

**MEMORANDUM  
PLACER COUNTY HEALTH AND HUMAN SERVICES  
Adult 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  
Maureen F. Bauman, Director of Adult System of Care  
Maryellen Peters, Risk Manager

**DATE:** May 22, 2007

**SUBJECT:** Request for Relief from Accountability for Adult System of Care at Cirby Hills Center

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**ACTION REQUESTED:**

1. Approve the Request for Relief from Accountability in the amount of \$2,912, and
2. Restore the Cirby Hills change fund, reducing the amount from \$75 to \$40, an amount adequate for the needs of this program.

**BACKGROUND:**

Between April 25, 2001 and March 25, 2003 total cash shortages in the amount of \$2,957 were disclosed through an audit of the ASOC Cirby Hills cash receipts and change fund. This amount included \$45 in receipts for which Relief from Accountability and reimbursement was previously granted in June 2001. Consequently, the amount that we are requesting from your Board at this time has been reduced by that amount.

These losses were thoroughly investigated by Health and Human Service Administration, the Auditor Controller, 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. This presentation was delayed by both the Department of Health and Human Services and the Auditor-Controller in order to determine that the changes enacted to improve the internal controls within the ASOC Cirby Hills program were fully implemented and functioning as expected. New policies and internal controls have been implemented to prevent losses in the future.

**FISCAL IMPACT:**

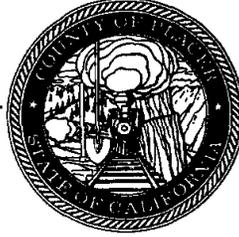
There is a total loss of \$2,952 in County General Funds.

**Attachment:**

Request for Relief from Accountability

COUNTY OF PLACER  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

RICHARD J. BURTON, M.D., M.P.H.  
HEALTH OFFICER AND,  
DIRECTOR OF HEALTH & HUMAN SERVICES



March 23, 2007

Board of Supervisors  
County Administrative Center  
175 Fulweiler Avenue  
Auburn, CA 95603

**Subject: Request for Relief from Accountability**

Honorable Members:

Between the period of April 25, 2001 to March 25, 2003 cash shortages in the amount of \$2,912 were disclosed in the reconciliation\audit of the cash receipts and change fund belonging to Health & Human Services Adult Systems of Care (ASOC) Cirby Hills Facility.

This shortage has been thoroughly investigated and the circumstances surrounding the loss are set forth in the attachment to this letter.

In light of the circumstances surrounding this loss, I respectfully request that this department be "relieved from accountability" for the shortage as provided by section 29390 of the California Government Code. I also request authorization to submit a claim for a warrant to the Auditor-Controller charging Adult Systems of Care (429315 09493) in the amount of \$40.00, payable to Maureen Bauman, Director of ASOC (per current County internal control policies). These funds will be used to replenish the Cirby Hills change fund which is being reduced to \$40 from the original authorization amount of \$75.

Sincerely,

Date 3-23-07

Richard J. Burton, M.D., M.P.H.  
Health Officer and Director of HHS

**AUDITOR-CONTROLLER CERTIFICATION**

The circumstances concerning this shortage have been reviewed and it is recommended that the request for "relief from accountability" be approved , disapproved

Date 3-28-07 By Katherine J. Martinis