RESOLUTION - ACTION REQUESTED 2015-509

MEETING: October 27, 2015

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Approve One New Allocation of an Eligibility Worker III

RECOMMENDATION AND JUSTIFICATION:
Approve the Allocation of One Additional Eligibility Worker III to the Social Services Budget Effective Immediately and Approve the Budget Action Transferring Funding from the Realignment-Social Services Fund to the Social Services Budget to Accommodate the Additional Allocation ($34,324).

For some time the Department has been looking at the need to add an additional lead worker in the Eligibility Unit as part of the restructuring, and also because of the onset of the Affordable Care Act, the changes in the C4 Software system, and the need to solidify Policies and Procedures. An existing employee in the Eligibility Worker III classification is on a reduced work schedule because of intermittent leave under the Family Medical Leave Act and coupled with the additional needs described above, it is necessary to add a full time Eligibility Worker III to keep up with the current demand.

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-Social Services fund to the Social Services budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Changes to the employee allocation schedule require Board approval. The Board has approved allocation changes that will ultimately increase the level and quality of services provided to the County.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve this action as recommended. Existing staff will have to manage and oversee the Eligibility Worker duties to the best of their ability.

FINANCIAL IMPACT:
Funding will be transferred out of the Realignment Social Services fund to the Social Services budget to offset the cost to the additional position.

ATTACHMENTS:
EWIII Budget Action (PDF)
CAO RECOMMENDATION
Requested Action Recommended

Mary Hodson
Mary Hodson, CAO 10/22/2015

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Marshall Long, District III Supervisor
AYES: Smallcombe, Jones, Long, Cann, Carrier
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0501</td>
<td>661-0174</td>
<td>EW III Salary (7 mos)</td>
<td>20,494</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0501</td>
<td>661-0310</td>
<td>Social Security</td>
<td>1,271</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0501</td>
<td>661-0311</td>
<td>Medicare</td>
<td>297</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0501</td>
<td>661-0313</td>
<td>Admin Health Fee</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0501</td>
<td>661-0313</td>
<td>Med/Den/Vision</td>
<td>7,686</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0501</td>
<td>661-0315</td>
<td>Employer Paid Retirement</td>
<td>4,351</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0501</td>
<td>661-0317</td>
<td>Life Insurance</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0501</td>
<td>661-0318</td>
<td>SDI</td>
<td>184</td>
<td></td>
</tr>
<tr>
<td>394</td>
<td>0523</td>
<td>660-0416</td>
<td>SS 1991 Realignment (Misc Exp)</td>
<td></td>
<td>34,324</td>
</tr>
</tbody>
</table>

**TOTALS** 34,324 34,324

### TRANSFER BETWEEN FUNDS

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>394</td>
<td>0523</td>
<td>660-0787</td>
<td>Tx Out to 0501</td>
<td>34,324</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0501</td>
<td>309-1694</td>
<td>Tx In Realignment fund 394</td>
<td></td>
<td>34,324</td>
</tr>
</tbody>
</table>

**TOTALS** 34,324 34,324

### ACTION REQUESTED:

- (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 another, or between categories within a budget unit.

### JUSTIFICATION

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.** 15-509  
**CLERK**

**AUDITOR'S USE ONLY**

**DEPARTMENT** Human Services

**BA #**

† Revision Form Revised 0