



Agenda Date: 6/13/2006
Agenda Placement: 6H

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randy Snowden - Director
Health & Human Services
REPORT BY: Carol Haynes, Staff Services Manager, 253-4674
SUBJECT: Approval to increase petty cash fund for the Public Guardian/Public Conservator

RECOMMENDATION

Director of Health and Human Services requests approval to increase the Public Guardian/Public Conservator's imprest cash fund from \$500 to \$1,000.

EXECUTIVE SUMMARY

Approval of the requested action will increase the imprest cash (petty cash) fund in the Agency's Public Guardian/Public Conservator division from \$500 to \$1,000. The imprest cash fund is used to provide conservatees of the division with money for their personal and incidental expenses. The fund also is used for miscellaneous client-related expenses that need to be taken care of quickly.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

The imprest (petty) cash fund is used to provide conservatees of the Public Guardian/Public Conservator (PG/PC) with money for their personal and incidental expenses and used for other miscellaneous client-related expenses

that need to be taken care of quickly. Petty cash disbursements are subsequently reimbursed from the PG/PC's (BU 289)client accounts.

Due to an increase in the number of conservatees residing in their own homes and a change in policy at Kaiser, the PG/PC staff currently is submitting requests for large reimbursement checks (over \$200) two to three times per week. It has become apparent that an increase in the imprest cash fund is necessary to meet client needs.

The imprest cash fund is used to provide several conservatees with "P&I" (personal and incidentals) money. These P&I disbursements are usually \$10-\$50 at a time. Some clients pick up their P&I twice a week and some clients have their funds delivered several times per month. The imprest cash fund also is used to provide grocery/household money to several other conservatees who are still residing in their homes with 24-hour caregivers. These disbursements are usually \$200-\$240 at a time and occur weekly. The fund also is used for miscellaneous expenses that need to be taken care of quickly, such as co-pays for medical appointments and prescriptions. Kaiser is no longer willing to bill HHSA for the prescription/co-pay expenses for HHSA's Kaiser clients. These co-pays are usually \$5-\$100 per trip.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita