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DEPARTMENT OF RESOURCE MANAGEMENT



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September 14, 2023

Honorable Wendy Getty
Presiding Judge of the Superior Court
Solano Superior Court
600 Union Ave
Fairfield, CA 94533

2022-2023 Solano County Civil Grand Jury
Sent via email to: cdclower@solano.courts.ca.gov

RE: 2022-2023 Grand Jury Report: *County Driver Authorization Documentation Errors*

Judge Getty:

Following is the Department of Resource Management's (Department) response to the above referenced 2022-2023 Grand Jury Report (Report) pursuant to Penal Code sections 933 and 933.05.

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.

The Department disagrees with this finding. Based on review of information provided by the Grand Jury to the Department with the Report, the Department's COUNTY FORMS are accurately completed and have no missing information or errors.

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.

The Department partially disagrees with this finding. Based on the information supplied to the Department by the Grand Jury with the Report, the Department concedes that some DMV FORMS were not fully completed since the appropriate title of the signatory was missing on some submitted DMV FORMS, and the printed name of the signatory was missing on one submitted DMV FORM. However, an approval signature was supplied on all forms by the Department Head or Assistant Department Head, and all employees listed in submitted forms are enrolled in the DMV Employer Pull Notice (EPN) Program, which is the sole purpose of the DMV FORM. This shows that all DMV FORMS reviewed by the Grand Jury and were submitted by the Department are properly approved to enroll the employee in this State program.

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.

Recommendation has not been implemented but can be implemented once the two lists are received by the Department. Once obtained, the Department will review and reconcile the two lists within 30 days.

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.

Recommendation will not be implemented because it is not warranted and is not reasonable. All forms submitted are official records as submitted and the Department does not alter official documents. Further, the forms reviewed by the Grand Jury for the Department are approved in that the employees are authorized to drive and fuel County vehicles (COUNTY FORM) and are in the DMV EPN Program (DMV Form), regardless of any minor, non-substantive errors on the form (lack of signatory title or printed name). All COUNTY FORMs from the Department audited by the Grand Jury were found to be accurate.

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.

Recommendation has not been implemented but can be implemented once the two lists are received by the Department. Once obtained, the Department will review and reconcile the two lists within 30 days.

Sincerely,



Terry Schmidtbauer
Director of Resource Management

Cc: Solano County Board of Supervisors
Bill Emlen, County Administrator
Debbie Vaughn, Assistant County Administrator
Mathew Davis, Senior Management Analyst
James Bezek, Assistant Director