



## Legislation Text

**File #:** 12-0987, **Version:** 2

Health and Human Services Agency recommending the Board:

- 1) Rescind Resolution No.124-2012 which was approved by the Board on September 11, 2012, that was intended to increase the Public Health Imprest Cash Account in Placerville, but mistakenly replaced a resolution that was specific to the South Lake Tahoe Imprest Cash Account; and
- 2) Adopt Resolution **067-2013** to increase the Public Health Division, Placerville, Imprest Cash Account from One Hundred Dollars (\$100) to Two Hundred and Fifty Dollars (\$250) to provide sufficient cash on hand for daily business operations.

**FUNDING:** Public Health Realignment.

### **Fiscal Impact/Change to Net County Cost**

There is no Net County Cost associated with this Resolution. Funds for the Imprest Cash Account are included in the Fiscal Year ("FY") 2012-13 budget, have been included in the FY 2013-14 Budget Request, and will be included in future budgets.

### **Background**

California Government Code ("GC") Sections 29320-29334 provides the guidelines by which the Board of Supervisors may establish, amend, or discontinue any revolving fund. GC Section 29321.1 provides that a Board may by resolution or ordinance, authorize the County Auditor to perform these functions. An imprest cash fund is then established for a specific use as requested by the department and as recommended by the Auditor-Controller.

On September 11, 2012, the Health and Human Services Agency Public Health Division ("HHSA/PHD") recommended the Board adopt Resolution 124-2012 with the intent to increase the Imprest Cash Account in the Placerville Public Health office from \$125 to \$250. However, this resolution mistakenly based the increase in the Imprest Cash Account for HHSA/PHD in Placerville on Resolution 238-2000 which had been approved by the Board on August 22, 2000, and actually set the Imprest Cash Account for the HHSA/PHD office in South Lake Tahoe in the amount of \$125.

Resolution 124-2012 should have based the increase in the Imprest Cash Account in Placerville on Resolution 95-98 (approved by the Board May 12, 1998) which set the Placerville Imprest Cash account in the amount of \$100. The attached Resolution \_\_\_\_\_ corrects the error by rescinding Resolution 124-2012, reinstating Resolution 238-2000 so that HHSA/PHD in South Lake Tahoe will continue to have an Imprest Cash Account in the amount of \$125, and increases the Imprest Cash Account for HHSA/PHD in Placerville from \$100 to \$250.

### **Reason for Recommendation**

The HHSA/PHD office in Placerville handles cash transactions, including Vital Statistics functions, in the course of daily business. Due to increased activity and costs for Vital Statistics and other functions provided by Public Health, the current Imprest Cash Account of \$100 in Placerville is insufficient for daily operations.

Approval of these recommendations will ensure a sufficient Imprest Cash balance for daily business operations in both the South Lake Tahoe and Placerville HHSA/PHD offices.

**Action(s) to be taken following Board approval**

1. Pursuant to Government Code Section 29322, upon adoption of Resolution No. \_\_\_\_\_, the Clerk of the Board of Supervisors Office will transmit certified copies of the Resolution to the County of El Dorado Auditor-Controller and County of El Dorado Treasurer.
2. Clerk of the Board of Supervisors to transmit a certified copy of the signed resolution to HHSA/PHD at 3057 Briw Road.
3. Auditor-Controller's Office to increase the Imprest Cash Account for the Placerville office of HHSA/PHD in accordance with Resolution.

**Contact**

Janet Walker-Conroy, Interim Director

**Concurrences**

County Counsel