DEPARTMENT: Administration

BY: Rich Inman, CAO
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve reassignment of Secretary from Cooperative Extension to Agricultural Commissioner's Office by deleting position of Secretary in Cooperative Extension and allocating position of Secretary in Agricultural Commissioner's Office.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Agricultural Commissioner and the 4H Coordinator are provided no clerical support for there respective functions. The County provides full funding for a Secretary position who is under the Farm Advisor in the Cooperative Extension budget. This reassignment would provide for shared clerical support for the Farm Advisor, Agricultural Commissioner and the 4H Coordinator and generate approximately $12,156 in additional revenue for the Ag. Commissioner.

The Mariposa County Farm Bureau and the 4H Council both endorse this reassignment.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Don't approve reassignment and leave position where it is. Additional clerical support will eventually be needed for the Ag. Commissioner.

Financial Impact? (X) Yes ( ) No
Current FY Savings: $ 12,156 Annual Recurring Cost: $
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $ 
Additional Funding Needed: $ 
Source: 
Internal Transfer 
Unanticipated Revenue 4/5's vote 
Transfer Between Funds 4/5's vote 
Contingency 4/5's vote 
( ) General ( ) Other

List Attachments, number pages consecutively
Letter from Ag. Commissioner
Letter from Mariposa County Farm Bureau
Letter from 4-H Council President

CLERK'S USE ONLY:
Res. No.: Ord. No. 
Vote – Ayes: Noes: 
Absent: 

Approved

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:

Requested Action Recommended
( ) No Opinion
Comments:

CAO: 

Revised Dec. 2002
To: Rich Inman, County Administrative Officer  
       Mary Hodson, Deputy County Administrative Officer

From: Cathi Boze, Agricultural Commissioner

Date: 30 July 2004

Subject: Reorganization of Staffing at Ag Complex

The proposed re-assignment of the Secretary position from the Farm Advisor to the Agricultural Commissioner would accomplish the following:

- Position which is county-paid would be under the supervision of a county paid department head
- Currently neither the Agricultural Commissioner nor the 4-H Assistant have any clerical support – the Secretary position serves only the Farm Advisor. This shift would provide clerical assistance to both the Ag Commissioner and the 4-H Assistant as well as the Farm Advisor.
- The Secretary could answer all Ag Complex phone lines, including 4-H, and refer calls to the appropriate agency on a timely basis.
- Placing this classification under the Agricultural Commissioner budget will increase the net cost of the department and increase the amount of unclaimed gas tax revenues subvented to the county general fund for the percentage of the position cost utilized by the Ag Commissioner.

Currently the 2004/05 cost of this position (salary & benefits) is $41,917.30 – 50% usage for the Ag Commissioner would generate approximately $12,156 in revenue on net cost

- The bottom line is that this would not only be a more efficient use of current resources and generate additional revenue without increasing expenditures, but it would also better serve the public and their needs.
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICH INMAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: REASSIGNMENT OF SECRETARY POSITION FROM THE COOPERATIVE EXTENSION TO THE AGRICULTURAL COMMISSIONER’S OFFICE
Resolution No. 04-387

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on August 17, 2004

ACTION AND VOTE:

C) Approve Reassignment of Secretary from Cooperative Extension to Agricultural Commissioner’s Office by Deleting Position of Secretary in Cooperative Extension and Allocating Position of Secretary in Agricultural Commissioner’s Office

BOARD ACTION: Rich Inman advised of a request received from the Interim Farm Advisor asking that this item be pulled so that they could meet on August 24th. He advised that he could bring the matter back, depending on the Board’s direction. Discussion was held concerning the request. (M)Pickard, (S)Balmain, to tentatively approve the reassignment and change in allocation of the secretary position pending the meeting on August 24th and with direction for the matter to be scheduled for September 7th for the action to be confirmed, was changed following discussion. Supervisor Bibby requested that information be provided on how the coverage for the different functions would work, and she requested that the Agricultural Commissioner be included in the meeting. Cathi Boze, Agricultural Commissioner, noted that she is currently on vacation and needs clerical assistance. She also noted that she only needs clerical assistance for one-third of the time. Further discussion was held. The motion was changed by Supervisor Pickard, seconded by Supervisor Balmain, to adopt Res. 04-387 approving the reassignment of the Secretary and the reallocation of the position as recommended immediately/Ayes: Unanimous.

cc: Mary Hodson, Deputy County Administrative Officer
Cathi Boze, Agricultural Commissioner
Pamela Geisel, Interim Farm Advisor
Sandi Laird, Administrative Analyst – Administration
Ken Hawkins, Auditor
File
July 29, 2004

Rich Inman  
Mariposa County Administrative Officer  
P.O. Box 784  
Mariposa, CA 95338

Dear Mr. Inman,

Having spoken to Cathi Boze regarding clerical support for Donna Wice, our 4-H Coordinator, I wish to add my support to move the Farm Advisor's secretary position to the Agriculture Commissioner's office. I have been informed that this will supply extra funding for the secretary's salary ($0.58 on every dollar), stretching our county's dollars.

Until a couple of years ago, the secretary's position provided clerical support for our 4-H Coordinator. The copying, collating and answering of phones while Donna was out of the office was a significant help. In addition, it made the office available for our 4-H members, leaders and officers when Donna was not there.

For the small portion of the secretary's time needed, it would be of great value for 4-H.

Thank you for considering this request.

Sincerely yours,

Ray Smith  
4-H Council President

cc: Cathi Boze
July 27, 2004

Rich Inman, CAO
Mariposa County
PO Box 784
Mariposa, Ca 95338

Dear Mr. Inman:

The Mariposa County Farm Bureau supports the redistribution of staff at the Ag complex proposed by the Ag Commissioner. The proposal is to shift the secretarial position from the Farm Advisors budget and supervision to the Ag Commissioners budget and supervision. The position is county funded and should be under the supervision of a county paid department head.

This would result in a cost saving to the county because the increased net expenditure under the Ag Commissioners budget would increase the amount of unclaimed gas tax revenues sub vented to the county general fund without increasing expenditures.

The clerical person could then assist the Ag Advisor and the 4-H Assistant as well as the Farm Advisor.

This would be a win-win situation all around. The County would benefit from the cost saving and the secretary’s time would be better utilized.

Sincerely,

Art Richards

Art Richards