MEETING DATE: October 16, 2007
Submiting Department(s): Human Resource Agency

BRIEF SUBJECT/ISSUE DESCRIPTION:
Designation of selected HRA employees to use County issued credit cards for purchasing goods and supplies.

Contact: Sean Munns/prepared by Suzi Kochems
Phone: 934-1432

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)

ATTACHMENTS
☒ Board Report
☐ Letter
☒ Minute Order
☐ Contract
☐ Transfer
☐ Grant App.
☐ Resolution
☐ Other

LEGAL/PERSONNEL/FISCAL
☐ County Counsel
☐ Personnel
☐ Finance
☐ County Administrative Office

CLERK INSTRUCTIONS
☒ Return Minute Order
☐ Return Certified Copy Of:
☐ Other:

Required ______ Minutes
☐ Business – No ☒ Consent
☐ Correspondence ☐ Reports & Notices

AFFECTED DEPARTMENT(S)
☐ Receive Concurrence

PUBLIC HEARINGS & COMMITTEE VACANCIES
☐ State ☐ Federal

LEGISLATION

Bill#: ______
☒ Latest Version of Bill
☐ Draft Letter Attached
☐ List of Supporters/Opposers
☐ Statement of Relevance to County Interests
☐ Description Attached

FUNDING SOURCE/IMPACT
☐ General Fund Impact
☐ Other: ______
☐ Budgeted
☐ Transfer Attached
☐ 4/5ths Vote Required
☐ Contingency Request

CONTRACTS, LEASES & AGREEMENTS
☐ New ☐ Renewal
☐ Amendment
☐ Insurance Certificate
☐ Contract Report

Date of Original Contract:
Contract No.:
Fiscal Year:

RECOMMENDED ACTION/MOTION:
1. Approve Attachment A as the list of HRA personnel authorized to use their County issued credit card to purchase goods and supplies per the authorization level guidelines as assigned by the HRA's purchasing policy.

Karin W. Gaghagen, Director
Department Head

Reviewed By (if applicable):

Personnel Director

Department of Finance

County Administrative Officer

cc:
Submitted by the Human Resource Agency
(Department)

EXECUTIVE SUMMARY:

To ensure internal controls and to meet the needs of our clients, the HRA developed a policy that defines purchasing authority levels. This policy has been in affect for many years and has proven to be effective.

RECOMMENDATION(S):

Approve Attachment A as the list of HRA personnel authorized to use their County issues credit card to purchase goods and supplies per the authorization level guidelines as assigned by the HRA’s purchasing policy.

HISTORY AND BACKGROUND:

The County purchasing policy requires that the Board designate, by name, those individuals that have the authority to purchase goods/ and or supplies via their county issued credit card (CalCard). Three levels of purchasing authority have been designated to meet the needs of the Agency, including the need to meet federal and state mandated client service requirements.

Level 1 is assigned to the Agency’s full authority purchasing agents-Director, Deputies, and Fiscal Supervisors. Level 2 allows purchases with approval from a level 1 authority. This level has been reserved for Program Managers and Supervisors, and Administrative Services Officers. Level 3 is assigned to staff that may need to purchase items directly related to client service requirements. Purchases made by this level require prior approval from a level 1 purchasing agent unless the purchase involved an emergency service issue.

FISCAL/PERSONNEL IMPACT(S):

There are no funds involved with this request.

ANALYSIS/DISCUSSION:

None
Memo

To: Board of Supervisors
From: Kim Gaghagen
CC:
Date: October 3, 2007
Re: Purchasing Agents/Attachment A

Below is the requested list of purchasing agents, and their authority levels for the staff at the HRA.

Level 1: (Full Authority) Kim W. Gaghagen, Robyn Krause, Sean Munns, Korri VonSeggern, Bill Krause, Teresa Emery.

Level 2: (Prior approval from Level 1) Becky Hansen, Suzi Kochens, Chellie Gates, Merrie Wales, David Allee, Carolyn Cexcon, Judi Anthony, Lucy Hernandez, Elizabeth Kelly, Ernie Peters, Lisa Rodriguez, Bill Wathen, Linda Joseph

Level 3: (Direct service client needs only, requires Level 1 approval prior to the purchase) Leslie Culp, Cheryl Harrison, Kristine Green, Duke Stemrck, Rex Gould, Baduel Ramirez, Chelle Whitlock-Senter, Anita Perez, Linda G. Johnson, Chuck Haake, Brenda Prather, Kris Ogle, Laurie Chandler, Yassi Lam, David Pratt, Marcia Schouten, Jeanne Masters, Patti Fumasi, Anita Fitzgerald, Lisa Permann, Linda M. Johnson, David Prest, Jene Rindisbacher, Rachel Parker, Teresa Pinedo, Bertha Murillo, Kelly Scanlon, Colleen Ellis, Nancy Garcia, Craig Minto, Jenny Rodrigo, Clyde Carter, Amanda Castillo, Loretta Kjer, Cristina O’Campo, Kim Vasco, Colleen Vonasek, Bryan Hoyt, Matt Doyle, Kim Carter, Tami Whitlock, Marisol Raygoza, Luz Melgarejo, Sandra Moore, Chimamara Clark, Aldon “Buzz” Manard, Cynthia Esparza, Xochitl Jacobo, Maria Gomez, JoAnn Kinyon, Nancy Deyarmie, Doug Coombs, Sherry DeCiero, Jocelyn Rothchild, Donna Jacobs, Nicole Walters, Zinnia Petersen.

Level 4: Any one that holds a CalCard and is not listed above. These individuals may only use their card for travel and travel related expenses.