



Agenda Date: 11/22/2005
Agenda Placement: 6E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randolph F. Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Creation of a revolving fund (Public Administrator-Guardian)

RECOMMENDATION

Director of Health and Human Services requests the following actions relating to the establishment of a revolving fund for the Public Administrator-Guardian:

1. Adoption of a resolution directing the establishment of a revolving fund not to exceed \$10,000 for the Public Administrator-Guardian for payment of fees and expenses related to conservatorship services for individuals; and
2. Approval of Budget Transfer No. 31 increasing appropriations in the Public Administrator-Guardian budget with offsetting revenues to fund expenses incurred on behalf of conservatees. (4/5 vote required)

EXECUTIVE SUMMARY

California Government Code Section 29460 specifies that the County Board of Supervisors may create a revolving fund to allow for payment of advance funds to meet conservatees' needs. This action establishes a \$10,000 revolving fund for that purpose.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Funds will be reimbursed from conservatees' estates as they become available.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Without the revolving fund, it will be difficult in certain situations for the County

	to make payments on behalf of conservatees in a timely manner, which, in certain situations, could possibly place the County at risk for damages.
Is the general fund affected?	Yes
Future fiscal impact:	Setting up the revolving fund is a one-time expense. Use of the fund will be reviewed annually.
Consequences if not approved:	See above.
Additional Information:	None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In accordance with California Government Code Section 29460, the County Board of Supervisors may create a revolving fund to allow for payment of advance funds to meet conservatees' needs. The Public Administrator-Guardian needs such a revolving fund to respond to situations including but not limited to the following examples:

1. A new conservatee has let his/her homeowner's insurance lapse but does not have the funds available to reinstate the policy. If something happens to the house, or someone is injured on the premises without insurance, the County may be held liable as the responsible party for the conservatee and his/her estate.
2. A conservatee is placed in a care facility and funds are not available until the sale of the conservatee's residence.
3. A proposed conservatee is placed in a care facility prior to the County's appointment as conservator and the County does not have access to the individual's accounts until the conservatorship has been established.

Health and Human Services is requesting the Board's approval to create a revolving fund in the amount of \$10,000. This is a one-time expense as the funds will be reimbursed from conservatees' estates as they become available. Budgetary Transfer No. 31 will establish an expenditure line item in the amount of \$10,000 from which to reimburse the revolving fund, and establish a revenue line in the amount of \$10,000 to transfer the offsetting revenue from client accounts.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita