



# COUNTY OF YOLO

Office of the County Administrator

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County Administrator

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To: Honorable Judge Paul Richardson  
Superior Court of California, County of Yolo  
725 Court Street  
Woodland, CA 95695

July 28, 2015

To: Yolo County Grand Jury  
P.O. Box 2142  
Woodland, CA 95776

via e-mail: [grand-jury@sbcglobal.net](mailto:grand-jury@sbcglobal.net)

RE: 2014-15 Yolo County Grand Jury Report – Yolo County Animal Services: “If it walks, crawls, flies or slithers...”

Honorable Judge Richardson:

The following is the response to the recommendations in the 2014-2015 Yolo County Grand Jury Report titled, “Yolo County Animal Services: ‘If it walks, crawls, flies or slithers...’” from the Yolo County Board of Supervisors, Director of Human Resources and County Administrator. On behalf of the Chief Animal Services Officer, the Yolo County Sheriff responded under separate cover on July 10, 2015. For purposes of readability, we have included the Grand Jury’s recommendations in **bold**.

**R1 By September 1, 2015, the Chief Animal Services Officer, in coordination with Human Resources, shall alter and stagger work schedules so that shelter services are available for longer hours.**

Yolo County Sheriff responded under separate cover as follows:

The Yolo County Animal Shelter is open 6 days a week. On Mondays from 1pm to 5pm (Full service except for by phone), Tuesdays through Fridays from 10am to 6pm (Full Service – closed 1pm to 2pm for lunch), Saturdays from 10am to 4pm (Full Service – closed 1pm to 2pm for lunch). With the current staffing, our shelter is accessible to the public more hours than our sister counties. Schedules have been adjusted to make this possible with even changing of staff lunch hour from the normal noon hour to allow for public access during that time. Staggering or splitting days off would not be conducive to retaining talented and qualified employees. The Sheriff will direct the Chief Animal

Services Officer to meet with Human Resources by August 1, 2015 to review our staffing plan. If additional employees are needed and added to expand accessibility, these added costs will be disbursed within the contracts.

Yolo County Director of Human Resources response: This recommendation requires further analysis. By August 1, 2015, an analysis will be conducted by the Chief Animal Services Officer and Human Resources to determine the additional cost and public benefit of staffing expanded Shelter hours.

Additional staffing costs will need to be disbursed among the contracts with the cities and university. Currently, the Yolo County Animal Shelter is open six days a week, and is accessible to the public more hours than our sister counties as follows: Mondays, 1:00 to 5:00 p.m. (full service except by phone); Tuesdays through Fridays, 10:00 a.m. to 6:00 p.m. (full service, closed 1:00 to 2:00 p.m. for lunch); and Saturdays, 10:00 a.m. to 4:00 p.m. (full service, closed 1:00 to 2:00 p.m. for lunch). Staff schedules have been adjusted with a later lunch break to remain open to the public from noon to 1:00 p.m. Staggering or splitting days off would likely impact the retention of talented and qualified employees.

**R3 By January 1, 2016, the Yolo County Sheriff, in coordination with the County Administrator, shall be more transparent and negotiate rates for animal services, as well as negotiating the amount and types of services. The Sheriff's Department shall give each City the opportunity to renegotiate the contract and the rates for July 1, 2016.**

Yolo County Sheriff responded under separate cover as follows:

The Yolo County Sheriff's Office has provided animal services to the County and its cities since 1988. At that time, a formula was developed to establish an equitable billing process for the cities and county for animal services. The Sheriff's Office assumed the contract negotiations with the cities from the County Administrator's Office in 2010. Since 2010, several variations of the delivery of services offered by contract have been implemented until the current model was found to be the most cost effective with the staffing that was available. The Sheriff's Office provides statistical data to the cities on a monthly basis and the Sheriff has allowed the cities direct access to dispatch information for their review. The Sheriff's Office has always been responsive to requests from the cities for information. The contracts are based on the formula and any calls for service that occur outside of the contracted hours are regulated by the cities by their authorization of call outs on an overtime basis. The Sheriff's Office is currently in negotiations with the cities for the FY 2015/16.

Yolo County Administrator response: Implementation of this recommendation has already occurred and will be further refined by January 1, 2016. Transparency and negotiations have traditionally occurred with the cities and we will continue to monitor the process for needed improvements.

**R4 By August 1, 2015 Human Resources shall recommend an amended nepotism policy to the Board of Supervisors to include consequences that would hold violators of this policy responsible for their actions.**

Yolo County Board of Supervisors and Director of Human Resources response: This recommendation will not be implemented because it is not warranted. County Code, as well as bargaining unit Memoranda of Understanding, allow the County to hold employees accountable for violation of the nepotism policy. Discipline is guided by the causes outlined in the Personnel Merit System rules in Title 2, section 2-6.47. Specifically, section (b)6 authorizes the County to take disciplinary action against an employee for the violation of any proper policy, regulation or lawful order made or given by a superior.