

MARIPOSA COUNTY
DEPARTMENT OF HUMAN SERVICE

BY: Cheryle Rutherford-Kelly

PHONE: 966-3609

RECOMMENDED ACTION AND JUSTIFICATION: POLICY ITEM: YES () NO (X)

It is recommended that your Board transfer funds from Contract Administrator's Salary to Extra Help to cover costs of temporary help until the Contract Administrator position is filled.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Contract Administrator position was recently re-established, advertised and a hiring list is being developed. We anticipate filling this position in late January or early February. Until that time we have an extra help person interviewing clients and doing data entry. This transfer is necessary to cover wages of the extra help person.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Do not transfer funds – End contract with extra help person leaving program uncovered until Contract Administrator hired.
- Transfer a portion of funds – This would limit days and/or hours of extra help limiting program services provided through Community Action programs.

COSTS: () Not Applicable

- A. Budgeted CURRENT FY \$ _____
- B. Total anticipated costs \$ _____
- C. Required add'l funding \$ _____
- D. Internal transfers \$ 6,000

SPECIAL INSTRUCTIONS:

List the attachments and number pages accordingly:
Budget Action Form

SOURCE: () 4/5's vote required

- A. Unanticipated revenues \$ _____
- B. Reserve for Contingencies \$ _____
- C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:

Resolution No.: 01-5

Ordinance No.: _____

Vote: Ayes: 5 Noes: _____

Absent: _____ Abstain: _____

AW Approved () Denied

() Minute Order attached.

() No Action Necessary.

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

MARGIE WILLIAMS
Clerk of the Board,
County of Mariposa,
State of California

BY: _____

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on Agenda as:

- Recommended
- Not recommended
- Policy determination
- Returned for further action
- Submitted w/ comment

Comment: _____

A.O. Initials: [Signature]

