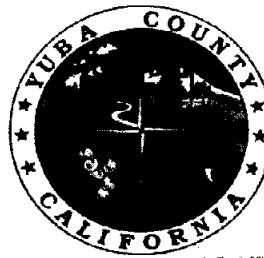


The County of Yuba

HEALTH & HUMAN SERVICES DEPARTMENT

Suzanne Nobles, Director

6000 Lindhurst Ave., P.O. Box 2320, Marysville, California 95901
Phone: (530) 749-6311 FAX: (530) 749-6281



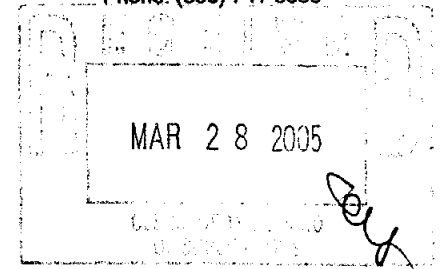
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MAR 28 2005

ADMINISTRATION

**Joseph W. Cassady, D.O.,
Health Officer**

Phone: (530) 741-6366



To: Health and Human Services Committee
Yuba County

From: Suzanne Nobles, Director *Suzanne Nobles*
Health and Human Services Department

Date: April 5, 2005

Subject: Purchase and Installation of Modular Workstations for the One Stop Community
Resource and Employment Center

Recommendation: Health and Human Services Committee recommends approval of the purchase and installation of modular workstations at the One Stop Community Resource and Employment Center.

Background: In the fall of 2000, thirty four modular workstations were purchased by the Health and Human Services Department and installed at the One Stop Community Resource and Employment Center located at 1114 Yuba Street, Marysville, California. During this first phase of installation, the individual offices were not included, only the open areas had cubicles built with modular workstations installed.

Discussion: Currently there are 13 individual offices that have older furniture not meeting the ergonomic recommendations of today. The installation of 13 modular workstations in the individual offices will bring them up to current ergonomic standards.

In addition, the Health and Human Services Department has now placed all Employment Services staff at the One Stop location which has resulted in the need to utilize all allocated office space. This has also caused the need for additional storage and workspace in both reception and shared work areas. Therefore, new counter space and shelving will be included during this installation to help alleviate this issue.

The furniture will be purchased competitively using either a current General Services Administration contract and/or State contract. The purchase will include manufacturing and installation of the modular workstations.

Fiscal Impact: The one-time cost of this purchase/installation is \$23,500.00. There is no fiscal impact to the County General Fund as all purchased furniture and installation are covered by the current fiscal year's CalWORKs single allocation.

D. Sellers

COUNTY OF YUBA DATE: MARCH 25 20 05
REQUEST FOR TRANSFER OR
REVISION OF APPROPRIATION, ESTIMATED REVENUE OR FUNDS

DEPARTMENT HEALTH AND HUMAN SERVICES

REQUEST APPROVAL OF THE FOLLOWING TRANSFER FISCAL YEAR ENDING JUNE 30, 20 05

BUDGET OR ESTIMATED REVENUE

- ESTIMATED REVENUE INCREASED
 APPROPRIATION DECREASED

- APPROPRIATION INCREASED

ACCOUNT NO.	NAME	AMOUNT
100-0000-361-45-00		\$23,500.00
	STATE AND FEDERAL REVENUE	

ACCOUNT NO.	NAME	AMOUNT
100-5200-451-62-00		\$21,000.00
	FIXED ASSETS	
100-5200-451-23-00		\$ 2,500.00
	PROFESSIONAL SERVICES	

FUND TRANSFERS

FUNDS TO BE REDUCED:

FUND	AMOUNT

FUNDS TO BE INCREASED:

FUND	AMOUNT

GENERAL LEDGER (AUDITOR - CONTROLLER USE ONLY)

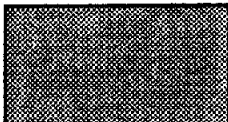
FUND	ACCOUNT	AMOUNT		FUND	ACCOUNT	AMOUNT	
		DEBIT	CREDIT			DEBIT	CREDIT

REASON FOR TRANSFER: Budgeting additional CalWorks money that was allocated at mid-year. Purchasing ergonomically correct workstations for additional staff stationed at One Stop.

APPROVED:

AUDITOR - CONTROLLER _____ Signature *Dean E. Sellers* Date _____ DEPARTMENT OR PUBLIC OFFICIAL

COUNTY ADMINISTRATOR: _____ Signature _____ Date _____ Director, Health & Human Services TITLE

Approved as to Availability of Budget Amounts and Balances in the Auditor/Controllers Office. AUDITOR - CONTROLLER _____ Auditor/Controller, Dean E. Sellers		Approved: BOARD OF SUPERVISORS _____ Clerk of the Board _____ Date _____
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