

DEPARTMENT:

BY:

PHONE:

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

Recommend authorizing the District Attorney's Family Support Division to work the current full time Office Assistant, out of class, as a Family Support Officer.

The Family Support Division, has been utilizing a full time office assistant working out of class, as a Family support Officer. This was necessary in order that the Family Support Division maintain full efficiency due to the ever increasing work load, and increased requirements of State and Federal regulations.

In an attempt to overcome this problem of increased work load, an Office assistant has been working in this "out of classification" position since the action was approved by the board in March, 1993.(see attached). Presently an employee who is well versed in the operations and has been willing to work out of class is doing so, and will continue to do so until this departments budget request for an added Family Support officer is resolved.

Additionally, direct Auditor to pay the current Office Assistant out of class at Step 1 of the Family Support Officer range upon request of the Personnel Officer.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Funding for the position was made available through 1530 funds which were scheduled to end after a six month period, (September 1993). These funds have been rolled over, and the current prognosis is that funding will be continuing for the foreseeable future, and this request will not be reflected in additional costs for the county. See attached agenda item dated March 3, 1993

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Family Support Division will lose the opportunity to continue maintaining the efficiency of the division which has resulted in an increase in welfare collections with the avoidance of the possibility of the loss of reimbursement and incentive funds to Mariposa County.

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

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:
2 page attachment

CLERK'S USE ONLY:
Res. No.: 93-424 Ord. No. _____
Vote - Ayes: 5 Nops: _____
Absent: _____ 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: _____

District Attorney

DEPARTMENT: Family Support Div. BY: Francis McNally PHONE: 966-3400

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No ___)

Recommend authorizing the District Attorney's Family Support Division to hire an extra help Office Assistant to cover the work of a current full time Office Assistant and to work the current full time Office Assistant, out of class, as a Family Support Officer for a maximum six month period. The Family Support Division, after the regular employee recruitment process was completed, was unable to fill the approved extra help Family Support Officer position but a present employee is well versed in the operations and is willing to work out of class to fill the position. An extra help Office Assistant list exists from which a temporary replacement could be drawn.

Additionally direct Auditor to pay the current Office Assistant out of class at Step 1 of the Family Support Officer range upon request of the Personnel Officer.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

It was feared that when the extra help grant position for a Family Support Officer was approved that there might be problems filling it for the short time provided in the grant. Unfortunately the problems anticipated came to pass. The Board approved the acceptance of the grant funds and created the extra help position on January 5, 1993. The Board approved the acceptance of the SB1530 funds on December 15, 1992.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Family Support Division will lose the opportunity to target a Family Support Officer specifically to increase welfare collections with the resulting loss of reimbursement and incentives.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

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.: 93-140 Ord. No. _____

Vote - Ayes: 4 Nays: _____

Absent: 2 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: _____

Resolution Authorizing County Counsel to Settle Claims Against the County up to a Maximum of \$2,500 and Additionally Continue to Give Counsel Blanket Authority to Retain Outside Counsel (County Counsel)

BOARD ACTION: Supervisor Baggett requested that the Board members be advised of any settlements. Res. 93-139 adopted authorizing County Counsel to settle claims and retain outside counsel as recommended/Ayes: (M)Balmain, (S)Baggett, Erickson, Parker; Excused: Taber.

9:30 a.m. Frank McNally/District Attorney's Office-Family Support Division, appeared on behalf of George Griffith, District Attorney;

Authorization to Hire an Extra Help Office Assistant and to Work a Present Office Assistant Out of Class in the Family Support Division

BOARD ACTION: Res. 93-140 adopted/Ayes: (M)Balmain, (S)Parker, Baggett, Erickson; Excused: Taber.

9:38 a.m. Recess

9:42 a.m. Resolution Establishing a Policy Regarding Payment of Department Head Vacation and Sick Leave Accrual (Parker)

BOARD ACTION: Res. 93-143 adopted; with direction that for promotion from a regular employee to a department head status, all accrued sick leave shall be forfeited/Ayes: (M)Balmain, (S)Baggett, Erickson, Parker; Excused: Taber.

Resolution Directing Auditor to Pay Accrued Vacation to John McCamman Based Upon Present Rate of Pay (Parker)

BOARD ACTION: (M)Balmain, (S)Baggett, to adopt resolution, failed by the following vote: Ayes: None; Noes: Baggett, Balmain, Erickson, Parker; Excused: Taber. Chairman directed that Auditor not pay the request.

10:00 a.m. Tony Lashbrook, Planning Director;

A) Resolution Establishing Procedures to Implement Policies Adopted by the Board of Supervisors Regarding Subdivision Road Maintenance Zones of Benefit

BOARD ACTION: Res. 93-141 adopted/Ayes: (M)Balmain, (S)Baggett, Erickson; Noes: Parker; Excused: Taber.

B) Withdrawal of Letter of Intent to Prepare a Local Ordinance Implementing the State Fire Safe Standards (PRC 42990)

BOARD ACTION: Board approved withdrawal of letter of intent/Ayes: (M)Baggett, (S)Parker, Erickson, Balmain; Excused: Taber. Tony expressed appreciation for the efforts of Larry Cowger and Gary Hampy/CDF, and the staff in the Planning and Building Department in implementing this program.