

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	31,196	32,970	63,000	63,000
710103 Extra Help	133	0	1,900	1,900
710106 Standby & Night Premium	0	4,428	4,428	4,428
710200 Retirement	7,427	7,938	7,938	7,938
710300 Health Insurance	6,040	6,000	6,384	6,384
710400 Workers' Compensation Insurance	672	217	235	235
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>45,468</b>	<b>51,553</b>	<b>83,885</b>	<b>83,885</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	1,285	1,350	1,350	1,350
720600 Insurance	38	38	42	42
720800 Maintenance - Equipment	0	250	300	300
721100 Memberships	700	700	710	710
721300 Office Expense	2,933	3,000	3,155	3,155
721400 Professional & Specialized Services	167,492	148,375	125,000	125,000
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	1,162	2,100	2,100	2,100
721900 Special Departmental Expense	0	140	140	140
722000 Transportation & Travel	829	1,500	2,700	2,700
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>174,439</b>	<b>157,653</b>	<b>135,697</b>	<b>135,697</b>
<b>INTRAFUND TRANSFER</b>				
770000 Intrafund Transfer	-15,000	-15,000	-15,000	-15,000
<b>TOTAL INTRAFUND TRANSFER</b>	<b>-15,000</b>	<b>-15,000</b>	<b>-15,000</b>	<b>-15,000</b>
<b>GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR</b>	<b>204,907</b>	<b>194,206</b>	<b>204,582</b>	<b>204,582</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

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Public Guardian Fees	\$110,150	\$213,195*	\$55,800

\*During FY 2011-12, YTD transfers totaling \$50,781 have been made to the General Fund, which was possible through several accountings of conservatees for Public Guardian Administration Fees.

### STAFFING

<u>Permanent</u>	<u>2011-12 Authorized</u>		<u>2012-13 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Chief Deputy Public Guardian	0	1 <sup>(1)</sup>	0	1 <sup>(1)</sup>
Deputy Public Guardian	0	1 <sup>(1)</sup>	1	0 <sup>(1)</sup>
Program Assistant I/II	1		1	
Public Guardian/Public Administrator	0	1 <sup>(2)</sup>	0	1 <sup>(2)</sup>
Total Permanent	1	3	2	2

(1) The Chief Deputy position will be filled by a contracted DSS employee. The Deputy Public Guardian position will be filled through normal recruitment process for the upcoming year.

(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 (1%), one DSS Deputy Director (2%), the DSS Fiscal Manager (.25%), an Office Assistant Supervisor (.25%) and the DSS Fiscal Analyst (2%). DSS will charge the salaries and benefits to the Public Guardian Professional and Specialized account. The level of staff support from DSS has been reduced for fiscal year 2012-13 due to the County's current fiscal crisis inhibiting the Department's ability to fund the staff support at the same level as prior fiscal years.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$63,000) are recommended increased \$30,030 based on cost of recommended staff, which includes filling the vacant Deputy Public Guardian position.
- 710103**      **Extra Help** (\$1,900) is recommended increased \$1,900 based on projected cost of Extra Help coverage for the year.
- 710106**      **Standby & Night Premium** (\$4,428) is recommended unchanged.
- 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 increased \$50 based on actual cost for the maintenance of office equipment (typewriters, calculators, check printer and computers).
- 721100**      **Memberships** (\$710) recommended increased \$10 based on the actual cost for the membership in the California Association of Public Guardian/Public Conservator/Public Administrator.

## PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

### SERVICES & SUPPLIES (continued)

- 721300**      **Office Expense** (\$3,155) is recommended increased (\$155) based on actual costs.
- 721400**      **Professional & Specialized Services** (\$125,000) is recommended reduced \$23,375 for software maintenance contracts for the Public Guardian (\$15,000), and the Department of Social Services contracted salaries (\$110,000). The reduction is due to the recruitment and hiring of Deputy Public Guardian versus having DSS - Office Assistant Supervisor I filling that role effective October 2012.
- 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** (\$2,100) is recommended unchanged for the copier lease, and to use vehicles from Central Garage.
- 721900**      **Special Departmental Expense** (\$140) is recommended unchanged for a safety deposit box (\$60) for storing valuables belonging to Public Guardian clients and (\$80) for miscellaneous expenses.
- 722000**      **Transportation & Travel** (\$2,700) is recommended increased \$1,200 for lodging and meals for out-of-County trips which include mandated certification trainings for staff.

### INTRAFUND TRANSFER

- 770000**      **Intrafund Transfer** (\$15,000) is recommended unchanged and represents the estimated cost of services the Public Guardian provides for Behavioral Health conservatorship cases.