

DEPARTMENT: Human Services

BY: Cheryle Rutherford-Kelly
PHONE: (209) 966-2442

RECOMMENDED ACTION AND JUSTIFICATION:

PLEASE SEE ATTACHMENT

BACKGROUND AND HISTORY OF BOARD ACTIONS:

PLEASE SEE ATTACHMENT

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

PLEASE SEE ATTACHMENT

Financial Impact? (X) Yes () No Current FY Cost: \$1,470
 Budgeted In Current FY? () Yes (x) No () Partially Funded
 Amount in Budget: \$ _____
 Additional Funding Needed: \$ _____
 Source: Contracts/Grants _____
 Internal Transfer _____
 Unanticipated Revenue _____ 4/5's vote
 Transfer Between Funds _____ 4/5's vote
 Contingency _____ 4/5's vote
 () General () Other

Annual Recurring Cost: \$17,644

Page One, Memo to the Board

~~Page Three, Budget Action Form~~

CLERK'S USE ONLY:

Res. No.: *03-137* Ord. No. _____
 Vote - Ayes: _____ Noes: _____
 Absent: _____
 () 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: *RH*



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
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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 *MW*
SUBJECT: FREEZE POSITION OF CONTRACT ADMINISTRATOR IN THE HOUSING
AUTHORITY FUND AND DIRECT PERSONNEL DEPARTMENT TO DEVELOP A
DEPUTY DIRECTOR OF COMMUNITY SERVICES CLASS
SPECIFICATION/DESIGNATION
Resolution No. 03-139

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 6, 2003

ACTION AND VOTE:

B) Request for Authorization to: 1) Freeze the Position of Contract Administrator in the Housing Authority Fund and 2) Direct the Personnel Department to Develop a Deputy Director of Community Services Class Specification/Designation and to Return the Item for Board of Supervisors Review and Approval

BOARD ACTION: Discussion was held. (M)Balmain, (S)Stetson, Res. 03-139 was adopted approving the request as recommended by the County Administrative Officer to freeze the position of Contract Administrator and to direct Personnel to develop a Deputy Director of Community Services class specification/Ayes: Unanimous.

cc: Jen Garcia, Contract Administrator
Sandi Laird, Personnel/Risk Management Technician
Mary Hodson, Administrative Analyst
Ken Hawkins, Auditor
File

Mariposa County Board of Supervisors



District 1 LEE STETSON
District 2 DOUG BALMAIN
District 3 JANET BIBBY
District 4 GARRY R. PARKER
District 5 BOB PICKARD

RICHARD H. INMAN
County Administrative Officer

MARGIE WILLIAMS
Clerk of the Board

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April 24, 2003

To: Honorable Board of Supervisors

From: Rich Inman, County Administrative Officer *RAI*

cc: Cheryle Rutherford-Kelly, Human Services Director
Jeff Green, County Counsel
Sandi Laird, Personnel/Risk Management Technician

Re: Creation of Deputy Director Community Action and Housing Authority

The Director of Human Services, Ms. Cheryle Rutherford-Kelly, has submitted a request to your Board to create a position of Deputy Director Community Action and Housing Authority and freeze an existing position of Contract Administrator in the Housing Authority.

Background

As spelled out in Ms. Rutherford-Kelly's letter to the Board she is currently allocated a Contract Administrator for Community Action and a Contract Administrator for the Housing Authority. Currently the position of Contract Administrator for the Housing Authority is vacant and the Director of Human Services is desirous of creating a Deputy Director position to oversee both functions of Community Action and Housing Authority.

Analysis

The Department of Human Services is a complex and diversified organization. It is critically important to have clear organizational lines of authority and communication. It appears prudent to me that having a single line of authority from the Housing Authority and Community Action to the Director of Human Services is appropriate instead of having two Contract Administrators reporting independently. Both these functions have expanded both programmatically and financially to the point that it appears warranted to create a Deputy Director position. From a practical point of view the current situation is operating in just this manner as the Contract Administrator for Community Action is overseeing both functions effectively. There is no financial burden to the general fund and the freezing of the Contract Administrator for the Housing Authority helps offset much of the additional financial burden.

Recommendation

It is herein recommended to the Board of Supervisors that you approve the requested actions of the Director of Human Services and direct the Personnel Department to prepare a job description and return to the Board of Supervisors for approval.





Calaveras-Mariposa Community Action Agency



**Cheryle
Rutherford-Kelly**
Executive Director

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(800) 266-3609
FAX (209) 966-3519

March 28, 2003

To: Members, Board of Supervisors

From: Cheryle Rutherford-Kelly

Re: Request to Freeze a Position from the Housing Authority and Authorize the Position of Deputy Director for Community Action & Housing Authority

Recommendation

It is respectfully recommended that your Board authorize the Director of the Department of Human Services to: (1) freeze the position of Contract Administrator in the Housing Authority; (2) allow the current Contract Administrator to continue to serve the Housing Authority as well as the Community Action Agency; and (3) authorize the Department to hire a Deputy Director of Community Action and Housing Authority.

Background

Community Action and Housing Authority are one of the three divisions within the Department of Human Services. Historically, Contract Administrators have managed both units. These two positions report to the Director of Human Services.

When the Board of Supervisors approved the reorganization of Human Services in 2001, the position of Deputy Director was delayed pending the department's grant activities. It was reasoned that, as the division grew, the need for the position would increase.

Current Situation

The division has grown. The Housing Authority has accepted responsibility for two new programs, the Revolving Loan Program for Homeless People and Home Ownership for the elderly, disabled and working poor. Community Action's role has shifted from one that distributes under \$200,000 to safety net organizations to one that leverages money for projects needed by Calaveras and Mariposa County. The special project budget is now \$1.4 million.

Community Action's Contract Administrator has recently taken on additional grant writing responsibilities for the Department. Those grants that have been awarded, in order to ensure compliance with grantor requirements, are being monitored and managed within Community Action as well. The demands for accountability are high and successful projects have increased the numbers of people from two counties seeking our assistance. The budgetary crisis in California will only increase the requests for assistance and it is also refreshing to have positive growth under the direction of the Calaveras-Mariposa Community Action Board and your Board.

The Contract Administrator for Housing Authority has recently retired, leaving that position

vacant. The Contract Administrator for Community Action, with no pay differential, is presently managing the Housing Authority in addition to her regular duties in Community Action. The volume of work is compounded by the caliber and level of professionalism necessary to undertake the activities in the Community Action Agency as it exists today. Distributing money, prioritizing projects for two counties and working with various boards and agencies requires diplomacy and skill far beyond that of a contract administrator.

In summary, the job requirements have shifted to a higher level as the division has grown and taken a wonderfully different, but more complex focus, under Board direction. The growth and complexity of the division, especially in Community Action, creates the necessity for a professional position capable of managing a myriad of programs and improving community collaborations through grant funding and improving service coordination. The present level of responsibility needed in both units merits the position of a Deputy Director.

It was necessary to bring this matter to your attention now rather than during the annual budget process, because we have a vacant position (Housing Authority Contract Administrator) and the current Contract Administrator is shouldering a double load. It would not be wise to fill the current vacancy because if that were done, there would not be enough funding to pay for the Deputy Director position. Waiting until the budget process is completed is not the best course of action based on the workload in the division. There is also a need to reduce the workload of the person doing two jobs at this time.

The Contract Administrator for Community Action, Jeanette Garcia, has improved and expanded existing programs both fiscally and programmatically. As interim Contract Administrator for the Housing Authority, Ms. Garcia is not able to pursue additional funding at this time.

If your Board establishes the position of Deputy Director for Community Action and Housing Authority, the Contract Administrator position for Housing Authority would be frozen due to budgetary limitations. As the agency grows, there may be a time that the position would be warranted, but the position would not, and should not, be filled in the future without Board approval.

If approved, the Deputy Director would report to the Director of Human Services and would continue to ensure program excellence and development. This would allow the current Contract Administrator, shifted to serve both Community Action and Housing Authority, to concentrate on the administration of contracts and grants monitoring.

Financial

Program and budgetary responsibility have greatly increased for both Community Action and Housing Authority as funding has been leveraged. New programs are operational while existing programs have been expanded. The addition of a Deputy Director (hired at step one of range 275) would cost Community Action and Housing Authority an additional \$17,644 annually compared with hiring another Contract Administrator (step one of range 202). The cost of this position would be split between two budget units, Housing Authority Fund 332 at 40% and Community Action Fund 335 at 60%. This funding is currently available as a result of Community Action leveraging dollars.

As with all positions in these units, the proposed position would be supported through existing funding and future contract/grant revenue and is contingent upon that funding. There is no impact on the County's General Fund. There would be a very positive impact on program and fiscal operations simply because the division will be better able to assist Calaveras and Mariposa County to continue to secure needed revenue.