

DEPARTMENT: Mariposa County Public Health

BY: Charles B. Mosher, M.D., MPH, H.O.

PHONE: (209) 966-3689

RECOMMENDED ACTION AND JUSTIFICATION:

Recommend resolution authorizing the transfer of salary savings to extra help personnel in the amount of \$8,400.

Due to the prolonged absence of a Senior Office Assistant, extra-help clerical assistance was obtained to provide adequate clerical coverage. In order to continue to provide the same level of service to the public, at no additional cost, a transfer of funds from the Personnel category to the Extra-Help category is necessary.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Direct the Department to terminate Extra Help Personnel, and revise budget at mid-year.

Financial Impact? (X) Yes () No	Current FY Cost: \$10,400.00	Annual Recurring Cost: \$0
Budgeted In Current FY? () Yes () No (X) Partially Funded		
Amount in Budget: <u>\$2,000</u>	<u>List Attachments, number pages consecutively</u>	
Additional Funding Needed: <u>\$8,400</u>	<u>Budget Action Form.</u>	
Source:		
Internal Transfer <u>X</u>		
Unanticipated Revenue _____ 4/5's vote		
Transfer Between Funds _____ 4/5's vote		
Contingency _____ 4/5's vote		
() General () Other		

CLERK'S USE ONLY:

Res. No.: 03-356 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 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

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:
Position is vacant because
employee is on workers
comp.

CAO: [Signature]

BUDGET ACTION FORM

FUND	DEPT/ DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
001	0401	621-0196	SENIOR OFFICE ASSISTANT		\$8,400
001	0401	621-0201	EXTRA HELP	\$8,400	
001	0104	414-1090	GENERAL CONTINGENCY	\$0	\$0
TOTAL				\$8,400	\$8,400

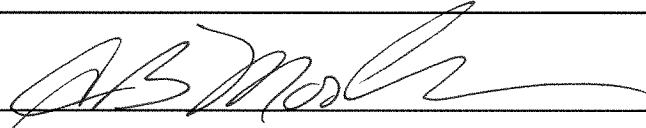
ACTIONS REQUESTED: (Check all that apply)

Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;


JUSTIFICATION:

Transfer \$8,400 between categories within the Health Department Budget from Senior Office Assistant to Extra Help, providing temporary clerical coverage for prolonged full time staff absence.

DEPT HEAD SIGNATURE  DATE 10/14/2003

CHARLES B. MOSHER, M.D., MPH, HEALTH OFFICER, PUBLIC HEALTH DEPT

APPROVED BY RES NO. 03-356
DATE 10-14-03

CLERK 

HEALTH

AUDITOR'S USE ONLY
BA #