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The Honorable Judge Wendy Getty
Presiding Judge of the Solano County Superior Court
600 Union Avenue
Fairfield CA 94533

**RE: 2022-2023 Grand Jury Report Entitled: County Driver Authorization Documentation Errors
(Agriculture Department)**

Dear Honorable Judge Getty:

I am responding to the following findings and recommendations of the 2022-2023 Grand Jury Report on County Driver Authorization Documents that pertain to matters under my control as Solano County Agricultural Commissioner:

Finding 1A – County of Solano Authorized to Drive a Vehicle on County Business forms are not accurately completed or approved as required.

Response to Finding #1: I agree with this Finding that in two instances County authorization forms for Agriculture Department staff were incomplete: One form was missing an employee work phone number; the second form was missing driver's license number and expiration date.

Finding 1B – California Department of Motor Vehicle Employer Pull Notice Program Form INF 1101 titled Authorization for Release of Driver Record Information forms are not accurately completed or approved as required.

Response to Finding #1: I agree with this Finding that in one instance a DMV authorization form was not signed by an authorizing County representative.

Recommendations (For Both 1A & 1B) -

1. All applicable County departments must be provided with a copy of the current Fleet Management list entitled Authorized to Fuel County Vehicles and a current list from the A-Check system (EPN database). Once obtained the two lists must be reconciled against each other and appropriate updates must be made as necessary.
2. The County must perform a full review of all department driver authorization forms on file for proper completion, approval, and filing. Moreover, each applicable County department must obtain any missing information and approval signatures.
3. The County must compare the names on the two lists (number one recommendation) obtained and make appropriate correction entries as necessary to the applicable Fleet and DMV system databases.

Response to Recommendations (For Both 1A & 1B):

These recommendations have been implemented by the Agriculture Department as follows:

1. A current Fleet Management list of employees authorized to fuel county vehicles and current employee list from the A-Check system (EPN database) were obtained, reconciled against each other and appropriate updates made.
2. A full review of County and DMV authorization forms for active staff was completed and necessary corrections and updates were made including adding a missing phone number, driver's license number and expiration date information and proper authorizing signatures were obtained.
3. Names on the Authorized to Fuel County Vehicles list and in the A-Check system were compared and reconciled in the Fleet and DMV databases.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ed King", with a stylized flourish extending to the right.

Ed King
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cc: Bill Emlen, County Administrator
Solano County Board of Supervisors
Matthew Davis, Public Communications Officer
Cheryl Clower, Solano County Civil Grand Jury Office