RESOLUTION - ACTION REQUESTED 2012-507

MEETING: October 9, 2012
TO: The Board of Supervisors
FROM: Charles Mosher, Health Officer
RE: Budget Action Form for Secretary Position at Health Dept.

RECOMMENDATION AND JUSTIFICATION:

Approve Budget Action Increasing Revenue and Appropriations to Fund a Secretary Position ($47,314). Additional grant funding from the California Children's Services is available and the need for clerical support to help manage this program is justified. The Board approved the additional Secretary position at the September 25, 2012, meeting and the budget now needs to be approved to fund the position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

FINANCIAL IMPACT:
Increase account 001-0401-621-0185 (Secretary) in the amount of $28,675.00; and Increase account 001-0401-621-0310 (Social Security) in the amount of $1,888.00; and Increase account 001-0401-621-0311 (Medicare) in the amount of $416.00; and Increase account 001-0401-621-0313 (Medical/Dental/Vision) in the amount of $7,950.00; and Increase account 001-0401-621-0314 (Retirement-Employer) in the amount of $5,864.00; and Increase account 001-0401-621-0315 (Retirement-Employee) in the amount of $2,189.00; and Increase account 001-0401-621-0317 (Life Insurance) in the amount of $31.00; and Increase account 001-0401-621-0318 (SDI) in the amount of $301.00; and Increase account 001-0401-305-4800 (California Children's Services) in the amount of $47,314.00

10/09/12 001-0401-305-4800 California Children's Services $47,314.00
10/09/12 001-0401-621-0185 Secretary $28,675.00
10/09/12 001-0401-621-0313 Medical/Dental/Vision $7,950.00
10/09/12 001-0401-621-0314 Retirement-Employer $5,864.00
10/09/12 001-0401-621-0315 Retirement-Employee $2,189.00
10/09/12 001-0401-621-0310 Social Security $1,888.00
10/09/12 001-0401-621-0311 Medicare $416.00
10/09/12 001-0401-621-0318 SDI $301.00
Resolution - Action Requested 2012-507

10/09/12 001-0401-621-0317 - Life Insurance $31.00
Total: $94,628.00

ATTACHMENTS:
Health Secretary Budget Action (PDF)

CAO RECOMMENDATION
Requested Action Recommended

[Signature]
Rick Benson, County Administrator/Officer

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Lee Stetson, District I Supervisor
SECONDER: Jim Allen, District V Supervisor
AYES: Lee Stetson, Lyle Turpin, Kevin Cann, Jim Allen
EXCUSED: Janet Bibby
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0401-621</td>
<td>0485</td>
<td>SECRETARY</td>
<td></td>
<td>$26,675</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0401-621</td>
<td>0310</td>
<td>FICA</td>
<td></td>
<td>1,888</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0401-621</td>
<td>0311</td>
<td>MEDICARE</td>
<td></td>
<td>416</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0401-621</td>
<td>0313</td>
<td>MEDICAL/DENTAL/VISION</td>
<td></td>
<td>7,960</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0401-621</td>
<td>0314</td>
<td>RETIREMENT - EMPLOYER</td>
<td></td>
<td>5,864</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0401-621</td>
<td>0315</td>
<td>RETIREMENT - EMPLOYEE</td>
<td></td>
<td>2,189</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0401-621</td>
<td>0317</td>
<td>LIFE INSURANCE</td>
<td></td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0401-621</td>
<td>0318</td>
<td>SDI</td>
<td></td>
<td>301</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0401-305</td>
<td>4800</td>
<td>CALIFORNIA CHILDREN'S SERVICES</td>
<td></td>
<td>(47,314)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFER BETWEEN FUNDS</th>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL** $0

**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 another, or between categories within a budget unit;

**JUSTIFICATION**

Add a 1.0FTE Secretary position due to dramatic increase in state California Children's Services Grant Allocation.

**DEPT HEAD SIGNATURE**

[Signature]

**DATE** 9/14/12

**APPROVED BY RES NO.** 12-507

**CLERK**

**DATE** 10/9/13

**HEALTH**

**AUDITOR'S USE ONLY**

*Budget Revision Form Revised 11/05*