



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: RES 19-152, **Version:** 1

- a. Amend the Fiscal Year (FY) 2019-20 Health Department Budget 4000-HEA008-8118 to reallocate 1.0 FTE vacant Accountant II to 1.0 FTE Accountant III (4/5th vote required); and
- b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2019-20 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a Resolution to:

- a. Amend the Fiscal Year (FY) 2019-20 Health Department Budget 4000-HEA008-8118 to reallocate 1.0 FTE vacant Accountant II to 1.0 FTE Accountant III (4/5th vote required); and
- b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2019-20 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Health Department requests the Board's approval to amend the allocated positions within the Public Guardian Bureau, Unit 8118 Conservator - Public Guardian.

The recommended change will provide the Public Guardian the appropriate level of resources to manage day-to-day fiscal operations and improve efficiencies. Due to budget constraints, the Public Guardian currently operates with one Accountant II and limited support from the Finance Manager. The Accountant III will provide specialized financial support to Public Guardian Deputies who provide direct services to clients and the Finance Manager. Due to the level of complexity involved in managing clients' personal matters the position demands extensive knowledge of relevant policies, practices and procedures of accounting and auditing which are beyond the scope of an Accountant II. In addition, the Accountant III will manage day-to-day fiscal activities in the absence of the Finance Manager. The Budget Committee of the Board of Supervisors provided its support of this action during its October 24, 2019 meeting.

The reallocation supports the Monterey County Health Department 2018-2022 Strategic Plan Initiatives: 3. Ensure access to culturally and linguistically appropriate, customer-friendly, quality health services; and 4. Engage Monterey County Health Department workforce and improve operational functions to meet current and developing population health needs.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office Budget Office, Auditor-Controller, County Counsel and Human Resources have reviewed the recommendations. The Budget Committee of the Board of Supervisors provided its support of this action during its October 24, 2019 meeting.

FINANCING:

Variance in salary costs between two positions is \$16,837; however, there are no financial impacts to the FY 2019-20 HEA008-8118 Adopted Budget as cost savings from the vacant Accountant II position will offset cost

increases for FY 2019-20. Budgeted total FTE, appropriations and revenues will remain the same. Future fiscal years' costs will be addressed as part of the requested budget for each year moving forward.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

☐Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

☒Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

☒Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

☐Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

☐Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Karla Tinajero, Finance Manager, 4963

Approved by: Elsa Jimenez, Director of Health, 4526

Attachments:

Attachment A in on file with the Clerk of the Board

Board Resolution is on file with the Clerk of the Board