

**MEMORANDUM**  
**PLACER COUNTY HEALTH AND HUMAN SERVICES**  
**Children's System of Care**

**TO:** Honorable Board of Supervisors

**FROM:** Richard J. Burton, M.D., M.P.H.  
Placer County Health Officer and Director of Health & Human Services  
Richard S. Knecht, Director of Children's System of Care

**DATE:** March 13, 2012

**SUBJECT:** Request for Relief from Accountability for Children's System of Care at Cirby Hills Center

---

---

**ACTION REQUESTED:**

Approve the Request for Relief from Accountability in the amount of \$900.

**BACKGROUND:**

On Sept 22, 2011, while conducting a review and reconciliation of the bus vouchers used to support families receiving Child Welfare services, it was discovered that \$900 in bus vouchers were missing from the account where these vouchers are held, at the Cirby Hills location.

A police report was filed and an internal departmental investigation completed. These losses were thoroughly investigated by Health and Human Service Administration and the Risk Management Division, and it was determined by the Auditor-Controller that these losses be treated as losses of County property, in accordance with existing Accounting Policies and Procedures, which requires presentation of this item to your Board.

Following this incident, CSOC has revised staff procedures for handling and distribution of bus vouchers in order to prevent similar losses, including further securing the bus vouchers and restricting their access after hours to supervisors.

**FISCAL IMPACT:**

This results in net loss of \$540 in federal revenue and \$360 in matching County General Funding.

