Public Guardian/Public Administrator
2020 YEAR IN REVIEW

Capacity

✓ Fully Staffed
✓ 1 FTE - Chief Deputy/Public Guardian/Public Administrator
✓ 6 FTE – Deputy Public Guardian
✓ 2 FTE – Office Support Staff
✓ Finance Staff
✓ 20% Finance Manager
✓ 2 FTE Account Staff

Organization

✓ Implement in-house training for all staff
✓ Create training materials for LPS/Probate cases
✓ Create training material for benefits i.e., Medicaid Med-Cal
✓ In house trainings i.e. staff-to-staff, Panoramic web training
✓ Assign all case types to Deputies/Chief Deputy
  ✓ Manageable and most efficient workload
✓ Ensure timely visits are made to clients and facilities
✓ Explore least restrictive measures for LPS clients i.e., placement options
✓ Eliminate double work
  ✓ Paperless files, identify what items need to filed, therefore reducing workload

Accounting

✓ Total managed Probate income $2,716,934.
✓ Total managed LPS income $567,274.00

What’s next in 2020?

The Public Guardian will continue to build and create best practices which result in a healthy work balance for all staff. Ensuring staff is assigned a manageable workload resulting in efficient casework and client services.

For more information please contact: health@co.monterey.ca.us