


**COUNTY OF MONTEREY  
HEALTH DEPARTMENT**

**MEMORANDUM**

*Administration*

DATE November 27, 2012

TO: Mike Miller, Auditor-Controller  
Gary Giboney, Chief Deputy Auditor-Controller

FROM: Susie McKee, Administrative Secretary-Confidential 

CC: Gail Borkowski, Clerk of the Board  
Kay Reimann, Senior Deputy County Counsel  
Stacy Saetta, Deputy County Counsel

SUBJECT: Correcting Memo for Board Order Dated 9/26/12

On September 25, 2012, the County Board of Supervisors approved the request of the Health Department, Environmental Health to transfer a filled 1.0 FTE Department Information Systems Coordinator (DISC) from HEA005-8117 to HEA003-8124. (See attached Board Report and Board Order No. 19 on the September 25, 2012 Board of Supervisors agenda). The home unit listed on the Board Report and Board Order had a clerical error, by listing incorrectly Unit 8124 as the unit when in fact it should have stated unit 8128.

The Health Department Environmental Health Bureau respectfully requests that the Office of the Auditor Controller correct its records to delete Unit 8124 and to include the correct home unit of 8128 with respect to transfer of a filled 1.0 FTE DISC for Budget Unit 4000, HEA003-8128 approved by the Board on September 25, 2012.

Original Request: Amend FY 2012-13 Health Department Budget 4000, to transfer a filled 1.0 FTE Department Information Systems Coordinator (DISC) from HEA005-8117 to HEA003-8124.

Correct Request: Amend FY 2012-13 Health Department Budget 4000, to transfer a filled 1.0 FTE Department Information Systems Coordinator (DISC) from HEA005-8117 to HEA003-8128.

Thank you for your assistance.

Attachments: Board Report and Board Order 9/26/12



# Monterey County

## Board Order

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

Upon motion of Supervisor Salinas, seconded by Supervisor Armenta, and carried by those members present, the Board of Supervisors hereby:

- a. Amended Fiscal Year 2012-13 Health Department Budget 4000, to transfer a filled 1.0 FTE Department Information Systems Coordinator (DISC) from HEA005-8117 to HEA003-8124; and,
- b. Directed the County Administrative Office to incorporate approved changes into FY 2012-13 Health Department Budget 4000, HEA005-8117 and HEA003-8124 to reflect the position transfer. (4/5th vote required)

PASSED AND ADOPTED on this 25th day of September 2012, by the following vote, to-wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Parker, and Potter  
NOES: None  
ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 76 for the meeting on September 25, 2012.

Dated: September 26, 2012  
File Number: 12-850

Gail T. Borkowski, Clerk of the Board of Supervisors  
County of Monterey, State of California

By *Denise Hancock*  
Deputy



# Monterey County

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

## Board Report

Legistar File Number: 12-850

Sept. 25, 2012

Introduced: 9/4/2012

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Amend FY 2012-13 Health Department Budget 4000, to transfer a filled 1.0 FTE Department Information Systems Coordinator (DISC) from HEA005-8117 to HEA003-8124; and,
- b. Direct the County Administrative Office to incorporate approved changes into FY 2012-13 Health Department Budget 4000, HEA005-8117 and HEA003-8124 to reflect the position transfer. (4/5th vote required)

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend FY 2012-13 Health Department Budget 4000, to transfer a filled 1.0 FTE Department Information Systems Coordinator (DISC) from HEA005-8117 to HEA003-8124; and,
- b. Direct the County Administrative Office to incorporate approved changes into FY 2012-13 Health Department Budget 4000, HEA005-8117 and HEA003-8124 to reflect the position transfer. (4/5th vote required)

### SUMMARY:

The Health Department is seeking to reassign an existing DISC position from the Environmental Health Bureau to Administration so that the resource can be used to support multiple bureaus and programs within the department.

### DISCUSSION:

In an effort to more efficiently use available resources, the Health Department is realigning internal Information Systems support staff. Some program specific positions will be transferred to Administration so that the resources and the costs can be more efficiently applied where they're needed. The transfer of this DISC position will enable us to load balance between Environmental Health and Public Health.

Load balancing and resource allocation can be accomplished without the realignment of staff positions, but the tracking of level of effort and cost allocation becomes more complex. In addition, many of our program funding and grants make it difficult to share resources.

### OTHER AGENCY INVOLVEMENT:


Human Resources Department has reviewed and approved the recommendation. Exhibit A is on file with the Clerk of the Board.

### FINANCING:

There is no increase to the approved FY 2012-13 Health Budget 4000, HEA003, General Fund

Contribution, or increase to future Health Budget 4000, HEA003, General Fund Contribution as this position is cost applied to the grants/allocations and programs supported.

Prepared by: John Maddock, DISM, 4531

Approved by: Ray Bullick, Director of Health, 4526 

Attachments:

Exhibit A - Position Transfer