

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **PUBLIC GUARDIAN
(08020)**
Function: **Public Asst./Pub. Protection**
Activity: **Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	145,249	118,769	157,497	157,497
710103 Extra Help	0	1,900	1,900	1,900
710200 Retirement	23,457	24,858	48,399	48,399
710300 Health Insurance	43,985	17,817	30,786	30,786
710400 Workers' Compensation Insurance	235	184	471	471
TOTAL SALARIES & EMPLOYEE BENEFITS	212,926	163,528	239,053	239,053
SERVICES & SUPPLIES				
720300 Communications	346	1,350	1,350	1,350
720600 Insurance	42	33	36	36
720800 Maintenance - Equipment	0	300	300	300
721100 Memberships	0	850	850	850
721300 Office Expense	5,601	3,303	3,303	3,303
721400 Professional & Specialized Services	16,560	20,000	20,000	20,000
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	2,480	2,400	3,400	3,400
721900 Special Departmental Expense	0	150	150	150
722000 Transportation & Travel	1,552	4,000	4,000	4,000
TOTAL SERVICES & SUPPLIES	26,581	32,586	33,589	33,589
INTRAFUND TRANSFER				
770000 Intrafund Expense	-15,000	158,000	50,000	50,000
TOTAL INTRAFUND TRANSFER	-15,000	158,000	50,000	50,000
GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR	224,507	354,114	322,642	322,642

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

COMMENTS

The Public Guardian, acting under court orders, handles funds and property of persons adjudged to be incompetent and provides for the care, support, and maintenance of the ward. The Public Guardian also acts as Conservator, under court orders, to conserve and protect the estate and persons who are wards of the Court. The Public Guardian also administers estates of deceased persons when no relative or other person is available for this purpose. Oversight for the operations of the Public Guardian/Public Administrator's Office was placed under the Department of Social Services (DSS) as of mid-year 2009-10.

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Public Guardian Fees	\$77,068	\$80,000	\$ 92,000
Intrafund Revenue*	<u>0</u>	<u>19,000</u>	<u>23,000</u>
Total	\$77,068	\$95,000	\$115,000

*This reflects reimbursement for services provided to the Behavioral Health Department and DSS County Counsel Fees. The revenue was previously reflected as an Intrafund Transfer under budget appropriations.

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Chief Deputy Public Guardian	1	0	1	0
Deputy Public Guardian	1	0	1	0
Program Assistant I/II	1		1	
Public Guardian/Public Administrator	<u>0</u>	<u>1⁽¹⁾</u>	<u>0</u>	<u>1⁽¹⁾</u>
Total Permanent	3	1	3	1

(1) Per Board direction, the official Public Guardian/Public Administrator is the Director of the Department of Social Services (DSS).

Note: Administration of the Public Guardian's office is managed by the DSS Director (2%), one DSS Deputy Director (2%), one Staff Services Manager (2%), one Fiscal Analyst (5%), one Account Clerk Supervisor (5%), one Program Manager (2%), and County Counsel staff. The level of staff support from DSS has been adjusted for fiscal year 2015-16 based on the actual support claimed for the current Fiscal Year 2014-15.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$157,497) are recommended increased \$38,728 based on the cost of recommended staff.
- 710103** **Extra Help** (\$1,900) is recommended unchanged and is based on projected cost of Extra Help coverage for the year.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,350) is recommended unchanged.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$300) recommended unchanged for the maintenance of office equipment (typewriters, calculators, check printer, and computers).
- 721100** **Memberships** (\$850) recommended unchanged for the cost for membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).
- 721300** **Office Expense** (\$3,303) is recommended unchanged and includes newspaper subscription (\$85), annual code book updates (\$265), and checks (\$1600), along with miscellaneous office expenses.
- 721400** **Professional & Specialized Services** (\$20,000) is recommended unchanged and includes monthly maintenance fees for PG Pro Software (\$18,000), Komodo Encryption of ACH email (\$36), LexisNexis - used for looking up relatives of conservatees (\$1,607), and other services as needed.
- 721500** **Publications & Legal Notices** (\$200) is recommended unchanged for the cost to publish notices for Public Administrator estate sales and to purchase required annual code books.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$3,400) is recommended increased \$1,000 for the copier lease, to utilize vehicles from Central Garage and the addition of a shred bin. Costs for shred bin and copier are split with the Veteran's Service Office.
- 721900** **Special Departmental Expense** (\$150) is recommended unchanged. This account funds miscellaneous expenses.
- 722000** **Transportation & Travel** (\$4,000) is recommended unchanged for the lodging and meals for Out-of-County trips which include mandated certification trainings for staff.

INTRAFUND TRANSFER

- 770000** **Intrafund Expense** (\$50,000) is recommended to fund specified DSS and County Counsel Salaries and Benefits. The estimated cost of services the Public Guardian provides for Behavioral Health conservatorship cases is now reflected as Intrafund Revenue and is no longer included as an appropriation.