



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: November 25, 2020

Department: Treasurer's Office Agenda Planning Date: 11/19/20 Time required: 5 Min

Audio/Visual aids

Contact: Laurie Steele Phone: 503-588-3568

Department Head Signature: Laurie Steele

TITLE: Decrease the change fund for the Marion County Health & Human Services Clinic

Issue, Description & Background: The Marion County Health & Human Services Department has identified the need to decrease the Clinic change fund from \$350.00 to \$150.00.

Financial Impacts: None

Impacts to Department & External Agencies: None

Options for Consideration: 1) Approve the request to decrease the change fund. 2) Deny the request to decrease the change fund.

Recommendation: Approve the request and decrease the change fund from \$350.00 to \$150.00 for the Marion County Health and Human Services Clinic.

List of attachments: Board Order

Presenter: Laurie Steele

Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)

Copies to: Laurie Steele, lstele@co.marion.or.us Perry Grier, pgrier@co.marion.or.us Jessica Paler, jlpaler@co.marion.or.us Carol Sjolin, csjolin@co.marion.or.us Sarah Ortiz, sortiz@co.marion.or.us

BEFORE THE BOARD OF COMMISSIONERS
FOR MARION COUNTY, OREGON

In the matter of decreasing a Change Fund)
for the Health & Human Services Clinic.)
)

ORDER No. ____

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on Wednesday, November 25, 2020.

WHEREAS, the Marion County Health & Human Services Clinic has had an existing change fund of \$350.00 for several years; and,

WHEREAS, the Marion County Health & Human Services Clinic will be closing two cashier windows; and,

WHEREAS, the Marion County Health & Human Services Clinic has identified the need to decrease the change fund from \$350.00 to \$150.00 to maintain adequate cash for change drawers; and,

WHEREAS, the Marion County Health & Human Services Clinic has made provisions to assure control of the requested change fund and the Marion County Treasurer has reviewed and approved the proposed control measures in accordance with Marion County Administrative Policy 903; and,

WHEREAS, Marion County Administrative Policy 903 requires the approval of the County Administrative Officer and the Board of Commissioners to establish change funds; and,

WHEREAS, it appears in the best public interest to decrease the change fund for the Marion County Health & Human Services Clinic; now, therefore,

1. IT IS HEREBY ORDERED that a change fund be decreased for the Marion County Health & Human Services Clinic from \$350.00 to \$150.00.

DATED at Salem, Oregon, this ____ day of _____ 2020.

MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Approved:

Chief Administrative Officer