

DEPARTMENT: Public Health BY: C. B. Mosher, MD, Health Officer PHONE: 966-3689

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_x_)

Discussion of the need for a storage shed at the Health Department.

Recommend approval of purchase and use of storage shed for Health Department records and bulky items.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Health Department generates confidential medical records which must be maintained for a minimum of seven years, until a child reaches the age of 21, or, in some cases, for longer periods depending on the specific medical issue. Even though many of these records will become inactive, they must be maintained for availability for other medical providers or for legal actions.

The Department also generates financial records which, for some State programs, must be maintained for prolonged periods of time for purposes of audit.

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LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Rent storage space in a commercial storage space for an unknown period of time until the county can make available a storage space for all departments. The cost of this would be approximately \$985.00 per year.
2. Other direction.

COSTS: () Not Applicable

A. Budgeted current FY \$ 3,000

B. Total anticipated costs \$ 3,000

C. Required additional funding \$

D. Internal transfers \$

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$

B. Reserve for contingencies \$

C. Source description: Cost savings FY 98-99

Balance in Reserve for Contingencies, if approved: \$

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY: 99-168

Res. No.: 4 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: Rilly Abstained: _____

Approved _____ () Denied _____

() 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

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: [Signature]

The Health Department also generates other records which may be of interest to individuals several years after their generation (i.e., community pollution studies).

The Health Department also has, from time to time, some bulky items which need temporary storage (e.g., disposable medical supplies, maps and plans, and educational items).

There is not enough room in the Health Department building for storage of these items without imposing excessively on office space and/or corridor passage ways.

These items do not require an air conditioned, climate controlled environment. A commercially available, pre-manufactured storage shed, mounted above the ground to keep moisture out and with an air vent in the roof to dissipate heat, will be adequate. There is space behind the Health Department for such a storage shed. The size of the shed will be limited so that storage cannot "grow" unreasonably. The Health Department has checked the legality of placing such a storage shed on this property with the Building Department and Planning Department and there are no items with respect to the Historical District architecture.

The Department has checked with the Department of Public Works regarding a storage container, previously used by the Assessor, which is has been moved to Public Works yard. That container is not available to the Health Department as Public Works has completely occupied it.

The Department's analysis is that the one time purchase of this shed, utilizing currently available State grant money with only a small portion of the cost borne by general fund (with savings from general fund items realized during the first half of FY 98-99) is more cost effective than renting a storage space in the community, the cost for which will be ongoing annually for the foreseeable future.