

DEPARTMENT: Human Services/SS

BY: Cheryle Rutherford-Kelly
PHONE: 966-2442

RECOMMENDED ACTION AND JUSTIFICATION:

It is respectfully recommended that your Board: (1) permit this Department to enter into a contract with Kathy Albright for fiscal assistance; and (2) authorize your Chairman to sign the contract.

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: \$ _____		List Attachments, number pages consecutively
Additional Funding Needed: \$ _____		Board Memo, Page 1
Source:		Personal Service Agreement, Pages 2-9
Internal Transfer _____		_____
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.: 03-258 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:

CAO: Rh



**MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT**

P.O. Box 7 • Mariposa, CA 95338 • (209) 966-2131 • Fax (209) 966-5943

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

June 26, 2003

TO: Members, Board of Supervisors
FROM: Cheryle Rutherford-Kelly
RE: Authorization to Enter into a Professional Contract with Kathy Albright for Fiscal Services

Recommendation

It is respectfully recommended that your Board: (1) permit this Department to enter into a contract with Kathy Albright for fiscal assistance; and (2) authorize your Chairman to sign the contract.

Background / Current Situation

Kathy Albright retired from Human Services, fiscal division, as a Staff Services Manager. We would like to be able to contract with Ms. Albright on a very limited, as needed basis, to assist new fiscal staff with complex claiming procedures, In-Home-Supportive Services cost analysis for the various Public Authority administrative configurations that must be considered by your Board, end of year close out of our accounts and reconciliation with the Auditor-Controller and State Department of Social Services. Additionally, the department may need additional assistance with the analysis of the State budget and revised ratios and claims.

We have hired very competent fiscal staff. However, social service claiming and sharing ratios are extremely complex. Ms. Albright has extensive knowledge of welfare fiscal operations and her assistance is very much needed. With your approval, I would like to ensure that staff has the expertise they need available to them.

Fiscal

If approved, the contract would be limited to a maximum of eight (8) hours per week and not to exceed \$1,000 per month. The duration of the contract would be from July 1, 2003 thru June 30, 2004. There is no impact on the general fund.