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DEPARTMENT OF HEALTH & SOCIAL SERVICES



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June 30, 2023

Sent via email

Solano County Civil Grand Jury
600 Union Ave
Fairfield, CA 94533

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

Dear Honorable Judge Getty,

Solano County Health and Social Services (H&SS) department has received and read the 2022-2023 Grand Jury Report entitled, County Driver Authorization Documentation Errors.

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.

Solano County Health and Social Services agrees with finding 1A.

Finding 1B (DMV Form) -California Department of Motor Vehicle Employer Pull Notice Program Form INF 1101 titled Authorization or 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.

Solano County Health and Social Services agrees with finding 1B.

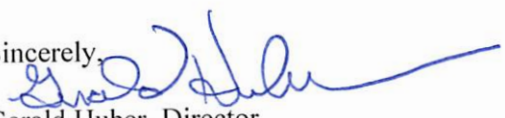
RECOMMENDATIONS (For both 1A & 1B)

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.

Recommendations for Health and Social Services have been partially implemented. Full implementation will be complete by October 15, 2023. H&SS is in the process of implementing a departmentwide workflow and procedure to comply with the County

Driver Authorization and Driver Performance Policy. H&SS has two EPN coordinators who are reviewing and reconciling the Authorized to Fuel County Vehicles and the A-Check system EPN database. All necessary updates withing the database will be made accordingly. Furthermore, all forms will be reviewed, updated, and approved for proper completion.

Sincerely,


Gerald Huber, Director

Health and Social Services, Solano County

Cc: Bernadette Curry
Cheryl Esters