

DEPARTMENT: Human Services/IHSS

BY: Cheryle Rutherford-Kelly
PHONE: 966-2442

RECOMMENDED ACTION AND JUSTIFICATION:

At the request of your In Home Supportive Services Advisory Committee, it is respectfully recommended that your Board: (1) review their memo and list of assets totaling \$5,312; and (2) consider authorizing the transfer of money from advisory committee general expenses to computer and other equipment.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please See Attached Memo.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Please See Attached Memo.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? (X) Yes () No () Partially Funded		
Amount in Budget: \$53,571.00		List Attachments, number pages consecutively
Additional Funding Needed: \$		Board Memo, Pages 1,2
Source:		IHSS Vice Chair Memo, Pages 3.4
Internal Transfer		Budget Action
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.: 03-233 Ord. No. _____
Vote - Ayes: _____ Noes: _____
Absent: _____
() Approved
(X) 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
(X) No Opinion
Comments:

CAO:



**MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT**

P.O. Box 7 • Mariposa, CA 95338 • (209) 966-2442 • Fax (209) 742-5854

Alcohol & Drug Community Action Housing Authority Mental Health Public Guardian/Conservator Social Services
CHERYLE RUTHERFORD-KELLY, MSW, DIRECTOR

June 5, 2003

TO: Members, Board of Supervisors
FROM: Cheryle Rutherford-Kelly 
RE: In Home Services Advisory Committee / Request to Purchase Equipment and Supplies

Recommendation

At the request of your In Home Supportive Services Advisory Committee, it is respectfully recommended that your Board: (1) review their memo and list of assets totaling \$5,312; and (2) consider authorizing the transfer of money from advisory committee general expenses to computer and other equipment.

Background

In compliance with AB 1682, your Board appointed an In-Home Supportive Services Advisory Committee to make recommendations to you regarding the Employer of Record mandate. You accepted the Advisory Committee's recommendation to create a Public Authority and to serve as the Governing Board of that Public Authority. The State Department of Social Services, using state and federal money, made \$53,571 available to the Committee for FY 2002-03. Your Board awarded stipends to the committee members to assist them to attend meetings.

Current Situation

The Advisory Board has continued to meet. They have reviewed County Counsel's ordinance which will establish a Public Authority and provided extensive input to Counsel. You asked the Advisory Committee to inform you as to their opinion of the type of structure that might work in this County. Their Chairman has indicated they will provide that information to your Board.

The Committee has spent \$3,224 thus far this fiscal year. They would like to use some of the remaining money to purchase \$5,312 in equipment. A memo from the Committee and a list of the equipment they would like is attached for your review.

Generally, it may be very wise to purchase equipment with money that is 100% state and federally funded and does not have any "realignment" match requirement. However, the Department has three concerns about this particular request: (1) through regulation things purchased with committee money must stay with the committee, they cannot be given or transferred to the Public Authority which makes it difficult to account for the equipment under the auspices of your Board; (2) there may simply not be enough time to purchase the equipment by June 30, 2003; and (3) providing equipment to this committee, especially in consideration of the stipends, may unintentionally result in favoring this committee above the other committees that volunteer time to assist the County.

It is strongly recommended that if you do authorize any of the equipment requested, that it be placed in the Public Authority. Advisory Committee members, like members of your other advisory boards, should be welcome to come into the Public Authority and use the equipment or check it out as necessary to perform their duties.

Financial

The County was awarded 100% state and federal money to meet Advisory Committee costs during Fiscal Year 2002-03. The State Department of Social Services has indicated that these dollars will most probably not be available next year.

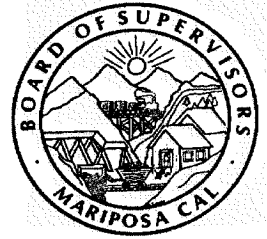


COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222


BOB PICKARD, CHAIR
GARRY R. PARKER, VICE-CHAIR
LEE STETSON
DOUG BALMAIN
JANET BIBBY

DISTRICT V
DISTRICT IV
DISTRICT I
DISTRICT II
DISTRICT III



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: CHERYLE RUTHERFORD-KELLY, Human Services Director
FROM: MARGIE WILLIAMS, Clerk of the Board 
SUBJECT: APPROVAL OF BUDGET ACTION TRANSFERRING FUNDS
IN THE SOCIAL SERVICES BUDGET UNIT TO PURCHASE
OFFICE EQUIPMENT AND SUPPLIES
Resolution No. 03-233

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on June 24, 2003

ACTION AND VOTE:

Cheryle Rutherford-Kelly, Human Services Director;

A) Approve Budget Action Transferring Funds in the Social Services Budget Unit from the In Home Supportive Services Advisory Committee General Expenses to Computer and Other Equipment to Purchase Office Equipment and Supplies (\$5,312)

BOARD ACTION: Discussion was held with Cheryle Rutherford-Kelly, and she advised that members of the Advisory Committee were present to discuss this matter.

- Les Wenger, Vice-Chairman of the In Home Supportive Services Advisory Committee, provided input relative to the request to purchase office equipment and supplies for the Committee. He also provided input relative to other issues concerning In Home Supportive Services concerning the establishment of a public authority and the stipend the Committee members receive.

Discussion was held concerning the request. (M)Balmain, (S)Stetson, Res. 03-233 was adopted approving the request, as recommended by the Human Services Director/Ayes: Unanimous.

cc: Ken Hawkins, Auditor
Mary Hodson, Administrative Analyst
File

**In-Home Supportive Services Advisory Committee
For Mariposa County
P.O. Box 7
Mariposa, CA. 95338
(209) 966-3609**

May 29, 2003

To: Members, Board of Supervisors
From: Les Wenger, Vice Chair
RE: Advisory Committee request for office equipment and supplies

Recommendation

It is respectfully requested that your Board release the necessary Advisory Committee start up funds for the purchase of office equipment and supplies. The Advisory Committee will solely use these items. The equipment would consist of a lap top computer, peripherals and software. There also is a request by the Committee for a transcriber, label maker, staplers and 3-hole punch. The remainder of the request consists of miscellaneous office supplies. Attached the Board will find a complete list of the equipment and supplies which has been priced and totaled for your review.

Rational

The laptop will be used to manage all documentation and will help develop future data, which is required to implement the Public Authority. The scanner, printer and transcriber will aid the Advisory Committee in their duties and will increase their productivity. Currently the Advisory Committee members have had to utilize personal office equipment and supplies, which has added cost to the performance of their work. These costs will be covered in the future by allocating necessary funds, which are available without cost to the county. This request was discussed at great length at the last Advisory Committee meeting, which took place on May 20, 2003 and was agreed upon without dissent. We the Advisory Committee respectfully submit this request to the Board for your consideration.

RECEIVED
MAY 30 2003

DEPARTMENTAL SERVICES
MARIPOSA COUNTY

IHSS ADVISORY COMMITTEE PURCHASE REQUESTS

<u>ITEM</u>	<u>DETAIL</u>	<u>QUANTITY</u>	<u>PRICE</u>
LAPTOP	COMPAQ W/WINDOWS XP PROF		\$1,575
	OFFICE XP PROF		\$505
	ANIT-VIRUS SOFTWARE		\$40
	SEPARATE KEYBOARD		\$50
	SEPARATE MOUSE		\$50
	ZIP DRIVE		\$250
	3 1/2" FLOPPY DISKS	10	\$6
	ZIP DISKS	10	\$102
	WHEELED CARRING CASE		\$250
PRINTER	HP-MODEL 2230		\$400
	EXTRA INK CARTIRIDGES, PAPER, DUST COVER		\$200
SCANNER	HP		\$250
TRANSCRIBER	SONY SON-BM845D		\$500
	MICRO CASSETTES	10	\$18
STAPLERS	HEAVY DUTY		\$70
	STANDARD		\$25
	STAPLES-HEAVY DUTY	2 BOXES	\$9
3-HOLE PUNCH	STAPLES-STANDARD	2 BOXES	\$8
	HEAVY DUTY		\$70
LABEL MAKER	DYMO LABEL MANAGER 300		\$110
	TAPES IN ALL COLORS	14	\$252
BINDERS	AVERY HEAVY-DUTY 3 RING BINDERS=3"	2 CASES	\$50
	AVERY HEAVY-DUTY 3 RING BINDERS=2"	2 CASES	\$42
STATIONARY	LETTERHEAD-500 SHEETS (PRINTED)		\$50
	ENVELOPS-500 (PRINTED)		\$27
BUSINESS CARDS	500 (6 COMMITTEE MEMBERS)	6	\$138
MISC	YELLOW HIGHLIGHTERS	12	\$3
	LEGAL PADS	12	\$18
	PENS-PILOT PRECISE ROLLING BALL-BLUE INK	5 BOXES	\$60
	PENS-PILOT PRECISE ROLLING BALL-BLACK INK	5 BOXES	\$60
	PENCILS	1 BOX	\$3
	FILE FOLDERS-LETTER SIZE, MANILA	1 BOX	\$16
	MISC. OFFICE SUPPLIES		\$100
			\$5,312

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0501-661	06-42	Computer Equipment		2,470	
001	0501-661	06-44	Other Equipment		900	
001	0501-661	04-17	Office Expense		1,942	
001	0501-661	04-22	IHSS Advisory Committee			5,312
TOTALS					5,312	5,312

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
TOTALS						

ACTION 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 transferring appropriation from Contingencies

(X) 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 needed to cover costs of IHSS Advisory Committee

DEPT HEAD SIGNATURE CR-Kal DATE 6/16/03

APPROVED BY RES NO. 03-233 CLERK mm DATE 6-24-03

SOCIAL SERVICES

DEPARTMENT

AUDITOR'S USE ONLY

BA #