



# Mendocino County

## Legislation Text

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**File #:** 18-1336, **Version:** 1

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**To:** Board of Supervisors

**From:** Health and Human Services Agency

**Meeting Date:** February 27, 2018

**Department Contact:** Bekkie Emery

**Phone:** 463-7761

**Department Contact:** Anne Molgaard

**Phone:** 463-7885

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Approval of Purchase of One Pitney Bowes Relay 3000 Inserting System in the Amount of \$11,293.60 for CalWORKS Job Services; Approval of Appropriation Transfer of Funds in the Amount of \$15,000 from Social Services Budget Unit 5010, Line Item SS 86-2120 to Line Item SS 86-4370; and Addition of the Inserting System to the Approved List of Fixed Assets

**Recommended Action/Motion:**

Approve purchase of one Pitney Bowes Relay 3000 Inserting System in the amount of \$11,293.60 for CalWORKs Job Services; approve appropriation transfer of funds in the amount of \$15,000 from Social Services Budget Unit 5010, line item SS 86-2120 to line item SS 86-4370; add Inserting System to the approved list of fixed assets; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

N/A

**Summary of Request:**

California Work Opportunity and Responsibility to Kids (CalWORKs) Job Services through Mendocino County Health and Human Services Agency, in partnership with the One-Stop America's Job Center (soon to be located at 2550 N State St, Ukiah) provides the following services to under-employed parents: comprehensive assessments; career planning/counseling; financial literacy; workforce preparation; job searches; labor market research; integrated education and training; English language acquisition; and case management services. Regulatory mandates require certain notices, forms, and brochures be delivered to participants. The program has used a Pitney Bowes folder/sorter to fold brochures and forms and to stuff envelopes for the last several years. The current machine breaks down and jams with each usage, requiring staff to complete the folding and envelope stuffing by hand, a process that must be completed 8-10 times per month and which requires an average of 25-30 hours per month of staff time. The proposed replacement of this machine will allow that labor time to be utilized elsewhere and reduce the occurrence of occupational injury from repetitive motion. A \$15,000 transfer is requested to ensure funds for delivery, installation, etc.

**Alternative Action/Motion:**

Return to staff for alternative handling.

Supplemental Information Available Online at: N/A

**Fiscal Impact:**

**Source of Funding:** Social Services BU-5010,  
862120

**Current F/Y Cost:** \$15,000

**Budgeted in Current F/Y:** No

**Annual Recurring Cost:** N/A

**Supervisory District:** All

**Vote Requirement:** Majority

**Agreement/Resolution/Ordinance Approved by County Counsel:** N/A

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Willetta Callaghan

Date: March 1, 2018

Note to Department:

Executed Documents Returned to  
Department: White Copy to Auditor Blue  
Copy to Department

Final Status:**Approved**

Executed Item No.: Number:

