</td>
<td></td>
</tr>
</tbody>
</table>

**ACTION REQUESTED:** (Check all that apply)

( x ) 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 transferring appropriation from Contingencies

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to

**JUSTIFICATION:** Request to expand current part-time account clerk position to full-time

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**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.** 02-208

**CLERK**

**DATE**

**DATE 7-23-02**

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**DEPARTMENT** Human Services

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**AUDITOR'S USE ONLY**

**BA #**

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Budget Revision Form Revised 12/18