

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: ~~November 21, 2000~~ 12/5 Res. file #418
AGENDA ITEM NO.: 9A

DEPARTMENT: Human Services Dept. BY:Cheryle Rutherford- Kelly- PHONE: 966-3609
Social Services Division

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

It is respectfully recommended that your Board allows this department to
(1) increase petty cash for Human Services from \$50.00 to \$300.00; and
(2) maintain a credit card to be used to meet the emergency needs of
abused, neglected and exploited children.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The department keeps a petty cash account of \$50.00 that is replenished monthly. Unlike most departmental petty cash drawers, this one must cover unusual expenses. Our social workers in child welfare/protection must sometimes buy emergency medicine, diapers and clothes for children. Further, children sometimes must be transported to other counties for medical care and visitation. That means they must be fed when in transit. There are unusual expenses associated with child protection that can easily surpass what any petty cash drawer contains and, after hours, the cash drawer is not accessible to individual social workers. Therefore, we are requesting a credit card that can be used to meet after hour's expenses as well as high cost emergency expenses.

When we are low on petty cash, our social workers pay for things for children out of their own pocket and then request reimbursement. Often, other workers loan money to assist children. This is absolutely unnecessary. Our employees are not expected to fund program activities. We simply need to have adequate cash on hand, or a credit card, for emergencies and unexpected expenses that arise when dealing with children.

Working with the Auditor, we will forward requests to that department to replenish the cash when it decreases to \$100. The Auditor has no difficulty with the increase in cash and he would prefer that we use a credit card rather than a checking account to meet emergency needs. His assistance was appreciated and, in fact, when buying such items as airline tickets, a credit card will be more readily accepted than a check.

There is no local money involved in this request. Counties generally meet high cost emergency situations, by utilizing a carefully controlled credit card or a checkbook. This department has been, and will be, working carefully with the Auditor's office to ensure proper accounting.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Department would not be able to meet emergency needs of children at risk beyond the \$50 limit of our current petty cash.

COSTS: () Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ 0
D. Internal Transfers \$ 0

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies,
if approved: \$ _____

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

CLERK'S USE ONLY:
Res. No.: 00-418 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
hww Approved () Denied
() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
_____ Recommended
_____ Not Recommended
_____ For Policy Determination
_____ Submitted with Comment
_____ Returned for Further Action

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

Comment: _____

A.O. Initials: MLL