

DEPARTMENT OF INFORMATION TECHNOLOGY

TIM FLANAGAN
Chief Information Officer
Registrar of Voters
tpflanagan@solanocounty.com
(707) 784-2703



SOLANO
COUNTY

675 Texas Street, Suite 3700
Fairfield, CA 94533-6342
(707) 784-3000
Fax (707) 784-4883

www.solanocounty.com

July 24, 2023

To: Hon. Wendy G. Getty
Presiding Judge

From: Tim Flanagan
Chief Information Officer & Registrar of Voters

Re: Solano County DoIT Response to 2023 Grand Jury Report: "County Driver Authorization Documentation Errors"

Judge Getty:

Under Penal Code sections 933 and 933.05, I am responding to the following findings and recommendations contained in the 2023 Grand Jury Report that pertain to matters under my control as Solano County Chief Information Officer and Registrar of Voters:

FINDING 1A (COUNTY FORM) – County of Solano Authorized to Drive a Vehicle On County Business forms are not accurately completed or approved as required. Review of form attributes revealed a variety of 139 documentary exceptions.

FINDING 1B (DMV FORM) – 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. Review of form attributes revealed a variety of 137 documentary exceptions.

Response to Finding #1A & #1B:

I disagree partially with this finding. Although some documentation discrepancies have been reported by the Grand Jury, the department of Information Technology – including the Registrar of Voters - were found to have completed the forms correctly.

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 form 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 Recommendation #1: This matter is not under my control.

Respectfully submitted,

Tim Flanagan
Solano County Department of Information Technology / Registrar of Voters

cc: County Administrator