



Yolo County Library

Patricia M. Wong, County Librarian

226 Buckeye Street

Woodland, CA 95695-2600

(530) 666-8005 FAX (530) 666-8006

RECEIVED
YOLO COUNTY
SUPERIOR COURTS

OCT 05 REC'D Clerk

By WP Deputy

July 25, 2012

Honorable David W. Reed
Judge of the Yolo Superior Court
725 Court Street, Department 6
Woodland, CA 95695

Re: Response to 2011/2012 Yolo County Grand Jury Final Report concerning the Yolo County Adult Literacy Program

Dear Judge Reed:

The following is the response to the 2011/2012 Yolo County Grand Jury Report of June 4, 2012, concerning the Yolo County Adult Literacy Program.

Recommendation R1: YCL administrators need to follow proper budgeting procedures and prepare a clear, accurate budget for Yolo Reads at the beginning of each fiscal year.

County Librarian Response: In consultation with the Yolo County Auditor-Controller, this recommendation has been implemented. I have met with the Auditor-Controller and Library budget staff to refine and clearly articulate expenditure categorization which will clarify the presentation of financial information.

Auditor-Controller Response under separate cover on July 11, 2012: Auditor-Controller's Response: This recommendation has been implemented. I have met with the County Librarian and her finance staff to review their budget procedures and have found them generally satisfactory. I understood that the information provided to the Grand Jury was somewhat piecemeal as an attempt to focus on specific information. I have recommended, and the County Librarian concurred, that the finance staff refine certain expenditure categorization which would clarify the presentation of financial information.

Thank you for the opportunity to respond to Grand Jury's report on the Yolo County Adult Literacy Program.

Sincerely,

Patricia M. Wong
Yolo County Librarian



COUNTY OF YOLO

Office of the County Administrator

Patrick S. Blacklock
County Administrator

625 Court Street, Room 202 Woodland, CA 95695
(530) 666-8150 FAX (530) 668-4029
www.yolocounty.org

RECEIVED
YOLO COUNTY
SUPERIOR COURTS

OCT 05 REC'D Clerk

By VP Deputy

August 7, 2012

Honorable David W. Reed
Judge of the Yolo Superior Court
725 Court Street, Department 6
Woodland, CA 95695

RE: 2011/2012 Grand Jury Report re: Yolo County Workforce Investment Board

Dear Judge Reed:

The following is the response to the 2011/2012 Grand Jury Report concerning the Yolo County Workforce Investment Board (WIB) from the Yolo County Board of Supervisors and the Yolo County Department of Employment & Social Services (DESS) Director, as well as Ken Garrett, WIB Vice-Chair. Please note: Ann Gennuso-Newton, former WIB Chair, resigned April 1, 2012. To date, a new WIB Chair has not been elected therefore Vice-Chair Garrett is acting WIB Chair.

For purposes of readability, we have included the Grand Jury's recommendations in italics.

R1 *The WIB should create linkages with the business community and enlist aid from cities, Chambers of Commerce and the Yolo County Board of Supervisors to support their marketing efforts to increase public and business awareness of the WIB while increasing the WIB's connection to the business community.*

County Response: The recommendation has partially been implemented. The current WIB membership includes representatives from Los Rios Community College, Woodland Community College, West Sacramento Chamber of Commerce and the Yolo County Board of Supervisors representative to the WIB, Supervisor Don Saylor. In 2012, eight new private sector members were added to the roster. The DESS staff member that conducts marketing and recruitment has provided presentations to the Davis, West Sacramento, Woodland and Winters Chambers of Commerce. We concur, however, that additional linkages should be created and we are evaluating alternative strategies to strengthen business participation in all economic development activities, including the WIB.

WIB Vice-Chair Response: Same as County response.

- R6 *Member absences from WIB meetings should be reviewed. Absent members should be contacted to determine their interest in continuing with the WIB.*

County Response: This recommendation requires further analysis. Prior to December 31, 2012, the WIB Executive Committee will review attendance records to determine which members will be contacted to determine their interest in continuing with the WIB.

WIB Vice-Chair Response: Same as County response.

- R7 *WIB should provide services to unemployed individuals of any economic status by marketing the on-line career services of the One Stop.*

WIB Vice-Chair Response: This recommendation has been implemented. Starting in May 2012, a media marketing campaign was initiated by DESS, the One-Stop operator, that included the Virtual One Stop (<https://www.yoloworks.org>) which is the online career service geared toward unemployed individuals. Additionally, in late June 2012, the State of California Employment Development Department will be conducting a media campaign introducing the California Workforce Services Network system. This state-of-the-art system will provide universal access to online services for individuals seeking jobs and employers seeking employees. Note: Section 661.310(a) of the Code of Federal Regulations states, in part, a Local Board may not directly provide core services, or intensive services, or be designated or certified as the One-Stop Operator, unless agreed to by the chief elected official and the Governor.

- R8 *The WIB should circulate informational minutes to keep WIB members informed and interested.*

WIB Vice-Chair Response: This recommendation has been implemented. Beginning in late 2011, informational minutes were posted to the website as well as provided as appropriate to the WIB, WIB Executive Committee and Yolo Youth Opportunity Council members.

AGENCY'S RESPONSE PROCEDURE

RESPONSE TO GRAND JURY REPORT

The governance of responses to the Grand Jury Final Report is contained in Penal Code §933 and §933.05. Responses must be submitted within 60 or 90 days. Elected officials must respond within sixty (60) days, governing bodies (for example, the Board of Supervisors) must respond within ninety (90) days. Please submit all responses in writing and digital format to the Presiding Judge and the Grand Jury Foreperson.

Report Title: Yolo County Adult Literacy Program
Report Date: June 4, 2012

Response by: Yolo County Controller

FINDINGS

I (we) agree with the findings numbered:

_____ N/A _____

I (we) disagree wholly or partially with the findings numbered:

RECOMMENDATIONS

Recommendations numbered: R1
have been implemented (attach a summary describing the implemented actions).

Recommendations numbered: _____
require further analysis (attach an explanation of the analysis or study, and the time frame for the matter to be prepared by the officer or director of the agency or department being investigated or reviewed; including the governing body where applicable. The time frame shall not exceed six (6) months from the date of the Grand Jury Report).

Recommendations numbered: _____
will not be implemented because they are not warranted and/or are not reasonable (attach an explanation).

Date: 7/11/12 Signed: Howard Stevens

Total number of pages attached 1



County of Yolo

www.yolocounty.org

HOWARD H. NEWENS, CIA, CPA

AUDITOR-CONTROLLER and
TREASURER-TAX COLLECTOR

AUDITOR-CONTROLLER
PO BOX 1268
WOODLAND, CA 95776
PHONE: (530) 666-8190
FAX: (530) 666-8215

TREASURER-TAX COLLECTOR
PO BOX 1995
WOODLAND, CA 95776
PHONE: (530) 666-8625
FAX: (530) 666-8708

July 11, 2012

Honorable David W. Reed
Judge of the Yolo Superior Court
725 Court Street, Department 14
Woodland, CA 95695

RECEIVED
YOLO COUNTY
SUPERIOR COURT

OCT 05 2012

By VP Deputy

Dear Judge Reed:

***Response to the 2011-12 Grand Jury Final Report
Yolo County Adult Literacy Program***

In its final report of June 4, 2012, the Grand Jury has requested that the Yolo County Auditor-Controller respond to recommendation R1 pertaining to the Yolo County Adult Literacy Program.

Recommendation R1: YCL administrators need to follow proper budgeting procedures and prepare a clear, accurate budget for Yolo Reads at the beginning of each fiscal year.

Auditor-Controller's Response: This recommendation has been implemented. I have met with the County Librarian and her finance staff to review their budget procedures and have found them generally satisfactory. I understood that the information provided to the Grand Jury was somewhat piecemeal as an attempt to focus on specific information. I have recommended, and the County Librarian concurred, that the finance staff refine certain expenditure categorization which would clarify the presentation of financial information.

We appreciate the opportunity to respond to the Grand Jury Final Report.

Sincerely,

Howard Newens
Auditor-Controller &
Treasurer-Tax Collector

Cc: Yolo County Board of Supervisors via Clerk of the Board



COUNTY OF YOLO

Office of the County Administrator

Patrick S. Blacklock
County Administrator

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YOLO COUNTY
SUPERIOR COURTS

625 Court Street, Room 202 Woodland, CA 95695
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OCT 05 2012 Clerk

By W
Deputy

July 17, 2012

Honorable David W. Reed
Judge of the Yolo Superior Court
725 Court Street, Department 6
Woodland, CA 95695

RE: 2011/2012 Grand Jury Report re: Yolo County Probation Department

Dear Judge Reed:

The following is the response to the 2011/2012 Grand Jury Report concerning the Yolo County Probation Department (YCPD) from the Yolo County Administrator, Probation and Human Resources. For purposes of readability, we have included the Grand Jury's recommendations in italics.

R1 *The YCPD Policy Manual should be completely revised and distributed to all employees by July 1, 2013.*

Probation Response: The YCPD has already begun a process of developing Post Orders for revised adult probation procedures, reviewing the existing policy manual and division/unit manuals, and compiling existing protocols and other informal memo/email directives to revise and update the departmental policy manual. The YCPD does not foresee any difficulties with developing and distributing a newly revised policy manual by July 1, 2013.

R2 *The Probation Department should designate a position to be in charge of the training program to ensure that employees have the necessary skills to properly perform the duties of their job in compliance with the Mission Statement and to meet the goals of the YCPD.*

Probation Response: The Department is in the process of working with Human Resources to review the existing departmental organizational structure to determine which position(s) may be required to fulfill this requirement. Since there are no additional financial resources available specifically to accomplish this task, it may be that other positions in the department have to be reclassified or eliminated to address this recommendation.

R3 *All employees in the Probation Department need to be evaluated on an annual basis. A follow up system needs to confirm that the reviews are completed.*

Probation Response: The YCPD recognizes the added value of timely employee evaluations. To that end, a process for ensuring that supervisors and managers adhere to appropriate evaluation timelines is being developed. As the department continues with its change in management and its efforts related to correctional practices, it is hoped that employee evaluations will further assist in identification of training needs and existing gaps.

Human Resources Response: PeopleSoft, the software used for employee data, has the ability to generate reports indicating the due date of evaluations. Human Resources will work with the department to ensure they are trained on generating these reports and that follow-up occurs.

R4 *The format and purpose of employee reviews should be made clear to all employees.*

Probation Response: This will be integrated into the process of regular evaluations.

Human Resources Response: Human Resources consistently trains supervisors on the format and purpose of evaluations. Human Resources will ensure that supervisors relay this information to their employees as part of the evaluation process

R5 *The Human Resources Department should implement periodic interviews with staff and supervisors to determine the employee morale and their concerns about the office environment in the Probation Department. This information should be shared with the CAO, Chief and Assistant Chief Probation Officers.*

County Administrator Response: The County is in the process of implementing a 360 degree evaluation system for leadership positions. The 360 process includes a process to seek direct employee feedback on the topics mentioned in this recommendation.

Human Resources Response: While Human Resources agrees with the concept of department check-ins and will continue to monitor and offer assistance with employee relations within the Probation Department, the Human Resources division lacks the staff time necessary to complete this request as it is a labor intensive process.

R6 *YCPD management should conduct follow-up interviews with YCPD staff to determine if the workplace environment and morale have been improved.*

Probation Response: Continuous staff interviews take place between probation managers of all levels to assess the morale of the department. Consistent with YCPD values, the management team employs an open-door policy and supports regular unit, division and all-staff meetings that serve as opportunities for two-way communication.

County Administrator Response: In addition to the communication strategies described in the Probation Department's response; the aforementioned 360 evaluation process will also facilitate ongoing employee feedback.



COUNTY OF YOLO

Office of the County Administrator

Patrick S. Blacklock
County Administrator

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SUPERIOR COURTS

625 Court Street, Room 202 Woodland, CA 95695
(530) 666-8150 FAX (530) 668-4029
www.yolocounty.org

OCT 05 REC'D Clerk

By VP Deputy

Honorable David W. Reed
Judge of the Yolo Superior Court
725 Court Street, Department 6
Woodland, CA 95695

July 10, 2012

RE: 2011/2012 Grand Jury Report re: Yolo County Jail

Dear Judge Reed:

The following is the response to the 2011/2012 Grand Jury Report concerning the Yolo County Jail from the Yolo County Board of Supervisors and the Yolo County Health Department.

For purposes of readability, we have included the Grand Jury's recommendations in italics.

-
- R1 *The contracting practice of Yolo County Health Department with CFMG should be reviewed to determine if contracting requirements have been met.*

County Response: The Health Department followed the legal advice of County Counsel regarding the ability to extend the contract for five years without a competitive bid process. Termination provisions remain. The decision of the Sheriff's Office and Health Department to renew the contract was based on excellent service the contractor has been providing the inmates. Public entities are granted more leeway in selecting specialized professional services such as medical care, legal services and accounting services. The past history with the contractor has been very good, justifying continued faith in future performance in this important area. Changing the medical provider in the jail is a complicated and risky proposition. The potential for liability to the County is high if there is poor performance by the medical contractor.

- R2 *Plans for remodeling/expansion of the laundry room, kitchen and medical beds should be implemented when funds become available.*

County Response: The recommendation requires further analysis. While the County does not have sufficient local funding available to construct these improvements, the Legislature has initiated policy discussions focused on providing funds for jail renovation. It is expected that legislation will be considered on this topic by September 2012. The County is advocating that funds be made available for jail renovation and intends to submit a grant application if the program is authorized.