



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: April 18, 2019

Staff Contact: Jean Perpich

Agenda Title: For Discussion Only: Presentation of a report by the Carson City Public Guardian relating to the Public Guardian's Office and current level of protected persons under the care of the Public Guardian.

Staff Summary: The Carson City Public Guardian will provide a short presentation to the Board of Supervisors regarding the operational efforts undertaken by the Public Guardian's Office, including an overview of the current level of protected persons under the care of the Public Guardian.

Agenda Action: Other / Presentation

Time Requested: 15 minutes

Proposed Motion

N/A

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

The board appointed Jean Perpich as the Public Guardian for Carson City in September 2018. Since then, Mrs. Perpich has been streamlining the operations of the Guardian's Office. Changes to accomplish this goal have included:

- Transitioning from manual bill pay to online and automatic electronic bill pay
- Updating the office's standard operating procedures manual with a business continuity plan
- Creating office desk manuals for all positions for succession planning and easy on-boarding of personnel and volunteers
- Streamlining the case management, end-of-life, and estate planning processes
- Creating heightened community interest in order to forge lasting stakeholder relationships
- Reviewing new legal procedures for guardians with the help of the District Attorney's Office and the Public Guardian's outside legal counsel in order to be in full compliance
- Attending industry conferences and other educational opportunities
- Engaging volunteers that have logged over 100 hours to help with office tasks and with clients
- Cleaning and re-organizing the Public Guardian's Office in order to create more space in a better working environment
- On-boarding new Case Manager John Giomi.

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

N/A

Attachments:

[The Public Guardian BOS 2019 APRIL.docx](#)

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

Public Guardians Office

Operations and Status of Cases

Quarterly Report for Board of Supervisors April 18, 2019

The most heart-warming aspect of the Carson City Public Guardian's Office is the extremely wonderful relationship we have developed with the facilities that take care of our Protected People.

For example a Skilled Nursing Facility in Carson City that houses upwards of 26 of our clients which almost all have some form of dementia. Staff loves, cares, and is diligent in taking care of all patients. We have developed a great relationship with management, the APN, the director of Nursing, and each one of the RN's, the LPN's and the CNA's. Jean and I both are hugged when entering and leaving the facility as they have seen that we respond immediately when needed, visit regularly when not needed, and treat our clients with the utmost respect. The staff has told us numerous times that we are the best Public Guardians due to the way we care for our clients.

We were able to transfer a patient that was housed out of state to a facility in Carson solely due to the relationship that we had developed with this Skilled Nursing Facility.

John and I work diligently to try to reduce Medicaid spending by moving patients from more restrictive and more expensive facilities to less restrictive and less expensive facilities. This is best for the client and best for Carson City as the City pays one-half of Medicaid costs, the Federal Government pays the other half, and the program is administered by the State of Nevada. We expect to move two patients from out of state to less expensive facilities in Nevada and save Carson City approximately \$80,000 a year on just these two clients.

Full-time employees 2

One employee on leave

One part-time employee

Number of protected persons at facilities, at home, out of state, and other

Skilled nursing/assisted living: 44

In own home: 2

Motel: 1

Group home: 8

Out-of-state placement: 3; two of which are in process back to NV

Deceased cases is not closed 5 (Total cases since 11/2017 = 21 (4 are from 2019, 1 with a vehicle to sell)

Dropped cases: 1 plus one transferring to out of state with family.

Pending cases: 7

Blocked accounts: 5

Fees collected from July 1, 2018 to present: [\\$38,097.87](#)

Number of total clients: 74

Volunteer Hours: 350 hours; total volunteers 4; 2 in process