RESOLUTION - ACTION REQUESTED 2017-291

MEETING: May 16, 2017

TO: The Board of Supervisors

FROM: Eric Sergienko, Health Officer

RE: Budget Action Transferring Funds from Personnel Line Item to Tobacco and Snap-Ed Expense Line Item

RECOMMENDATION AND JUSTIFICATION:
Approve Budget Action Transferring Funds Within the Health Department to Cover Expenses Related to Office Relocation and Additional Program Activities ($30,289).

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Health Department existing office has very limited space available to accommodate the new Health Education staff and on April 18, 2017 the Board of Supervisors approved the lease agreement for a suite at 5078 Bullion Street, with Resolution # 2017-210. Personnel funds are available due to 7-month vacancy of the Program Assistant II, which is now filled. Transferred funds will also support additional program activities. The State Grantors for each program have provided approval for these line item budget adjustments.

Budget actions that transfer funding between funds require Board approval.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve the fund transfer.

FINANCIAL IMPACT:
Funding will be transferred from the Snap-Ed/Tobacco PAII Salary to Tobacco and Snap-Ed expense line item. This transfer will have no impact on the General Fund.

ATTACHMENTS:
1617 Tob Snap ED Budget Action (XLSX)

CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, Interim CAO 5/9/2017
RESULT:  ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:  Merlin Jones, District II Supervisor
SECONDER:  Kevin Cann, District IV Supervisor
AYES:  Smallcombe, Jones, Long, Cann, Menetrey
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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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:**

Appropriate $30,289 from Snap Ed/Tobacco Program Assistant I/II Salary to Tobacco and SNAP ED expense line items for expenses related to office relocation. This budget change will allow the Health Dept to optimize SNAP Ed and Tobacco Grant funding for FY 16/17. The salary savings is due to the vacant Program Assistant I/II position which is no now filled. There is no additional cost to the general fund with this action.

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**DEPT HEAD SIGNATURE**

[Signature]

**APPROVED BY RES NO.**

17-291

**CLERK**

[Signature]

**DATE**

5/16/2017

**DEPARTMENT**

Eric Sergienko, MD, MPH, Health Officer

**AUDITOR'S USE ONLY**

BA #

**DATE**

5-16-17