

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	59,088	70,491	118,769	118,769
710103 Extra Help	0	1,900	1,900	1,900
710106 Standby & Night Premium	0	4,428	0	0
710200 Retirement	17,311	20,531	24,858	24,858
710300 Health Insurance	13,944	16,956	17,817	17,817
710400 Workers' Compensation Insurance	235	235	184	184
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>90,578</b>	<b>114,541</b>	<b>163,528</b>	<b>163,528</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	1,180	1,350	1,350	1,350
720600 Insurance	42	42	33	33
720800 Maintenance - Equipment	123	300	300	300
721100 Memberships	1,420	710	850	850
721300 Office Expense	2,410	3,155	3,303	3,303
721400 Professional & Specialized Services	15,650	17,500	20,000	20,000
721500 Publications & Legal Notices	266	200	200	200
721600 Rents & Leases - Equipment	1,644	2,100	2,400	2,400
721900 Special Departmental Expense	70	119,000	150	150
722000 Transportation & Travel	2,490	3,000	4,000	4,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>25,295</b>	<b>147,357</b>	<b>32,586</b>	<b>32,586</b>
<b>INTRAFUND TRANSFER</b>				
770000 Intrafund Expense	-15,000	-15,000	158,000	158,000
<b>TOTAL INTRAFUND TRANSFER</b>	<b>-15,000</b>	<b>-15,000</b>	<b>158,000</b>	<b>158,000</b>
<b>GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR</b>	<b>100,873</b>	<b>246,898</b>	<b>354,114</b>	<b>354,114</b>

## 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

	<b>Actual <u>2012-13</u></b>	<b>Estimated <u>2013-14</u></b>	<b>Projected <u>2014-15</u></b>
Public Guardian Fees	\$56,459	\$75,100	\$80,000
Intrafund Revenue*	<u>0</u>	<u>0</u>	<u>15,000</u>
Total	\$56,459	\$75,100	\$95,000

\*This reflects reimbursement for services provided to the Behavioral Health Department. This revenue was previously reflected as an Intrafund Transfer under budget appropriations.

### STAFFING

<b><u>Permanent</u></b>	<b>2013-14 Authorized</b>		<b>2014-15 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Chief Deputy Public Guardian	0	1	1 <sup>(1)</sup>	0
Deputy Public Guardian	1	0	1 <sup>(1)</sup>	0
Program Assistant I/II	1		1	
Public Guardian/Public Administrator	<u>0</u>	<u>1<sup>(2)</sup></u>	<u>0</u>	<u>1<sup>(2)</sup></u>
Total Permanent	2	2	3	1

(1) It is recommended to fund the Chief Deputy Public Guardian due to increasing caseload, and permanently fill the position.

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

## PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

### STAFFING (continued)

Note: Administration of the Public Guardians office is managed by the DSS Director (4%), one DSS Deputy Director (2%), one Social Worker Supervisor Extra Help (90%), one Account Clerk Supervisor (5%), one Program Manager (2%), County Counsel staff, and one DSS Fiscal Analyst (6%). The level of staff support from DSS has been adjusted for fiscal year 2014-2015 based on the actual support claimed for the current Fiscal Year 2013-14.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$118,769) are recommended increased \$48,278 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.
- 710106**      **Standby & Night Premium** (\$0) is recommended, a reduction of \$4,428 due to the Chief Deputy Public Guardian position no longer being filled by Social Services-Social Worker Supervisor who was eligible for premium pay.
- 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 increased \$140 for the actual cost for membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).

## PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

### SERVICES & SUPPLIES (continued)

- 721300**      **Office Expense** (\$3,303) is recommended unchanged and includes newspaper subscription (\$85) along with miscellaneous office expenses.
- 721400**      **Professional & Specialized Services** (\$20,000) is recommended increased \$2,500 due to an increase in the monthly maintenance fees for PG Pro Software (\$18,000). Expenses also include Komodo Encryption of ACH email (\$36), Accurint Software - used for looking up relatives of conservatees (\$1,560), 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.
- 721600**      **Rents & Leases - Equipment** (\$2,400) is recommended increased \$300 for the copier lease, and to utilize vehicles from Central Garage.
- 721900**      **Special Departmental Expense** (\$150) is recommended reduced \$118,850 due to costs for DSS Salaries and Benefits are now being budgeted in Intrafund Transfers. This account funds a safety deposit box (\$60) for storing valuables belonging to Public Guardian clients and for miscellaneous expenses (\$90).
- 722000**      **Transportation & Travel** (\$4,000) is recommended increased \$1,000 for the lodging and meals for out-of-County trips which include mandated certification trainings for staff.

### INTRAFUND TRANSFER

- 770000**      **Intrafund Expense** (\$158,000) 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.