

DEPARTMENT: Administration

BY: John W. McCamman

PHONE: 966-3222

**RECOMMENDED ACTION AND JUSTIFICATION:**

Adopt this resolution approving an amendment to the Joint Powers Agreement for the Area 12 Agency on Aging to allow for the Fiscal Manager of the Agency to sign payroll check vouchers in the absence of the Executive Director of the Agency. This amendment will help ensure that payroll services will be completed in the event the Executive Director's signature cannot be obtained under the circumstances outlined in the attached request.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Joint Powers Agreement with PSA 12 signed on 10/6/87 only allows for the Joint Powers Board President or Treasurer and the Executive Director of PSA 12 to sign payroll checks, which would be necessary in the event of a technical problems affecting the payroll service provider. If the Executive Director is unable to sign the checks, no other staff person has the authority to do so.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Payroll will not be met in the event that the bank has technical problems and the Executive Director is unable to sign payroll checks.

**COSTS:** ( X ) Not Applicable  
A. Budgeted current FY \$ \_\_\_\_\_  
B. Total anticipated costs \$ \_\_\_\_\_  
C. Required add'l funding \$ \_\_\_\_\_  
D. Source: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
1. Submit original of action form.  
2. Submit eleven copies of all attachments, number the pages, and list the attachments:  
Request from PSA 12 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required  
A. Internal transfers \$ \_\_\_\_\_  
B. Unanticipated revenues \$ \_\_\_\_\_  
C. Reserve for Contingency \$ \_\_\_\_\_  
D. Description: \_\_\_\_\_  
Balance in Reserve for Contingency if approved: \$ \_\_\_\_\_

**CLERK'S USE ONLY:**  
Res. No.: 89-474  
Ord. No.: \_\_\_\_\_  
Vote - Ayes: 4  
      Noes: \_\_\_\_\_  
      Absent: \_\_\_\_\_ Abstained: Taber  
WWS Approved ( ) Denied  
( ) Minute Order Attached  
Dated: 9-19-89

The foregoing instrument is a correct copy of the original on file in this office.  
Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS  
Clerk of the Board of Supervisors  
County of Mariposa, State of CA  
By: \_\_\_\_\_  
      Deputy

*RS Aguirre*  
*(Signature)*

**AREA 12**

**AGENCY  
ON  
AGING**

A Joint Powers Agency serving the counties of:  
Alpine • Amador • Calaveras • Mariposa • Tuolumne

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Supervisor Gertrude Taber  
P.O. Box 784  
Mariposa, CA..  
95338

RECEIVED  
AUG 24 1989  
MARIPOSA COUNTY  
BOARD OF SUPERVISORS

Dear Gertrude,

As of the beginning of the new fiscal year the Area 12 Agency on Aging has contracted with Wells Fargo Bank for its Payroll Services. It has come to our attention that if the bank were to have technical problems with their printing services our agency would be without payroll. To remedy this Wells Fargo issues a check book for the agency specifically for these purposes.

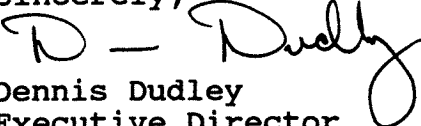
We have, however, run into a problem with this procedure. Under the Joint Powers Agreement the only persons who could sign these checks would be the Board President, or Treasurer and the Executive Director (two signatures are required one Board one Staff). If the scenario were such that the Executive Director were unavailable or the position were in the process of recruitment and the bank could not print the checks there would be no payroll for its' employees. To remedy this the obvious solution is to gain another signature on the staff side. My proposal is to have the fiscal manager added for another staff signature for this purpose only. However, to do this requires concurrence from your board and a resolution from them amending the Joint Powers Agreement.

**Recommended Action:**

I ask for your consideration an a motion from your Board to approve an amendment to the Joint Powers Agreement allowing the Fiscal Manager of the Area 12 Agency on Aging to sign in the absence of the Executive Director the payroll check voucher if such circumstance became necessary.

I welcome your comments or question on this matter. I would appreciate a response from your Board so that I may be able to bring this to the Joint Powers Board at their November meeting. Thank you in advance for your time and consideration of this matter.

Sincerely,

  
Dennis Dudley  
Executive Director