

DEPARTMENT: Human Services

BY: Cheryle Rutherford-Kelly
PHONE: 05/13/03

RECOMMENDED ACTION AND JUSTIFICATION:

It is respectfully recommended that your Board: (1) accept \$56,100 in unanticipated revenue for start-up expenses this department will incur on behalf of the Public Authority (PA); and (2) authorize the department to expend those dollars for assets and supplies that the PA will need to operate the program.

See attached memorandum

BACKGROUND AND HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? <input checked="" type="checkbox"/> Yes () No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes (X) No () Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		Board Memo
Source:		Budget Action Form
Internal Transfer		
Unanticipated Revenue	<input checked="" type="checkbox"/> 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
() General () Other		

CLERK'S USE ONLY:

Res. No.: *83-164* Ord. No. _____
 Vote - Ayes: *4* Noes: _____
 Absent: _____ *Abstained: Pickard*
 Approved
 Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:

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

CAO: *RKH*



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

May 2, 2003

TO: Members, Board of Supervisors
FROM: Cheryle Rutherford-Kelly
RE: In-Home Supportive Services / Public Authority Start-Up Money

Recommendation

It is respectfully recommended that your Board: (1) accept \$56,100 in unanticipated revenue for start-up expenses this department will incur on behalf of the Public Authority (PA); and (2) authorize the department to expend those dollars for assets and supplies that the PA will need to operate the program.

Background/Current Situation

Your Board, upon receiving information from your In-Home Services Advisory Committee, authorized the formation of a Public Authority (PA) and agreed to serve as the Governing Board for that Public Authority.

The Advisory Board is meeting to determine the program components that will meet the law (AB 1682) as well as serve the clientele. In the meantime, the State Department of Social Services has released start up money.

The State Department of Social Services has indicated that this start up money will most probably not be available after June 30, 2003. Although the department will have the standard share of costs, the allocation for fiscal year 2003/2004 will not be enough to purchase the assets and supplies needed for the PA to begin operations in October 2003. Therefore, it would be prudent to purchase as many assets and supplies as possible before the close of the fiscal year. There are some expenses, such as rent, that we cannot pay for in advance due to state regulations. However, some high cost items can be purchased now. The list of needs is attached for your review.

Financial

There is \$130,000 available to this County for startup costs. The department is requesting to accept and allocate only \$56,100 because: (1) we have identified certain needs at this time; and (2) realignment dollars must be used as match. The budget action form (page 3) increases Public Assistance Administration/State revenue line by \$25,705.02, Social Services Realignment revenue by \$11,074.14, Public Assistance Administration/Fed by \$19,320.84 and increases the appropriate expense lines for the purchases listed on page 2. The standard share of cost, to be drawn from realignment funds, is estimated at 19.74%. There are no general fund dollars included in this request.

List of Assets to Be Purchased

Vehicle 4x4 (Ford Escape is recommended by Fleet)	\$22,000	
Computers	\$ 7,500	
Printers	\$ 1,000	
PA Software	\$12,300	Caretracker by RTI w/1yr maint. agreement
Network Hardware	\$ 1,000	
Copy Machine	\$ 1,500	
Fax Machine	\$ 500	
Desks	\$ 2,850	
Desk Chairs	\$ 1,350	
Side Chairs	\$ 800	
File Cabinets	\$ 1,500	
Book Cases	\$ 300	
Phone Equipment	\$ 2,000	
<u>Other Office Supplies</u>	<u>\$ 1,500</u>	
Total	\$56,100	

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0501-305	45-00	Public Assistance Admin/State		(25,705)	
001	0501-305	45-01	Soc. Serv. Realign/Admin		(11,074)	
001	0501-306	63-00	Public Assistance Admin/Fed		(19,324)	
001	0501-661	04-17	Office Expenses		1,800	
001	0501-661	06-42	Computer Equipment		8,500	
001	0501-661	06-44	Other Equipment		1,500	
001	0501-661	04-80	Equipment Under \$1000		10,000	
001	0501-661	04-81	Software		12,300	
001	0501-661	07-88	Vehicles - Transfer Out		22,000	
703	030-309	1637	Transfers in - H.S. Vehicles		(22,000)	
703	030-585	0640	Fixed Assets - Vehicles		22,000	
TOTALS					-0-	

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
001	0501-661	0788	Vehicles - Transfer Out	22,000	
703	030-309	1637	Transfers in		22,000
TOTALS				22,000	22,000

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

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 Increase in PA Allocation and Expenditures for startup costs

DEPT HEAD SIGNATURE <i>Shyla Ruff</i>	DATE <u>5-2-03</u>
APPROVED BY RES NO. <u>03-164</u> CLERK <i>trms</i>	DATE <u>5-13-03</u>

DEPARTMENT _____	AUDITOR'S USE ONLY BA # _____
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