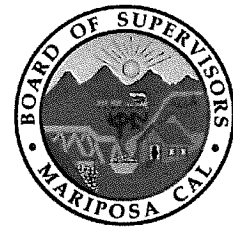


# MARIPOSA COUNTY

Human Services/Fiscal • (209) 966-2000



## **RESOLUTION - ACTION REQUESTED 2015-499**

MEETING: October 20, 2015

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Request Approval to Add the Allocation of an Accounting Technician I/II

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve the Allocation of an Accounting Technician I/II to the Human Services Department Effective Immediately And Approve the Budget Action Transferring Funding from the Realignment-Behavioral Health Fund to the Behavioral Health and Alcohol & Drug Budgets and Decreasing Contingency in the Mental Health Services Act Fund to Accommodate the Change in Allocation (\$28,466).

As a continuation of its restructuring, the Human Services Department finds that there is a need to have an Accounting Technician I/II position to manage the Behavioral Health Business Office. It was determined through discussions with outgoing staff, as well as an analysis by our new Deputy Director that the level of work being performed in our Behavioral Health Business Office requires a higher level of knowledge and skills.

The Human Services Department has sufficient funding to accommodate the position allocation changes and the budget action accompanying this request transfers funding from the Realignment-Behavioral Health fund to the Behavioral Health and Alcohol & Drug budgets and decreases Contingency in the Mental Health Services Act Fund to fully fund this position for the remainder of this fiscal year.

The position will be allocated in the Behavioral Health, Alcohol & Drug, and Mental Health Services Act budgets.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

Your Board has established a policy of reviewing all personnel actions with budgetary impacts. Generally, your Board has approved Department requests.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve the allocation. The Department may struggle in the recruitment to attract the skill level necessary to meet the needs of the Behavioral Health Business Office.

### **FINANCIAL IMPACT:**

**Additional Realignment money is being transferred into the Behavioral Health and Alcohol & Drug budgets, and the Contingency is being reduced in the Mental Health Services Act fund to accommodate this additional position. This position will not impact the County General Fund.**

**ATTACHMENTS:**

**Accounting Technician Budget Action (PDF)**

**CAO RECOMMENDATION**

Requested Action Recommended

*Mary Hodson*

Mary Hodson, CAO

10/15/2015

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Rosemarie Smallcombe, District I Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier

MT# 5236  
RES. # 2015-499

## BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
410	0436	668-0314	Employer Retirement	ASOC	672	
410	0436	668-0314	Employer Retirement	CSOC	672	
001	0402	622-0314	Employer Retirement	MH120	2,686	
001	0403	623-0314	Employer Retirement	AD103	448	
410	0436	668-0313	Med/Dental/Vision	ASOC	165	
410	0436	668-0313	Med/Dental/Vision	CSOC	165	
001	0402	622-0313	Med/Dental/Vision	MH120	658	
001	0403	623-0313	Med/Dental/Vision	AD103	110	
393	0412	950-0416	Misc Exp			19,927
410	0436	668-1090	Contingency			8,539
TOTALS					28,466	28,466

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
393	0412	950-0787	TX Out Realignment fund 393 (0402)	MH120	17,079	
393	0412	950-0787	TX Out Realignment fund 393 (0403)	AD103	2,848	
001	0402	309-1694	TX In Realignment 393	MH120		17,079
001	0403	309-1752	TX In Realignment 393	AD103		2,848
TOTALS					19,927	19,927

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 \_\_\_\_\_

DEPT HEAD SIGNATURE Chevon Kabe DATE \_\_\_\_\_

APPROVED BY RES NO. 15-499 CLERK Loni LaRochelle DATE 10-22-15

DEPARTMENT Human Services

AUDITOR'S USE ONLY BA #
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# BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
410	0436	668-0188	Salary AT I-II	ASOC	3,163	
410	0436	668-0188	Salary AT I-II	CSOC	3,163	
001	0402	622-0188	Salary AT I-II	MH120	12,653	
001	0403	623-0188	Salary AT I-II	AD103	2,109	
410	0436	668-0310	Social Security	ASOC	196	
410	0436	668-0310	Social Security	CSOC	196	
001	0402	622-0310	Social Security	MH120	784	
001	0403	623-0310	Social Security	AD103	131	
410	0436	668-0311	Medicare	ASOC	46	
410	0436	668-0311	Medicare	CSOC	46	
001	0402	622-0311	Medicare	MH120	183	
001	0403	623-0311	Medicare	AD103	31	
410	0436	668-0318	SDI	ASOC	28	
410	0436	668-0318	SDI	CSOC	28	
001	0402	622-0318	SDI	MH120	114	
001	0403	623-0318	SDI	AD103	19	
TOTALS					Cont	Cont

Sub Total

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
TOTALS					0	0

**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

DEPT HEAD SIGNATURE

Chevon K. H.

DATE

APPROVED BY RES NO.

15-499

CLERK

Gene LaRocque

DATE

10-22-15

DEPARTMENT Human Services

AUDITOR'S USE ONLY

BA #