

# **REPORTS & RESPONSE REVIEW GRAND JURY INTERNAL REPORT**

## **GJ05-056**

### **Reason for Report**

The 2005-06 Grand Jury created the Reports & Response Review Committee to follow up on past responses from the Board of Supervisors. In some of the past responses, the term, “The recommendation has not yet been implemented, but will be implemented in the future,” or, “The recommendation requires further analysis” was used. These responses do not follow the penal code mandated format of responding. The Jury contacted the Office of the Chief Administrator and requested meetings to review past reports to encourage County Departments to place timeframes on responses, as prescribed by the penal code. The following past reports were reviewed:

### **FY 2003-2004 Report**

- Regarding the expansion of the current Animal Control facility in South Lake Tahoe, the report now states that the expansion and correction to any infraction cited by the Grand Jury is anticipated to be completed in the fall of 2007. A total of six recommendations failing to comply with the penal code requirements were cited.
- The General Services Department will evaluate options for window upgrades and a selection will be implemented by fall of 2006.
- The Material Recovery Facility responded to two (2) Findings and Recommendations. These were addressed and have been implemented. No follow-up is necessary at this time.

### **FY 2004-2005 Report**

- South Lake Tahoe Mental Health facility responded to four (4) Findings and Recommendations. Roof and gutters, as well as heat and air circulation, have been addressed and implemented. ADA compliant problems of the building will be addressed by moving this department to new facilities. Anticipated move is to be completed by fall of 2008.

Other responses are being studied. The Grand Jury in cooperation with the Chief Administrative Office has initiated a follow-up procedure to track responses that require a timeframe for implementation.

### **Commendation**

The Grand Jury wishes to thank the Board of Supervisors and the CAO for their help in initiating this Reports & Response Review tracking system. Future Grand Juries will continue to track the necessary responses to insure the proper responses as per the penal code.

**EL DORADO COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

**Meeting of  
June 13, 2006**

**COPY**

**AGENDA TITLE:** Status report on recommendations made by the Grand Jury in its 2003-04 Final, 2004-05 Final, and 2005-06 Mid-Session reports

<b>DEPARTMENT:</b> Chief Administrative Office	<b>DEPT SIGNOFF:</b>	<b>CAO USE ONLY:</b>  D-128
<b>CONTACT:</b> Laura S. Gill		
<b>DATE:</b> 6/5/06 <b>PHONE:</b> 5592		

**DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:**  
The Chief Administrative Officer recommending the Board of Supervisors receive and file the attached status report on recommendations made by the Grand Jury in its 2003-04 Final, 2004-05 Final, and 2005-06 Mid-Session reports

**CAO RECOMMENDATIONS:** *Recommend receive/file. Laura A. Gill 6/5/06*

Financial impact? ( ) Yes (x) No	Funding Source: ( ) Gen Fund ( ) Other
<b>BUDGET SUMMARY:</b>	Other: _____
Total Est. Cost _____	<b>CAO Office Use Only:</b>
<b>Funding</b>	4/5's Vote Required ( ) Yes ( ) No
Budgeted _____	Change in Policy ( ) Yes ( ) No
New Funding _____	New Personnel ( ) Yes ( ) No
Savings _____	<b>CONCURRENCES:</b>
Other _____	Risk Management _____
Total Funding _____	County Counsel _____
<b>Change in Net County Cost</b> _____	Other _____

**\*Explain**

**BOARD ACTIONS:**

<b>Vote:</b> Unanimous _____ Or _____ <b>Ayes:</b> _____ <b>Noes:</b> _____ <b>Abstentions:</b> _____ <b>Absent:</b> _____	<b>I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors</b> <b>Date:</b> _____ <b>Attest: Cindy Keck, Board of Supervisors Clerk</b> <b>By:</b> _____
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***El Dorado County  
Chief Administrative Office  
Interoffice Memorandum***

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**DATE:** June 5, 2006

**TO:** Board of Supervisors

**FROM:** Laura S. Gill, Chief Administrative Officer *Laura S. Gill*

**SUBJECT:** Status report on recommendations made by the Grand Jury in its 2003-04 Final, 2004-05 Final, and 2005-06 Mid-Session reports

**Recommendation:**

I recommend that the Board of Supervisors receive and file the attached status report on recommendations made by the Grand Jury in its 2003-04 Final, 2004-05 Final, and 2005-06 Mid-Session reports.

**Reason for Recommendation:**

On December 13, 2006, I provided the Board of Supervisors with a report on the status of implementation of recommendations made by the Grand Jury in its 2004-05 final report. At that time I informed the Board that I would report quarterly on the status of any pending items relating to published Grand Jury reports, as required by Board of Supervisors Policy A-11-“Responding to Grand Jury Reports”.

The enclosed report addresses remaining items from the 2003-04 Final, 2004-05 Final, and 2005-06 Mid-Session reports that were unresolved as of March 14, 2005. A copy of the report and this memorandum has been provided to the Grand Jury.

**Fiscal Impact:** None.

**Action to be Taken Following Approval:**

The Board Clerk will file the report.

## **2003-2004 FINAL REPORT**

### **COUNTY PUBLIC BUILDINGS**

#### **Animal Control, South Lake Tahoe**

##### **Recommendation 1**

Erect a retaining wall with a drainage system at the rear of the building to curtail the damage from snow and ice runoff.

**Original response to Recommendation 1: The recommendation requires further analysis.** Staff within the Facilities Design section of General Services is in the process of preparing a design to significantly retrofit the existing facility to better meet the current needs of the facility. \$800,000 has been committed to this process, which is scheduled to begin in the Spring of 2005, and be completed by the Fall. Construction of a new retaining wall will be considered in the design.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** The retaining wall with proper drainage has been incorporated as an element in the new building design. Staff anticipates completion of the wall and drainage improvements by Fall 2007.

##### **Recommendation 2**

The parking lot and driveway directly in front of the Animal Control Building should be graded or modified to eliminate excess snow, ice and water accumulation. This would also provide additional parking and easier access.

**Original response to Recommendation 2: The recommendation requires further analysis.** Please see the above response to Recommendation 1. This Recommendation will be considered in the retrofit design.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** Modifications to the driveway and parking have been incorporated as elements in the new design. Staff anticipates the driveway and parking lot improvements to be complete by Fall 2007.

##### **Recommendation 3**

Access to and from the parking lot and the building should be handicap accessible.

**Original response to recommendation 3: The recommendation has not yet been implemented, but will be implemented in the future.** The plans for the renovations scheduled for 2005 will incorporate handicap parking and access to and from the building.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** Elements of the new design include ADA (handicap) access and

are incorporated in the current design. Staff anticipates completion of ADA improvements by Fall 2007.

#### **Recommendation 4**

Access to the public restroom should be redirected from the main staff office.

**Original response to Recommendation 4: The recommendation has not yet been implemented, but will be implemented in the future.** The plans for the renovations scheduled for 2005 will incorporate the relocation of the public restroom adjacent to the public area.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** The plans have incorporated the necessary changes to the restroom to accommodate the Public. Staff anticipates completion of this facility in the Fall of 2007.

#### **Recommendation 5**

Provide additional space for animal exercise.

**Original response to Recommendation 5: The recommendation requires further analysis.** The addition of a roof in the exercise area to enhance use of the area during the winter months will be considered in the plans for the 2005 renovations. However, the addition of a roof in this area will be subject to the amount of additional land coverage allowed under TRPA regulations.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** The plans have incorporated a covered roof exercise area. Staff anticipates completion of the facility in the Fall of 2007.

#### **Recommendation 6**

Provide additional ventilation for the animal runs to dry more quickly.

**Original response to Recommendation 6: The recommendation requires further analysis.** This Recommendation will be considered in the retrofit design. Increased ventilation is likely to be one of the improvements incorporated into the design plan for the 2005 renovations.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** The plans have incorporated additional ventilation within the new facility. Staff anticipates completion of the facility by the fall of 2007.

### **Assessor's Office, South Lake Tahoe**

#### **Recommendation 1**

Double pane windows should replace the single pane windows.

**Original response to Recommendation 1: The recommendation requires further analysis.** The building is old and constructed of materials that are currently not available. The costs associated with retrofitting and replacing the windows in this building are unreasonable. The County is currently looking into selling this structure and constructing a new building within the

Basin to house this function of County Government. General Services will work with the Assessor's office to install a window barrier or other suitable measures to resolve the issue of excessive heat loss and ice formations on the inside of the windows by January 31, 2005. In addition, General Services will check the heating system to make sure it is functioning properly and make any necessary corrections by October 1, 2004.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** Upgrades to the windows will be provided to the Assessor's Office. This may or may not include total window replacement. There are several options available that could improve thermal efficiency of the existing windows. Staff has researched a variety of options and anticipates modifications to the windows by fall of 2006. Staff will continue to monitor the heating system to assure system is functioning properly.

## **2004-2005 FINAL REPORT**

### **PUBLIC BUILDINGS AND PROPERTY**

#### **Mental Health Buildings-South Lake Tahoe**

##### **Recommendation 1b**

Relocate this department to a facility adequate to serve the clientele, to create a safe work environment for the employees and to meet ADA requirements.

**Original response to Recommendation 1b.: The recommendation has not yet been implemented, but will be implemented in the future.** Staff within General Services have met with representatives from Mental Health and both departments agree that the current space meets the needs of this program, but would be greatly enhanced with improvements to the floorplan. The findings do not identify specific safety issues and the Department of General Services is not aware of outstanding safety concerns. All floors of this facility do not require ADA access. The clientele that need ADA access are served on the main floor together with the basement that now has a wheel chair lift. Although clientele do occasionally meet on the third floor, all meeting functions can occur on the main floor. Access to the third floor is not required of the clientele. In an effort to better serve the clientele of this program, Mental Health wishes to combine the functions of this program with others under the same Department, currently located at the Silver Dollar Building. Under this plan both functions would move to another facility of proper configuration and size to better meet the program needs. General Services will begin a search with the goal of relocating this function within the next 24-36 months.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** The Department of General Services is currently reviewing multiple properties in the basin in anticipation of the pending relocation. Counsel has completed a review of the existing lease and have noted concerns relating to an early termination. General Services will continue negotiations with current owner in anticipation of vacating the facility. Nothing additional to report on this matter. Relocation of this function is anticipated within the next 12-24 months.

## 2005-2006 MID SESSION REPORT

### MENTAL HEALTH AUDIT REPORT

#### **Recommendation 2.2**

Direct the multi-departmental Interagency Governing Council Wraparound management team to meet regularly such as quarterly for the purpose of overseeing the Wraparound program including setting annual program goals and objectives, determining funding and resource allocations at least once a year as part of the County budget process, establishing operational guidelines, receiving and reviewing regularly produced management reports on program outcomes and cost effectiveness, and making adjustments to program operations when needed.

**Original response to Recommendation 2.2: The recommendation has not yet been implemented, but will be implemented in the future.** The interagency advisory council will meet quarterly to recommend goals and objectives for the program, funding priorities and operational guidelines, and to monitor budgetary and program performance reports. Quarterly meetings will be initiated in beginning in March, 2006. The minutes of the council's meetings will be submitted to the Chief Administrative Officer.

**Status as of June 1, 2006: The recommendation has been implemented.** Minutes of the March and April 2006 Interagency Advisory Council meetings have been submitted to the Chief Administrative Officer.

#### **Recommendation 2.4**

Direct the multi-departmental Interagency Governing Council Wraparound management team to prepare annual summary evaluations of program and cost effectiveness for their own review and transmission to the Board of Supervisors, to include documentation of: program compliance with State law; the team's meeting records; achievement of program goals; staff training records; accessibility of the program to the target population; and, program satisfaction by participating families.

**Original response to Recommendation 2.4: The recommendation has not yet been implemented, but will be implemented in the future.** Annual summary evaluations will be prepared with the compilation of required data. Progress will be reported to the Interagency Advisory Council at quarterly meetings effective immediately. Since FY 2006-07 is the first fiscal year in which all of the required data will be compiled, the first full annual summary evaluation report will be submitted to the Interagency Advisory Council and the Board of Supervisors upon completion of FY 2006-07, during the first quarter of FY 2007-08.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** The recommendation will be fully implemented within the timeframe indicated in the original response.

### **Recommendation 2.5**

Direct the inter-departmental Wraparound management team to amend the County Wraparound Plan to include procedures and protocols for admitting and providing services to non-revenue generating children in the program who are not assigned to authorized service allocation slots.

**Original response to Recommendation 2.5: The recommendation has not yet been implemented, but will be implemented in the future.** The Wraparound Plan will be amended by no later than September, 2006 to address this and other needed changes.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** The recommendation will be fully implemented within the timeframe indicated in the original response.

### **Recommendation 2.6**

Direct the Wraparound inter-departmental management team to amend the program plan to include a definition of program “cost savings to be reinvested in children’s services” and to establish procedures for how decisions will be made regarding expenditure of such funds.

**Original response to Recommendation 2.6: The recommendation has not yet been implemented, but will be implemented in the future.** The Wraparound Plan will be amended by no later than September, 2006 to address this and other needed changes.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** The recommendation will be fully implemented within the timeframe indicated in the original response.

### **Recommendation 3.1**

Direct the inter-departmental Wraparound management team and Chief Administrative Officer to review the Wraparound program FY 2005-06 revenue and expenditure budget, its assumptions about the number of children to be served, slots to be filled, actual number of “slotted” and non-revenue generating children served and actual revenues and expenditures year-to-date and report back to the Board within six weeks on whether adjustments should be made to make the budget more realistic.

**Original response to Recommendation 3.1: The recommendation has not yet been implemented, but will be implemented in the future.** This recommendation will be implemented within the indicated timeframe, within six weeks of the date of this response.

**Status as of June 1, 2006: The recommendation has been implemented.** A budget revision based on actual costs and projections for the remainder of the fiscal year was approved by the Board of Supervisors on February 28, 2006. Wraparound revenues and expenditures are included in the FY 2006-07 budget. The CAO is receiving program information via Interagency Advisory Council meeting minutes.



### **Recommendation 3.2**

Direct the inter-departmental Wraparound management team and Chief Administrative Officer to prepare a budget plan each year based on the actual revenues and expenditures for the previous year and documented assumptions about the number of children to be served, both slotted and discretionary non revenue generating, and the nature of services to be provided in the budget year.

**Original response to Recommendation 3.2: The recommendation has not yet been implemented, but will be implemented in the future.** Implementation of this recommendation will be incorporated into the regular budget process, beginning with the FY 2006-07 budget process.

**Status as of June 1, 2006: The recommendation has been implemented.** The Wraparound budget and program information are included in the County's FY 2006-07 proposed budget.

### **Recommendation 3.3**

Direct the inter-departmental Wraparound management team to at least quarterly monitor actual program revenues and expenditures and number of children served for comparison to the budget.

**Original response to Recommendation 3.3: The recommendation has not yet been implemented, but will be implemented in the future.** The interagency advisory council will conduct this monitoring activity at its quarterly meetings.

**Status as of June 1, 2006: The recommendation has been implemented.** This monitoring activity has begun. The regular meetings of the management team began in March, 2006.

### **Recommendation 3.4**

Direct the Chief Administrative Officer to separately present the Wraparound program budget each year in the proposed Department of Mental Health budget document presented to the Board of Supervisors and to include planned and previous year actual numbers of slotted and discretionary non-revenue generating children program participants, hours of staff service provided, contractor service hours and expenditures for unique external goods and services.

**Original response to Recommendation 3.4: The recommendation has not yet been implemented, but will be implemented in the future.** Appropriate data will be provided to the Chief Administrative Officer as part of the regular budget process.

**Status as of June 1, 2006: The recommendation has been implemented.** The Wraparound budget and program information are included in the County's FY 2006-07 proposed budget. However, the Human Services Department is the fiscal agent for the program, so the budget plan is presented as part of the Human Services Department's budget rather than Mental Health's.

### **Recommendation 3.5**

Direct the inter-departmental Wraparound management team and Chief Administrative Officer to develop an expenditure plan for the approximately \$173,244 Wraparound program fund balance and transmit the plan to the Board of Supervisors for review.

**Original response to Recommendation 3.5: The recommendation has not yet been implemented, but will be implemented in the future.** Proposed and planned activities will be brought forward both in the process described in Recommendation 3.1 and in the regular budget process.

**Status as of June 1, 2006: The recommendation has been implemented.** A review/expenditure plan has been developed as part of the FY 2006-07 budget process.

**Recommendation 4.1**

Direct the inter-departmental Wraparound management team to include in its annual program evaluation provided to the Board of Supervisors: statistics on the number of children referred to and considered for the program; the number and backgrounds of those admitted to the program and assigned to service allocation slots; and, the number and backgrounds of those receiving services with Wraparound funding but not assigned to service allocation slots.

**Original response to Recommendation 4.1: The recommendation has not yet been implemented, but will be implemented in the future.** This information will be provided during the process described in Recommendation 2.4.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** The recommendation will be implemented as indicated.

**Recommendation 4.2**

Direct the inter-departmental Wraparound management team to prepare written procedures regarding eligibility and services offered to children receiving services with Wraparound funding but not assigned to service allocation slots.

**Original response to Recommendation 4.2: The recommendation has not yet been implemented, but will be implemented in the future.** The Wraparound Plan will be amended by no later than September, 2006 to address this and other needed changes.

**Status as of June 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** The recommendation will be implemented as indicated.

**Recommendation 4.3**

Direct the inter-departmental Wraparound management team to prepare annual estimates of staff and contractor availability for the program and to use this as a base line when service plans are prepared to ensure that there is greater consistency between service plans and service provider availability.

**Original response to Recommendation 4.3: The recommendation has not yet been implemented, but will be implemented in the future.** More specific planning will occur during the regular County budget process to ensure consistency of services and appropriate use of resources.

**Status as of June 1, 2006: The recommendation has been implemented.** The department has begun tracking service hours for the contracted service providers. FY 2006-07 will be the first year for which service hour details can be captured for reporting purposes. Progress has been reported to the Interagency Advisory Council and available information is being used in the budget process.

## Status of Pending Grand Jury Recommendations

2003-04 Final Report					
Subject	Rec #	Description	Original Response	Status at 6/1/06	Follow-Up
County Public Buildings:					
SLT Animal Control	1	Erect retaining wall	Not yet been implemented but will be in future	Will be included in new design	YES - completion of facility
SLT Animal Control	2	Grade parking lot and driveway	Not yet been implemented but will be in future	same as number 1	same as number 1
SLT Animal Control	3	Provide handicap accessibility	Not yet been implemented but will be in future	same as number 1	same as number 1
SLT Animal Control	4	Redirect access to public restroom	Not yet been implemented but will be in future	same as number 1	same as number 1
SLT Animal Control	5	Provide additional space for animal exercise	Requires further analysis	same as number 1	same as number 1
SLT Animal Control	6	Provide additional ventilation	Requires further analysis	same as number 1	same as number 1
SLT Assessor's Office	1	Replace single paned windows with double paned windows	Requires further analysis	Not yet been implemented but will be in future	YES - window upgrades by fall '06
2004-05 Final Report					
Subject	Rec #	Description	Original Response	Status at 6/1/06	Follow-Up
County Public Buildings:					
SLT Mental Health	1b	Relocate function to ADA compliant facility	Not yet been implemented but will be in future	Not yet been implemented but will be in future	YES-relocation within 1-2 years
2005-06 Mid Session Report #1					
Subject	Rec #	Description	Original Response	Status at 3/1/06	Follow-Up
Mental Health Audit Report:					
Wraparound Program	2.2	Direct IGC to meet regularly	Not yet been implemented but will be in future	Has been implemented	None
Wraparound Program	2.4	Direct IGC to prepare annual summary evaluations of program and cost effectiveness	Not yet been implemented but will be in future	Not yet been implemented but will be in future	YES-first report due in 1st quarter of FY 2007-08
Wraparound Program	2.5	Direct Wraparound management team to amend Wraparound plan to improve procedures and protocols	Not yet been implemented but will be in future	Not yet been implemented but will be in future	YES-plan to be amended by Sep. 2006
Wraparound Program	2.6	Direct Wraparound management team to amend Wraparound plan to define "cost savings to be reinvested in children's services"	Not yet been implemented but will be in future	Not yet been implemented but will be in future	YES-plan to be amended by Sep. 2006
Wraparound Program	3.1	Direct Wraparound management team and CAO to review FY 2005-06 budget and adjust as necessary	Not yet been implemented but will be in future	Has been implemented	None

**2003-04 Final Report**

<b>Subject</b>	<b>Rec #</b>	<b>Description</b>	<b>Original Response</b>	<b>Status at 6/1/06</b>	<b>Follow-Up</b>
Wraparound Program	3.2	Direct Wraparound management team and CAO to prepare budget plan each year	Not yet been implemented but will be in future	Has been implemented	None
Wraparound Program	3.3	Direct Wraparound management team to monitor program revenues and expenditures quarterly	Not yet been implemented but will be in future	Has been implemented	None
Wraparound Program	3.4	Direct CAO to present Wraparound program budget separately in the proposed budget document	Not yet been implemented but will be in future	Has been implemented	None
Wraparound Program	3.5	Direct CAO and Wraparound management team to develop plan for fund balance	Not yet been implemented but will be in future	Has been implemented	None
Wraparound Program	4.1	Direct Wraparound management team to include specified information in annual report to BOS	Not yet been implemented but will be in future	Not yet been implemented but will be in future	YES-first report due in 1st quarter of FY 2007-08
Wraparound Program	4.2	Direct Wraparound management team to prepare written procedures	Not yet been implemented but will be in future	Not yet been implemented but will be in future	YES-plan to be amended by Sep. 2006
Wraparound Program	4.3	Direct Wraparound management team to prepare annual estimates of staff and contractor time to be used as baseline	Not yet been implemented but will be in future	Has been implemented	None