

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Health	(2) MEETING DATE 6/3/2014	(3) CONTACT/PHONE Jeff Hamm / 781-4719	
(4) SUBJECT Request to amend the fixed asset list for Fund Center 160 - Public Health Department by adding one case management software application at a cost of \$11,700 to support the operation of the Office of the Public Guardian. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board amend the fixed asset list for Fund Center 160 – Public Health Department by adding one case management software application at a cost of \$11,700 to support the operation of the Office of the Public Guardian, using savings in the Public Health budget.			
(6) FUNDING SOURCE(S) FC 160 Salary Savings	(7) CURRENT YEAR FINANCIAL IMPACT \$11,700.00	(8) ANNUAL FINANCIAL IMPACT \$3,900.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director/Public Guardian

DATE: June 3, 2014

SUBJECT: Request to amend the fixed asset list for Fund Center 160 - Public Health Department by adding one case management software application at a cost of \$11,700 to support the operation of the Office of the Public Guardian. All Districts.

RECOMMENDATION

It is recommended that the Board amend the fixed asset list for Fund Center 160 – Public Health Department by adding one case management software application at a cost of \$11,700 to support the operation of the Office of the Public Guardian using savings in the Public Health budget.

DISCUSSION

The Public Guardian's (PG) Office manages Probate and L.P.S. conservatorships pursuant to Court orders established per the provisions of the California Probate and the Welfare and Institutions Codes, respectively. At any point in time the office is typically managing approximately one hundred conservatorship cases.

The PG Office relies on an automated case management system to function efficiently and effectively. The database system currently in use was written for the PG Office in 1987. The software language in which the system was written is no longer in use, its functionality is not keeping up with that of newer systems, and its maintenance has become increasingly difficult. In other words, the current application has exceeded its useful life and is in dire need of replacement.

Starting last fall, PG Office and Health Agency Information Technology staff began researching the applications most commonly used by other counties, with the intent to include funding for the selected replacement application in the proposed FY 2014-15 budget. Staff discovered that the majority of counties use one of three applications developed for this purpose. After comparing and contrasting the strengths and weaknesses of the three, staff recommends the purchase and installation of an application by SEM Applications, Inc. The desired software package addresses all of the PG Office's needs and is very affordable. In light of the low cost to acquire and maintain the recommended application, staff is recommending that the purchase be made during the last portion of the current fiscal year.

OTHER AGENCY INVOLVEMENT/IMPACT

None.

FINANCIAL CONSIDERATIONS

The recommended purchase will involve a one-time acquisition expense of \$11,700. Starting in the upcoming and subsequent fiscal years there will also be an annual licensing and maintenance cost of \$3,900. An agreement has been reached with the proprietor of the current system to convert all the data that resides in the current system into a format that will transfer to the new system for a one-time cost of \$10,000.

There are sufficient appropriations in other accounts in the Public Health Department's budget to allow the purchase this fiscal year without impacting the department's required level of General Fund support.

RESULTS

Continuing to use the current legacy software system, with the maintenance thereof dependent entirely on the original developer, presents an increasingly high risk of system outages and/or failure. Further considerations include the growing loss of "inside" knowledge about the system as normal staff turnover continues, causing an increasingly limited understanding of the entire system by staff in the relatively small PG Office. The current legacy system has become increasingly less useful when compared with newer more capable and reliable systems on the market.

The recommended purchase will provide staff a more comprehensive financial and case management tool, providing a necessary planning, monitoring and communication system for the daily operations of the PG Office. The software upgrade will increase the efficiency, effectiveness and reliability of the conduct of the PG Office, contributing, albeit in a small way, to the County's vision of a "livable" and "well governed" community.