

Carolina Rook

From: Lindsey Manfrin
Sent: Thursday, May 14, 2020 11:16 AM
To: Mary Starrett; Ken Huffer
Cc: Christina Malae; Callie Gamble; Justin Hogue; Carolina Rook; Keri Hinton
Subject: HHS Petty Cash Increase for Housing Recovery

Hi Mary and Ken,

I would like to request the Board's consideration of increasing the petty cash account for the Deer Creek Transitional Treatment Recovery Services home (Account 016-000-112.76) from \$100 (BO #14-334) to \$150 where Callie Gamble's office is based for Housing and Recovery Services. With the reorganization of our supported/supportive housing programs under Housing and Recovery Services, this increase in this account will allow our staff to assist our clients more efficiently and effectively.

Correspondingly, we request a decrease to the petty cash account for Community Support Services- CSS (Account 016-000-112.73) from \$200 (BO #14-74) to \$150.

Please let me know if you have questions.

Keri/Carolina, please place this on this week's Board agenda. Suggested Board language:

"Add \$150 to existing petty cash account (BO #14-334) 016-000-112.76 for a new total of \$150. Correspondingly decrease existing petty cash account (BO#14-74) 016-000-112.73 for a new total of \$150."

Thanks,

Lindsey Manfrin, DNP, RN

Health and Human Services Director

Public Health Administrator

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Accepted by Yamhill County
Board of Commissioners on
5/21/2020 by Board Order
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