

**DATE:** September 12, 2002

**TO:** John F. Johnston, CEO

**FROM:** Jim Becker

**SUBJECT:** CEO Response to FY 2001-02 Grand Jury Report:  
Public Administrator and Public Guardian as Conservator

The following are the CEO Responses to the FY 2001-02 Grand Jury Report entitled "Public Administrator and Public Guardian as Conservator."

**R-4: The Auditor-Controller should have approval authority over the PA/PG inventory procedures to ensure accountability for conservatees' property.**

We partially agree with the recommendation. The recommendation will not be implemented because the Public Administrator/Public Guardian maintains final approval authority over their inventory procedures to ensure accountability for conservatees' property. The Auditor-Controller is available for review and consultation regarding these inventory procedures.

**R-6: Because the PA/PG system is a financial system, the Auditor-Controller should take the responsibility for system administration, data administration and overall change management of this system.**

We disagree with the recommendation. The recommendation will not be implemented because the Public Administrator/Public Guardian system consists of more than just financial components and functions; it also contains client information and remains the responsibility of the Public Administrator/Public Guardian. The Public Administrator/Public Guardian may want to request a review of the system by the County's Information Systems Department for recommendations as to system efficiencies, enhancements, or replacement alternatives.

**R-9: A standard set of procedures needs to be published for two-person accountability for conservatees' personal property. This standard procedure must be enacted immediately upon the PG or PA's initial assumption of**

**possession of the property and its subsequent storage in the County Warehouse. Such procedures should be approved by the Auditor-Controller.**

We partially agree with the recommendation. The recommendation has not been implemented but will be implemented by the Public Guardian in Calendar Year 2002. Standard procedures for two-person accountability for conservatees' personal property will be developed and submitted to the Auditor-Controller for their review prior to finalizing the procedures. Final approval of the procedures will remain the responsibility of the Public Guardian.

**R-11: Additional personnel should be assigned to the Public Guardian to address excessive and increasing caseload.**

We neither agree nor disagree with the recommendation. The recommendation requires further analysis. Funding for increased Public Guardian staffing and new or increased revenue to offset those increased costs would need to be identified as part of the County's annual budget process and be prioritized along with other Countywide and departmental funding requirements. The Public Guardian will be encouraged to submit their requests for increased funding and/or options for departmental reorganization in order to mitigate workload impacts during the FY 2003-04 budget process, which begins in January 2003.

JB