



County of El Dorado

330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

Legislation Text

File #: 14-0952, **Version:** 1

Health and Human Services Agency, Public Health Division requesting the Board forgive the loss of Animal Services revenue and discharge the Agency from accountability of the lost revenue in a maximum amount up to \$3,800.

FUNDING: Fees/General Fund.

Fiscal Impact/Change to Net County Cost

There is no Net County Cost associated with this item.

Background

On May 28, 2014, the Health and Human Services Agency (HHSA), Public Health Division, Animal Services identified a deposit envelope was missing from the safe where it was stored. An extensive search of the office followed without locating the lost envelope. The Placerville Police Department was called, a report was taken, and an investigation is being conducted.

Letters have been sent to those individuals or organizations who wrote checks notifying them of the loss. HHSA has requested these individuals and organizations reissue the lost check, less the stop payment fee, in cases where the value of the check will clearly exceed the stop payment fee (\$50 or greater).

It was determined staff who were handling receipts were not following proper procedures, and since the incident a corrective action plan has been implemented. The corrective action includes staff following appropriate procedures, and having a fiscal staff member pick up the deposits daily from Animal Services to ensure timely deposits are made. Additional corrective actions may be taken depending on the outcome of the criminal investigation by the Placerville Police Department.

Reason for Recommendation

HHSA is requesting the Board forgive the loss of revenue and discharge HHSA from accountability for the lost revenue. Pursuant to Board Policy B-4, and California Government Code Section 25257 to 25259.5, the Board of Supervisors may discharge from accountability any fees or monies that have been otherwise lawfully compromised or adjusted.

Clerk of the Board Follow Up Actions

Provide a certified minute order to HHSA at Briw Road.

Contact

Don Ashton, M.P.A., Director