



August 4, 2023

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

Re: County Responses to FY2022-2023 Solano County Grand Jury Report titled "County Driver Authorization Documentation Errors"

Dear Honorable Presiding Judge Getty:

Pursuant to Penal Code §933 and §933.05, I am providing the following responses to the FY2022-2023 Solano County Grand Jury Report titled "County Driver Authorization Documentation Errors" that pertain to matters under my control as Director of Library Services.

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.

RESPONSE TO FINDING 1A (COUNTY FORM) - Solano County Library agrees with the finding.

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 1B (DMV FORM) - Solano County Library agrees with the finding.

RECOMMENDATIONS 1A (COUNTY FORM) & 1B (DMV FORM)

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.

RESPONSES TO RECOMMENDATIONS 1A & 1B

1. Recommendation has not been implemented but will be implemented within the next six months. Solano County Library will review and update as necessary the Authorized to Fuel County Vehicles and A-Check system (EPN database) department lists received from Fleet Management.

2. Recommendation has not been implemented but will be implemented within the next six months. Solano County Library will review all department authorization forms on file for proper completion, approval, and filing as well as obtain any missing information and approval signatures.
3. Recommendation has not been implemented but will be implemented within the next six months. Solano County Library will review the Authorized to Fuel County Vehicles and A-Check system (EPN database) department lists received from Fleet Management and make appropriate correction entries as necessary to the DMV system database. The Library will inform Fleet of any corrections as it does not have access to the Fleet database.

Respectfully Submitted,



Suzanne Olawski
Director of Library Services

CC: Grand Jury
Bill Emlen, County Administrator