DEPARTMENT: Child Support Services  By: Marita Green  PHONE: 966-3400

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No X___)

It is recommended that the Board of Supervisors adopt a resolution authorizing the Department of Child Support Services to overfill one Child Support Specialist position as the incumbent will be retiring January 4, 2003. This is a critical position and it is imperative that adequate training time is in place prior to the incumbent’s retiring. Overfilling this position will ensure the continuation of activities associated with maintaining a caseload.

There will be no impact on the budget as the department will be using salary saving from another salary line item fund the overfill. Approve budget action transferring funds within the Child Support Services budget unit ($2,386)

The over-fill will be effective Dec 1, 2002 - Jan 4, 2003

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has previously authorized overfilling of positions in this Department and others.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1) Approve
2) Provide alternative direction

COSTS:  (X ) Not Applicable
A. Budgeted current FY $________
B. Total anticipated costs $________
C. Required additional funding $________
D. Internal transfers $________
E. $2,386

SOURCE:  4/5ths Vote Required
A. Unanticipated revenues $________
B. Reserve for contingencies $________
C. Source description
Balance in Reserve for Contingencies, if approved: $________

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

Budget Action

CLERK’S USE ONLY:
Res. No. 82-415  Ord. No. ________
Vote - Ayes: ________ Noes: ________
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

COUNTY 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: ________
**BUDGET ACTION FORM**

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**TRANSFER BETWEEN FUNDS**

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**TOTALS**

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**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 transferring appropriation from 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:**

Transfer funds from one salary line item to another so that salary of over-filled position will be paid correctly.

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**AUDITOR'S USE ONLY**

BA #

**CHARGE**: 50000

**CHARGE DESCRIPTION**: 50000 0104 1090 0104 414090 414090

**Date of Issue**: 1/1/02

**Budget Revision Form Revised 4/98**
COUNTY of MARIPOSA
P.O. Box 784, Mariposa, CA  95338 (209) 966-3222
ROBERT C. STEWART, CHAIRMAN  DISTRICT III
PATTI A. REILLY, VICE-CHAIRMAN  DISTRICT I
DOUG BALMAIN  DISTRICT II
GARRY R. PARKER  DISTRICT IV
BOB PICKARD  DISTRICT V

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

________________________
TO:  JEFF GREEN, Interim Personnel Director
FROM:  MARGIE WILLIAMS, Clerk of the Board
SUBJECT:  Information Relative to Pending Retirements and Vacancies
Resolution No. 02-415

________________________
THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on November 18, 2002

ACTION AND VOTE:

Consent Agenda item 1 – Supervisor Reilly suggested that information be provided relative to the pending retirements and vacancies occurring in the departments so that there can be preparation to avoid lapse in service.  (M)Reilly, (S)Pickard, item 1 was approved.  Further discussion was held relative to obtaining information on pending vacancies.  The Board concurred with requesting that Personnel provide information on pending retirements and planned vacancies.  Ayes:  Unanimous.

CA-1  Authorize the Child Support Services Director to Overfill a Child Support Specialist Position and Approve the Budget Action Transferring Within the Child Support Services Budget Unit ($2,386) (Child Support Services); Res. 02-415

cc:  Ken Hawkins, Auditor
     Sandi Laird, Personnel
     File