

DEPARTMENT: Human Services

BY: Cheryle Rutherford-Kelly
PHONE: 966-2442

RECOMMENDED ACTION AND JUSTIFICATION:

It is respectfully recommended that your Board authorize the department to hire an interim Eligibility Supervisor through Overfill due to a Long Term Medical Leave of Absence.

Please see attached memorandum.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please See Attached.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Please See Attached.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		Board Memo
Source:		
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. 23-138 Ord. No. _____
 Vote - Ayes: 5 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: RLK



**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

April 3, 2003

TO: Members, Board of Supervisors
FROM: Cheryle Rutherford-Kelly
RE: Social Service Unit / Permission to Overfill an Eligibility Supervisor I Position

Recommendation

It is respectfully recommended that your Board authorize the department to hire an interim Eligibility Supervisor through Overfill due to a Long Term Medical Leave of Absence.

Background/Current Situation

An Eligibility Supervisor guides the work of a group of line eligibility workers. Eligibility determines the amount of aid, food stamps or medical assistance that a particular person or family may need based on eligibility. Determinations as to whether or not someone is eligible for aid are complex due to federal and state regulations. It is important that aid be given in the proper amounts to eligible people or the County has audit exposure.

Our eligibility units have one of the lowest, if not the lowest, error rate in the state. Recent audits have reflected a zero percent error rate. To continue this excellent record requires supervision. One of the supervisors is out on a long term leave. During the interim period of time, we would like your permission to overfill the position and hire an interim supervisor. That supervisor will be able to assist the employees not only with ongoing operations but help them to transition to a new computer system going into effect statewide.

Financial

There is no extra cost associated with this request. The current supervisor on leave receives no salary. There are state and federal funds to pay for this interim supervisor. No general funds are necessary.