

PUBLIC ADMINISTRATOR'S OFFICE

Mission Statement

The guiding principles of the Jackson County, Missouri Public Administrator's Office (PAO) when acting as professional fiduciary and advocate are to act ethically and in our clients' best interests and benefit, to foster autonomy, justice and integrity, and do so in a manner worthy of the public trust.

Goals

To provide timely and effective case management and financial management in a manner consistent with the Missouri Probate Code and Guardianship Code for those persons and estates to which the Office is appointed fiduciary by the Probate Division of the Circuit Court.

Objectives

1. Maintain efficient review of and well informed decisions concerning the residential, medical, psychiatric and other social service needs of the Public Administrator's wards.
2. Advocate for increased quality and effectiveness in the social services available to the Office's wards in order to assure their rights, including their right to health, safety and inclusion in the community, while imposing the least amount of restriction on them.
3. Continue protection, preservation and management of the estates and protectees under the Public Administrator's supervision.
4. Properly account for all financial activities performed on behalf of the Office's protectees and estates.
5. Prosecute and defend actions, claims and proceedings for the protection of the Public Administrator's estates' assets.

Performance Measures

1. Effective case management is monitored and supervised by electronic notation of each staff's activities on a real time basis, through weekly team case reviews and through maintenance of scanned documents.
2. Participate in treatment team development and implementation of the wards' care plans, participate with community groups organized to improve service provision, and draft and advocate for legislative and judicial enactment to provide more and better social services.
3. Investigate potential assets and income subject to administration in the estates. Process direct and manual deposits. Issue payment for estate expenses.
4. Utilize estate management software to track, on a daily basis, accountings that are due and to produce accountings on an annual basis based on statutory and department standards.
5. As needed file and prosecute petitions to determine liability, to discover assets or other similar causes of action, and to defend claims and other suits filed against the Office's estates.

Public Administration

FTE (Full Time Equivalent) by Home Department

Position	2018 Adopted FTEs	2019 Recommended FTEs
Public Administrator	1.0	1.0
Chief Deputy Pub. Admin.	1.0	1.0
Billing Clerk	1.0	1.0
Bookkeeper	1.0	2.0
Bookkeeping Supervisor	1.0	1.0
Care Manager	5.0	6.0
Care Manager Sup Clerk	1.0	1.0
Database Supervisor	1.0	1.0
Entitlements Technician	3.0	2.0
Lead Care Manager	2.0	2.0
Legal Counsel	3.0	3.0
Nurse	1.0	1.0
Paralegal	2.0	2.0
Property & Investment Coord.	1.0	1.0
Secretary	1.0	1.0
Senior Paralegal	1.0	1.0
PT Entitlements Clerk	-	
	27.0	28.0

**BUDGET OVERVIEW
PUBLIC ADMINISTRATOR**

<u>Account Type</u>	2017 Actual	2018 Adopted	Exp. as of 11/15/2018	2019 Rec.
Salaries	1,570,324	1,624,354	1,424,937	1,728,674
Contractual Services	89,144	94,576	80,222	99,076
Supplies	3,247	2,800	3,975	3,500
Capital Outlay	3,441	3,500	3,228	4,500
	<u>\$ 1,666,156</u>	<u>\$ 1,725,230</u>	<u>\$ 1,512,363</u>	<u>\$ 1,835,750</u>
 <u>Fund</u>				
General Fund	199,670	210,440	183,307	-
Health Fund	1,466,486	1,514,790	1,329,055	1,835,750
	<u>\$ 1,666,156</u>	<u>\$ 1,725,230</u>	<u>\$ 1,512,363</u>	<u>\$ 1,835,750</u>

**Public Administrator
3501**

	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
ALL FUNDS					
Line Item Description					
5010 Regular Salaries	\$ 1,106,835	\$ 1,137,193	\$ 953,929	\$ 1,137,193	\$ 1,174,633
5025 Part Time Salaries	-	-	-	-	-
5030 Over Time Salaries	-	-	-	-	-
5040 FICA Taxes	83,247	86,996	71,141	86,996	89,860
5050 Pension Contributions	156,876	153,969	128,308	153,969	163,979
5060 Insurance Benefits	223,366	246,196	269,909	300,202	300,202
5061 Insurance Fixed Cost and Dental	-	-	15	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	1,636	-	-
Total Salaries	1,570,324	1,624,354	1,424,937	1,678,360	1,728,674
6110 Postage	8,175	6,000	7,308	6,000	6,000
6120 Car Allowance & Mileage	55,013	52,583	46,702	52,583	57,583
6230 Printing	675	500	914	600	600
6641 Copier Rental/Maintenance	2,004	3,600	1,657	3,000	3,000
6662 Software Maintenance	499	1,000	-	-	-
6710 Dues & Memberships	2,571	2,760	2,605	2,760	2,760
6750 Education Benefits	2,118	2,500	2,468	2,500	2,500
6760 Court Costs/Investigation Servs	1,489	1,500	1,860	2,500	2,500
6790 Other Contractual Services	9,152	15,733	8,547	15,733	15,733
6010 Auditing & Accounting Services	4,950	4,900	4,500	4,900	4,900
6140 Travel Expense	2,010	3,500	3,308	3,500	3,500
6570 Maint & Repair - Miscellaneous	488	-	-	-	-
6793 Catering Services	-	-	353	-	-
Total Contractual Services	89,144	94,576	80,222	94,076	99,076
7010 Office Supplies	2,959	2,500	3,568	3,000	3,000
7020 Reference Books/Publications	288	300	407	500	500
Total Supplies	3,247	2,800	3,975	3,500	3,500
8150 Office Furniture & Fixtures	-	-	1,316	-	-
8171 Personal Computer/Accessories	3,441	3,500	1,912	3,300	4,500
Total Capital Outlay	3,441	3,500	3,228	3,300	4,500
Total Public Administrator	\$ 1,666,156	\$ 1,725,230	\$ 1,512,363	\$ 1,779,236	\$ 1,835,750

**Public Administrator
3501**

Line Item Description	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
General Fund					
5010 Regular Salaries	\$ 146,476	\$ 150,159	\$ 126,753	\$ 150,159	-
5025 Part Time Salaries	-	-	-	-	-
5030 Over Time Salaries	-	-	-	-	-
5040 FICA Taxes	11,037	11,487	9,455	11,487	-
5050 Pension Contributions	13,620	13,514	11,262	13,514	-
5060 Insurance Benefits	28,859	32,964	35,275	39,200	-
5061 Insurance Fixed Cost and Dental	-	-	2	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	215	-	-
Total Salaries	199,992	208,124	182,962	214,360	-
6110 Postage	-	500	-	-	-
6120 Car Allowance & Mileage	1,214	1,083	1,445	1,083	-
6230 Printing	-	-	-	-	-
6641 Copier Rental/Maintenance	-	-	-	-	-
6662 Software Maintenance	-	-	-	-	-
6710 Dues & Memberships	-	-	-	-	-
6750 Education Benefits	-	-	-	-	-
6760 Court Costs/Investigation Servs	-	-	-	-	-
6790 Other Contractual Services	(1,536)	733	(1,100)	-	-
Total Contractual Services	(322)	2,316	345	1,083	-
7010 Office Supplies	-	-	-	-	-
7020 Reference Books/Publications	-	-	-	-	-
Total Supplies	-	-	-	-	-
Total General Fund	\$ 199,670	\$ 210,440	\$ 183,307	\$ 215,443	-
Health Fund					
5010 Regular Salaries	\$ 960,359	\$ 987,034	\$ 827,176	\$ 987,034	\$ 1,174,633
5025 Part Time Salaries	-	-	-	-	-
5030 Over Time Salaries	-	-	-	-	-
5040 FICA Taxes	72,210	75,509	61,685	75,509	89,860
5050 Pension Contributions	143,256	140,455	117,046	140,455	163,979
5060 Insurance Benefits	194,507	213,232	234,634	261,002	300,202
5061 Insurance Fixed Cost and Dental	-	-	12	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	1,421	-	-
Total Salaries	1,370,332	1,416,230	1,241,975	1,464,000	1,728,674

**Public Administrator
3501**

	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
6010 Auditing & Accounting Services	4,950	4,900	4,500	4,900	4,900
6110 Postage	8,175	5,500	7,308	6,000	6,000
6120 Car Allowance & Mileage	53,800	51,500	45,256	51,500	57,583
6140 Travel Expense	2,010	3,500	3,308	3,500	3,500
6230 Printing	675	500	914	600	600
6570 Maint & Repair - Miscellaneous	488	-	-	-	-
6641 Copier Rental/Maintenance	2,004	3,600	1,657	3,000	3,000
6662 Software Maintenance	499	1,000	-	-	-
6710 Dues & Memberships	2,571	2,760	2,605	2,760	2,760
6750 Education Benefits	2,118	2,500	2,468	2,500	2,500
6760 Court Costs/Investigation Servs	1,489	1,500	1,860	2,500	2,500
6790 Other Contractual Services	10,688	15,000	9,647	15,733	15,733
6793 Catering Services	-	-	353	-	-
Total Contractual Services	89,466	92,260	79,876	92,993	99,076
7010 Office Supplies	2,959	2,500	3,568	3,000	3,000
7020 Reference Books/Publications	288	300	407	500	500
Total Supplies	3,247	2,800	3,975	3,500	3,500
8150 Office Furniture & Fixtures	-	-	1,316	-	-
8171 Personal Computer/Accessories	3,441	3,500	1,912	3,300	4,500
Total Capital Outlay	3,441	3,500	3,228	3,300	4,500
Total Health Fund	\$ 1,466,486	\$ 1,514,790	\$ 1,329,055	\$ 1,563,793	\$ 1,835,750
Total Public Administrator	\$ 1,666,156	\$ 1,725,230	\$ 1,512,363	\$ 1,779,236	\$ 1,835,750