

2018-2019
Grand Jury Report

Final Report of the Findings and Recommendations



Books are the plane, and the train, and the road. They are the destination, and the journey. They are home. ~[Anna Quindlen](#)

2018-2019 Glenn County Grand Jury Final Report



2018 — 2019
Glenn County Grand Jury
Final Report
Of the
Findings and Recommendations





*“And so my fellow
Americans, ask not
what your country
can do for you, ask
what you can do for
your country.”*

~John F. Kennedy
1917 – 1963
35th U.S. President

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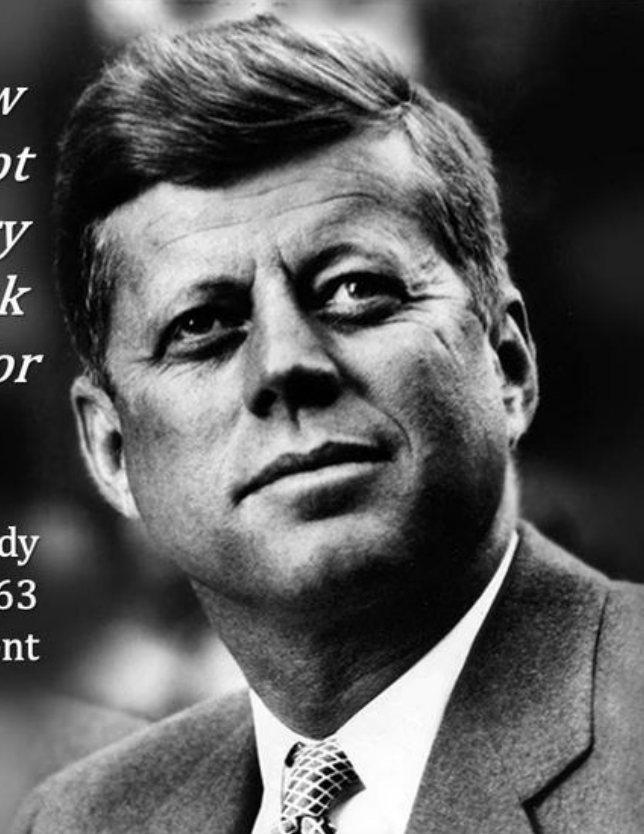


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All Attachments are directly supported under the actual report.





GLENN COUNTY GRAND JURY

*PO Box 1023
Willows, California 95963*

June 26, 2019

The Honorable Donald Cole Byrd, Presiding Judge
County of Glenn Superior Court
526 West Sycamore Street
Willows, CA 95988

Dear Judge Byrd,

On behalf of the 2018-2019 Glenn County Grand Jury, it is an honor and privilege to present to you our Final Report. This is in compliance with the California Penal Code, Section 933. This Report contains findings and recommendations of inquiries into county government agencies and departments. It represents the Grand Jury's work of this past fiscal year. The Jury met for interviews with; City/County Government, Public Safety, Education, Special Districts and Finance departments. With collaboration and consideration of all departments interviewed, this report is ready for publication.

During the fiscal year, 2018-2019, the members of the Grand Jury showed diversity in their training, observation and work ethic. Each member contributed to the over-all production of this report; their constant perseverance is commendable.

The Grand Jury members were treated exceptionally well by all interviewees and our appreciation goes out to all who took their time to enlighten us on the aspects of their individual job positions. My personal thanks to every Grand Jury member who took their personal time and unique talent to produce this informative report. No one person could produce such an informational report. An immense thank you to you, Judge Byrd, for your consistence in advice, guidance and coaching. It was very much appreciated.

It has been an enlightening experience and privilege to serve the County of Glenn citizens in our capacity as Grand Jury members.

Sincerely,

A handwritten signature in blue ink that reads "Shirley Boracci".

Shirley Boracci

2018-2019 Glenn County Grand Jury Foreperson

2018-2019 Grand Jury Panel

Executive Team

Shirley Boracci, Foreperson

Kathleen Furtado, Pro Tem

Margaret Ansel, Secretary

Harold White, Sargent-at-Arms

María (Liz) Neufeld, Librarian/Historian

2018-2019 Members

Gloria Azevedo

Anne Baxter Campbell

Carolyn Ceccon

*Linda Cox***

Lorenzo Fragoso

*Douglas Hastain***

George Kokkinakis

Ruth Henderson

*Dominica Mateo***

Alicia (Lisa) Permann

Preston Smith

Cindra Wilfong

Jack Wasinius

***The above Grand Jurors will serve as civil jurist on the 2019-2020 Grand Jury*



**A VERY SPECIAL THANK YOU
TO THE MEMBERS
OF THE
2018—2019 GRAND JURY**

You have been wonderful to work with.

**APPRECIATION TO YOU, FOR YOUR TIME, DYNAMISM,
AND SKILLS YOU PUT INTO THE CREATION OF THIS
2018—2019 GRAND JURY FINAL
REPORT**

**A VERY SPECIAL THANK YOU TO MARGE ANSEL FOR
THE PHENOMENAL JOB IN THE ARTICULATE
DEVELOPMENT OF THIS REPORT**



Grand Jury Mission Statement

The Glenn County Grand Jury serves as the ombudsman for the citizens of Glenn County. The primary function of the Grand Jury, and the most important reason for its existence, is the examination of all aspects of county government and special districts assuring honest and efficient government that serves the best interests of the people.



Disclaimer

During this Grand Jury year, any juror, who had or may appear to have had a conflict of interest in any report or investigation, was recused. Recusal includes, but is not limited to, exclusion from interviews, deliberations, report creation and plenary acceptance.



The Role of the Glenn County Grand Jury

The Grand Jury is primarily an investigative body created by the United States Constitution's Fifth Amendment and the California Constitution.

In California, Grand Juries are impaneled annually and are officers of the court but work independently. Section 23, Article 1 of the California Constitution requires that the grand jury "be drawn and summoned at least once a year in each county." To satisfy the Constitutional requirement, state law describes the selection of grand jurors, and the watchdog and indictment functions of the grand jury.

The Glenn County Grand Jury is composed of nineteen (19) citizens who are Glenn County residents. Generally, jurors are selected in a random lottery process. The advising judge, representing the Superior Court appoints a foreperson from the selected grand jury panel and administers the oath to all jurors. The oath requires each juror to diligently inquire into matters where the juror can obtain legal evidence and not disclose any of the proceedings, discussions, names of individuals interviewed, or votes of the grand jury. The Grand Jury's term, of service begins July 1st and ends June 30th of the following year.

A Grand Jury performs several functions that are described in the law. Broadly, the Grand Jury is charged with assuring honest, efficient government that operates in the best interest of the people of the county. The primary function of the grand jury is to examine aspects of county government, special districts, school districts, and city government. Specifically, this includes:

1. **Civil Watchdog** – to inquire into the willful or corrupt misconduct of public officers; to investigate and report on at least one county officer, department or function; and to inquire into the condition and management of public prisons within the county.
2. **Accusation** – to remove from office a public officer based upon evidence of willful or corrupt misconduct considered by the grand jury. This judicial process is initiated by the Grand Jury.

The Glenn County Grand Jury is an arm of the Glenn County Superior Court and is considered part of the judicial branch of government. As such, the grand jury may ask the advice of the advisor judge to the grand jury, the County Counsel, or the District Attorney. The Grand Jury may inquire into or investigate a matter based on either a complaint or upon its own initiative.

Most of the work is done by committees, which can include: Public Safety, School. Education, Public and Planning Works, Finance, Health and Human services, and the City/County Government.

Other committees may be appointed as needed. The Grand Jury and committees meet several times a month. The Grand Jury meets with county and city officials, visits local government facilities and conducts research on matters of interest and concern. The proceedings of the Grand Jury are kept confidential. Jurors may not discuss the business of the grand jury with other individuals. The grand jury's authority is located primarily in Penal Code sections 888-939.91, et seq., and the accusation process that leads to the removal of a public officer is described in Government Code sections 3060 – 3075, et seq.

The grand jury receives letters from citizens expressing concern over a particular matter of local government. Anyone may file a complaint with the grand jury, and all complaints to the Glenn County Grand Jury are confidential. The Glenn County Grand Jury considers the complaints for investigate.

Complaints must be in writing, signed and addressed to:

Glenn County Grand Jury Foreperson
P.O. Box 1023
Willows, CA 95988

All Grand Jury findings and recommendations are issued in written reports. Each report must be approved by at least 12 members of the grand jury. At the end of the term, June 30, the jury issues its final report. Copies of the report are distributed to public officials, libraries, news media and any entity that is subject of a report.

Glenn County residents interested in serving on the Glenn County Grand Jury can obtain an application/questionnaire from the court's website at www.glenncourt.ca.gov. The form is located on the grand jury page under court information.



Response Requirements and Instructions

Two working days prior to the release of the Final Report, the Grand Jury will provide a copy of the report to all affected agencies of persons or persons.

No officer, agency, department, or governing body of a public agency shall disclose the contents of the report prior to its public release.

All affected agencies or persons shall respond to their specific portions of the final Report.

Responses are to be in writing, or on computer disk to assist with duplication, and are to be submitted in a timely manner.

Section 933(c) of the Penal code provides two different response times:

- (1) **Public Agency:** the governing body of any public agency must respond with 90 days. The response must be addressed to the presiding judge of the Superior Court.
- (2) **Elective Officer or Agency Head:** All elected officers or heads of agencies that are required to respond must do so within **60 days** to the presiding judge of the Superior Court, with an informational copy provided to the Board of Supervisors.

The legal requirements for responding to individual reports in the Grand Jury Final Report, as contained in the California Penal Code, Section 933.05, are summarized as follows:

The responding entity or person must respond in one of two ways:

- (1) That you agree with the finding.
- (2) That you disagree wholly or partially with the findings. The response shall specify the part of the findings that are disputed and shall include an explanation of the reasons for the disagreement.

Recommendations by the Grand Jury require action.

The reporting entity or person must report action on all recommendations in one of four ways:

- (1) The recommendation has been implemented with a summary of the implemented action.
- (2) The recommendation has not been implemented but will be implemented in the near future with a time frame for implementation
- (3) The recommendation requires further analysis. If an entity or person reports in this manner, the law requires a detailed explanation of the analysis or study and time frame not to exceed six months, In this event, the analysis or study must be submitted to the director of the agency being investigated.

Response Requirements and Instructions (cont.)

- (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation of the situation.

If either a finding or a recommendation deals with budgetary or personnel matters of a county department headed by an elected officer, both the elected officer and the Board of Supervisors shall respond if the Grand Jury so requests.

The board of Supervisors' response may be limited, while the response by the department heads must address all aspects of the findings or recommendations.

Mail or deliver all responses to:

Presiding Judge
Superior Court, County of Glenn
526 west sycamore Street
Willows, CA 95988

To request a response copy from responding elected officials or agency heads:

Glenn County Board of Supervisors
526 West Sycamore Street
Willows, CA 95988



GLENN COUNTY GRAND JURY COMPLAINT FORM

All information on this form is strictly confidential. This complaint should be prepared after attempts to correct the situation have been unsuccessful.

Mail To: **Foreperson, Glenn County Grand Jury**
 PO Box 1023
 Willows, CA 95988

Date:

Complainant:

Name	Title
------	-------

Agency of employment if employed by county

Address:

Street	City	State Zip
--------	------	-----------

Name of person or agency complainant is reporting:

Name	Title	Agency
------	-------	--------

Address	City, State Zip	Phone/Cell Number
---------	-----------------	-------------------

Complaint: Please provide dates, times and names of individuals involved as well as a complete narrative of your complaint as well as any documentation that support your complaint. Attach additional sheets if necessary.

Identify attempts made to correct this situation or issue as well as other agencies, person(s) contacted and approximate dates.

Is there any additional information that you feel may be helpful in an investigation?

For Grand Jury Use Only:

Date Received by Grand Jury: _____

Date Acknowledgement Letter Sent:

Committee assigned:

Date of Action:

Summary of Action Taken:



2018 — 2019

**Glenn County
Grand Jury Report**





“The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy.”

Martin Luther King Jr.





Response Reports
to the
2017 — 2018
Grand Jury Reports



2018—2019 Glenn County Grand Jury

Response to the 2017-2018 Glenn County Grand Jury Report

Are they compliant?

SUMMARY

The power of the grand jury lies in the ability to publish fact-based reports that inform and educate both citizens and local government officials. Although the jury has no authority to enforce the recommendations included in such reports, it can determine whether local government agencies and officials have provided reasonable responses. These responses must follow a format and timeline clearly specified by law. The independent work and voice of grand juries is strengthened when local government entities and officials are held accountable and responsible to the will of their constituents.

To that end, the 2018-2019 Glenn County Grand Jury carefully reviewed all responses to the 2017-2018 Glenn County Grand Jury Consolidated Final Report for compliance with the law. This report presents the analysis of that review. The 2018-2019 Glenn County Grand Jury deemed all responses compliant.

The 2017-2018 Grand Jury appreciates the time and attention that all responders devoted to the work of the 2017-2018 Grand Jury. Although invited responders were not required to respond, several did, and the Grand Jury thanks them for their willingness to provide additional feedback.

BACKGROUND

Grand Juries are impaneled in June of each year and serve a one-year term. At the end of that term, they publish consolidated final reports on the activities of local government. These consolidated reports include facts, findings and recommendations developed after intensive investigations. The reports also specify which government officials and entities must respond to any findings or recommendations as well as those who are invited, but not required, to respond.

California Penal Code § 933.05 mandates how local governing bodies and elected officials must respond to findings and recommendations that fall under their jurisdictions. It is the responsibility of the succeeding grand juries to monitor compliances.

METHODOLOGY

The Grand jury reviewed:

- California Penal Code § 933.05 et seq., which specifies how responses are to be formatted;
- The 2017-2018 Glenn County Grand Jury Consolidated Final Report;
- All responses to the 2017-2018 Glenn County Grand Jury Consolidated Final Report; and
- Response reports from prior years, 2015-2016 and 2016-2017 Glenn County Grand Jury Reports.

DISCUSSION

Any report published by a grand jury must have at least one finding and may have one or more recommendations. There may be commendations as well. The 2017-2018 Glenn County Grand Jury Consolidated Final Report contained fourteen individual reports with a total of 48 findings, 47

recommendations and 6 commendations. According to the Penal Code, elected bodies and officials are mandated responders.

There were 22 required responders and 1 invited responder. The 2018-2019 Glenn County Grand Jury reviewed the responses to recommendations for compliance with the Penal Code.

According to the Penal Code § 933.05 (b), for each Grand Jury recommendation, *the responding person or entity shall report one of the following actions:*

1. *The recommendation has been implemented, with a summary regarding the implemented action.*
2. *The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.*
3. *The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigate or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the Grand Jury report.*
4. *The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.*

In addition to the requirement to include a timeframe when responding to recommendations as indicated above, Penal Code § 933 (c) sets a timeframe of 90 days following submission of a *final report on the operations of any public agency subject to its reviewing authority. The governing body of the public agency shall comment to the presiding judge of the Superior Court on the findings and recommendations pertaining to matters under the control of the governing body.*

The Grand Jury determined that all responses to recommendations in the 2017-2018 Glenn County Consolidated Report were received in the proper time frame and were compliant with the exception of:

- **The attachment to Finding and Recommendation #1 of the Board of Supervisors, which stated an Attachment #1 – Classification and Compensation Study was not included in the submitted Board of Supervisors response.**
- **The Board of Supervisors response to the Glenn County Jail R1 did not adequately address the specific recommendation regarding funding of allocated Correctional Officer positions.**
- **Orland Public Works Department – Check for receipt of response**
- **Glenn County Office of Education, Senior Nutrition Program Director – Did not respond to the request to respond.**

In addition to required responders there may also be invited responders. As invited responder is usually an appointed official or department head. In the 2017-2018 Glenn County Grand Jury Final Report, there were two invited responders, which did not respond. They include the CalPERS and Tehama Juvenile Hall Commander.

SUMMERIZING RESPONSES RECEIVED

The response summaries on the following pages summarize the responses of each mandated responding agency/entity.

2018—2019 Glenn County Grand Jury

Response to the 2017-2018 Grand Jury Report

BOARD OF SUPERVISORS

SUMMARY:

Pursuant to Penal Code section 933.05, the Glenn County Grand Jury request the Board of Supervisors to respond to all Recommendations left by the 2017-2018 Grand Jury.

RECOMMENDATIONS

2017-2018 Grand Jury Report, Board of Supervisors (Pages 1-15)

F1: It was found the Board of Supervisors had not received a salary increase since the latter 1970s.

RESPONSE TO FINDING:

Agree with finding

R1: The Grand Jury recommends the financial advisor investigate the cost of attaching the Board of Supervisors salary to the cost of living adjustment (COLA), percentage, or consumer price index (CPI).

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

Special Notation to this recommendation: *The Board of Supervisor’s response listed an “Attachment #1 - Classification and Compensation Study” which was not included in their response letter to the judge. This attachment was requested several times with no response from the Board of Supervisors. The Grand Jury Foreperson hand-carried a letter of request for the missing attachment which the Foreperson received the same day as the letter delivery.*

The topic of a Supervisors salary raise was brought up by a supervisor during the interview with the Board of Supervisors, as they would like to see the Supervisors salary be attached to something as they had not received a raise in over 20 years.

F2: It was found that several Board of Supervisors considered themselves as Part-time elected officials and others considered themselves Full-time status.

RESPONSE TO FINDING:

Disagree wholly with finding

R2: It is recommended that the Board of Supervisors clarify their Full-Time status, informing the public and prospective Supervisors of the job requirements.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

Special Notation to this recommendation: *The Board of Supervisors responded to the Finding as, “Disagree wholly with the Finding”. In reviewing the previously Grand Jury recorded tapes of the Board of Supervisor’s interview, it was found that one stated, “Not sure, but I presume Full-Time by the hours of work required.” Two supervisors responded with “Full-Time” and two Supervisors responded with “Part-Time”.*

F3: It was found that the County has not been paying the County’s portion of the five-year future PERS retirement system, potentially putting the county into potential financial difficulty.

RESPONSE TO FINDING:

Disagree with finding

R3: It is recommended that the Board of Supervisors investigate the cost to rectify the amount owed to PERS and begin paying the County’s portion.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

Special Notation to this recommendation: *During investigating the County’s amount of CalPERS unfunded liability, it was found that the Grand Jury was misled and was provided misinformation throughout the investigation by the County Department of Finance. Initial information was provided to the Grand Jury by several Board members during the Grand Jury interview with the Board of Supervisors. It was reported by a Supervisor that the County had received a \$3 million (plus) bill from CalPERS. The Supervisor stating that “We (the Board of Supervisors) don’t know how we are going to pay the bill.”*

After questioning a staff member from the Department of Finance three different times, the Grand Jury was led to believe the County was keeping up with the current costs to CalPERS but was behind in the payments to the unfunded liability. The member being questioned from the Department of Finance was questioned on the amount of the unfunded liability bill and future raises in costs for the next five years to the County; how the County was going to address this issue of nonpayment to the unfunded liability as well as the increase to the unfunded liability for the next five years.

The Grand Jury suggested multiple of options to the Finance Department of how other statewide Counties were responding to the increase CalPERS rates, and the Finance Department personnel agree with those options as viable. The Finance Department led the Grand Jury to believe that the County was considering the need to raise taxes on the people of Glenn County to pay the unfunded liability; file bankruptcy on the vendors of the county to include CalPERS or could possibly have the State take over the governmental running of the county all the while knowing the CalPERS Unfunded Liability and concurrent payments have been paid monthly from individual department funds.

After the 2017-2018 Grand Jury Final Report was published in late June the same member from the Department of Finance continued providing misinformation in an interview early August. In early September, the same individual from the Finance Department stated to a Grand Jury member “By the way..., the County paid this year’s Unfunded Liability bill”. The Grand Jury member responded with, “That’s good. Where did the County get the money? All the Grand Jury wanted was truth and transparency from your department.”

F4: It was found that the county’s Information Technology (IT) system, hardware and software, is old and not supporting departments in relaying information from one department to another, which is crucial for sharing information with departments in day-to-day operations.

RESPONSE TO FINDING:

Disagree wholly with finding?

R4: It is recommended that the Board of Supervisors investigate and implement common software, hardware and employee training to include backup data storage throughout County departments to allow all County departments to share information.

ACTION: Completed Will Be Completed **Partly Completed** Not Completed

Special Notation to this recommendation: *The Grand Jury’s investigation showed the system was installed 2011 (eight years ago) and had continual issues with communication between departments. It was reported to the Grand Jury that updates and changes in software programs have created a hardship for employees to keep up in learning these new software programs as more employee training was needed.*

F5: It was found that the county is researching LED lighting for all departments, which will reduce the energy cost.

RESPONSE TO FINDING:

Agree with finding.

R5: It is recommended that the county implement the replacement of the old light fixtures with LED lighting throughout the county’s offices and other structures.

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

F6: The 2016-2017 Grand Jury found the Glenn County Board of Supervisors did not meet the required response format outlined in the “Discussion” section of this report as required by Penal Code 933 (a) and (b) and 933.05.

RESPONSE TO FINDING:

Agree with finding.

R6: It is recommended that all responses from the Board of Supervisors shall meet the requirements of 933 (a) and (b) and 933.05 to provide written governance as to planning, implementation, and worthiness of all Grand Jury recommendation.

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

F7: It was found that the Board of Supervisors had not visited and/or inspected the Glenn County Jail facility as a governing body.

RESPONSE TO FINDING:

Agree partially with the finding.

R7: It is recommended that the Board of Supervisors as a body visit and inspect the Glenn County Jail annually

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

Special Notation to this recommendation: While the Board of Supervisors state it would be a violation of the Brown Act to attend a visit to the jail, other options are available for the Board to visit the Jail without violating the Brown Act. The Sheriff provided a manner for this to be achieved by scheduling three separate dates for the Board of Supervisors tour to allow their opportunity to tour and inspect

SECTION: GLENN COUNTY JAIL

2017-2018 Grand Jury Report, Board of Supervisors (Pages 4-8)

F1: Jail Staffing — It was found that the assigned Correctional Officers work five twelve-hour days, one eight-hour day, and have one day off. It was noted that working such hours causes worker fatigue, burnout, and on-the-job accidents putting the Correctional Officer in a higher-risk for injury. It

was also noted that the funding allocations for four Correctional Deputies were cut from the 2015-2016 budget and have not be reinstated.

It was also found that there is usually one Correctional Officer during the booking process. Should an arrestee become hostile or dangerous, the Correctional Officer or the Officer in the control panel can summon assistance. The Grand Jury understands the issue of limited staffing at the jail, but finds this to be a precarious situation during bookings of the arrested.

RESPONSE TO FINDING:

Agree Partially with finding.

R1: The jail is in severe need of more Correctional Officers to alleviate the long hours worked by the Correctional Officers. The Grand Jury recommends that the Board of Supervisors provide funding to reinstating the four fully allocated Correctional Officers positions.

ACTION: Completed Will Be Completed Partly Completed Not Completed

Special Notation: *This recommendation is asking the Board of Supervisors to provide funding for the already allocated Correctional Officers positions. The response does not thoroughly address the recommendation as to fund or not to fund the allocated positions. It is understood by the Grand Jury that hiring qualified Correctional Officers is difficult. This recommendation supports the funding to hire additional correctional officers once they are found qualified.*

F2: Jail Staffing — Incidents between inmates and Correctional Officers are on the rise. It was found that the most senior Correctional Officers working at the Glenn County Jail have five-years’ experience at the jail and is in need of further training in knowing how to interact and defuse potential incidents with the lesser violent inmate to the hardened inmate.

It was noted that the younger Correctional Officers are being tested by the more hardened criminal, which more training and education is needed for these Correctional Officers.

RESPONSE TO FINDING:

Agree partially with finding.

R2: The Grand Jury recommends that all Correctional Officers be trained and retrained yearly in the newest methods of interacting and defusing a potential incident between the Correctional Officer and the inmate, as well as learning the art of communicating with the different levels of criminals.

ACTION: Completed Will Be Completed Partly Completed Not Completed

Special Notation: The finding response stated that State Prison Guards receive a different training as local Correctional Officers. The recommendation recommends Correctional Officers be trained yearly in the “newest methods of interacting and defusing a potential incident”; therefore, a Glenn County Correction Officer needs to receive the same training as the State Prison Guard to be better equipped to handle AB109 prisoners and can therefore train Glenn County Correctional Officer.

F3: Grievances Form: — The grievance form lacks adequate space for the author to add additional information based on the five- level form.

It was also noted that Level 1-Food Manager/Medical was the first to respond to the grievance. The grievance could entail a different topic than Food or Medical. A change in this form is needed to direct the grievance to the correct department or person as well as allow for additional grievance information from the author of the grievance per level resolution.

RESPONSE TO FINDING:

Agree with finding.

R3: The Grand Jury recommends that the facility grievance form be edited to include additional space to each tier of the form providing an inmate to respond as jail staff replies allowing continued dialogue until the grievance is resolved.

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

F4: Medical: While housed at the jail, the inmates receive basic care by CFMG medical staff. The medical staff is in charge of making all basic diagnostic findings and communicating them to CMFMG doctors. The registered nurses then follow the doctor’s orders and communicate back to the doctor the inmate’s results from his treatment. It was found that an inmate would fill out a grievance form sending it to Level 1, the medical staff. The registered nurse would check the inmate based upon his grievance and fill out the resolution section of the grievance. After a diagnostic determination was made, and the inmate continued to have an illness complaint the inmate would fill out a grievance form continuing through the levels for a resolution. This process could take several days to two weeks for the inmate to receive a resolution. The inmate can request extra test ran, but it is up to the CMFG doctor to approve them based on his findings.

RESPONSE TO FINDING:

Disagree wholly with finding

R4: The Grand Jury recommends that after an inmate is denied his request for extra tests and is continued to be ill, the registered nurse and the jail administration work together to communicate the severity to the CFMG doctors. It is strongly recommended inmates with continued illnesses receive follow-up tests within four weeks of reported illness.

ACTION: Completed Will Be Completed Partly Completed **Will Not be Completed**

F5: Facility— It was found through researching past Grand Jury Findings and Recommendations that all facility infrastructure upgrades have not been completed or addressed due to stated funding issues.

RESPONSE TO FINDING:

Agree with finding

R5: The 2017 -2018 Grand Jury recommends the Board of Supervisors approve the creation of a Jail Repair Budget Account and annually depositing funds that are identified as a Categorical Account so that the funds cannot be used or swept for any other means other than its intention.

ACTION: Completed Will Be Completed Partly Completed **Will Not be Completed**

F6: Facility — Through the investigation process the 2017-2018 Grand Jury found that one of the most expensive department to the County is the Sheriff’s Department. It was also found that the Board of Supervisors has never toured, inspected or visited the Glenn County Jail facility while planning and budgeting for the jail facility upkeep and required human resources.

RESPONSE TO FINDING:

Agree with finding.

R6: It is strongly recommended that the Board of Supervisors, as a body, annually tour and inspect the jail facility.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

Special Notation: While the Board of Supervisors state it would be a violation of the Brown Act to attend a visit to the jail, other options are available for the Board to visit the Jail without violating the Brown Act. The Sheriff provided a manner for this to be achieved by scheduling three separate dates for the Board of Supervisors tour to allow their opportunity to tour and inspect the facility and operations while complying with the Brown Act. (See Sheriff letter to the Judge, F6)

F7: Facility - The Grand Jury found the sidewalk leading to the entrance ramp of the jail reception area has receded approximately an inch or more below the public sidewalk. This could cause someone to fall/trip or may have difficulty accessing with a wheelchair.

RESPONSE TO FINDING:

Agree with finding.

R7: The 2017-2018 Grand Jury recommends the Sheriff Department repair the outside entrance to the jail blending it with the public sidewalk to meet the directives of the American disability Act.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

F8: With several articles published in the local newspaper regarding medical treatment while being incarcerated, the Grand Jury found that CFMG followed all medical procedures and guidelines required by CFMG.

RESPONSE TO FINDING:

Agree wholly with finding.

R8: No response required

ACTION: **Not Applicable**

SECTION: GLENN COUNTY SHERIFF'S DEPARTMENT

2017-2018 Grand *Jury Report, Board of Supervisors (Pages 8-9)*

F1: The current number of patrolling deputies is inadequate to fully cover and meet the safety needs of the three beats within the county.

RESPONSE TO FINDING:

Agree with finding.

R1: The Grand Jury recommends that the Board of Supervisors provide funding to fully allocate six additional Patrol Officers positions.

ACTION: Completed Will Be Completed **Partly Completed** Not Completed

F2: Past history has the Glenn County Patrol Deputies receiving less pay than surrounding counties.

RESPONSE TO FINDING:

Disagree with finding.

R2: The Grand Jury recommends the administration and governing board keep pace with the cost of living and provide a wage equal to surrounding counties to maintain trained and experienced policing staff.

ACTION: Completed Will Be Completed Partly Completed **Not be Completed**

F3: Two new communication programs were implemented to alert Glenn County residents to emergencies within the area via cell phones, emails, and social media.

RESPONSE TO FINDING:

Agree with finding.

R3: No response Required

ACTION: **Not Applicable**

SECTION: PROBATION DEPARTMENT — JUVENILE HALL

2017-2018 Grand Jury Report, Board of Supervisors (Pages 9-10)

F1: Glenn County juveniles need to be able to have regular visits with the local probation officers assigned to them.

RESPONSE TO FINDING:

Disagree Wholly with Finding

R1: Glenn County Probation Officers should, on a regular basis, visit each juvenile at least once a week.

ACTION: Completed Will Be Completed **Partly Completed** Not be Completed

F2: Glenn County Probation Department needs to investigate ways for the juveniles to have regular visits with their families. Skype may not be the answer.

RESPONSE TO FINDING:

Disagree wholly with finding.

R2: The Probation Department investigate and put into action a means where juveniles detained in Tehama County can have visiting privileges with their family.

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

F3: It was found that the juveniles housed at Tehama Juvenile Facility were home sick, felt sad and lonely as well as abandoned. Several stated they had anger issues and had trouble controlling their anger. It was stated to the Grand Jury that they missed seeing and talking to their probation officer and family.

RESPONSE TO FINDING:

Disagree partially with finding.

3: The Grand Jury recommends each Glenn County Juvenile housed in the Tehama Juvenile facility receive mental health support from a Glenn county clinician to cover depression, social, emotional, and behavior issues.

ACTION: Completed Will Be Completed Partly Completed **Will Not be Completed**

SECTION: ORLAND POLICE DEPARTMENT

2017-2018 Grand Jury Report, Board of Supervisors (Pages 10-11)

F1: The Grand Jury found that currently Glenn County does not have School Resource officers in any of the schools. In the past, Resource Officers were funded by Federal Grants, but those grants have now expired. With the school's budget, unable to absorb the costs of an officer on the school grounds, they phased out this program.

RESPONSE TO FINDING:

Agree with finding

R1 (a): The Glenn County Grand Jury suggests a continued effort toward obtaining grants to fund resource officers.

R1 (b) The Grand Jury recommends and encourages communication between the school, parent/students and police entities of Orland to find a workable alternative to obtain funding for resource officers in the meantime.

R1 (c): The Grand Jury recommends a greater emphasis needs to be placed on school counselors to use their valuable skills and experience in identifying at-risk students. It is vital that Orland Police Department and the schools continue to research and address ways to include teens in the ages of 12 to 18 years of age in the School site Safety Plan.

ACTION: Completed Will Be Completed Partly Completed **Will Not be Completed**

F2: It was found that since the Orland City Police Department was not bound to contract with the County for leasing their service vehicles and maintenance contracts. The City of Orland Police Department is able to buy their vehicles outright, thus eliminating the limitations of the leases and maintenance. The service on all the vehicles is performed in Orland City Yard Crew.

RESPONSE TO FINDING:

Agree with finding

R2: No response required

ACTION: Not Applicable

F3: The dispatch system that services Orland Police Department is outdated, causing delays of services.

RESPONSE TO FINDING:

Disagree partially with finding.

R3: With several agencies adversely affected by this outdated dispatch system, the Grand Jury recommends the Orland Police Department take the lead to encourage the Board of Supervisors

Orland City Council, Sheriff's Department, Fire Departments and medical agencies to work together to find a working dispatch system that is financially responsible and fits the needs of this small county.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

SECTION: WILLOWS FIRE DEPARTMENT

2017-2018 Grand Jury Report, Board of Supervisors (Pages 11-12)

F1: The Glenn County Grand Jury found that all calls to the Willows Fire Department are first received through the Sheriff's Department 911 Dispatch office before being routed to the Fire Department. The 911 Emergency Dispatch system has only one Dispatcher to receive calls on each shift. With the increased number of emergency calls received through the 911 dispatch system over the past years, these calls have placed the dispatcher in intense situations while handling several calls at the same time, which can cause delays in dispatching calls to the Fire Department or other agencies.

RESPONSE TO FINDING:

Disagree partially with finding.

R1: The Glenn County Grand Jury recommends that Willows Fire Department work with the Sheriff Department and The Board of Supervisors to fund two Dispatchers on each shift to answer all emergency calls as they are received. This would allow the most critical emergency to be dispatched as quickly as possible while still meeting the needs of each call.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

F2: The Grand Jury found the Willows Fire Department are working actively in an injury prevention program by providing exercise equipment on site at the fire house for all firemen to use at any time. Their yearly physical exams and labs screening provide a proactive approach to monitor and screen any possible problems that may occur.

RESPONSE TO FINDING:

Agree with finding.

R2: The Glenn County Grand Jury recommends looking at other dispatch offices in California to gather information on current systems used in areas that may help Glenn County find a solution for a more efficient working model meeting our rural needs. Funding is always a problem and especially for the small county, but our needs for emergency response are equally as important as in the larger counties.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

SECTION: CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM

2017-2018 Grand Jury Report, Board of Supervisors (Pages 12-14)

F1: The Grand Jury found that the County Board of Supervisors has not been keeping up with the extra charges from CalPERS and are now facing an approximate \$17.7 million payable by June 20, 2018

RESPONSE TO FINDING

Disagree wholly with finding.

R1: The Grand Jury recommend that the Board of Supervisors remedy this situation as soon as possible, paying each month the UAL and NCR percentage on or before the due date so as not to be charged the 10 percent late charge.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

F2: The Grand Jury found that communication to the citizens of Glenn County is foremost the most important action the Board of Supervisors must act upon. The Grand Jury finds it important that all taxpayers be informed of possible effects to their livelihood based upon future decisions by the Board of Supervisors.

RESPONSE TO FINDING

Disagree wholly with finding.

R2: The Grand Jury recommend the Board of Supervisors investigate and implement a communication public forum to provide Glenn County citizens information on how the Board of Supervisors and County Financial Officer plan to rectify this large financial burden.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

See Attachment #2: Page 12 of 15 : Glenn County Board of Supervisors—SECTION: CalPERS

F3. It was found that the CalPERS UAL and NCR rates will be significantly increasing in the years to come, causing current financial policies to become outdated.

RESPONSE TO FINDING

Disagree partly with finding.

R3: As a policy-directed body, the Grand Jury recommends the Board of Supervisors create, update, or amend financial policies and procedures that will guide future Boards in managing financial issues such as Glenn County is facing today.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

F4: The Grand Jury found that several departments realigned and reclassified employees’ positions, granting the positions large percentages of raises. With the additional spike in pay, results were an increase in CalPERS payments.

RESPONSE TO FINDING

Disagree wholly with finding.

R4: The Grand Jury recommends the Board of Supervisors have an outside auditor provide a non-biased report in recommending areas throughout the County where financial savings are possible.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

Special Notation: *During investigating the County’s amount of CalPERS unfunded liability, it was found that the Grand Jury was misled and was provided misinformation throughout the investigation by the County Department of Finance. Initial information was provided to the Grand Jury by several Board members during the Grand Jury interview with the Board of Supervisors. It was reported by a Supervisor that the County had received a \$3 million (plus) bill from CalPERS. The Supervisor stating that “We (the Board of Supervisors) don’t know how we are going to pay the bill.”*

After questioning a staff member from the Department of Finance three different times, the Grand Jury was led to believe the County was keeping up with the current costs to CalPERS but was behind in the payments to the unfunded liability. The member being questioned from the Department of Finance was questioned on the amount of the unfunded liability bill and future raises in costs for the next five years to the County; how the County was going to address this issue of nonpayment to the unfunded liability as well as the increase to the unfunded liability for the next five years.

The Grand Jury suggested multiple of options to the Finance Department of how other statewide Counties were responding to the increase CalPERS rates, and the Finance Department personnel agreed with those options as viable. The Finance Department led the Grand Jury to believe that the County was considering the need to raise taxes on the people of Glenn County to pay the unfunded liability; file bankruptcy on the vendors of the county to include CalPERS or could possibly have the State take over the governmental running of the county all the while knowing the CalPERS Unfunded Liability and concurrent payments were being paid monthly from individual department funds.

In latter June the 2017-2018 Grand Jury Report was release to the public, and in early August the same member from the Department of Finance continued this misinformation. In early September, the Director of Finance stated to a Grand Jury member that the County paid this year's Unfunded Liability to CalPERS. The Grand Jury member responded that all the Grand Jury wanted was truth and transparency.

SECTION: ORLAND Airport, Haigh Field

Follow-up to 2015-2016 Grand Jury Report; therefore, the Board of Supervisors was not requested to reply to the findings and recommendations to this report.

F1: The Grand Jury found that Orland Haigh Field Airport functions well on the match grants. The money for purchases of new equipment is not as supported without extra money that a fully leased out Industrial Park might provide.

RESPONSE TO FINDING:

No response is required

R1: No Recommendation or Response is required as this was a follow up investigation from two years ago. The Response from 2015-2016 has been found and the information requested has been provided.

ACTION: No action required

F2: It was found that the 2017-2018, concurs with the 2014-2015 Grand Jury Findings.

RESPONSE TO FINDING:

No response was provided

R2 (a): The 2017-2018 concurs with the 2015-2016 Grand Jury recommendation for *“The Industrial Park at the Orland Haigh Field Airport be marketed to increase revenue and to create a cash surplus for replacement of old equipment and repairs.”*

ACTION: No Response required

R2 (b): Another recommendation would be to apply a more aggressive incentive program to encourage more building in Phase I so the Airport can move to Phase II.

ACTION: No Response required

SECTION: SMART TEAM

2017-2018 Grand Jury Report, Board of Supervisors (Pages 14-15)

F1: The Grand Jury finds that the SMART Team of Glenn County is a vital asset to the public.

RESPONSE TO FINDING:

Agree with finding

R1: The Glenn County Grand Jury recommends the SMART team advertise its program through local service clubs, youth clubs, and local newspapers to bring awareness of its existence, importance and value to all citizens of Glenn County.

ACTION: Completed Will Be Completed Partly Completed Not Completed

F2 The Grand Jury recommends and encourages communication between the school, parent/students and police entities of Orland to find a workable alternative to obtain funding for resource officers in the meantime.

RESPONSE TO FINDING:

Agree with finding

R2 The Grand Jury recommends a greater emphasis needs to be placed on school counselors to use their valuable skills and experience in identifying at-risk students. It is vital that Orland Police Department and the schools continue to research and address ways to include teens in the ages of 12 to 18 years of age in the School site Safety Plan.

ACTION: Completed Will Be Completed Partly Completed Not Completed

FURTHER RESPONSE REQUIRED:

None

ATTACHMENTS:

Attachment #1: Classification and Compensation Study in the Attachments

Attachment #2: Letter to the judge, Page 1

SECTIONS: An Interview with the Board of Supervisors (Page 2—4)

Glenn County Jail (Page 4—Page 8)

Glenn County Sheriff's Department (Page 8—9)

Probation Department—Juvenile Hall (Pages 9—10)

Orland Police Department— (Pages 10—11)

Willows Fire Department — (Pages 11—12)

Attachment #1: Classification and Compensation Study, Page 1

CLASSIFICATION AND COMPENSATION STUDY



Board of Supervisors
County Administrative Officer
Conducted by Director of Personnel, Linda Durrer

1 | Page

Attachment #: Classification and Compensation Study, Page 2

I. INTRODUCTION

At the June 20, 2017 Glenn County Board of Supervisors Meeting I was directed by the Chairman of the Board, Keith Corum, to analyze, and make recommendations regarding the salaries for Members of the Board of Supervisors and County Administrative Officer.

II. REASON FOR INVESTIGATION

By direction from the Chairman of the Board of Supervisors at the June 20, 2017 meeting I was asked, as Personnel Director, to analyze the Board of Supervisor's salaries and the salary of the County Administrative Officer in accordance with County Code.

A. On January 1 of each year or as soon thereafter as the board may deem appropriate, the Board of Supervisors will establish by Ordinance the compensation of the Supervisors, or may elect, as other County employees, to receive a salary based on the County pay schedule, which shall specify the range and step as appropriate, as stated in Section 3.06.021, 3.06.022 and 3.06.023. The Chairman shall receive an additional \$100 per month more than other members of the Board of Supervisors. In the event the supervisors do not enact an annual ordinance adjusting salaries, the supervisors will continue to receive the compensation pursuant to the last valid enacted ordinance.

B. Each Supervisor shall receive an annual transportation allowance for miles traveled within the County or, at the supervisor's election shall be paid, in a manner consistent with the methods for paying mileage for regular county employees, mileage expenses for miles traveled in the discharge of the supervisors' responsibilities. The rate at which mileage shall be reimbursed pursuant to this section shall be the current rate recognized by the United States Internal Revenue Service as exempt from taxation under the Internal Revenue Code.

C. Each Supervisor shall be entitled to receive necessary expenses incurred in the performance of the supervisors' duties provided funds have been budgeted for such purposes.

D. The Clerk of the Board of Supervisors shall maintain in a separate file all Ordinances establishing and adjusting Supervisors' salaries.

(Ord. 1186 § Ord. 1180 § 1, 2005; Ord. 1149 § 1,2, 2002; Ord. 1145 § 1, 2002; Ord 1124 § 1 (Part), 2000; Ord. 1111 § 1, 1999; Ord. 1110 §1, 1999; Ord. 1090 § 1, 1997; Ord. 986 § 1,2, 1991; Ord. 846 §1, 1986; Ord. 823 § 1, 1985; Ord. 828 § 1, 1985; Ord. 817 § 1, 1984; Ord. 806 § 1, 1984; Ord. 759 § 1, 1981; Ord. 750 § 2, 1981; Ord. 718 § 1, 1979; Ord. 714 § 1, 1979; Ord. 664 § 1, 1977; Ord. 658 § 1, 1977)

III. SCOPE OF INVESTIGATION

Attachment #: Classification and Compensation Study, Page 3

In preparing this report, I reviewed the salaries of comparator counties and obtained advice from the Office of County Counsel and the Clerk of the Board. Additionally, I conducted a review of a broad range of Board of Supervisors salaries and data assembled by the State of California. I conducted telephone interviews with officials from Butte, Colusa, Yuba, Tehama, Shasta, and Sutter Counties regarding salaries paid to Supervisors and the salary methodologies used in those counties. I reviewed the history of Glenn County’s Board of Supervisors’ salary and benefits for the period of the past eleven years.

IV. BACKGROUND

1. Current Salary

Members of the Board of Supervisors currently are paid at Range 245 of the Salary and Benefits Schedule dated October 1, 2000:

Bi-weekly

Step A	Step B	Step C	Step D	Step E
\$1006.40	\$1056.80	\$1109.60	\$1164.80	\$1223.20

The Supervisor serving as the Board Chair receives a \$100.00 stipend each per month in recognition of additional duties. As of this date, all of the Supervisors’ salaries are at Range 245, Step E, \$1,223.20 every two weeks or \$31,803.20 annually. This figure computes to an hourly salary of \$15.30. (Salaries for Supervisors were last adjusted in 2006 when the annual salary for a Supervisor was increased two percent.)

The Supervisors’ salary, as well as their benefits, is determined by the Board of Supervisors and affected by Board Resolution adopting appropriate Ordinances. Current salary and benefits are reflected in Ordinance No. 1186 introduced at a regular meeting of the Glenn County Board of Supervisors on February 21, 2006 and adopted by the Board of Supervisors on March 7, 2006.

Pursuant to County Code 03.06.021 Adjustment of Supervisors’ Salaries: Commencing on January 2, 2007, and on the second day of January of each year thereafter, the salary of all members of the Board of Supervisors shall be adjusted upward by one step on the range as established by County Code Chapter 3, Section 3.06.021: “Said salary adjustments for the Supervisors shall not be effective until at least sixty (60) days after January 2, so as to comply with the provisions of Government Code Section 25123.5. (Ordinance 1186 2, 2006)

2. Comparing Salaries

Mid Managers

Attachment #: Classification and Compensation Study, Page 4

The Mid Managers Association, representing the management levels of employees of the County of Glenn, have experienced the following increases, pursuant to the relative collective bargaining agreements. (The raises reflected in the years 2007 and 2008 were as a result of a Class and Compensation Study which indicated that the salaries of the Mid Management Unit were well below their counterparts in comparator counties.)

2/11/07	7/1/07	1/13/08	7/13/08	7/1/2011	2015	2017
4%	4%	2%	3%	4%	2%	2%

If the same upward salary adjustment of 21% was extended to the Board of Supervisors, and applied on an accumulative basis, each Supervisor’s annual salary would increase by \$7300.80. Each Members annual salary would move from \$31,803.20 to \$39,104.00 additionally the Chairman’s salary from \$32,803.20 to \$40,304.00 per year. The total cost of the salary increase would amount to \$37,704.00 for one year.

Social Security

Since 1975, Social Security general benefit increases have been cost-of-living adjustments or COLAs. Since 1983, COLAs have been based on increased in the Consumer Price Index for Urban Wage Earners and Clerical Workers. Using the Social Security COLAs each Supervisor would realize an increase in salary.

2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
2.3%	5.8%	0%	0%	3.6%	1.7%	1.5%	1.7%	0%	0.3%

If the same salary adjustment of 16.9% was extended to the Board, each Members annual salary would increase by \$5746.20. The annual salary would increase from \$31,803.20 to \$37,549.40 and the Chairman’s salary would be \$38,749.40. The total cost of the salary increase would amount to \$19,931.00 for one year.

3. Scope of Work

Glenn County Board of Supervisors serves as both the legislative and executive body of county government. The Board of Supervisors also serves as the governing body of the Glenn County Board of Equalization, Glenn County Air Pollution Control District, and In Home Supportive Services Public Authority,

In addition, Supervisors represent the County on numerous intergovernmental bodies. In its legislative role the Board of Supervisors adopts ordinances, resolutions and rules within limits prescribed by State law, and is responsible for seeing that all Federal and State mandated functions are carried out.

As an executive body, the Board of Supervisors determines annual budget allocations; approves

Attachment #1: Classification and Compensation Study, Page 5

contracts for public improvements and other specialized services; conducts public hearings on zoning appeals and planning issues; provides for the salary of all county officials and employees, including itself; creates offices, boards and commissions as needed, appoints members and fixes terms of office; directs an annual audit of all County accounts, books and records; provides policy direction to the various department heads for the operation and administration of County departments; and exercises executive authority for the provision of local government services to county residents including roads, health and welfare, public safety, public defender and jail facilities.

The Board of Supervisors consists of five members who are elected on a non-partisan basis for four-year terms. Each Supervisor is elected from one of five Supervisorial districts. Supervisors from Districts 2, 3, and 4 are elected in gubernatorial election years, while Supervisors from Districts 1 and 5 are elected in presidential years. Accordingly, there will be elections for Supervisor in Districts 2, 3, and 4 in November 2018 to take office effective January 2019.

I asked questions of each Supervisor focused on the activities related to their work as a Supervisor and the time spent carrying out those activities. As a result of these inquiries, a reasonably consistent pattern of activity and time spent by the current Supervisors emerged.

Table 1 reflects those activities and time spent on a monthly basis:

Table 1: Activities and Hours

ACTIVITY	TIME SPENT
Attending Board of Supervisor meetings	2 full days monthly plus special meetings
Attending Board of Supervisor committee meetings	16 to 24 hours/month
Attending intergovernmental agency meetings as a Supervisor meetings	10 to 40 hours/month
Preparing for Board of Supervisor committee & other agency meetings	30 to 36 hours/month
Attending public functions as a Supervisor	6 to 18 hours/month
Communicating with members of the public/constituents; travel to and from meetings	10 to 40 hours/month

Based on the statements of the current members of the Board of Supervisors, on average, they each spend at least 40 hours per week in the discharge of their duties.

V. PROS AND CONS REGARDING BOARD OF SUPERVISORS SALARY INCREASES

1. Arguments Against Raising Salaries -

Attachment #1: Classification and Compensation Study, Page 6

The most prevalent arguments against increasing Glenn County BOS salaries over the years have included:

The County cannot afford to spend money on Supervisor salaries when money is needed to repair or enhance the roads or levees.

The incumbent Supervisors ran for office knowing the duties, functions and salary of the office and, in asking for a salary increase, are, in effect, trying to change the terms of their ongoing employment agreement.

Given the current economic conditions, it is difficult for the County to justify an increase in Supervisor salaries.

An element of being a Supervisor is the duty of the citizen to take part in the discharge of government, a duty shared by all, and for which there should be a contribution of uncompensated service.

Some citizens assert that the position is not full time.

2. Arguments in Favor of Raising Salaries -

In a similar fashion, the most often heard arguments in favor of increasing Glenn County Supervisor salaries have included:

A Supervisor should receive enough pay so that a young person or head of a family could afford to run for Supervisor and thus give the Board a good cross section of the County citizenry.

The current salary is based on the Supervisor position being a part time job, which it is not. Supervisors in other comparable counties are paid significantly more than Glenn County Supervisors, with the exception of Tehama County who tied their salaries to a vote of the citizens.

Unless Supervisor salaries are increased, the County will end up with a BOS comprised of retired persons or those who have other sources of income.

The duties and responsibilities of a Supervisor and the complexity of the job require each Supervisor to devote a minimum of 40 hours per week to management of the County, a fact not reflected in their current salaries.

VI. SALARY METHODOLOGIES

Attachment #: Classification and Compensation Study, Page 7

There are numerous methodologies that have, or could be, used to establish a base salary for Supervisors or, once a base salary is determined, used to address future increases. It has been my goal to seek methodologies which avoid involving, to the greatest degree possible, the BOS's economic self-interest beyond that inherent in raising the issue of salary adjustment in the first place.

Identified methodologies are as follows:

1. Tying Supervisors' salaries to Court Judge's salaries
2. Using the average of Supervisors' salaries in benchmark counties
3. Tying Supervisors' salaries to the salaries paid to Glenn County employees in Mid Managers
4. Tying Supervisors' salary to the average annual earnings of Glenn County residents
5. Using rural counties as comparators

Previous class and compensation studies, on behalf of Glenn County employees, have been accomplished comparing the salaries of job classifications in specific benchmark counties (Butte, Colusa, Yuba, Shasta, Tehama, and Sutter).

I have contacted the previously utilized benchmark counties to determine annual salaries for the Board of Supervisors as of July 1, 2017:

Butte County	\$55,680.00
Colusa County	\$63,132.00
Yuba County	\$51,660.00
Shasta County	\$53,508.00
Tehama County	\$12,450.00
Sutter County	\$34,471.22
Glenn County	\$31,803.20

The median salary range, comparing the benchmark counties would be \$45,148.70.

I am comfortable in concluding, based on the time spent by the current Supervisors in the discharge of their duties, and the reality that the position requires full time work that the Supervisors are underpaid.

Using the comparator counties, the Supervisors of Glenn County are underpaid approximately \$13,345.50 per year. As a methodology for establishing a base salary for the Supervisors the average of Supervisor salaries in benchmark counties method may be the most appropriate for use in Glenn County. If adopted by the Board, this would produce a base salary of \$45,148.70 per year for each Supervisor and \$46,348.70 for the Chairman of the Board.

Attachment #: Classification and Compensation Study, Page 8

VII. WHEN TO ADJUST SUPERVISOR SALARIES

My consideration of Board of Supervisor salaries would not be complete without asking the question of when, or how often, should the Board adjust its compensation? Historically the Glenn County Board of Supervisors has not acted to adjust their compensation since 2006. The Board's current policy, as reflected in Ordinance 1186 was introduced at a regular meeting on February 22, 2006 and adopted March 7, 2006, was to adjust each Supervisors salary upward by one step each year. Although well intended this policy did not allow for adjustments beyond "E Step".

Obviously, in the public sector, it is more difficult to request a raise when the person or body asking is also the person or body which must authorize or approve the raise. And, while it may be alright for the bulk of County employees to see their income periodically adjusted in order for the County to be a competitive employer, there is a certain discomfort in the Board of Supervisors doing the same for itself.

In my opinion, the BOS has three options: 1) Annual adjustments; 2) Periodic adjustments tied to some relevant event; or 3) Fixed periodic adjustments.

If an annual adjustment is the choice, I recommend the use of Social Security COLA as it is simple and independent of the Board. However, to the extent that the Board of Supervisors elects to skip an annual adjustment, for whatever reason, its policy should be that adjustments forgone are not made up in the following year.

If periodic adjustments tied to a relevant event is selected, tying any raise to the negotiated raise pursuant to a new Memorandum of Understanding with the Mid Managers Unit or the General Unit, representing the bulk of County employees, and the average percent increase as the amount of the adjustment seems reasonable.

Fixed periodic adjustments (every two or three years for example) do not have much appeal without knowing the percent of increase in advance. Otherwise, it is almost like doing a new base salary calculation.

In my opinion the most politically satisfying and practical approach to the timing of Board of Supervisors' salary adjustments is to adjust annually using the Social Security COLA percentage.

VIII. FINDINGS

1. Current Supervisor duties and time spent in the performance thereof warrant finding that the position requires full time work.

Attachment #1: Classification and Compensation Study, Page 9

2. When compared to the BOS salaries of all the benchmark counties the current salaries paid to Glenn County Supervisors are noticeably lower, with the exception of Tehama County.
3. Regardless of the methodology selected the determination of the Supervisors' salary and benefits cannot be delegated; but must be accomplished by adoption of an Ordinance, by the Supervisors, after a public hearing.
4. There will always be opposition to a pay raise for the Board of Supervisors.

X. CONCLUSIONS

1. Given the time devoted to the discharge of their duties, and the nature of those duties, the current salary paid to members of the Board of Supervisors is inadequate.
2. A continued delay in addressing Supervisor salaries will only exacerbate the political difficulties in considering such matters.
3. All other factors being equal, an increase in the Supervisors base salary appears warranted at this time.
4. The salary range for the County Administrative Officer is in line with our comparator counties, thus no increase is warranted.

XI. RECOMMENDATIONS

1. The Board of Supervisors should determine and set a new salary range for Supervisors.
2. Any increases in the BOS Member salaries or the salary for the CAO should take effect at the beginning of the first pay period following Board approval in open session.
3. The Board of Supervisors salaries should adjust yearly using the Social Security Cost of Living Adjustment to determine the amount of increase.

Attachment #2: Board of Supervisors Response to 2017-2018 Grand Jury Findings and Recommendations



**GLENN COUNTY
BOARD OF SUPERVISORS**

Willows Memorial Hall, 2nd Floor
525 West Sycamore Street, Suite B1
Willows, CA 95988

John K. Viegas, District 1
Dwight Foltz, District 2
Vince T. Minto, District 3
Keith Corum, District 4
Leigh W. McDaniel, District 5

August 21, 2018

The Honorable Donald Cole Byrd
Presiding Judge of the Superior Court
County of Glenn
526 West Sycamore Street
Willows, CA 95988



Subject: Glenn County Response to the 2017-18 Grand Jury Final Report

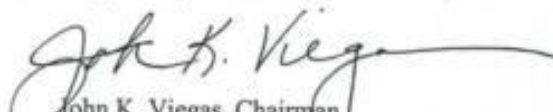
Dear Judge Byrd:

On behalf of the Board of Supervisors and all County Departments and the County as a whole, I would like to take this opportunity to thank the members of the 2017-18 Grand Jury for their conscientious and thorough work preparing the 2017-18 Grand Jury Final Report. As always, the County appreciates its dedicated citizens' commitment to affect positive and constructive improvements in the way our local government functions.

Enclosed is the County of Glenn's response to the above referenced Report. This response follows Section 933.05(a) and 933.05(b) of the California Penal Code which requires the Board of Supervisors to formally comment on Grand Jury findings and recommendations which pertain to matters under the control and authority of the Board. As a result to the County's need to tailor its responses to comply with narrow legal constraints, responses may seem terse due solely to the limited choice of phrased responses the law permits the County to select to sometimes complex findings and recommendations. The responses are in no way meant to be disrespectful nor to diminish the extensive work of the Jurors.

The County's response was approved by the Board of Supervisors at its regular meeting held Tuesday, August 21, 2018.

Respectfully submitted,


John K. Viegas, Chairman
Glenn County Board of Supervisors

Attachments

Attachment #2: Board of Supervisors Response to 2017-2018 Grand Jury Findings and Recommendation

Response to 2017-2018 Glenn County Grand Jury Final Report of findings and recommendations
Page 2 of 15

SECTION: AN INTERVIEW WITH THE BOARD OF SUPERVISORS

RESPONSES TO FINDINGS AND RECOMMENDATIONS

F1: It was found the Board of Supervisors had not received a salary increase since the latter 1970s. Agree with the finding.

R1: The Grand Jury recommends the financial advisor investigate the cost of attaching the Board of Supervisors salary to the cost of living adjustment (COLA), percentage, or consumer price index (CPI).

The recommendation has not been implemented.

A Classification and Compensation Study was conducted by the Director of Personnel and it was recommended to the Board Budget and Finance Committee that the salaries for the Members of the Board of Supervisors should be increased. It was also recommended by the Director of Personnel that subsequent increases should be attached to the Social Security COLA. Board Members have chosen not to implement the recommendation of approved raises for themselves due to the fiscal constraints under which the County operates.

See Attachment #1- Classification and Compensation Study

F2: It was found that several Board of Supervisors considered themselves as Part-time elected officials and others considered themselves Full-time status.

Disagree wholly with the finding.

R2: It is recommended that the Board of Supervisors clarify their Full-time/Part-time status, informing the public and prospective Supervisors of the job requirements.

The recommendation has been implemented.

The Board of Supervisors is the legislative and executive body of county government. The five members of the Board are elected on a non-partisan basis to serve four-year terms. Each is elected from one of the five supervisorial districts of the County. Each is considered as a full-time elected official. As an executive body, the Board:

- Approves contracts for public improvement projects and other specialized services
- Conducts public hearings on matters such as zoning appeals and planning issues
- Creates offices, boards and commissions as needed, appointing members and fixing the terms of office
- Determines annual budgets for each department being mindful of the fiscal considerations and constraints under which we operate.
- Directs an annual audit of all County accounts, books, and records
- Exercises executive authority for the provision of local government services to County residents including:
 - Health and Welfare programs
 - Jail facilities/law enforcement
 - Public Defender
 - Roads
- Approve the compensation of all County officials and employees
- Provides policy direction to County departments

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Each member is assigned to a multitude of committees, commissions, and associations which require significant time commitments. Each member is also assigned as a liaison to one or more departments. Additionally, the County is currently without a Chief Administrative Officer, thus the five members of the Board have taken on even greater responsibilities than the basic essential functions of the position of Board Member.

F3: It was found that the County has not been paying the County's portion of the five-year future PERS retirement system, potentially putting the County into potential financial difficulty.
Disagree wholly with the finding.

R3: It is recommended that the Board of Supervisors investigate the cost to rectify the amount owed to PERS and begin paying the County's portion.
The recommendation will not be implemented.

The County has consistently paid the Unfunded Accrued Liability as billed by PERS. The problem of increasing unfunded liability stems from PERS failure to meet their stated portfolio earnings target amounts and their unilateral reduction of billing when they were surpassing the earnings target for several years.

F4: It was found that the County's Information Technology (IT) system, hardware and software, is old and not supporting departments in relaying information from one department to another, which is crucial for sharing information with departments in day-to-day operations.
Disagree wholly with finding.

R4: It is recommended that the Board of Supervisors investigate and implement common software, hardware and employee training to include backup data storage throughout County departments to allow all County departments to share information.
Recommendation has been implemented.

In accordance with Board of Supervisors minute orders #1 of January 18, 2011 and #8 of February 1, 2011 the Information Services Coordinating (ISC) Committee implemented countywide solutions for computing and network connectivity. Some of the major milestones in this multi-year long process were the installation of a centralized core system, backup and failover power for continuity of county services, high speed fiber optic connectivity between departments; and more recently a countywide phone system.

F5: It was found that the county is researching LED lighting for all departments, which will reduce the energy cost.
Agree with finding.

R5: It is the recommendation that the County implement the replacement of the old light fixtures with LED lighting throughout the County's offices and other structures.
Recommendation has been implemented.

A technical Investment Grade Audit and Energy Study of Glenn County's infrastructure has been performed by Aircon Energy. The purpose of this energy study was to identify Energy Efficiency Measures (EEM) the County could adopt to meet the stated goals. Engineering calculations have been made to quantify the energy savings and environmental impact for each measure. These measures include the replacement of heating, ventilation and air conditioning (HVAC) equipment, hot water heaters, lighting retrofits, air distribution systems and solar array installations around the county. The Board of

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Supervisors approved project implementation after conducting a public hearing at their regular meeting held September 5, 2017.

F6: The 2016-17 Grand Jury found the Glenn County Board of Supervisors did not meet the required response format outlined in the "Discussion" section of this report as required by Penal Code 933 (a) and (b) and 933.05.

Agree with finding.

R6: It is recommended that all responses from the Board of Supervisors shall meet the requirements of 933 (a) and (b) and 933.05 to provide written governance as to planning, implementation, and worthiness of all Grand Jury recommendations.

The recommendation has been implemented.

The Board has followed the requirements of 933(a) and (b) and 933.05 in this response. All recommendations have been prepared in a thorough and thoughtful manner.

F7: It was found that the Board of Supervisors had not visited and/or inspected the Glenn County Jail facility as a governing body.

Agree partially with the finding.

R7: It is recommended that the Board of Supervisors as a body visit and inspect the Glenn County Jail annually.

The recommendation will not be implemented by the Board, as a body, because it is not warranted.

Although we believe it is important to visit and inspect the jail individually, it is not appropriate for the Board, as a body, to visit and inspect the facility. The Board makes decisions that directly affect the jail and its operations. The Board of Supervisors must follow the Brown Act: "Any gathering of a majority of board members that involves any aspect of the decision-making process triggers Brown Act open meeting requirements."

SECTION: GLENN COUNTY JAIL

F1: Jail Staffing - It was found that the assigned Correctional Officers work five twelve-hour days, one eight-hour day, and have one day off. It was noted that working such hours causes worker fatigue, burnout, and on-the-job accidents putting the Correctional Officer in a higher-risk for injury. It was also noted that the funding allocations for four Correctional Deputies were cut from the 2015-2016 budget and have not be reinstated. It was also found that there is usually one Correctional Officer during the booking process. Should an arrestee become hostile or dangerous, the Correctional Officer or the Officer in the control panel can summon assistance. The Grand Jury understands the issue of limited staffing at the jail, but finds this to be a precarious situation during bookings of the arrested.

Agree partially with finding.

R1: Jail Staffing - The jail is in severe need of more Correctional Officers to alleviate the long hours worked by the Correctional Officers. The Grand Jury recommends that the Board of Supervisors provide funding to reinstating the four fully allocated Correctional Officers positions.

The recommendation requires further analysis.

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At this time, there are four vacancies for Correctional Officers. Glenn County, as other counties in the state have experienced difficulties hiring and retaining qualified Correctional Officers. The Personnel Department runs recruitments continuously and provides testing for Correctional Officers. Over the past eight months, 106 candidates have applied, of those who applied 79 sat for the test and 68 of those tested passed the test. Unfortunately, only eight passed the background examination. Passing the background investigation is a requirement of the hiring process. No Correctional Officer can be hired who has not passed the extensive background investigation.

During the 2017/18 fiscal year, the salaries for Correctional Officers were increased following a Classification and Compensation Study and recommendation from the Personnel Department. The greatest hurdle appears to be the passing of the extensive background investigation.

F2: Jail Staffing - Incidents between inmates and Correctional Officers are on the rise. It was found that the most senior Correctional Officers working at the Glenn County Jail have five-years' experience at the jail and is in need of further training in knowing how to interact and defuse potential incidents with the lesser violent inmate to the hardened inmate.

Agree partially with finding.

The passing of Assembly Bill 109 has caused state prisoners to be housed in our local jail. Often, these individuals are hardened criminals who have learned how to manipulate staff. Our County jail was not set up to incarcerate these state prisoners. Our Correctional Officers do not possess the same training as state Prison Guards.

R2: Jail Staffing - The Grand Jury recommends that all Correctional Officers be trained and retrained yearly in the newest methods of interacting and defusing a potential incident between the Correctional Officer and the inmate, as well as learning the art of communicating with the different levels of criminals.

The recommendation requires further analysis.

All Correctional Officers hired must have possession of, or ability to obtain a Standards and Training for Corrections (STC) Correction Officer Core Course Certificate and Penal Code 832 Certificate. Core training consists of entry-level or basic training for newly appointed entry-level, supervisory, and management corrections staff employed in local jails and probation departments. Core course training is directly linked to a job performed by corrections staff and although standards allow up to one year to complete a core course, participating agencies are encouraged to have eligible staff complete training before an actual work assignment.

The entry-level core courses contain subject matter that directly relates to the performance of job tasks as established through job analysis. Core courses consist of modules that are specific in content and time allocated to the training subjects. The subjects taught in each module are critical to being able to perform job tasks.

One of the selection standards for line staff in moving from entry-level to journey-level status is the successful completion of core training.

F3: Grievances Form - The grievance form lacks adequate space for the author to add additional information based on the five level form. It was also noted that Level 1-Food Manager/Medical was the first to respond to the grievance. The grievance could entail a different topic than Food or Medical. A change in this form is needed to direct the grievance to the correct department or

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person as well as allow for additional grievance information from the author of the grievance per level resolution.

Agree with finding.

R3: Grievances Form - The Grand Jury recommends that the facility grievance form be edited to include additional space to each tier of the form providing an inmate to respond as jail staff replies allowing continued dialogue until the grievance is resolved.

The recommendation has not been implemented.

The facility grievance form modifications will be implemented in the 2018/19 fiscal year.

F4: Medical - While housed at the jail, the inmates receive basic care by CFMG medical staff. The medical staff is in charge of making all basic diagnostic findings and communicating them to CMFMG doctors. The registered nurses then follow the doctor's orders and communicate back to the doctor the inmates results from his treatment. It was

found that an inmate would fill out a grievance form sending it to Level 1, the medical staff. The registered nurse would check the inmate based upon his grievance and fill out the resolution section of the grievance. After a diagnostic determination was made, and the inmate continued to have an illness complaint the inmate would fill out a grievance form continuing through the levels for a resolution. This process could take several days to two week for the inmate to receive a resolution. The inmate can request extra test ran, but it is up to the CMFMG doctor to approve them based on his findings.

Disagree wholly with finding.

R4: Medical - The Grand Jury recommends that after an inmate is denied his request for extra-tests and is continued to be ill, the registered nurse and the jail administration work together to communicate the severity to the CFMG doctors. It is strongly recommended inmates with continued illnesses receive follow-up tests within four weeks of reported illness.

The recommendation will not be implemented because it is not warranted.

The Glenn County Sheriff's Department provides medical treatment to all inmates housed at the Glenn County Jail. The jail utilizes the services of the California Forensic Medical Group (CFMG) who supply high quality regional providers of medical and behavioral health exclusively to county jails and detention facilities. CFMG supplies nurses and doctors to the Glenn County Jail. There is a nurse on duty at the jail eight hours each day, seven days per week. A doctor is at the facility at least once per week. On a quarterly basis contract staff meet with jail staff, mental health employees, and hospital staff for a Quality Assurance meeting.

CFMGO was founded in 1983 and serves nearly half of California's counties. The success of the medical providers at CFMG is built on a foundation of compassionate, quality care, customer partnerships, and their code "Always do the right thing."

F5: Facility - It was found through researching past Grand Jury Findings and Recommendations that all facility infrastructure upgrades have not been completed or addressed due to stated funding issues.

Agree with finding.

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R5: Facility - The 2017 – 2018 Grand Jury recommends the Board of Supervisors approve the creation of a Jail Repair Budget Account and annually depositing funds that are identified as a Categorical Account so that it cannot be used or swept for any other means other than its intention.

The recommendation requires further analysis to secure necessary funding. The Board of Supervisors is aware that there is a need for additional repairs to the jail, however, the Sheriff's Department budget will not accommodate the upgrades and retrofitting needed. Sheriff Warren has applied for grants in the past to defray these costs; however, he was not awarded such.

With a limited amount of funds to work with, the Sheriff has focused his efforts on the safety of the citizens of Glenn County. Also, the state mandates the number of correctional officers and the gender of the officers to work at the jail. There is no way to cut staff and maintain the jail population.

F6: Facility - Through the investigation process the 2017-2018 Grand Jury found that one of the most expensive department to the County is the Sheriff's Department. It was also found that the Board of Supervisors has never toured, inspected or visited the Glenn County Jail facility while planning and budgeting for the jail facility upkeep and required human resources.

Agree with finding

R6: Facility - It is strongly recommended that the Board of Supervisors, as a body, annually tour and inspect the jail facility.

The recommendation will not be implemented because it is not warranted.

As previously noted in the Board's response, it would be a violation of the Brown Act for the Board of Supervisors, as a body, to visit the jail. One Member of the Board of Supervisors serves as a liaison to the Sheriff's Department.

F7: Facility - The Grand Jury found the sidewalk leading to the entrance ramp of the jail reception area has receded approximately an inch or more below the public sidewalk. This could cause someone to fall/trip or may have difficulty accessing with a wheelchair.

Agree with finding.

R7: Facility - The 2017-2018 Grand Jury recommends the Sheriff Department repair the outside entrance to the jail blending it with the public sidewalk to meet the directives of the American Disability Act.

The recommendation has not been implemented but will be implemented.

In 2015 the County of Glenn employed the services of Disability Access Consultants (DAC) who updated an extensive Self Evaluation and Transition Plan that is fully compliant with the Americans with Disabilities Act. DAC provided a field review of all County of Glenn buildings, parks, and other facilities to evaluate compliance with the ADA and provided remedial options for compliance. They provided an extensive report, including cost evaluation, of all proposed modifications with recommended priorities for completion. The County continues to move forward in the implementation of proposed modifications, which includes the Glenn County Jail. It should also be noted that over the past year some ADA improvements have been made to the jail.

F8: With several articles published in the local newspaper regarding medical treatment while being incarcerated, the Grand Jury found that CFMG followed all medical procedures and guidelines required by CFMG.

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Agree wholly with finding.

R8: Articles in local newspaper
No response required

SECTION: GLENN COUNTY SHERIFF'S DEPARTMENT

F1: The current number of patrolling deputies is inadequate to fully cover and meet the safety needs of the three beats within the county.
Agree with finding.

R1: The Grand Jury Recommends that the Board of Supervisors provide funding to fully allocate six additional Patrol Officers positions
The recommendation requires further analysis.

Although it would be in the best interest of the citizens of the County to provide additional deputies to meet emergency needs we are facing the same issues as our counterparts. It is very difficult to hire and retain Deputy Sheriffs. According to Assistant Sheriff Todd Rogers of the L.A. County Sheriff's Department, there is a level of scrutiny and public disdain associated with working in law enforcement. Right now there is a great deal of competition between agencies to hire deputies. Some counties are paying a new hire bonus of up to \$ 10,000.00.

As Chair of the Board of Supervisors and a seasoned veteran of law enforcement, I understand. I know that in no other profession will you be held, and appropriately so, to so much accountability and while many professions get easier over time, law enforcement becomes more challenging by the day.

Public Safety costs are approximately 67.5% of the entire General Fund budget. Additional funding to hire Deputies will not benefit the County if we do not have the appropriate bodies to hire.

F2: Past history has the Glenn County Patrol Deputies receiving less pay than surrounding counties.
Disagree with finding.

R2: The Grand Jury recommends the administration and governing board keep pace with the cost of living and provide a wage equal to surrounding counties to maintain trained and experienced policing staff.
The recommendation has been implemented.

Based upon a classification and compensation study we recognized the need to compensate our Deputy Sheriff's with an increase in salary to achieve a parity with our neighboring counties. On July 1, 2017 the Glenn County Deputy Sheriff's Association entered into an MOU which granted a 10% raise July 2, 2017, a 5% in July 2018 and they are scheduled for a 5% raise in July 2019. At this time a Deputy Sheriff is paid at Salary Range 387 (\$26.05 – \$31.67). A newly hired Deputy sheriff will begin at \$26.05 per hour and in July of 2019 the starting salary will be increased to \$27.35 per hour.

The comparator counties pay a starting Deputy Sheriff as follows: Butte - \$25.77, Colusa - \$24.09, Tehama - \$23.57, Yuba - \$28.45, Shasta - \$26.31, and Sutter - \$24.68. The median salary of the comparator counties is \$25.47. The County of Glenn is paying 2% above the average starting pay for the neighboring counties.

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F3: Two new communication programs were implemented to alert Glenn County residents to emergencies within the area via cell phones, emails, and social media.
Agree with finding.

R3:
No response required.

SECTION: PROBATION DEPARTMENT – JUVENILE HALL

F1: Glenn County juveniles need to be able to have regular visits with the local probation officers assigned to them.
Disagree wholly with finding.

R1: Glenn County Probation Officers should, on a regular basis, visit each juvenile at least once a week.
The recommendation has been implemented.

In my conversations with the Deputy Chief Probation Officer I have been advised that initially juveniles who were incarcerated at the Tehama County Juvenile Hall were not visited regularly by Probation Officers. Recently, Probation Officers have been traveling to Red Bluff to visit with the juveniles in custody. As of today's date there are four (4) Glenn County juveniles remanded to the Tehama County Juvenile Hall and they are receiving visits from Probation Officers from the County of Glenn.

F2: Glenn County Probation Department needs to investigate ways for the juveniles to have regular visits with their families. Skype may not be the answer.
Disagree wholly with finding.

R2: The Probation Department investigate and put into action a means where juveniles detained in Tehama County can have visiting privileges with their family.

The recommendation has been implemented. At the Jane Hahn Juvenile Hall in Glenn County families were able to visit detained juveniles only on Wednesdays and Saturdays. Initially, at the Tehama County Juvenile Hall visitation was Monday through Friday during regular working hours. The Probation Department met with Dick Muench, Chief Probation Officer, who agreed to extend visiting hours through the weekends. Parents can call and schedule visitation with their children on any day of the week. As with any Juvenile Hall, it is up to the families to arrange for visitation with their children.

F3: It was found that the juveniles housed at Tehama Juvenile Facility were home sick, felt sad and lonely as well as abandoned. Several stated they had anger issues and had trouble controlling their anger. It was stated to the Grand Jury that they missed seeing and talking to their probation officer and family.
Disagree partially with finding.

R3: The Grand Jury recommends each Glenn County juvenile housed in the Tehama Juvenile facility receive mental health support from a Glenn County clinician to cover depression, social, emotional, and behavior issues.

The recommendation will not be implemented because it is not warranted.

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The juveniles housed at the Tehama County Juvenile Hall receive mental health support from Tehama County Mental Health Counselors who are under contract to provide services to the juveniles housed at Tehama County, regardless of the county where the crime was committed or their County of residence. Mental Health Counselors visit the facility regularly, on at least four occasions per week, and juveniles are seen more often if needed.

SECTION: ORLAND POLICE DEPARTMENT

F1: The Grand Jury found that currently Glenn County does not have School Resource officers in any of the schools. In the past, Resource Officers were funded by Federal Grants, but those grants have now expired. With the school's budget, unable to absorb the costs of an officer on the school grounds, they phased out this program.

Agree with finding.

R1-a. The Glenn County Grand Jury suggests a continued effort toward obtaining grants to fund resource officers.

R1-b. The Grand Jury recommends and encourages communication between the schools, parents/students and police entities of Orland to find a workable alternative to obtain funding for resource officers in the meantime.

R1-c. The Grand Jury recommends a greater emphasis needs to be placed on school counselors to use their valuable skills and experience in identifying at-risk students. It is vital that Orland Police Department and the schools continue to research and address ways to include teens in the ages of 12 to 18 years of age in the School Site Safety Plan.

The recommendation has not been implemented because the schools and the County lack the resources to fund School Resource Officers.

With as many as 74 percent of the nation's schools reporting violent incidents of crime on or around campuses, school officials are increasingly searching for methods to protect students. School resource officers "are effective in reducing campus disruptions while enhancing feelings of school safety by educators, parents and students," according to a National Association of School Resource Officers' report.

The School Resource Officer support and facilitates the educational process within the school system by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of laws.

The Children's Interagency Coordinating Council consisting of the Sheriff, Superintendent of Schools, Director of Health and Human Services for the County of Glenn, the Chief Probation Officer and the Social Services Director have agreed that a School Resource Officer is a priority. The Board supports their desire to bring a School Resource Officer back to the local schools.

F2: It was found that since the Orland City Police Department was not bound to contract with the County for leasing their service vehicles and maintenance contracts. The City of Orland Police Department is able to buy their vehicles outright, thus eliminating the limitations of the leases and maintenance. The service on all the vehicles is performed in Orland City Yard Crew.

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R2:

No recommendation required.

F3: The dispatch system that services Orland Police Department is outdated, causing delays of services.

Disagree partially with finding

R3: With several agencies adversely affected by this outdated dispatch system, the Grand Jury recommends the Orland Police Department take the lead to encourage the Board of Supervisors, Orland City Council, Sheriff's Department, Fire Departments and medical agencies to work together to find a working dispatch system that is financially responsible and fits the needs of this small county.

The recommendation requires further analysis.

In the face of tough economic times, jurisdictions have increasingly sought after ways to pool resources and eliminate redundancies. That has led governmental agencies to consolidate communication centers to cover multiple jurisdictions. This has been a trend over the last 20 years.

But that doesn't mean that everyone would be onboard with the idea. Who would be the contracting agency? The emergency communications needs of each agency and the jurisdictions it serves can differ greatly based on a variety of factors. Though most jurisdictions seek to give residents the highest level of 9-1-1 dispatch center services that are reasonably affordable, some view consolidation as ceding too much power to the contracting agency and have concerns about the quality of service to residents that a merger would bring about.

Potential benefits of consolidation might include budget savings based on commensurate reductions in staff, infrastructure, equipment, and other factors; improved and faster communications and coordination between agencies and agency partners; and access to more advanced emergency communications systems, technology, and standardized protocols that help eliminate mistakes.

On the other hand, there are also disadvantages to consolidation. There may be a sense of a loss of local control and a potential decrease in the quality of service residents might receive. Other considerations that hit too close to home may include staff concerned about how a proposed consolidation will affect their seniority and retirement benefits.

SECTION: WILLOWS FIRE DEPARTMENT

F1: The Glenn County Grand Jury found that all calls to the Willows Fire Department are first received through the Sheriff's Department 911 Dispatch office before being routed to the Fire Department. The 911 Emergency Dispatch system has only one Dispatcher to receive calls on each shift. With the increased number of emergency calls received through the 911 dispatch system over the past years, these calls have placed the dispatcher in intense situations while handling several calls at the same time, which can cause delays in dispatching calls to the Fire Department or other agencies.

Disagree partially with finding.

R1: The Glenn County Grand Jury recommends that Willows Fire Department work with the Sheriff Department and The Board of Supervisors to fund two Dispatchers on each shift to answer all emergency calls as they are received. This would allow the most critical emergency to be dispatched as quickly as possible while still meeting the needs of each call.

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The recommendation requires further analysis.

At this time the Sheriff's Dispatchers route appropriate calls to the Willows Fire Department. Calls to the Orland Fire Department are handled by Corning Police Department on a pay per call basis. Hamilton City Fire Department calls are answered by Cal Fire.

The Sheriff's Dispatch Center has one or two Dispatchers per shift. If the Center were to respond to fire calls it would be important to have two Dispatchers on duty at all times. Currently, it has been difficult to attract, hire, and maintain Dispatchers.

F2: The Grand Jury found the Willows Fire Department are working actively in an injury prevention program by providing exercise equipment on site at the fire house for all firemen to use at any time. Their yearly physical exams and labs screening provide a proactive approach to monitor and screen any possible problems that may occur.
Agree with finding.

R2: The Glenn County Grand Jury recommends looking at other dispatch offices in California to gather information on current systems used in areas that may help Glenn County find a solution for a more efficient working model meeting our rural needs. Funding is always a problem and especially for the small county, but our needs for emergency response are equally as important as in the larger counties

The recommendation requires further analysis.

The Sheriff is willing to look at other dispatch offices in California to gather additional information on current systems.

SECTION: CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM

F1: The Grand Jury found that the County Board of Supervisors has not been keeping up with the extra charges from CalPERS and are facing an approximately \$17.7 million payable by June 20, 2018
Disagree wholly with finding.

R1: The Grand Jury recommend that the Board of Supervisors remedy this situation as soon as possible, paying each month the UAL and NCR percentage on or before the due date so as not to be charged the 10 percent late charge.

The recommendation will not be implemented because it is not warranted.

The County did not and does not have a \$17.7 million payable due to CalPERS by June 20, 2018, nor can we find any mention of the \$17.7 million in CalPERS Actuarial Valuation Report.. As to the recommendation, the County pays the all CalPERS billed Normal Cost and UAL biweekly as a normal part of the payroll process and therefor does not incur any late fees.

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The totals for both this year as confirmed by CalPERS are:

	County Portion of Normal Cost	Unfunded Accrued Liability
Miscellaneous Classic Plan 165	\$1,197,132.40	\$3,114,300.00
Safety Classic Plan 166	\$ 267,218.85	\$ 604,590.96
Safety Classic Plan 22041	\$ 83,971.17	\$ 0.00
Safety PEPRA Plan 25141	\$ 43,733.37	\$ 13.00
Miscellaneous PEPRA Plan 26090	\$ 469,844.15	\$ 0.00
Total	\$2,061,899.94	\$ 3,718,903.96

F2: The Grand Jury found that communication to the citizens of Glenn County is foremost the most important action the Board of Supervisors must act upon. The Grand Jury finds it important that all taxpayers be informed of possible effects to their livelihood based upon future decisions of the Board of Supervisors.

Disagree partially with finding.

R2: The Grand Jury recommends the Board of Supervisors investigate and implement a communication public forum to provide Glenn County citizens information on how the Board of Supervisors and County Financial Officer plan to rectify this large financial burden.

The recommendation will not be implemented because it is not reasonable.

The Meetings of the Board of Supervisors are open to the public and broadcast in real time. All interested parties are invited to attend and may comment during the open comment portion of the meeting. The agenda and minutes are published on the County website. Also, the budget is published each year and hard copies can be provided for review.

F3: It was found that the CalPERS UAL and NCR rates will be significantly increasing the years to come, causing current financial policies to become outdated.

Disagree partially with finding.

R3: As a policy-directed body, the Grand Jury recommends the Board of Supervisors create, update, or amend financial policies and procedures that will guide future Boards in managing financial issues such as Glenn County is facing today.

The Board understands that anytime costs are increased options need to be evaluated, such as increasing revenue, reduction of services, use of reserves and/or possible employee concessions. The County does not have control over CalPERS investment returns, which are directed by CalPERS and subject to the fluctuations of the stock market.

We agree that the UAL and Normal Costs will be significantly increasing for the years to come if for no other reason than inflation. However, the real reason for the projected increases go back to two basic points. The first point is that pension payout is based on the individuals highest pay for three years, however the collections are based on the individuals pay for high three and all of the lower paying years.

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So you will never have collected enough. The second point is that CalPERS has historically used actuarial assumption on plan earnings and longevity that were/are unsustainable or unrealistic. In an effort to correct they are currently changing many of their assumptions which has resulted in the ever escalating unfunded liability reported. We disagree that there is a causal relationship between CalPERS increasing billing and any fiscal decisions the Board has made in recent years or is likely to make in the near future. County Code and Administrative Manual items are under continuous review and are changed as required. They don't directly affect CalPERS rate escalations..

The Board is acutely aware of the financial issues facing the County. We will continue to work with our Finance Director to better understand the fiscal constraints under which we operate. As a County we are faced with new laws that raise our expenditures. The 33% increase in minimum wage cannot be ignored and must be calculated into our salary schedule. We are considering ways to increase our service to our community and increase residential and commercial growth.

F4: The Grand Jury found that several departments realigned and reclassified employees' positions, granting the positions large percentages of raises. With the additional spike in pay, results were an increase in CalPERS payments.

Disagree partially with finding.

R4: The Grand Jury recommends the Board of Supervisors have an outside auditor provide a non-biased report in recommending areas throughout the County where financial savings are possible.

The recommendation will not be implemented because it is not warranted.

All pay increases are brought before the Board of Supervisors after a compensation study has been completed. The Board reviews all promotional increases and reclassifications in open session. The County strives to pay salaries commensurate with our comparator counties. It is important that we hire qualified employees and remain competitive. Hiring an outside auditor to find where savings are possible would likely be costly and unproductive. It would take more time to familiarize an outside auditor with the ways of the County as well as the many funds that are administered.

SECTION: SMART TEAM

F1: The Grand Jury finds that the SMART Team of Glenn County is a vital asset to the public.
Agree with finding.

R1: The Glenn County Grand Jury recommends the SMART team advertise its program through local service clubs, youth clubs, and local newspapers to bring awareness of its existence, importance and value to all citizens of Glenn County.

The recommendation has been implemented.

One of the goals of the Smart Team is to increase access to underserved groups, increase the quality of services, promote interagency collaboration and increase access to services. The SMART Team is focused on community collaboration, cultural competence, client and family driven services and systems, wellness focus, which includes concepts of recovery and resilience, integrated service experiences for clients and families, as well as serving the unserved and underserved.

Attachment #2: Board of Supervisors Response to 2017-2018 Grand Jury Findings and Recommendation

Response to 2017-2018 Glenn County Grand Jury Final Report of findings and recommendations
Page 15 of 15

F2: The Grand Jury finds that the SMART Team is an asset to the youth of our county and is operating on a renewable three-year grant. Should it expire the SMART team will need continued funding to stay in existence.

Agree with finding.

R2 The Glenn County Grand Jury recommends that the Board of Supervisors provide funding for the System-wide Mental Health Assessment Response Treatment (SMART) team should grant funding from MHSOAC ever expire.

The recommendation has not been implemented.

The Board of Supervisors recognizes and commends the members of the SMART Team and applauds their hard work and dedication to the youth of our community. Currently the SMART Team is a collaborative multi-agency team that is grant funded. The most recent three year grant will expire in 2020. Should the grant not be renewed in 2020 the multi-agency team will need to seek other sources of funding to remain in existence and serve the needs of our County.

2018—2019 Glenn County Grand Jury Response to the 2017-2018 Grand Jury Report Glenn County Jail

SUMMARY:

The Glenn County jail was built to house short-term inmates which would not require certain building additions and conditions needed to house long-term jailed inmates. For instance, the need for a medical room would need to have one desk, a filing cabinet, and possibly a simple bed instead of an examination table, five filing cabinets and three desks that is needed today. The library would need to have a limited amount of legal information instead the need for a larger or intense law library; and the booking room would not need to have a pressure room or several holding cells as needed today. Currently, the jail has become a jail to house both short-term and long-term inmates identified by Assembly Bill 109 as well as those sentenced and non-sentenced inmates.

With the change in the jail holding requirements due to the AB109 inmates, the jail facility needs to be adapted to meet the needs and safety compliances that our community expects.

FINDINGS AND RECOMMENDATIONS

2017-2018 Grand Jury Report, Glenn County Jail (Pages 8—23)

F1: Jail Staffing — It was found that the assigned Correctional Officers work five twelve-hour days, one eight-hour day, and have one day off. It was noted that working such hours causes worker fatigue, burnout, and on-the-job accidents putting the Correctional Officer in a higher-risk for injury. It was also noted that the funding allocations for four Correctional Deputies were cut from the 2015-2016 budget and have not be reinstated.

FINDING RESPONSE:

Completely agree with the finding

R1: The jail is in severe need of more Correctional Officers to alleviate the long hours worked by the Correctional Officers. The Grand Jury Recommends that the Board of Supervisors provide funding to reinstating the four fully allocated Correctional Officers positions.

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

F2: Jail Staffing—Incidents between inmates and Correctional Officers are on the rise. It was found that the most senior Correctional Officers working at the Glenn County Jail have five-years' experience at the jail and is in need of further training in knowing how to interact and defuse potential incidents with the lesser violent inmate to the hardened inmate.

It was noted that the younger Correctional Officers are being tested by the more hardened criminal, which more training and education is needed for these Correctional Officers.

FINDING RESPONSE

Agree with the finding

R2: The Grand Jury recommends that all Correctional Officers be trained and retrained yearly in the newest methods of interacting and defusing a potential incident between the Correctional Officer and the inmate, as well as learning the art of communicating with the different levels of criminals.

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

F3: Grievance Form—The grievance form lacks adequate space for the author to add additional information based on the five- level form.

It was also noted that Level 1-Food Manager/Medical was the first to respond to the grievance. The grievance could entail a different topic than Food or Medical. A change in this form is needed to direct the grievance to the correct department or person as well as allow for additional grievance information from the author of the grievance per level resolution.

FINDING RESPONSE

Agree with the finding

R3: *The Grand Jury recommends that the facility grievance form be edited to include additional space to each tier of the form providing an inmate to respond as jail staff replies allowing continued dialogue until the grievance is resolved.*

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

Special Notation: The Grievance Form is currently a one-sided document with the back being used for inmate comments. The usage of front and back will continue to be a one-page document without the need for stapling or other attachment devises.

F4: Medical—While housed at the jail, the inmates receive basic care by CFMG medical staff. The medical staff is in charge of making all basic diagnostic findings and communicating them to CMFMG doctors. The registered nurses then follow the doctor’s orders and communicate back to the doctor the inmate’s results from his treatment. It was found that an inmate would fill out a grievance form sending it to Level 1, the medical staff. The registered nurse would check the inmate based upon his grievance and fill out the resolution section of the grievance. After a diagnostic determination was made, and the inmate continued to have an illness complaint the inmate would fill out a grievance form continuing through the levels for a resolution. This process could take several days to two weeks for the inmate to receive a resolution. The inmate can request extra test ran, but it is up to the CMFG doctor to approve them based on his findings.

FINDING RESPONSE

Agree with the finding

R4: The Grand Jury recommends that after an inmate is denied his request for extra-tests and is continued to be ill, the registered nurse and the jail administration work together to communicate the severity to the CFMG doctors. It is strongly recommended inmates with continued illnesses receive follow-up tests within four weeks of reported illness.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

F5: Facility—It was found through researching past Grand Jury Findings and Recommendations that all facility infrastructure upgrades have not been completed or addressed due to stated funding issues.

FINDING RESPONSE

Agree with the finding

R5: The 2017 – 2018 Grand Jury recommends the Board of Supervisors approve the creation of a Jail Repair Budget Account and annually depositing funds that are identified as a Categorical Account so that it cannot be used or swept for any other means other than its intention.

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

F6: Facility—Through the investigation process the 2017-2018 Grand Jury found that one of the most expensive department to the County is the Sheriff’s Department. It was also found that the Board of Supervisors has never toured, inspected or visited the Glenn County Jail facility while planning and budgeting for the jail facility upkeep and required human resources.

FINDING RESPONSE

Completely agree with the finding

R6: It is strongly recommended that the Board of Supervisors, as a body, annually tour and inspect the jail facility.

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

Special Note: *The Sheriff’s response reported that the Jail Commander will calendar three different days for the Board of Supervisors to visit the jail. Through this action, the Grand Jury believes the Board of Supervisors will take advantage of this opportunity.*

F7: Facility—The Grand Jury found the sidewalk leading to the entrance ramp of the jail reception area has receded approximately an inch or more below the public sidewalk. This could cause someone to fall/trip or may have difficulty accessing with a wheelchair

FINDING RESPONSE

Agree with the finding

R7: The 2017-2018 Grand Jury recommends the Sheriff Department repair the outside entrance to the jail blending it with the public sidewalk to meet the directives of the American Disability Act.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

Special Notation:

The jail administration building and the land surrounding it belong to the County of Glenn are maintained by Glenn County General Services. The County has a multi-year plan to address and rectify ADA issues.

F8: Medical—With several articles published in the local newspaper regarding medical treatment while being incarcerated, the Grand Jury found that CFMG followed all medical procedures and guidelines required by CFMG.

FINDING RESPONSE

No response to finding provided

R8: No response required

ACTION: Not Applicable

RESPONSES RECEIVED

- Glenn County Jail Commander—NO
- Glenn County Jail Representative from California Forensic Medical Group—Yes
- Glenn County Sheriff—Yes
- Glenn County Board of Supervisor—Yes

ATTACHMENTS:

See Attachment #3, letter to the judge, for complete response to findings and recommendations from the Glenn County Sheriff's Office—Glenn County Jail

2018—2019 Glenn County Grand Jury

Response to the 2017-2018 Grand Jury Report

Sheriff's Department

SUMMARY:

In July of 2017, the City of Willows contracted with the Glenn County Sheriff's Department for their public safety services. The Sheriff's Department re-allocated funds and resources to cover the costs of additional patrol staff, extra vehicle maintenance and purchases, and most importantly ensure that the county has the coverage to respond to emergency needs in an expedient manner. The department has made other changes in informing the public through delivered messages to subscribed residents through cell phone, text messages, and/or email.

RECOMMENDATIONS

2017-2018 Grand Jury Report, Glenn County Jail (Pages 23-27)

F1: Jail Staffing — The current number of patrolling deputies is inadequate to fully cover and meet the safety needs of the three beats within the county.

RESPONSE TO FINDING

Agree with the finding

R1: *The jail is in severe need of more Correctional Officers to alleviate the long hours worked by the Correctional Officers. The Grand Jury Recommends that the Board of Supervisors provide funding to reinstating the four fully allocated Correctional Officers positions.*

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

F2: Past history has the Glenn County Patrol Deputies receiving less pay than surrounding counties.

RESPONSE TO FINDING

Agree with the finding

R2: The Grand Jury Recommends that the Board of Supervisors provide funding to fully allocate six additional Patrol Officers positions.

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

F3: Two new communication programs were implemented to alert Glenn County residents to emergencies within the area via cell phones, emails, and social media.

RESPONSE TO FINDING

Agree with the finding

R3: No response required.

ACTION: No action required

ATTACHMENTS:

See Attachment #3, letter to the judge, for complete response to findings and recommendations from the Glenn County Sheriff's Office—Glenn County Sheriff

REQUEST FOR RESPONSES

- Glenn County Sheriff - Yes
- Glenn County Board of Supervisors-Yes

Attachment #3: Sheriff's Department Response to 2017-2018 Grand Jury Findings and Recommendation



RICHARD L. WARREN, JR.
Sheriff/Coroner
Director O.E.S.

GLENN COUNTY SHERIFF'S OFFICE

Sheriff, Coroner, Civil Process, Office of Emergency Services, Animal Control
"Commitment to Service Dedication to Community"

TODD A. JAMES
Undersheriff
Deputy Director O.E.S.

August 10, 2018

The Honorable Donald Cole Byrd
Presiding Judge of the Superior Court, County of Glenn
526 W. Sycamore Street
Willows, CA 95988



RE: Response to the 2017-2018 Glenn County Grand Jury Report

Your Honor:

It was, again, a pleasure to work with the members of the Grand Jury. The members of the Public Safety component who visited the Sheriff's Office and the Jail were informed, professional, dedicated, and responsive. The Sheriff's Office staff and I appreciate the Grand Jury's hard work and we will utilize their findings and recommendations to prioritize our efforts as we move forward.

- GLENN COUNTY JAIL

F1 – Staffing: I completely agree. The Glenn County Jail is severely under-staffed and Correctional Deputies are required to work excessive hours.

R1 - The Glenn County Sheriff's Office will work with the Board of Supervisor to restore the unfunded positions. Also, the Sheriff's Office will continue to actively recruit and hire qualified correctional deputies as quickly and efficiently as possible.

F2- Staffing: I agree. Incidents inside the jail facility are increasing, the staff is less experienced, and the inmates are becoming more sophisticated in their criminal and antisocial behavior.

R2 – The Glenn County Sheriff's Office will continue to meet or exceed the 24 hours of annual training required by the Board of State and Community Corrections. In addition, the Sheriff's Office has purchased equipment and have two certified trainers in defensive tactics that will provide quarterly training to correctional staff.

543 W. Oak Street • Willows, CA 95988
Administration (530) 934-6441 • Fax (530) 934-6473
24 hour (530) 934-6431 • (530) 865-1122 • Fax (530) 934-6429
Jail (530) 934-6428 • Fax (530) 934-6427

Attachment #3: Sheriff's Department Response to 2017-2018 Grand Jury Findings and Recommendation

F3 – Grievance Form: I agree that the form may be difficult to provide a full written explanation due to lack of space. However, it was designed to be a single page form because staples and paper clips are not allowed in the housing pods for safety reasons, and multiple page forms can be difficult to keep together without potential loss of pages.

R3 – Staff will evaluate and attempt to redesign the current grievance form to allow additional space while still meeting State regulations and facility needs. Also, the Sheriff's Office is in the process of upgrading the Jail Management System (JMS), which should help automate the process.

F4 – Medical: I agree with the findings; however, in order to provide some clarification, an inmate may file a grievance to medical when they disagree with their treatment. The grievance is first given to the registered nurse who is on duty at the facility. If it is not resolved, it is referred to the MD. It may be referred further depending on the expertise of the medical provider. It may take a few days to move the grievance through all the necessary steps; however, daily sick call is still available if the inmate has a change in symptoms or other acute issues. Routinely, the grievance process is still much quicker than trying to get an appointment for a second opinion for people not in-custody. Furthermore, all medical grievances are discussed on a quarterly basis at the Quality Assurance meeting. This meeting is attended by the medical provider staff, Sheriff's Office executive staff, Glenn County Department of Public Health, Glenn County Behavioral Health, Enloe Ambulance, and Glenn Medical Center.

R4 – The Sheriff's Office will continually work with our medical care provider, as well as our County and private partners, to provide the best possible medical care for inmate housed in the Glenn County Jail.

F5 – Facility: I agree. The building is aging, and the operational needs of corrections in California, as well as Glenn County, have changed. There are improvements to the structure that have been identified, but have not been funded. However, there are many other needs that have to also be addresses and funded, such as staffing, medical care, and training. Also, The Glenn County Jail has a maintenance program to keep the building in proper working order. The building is also inspected on a biannual basis by the Board of State and Community Corrections (BSCC) to ensure is meets State standards for Jails.

R5 – The Sheriff's Office will continue to evaluate and identify area of the Jail that need improvement or design changes. The Sheriff's Office with also keep the Board of Supervisors informed of the need and potential costs. We will also work with the Board of Supervisors and look for new and innovative ways to fund the needed improvements. This, unfortunately, may not be realized for several years.

F6 – Facility: I agree, the Sheriff's Office is one of the most expensive agencies to the Glenn County general fund, but I cannot speak for the Board of Supervisors. I do know that some members have been inside the facility and have seen jail operations.

R6 – The Jail will always work with the Board of Supervisors to provide access to the Jail facility and its operations. Also, during this next year, the Jail Commander will schedule at least three separate dates for a Board of Supervisors tour to allow the opportunity to tour and inspect the facility and operations while still complying with the Brown Act.

F7 – Facility: I agree, there are issues with the jail administration building that may not meet ADA standards.

R7 – The jail administration building and the land surrounding it belong to the County of Glenn and are maintained by Glenn County General Services. The County has a multi-year plan to address and rectify ADA issues.

Attachment #3: Sheriff's Department Response to 2017-2018 Grand Jury Findings and Recommendation

- SHERIFF'S OFFICE

F1 – I agree. The current number of patrolling deputies is inadequate to fully cover and meet the safety needs of the beats within the County.

R1 – The Sheriff's Office will continue to work with the Budget and Finance Committee and the Board of Supervisors to identify and allocate funding to more adequately staff patrol deputies. This will be an ongoing multi-year approach; funding is limited and the Board of Supervisors is tasked with attempting to adequately fund many government departments.

F2 – I agree. Sheriff's deputies of all ranks have historically received less pay than the surrounding agencies.

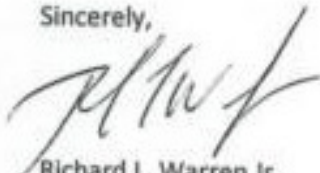
R2 – As Sheriff, I have had an excellent working relationship with the Board of Supervisors. They have listened and are aware of the pay inadequacies, and they have voted to authorize pay increases to help rectify the situation. However, funds are limited and there are many other areas of Glenn County government that area also under funded or under paid. I will continue to work together with the Board of Supervisors to find innovative ways to enhance our compensation, while still attempting to provide adequate staffing and service.

I would like to express my gratitude to the Grand Jury for their interest in our Office, and I truly appreciate their finding and recommendations. Many of the recommendations may take multiple years to complete, or they may not be attainable; however, the recommendations will be part of the Glenn County Sheriff's Office long range planning. I will continue to work in partnership with the Board of Supervisors to advocate for more staff and equitable compensation for all Sheriff's operations. I can proudly state the Glenn County Sheriff's Office is a remarkable and diversified agency with extraordinary and dedicated professionals. They truly live up to our motto:

COMMITMENT TO SERVICE; DEDICATION TO COMMUNITY.

I, again, want to thank the Grand Jury for their service and their interest in the Glenn County Sheriff's Office. Together, we can make a difference!

Sincerely,



Richard L. Warren Jr.
Sheriff/Coroner

Cc: Board of Supervisors

Attachment #3: California Forensic Medical Group response to 2017-2018 Grand Jury Findings and Recommendation



July 18, 2018

In response to the Glenn County Grand Jury Report 2018

In response to R4: In response to R4: We at CFMG strive to provide excellent follow-up care for any chronic and acute conditions requiring on-going and/or follow-up monitoring. Medical tests are one tool utilized in the care of the inmate/patient population. We work together with the CFMG medical staff along with the outside medical community to assure proper treatment of these chronic and acute conditions and for proper continuity of care. Our clinicians follow up with tests as indicated within the appropriate time intervals depending on the disease, condition, or illness.

In Response to F8: CFMG definitely strives to follow all medical procedures and guidelines established within our policies and we take great pride in doing so.

Thank you.

RAYMOND HERR, MD CCHP | Chief Medical Officer

3911 Sorrento Valley Boulevard, Suite 130, San Diego CA 92121 tel (858) 283-8627 fax (858) 430-5874 | ray.herr@cmgcos.com

Correctional Medical Group Companies, Inc.

California Forensic Medical Group | Southwest Correctional Medical Group | Southeast Correctional Medical Group | Northwest Correctional Medical Group | Midwest Correctional Medical Group

2018—2019 Glenn County Grand Jury

Response to the 2017-2018 Grand Jury Report

JUVENILE PROBATION DEPARTMENT/ TEHAMA COUNTY JUVENILE FACILITY

SUMMARY:

The Grand Jury reviewed the procedure of closing Jane Hahn Juvenile facility and housing Glenn County juveniles at the Tehama County facility.

RECOMMENDATIONS

2017-2018 Grand Jury Report, Juvenile Probation Department (Pages 30—34)

F1: Glenn County juveniles need to be able to have regular visits with the local probation officers assigned to them

RESPONSE TO FINDING

Disagree partially with the finding

R1: *Glenn County Probation Officers should, on a regular basis, visit each juvenile at least once a week.*

ACTION: Completed Will Be Completed **Partly Completed** Not Completed

F2: Glenn County Probation Department needs to investigate ways for the juveniles to have regular visits with their families. Skype may not be the answer.

RESPONSE TO FINDING

Disagree partially with the finding

R2: The Probation Department investigate and put into action a means where juveniles detained in Tehama County can have visiting privileges with their family.

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

F3: It was found that the juveniles housed at Tehama Juvenile Facility were home sick, felt sad and lonely as well as abandoned. Several stated they had anger issues and had trouble controlling their anger. It was stated to the Grand Jury that they missed seeing and talking to their probation officer and family

RESPONSE TO FINDING

Disagree with the finding

R3: The Grand Jury recommends each Glenn County juvenile housed in the Tehama Juvenile facility receive mental health support from a Glenn County clinician to cover depression, social, emotional, and behavior issues.

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

ATTACHMENTS:

See Attachment #4, letter to the judge, for complete response to findings and recommendations from the Probation Department

REQUEST FOR RESPONSES

Glenn County Probation Department - Yes

Glenn County Board of Supervisors-Yes

INVITED RESPONSES

- Tehama Juvenile Hall Commander

Attachment #4: Glenn County Probation Department response to 2017-2018 Grand Jury Findings and Recommendation



GLENN COUNTY PROBATION DEPARTMENT
Brandon D. Thompson - Chief Probation Officer
541 West Oak Street
Willows, California 95988
Office: 530.934.6416 Facsimile: 530.934.6468

August 27, 2018

Honorable Donald Cole Byrd
Presiding Judge
Glenn County Superior Court
526 West Sycamore St.
Willows, CA 95988



RE: Response to the 2017-2018 Grand Jury Report

Honorable Judge Byrd:

This letter is in response to the report prepared by members of the Grand Jury dated June 15, 2018, with regard to the most recent inspection of the Tehama County Juvenile Hall. As you recall, the Jane Hahn Juvenile Hall facility was closed in July of 2017. Since that time all Glenn County youth either arrested, pending juvenile delinquency proceedings, and/or serving commitments are housed in the Tehama County facility. The responses to the specific findings and corresponding recommendations are detailed below.

Finding 1: Glenn County juveniles need to be able to have regular visits with the local probation officers assigned to them.

Disagree partially with the finding.

Recommendation 1: Glenn County Probation Officers should, on a regular basis, visit each juvenile in custody at least once a week.

The recommendation has been implemented.

The current practice is that any minor in custody seeking a visit with their probation officer is required to complete a visit request form. Once received, the probation officer assigned to the case will travel to the Tehama County Juvenile Hall and meet with the minor to discuss the nature of the request. This was the same practice that existed when the Jane Hahn Juvenile Hall was still in operation. At that time, unless there was a specific reason to meet with the minor probation officers typically would rely on juvenile detention staff to interact with the minors on a daily basis unless there was something specific to their case that needed to be addressed. When

Attachment #4: Glenn County Probation Department response to 2017-2018 Grand Jury Findings and Recommendation

Grand Jury Response
2017-2018 Final Report
August 27, 2018

probation officers are on site in Tehama County, schedule permitting, they will check in with minors detained in the facility. The issue with this is it can be disruptive to the daily schedule depending on the activity taking place at the time. All requests submitted by minors to meet with their assigned officer are responded to in a timely manner. During the week when probation officers are at the facility taking minors to and from court, they will meet with minors in the event there are any behavioral issues needing resolution.

Finding 2: Glenn County Probation Department needs to investigate ways for the juveniles to have regular contact with their families. Skype may not be the answer.

Disagree partially with this finding.

Recommendation 2: The Probation Department investigate and put into action a means where juveniles detained in Tehama County can have visiting privileges with their family.

This recommendation has been implemented.

The ability for a parent to visit their child in the juvenile detention facility has always been in place. Shortly after minors began being housed in Tehama County, the visitation schedule for Glenn County minors was expanded to better accommodate the schedules of parents. Currently, visitation with family can take place any day of the week provided parents call ahead the day before and arrange for the visit. With that said, the department recognizes there may be circumstances that make this difficult. The probation department is currently exploring the feasibility of a process whereby any parent experiencing transportation issues can arrange for a visit on Friday mornings if they contact their assigned probation officer earlier in the week. Since the Jane Hahn Juvenile Hall closed there have not been any parents who have advised of an inability to visit based on the distance to the Tehama County facility. The most common reason for not being able to visit was the parent's work schedule which was also the case when the facility was still in operation in Willows.

Additionally, the Department has been working with Glenn County IT staff and the Tehama County Juvenile Hall to implement the capability of visitation via Skype as another alternative although in person visits are preferred.

Visitation locally at the Probation Department and Skype will be fully implemented by December of this year to provide families with other alternatives to visiting at the Tehama County Juvenile Hall. However, parents need to understand it is in their child's best interest to make them a priority and visit regularly.

A recent phone survey conducted on August 23, 2018, with all parents of minors in custody revealed that all parents were visiting with their children at least once per week, with some up to 2-3 times per week. Additionally, some parents were speaking via telephone once a day and in some cases up to 5 times a day.

Attachment #4: Glenn County Probation Department response to 2017-2018 Grand Jury Findings and Recommendation

Grand Jury Response
2017-2018 Final Report
August 27, 2018

Once, the above alternatives are in place each family will receive an informational brochure upon their child's admission as to the visitation procedure and how to speak with their child via telephone.

Finding 3: It was found that juveniles housed at the Tehama County Juvenile Facility were home sick, felt sad and lonely as well as abandoned. Several stated they had they had anger issues and had trouble controlling their anger. It was stated to the Grand Jury that they missed seeing and talking to their probation officers and family.

Disagree partially with the finding.

Recommendation 3: The Grand Jury recommends each juvenile housed in Tehama Juvenile facility receive mental health support from a Glenn County clinician to cover depression, social, emotional, and behavioral issues.

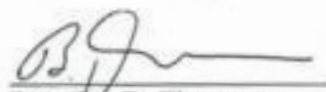
The recommendation will not be implemented.

It is true that some juveniles experience homesickness while in juvenile hall, however this is a typical response when minors are isolated from their families in a custodial setting for any length of time. All juveniles detained in the Tehama County Juvenile Hall have regular access to mental health support to address any issues that are either observed by detention staff or reported by individual juveniles.

In closing, the department would like to thank the members of the Glenn County Grand Jury for the considerable amount of time they spent on making sure Glenn County youth are being adequately cared for while in the Tehama County Juvenile Hall.

The Department would also to like to thank Chief Muench and his staff for their ongoing collaboration in providing a safe, rehabilitative environment for our youth. Anytime an issue presents itself, or adjustments need to be made to accommodate our specific needs Tehama County Probation has always been receptive to our suggestions to improve the delivery of services.

Sincerely,



Brandon D. Thompson
Chief Probation Officer

2018—2019 Glenn County Grand Jury

Response to the 2017-2018 Grand Jury Report

ORLAND POLICE DEPARTMENT

SUMMARY:

The Police Department provides protective services for the City of Orland with a population of about 7,300 citizens, which makes Orland the most populated city in this rural, agricultural area of Glenn County. Through the able leadership of the Police Chief and all of the officers, technicians and volunteers, the overall crime rate has been reduced over the past few years in Orland.

RECOMMENDATIONS

2017-2018 Grand Jury Report, Orland Police Department (Pages 35—39)

F1: The Grand Jury found that currently Glenn County does not have School Resource officers in any of the schools. In the past, Resource Officers were funded by Federal Grants, but those grants have now expired. With the school's budget, unable to absorb the costs of an officer on the school grounds, they phased out this program.

RESPONSE TO FINDING**Agree with the finding**

R1 (a): The Glenn County Grand Jury suggests a continued effort toward obtaining grants to fund resource officers.

ACTION: Completed **Will Be Completed** Partly Completed Not Completed

R1(b): The Grand Jury recommends and encourages communication between the schools, parents/students and police entities of Orland to find a workable alternative to obtain funding for resource officers in the meantime.

ACTION: Completed Will Be Completed **Partly Completed** Not Completed

R1 (c): The Grand Jury recommends a greater emphasis needs to be placed on school counselors to use their valuable skills and experience in identifying at-risk students. It is vital that Orland Police Department and the schools continue to research and address ways to include teens in the ages of 12 to 18 years of age in the School Site Safety Plan.

ACTION: Completed Will Be Completed **Partly Completed** Not Completed

F2: It was found that since the Orland City Police Department was not bound to contract with the County for leasing their service vehicles and maintenance contracts. The City of Orland Police Department is able to buy their vehicles outright, thus eliminating the limitations of the leases and maintenance. The service on all the vehicles is performed in Orland City Yard Crew.

RESPONSE TO FINDING

Disagree partially with the finding

R2: No Recommendation

ACTION: No action needed

F3: The dispatch system that services Orland Police Department is outdated, causing delays of services.

RESPONSE TO FINDING

Agree with the finding

R3: With several agencies adversely affected by this outdated dispatch system, the Grand Jury recommends the Orland Police Department take the lead to encourage the Board of Supervisors, Orland City Council, Sheriff’s Department, Fire Departments and medical agencies to work together to find a working dispatch system that is financially responsible and fits the needs of this small county.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

ATTACHMENTS:

See Attachment #5, letter to the judge, for complete response to findings and recommendations from the Orland Police Department

REQUEST FOR RESPONSES

Orland Police Department—Yes

Orland City Council—Yes

Board of Supervisors—Yes

Attachment #5: Glenn County Probation Department response to 2017-2018 Grand Jury Findings and Recommendation

CITY COUNCIL
Charles Gee, Mayor
Bruce T. Roundy, Vice Mayor
Salina Edwards
Dennis G. Hoffman
James Paschall, Sr.

CITY OFFICIALS
Angela Crook
Assistant City Manager/City Clerk
Deysy Guerrero
City Treasurer

CITY OF ORLAND

INCORPORATED 1909

815 Fourth Street
ORLAND, CALIFORNIA 95963
Telephone (530) 865-1600
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CITY MANAGER
Peter R. Carr

August 8, 2018

To: Presiding Judge
Superior Court, County of Glenn
526 West Sycamore Street
Willows, CA 95988

Re: Response to Grand Jury (2017-2018 Grand Jury Report)
ORLAND POLICE DEPARTMENT

To the Honorable Presiding Judge and Grand Jury:

The City of Orland offers the following in response to the 2017-2018 Grand Jury report:

ORLAND POLICE DEPARTMENT (OPD)
Grand Jury Recommendations (report pg 38-39):

R1.-a, b, c. Continue effort to fund school resource officers (SRO) and bring public safety resources to the schools.

Response:

The City of Orland agrees with the recommendations and associated Finding (F1).

City management has been discussing campus safety needs with Orland Unified School District superintendents and high school principals over at least the past six years. Recent conversations (May and June 2018) with the current superintendent indicate an interest and desire to seek SRO funding out of the FY18-19 State budget as it rolls down to school districts. There have not been any grants available for this until this year – it now appears there may be a new federal grant for school safety becoming available on a competitive basis. The City and District are ready to discuss some kind of cost-share arrangement when District budget funding is available.

Attachment #5: Glenn County Probation Department response to 2017-2018 Grand Jury Findings and Recommendation

The Orland City Council did add funding in its FY19 budget for one additional officer position which had been unfunded for several years. This position may be partially utilized against the City's three outstanding needs – a detective, an SRO, and GLNTF participation. Two officer positions remain unfunded due to budget limitations.

In the meantime, the Orland Police Chief continues to engage with the Glenn County Mental Health Committee and with school district and school site personnel for emergency planning safety issues; patrol officers visit the various campuses, as noted in your report.

The Orland Police Department is also taking the lead in preparing people for potential workplace violence by organizing and conducting A.L.I.C.E. active shooter safety classes. Two OPD officers are certified A.L.I.C.E. trainers and have conducted ½-day sessions for all City employees, with plans to roll it out to all school district employees in the 2018-19 school year. The City is not charging the school district for this training.

R2. was a finding without a recommendation.

R3. Take the lead to update dispatch services.

Response:

We agree with the recommendation and its associated finding (F3), although we note that public safety dispatch is provided and managed by the Glenn County Sherriff's Office.

Over the last couple of months, the Chief of Police has attended several meetings where the Sherriff reported he had requested and been granted funding to update the dispatch software. The Sherriff is working with a contractor on getting the Red Mountain repeater up and running again.


In June, the County hosted a radio communication meeting to open up discussion about the immediate and long term needs of public safety agencies throughout the County. The Orland Chief of Police brought up the need to revisit the idea of centralized dispatch. Some agencies seemed open to the idea and some were reluctant, citing cost. In a later meeting, Chief Tolle learned that the City of Willows Fire Dept was looking at being dispatched by the Sherriff's Office.

The Orland City Council began setting aside reserves in its FY2018-19 budget toward future costs of a radio tower/repeater for public safety for the Orland area.

We also appreciate and agree with the Grand Jury's commendations about Orland's reduced crime rate, its K-9 program, and the OPD website (and social media outreach).


Attachment #5: Glenn County Probation Department response to 2017-2018 Grand Jury Findings and Recommendation

For the Orland Police Department:



J.C. Tolle, Chief

For the City of Orland and its City Council:



Charlie Gee, Mayor

2018—2019 Glenn County Grand Jury

Response to the 2017-2018 Grand Jury Report

WILLOWS FIRE DEPARTMENT

SUMMARY:

The Willows Fire Department and the Willows Rural Protection District are two districts run out of the same fire house. The two districts provide services to an area of approximately 80 square miles and a population of about 10,000 citizens. They provide services for medical, rescue, public service and Hazmat emergencies. The majority of calls to the Fire Department in recent years have been medical calls.

RECOMMENDATIONS

2017-2018 Grand Jury Report, Orland Police Department (Pages 40—45)

F1: The Glenn County Grand Jury found that all calls to the Willows Fire Department are first received through the Sheriff's Department 911 Dispatch office before being routed to the Fire Department. The 911 Emergency Dispatch system has only one Dispatcher to receive calls on each shift. With the increased number of emergency calls received through the 911 dispatch system over the past years, these calls have placed the dispatcher in intense situations while handling several calls at the same time, which can cause delays in dispatching calls to the Fire Department or other agencies.

RESPONSE TO FINDING

Conceptually, agree with the finding

R1: The Glenn County Grand Jury recommends that Willows Fire Department work with the Sheriff Department and The Board of Supervisors to fund two Dispatchers on each shift to answer all emergency calls as they are received. This would allow the most critical emergency to be dispatched as quickly as possible while still meeting the needs of each call.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

F2: The Grand Jury found the Willows Fire Department are working actively in an injury prevention program by providing exercise equipment on site at the fire house for all firemen to use at any time. Their yearly physical exams and labs screening provide a proactive approach to monitor and screen any possible problems that may occur.

RESPONSE TO FINDING

Agree with the finding

R2: The Glenn County Grand Jury recommends looking at other dispatch offices in California to gather information on current systems used in areas that may help Glenn County find a solution for a more efficient working model meeting our rural needs. Funding is always a problem and especially for the small county, but our needs for emergency response are equally as important as in the larger counties.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

ATTACHMENTS:

See attachment #6, letter to the judge, for complete response to findings and recommendations from the Willows Fire Department

REQUEST FOR RESPONSES

- Orland Police Department—Yes
- Orland City Council—Yes
- Board of Supervisors—Yes

Attachment #6, letter to the judge, for complete response to findings and recommendations from the Orland Police Department

City of Willows

201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX (530) 934-7402



August 28, 2018

Presiding Judge
Superior Court, County of Glenn
526 West Sycamore St.
Willows, CA 95988

SUBJECT: Requested Response of the Willows City Fire Chief and the City Council of the City of Willows-
THE EFFECTIVENESS OF THE WILLOWS/RURAL FIRE DISTRICT

Dear Presiding Judge and Grand Jury Members:

The Willows City Fire Chief and the Willows City Council offer the following response to the Grand Jury Report for THE EFFECTIVENESS OF THE WILLOWS/RURAL FIRE DISTRICT, and, more specifically, the recommendations noted on pages 50 and 51 of the report-

R1. The Glenn County Grand Jury recommends that the Willows Fire Department work with the Sheriff's Department and the Board of Supervisors to Fund two Dispatchers on each shift to answer all emergency calls as they are received. This would allow the most critical emergency to be dispatched as quickly as possible while still meeting the needs of each call.

Conceptually, we concur with the recommendation with the desire to bolster staffing at the dispatch center, but the overall need for expanded dispatch personnel and capability needs to be addressed beyond just the City of Willows and the Glenn County Board of Supervisors. Numerous Fire Districts, Law Enforcement Agencies, and other Emergency Services utilize the dispatch services provided by the Glenn County Sheriff. Each entity has limited financial resources, and, absent an increased revenue stream, and a commitment from all involved to prioritize this as a use of that additional revenue stream, significant expansion of dispatch personnel will be a difficult, if not impossible, task.

R2. The Glenn County Grand Jury recommends looking at other dispatch offices in California to gather information on current systems used in areas that may help Glenn County find a solution for a more efficient working model meeting our rural needs. Funding is always a problem and especially for the small county, but our needs for emergency response are equally as important as in the larger counties.

The concept of a unified, consolidated dispatch effort, and the efficiencies that would be gained from a county-wide dispatch JPA, have been discussed among public safety officials for several decades. In fact, the Cities of Orland and Willows, and the County of Glenn, entered into a joint funding agreement in the late 2000's to fund a study to develop a consolidated model. Unfortunately, the parties involved could not reach agreement on interim recommendations, and the project was stopped before completion.

"The City of Willows is an equal opportunity provider"

Attachment #6, letter to the judge, for complete response to findings and recommendations from the Orland Police Department

The Willows Fire Department continues to review a number of other dispatch models, but financial constraints and a unified commitment, County-wide, to a new model are necessary to move forward.

Respectfully submitted,

On Behalf of the Willows City Fire Chief



Wayne Peabody
Fire Chief

On Behalf of the Willows City Council



Kerri Warden
Mayor

2018—2019 Glenn County Grand Jury

Response to the 2017-2018 Grand Jury Report

CALPERS AND THE UNFUNDED LIABILITIES

SUMMARY:

CalPERS retirement system has not met their projected investments and are now passing their miscalculations to the very entities that have been sending both employer and employees contributions for CalPERS to invest for their employees' retirement futures. (See Financial Investment Chart, Attachments D) What does this mean to the county leaders? They will be responsible for trying to find the funding to pay CalPERS millions of dollars on a timely basis; and what happens if they cannot come up with the funds? The citizens of Glenn County will be held responsible for providing the County with these funds or could possibly lose control of our County government as we know it today due to State take-over. At the time of the Grand Jury interview with Glenn County's Financial Director, this bill was approximately \$50 million, payable in five years and increasing per day.

According to the Glenn County's Comprehensive Annual Financial Report of June 30, 2017, the long-term liability is listed at \$63,635,000 as stated in the Factors Affecting Financial Conditions pages ii.

RECOMMENDATIONS

2017-2018 Grand Jury Report, Orland Police Department (Pages 40—45)

F1: The Grand Jury found that the County Board of Supervisors has not been keeping up with the extra charges from CalPERS and are now facing an approximate \$17.7 million payable by June 20, 2018.

RESPONSE TO FINDING

Wholly disagree with the finding

R1: The Grand Jury recommend that the Board of Supervisors remedy this situation as soon as possible, paying each month the UAL and NCR percentage on or before the due date so as not to be charged the 10 percent late charge.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

F2: The Grand Jury found that communication to the citizens of Glenn County is foremost the most important action the Board of Supervisors must act upon. The Grand Jury finds it important that all taxpayers be informed of possible effects to their livelihood based upon future decisions by the Board of Supervisors

RESPONSE TO FINDING

Disagree partially with the finding

R2: The Grand Jury recommend the Board of Supervisors investigate and implement a communication public forum to provide Glenn County citizens information on how the Board of Supervisors and County Financial Officer plan to rectify this large financial burden.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

F3: It was found that the CalPERS UAL and NCR rates will be significantly increasing in the years to come, causing current financial policies to become outdated

RESPONSE TO FINDING

Disagree partially with the finding

R3: As a policy-directed body, the Grand Jury recommends the Board of Supervisors create, update, or amend financial policies and procedures that will guide future Boards in managing financial issues such as Glenn County is facing today.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

F4: The Grand Jury found that several departments realigned and reclassified employees’ positions, granting the positions large percentages of raises. With the additional spike in pay, results were an increase in CalPERS payments.

RESPONSE TO FINDING

Agree with the finding

R4: The Grand Jury recommends the Board of Supervisors have an outside auditor provide a non-biased report in recommending areas throughout the County where financial savings are possible.

ACTION: Completed Will Be Completed Partly Completed **Not Completed**

ATTACHMENTS:

See attachment #7, letter to the judge, for complete response to findings and recommendations from the Glenn County Finance Department, City of Orland, City Manager, and Interim City of Willows, City Manager Wayne Peabody

REQUEST FOR RESPONSES

- City of Orland Manager—Yes
- City of Willows—Yes
- Glenn County Director of Finance-Yes
- Board of Supervisors—Yes (See response in Board of Supervisors “An Interview with the Board of Supervisors”, Section: California Public Employees Retirement System

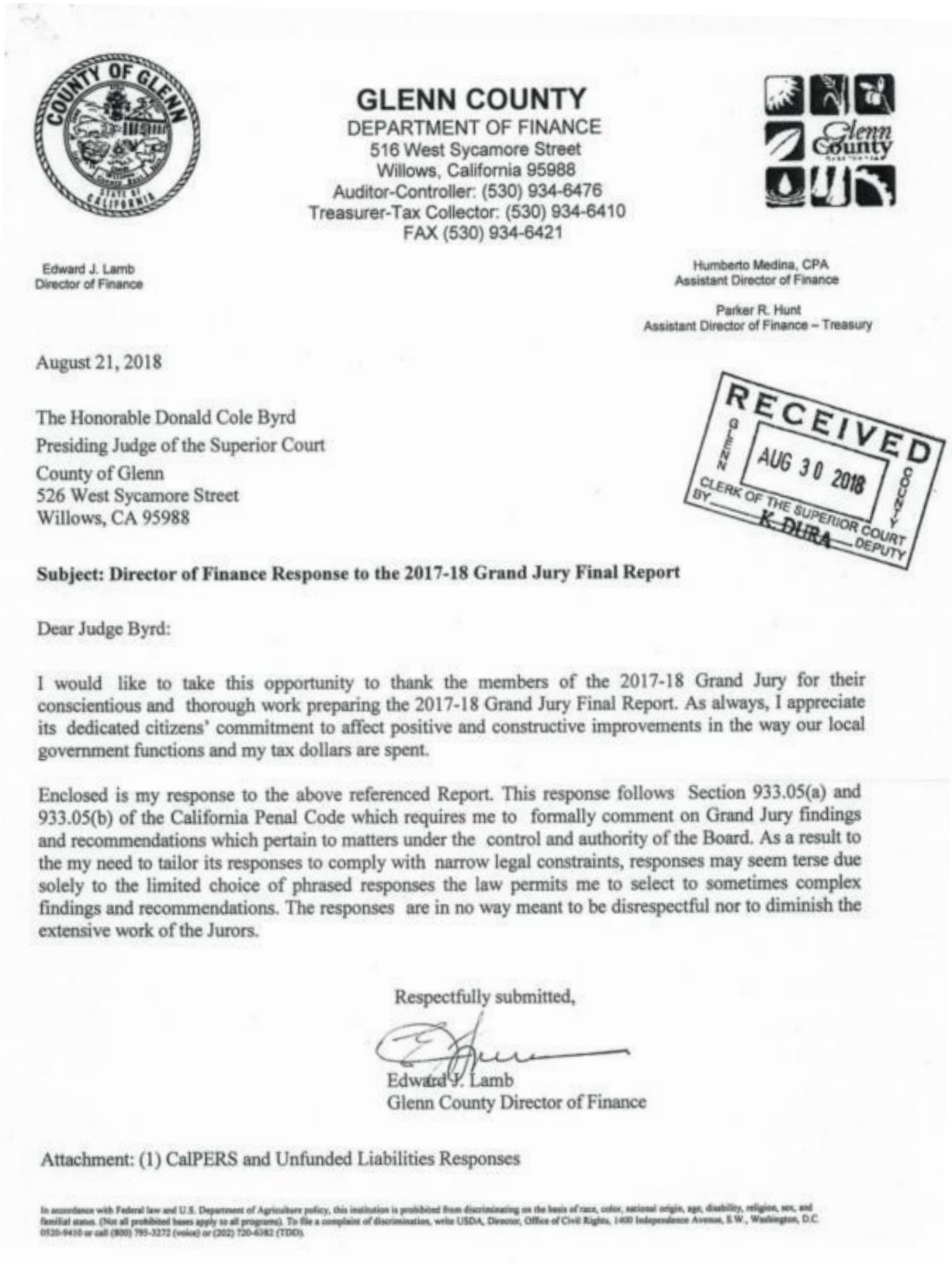
Special Notation: During investigating the County’s unpaid amount of CalPERS unfunded liability, it was found that the Grand Jury was misled and was provided misinformation throughout the investigation by the County Department of Finance. Initial information was provided to the Grand Jury by a Board member during the Grand Jury interview with the Board of Supervisors. It was reported by a Supervisor that the County had received a \$3 million (plus) bill from CalPERS. The Supervisor stating that “We (the Board of Supervisors) don’t know how we are going to pay the bill.”

After questioning a staff member from the Department of Finance three different times, the Grand Jury was led to believe the County was keeping up with the current costs to CalPERS but was behind in the payments to the unfunded liability. The member being questioned from the Department of Finance was questioned on the amount of the unfunded liability bill and future raises in costs for the next five years to the County; how the County was going to address this issue of nonpayment to the unfunded liability as well as the increase to the unfunded liability for the next five years.

The Grand Jury suggested multiple of options to the Finance Department of how other statewide Counties were responding to the increase CalPERS rates, and the Finance Department personnel agree with those options as viable. The Finance Department led the Grand Jury to believe that the County was considering the need to raise taxes on the people of Glenn County to pay the unfunded liability; file bankruptcy on the vendors of the county to include CalPERS or could possibly have the State take over the governmental running of the county all the while knowing the CalPERS Unfunded Liability and concurrent payments have been paid monthly from individual department funds.

After the 2017-2018 Grand Jury Final Report was published in late June the same member from the Department of Finance continued providing misinformation in an interview early August. In early September, the same individual from the Finance Department stated to a Grand Jury member “By the way..., the County paid this year’s Unfunded Liability bill”. The Grand Jury member responded with, “That’s good. Where did the County get the money? All the Grand Jury wanted was truth and transparency from your department.”

Attachment #7, letter to the judge, for complete response to findings and recommendations from the Glenn County Director of Finance



Attachment #7, letter to the judge, for complete response to findings and recommendations from the Glenn County Director of Finance

CalPERS and Unfunded Liabilities

F1. The Grand Jury found that the County Board of Supervisors has not been keeping up with the extra charges from CalPERS and are facing an approximately \$17.7 million payable by June 20, 2018. I disagree wholly with the finding.

R1. The Grand Jury recommend that the Board of Supervisors remedy this situation as soon as possible, paying each month the UAL and NCR percentage on or before the due date so as not to be charged the 10 percent late charge.

The County did not and does not have a \$17.7 million payable due to CalPERS by June 20, 2018, nor can my staff or I find any mention of the \$17.7 million in CalPERS Actuarial Valuation Report. As to the recommendation, the County pays all the CalPERS billed Normal Cost and UAL biweekly and monthly payments, respectively, as a normal part of the payroll process and therefore the County does not incur any late fees. The totals for both this year as confirmed by CalPERS are:

Plan	County Portion of Normal Cost	Unfunded Accrued Liability
Miscellaneous Classic Plan 165	\$1,197,132.40	\$3,114,300.00
Safety Classic Plan 166	\$ 267,218.85	\$ 604,590.96
Safety Classic Plan 22041	\$ 83,971.17	\$ 0.00
Safety PEPRA Plan 25141	\$ 43,733.37	\$ 13.00
Miscellaneous PEPRA Plan 26090	\$ 469,844.15	\$ 0.00
Total	\$2,061,899.94	\$3,718,903.96

F2. The Grand Jury found that communication to the citizens of Glenn County is foremost the most important action the Board of Supervisors must act upon. The Grand Jury finds it important that all taxpayers be informed of possible effects to their livelihood based upon future decisions of the Board of Supervisors.

I disagree partially with the finding.

R2. The Grand Jury recommends the Board of Supervisors investigate and implement a communication public forum to provide Glenn County citizens information on how the Board of Supervisors and County Financial Officer plan to rectify this large financial burden.

While I agree that communications with the citizenry is extremely important, I find that the only way the County can impact their livelihood is (a) if they are an employee of the County, or (b) the County enacts legislation such that their form of livelihood is prohibited or curtailed, such as legislation affecting cannabis cultivation or sale. In all cases, any proposed actions are noticed in accordance with topic specific statute(s) or in accordance with the requirements of the Ralph M. Brown Act.

F3. It was found that the CalPERS UAL and NCR rates will be significantly increasing the years to come, causing current financial policies to become outdated.

I disagree partially with the finding

R3. As a policy-directed body, the Grand Jury recommends the Board of Supervisors create, update, or amend financial policies and procedures that will guide future Boards in managing financial issues such as Glenn County is facing today.

I agree that the UAL and Normal Costs will be increasing significantly for the years to come. However, the real reason for the projected increases goes back to two basic points. The first point is that pension payout

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Attachment #7, letter to the judge, for complete response to findings and recommendations from the Department of Finance

is based on the individual's highest pay for three years, however the collections are based on the individuals pay for high three and all of the lower paying years. So the system will never have collected enough for the payout. The second point is that CalPERS has historically used actuarial assumptions on plan earnings and longevity that were/are unsustainable or unrealistic. In an effort to correct, CalPERS is currently changing many of their assumptions which have resulted in the ever escalating unfunded liability. I disagree that there is a causal relationship between CalPERS increasing billing and any fiscal decisions the Board has made in recent years or is likely to make in the near future. County Code and Administrative Manual items are under continuous review and are changed as required. They don't directly affect CalPERS rate escalations.

F4. The Grand Jury found that several departments realigned and reclassified employees' positions, granting the positions large percentages of raises. With the additional spike in pay, results were an increase in CalPERS payments.

I agree with the finding

R4. The Grand Jury recommends the Board of Supervisors have an outside auditor provide a non biased report in recommending areas throughout the County where financial savings are possible. I disagree with the recommendation and take umbrage with the term "spike" which has a pejorative connotation particularly since the recent CalPERS issues with the City of Bell. In this county all pay increases are reviewed against wages paid in comparator counties so that the County remains competitive, but does not become the highest paying county employer in the area. Also all pay increases out of the ordinary course are approved individually by the Board of Supervisors in open session. As to hiring an outside auditor to find savings, I have looked at this approach from time to time for such things as potential overcharging on telephony and utility billings, and the County has engaged them if there was a perceived cost benefit. However, just hiring an individual or individuals off the streets to come in cold and use a scatter gun approach to finding savings is unlikely to provide any meaningful results. Such an endeavor would cost the County upwards of \$75,000 with no guarantee of any payback.

See attachment #7, letter to the judge, for complete response to findings and recommendations from the City of Orland

CITY COUNCIL
Charles Gee, Mayor
De T. Roundy, Vice Mayor
Salina Edwards
Dennis G. Hoffman
James Paschall, Sr.

CITY OFFICIALS
Angela Crook
Assistant City Manager/City Clerk
Deysy Guerrero
City Treasurer

CITY OF ORLAND

INCORPORATED 1909

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Telephone (530) 865-1600
Fax (530) 865-1632



CITY MANAGER
Peter R. Carr

August 8, 2018

To: Presiding Judge
Superior Court, County of Glenn
526 West Sycamore Street
Willows, CA 95988

Re: Response to Grand Jury (2017-2018 Grand Jury Report)
CALPERS AND THE UNFUNDED LIABILITIES

To the Honorable Presiding Judge and Grand Jury:

The City of Orland offers the following in response to the 2017-2018 Grand Jury report:

CALPERS AND THE UNFUNDED LIABILITIES
Grand Jury Recommendations (pg 57-58):

All four Recommendations were directed to the Glenn County Board of Supervisors and none is relevant to the City of Orland. We agree with the Grand Jury's Commendation that the City of Orland is addressing CalPERS unfunded liability in its budget.

We would further offer that the City of Orland in 2012 invested in two pension obligation bonds (POB) which pay down a significant portion of the unfunded liability, the pooled risk "employer side fund," at a combined cost of approximately \$300,000 per year in bond payments.

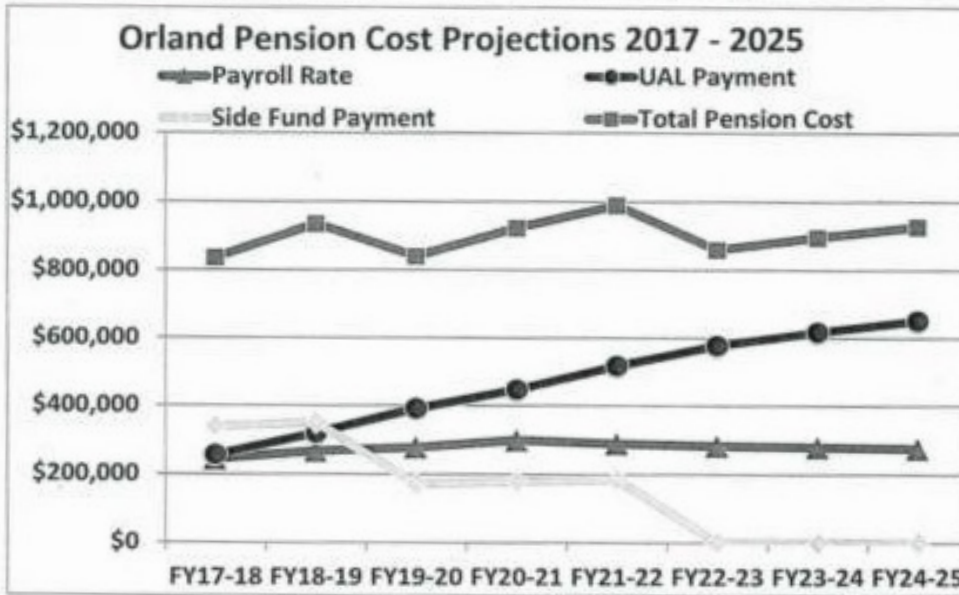
The favorable interest rates on these ten-year notes beats the CalPERS rate by 3 basis points and the obligation will be paid off, instead of CalPERS' program which has been to make only minimum maintenance payments which would never retire the debt obligation.

See attachment #7, letter to the judge, for complete response to findings and recommendations from the City of Orland, City Manager

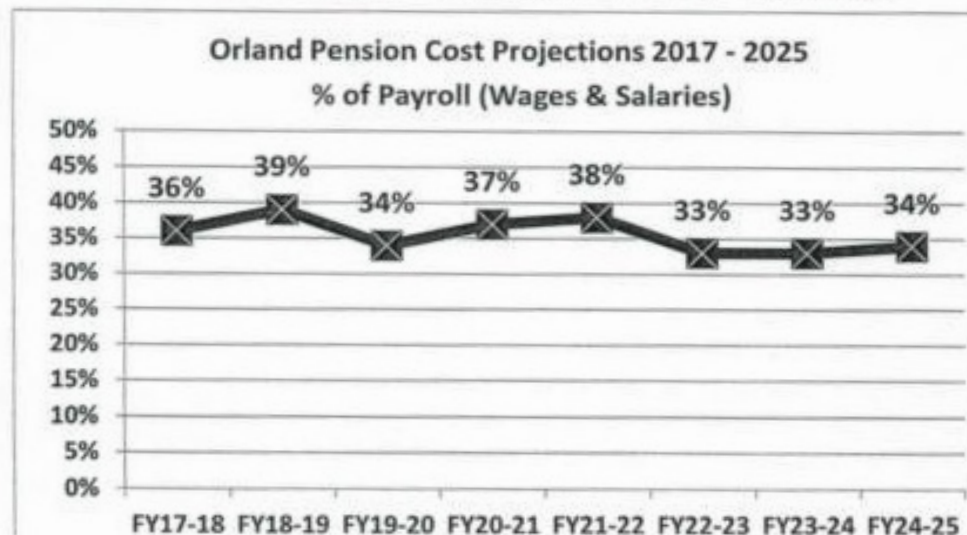
The notes retire (bonds will be paid off) in 2019 and 2022 respectively, freeing up City resources to apply to the rising cost of pension liabilities.

Orland's pension liabilities are also being addressed by either replacing employees who leave or retire with "PEPRA" employees, or contracting out the work. Since 2013 we have started contracting out planning services and building inspection services. Of the remaining employee positions, 1/3 are now PEPRA, which dramatically mitigates future pension liability.

The following chart, part of a 2017 City Council-Staff workshop discussion on management of pension costs, illustrates the balancing effects of the POB payoff vs the rising costs.



As a percentage of payroll costs, the following chart illustrates that total pension cost is high now and remains fairly stable under current forecasts and projections.



See attachment #7, letter to the judge, for complete response to findings and recommendations from the City of Orland

Finally, the City is engaged with the Sacramento Valley Division of the League of California Cities in an effort to push for legislative change and identify other strategies cities can employ in controlling future pension benefit costs.

For the City of Orland:



Peter R. Carr
City Manager

See attachment #7, letter to the judge, for complete response to findings and recommendations from the City of Willows, CalPERS and Unfunded Liabilities

City of Willows

201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX (530) 934-7402



August 28, 2018

Presiding Judge
Superior Court, County of Glenn
526 West Sycamore St.
Willows, CA 95988

SUBJECT: Requested Response of Willows City Manager
CAL PERS AND THE UNFUNDED LIABILITIES



Dear Presiding Judge and Grand Jury Members:

The City of Willows offers the following response to the Grand Jury Report for CALPERS AND THE UNFUNDED LIABILITIES, and, more specifically, the recommendations noted on pages 65 and 66 of the report-

Please note that all four recommendations were directed to the Glenn County Board of Supervisors and are not specifically relevant to the City of Willows. Also, the City of Willows extends its appreciation to the Grand Jury for its commendation to the City for addressing the unfunded liability in our budget.

The City of Willows does share the Grand Jury's concern over this significant, and potentially damaging, liability that most, if not all, California local jurisdictions face. A number of political and financial decisions during the very late 1990's and early 2000's at the State level, and, subsequently, at the local level, have led us to where we are today. Unfortunately, this dilemma will face California jurisdictions for the better part of a generation, and it will be a major challenge going forward.

The Council and Staff at the City of Willows have reviewed and discussed this problem, both in its current state, and moving forward, a number of times, and the City is continuing to deal with and monitor the situation as follows-

Recognizing and paying our annual obligation-The Council is diligent in its budget review to not only look at the upcoming fiscal year, but also project forward another year to recognize patterns and fiscal challenges facing the City. By looking beyond the current year, the City is better prepared to recognize what this liability is doing to the operational effectiveness of the City

Partner with our employees to reduce other costs-Our Employee Labor Groups partnered with the City to create cost savings in other benefit areas (primarily health care) to assist in providing funds for pension liability costs. The City is very grateful to the employees for their willingness to partner on this front.

Restructure the organization-The City has taken a more vertical approach to City management, reducing the number of Department Heads and contracting for services rather than adding to the

"The City of Willows is an equal opportunity provider"

See attachment #7, letter to the judge, for complete response to findings and recommendations from the City of Willows, CalPERS and Unfunded Liabilities


pension burden of in house employment where possible. The City sees this as an opportunity to lessen the future burden of pension liabilities.

Movement to PEPR status employees-As our employees under the traditional PERS formulas depart the City, their replacement employees generally fall under less generous (and less expensive) retirement formulas under the Public Employees Pension Reform Act ("PEPRA"). Unfunded liabilities are also happening under PEPRA, but at a much lower cost than previous formulas.

Economic growth-The City continues in its efforts of the development of the South Willows Corridor, recognizing that is the area with the greatest potential for community and economic growth. Unfortunately, a portion of that growth will be utilized to meet these obligations.

Engagement with political partners-The City remains a staunch supporter of the Sacramento Valley Division of the League of California Cities in its effort to push for legislative change and identifying strategies to control future pension related costs.

Respectfully submitted,



Wayne Peabody
Interim City Manager

2018—2019 Glenn County Grand Jury

Response to the 2017-2018 Grand Jury Report

Measure B Citizen’s Bond

SUMMARY:

Measure B Citizen’s Bond request was made to the Willows community for improvement, replacement and maintenance for the Willows Unified School District.

RECOMMENDATIONS

2017-2018 Grand Jury Report, Orland Police Department (Pages 40—45)

F1: CBOC Meetings and Expenditure Reports have not been completed as per Bylaw requirements.

RESPONSE TO FINDING

Conceptually, agree with the finding

R1: The Bylaws set by the Willows Unified School Board should be adhered to by the CBOC. Quarterly scheduled meetings to review the expenditures and progress should be held to comply with the Bylaws.

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

F2: CBOC Bylaws may appear contradictory in Section 3.1 and Section 6.1

RESPONSE TO FINDING

Conceptually, agree with the finding

R2: Clarify the Bylaws Sections 3.1 schedule of monthly meetings clarifying Section 6.1, schedule quarterly financial meeting, to coincide with the required quarterly review of expenditures as stated in Section 3.1

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

F3: The Community has not been advised of the ongoing improvements on a regular basis.

RESPONSE TO FINDING

Conceptually, agree with the finding

R3: To insure the information regarding the Measure B Citizens Bond reaches the broader public, it is recommended to adopt any policies that accomplishes this goal such as using local newspapers, newsletters, sent to schools as take-home-information and the use of other available media

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

F4: The March 14, 2017 minute’s state that three members were drawn for a three-year term and the remaining members for two-year terms. The CBOC annual report given to the School Board

on March 8, 2018, the current chairperson states his term to be two-years when in actuality it is three years as per their March 14, 2017 minutes. The term for this person needs to be clarified.

RESPONSE TO FINDING

Conceptually, agree with the finding

R4: It is recommended the CBOC review their meetings and reports to bring transparency and accuracy of all information given to the public

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

ATTACHMENTS:

See attachment #8, letter to the judge, for complete response to findings and recommendations from the Willows Unified School District “Measure B Citizens Bond”, Citizens Bond Oversight Committee (CBOC) and Willows Unified School District Superintendent

REQUEST FOR RESPONSES

- Willows Unified School District Superintendent/Board of Directors—Yes
- Citizens bond Oversight Committee—Yes

See attachment #8, letter to the judge, for complete response to findings and recommendations from the Willows Unified School District “Measure B Citizens Bond”, Citizens Bond Oversight Committee (CBOC) and Willows Unified School District Superintendent

August 14, 2018



Honorable Donald Byrd
 Presiding Judge
 Glenn County Superior Court
 526 West Sycamore Street
 Willows, CA 95988

RE: 2017-2018 Glenn County Grand Jury Report and Response To Findings and Recommendations for the Measure B Citizens Bond Oversight Committee

Dear Sir:

This letter is in response to the report prepared by members of the Glenn County Grand Jury. The review investigated the Citizens Bond Oversight Committee’s duties and responsibilities and the assurance the Committee is following their Bylaws by providing ongoing information to the Community.

Responses to the Findings and Recommendations by the Grand Jury follows:

<p><i>F1. CBOC Meetings and Expenditure Reports have not been completed as per Bylaw requirements.</i></p>	<p><i>R1. The Bylaws set by the Willows Unified School Board should be adhered to by the CBOC. Quarterly scheduled meetings to review the expenditures and progress should be held to comply with the Bylaws.</i></p>	<p>Response 1. In January 2017, the WUSD Board of Education approved a resolution to establish the CBOC and its Bylaws. As stated in the Grand Jury Report, the CBOC held four meetings in 2017. The first three meetings were held to review and discuss the CBOC Bylaws, members’ duties and responsibilities, upcoming projects, and costs and expenses related to these projects. The meeting conducted on August 23, 2017 was held to discuss current and future projects and tentative timelines for completion. The approved and adopted Bylaws do not specifically call for “Quarterly scheduled meetings” but for only review of quarterly expenses. Furthermore, expenditure reports, to include the quarterly reports, have been reviewed at every CBOC meeting, in compliance with the</p>
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See attachment #8, letter to the judge, for complete response to findings and recommendations from the Willows Unified School District “Measure B Citizens Bond”, Citizens Bond Oversight Committee (CBOC) and Willows Unified School District Superintendent

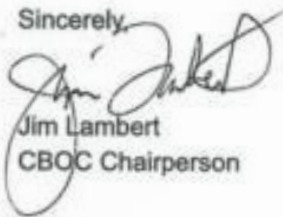
		CBOC Bylaws adopted by the the Willows Unified School District Board of Education.
F2. CBOC Bylaws may appear contradictory in Section 3.1 and Section 6.1	R2. Clarify the Bylaws Sections 3.1 schedule of monthly meetings clarifying Section 6.1, schedule quarterly financial meetings, to coincide with the required quarterly review of expenditures as stated in Section 3.1.	Response 2. As stated in Response #1, meetings were held to coincide with the review of current and future projects and their related timelines for completion. The Bylaws, as passed by the Willows Unified School Board, do not mandate monthly meetings. As per Section 6.1 of the Bylaws “the Committee shall establish a schedule for the date and time of regular meetings to be held periodically to include an annual organizational meeting to be held annually.”
F3. The Community has not been advised of the ongoing improvements on a regular basis.	R3. To ensure the information regarding the Measure B Citizens Bond reaches the broader public, it is recommended to adopt any policies that accomplish this goal such as using local newspapers, newsletters sent to schools as take-home-information, and the use of other available media.	Response 3. The CBOC is committed to ensuring the transparency of information related to the planned projects, and costs and expenditures associated with same, to the broader public. The CBOC meeting held January 30, 2018 agendized, <i>Informing the Public About Projects</i> . Suggestions made by Committee Members on how to inform the public of the ongoing and completed projects included: mailings, newspaper ads, story to newspapers, social media postings, and information sent home with students. In addition, the District website provides links to the CPA audit, agendas and minutes, and expenditure reports. These suggestions were also presented to the WUSD Board via the Superintendent’s report. Formalizing ways to reach the broader public is important to the CBOC. With projects

See attachment #8, letter to the judge, for complete response to findings and recommendations from the Willows Unified School District “Measure B Citizens Bond”, Citizens Bond Oversight Committee (CBOC) and Willows Unified School District Superintendent

		completed and many in progress, information will be disseminated to all entities as quickly as possible.
<p><i>F4. The March 14, 2017 minutes state that three members were drawn for a three-year term and the remaining members for two year terms. The CBOC annual report given to the School Board on March 8, 2018, the current chairperson states his term to be two-years as per their March 14, 2017 minutes. The term for this person needs to be clarified.</i></p>	<p><i>R4. It is recommended the CBOC review their meetings and reports to bring transparency and accuracy of all information given to the public.</i></p>	<p>Response 4. The March 14, 2017 minutes reflect that three members were drawn for a three-year term and the remaining members for two-year terms. The Chairperson was drawn for a three-year term (see Section 5.4 of Bylaws) and is Chairperson for a two-year term (see Section 9 of Bylaws). To further clarify, the current Chairperson will remain on the CBOC for a three year term as a member, and he will end his term as Chairperson after two years, unless he is re-elected to serve another term in that position.</p>

The members of the Citizens Bond Oversight Committee are committed to doing their best for the citizens of Willows and the rural communities. Ensuring the District is spending money on what was promised to the voters is extremely important to each Member. If you have any questions or need further clarification on any matter, please contact Jim Lambert, Chairperson at jim.lambert@sbcglobal.net.

Sincerely,



Jim Lambert
CBOC Chairperson

See attachment #8, letter to the judge, for complete response to findings and recommendations from the Willows Unified School District "Measure B Citizens Bond", Citizens Bond Oversight Committee (CBOC) and Willows Unified School District Superintendent



August 22, 2018

Honorable Donald Byrd
Presiding Judge
Glenn County Superior Court
526 West Sycamore Street
Willows, CA 95988



RE: 2017-2018 Glenn County Grand Jury Report and Response To Findings and Recommendations for the Measure B Citizens Bond Oversight Committee

Dear Sir:

This letter is in response to the report prepared by members of the Glenn County Grand Jury. The review investigated the Citizens Bond Oversight Committee's duties and responsibilities and the assurance that the Committee is following their Bylaws by providing ongoing information to the Willows community. The CBOC has collectively produced its own response to the report and has sent that to you. My responses are related to comments made within the report that pertain directly to the Willows Unified School Board and/or the Administration.

Comments/Responses to the *Findings and Recommendations* by the Grand Jury are as follows:

Finding #3: "The community has not been advised of the ongoing improvements on a regular basis."

Grand Jury Recommendation: "To insure the information regarding the Measure B Citizens Bond reaches the broader public, it is recommended to adopt any policies that accomplishes this goal such as using local newspapers, newsletters sent to schools as take-home-information and the use of other available media."

Response:

As acknowledged in the Grand Jury report, CBOC meetings were held during the 2017-18 school year. Postings of the agendas and minutes were completed per the Brown Act, and the local newspapers were informed as a public service. The District and the CBOC have discussed the need to keep the local community informed of the progress on the projects supported by Measure B. Since the initial meeting with the Grand Jury representatives on January 29, 2018, the District has continued its efforts to keep the community informed of the school facilities improvements through various means, to include posting information on the District website; inviting the local newspapers to visit the new construction projects; creating a "flyer" that will go out to



See attachment #8, letter to the judge, for complete response to findings and recommendations from the Willows Unified School District "Measure B Citizens Bond", Citizens Bond Oversight Committee (CBOC) and Willows Unified School District Superintendent

students, parents, local community businesses and other groups; posting information on social media; as well as inviting community members to tour the facilities upon request. Certainly, one of the key goals of both the District and the CBOC is to be "transparent" in their work and to keep the Willows community members informed of the progress made on the Measure B projects and their efforts to improve our schools.

Additionally, the report states on page 73 of the document, "The current administration plans to request a Bond issue every ten years to keep the school properties in good condition." I would like to clarify that during the interview with the representatives from the Grand Jury, I made a statement that some schools or districts place bond measures on their local ballots about every ten years in order to maintain their facilities; however, I did not say that Willows Unified is planning to do the same. That decision would be made by the future Board of Education, if necessary, whenever they chose to do so. I cannot speak for future WUSD Board members, nor has the current Board made a decision or passed a resolution related to going out for another bond in the near or distant future.

Lastly, I want to assure you that the Willows Unified School District and its Administration are committed to doing their best for the students and citizens of Willows. I commend the Grand Jury for their services to Glenn County and their efforts to help ensure the District is spending money on what was promised to the voters. The Grand Jury, CBOC, and the Board and Administration of the Willows Unified School District agree on the importance of that effort. Should you or any of the Grand Jury members have any questions or need further clarification on any matter, please feel free to contact me directly.

Sincerely,



Dr. Mort Geivett
Superintendent

2018—2019 Glenn County Grand Jury Response to the 2017-2018 Grand Jury Report

THE SMART TEAM

SUMMARY:

The SMART Team is a recent addition to Glenn County, courtesy of a grant from the California State Mental Health Services Oversight and Accountability Commission (MHSOAC). This multi-agency team has, since its inception in 2014, proven to be an asset to the community. With this team being supported and operational, it will benefit the citizens of this county.

RECOMMENDATIONS

2017-2018 Grand Jury Report, Smart Team (Pages 94—99)

F1: The Grand Jury finds that the SMART Team of Glenn County is a vital asset to the public.

RESPONSE TO FINDING

Agree with the finding

R1: The Glenn County Grand Jury recommends the SMART team advertise its program through local service clubs, youth clubs, and local newspapers to bring awareness of its existence, importance and value to all citizens of Glenn County.

ACTION: Completed Will Be Completed Partly Completed Not Completed

F2: The Grand Jury finds that the SMART Team is an asset to the youth of our county and is operating on a renewable three-year grant. Should it expire the SMART team will need continued funding to stay in existence.

RESPONSE TO FINDING

Conceptually, agree with the finding

R2: The Glenn County Grand Jury recommends that the Board of Supervisors provide funding for the System-wide Mental Health Assessment Response Treatment (SMART) team should grant funding from MHSOAC ever expire.

ACTION: Completed Will Be Completed Partly Completed Not Completed

ATTACHMENTS:

See attachment #9, letter to the judge, for complete response to findings and recommendations from the Board of Supervisors, SECTION: "SMART Team, and invited response from Deputy Director of the Smart Team

REQUEST FOR RESPONSES

- Board of Supervisors—Yes

INVITED RESPONSES

- County of Glenn Health and Human Services Agency

Attachment #9, letter to the judge, for complete response to findings and recommendations from the Board of Supervisors and invited response from Deputy Director of the Smart Team



**COUNTY OF GLENN
HEALTH & HUMAN SERVICES AGENCY**

**Christine Zoppi
Director**

Erin Valdez
Deputy Director
Administration

Amy Lindsey
Deputy Director
Behavioral Health

Bill Wathen
Deputy Director
Social Services

Grinnell Norton
Deputy Director Public Health
Director of Nursing

420 E. Laurel Street, Willows, CA 95988 - phone: (530) 934-6514 - fax: (530) 934-6521

August 9, 2018

The Honorable Donald Cole Byrd
Presiding Judge, Glenn County Superior Court
526 West Sycamore Street
Willows, CA 95988



RE: Response to 2017-2018 Grand Jury Report

Dear Judge Byrd:

We thank the Grand Jury members for their service and for the confidence and support of the SMART Program as it is as important service to our community and the residence in our county.

The HHSA agrees with the findings of the 2017-2018 Grand Jury Report. In response to the recommendations, the agency continues to outreach and educate the community about the SMART Program through our local service clubs, youth clubs and by providing presentations at local advisory boards and committee meetings. The SMART team offers presentations to all school sites in Glenn County at least once a year to refresh new school personnel about the program and the referral process. The SMART team also provides ongoing consultation and support to school staff personnel when mental health needs arise on a school campus. Referrals to other behavioral health programs and linkage to services is provided as well. Detective Greg Felton also offers Cyberbullying presentations as a way to educate students about internet safety and to prevent inappropriate use of social media on school campuses.

We appreciate the opportunity to respond to the Grand Jury and for their review of the multi-agency SMART Program. The dedication of the Jurors is reflecting in the well-being of the agency and the community we serve. We look forward to future reviews.


Christine Zoppi, Director


Amy Lindsey, Deputy Director

cc: Clerk of the Board

Equal opportunity employer/program.
Auxiliary aids and services available upon request to individuals with disabilities

2018—2019 Glenn County Grand Jury Response to the 2017-2018 Grand Jury Report Orland Unified School District

SUMMARY:

Through Education in governance best practices, public meeting laws, personnel, finance and curriculum as well as reviewing the policies and procedures, the Orland School District has made transparent their errors of 2014-2015 to better their decisions of tomorrow.

RECOMMENDATIONS

None

ACTION: Review of previous Findings and Recommendations from the 2014-2015.
No action needed.

ATTACHMENTS:

None

REQUEST FOR RESPONSES

- *None requested*

2018—2019 Glenn County Grand Jury

Response to the 2017-2018 Grand Jury Report

Special Districts

SUMMARY:

Special Districts are districts serving the community they provide a service too, governed by their elected board members, an under the Board of Supervisors who provides oversight and guidance to their operations.

RECOMMENDATIONS

2017-2018 Grand Jury Report, Special Districts (Pages 97—99)

F1: The Grand Jury found that there is a need for a current listing of all Special Districts including the officers and contact information.

RESPONSE TO FINDING

Conceptually, Agree with the finding

R1: LAFCo needs to annually produce a current list of the County's Special Districts including officers and contact information on its website.

RESPONSE TO RECOMMENDATION

Glenn LAFCo has a list of all Glenn County Special Districts on our web site www.glennlafco.com under the Resources tab that includes Special District contact record of consolidations, dissolutions and new special district formation.

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

F2: LAFCo should be the place to go to get information about Special Districts of Glenn County.

RESPONSE TO FINDING

Agree with the finding

R2: LAFCo needs to continue preparing Municipal Service Reviews for the Special Districts of Glenn County, so the residents can be assured of their proper operation

RESPONSE TO RECOMMENDATION

Glenn LAFCo continues to prepare Municipal Service Reviews and Sphere of Influence Reports for the Special Districts of Glenn County so the residents can be assured of their proper operation. All completed MSR/SOI reports are available on our web site www.glennlafco.com under the Resources tab for review.

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

F3: The Grand Jury found that more knowledge and education as to LAFCOs purpose and functions within our county to the services they provide needs to be known to the public.

RESPONSE TO FINDING

Agree with the finding

R3: LAFCo needs to continue to continue to promote and educate the public as to the existence and functions of the Special Districts within the County.

RESPONSE TO RECOMMENDATION

Glenn LAFCo will continue to promote and educate the public as to the existence and functions of Special Districts within the County. We continue to update information with the California Special Districts Association, CALAFCO and our web site www.glennlafco.com

We have added Glenn LAFCo signage to the Memorial Hall lobby and updated the Glenn LAFCo web site to include additional contact information. We have contracted with a LAFCo Consultant to assist in completing additional MSR/SOI reports on Glenn County Special Districts.

ACTION: Completed Will Be Completed Partly Completed Not Completed

ATTACHMENTS:

See attachment #10, letter to the judge for the complete response letter from LAFCo.

REQUEST FOR RESPONSES

- LAFCo—Yes

Attachment #10-Response letter from LAFCo

GLENN LOCAL AGENCY FORMATION COMMISSION

525 West Sycamore Street, Suite B1, Willows, CA 95988

Phone: 530.934.6400, Fax: 530.934.6519

Website www.glennlafco.com

Email: executiveofficer@glennlafco.com

Executive Officer: Adele Foley
(530) 519-1210

Commissioners:

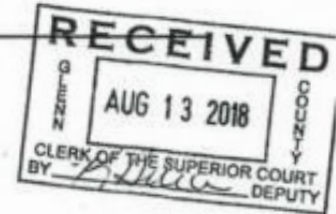
Bruce Roundy, Chair
Keri Warren
Keith Corum
Dwight Foltz, Vice-Chair
Christine A. Stifter

City Commissioner
City Commissioner
County Commissioner
County Commissioner
Public Commissioner

Alternates:

Salina Edwards
Leigh McDaniel
Phil Zabell

City Alternate
County Alternate
Public Alternate



August 13, 2018

The Honorable Donald Cole Byrd
Presiding Judge of the Superior Court, County of Glenn
526 W. Sycamore Street
Willows, CA 95988

Re: 2017-2018 Grand Jury Final Report Findings and Recommendations Response

Thank you very much for the 2017-2018 Grand Jury Report on Glenn LAFCo that we are doing a good job bringing the Special Districts of Glenn County up to date. Pursuant to Penal Code Section 933.05, please accept the following response:

Recommendation R1 - Glenn LAFCo has a list of all Glenn County Special Districts on our web site www.glennlafco.com under the Resources tab that includes Special District contact information and we will continue to update this information annually. Additionally, we will record any consolidations, dissolutions and new special district formations.

Recommendation R2 - Glenn LAFCo continues to prepare Municipal Service Reviews and Sphere of Influence Reports for the Special Districts of Glenn County so the residents can be assured of their proper operation. All completed MSR/SOI Reports are available on our web site www.glennlafco.com under the Resources tab for review.

Recommendation R3 - Glenn LAFCo will continue to promote and educate the public as to the existence and functions of Special Districts within the County. We continue to update information with the California Special District Association, CALAFCO and our web site www.glennlafco.com.

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Attachment #11-Response letter from LAFCo, Page 2

Glenn Local Agency Formation Commission
2017-2018 Glenn County Grand Jury Response

We enjoyed meeting and working with Glenn County Grand Jury Members Jim Wackerman and Sharon O'Dowd on their Grand Jury Special District Report. Wackerman and O'Dowd met with our Executive Officer Adele Foley and worked on revising a LAFCo 101 Information Report. Additionally, Mr. Wackerman attended two Glenn LAFCo meetings and was very helpful in updating the Special District list and directing LAFCo to increase contact information to the public on Glenn County Special Districts.

We have added Glenn LAFCo signage to the Memorial Hall lobby and updated the Glenn LAFCo www.glennlafo.com web site to include additional contact information. We have contracted with a LAFCo Consultant to assist in completing additional MSR/SOI reports on Glenn County Special Districts. We appreciate Mr. Wackerman's input and feedback.

Thanks again for your service.

Sincerely,



Bruce Roundy, Chairman
Glenn County Local Agency Formation Commission

cc: Glenn County Board of Supervisors

2018—2019 Glenn County Grand Jury

Response to the 2017-2018 Grand Jury Report

Orland Water

SUMMARY:

Orland City residents have questioned the increased cost of water over the last couple of years. These increases have affected senior citizens as well as those with low income budgets.

RECOMMENDATIONS

2017-2018 Grand Jury Report, City-County Government – Orland Public Water System (Pages 100—105)

F1: The City of Orland Water Service Orland does not have a variable or standardized discount or grant rate for low income or senior citizen to provide affordable water.

RESPONSE TO FINDING

Agree with the finding

R1: The Grand Jury recommends to investigate and implement an affordable water program to assist lower income and senior citizens in obtaining affordable water.

RESPONSE TO RECOMMENDATIO

The City of Orland acknowledges the recommendation and its associated Finding (F1), and has previously considered this recommendation. We agree that Orland does not offer discount rates for low income or senior customers; we have considered and discovered:

- Lowering the rate for one category of customer would necessarily increase the rates for other categories, creating a forced subsidization situation...
- California law does not allow public entities to offer the same utility service for different customers at different rates unless the general fund absorbs the discount (a burden Orland's general fund cannot bear) or the non-discounted customers consent (vote) to absorb the discount, because subsidizing the discounted customers then becomes in effect a tax on the non-discounted customers.
- Orland's water rates, even after unusually high increases in 2015, '16 and '17, remain among the lowest rates in Northern California...
- Individual customers in Orland can to some extent manage their water bills through conservation in use of water, avoiding per-gallon charges by not exceeding the monthly allotment of water...

ACTION: Completed Will Be Completed Partly Completed Not Completed

F2: The Grand Jury found that the technology between the nine wells are incompatible due to aged software and with common software all nine wells would be online and switching between one another.

RESPONSE TO FINDING

Agree with the finding

R2: While it is in the plans to update the water wells pumping software, the Grand Jury recommends that the Public Works Department and the City Manager place this as top priority to allow all nine-water wells to be online and communicating well to well.

RESPONSE TO RECOMMENDATION

All wells are currently being upgraded with SCADA control technology as part of a 2017 approved, prioritized and funded project. This is a \$365,000 project funded by payments over 15 years from the Water Fund. The new ground-level water storage tank, currently is design phase, will be tied in to the SCADA system.

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

F3: It was found that the City of Orland is researching ways to fund a ground water storage tank using grants, bonds and reserves.

RESPONSE TO FINDING

Agree with the finding

R3: The Grand Jury recommends the Orland Public Water System to continue seeking grants and other funding sources through the state and federal grant systems to engineer and build an earthquake-compliant ground storage tank for water storage that meets the California Water Works Standards.

RESPONSE TO RECOMMENDATION

Orland is not eligible for State water system grants due to its water rates being so low relative the State average. The City is pursuing a 40-year zero-interest loan from the State Department of Water Resources (DWR) standards.

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

F4: The City of Orland has a plethora of information available to the general public on their website and at their office pertaining to water and its uses.

RESPONSE TO FINDING

Agree with the finding

R4: The Grand Jury recommends Orland Public Water Service and Public Works Department research and implement internal and external methods of communication to provide transparency into the use of the reserves gained for the past and current raises to city homeowners.

RESPONSE TO RECOMMENDATION

We agree with the recommendation and its associated finding (F4) especially the Grand Jury comment that “Orland has a plethora of information available on their website...” The City also uses Facebook as a social media tool to inform customers and direct readers to more detailed website content. All rate changes are made in properly noticed, open public meetings where direct public input is welcomed. Customers are directly informed of any rate changes annually along with their water bills. These various avenues are considered “best practices” in local government communication...

ACTION: **Completed** Will Be Completed Partly Completed Not Completed

ATTACHMENTS:

See attachment #11, letter to the judge for the complete response letter from City of Orland

REQUEST FOR RESPONSES

- City of Orland—Orland City Manager – Yes
- Orland Public Works Department – Check for receipt of response


Attachment #11, City of Orland – Orland City Manager

CITY COUNCIL
Charles Gee, Mayor
Bruce T. Roundy, Vice Mayor
Salina Edwards
Dennis G. Hoffman
James Paschall, Sr.

CITY OFFICIALS
Angela Crook
Assistant City Manager/City Clerk
Deysy Guerrero
City Treasurer

CITY OF ORLAND
INCORPORATED 1909

815 Fourth Street
ORLAND, CALIFORNIA 95963
Telephone (530) 865-1600
Fax (530) 865-1632



CITY MANAGER
Peter R. Carr

August 8, 2018

To: Presiding Judge
Superior Court, County of Glenn
526 West Sycamore Street
Willows, CA 95988

Re: Response to Grand Jury (2017-2018 Grand Jury Report)
ORLAND WATER DEPARTMENT

To the Honorable Presiding Judge and Grand Jury:

The City of Orland offers the following in response to the 2017-2018 Grand Jury report:

ORLAND WATER – A SERVICE OF ORLAND PUBLIC WORKS DEPARTMENT (OPW)
Grand Jury Recommendations (report pg 104-105):

R1. Investigate and implement an affordable water program to assist low income and senior citizens in obtaining affordable water.

Response:
The City of Orland acknowledges the recommendation and its associated Finding (F1), and has previously considered this recommendation. We agree that Orland does not offer discount rates for low income or senior customers; we have considered and discovered:

- Lowering the rate for one category of customer would necessarily increase the rate for other categories, creating a forced subsidization situation. This is because the city only charges water rates necessary to provide the water service – covering operating and capital costs – with no excess revenue from which to offer discounts.

Attachment #11, City of Orland – Orland City Manager, Page 2

- California law does not allow public entities to offer the same utility service for different customers at different rates unless the general fund absorbs the discount (a burden Orland's general fund cannot bear) or the non-discounted customers consent (vote) to absorb the discount, because subsidizing the discounted customers then becomes in effect a tax on the non-discounted customers.
- Orland's water rates, even after unusually high increases in 2015, '16 and '17, remain among the lowest rates in Northern California. All water customers in California are having to pay for increased costs of regulatory compliance, drought mitigation, required metering, system technology, and other rising costs of operations and capital replacement. Orland's rates are, relative to other water providers, reasonable and affordable for its customers.
- Individual customers in Orland can to some extent manage their water bills through conservation in use of water, avoiding per-gallon charges by not exceeding the monthly allotment of water. Many/most water providers do not provide customers a base allotment before charging per gallon.

R2. Place updating water wells pumping software as a top priority to allow all wells to be online and communicating well to well.

Response:

We agree with the recommendation and its associated finding (F2).

All wells are currently being upgraded with SCADA control technology as part of a 2017-approved, prioritized and funded project. This is a \$365,000 project funded by payments over 15 years from the Water Fund.

The new ground-level water storage tank, currently in design phase, will be tied in to the SCADA system.

R3. Continue seeking grants to build an earthquake-compliant ground storage tank for water that meets California Water Works Standards.

Response:

We agree with the recommendation and its associated finding (F3).

Orland is not eligible for State water system grants due to its water rates being so low relative the State average. The City is pursuing a 40-year zero-interest loan from the State Revolving Fund. The tank will be compliant with Drinking Water Division of California Department of Water Resources (DWR) standards.

Attachment #11, City of Orland – Orland City Manager, Page 3

R4. Research and implement internal and external methods of communication to provide transparency into the use of the reserves gained from the past and current raises to city homeowners.


Response:

We agree with the recommendation and its associated finding (F4), especially the Grand Jury comment that "Orland has a plethora of information available on their website..." The City also uses Facebook as a social media tool to inform customers and direct readers to more detailed website content. All rate changes are made in properly noticed, open public meetings where direct public input is welcomed. Customers are directly informed of any rate changes annually along with their water bills. These various avenues are considered "best practices" in local government communication.

When the three-year rate adjustment was considered in 2015, customers received a one-page explanation of the cost of projects needed to maintain the water system. The City will publish an update in similar format to customers this fiscal year.

We appreciate and agree with the Grand Jury's commendation that Orland's water service employees are "open, informative and dedicated to their mission."

For the Orland City Council:



Charlie Gee, Mayor

For the City of Orland:



Peter R. Carr, City Manager

For the City of Orland Public Works Department:



Ed Vonasek, Director

2018—2019 Glenn County Grand Jury

Response to the 2017-2018 Grand Jury Report

Glenn County Senior Centers and Senior Nutrition Program

SUMMARY:

The Grand Jury wanted to know more about the operations and management of the Senior Center and Nutrition Program.

RECOMMENDATIONS

2017-2018 Grand Jury Report, Glenn County Senior Centers and Senior Nutrition Program (Pages 100—105)

F1: The Grand Jury found fresh hot meals are not prepared at the Willow Senior Center but are transported from Orland

RESPONSE TO FINDING

Agrees to Finding

R1: Whereas, it is fiscally unfeasible at present to prepare fresh meals at both Senior Centers, the Glenn County Grand Jury recommend the Glenn County Office of Education to develop an innovative program such as the previously mentioned, vocational education restaurant program, to further improve upon the senior nutrition program.

RESPONSE TO RECOMMENDATION

Response not provided

Response Letter from Office of Superintendent states; *“The Glenn County Office of Education agrees with the response and continues to examine and consider the recommendation of the Grand Jury.”* **This response does not meet the response requirement.**

ACTION: **Response does not meet Recommendation response requirement.**

F2: It was found that vendors, stores and farmers do not, at present, leave donated items for seniors at the Willows Senior Center. They instead leave donations at the county’s food bank in Willows.

RESPONSE TO FINDING

Agrees to the Recommendation

R2: It is recommended that the Willows Senior Center contact the food-bank for extra fresh produce to provide food assistance to local seniors.

RESPONSE TO RECOMMENDATION

Response Letter from Office of Superintendent states; *“The Glenn County Office of Education agrees with the response and continues to examine and consider the recommendation of the Grand Jury.”*

This response does not meet the response requirement.

ACTION: **Response does not meet Recommendation response requirement.**

F3: The Grand Jury found that financials on the Senior Center Nutrition program were not provided to the Public.

RESPONSE TO FINDING

Does not agree with the finding

R3: It is recommended that the Glenn County Office of Education Senior Nutrition Director publish annually the Senior Nutrition income and expense statements showing individual entities to their website, local newspapers, and posted at the Willows and Orland Senior Centers.

RESPONSE TO RECOMMENDATION

While the Glenn County Office of Education does not agree with the assertion that Senior Center Nutrition Program financials are not provided to the public, the Glenn County Office of Education does agree the recommendation of the Grand Jury is an appropriate program improvement suggestion and will be implemented in the 3018-2019 fiscal year.

ACTION: Completed Will Be Completed Partly Completed Not Completed

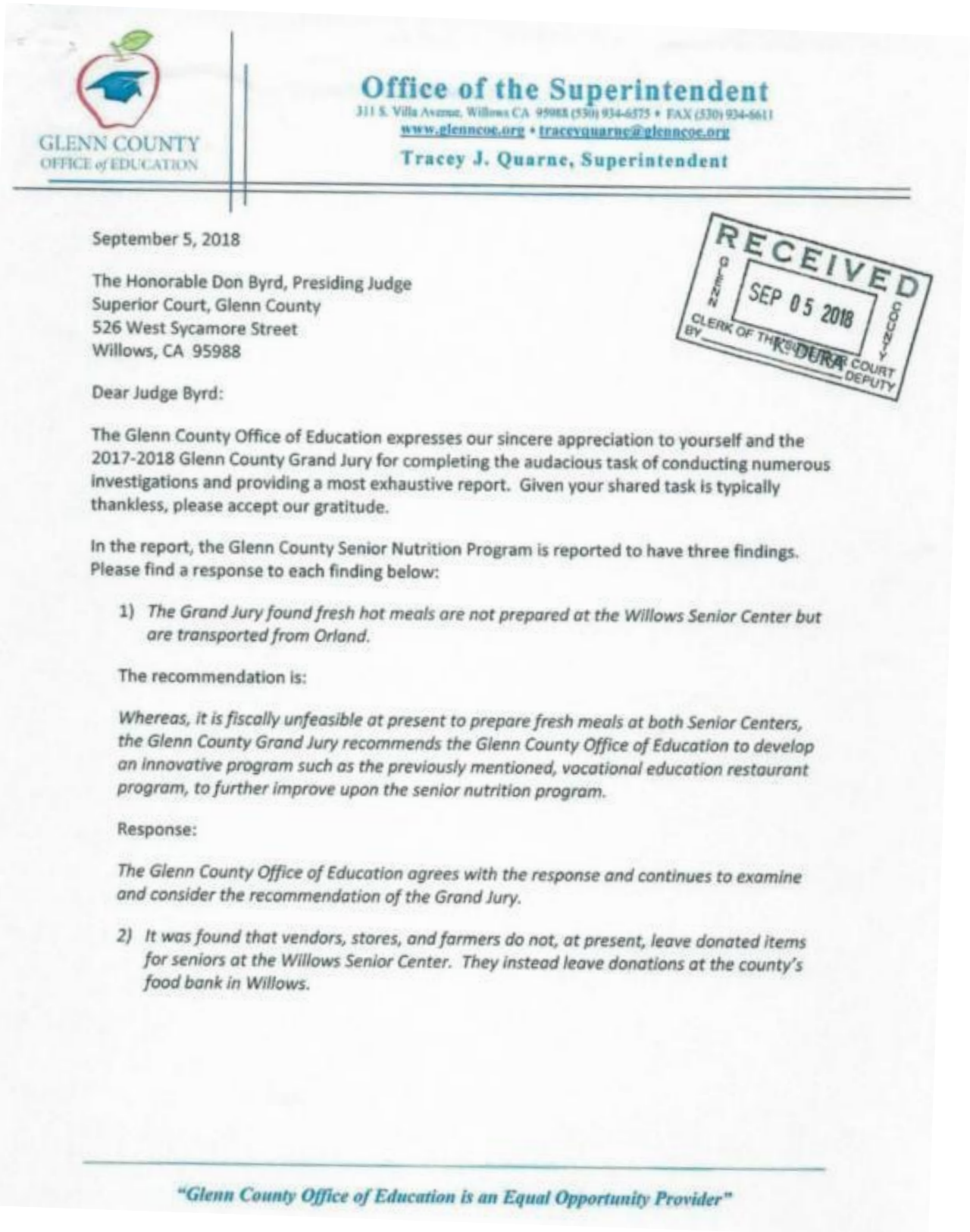
ATTACHMENTS:

See attachment #12, letter to the judge for the complete response letter from the Office of Superintendent

REQUEST FOR RESPONSES

- Glenn County Office of Education, Senior Nutrition Program Director – No
- Glenn County Office of Education, Superintendent-Yes

Attachment #12, Senior Nutrition Program – , Page 1



Attachment #12, Senior Nutrition Program, Page 2

Grand Jury Report
2017/2018
p. 2

The recommendation is:

It is recommended that the Willows Senior Center contact the food-bank for extra fresh produce to provide food assistance to local seniors

Response:

The Glenn County Office of Education agrees with the recommendation.

3) *The Grand Jury found that financials on the Senior Center Nutrition were not provided to the public.*

The recommendation is:

It is recommended that the Glenn County Office of Education Senior Nutrition Director publish annually the Senior Nutrition income and expense statements showing individual entities to their website, local newspapers, and posted at the Willows and Orland Senior Centers.

Response:

While the Glenn County Office of Education does not agree with the assertion that Senior Center Nutrition Program financials are not provided to the public, the Glenn County Office of Education does agree the recommendation of the Grand Jury is an appropriate program improvement suggestion and will be implemented in the 2018-2019 fiscal year.

The Glenn County Office of Education appreciates the energies of the Grand Jury and the contribution such efforts make to improving our collective quality of life in Glenn County.

With appreciation and best wishes, we are,

Sincerely yours,



Tracey J Quarne, Superintendent
Glenn County Office of Education



**“Every moment
is an organizing opportunity,
every person a potential activist,
every minute
a chance to change the world.”
– Dolores Huerta**





2018 — 2019

Glenn County

Grand Jury Reports

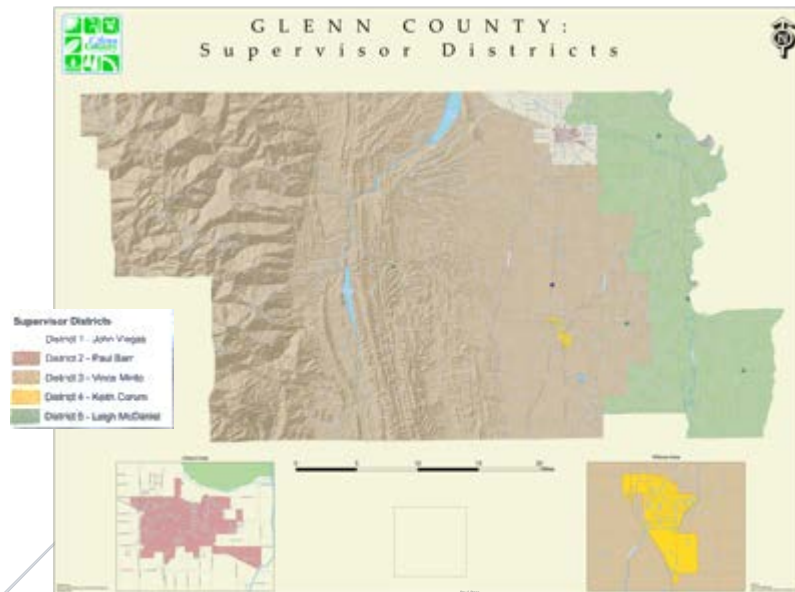




2018-2019
Grand Jury Report

Board of Supervisors

A 2018-2019 Grand Jury Report



Abstract:

Once elected and take the oath of office as a Supervisor, they find that they are now the policy makers, liaison to departments and committees, monitors of the budget and finance, protectors of the County citizens lifestyles and provide services that are directed from the State of California as well as be a visionary to the future of the County's citizenry.

The running of the county is a daunting job. The Board spend many hours reading meeting information, attending ad hoc and committee meetings.



An interview with the Board

of Supervisors

SUMMARY:

The Board of Supervisors must know the happenings of the County. While each were asked the same questions, the information provided showed that each Supervisor has a vast knowledge of some areas more so than the in others. Those with years of experience discussed the issues with the Grand Jury while acknowledging that they were not familiar in others. The Grand Jury was impressed with the newly elected Supervisor and his current wealth of information gained in such a short time.

PURPOSE:

1. *To understand the running and operation of the County of Glenn.*
2. *To better understand the responsibilities and obligations of each of the Board of Supervisors to the County of Glenn.*

GLOSSARY:

GCFB — Glenn County Fair Board
LAFCo — Local Agency Formation Council
CSAC - California State Association of Counties
GSRMA - Golden State Risk Management Authority
RCRC - Rural County Representative of California

EXPERIENCE:

Each of the Board of Supervisors have experiences that are called upon to make decisions in the running of the County. While several Supervisors have built up more experience than others, they all provide a uniqueness to their constituency. The following is a listing of each of the Boards experiences and current involvements:

District 1-John Viegas: Supervisor Viegas has been a Glenn County Board of Supervisor since 2009. Coming to Glenn County in 1995 to serve as the Orland Chief of Police, he is now retired with 27 years in law enforcement. He attended University of San Francisco and holds a B.S. in Organizational Behavior and Management. He attended Cuesta College San Luis Obispo with an

A.A. degree in Liberal Studies in Administration of Justice. He has certificates in the Peace Officers Standards and Training Supervisory, Management, and Executive.



Viegas' experience in Public Safety include Chief of Police City of Orland, Commander at Angels Police Department, Sergeant at Grover City Police Department, Patrol Officer and Investigator at San Luis Obispo, and Guadalupe Police Departments. Viegas was one of the first instructors for the Glenn County Office of Education ROP program, Administration of Justice. He was the instructor of Administration of Justice at the Police Academy at Hancock College.

In the Past, Viegas has been involved with the Glenn County Fair as a member of the Board of Directors and is a Past President. He was a member of the Kiwanis Club in Orland, a member of the Glenn County SARB, Past Captain of the Glenn County Sheriff's Posse, Glenn County Juvenile Justice Commission, Commissioner, California Police Chiefs Association Board of Directors, California Police Chiefs Association, Political Action Committee, and Region 2 Representative to the California Police Chiefs Association.

As for his current duties in public service, he is on the Glenn County Transportation Commission and Transit Committee, Audit Committee, LAFCo, the Northern Sacramento Valley Integrated Regional Water Management Planning Group, Williamson Act Advisory Committee, and Court Appointed Special Advocates Advisory Council.

Viegas serves as a director in the California State Association of Counties, the Regional Council of Rural Counties, a Board of Director to Glenn County Sheriff's Posse, Vice Chairman Board of Director to the Golden State Risk Management Authority, RCRC, Waste Management Regional Agency Governing Board and serves on the Butte-Glenn Community College Advisory Committee. Currently serving as the Chairman of the Glenn County Board of Supervisors.

District 2-Paul Barr: Supervisor Barr is the newest Supervisor to be elected last November and sworn into office January of 2019. He has serves on the Butte-Glenn Community College Advisory Committee, Children's Interagency Coordinating Council, County Facilities Planning Committee, First 5 Glenn County, Glenn County Juvenile Justice Coordinating Council, Library Advisory Committee, Local Transportation Commission, Mental Health, Alcohol and Drug Advisory Board, Regional Transit Committee, Glenn County Resource Conservation District, Solid Waste Independent Hearing Panel and Glenn County Waste Management Regional Agency Governing Board.



Barr has always been interested in local governments and people from around the county approached him to run for a Supervisors position. He felt that his experience as an Orland City Council member provided him with the ability to understand how local governments operate. He was involved in hiring people into important positions to serve the City of Orland. Barr felt that his involvement into appointing the County Council was important position as well as hiring the County Administrative Officer (CAO). The County is now running under a full General Plan which has not happened since 1997.

Barr attended the (CSAT) County Supervisors Association Training which consists of three trainings with a graduation in July 2019. There are workshops available for him throughout the year. He will choose which ones he feels will best benefit him as he progresses to learn the required laws, policies and duties placed upon him as a Board of Supervisor.

District 3-Vince Minto: Supervisor Minto has the largest land mass to his district while it contains one of the smallest in population per acre. During the interview, he did not reveal any information about his education.



Minto was first appointed to the Glenn County Board of Supervisors by Governor Brown in 2014 and plans to retire from the Board in 2020. He served as the Assistant Assessor from 1979 to 1989 when he became the Glenn County Assessor. Minto served as Clerk Recorder of the Board and was in charge of the 2000 Census as well serving on the Planning Department until 2004. In 2008 he resigned from all of the above commitments to focus on being on the Board of Supervisor representing District 3. He is currently on the Glenn County Budget and Finance Committee. Other committees include Colusa Basin Drainage District,

Community Action Partnership, Community Development Block Grant Loan Committee, Emergency Medical Care Council, Fish, Game and Recreation Commission, Housing & Community Development, and Sacramento Valley Emergency Medical Services Agency.

District 4-Keith Corum: As District 4 representative to his constituents, Corum has lived in Glenn County since 1973. He is in his second term as a Glenn County Board of Supervisors. Corum's educational background consists of a Master of Arts, Pacific Christian College (now Hope International University), and a Bachelor of Arts from San Jose Bible College (now William Jessup University).



Corum is currently sitting as a Board Member to the Citizens for Senior Housing, Passages Board Area 3 Agency on Aging, Glenn County In-Home Supportive Services Advisory Committee Planning & Service Area 3, California State Association of Counties - Health & Human Services (CSAC), Economic Development Committee, Community Action Partnership, Community Development Block Grant Re-Use Committee, Local Transportation Commission, LAFCo, One Stop

Shop Steering Committee, Budget and Finance Committee, County Facilities Planning Committee, Housing and Community Development Committee, Library Advisory Committee, and alternate to the Regional Transit Committee. Some of his past experiences include being the Senior Pastor to Northridge Christian Church and Willows Christian Church. He also worked as a Physical Therapy Technician at Willows Physical Therapy and worked in various positions at Johns Manville.

Corum's past public service includes being a Service Extension Representative to The Salvation Army, Commissioner to Glenn County Planning Commission, Member to the Willows Ministerial Association, Treasurer to the Willows Emergency Relief Fund (WERF), Chairman to the Willows City Council and the City of Willows.

District 5-Leigh McDaniel: Supervisor McDaniel has served as a Board of Supervisors for three terms that equates to 10 years and 3 months. McDaniel educational background consists of a Bachelor of Science in Mechanical Engineering from U.C. Berkeley and serves the U.C. Davis / R. C. Extension in Viticulture (cultivation of grape vines) and Enology (the study of wines).



McDaniel has been a farmer since 1972 in Orland farming wine grapes, almonds, alfalfa and hay. He also worked as a Senior Engineer in the Aerojet Space Boosters & Solid Rocket Companies located in Sacramento.

Currently, McDaniel serves on the Airport Advisory Committee, Airport Land Use Commission, Audit Committee, California State Association of Counties - Agriculture & Natural Resources, Colusa Basin Drainage District, GSRMA, Historical Records Commission,

Land Leveling and Grading Committee, LAFCo, Northern Sacramento Valley Integrated Regional Water Management Planning Group, One Stop Shop Steering Committee, Regional Council of Rural Counties - Alternate Delegate, Sacramento Valley Basinwide Air Pollution Control Council

His past experience includes serving 2 terms as an Orland Unified School District Governing Board, Director to the Glenn County Farm Bureau and as a Glenn County 4-H - Project Leader.

BACKGROUND:

As a Board of Supervisor, each has their own responsibilities in serving their District. Each have a different perspective upon entering the position as a Board member. Their responsibilities are to serve on inter-district, ad hoc and special district committees. Once they are elected and take the oath they find that they are now the policy makers, liaison to departments and committees, monitors of the budget and finance, protectors of the County citizens lifestyles and provide services that are directed from the State of California as well as be a visionary to the future direction of the County.

METHODOLOGY

An interview was held with each of the Board of Supervisors. Four Supervisors were interviewed on one day with the fifth being interviewed the following day. Each of the Supervisors were asked the same questions to better understand their perspective and knowledge of their elected position.

DISCUSSION:

Once elected to the Board of Supervisors, the newly elected Supervisor will be required to attend the new supervisor's training, CSAT, that are held in various places across California. There are three different sessions to this training throughout the newly elected Supervisor's first year. After that there are annual trainings that are not mandatory to the new electee.

The current Board is putting together a Glenn County Board of Supervisor's manual to assist newly electees to the Board. They believe that by having a manual it will help the newly elected learn the responsibilities of the position as well as guide them as they learn the position. Its completion goal is set before the 2020 elections.

Each of the Board of Supervisors had their own ideas of the pro's and cons to having longevity as a Board of Supervisor. While the discussion took place around the importance of longevity each Supervisor reported that each year served is more knowledge gained. Several of the supervisors stated that they felt that it was important as it took approximately three years to really understand their position.

2018-2019 Goals of the Board:

- Budget that is financially sound
- Hire a County Administrative Officer
- Completion of the One-Stop-Shop
- Separate Planning and Public Departments
- A 15 year contract was made with cities of Willows and Orland for tax sharing

Future Goals:

- Improvements to Internet connection throughout the city and county
- Completing the Strategic Plan
- Improvement to the Marketing Plan
- More diversity in land use
- Completion of the Board of Supervisors Procedures Manual

Pros stated by the Board of Supervisors:

- Knowing what is going on in the County
- Gives time to learn the dynamics and the “hallways” of the State Capital
- Knowing the routines that occur each year, i.e, the budget process, the special departmental meetings

Cons identified by the Supervisors are:

- The long hours
- Lots of reading of reports, policies and meeting transmittals
- The extra Ad Hoc committees, Agency meetings, and keeping aware of what the State is doing
- Travel time requirements

Strengths of the County:

- The population of 28 (+/-) thousand
- The people who live and work in the County
- More diversity in land use
- The Spirit of Cooperation between the Counties and Cities
- New industry and growth in the Bee industry throughout the County — Bee Capital of the World
- The ability to collaborate with others in and out of County government
- Orland was recently stated in the news as the fastest growing city in the State

Identifying areas of needed growth of the County:

- Single Family Housing
- Economic development
- Agriculture growth, commercial growth on the I-5/State Highway 32 corridor
- The General plan for updated economic growth
- Elk Creek Water District

- Business Growth
- The County road conditions

Planning for the Board of Supervisors Meeting:

The Chairman of the Board and the Clerk of the Board make up the agendas. Information comes from the Head of Department in the form of a report one week before the business meeting at 5pm on Tuesday. On Wednesday the information is put together by the Clerk of the Board. Thursday morning the Agenda Review Team reviews the submitted agenda items. Should there not be enough information on an agenda request, it is sent back to the requesting department. After review, the information is given to the Clerk of the Board, the agenda is then created by the Clerk of the Board and the Board Chairman. Upon completion of the agenda it is forwarded to all Board members and posted no later than Friday before the Tuesday's meeting. This schedule to create the agenda, approving and dispersing the agenda to the Board members provides the board minimal time to review the supporting documents before the Tuesday morning meeting.

Budget:

Each of the Board of Supervisors were proud to state that the budget is in the "Black" for the first time in years with \$750 thousand in reserves. At the time of the Grand Jury's interview, all Department Heads were working on their 2019-2020 budgets. Their information needs to be submitted to the budget committee by July 1 and the budget is proposed to be finished by October 1, 2019. Some information is taken from the departments previous year's budget. Most departments put in their "wish list" and will be adjusted during the budget process.

Once the Budget Finance Committee approves the budget it is presented to the Board of Supervisors for their final approval.

CalPERS:

The payment to the Unfunded Liability directed from CalPERS has been know to the Board of Supervisors for many of years. One Supervisor stated that he began to ask questions in 2009 when the Stock Market crashed in 2008. Due to the crash, the expected revenue and management of investments by CalPERS did not materialized sufficient funds which created the Unfunded Liability. Until the last couple of years, the full Board of Supervisors were not aware of the financial costs to the County. The Finance Department handled the CalPERS payments internally not reporting to the Board of their payments. It is unidentifiable in the budget as to where the payments to CalPERS are listed.

The County received notice in 2014 that they were put on a five-year notice to pay the Unfunded Liability in yearly installments. The five-year payback to CalPERS was approximately \$17.7 million with last years obligation being \$3,718,903. The County reported that they are up-to date in their payments to CalPERS.

It was reported that the County will be able to keep up with the CalPERS Unfunded Liability as the costs are starting to recede. The Board reported that the new CAO will be the Financial Officer and will have oversight of all departments.

Roads:

As reported in an February Board meeting, the Roads Department is performing a trial road fix, "Unpave", that consists of stripping away the existing pavement, grinding it in to particles and

relaying it on the the original road foundation. The road will then be topped with a a double chip sealant. The initial cost per mile to grind, shape, compact, and apply double chip seal was stated to be \$110,700 per mile. These roads will need further attention in the third year as a fog seal will need to be applied at a cost of \$9,100 per mile.

The Supervisors reported that there are 865 miles of roads in Glenn County that need some form of attention and some are worse than others. It was stated that repairs to County roads are identified based on written complaints and those with the greatest volume of activity.

One Stop Shop:

The One-Stop-Shop (Planning Department, Building Department, Environment Health, with the Ag Department being housed across the street) is still in progress. It is proposed for the One-Stop-Shop to be a virtually interactive site hosted on the Glenn County website.

County Regulations:

All County Regulations will be reviewed by the County Counsel, Planning Department and CAO. Updates will be made and enforcement of regulations will be required by additional personnel. Currently the County does not have an enforcement officer to ensure all regulations are followed.

SB10:

SB10 is a change in California's pretrial release system from a money-based system to a risk-based release and detention system. This law assumes that a person will be released on his or her own recognizance or supervised with the least restrictive non-monetary condition or combination of conditions that will reasonably assure public safety and the defendant's return to court. The new rules are scheduled to go into effect on October 1, 2019.

Four of the five Supervisors stated they were not aware of SB10 or how SB10 would affect the County's budget or Public Safety. Of the one that knew about the interworking of SB10, stated that he did not know what would be the ramifications to Glenn County's budget, since SB10 will mainly fall upon the Probation Department, the District Attorney and the jail.

SB10 currently is in litigation throughout the State and many not come to fruition.

Disaster Plan:

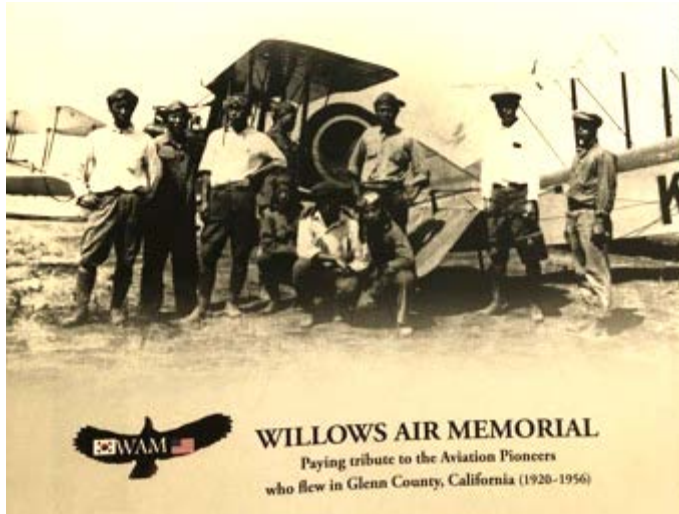
When asked about the disaster plan for the County, most Supervisors referred us to the Emergency Operations Center which is housed at the Glenn County Sheriff's office.

Evacuation areas in Glenn County are located at the Glenn County Fairgrounds and Memorial Hall in Orland. In Willows the Memorial Hall and the high school with the use of the showers, if needed.

Korean Airforce Museum:

The County was approached by the Willows Air Memorial committee to create a museum in Glenn County. The Republic of Korea Provisional Government in Shanghai established the Korean Aviation School in July 1920 in Willows to train combat pilots to fight against the Japanese Imperial forces. The school was the only anti-Japanese air independence war facility of its kind. The Korean committee began their quest to push forward with projects to create memorial

monuments, an air museum and a memorial park to commemorate the rich Korean-American aviation history.



The picture above was taken from a pamphlet provided to the Grand Jury titled "Remember Willows!". It reports the plans to build the museum and those that have helped the Koreans through providing valuable resources to its creation museum.

The location of the museum will be on a 20 acre site adjacent to the I-5 freeway. The old Quint School house will be used as their headquarters for the aviation school museum. There are plans to install historical bust statues of the Korean generals, patriots, and pilots. Willows flight trainers were Floyd Nolta, who instructed the Air Tanker Squadron pilots; Jimmy Doolittle Raiders and Frank Bryant instructed the Korean pilots to fly the Standard J-1, B-25, and the F51D Mustang used during the Korean War. The plans are to bring in other airplanes used in the trainings.

The groundbreaking event for the Korean Airforce Museum will take place in later 2019, which is the centennial year of the birth of the Korean Provisional Government in Shanghai.

FINDINGS AND RECOMMENDATIONS:

Findings	Recommendations
<p>F1: The Grand Jury found that the current time schedule in putting out the agenda to the board creates a hardship on the Board members which makes it necessary for them to use weekends to review the information leading to the Tuesday's meeting.</p> <p>F2: It was found that all Board members were not aware of large expenditures that were made by the Finance Department.</p>	<p>R1: The Grand Jury recommends the Clerk of the Board reevaluate the time schedule of the agenda allowing the Board of Supervisors an additional day to review the supporting material.</p> <p>R2: The Grand Jury recommends that all large expenditures are put on the consent calendar for approval by the full Board.</p>

COMMENDATION

The Grand Jury appreciates the Board of Supervisors for taking the time from their busy schedules to accommodate the Jury members during the scheduled interviews.

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05 the Glenn County Grand Jury requests a thorough and complete response statements from:

From the elected officials or heads of departments

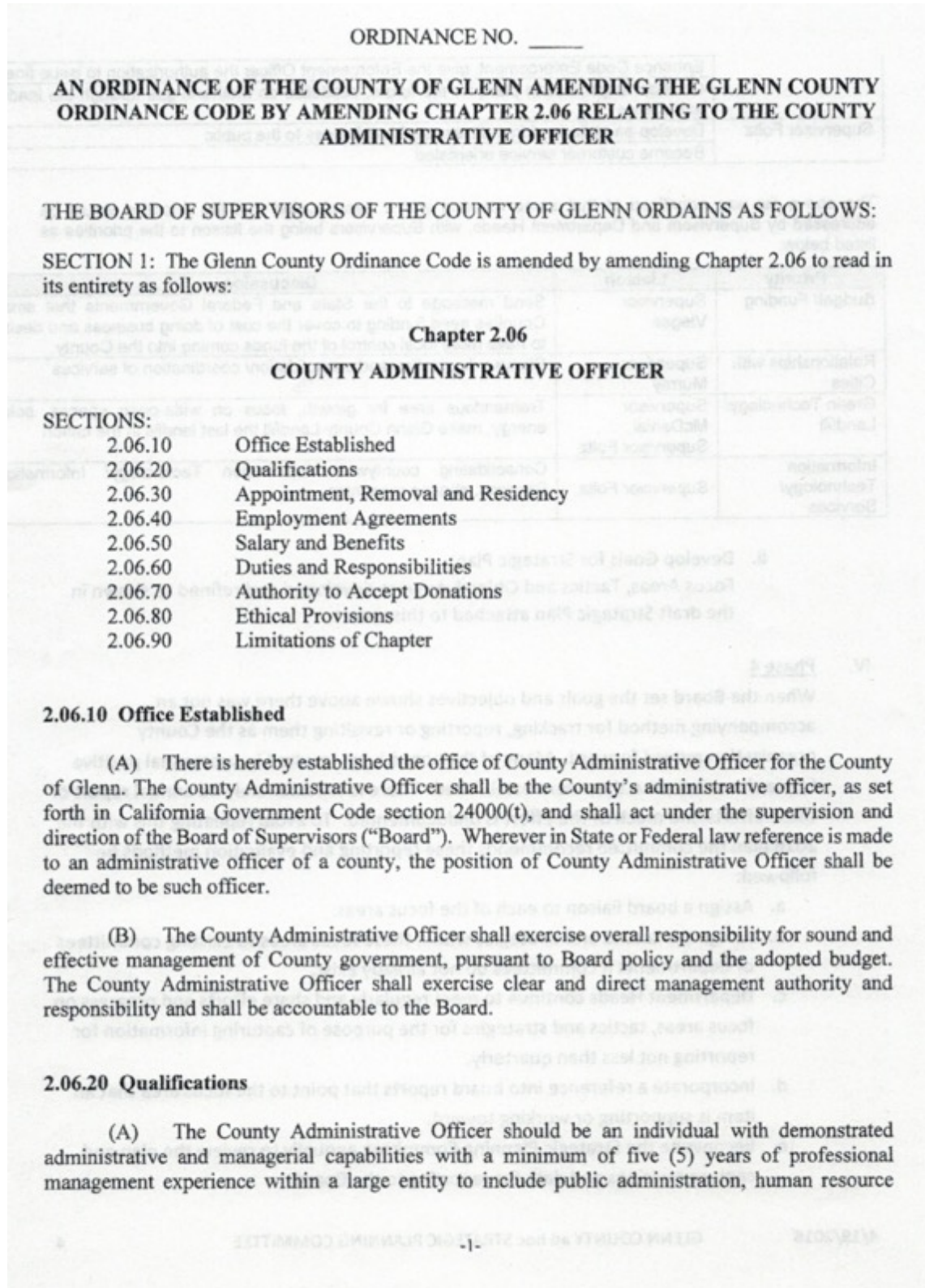
Clerk of the Board

From the following governing bodies

Board of Supervisors

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Attachment: — Page 1: Ordinance of the County of Glenn, Amending the Glenn County Ordinance Code by Amending Chapter 2.06 relating to the **County Administrative Officer**



Attachment: — Page 2: Ordinance of the County of Glenn, Amending the Glenn County Ordinance Code by Amending Chapter 2.06 relating to the **County Administrative Officer**

management and fiscal management or graduation from an accredited four-year college or university with a Bachelor's degree in business administration, public administration, or a closely related field. The individual should possess extensive knowledge of:

- (1) Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures.
- (2) Principles, practices and techniques of public administration and county government financial administration including budgeting, personnel administration, purchasing, property control, administrative analysis and the provision of central administrative services.
- (3) Advanced research techniques, methods and procedures.
- (4) Administrative principles involved in developing, directing and supervising various countywide programs, activities and operations.
- (5) Modern office practices, methods and computer equipment.
- (6) Principles and practices of organization, administration and personnel management.
- (7) Computer applications related to the work.
- (8) Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.
- (9) The methods, principles and practices of the public administration, including functions and structure of County government and controlling legislation.
- (10) Administrative principles and practices involved in developing, directing and providing oversight to various programs and departments within the County.
- (11) Government budget preparation and administration.
- (12) Principles and practices of leadership, motivation, team building, staff development and conflict resolution.
- (13) Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- (14) Principles and practices of governmental budgeting, administration and fiscal control.
- (15) Principles of supervision, training and performance evaluation.
- (16) Local governmental function and structure, including fiscal infrastructures.

Attachment: — Page 3: Ordinance of the County of Glenn, Amending the Glenn County Ordinance Code by Amending Chapter 2.06 relating to the **County Administrative Officer**

(17) Policy and procedure development and implementation related to countywide programs, activities, and operations.

(18) Principles and practices of public administration including general administration, human resource management, and fiscal management as applied to the overall management of a local governmental entity.

(B) The individual should have the ability to:

(1) Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations.

(2) Properly interpret and make decisions in accordance with laws, regulations, and policies.

(3) Use independent judgment and discretion in supervising various programs of the County.

(4) Plan and develop daily, short and long-term goals related to County purposes.

(5) Assist, motivate, and provide supervision and/or leadership to a diverse staff.

(6) Plan and coordinate the most effective use of personnel, facilities and resources to achieve County goals.

(7) Work under highly stressful conditions relating to meeting deadlines, public pressures and scrutiny, internal problems, etc.

(8) Compile, organize, and utilize various financial information necessary in the preparation and administration of County and departmental budgets. Make accurate arithmetic, financial and statistical computations.

(9) Effectively prepare and control various County budgets.

(10) Assemble and analyze information and prepare written reports in a clear, concise manner.

(11) Maintain effective working relationships with those contacted on the job.

(12) Use computers for data or word processing with sufficient speed and accuracy to perform assigned work.

(13) Perform related mathematical calculations quickly and accurately.

(14) Communicate clearly and concisely, both orally and in writing and in a public forum.

Attachment: — Page 4: Ordinance of the County of Glenn, Amending the Glenn County Ordinance Code by Amending Chapter 2.06 relating to the **County Administrative Officer**

(C) The individual should have demonstrated skills in coordinating the activities of administrative officials while encouraging their development and administrative ability.

(D) Notwithstanding the foregoing, the Board reserves the right to waive any of these requirements if it finds that doing so is in the best interests of the County.

2.06.30 Appointment, Removal and Residency

(A) The County Administrative Officer shall be appointed and serve at the pleasure of the Board and may be removed from office by a majority vote of the Board except that the County Administrative Officer shall not be removed during the first one hundred and twenty (120) days following any change in membership of the Board unless done so by a four-fifths (4/5) vote of the Board.

(B) Upon vacancy, the Board shall appoint an Interim County Administrative Officer to assume the duties of the office until such time as a successor is appointed by a majority vote of the Board.

(C) Unless waived by the Board of Supervisors, the County Administrative Officer shall maintain a residence within the County during his or her tenure in office, but he or she need not be a resident of the County at the time of appointment.

2.06.40 Employment Agreements

The Board may, at its discretion, enter into a written employment agreement with the County Administrative Officer under such terms and conditions as agreed to between the parties including, but not limited to, compensation, benefits, and removal from office. If the Board elects to enter into such an agreement, it shall not be bound by the provisions of sections 2.06.30 or 2.06.50.

2.06.50 Salary and Benefits

The salary and other compensation of the County Administrative Officer shall be established by the Board and shall be paid by the Director of Finance in the same manner as the salaries and benefits of other County employees are paid. Unless otherwise provided by agreement, the County Administrative Officer shall receive the same benefits provided to Department Heads as set forth in Chapter 10 of The Book of Administrative Policies and Procedures.

2.06.60 Duties and Responsibilities

(A) The County Administrative Officer is accountable for the effective administration and management of all governmental affairs of the County which may legally be placed in the charge and control of the County Administrative Officer. Nothing in this Chapter shall preclude or impinge the authority of a majority of the Board from giving direction to the County Administrative Officer

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in public session. The County Administrative Officer shall have such other powers and duties as the Board may assign hereafter by motion, resolution, or ordinance.

(B) The primary duties and responsibilities of the County Administrative Officer shall be to implement the directives of the Board; plan, organize, control and direct the overall operation of the County; set the agenda for each regular and special meeting of the Board and each of the Board Committees; prepare, present and monitor the County budget; promote County activities and affairs with government and private entities, community organizations, industry and the general public; and, serve on various committees and agencies. The County Administrative Officer shall have the authority to require and receive any and all information from any County department that the County Administrative Officer may deem necessary to fulfill the above-enumerated duties and responsibilities.

(C) Further duties and responsibilities of the County Administrative Officer shall include, but shall not be limited to, the following:

(1) Policy:

(a) The County Administrative Officer shall develop and recommend policy and policy alternatives to the Board for consideration. It shall be the role of the County Administrative Officer to advise the Board in the development of policy matters through the analysis, development, and presentation of policy alternatives, including the anticipated consequences of such alternatives and the cost-benefit analysis of such alternatives. The County Administrative Officer, or his/her designee, shall attend all meetings of the Board and advise on matters of policy and administration.

(b) The County Administrative Officer shall implement the policies adopted by the Board; promulgate rules and regulations necessary to implement those policies; and, shall ensure such policies, rules and regulations are properly distributed and explained to all affected personnel.

(c) The County Administrative Officer shall supervise and direct the preparation and maintenance of the policies and procedures of the Board regarding the administrative affairs of the County, including the procedure for review of departmental matters by the County Administrative Officer prior to the submission of such matters to the Board. The County Administrative Officer shall utilize Administrative orders as appropriate to provide administrative direction to departments.

(2) Departmental Duties and Responsibilities. To the extent permitted by law, the County Administrative Officer shall:

(a) Be authorized to assign or delegate the administration of duties to any County Administrative Officer designee within the office of the County Administrative Officer.

(b) Receive projects that the Board has directed to the County Administrative Officer for action and refer those projects to the appropriate departments.

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(c) Monitor and report to the Board regarding the performance of County departments.

(d) Evaluate all proposed departmental programs and recommend those to the Board the County Administrative Officer believes should be approved or modified and periodically evaluate existing departmental programs and recommend changes to the Board where they are indicated.

(e) Evaluate departmental organization on a continuous basis, subject to the limitations of State law or the directives of the Board; initiate changes in directives of the Board; initiate changes in inter-departmental organization, structure, duties or responsibilities when warranted, including authorizing the transfer of equipment between departments; assign office space to County departments in County facilities; authorize budgeted out-of-state travel and in-county business expenses in accordance with rules and regulations based upon policies approved by the Board; and, recommend to the Board the transfer of positions between departments and the consolidation or combining of County offices, departments, positions, or units.

(f) Periodically review permanent and limited-term personnel positions to assure that the positions are required and that funds are available; authorize the use of limited term positions; and, authorize and control the use of public service employees.

(g) Participate in the annual performance review of all appointed department heads and recommend increases or decreases in compensation in accordance with demonstrated performance and confer with department heads as necessary to discuss performance in meeting goals and objectives.

(h) Assist department heads in resolving issues that inhibit efficient operation within a department or that create friction between departments when necessary.

(i) Chair the County Management Team, provide management training, and develop leadership qualities among department heads to build a County Management Team that has the ability to plan for and meet future challenges.

(j) Be responsible for working with elected County officials to ensure management accountability for the resources allocated to them by the Board.

(4) Authority to Approve Emergency Transactions. The Board does hereby delegate to the County Administrative Officer the power to enter into and execute contracts as authorized by Public Contracts Code Section 20132 during emergencies. Emergencies shall mean situations requiring immediate action by the County where delaying action until the Board meets would endanger public peace, health, or safety. The County Administrative Officer shall also have the authority to approve emergency purchases and emergency travel requests, and shall immediately report all such approvals to the Board in writing.

(5) Management of the County's Administrative Office. The County Administrative Officer, through the Administrative Office, shall coordinate the activities of all County departments, prepare recommendations to the Board and execute Board directives as they

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relate to departmental operations. The County Administrative Office personnel, under direction of the County Administrative Officer, shall also provide support, advice and assistance to all County departments. The County Administrative Officer shall resolve conflicts and serve as a coordinator, mediator or other role(s) as determined appropriate by the Board in managing the needs of each County department and County government overall.

(6) Staff to the Board. The County Administrative Officer and County Administrative Office personnel shall provide staff support to the Board.

(a) The County Administrative Officer, under the direction of the Board, shall represent the Board and the County generally in public relations at the local, regional, state and federal level.

(b) As staff to the Board, the County Administrative Officer is authorized to coordinate and facilitate the public meeting agenda process of the Board. The County Administrative Officer shall ensure that all Board agenda requests are complete and that all relevant information is available for effective decision making. The County Administrative Officer shall have the authority to request and receive justification of each agenda item from a department head as the County Administrative Officer deems appropriate to effectively and efficiently conduct County business. The County Administrative Officer is authorized to set the agenda for each regular and special meeting of the Board, including all Board Committee meetings.

(7) County Budget.

(a) As County Budget Officer, the County Administrative Officer shall supervise and direct the preparation of the annual County budget for all funds. In the performance of this duty, the County Administrative Officer shall review and evaluate all departmental operating and capital requests and all items in the recommended budget including proposed appropriations, revenues, and reserves. The County Administrative Officer shall submit the recommended budget to the Board together with a written report and recommendations which shall be based on Board policy direction, revenue projections, budget targets, and proposed goals, objectives, work programs and projects developed by the various County departments.

(b) The County Administrative Officer shall evaluate the budget adopted by the Board on an ongoing basis to ensure that throughout the fiscal year such revenues and expenditures are necessary, proper, and consistent with the annual budget.

(c) The County Administrative Officer shall report to the Board, not less than semi-annually, the status of the budget expenditures and revenues and recommend adjustments as necessary.

(d) All requests for changes to the annual budget shall first be submitted to the County Administrative Officer who shall transmit them to the Board together with recommendations; provided, however, pursuant to section 29125 of the Government Code, the County Administrative Officer is hereby granted the authority to approve transfers and revisions within a previously Board approved appropriation.

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(e) Produce, or cause to be produced, such records, documents and related information as may be necessary to permit the Board, or its agent or delegee, to conduct a management audit of his/her office or any other office or department in the County as the Board shall deem necessary.

(8) Legislative Advocacy. The County Administrative Officer shall implement the Board's legislative advocacy program and shall monitor federal, state and local legislative matters as they relate to County and local government, economic development, inter-governmental relations, and other County issues. It is expected that individual members of the Board should have ready access to legislative matters, including current, pending and proposed matters, through and with the assistance of the County Administrative Officer. The County Administrative Officer shall perform legislative analysis and coordinate the development of recommendations to the Board concerning legislative activities.

(9) Employee Bargaining. The County Administrative Officer shall oversee and participate, as necessary, with the designated Board appointed employer-employee representative in the meet-and-confer process with employee representatives.

(10) Purchasing Agent. The County Administrative Officer shall be the designated Purchasing Agent for the County pursuant to section 25500 of the California Government Code and shall, in conjunction with the General Services Department, oversee all County purchases and contracts.

(11) Emergency Services. The County Administrative Officer, with the assistance of the Emergency Operations Manager, exercises control of County government in extreme emergencies when there is not sufficient opportunity for the Board to act, hire necessary extra personnel, and purchase necessary supplies and equipment to meet such emergencies.

(12) Insurance Programs. In conjunction with the Golden State Risk Management Authority, supervise the County's insurance programs and advise the Board of recommended changes.

(13) Real and Personal Property. In conjunction with the Department of Finance and the General Services Director, maintain or supervise the maintenance of inventories of all of the County's real and personal property.

(14) Long-Range Planning. Develop and recommend to the Board, long-range plans to improve County operations and to prepare for future County growth and development. Part of this process may involve preparation of long-term strategic plans.

(15) Duties Performed For Ex Officio Governing Bodies. The duties herein provided and the services to be rendered by the County Administrative Officer shall be performed for the Board in connection with any entities for which the Board may be ex officio the governing body.

Attachment: — Page 9: Ordinance of the County of Glenn, Amending the Glenn County Ordinance Code by Amending Chapter 2.06 relating to the **County Administrative Office**

2.06.70 Authority to Accept Donations

Pursuant to the provisions of Government Code section 25355, the County Administrative Officer shall be authorized to accept gifts, bequests, and devises on behalf of the County of Glenn provided the value of the gift, bequest, or devise does not exceed ten-thousand (\$10,000) dollars. Within thirty (30) days of acceptance of a gift, bequest or devise, the County Administrative Officer shall provide notification of such acceptance to the Clerk of the Board.

2.06.80 Ethical Provisions

At all times, the County Administrative Officer shall:

- (A) Serve the public, beyond serving oneself;
- (B) Respect the laws that define the responsibilities of public agencies, employees, citizens, and the constitutional principles of equality and fairness;
- (C) Adhere to the International City and County Management Association (ICMA) Code of Ethics; and,
- (D) Demonstrate the highest standards of personal integrity in all activities related to compensation and benefits to inspire public confidence and trust. This includes a commitment to:
 - (1) Maintain truthfulness and honesty and to not compromise them for advancement, honor, or personal gain.
 - (2) Zealously guard against “conflict of interest” or its appearance including improper outside employment, misuse of public resources, and/or acceptance of gifts.
 - (3) Promote accountability through appropriate controls and procedures.
 - (4) Not have a financial interest in any public contract approved or deliberated upon in their official capacity.

2.06.90 Limitations of Chapter

The Board of Supervisors intends to delegate to the County Administrative Officer, to the maximum extent authorized by law, the authority to manage and coordinate the operations of the County’s various departments, offices, and agencies. No provision of this Chapter, however, is intended to vest in the County Administrative Officer the exercise of any duty specifically conferred by law on any other office in the County.

Attachment: — Page 10: Ordinance of the County of Glenn, Amending the Glenn County Ordinance Code by Amending Chapter 2.06 relating to the **County Administrative Office**

SECTION 2: If any section, subsection, sentence, clause, portion, or phrase of this ordinance is for any reason held illegal, invalid, or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof. The Board of Supervisors hereby declares that it would have passed this Chapter and each section, subsection, sentence, clause, portion, or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared illegal, invalid or unconstitutional.

SECTION 3: This ordinance shall take effect thirty (30) days after the date of its adoption and before the expiration of fifteen (15) days from the date of passage thereof shall be published at least once in a newspaper of general circulation, in the County of Glenn, State of California, together with the names of the members of the Board of Supervisors voting for and against the same.

PASSED AND ADOPTED this _____ day of _____, 2019, by the Glenn County Board of Supervisors, State of California, by the following vote:

AYES:

NOES:

ABSENT:

Chairman, Board of Supervisors

ATTEST:
DI AULABAUGH

By: _____
Clerk of the Board
Glenn County

APPROVED AS TO FORM

By: W. J. Vanasek
William J. Vanasek
Glenn County Counsel

2018-2019
Grand Jury Report

Glenn County Jail

2018-2019 Glenn County Grand Jury Final Report



Abstract:

AB 109 and SB10 were discussed. AB 109 states that low risk inmates are to be kept in county jails due to overcrowding of State Prisons. A new bill, SB10, dissolves the requirement of bail upon being arrested. How will these two bills effect the county jail.

As of October 2018 the Glenn County Jail is waiting for one correctional officer on disability to return to duty to be fully staff



Glenn County Jail

SUMMARY

Built in 1990, the Glenn County Jail is showing its age. With little funding available, some of the previous Grand Jury recommendations have been met, some partially met, and some have not been met. The current staff is proficient in maintaining current California State requirements Title 15 and 24 California Code Regulations as stated in a report dated August 6, 2018. See attached reports from State of California, Board of State and Community Corrections (BSCC), Glenn County Environmental Health, Wilgus Fire Control, Inc., and newly developed Jail Evacuation Plan June 18, 2018.

GLOSSARY

BSCC — Board of State and Community Corrections
HHSA — Health and Human Services Agency
SB10 — Senate Bill Number 10

PURPOSE

In compliance with Penal Code 919(b) the Grand Jury is required to complete an inspection of the jail facilities each year.

BACKGROUND

The Grand Jury members met with the jail staff including the kitchen staff to review procedures, staffing, operations and conditions of the facility. AB 109 and SB10 were discussed. AB 109 states that low risk inmates are to be kept in county jails due to overcrowding of State Prisons. A new bill, SB10, dissolves the requirement of bail upon being arrested. This brings a equality to all social-economic circumstances of those arrested. Upon going before the judge, arrestees can be released by proving they are not a risk to the public and will appear for their assigned court

hearing. Each will be assigned a probation officer whom they will report to during the time before their court appearance. This new law is to take effect on October 1, 2019. It will impact the in-house jail count, as well as require additional new probation officers to be recruited, trained and hired.

METHODOLOGY

1. Tour/inspection of the jail facility
2. Interview with the jail commander and kitchen staff
3. Review of the BSCC report
4. Review of the Glenn County Environmental Health report
5. Review of the Wilgus Fire Control, Inc. report
6. Review of SB10

DISCUSSION

Staff—The current jail commander started his career in law enforcement in 1990 as an enforcement officer and currently has eight years of correction experience. He has been the commander of Glenn County Jail since 2015. His previous experience was Patrol Trainer and Narcotics Agent. During the Grand Jury's visit, we were notified of his planned retirement in October 2018.

At the time of the Grand Jury visit, there were 12 correctional officers employed with one on disability. Two new correctional officers will be starting in October 2018 upon their completion of classes at Yuba College. When the two new hires complete the required training and the officer currently on disability returns, the jail will be fully staffed. Three correctional officers are on duty at all times whose job it is to have direct contact with all inmates and staff. Current staff consists of the commander, four corporals, one sergeant and seven officers, which includes the officer on disability. At the time of the visit to the jail facility, it was reported that the jail was understaffed. This may be due to the time it takes to recruit, complete a background check, and the training of an officer. Glenn County Jail has noticed officers leaving their position once they are trained and experienced. Most leave for a better paying position or to work in their own community. Of the twelve officers only four have been employed for more than one year. The pay scale is competitive to surrounding areas and as an incentive the officers receive a five percent pay increase upon completion of their training. Their bargaining agreement states a three to five percent pay increase each year. Recruitment is done through community colleges, social media, JobSearch app www.indeed.com, Glenn County Personnel, Job Tips and HHSA.

The jail section for housing of inmates is composed of five pods. Each pod consists of sleeping cubicles, restroom facilities and shower area along with a common space for activities such as watching TV, using the phone, reading, games, writing letters, homework or limited exercises. The five pods have accommodations for 144 inmates of which 24 are for women and 120 for men. Currently there were 117 inmates with 92 awaiting sentencing and 25 sentenced. The assignment of pods is dependent upon the separation of gang affiliation, isolation needs or as circumstances merit.

From 2017 to 2018 there have been twelve inmate-on-inmate incidents and two inmate-on-correctional officers in which one correction officer is currently on disability.

SB10—SB10 states, “Existing law provides for the procedure of approving and accepting bail, and issuing an order for the appearance and release of an arrested person. Existing law requires that bail be set by a judge in a fixed amount, reducing, or denying bail. The judge is to take consideration the protection of the public, the seriousness of the offence charged, the previous criminal record of the defendant, and the probability of his/her appearing at trial or at a hearing of the case. Bail is set by the judge in an amount that he or she deems sufficient to ensure the defendant’s appearance or to ensure the protection of a victim, family-member of a victim, of domestic violence, and to set bail on the terms and conditions that he or she, in his or her discretion, deems appropriate, or he or she may authorize the defendant’s release on his or her own recognizance.”

The new law beginning October 1, 2019, would change how an arrested and detained subject would be processed. SB10 states, “Persons arrested and detained to be subject to a pretrial risk assessment conducted by Pretrial Assessment Services, which the bill would define as an entity, division, or program that is assigned the responsibility to assess the risk level of persons charged with the commission of a crime, report the results of the risk determination of the court, and make recommendations for conditions of release of individuals pending adjudication of their criminal case. The bill would require the courts to establish pretrial assessment services, and would authorize the services to be performed by court employees or through a contract with a local public agency, as specified. The bill would require, if no local agency will agree to perform the pretrial assessments, and if the court elects not to perform the assessments, that the court may contract with a new local pretrial assessment services agency established specifically to perform the role.”

STATE AND COUNTY ANNUAL INSPECTIONS

California Board of State and Community Corrections (BSCC)

The Grand Jury reviewed the report provided by the Board of State and Community Corrections (BSCC) dated August 6, 2018. This report showed “no findings”. The inspection showed compliance with all minimum required standards according to Local Detention Standards as outlined in Titles 15 and 24, California Code of Regulations.

Glenn County Environmental Health

The Grand Jury received a copy of the Glenn County Environmental Health inspection of the Glenn County Adult Facility dated November 21, 2018 with the Nutrition and Medical Mental Health Inspection being performed on December 17, 2018.

Environmental Health

- The report showed one finding under #1267 Hair Care Services are not available
- Title 24-Uniform Building code-Plumbing, toilet bowl, wash basins, drinking fountains, and showers are clean and in good repair. Drip leak from upstairs from Pod A. Mold or chipped paint on walls, floors, ceilings, and benches inside showers in multiple pods.

Nutrition/Kitchen Equipment

- Food temperature taken showed egg salad at 44 (f) degree. Maximum temperature should be 41 degrees. Food was disposed.

- #114175 (HSC) New or replaced equipment--Ice accumulation on condenser to walk-in freezer.
- #114628-114269 (HSC) Floor surface materials and floor drains- missing base covering tile at hand wash sink corner.

Housing Pod Inspection

- During the inspection of the jail there were minor deficiencies found that were noted and brought to the attention of the Jail Commander.
- Full reports can be found at www.bscc.org Board of State and Community Corrections, Glenn County.

Jail Fire Report

- Annual Fire Inspection Report was completed on June 11, 2018 by Wilgus Fire Control, Inc. Redding, California. They were unable to test the smoke detector on D Pod due to a cage covering the device. The recommendation was to remove the cage.
- During the inspection there were minor deficiencies reported and brought to the attention of the Jail Commander.

Glenn County Jail Evacuation Plan

Due to current evacuations in a nearby county, Glenn County took a proactive approach and created an Evacuation Plan for the Jail. This report, dated June 18, 2018 shows detailed approaches for temporary, immediate and partial evacuations. These evacuations are in conjunction with the schools, the hospitals and Mutual Aid Assistance agencies. (*For full report contact Glenn County Jail*)

Kitchen/Meals

During the Grand Jury visit to the Glenn County Jail we were privileged to be served a tasty and filling dinner which was also served to the inmates that evening. They may have hot or cold cereal for breakfast, while lunch is usually soup and a sandwich. The inmates intake is approximately 2200 calories per day.

Inmates are selected and screened to have the opportunity to work in the kitchen and receive work credit. Those selected, first need to go online and receive their Safe Serve Certificate. This certificate is useful upon release to obtain a job in the food industry.

Maintenance and Cleaning

- Inmates clean the general areas, their own cells, booking room area and hallways. Laundry is done once a week which includes clothing, bedding and towels. Soaps and shampoos are provided but they can also be purchased through the commissary.
- The Jail has a full time maintenance employee.
- Graffiti is cleaned up by the offender or inmate workers.

Monitoring of Inmates

- The tower officer has a visual of all cells and pods at all times for monitoring purposes.
- Inmates are checked hourly through face to face checks and monitors in each pod.
- The staff completes a scan check on every cell, this information is downloaded into a computer software program.
- Random unannounced Pod and cell inspections are done frequently. At times a K-9 unit has been used.
- If contraband is found it is taken seriously and the inmate is punished according to procedures, which may be solitary confinement.
- If an inmate is abusive to staff, assaults another inmate, attempted escape or is disrespectful they are confined in isolation.
- If a returning inmate is arrested for assault, he will be placed in isolation as a repeated violator.

FINDINGS AND RECOMMENDATIONS

Findings	Recommendations
<p>F1: Jail Staffing - At the time of the Grand Jury visit, early in the fiscal year, it was found that the staffing was at a minimum with officers working twelve hour shifts, five consecutive days.</p>	<p>R1: Jail Staffing: While this past fiscal year saw the jail hiring additional officers, it is recommended that the County continue efforts to recruit new replacements to maintain a maximum staffing level.</p>
<p>F2: While the Grand Jury is not allowed in the Pod areas, we relied on the inspections of various outside reports. The Glenn County Environmental Health shows mold, chipped paint etc in some Pod areas.</p>	<p>R2: It is recommended that Maintenance be more aware of needed repairs such as leaking faucets which can cause mold.</p>
<p>F3: Environmental Health discovered food that should have a temperature reading of 41 degrees or less.</p>	<p>R3: While this food was discarded, it is recommended the kitchen staff be aware of all food products and their necessary environment temperatures.</p>
<p>F4: It was found that a refrigeration unit had an accumulation of ice build up on the refrigeration coils.</p>	<p>R4: Ice accumulation on coils can cause temperature variations. It is recommended that the unit either be replaced or defrosted/repaired.</p>
<p>F5: It was found that during the Fire Inspection, one of the smoke detectors had a cage that could not be removed for inspection.</p>	<p>R5: It is recommended that all smoke detectors have removable cages.</p>

F6: With the new SB10 going into effect in October 2019, it was found that it will have an effect on the population of the jail, probation department officers, Glenn County Courts and the Sheriff's Department

R6: The Board of Supervisors, Sheriff's Department, Probation Department, Courts and the Jail staff need to be concerned about the effect it will have on County staff and infrastructure.

CONCLUSIONS:

While most of the findings have minimal effect on the operations of the jail, the jail staff, kitchen staff and maintenance personnel are to be commended for their efforts in keeping the jail a safe and well maintained place for county personnel and jail inmates.

The Grand Jury wishes to thank the Glenn County Jail staff for their outstanding effort to provide a safe, clean place for inmates and staff in a dated structure that has seen its day.

REQUEST FOR RESPONSES:

Pursuant to Penal Code section 933.05, the Glenn County Grand Jury requests a thorough and complete response statements from:

From the following elected officials or heads of department:

- Glenn County Jail Head of Department
- Glenn County Sheriff's Department

From the following governing bodies:

- Glenn County Board of Supervisors

Reports issued by the Grand Jury do not identify individuals. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Attachment Page 1: Board of State Community College



STATE OF CALIFORNIA
BOARD OF STATE AND COMMUNITY CORRECTIONS
2090 VENTURE OAKS WAY, SUITE 200 • SACRAMENTO CA 95833 • 916-845-5073 • BSCC.CA.GOV



August 6, 2018

Rich Warren, Sheriff
Glenn County Sheriff's Department
543 West Oak Street
Willows, CA 95988

2016-2018 BIENNIAL INSPECTION GLENN COUNTY ADULT DETENTION FACILITY

GLENN COUNTY ADULT DETENTION FACILITY
PENAL CODE SECTION 6031: WELFARE AND INSTITUTIONS CODE SECTION 209
JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT

Dear Sheriff Warren:

On June 21, 2018, staff of the Board of State and Community Corrections (BSCC) conducted the 2016-2018 biennial inspection of the Glenn County Adult Detention Facility. Pursuant to Penal Code Section 6031, this inspection was performed to determine compliance with the Minimum Standards for Local Detention Facilities as outlined in Titles 15 and 24, California Code of Regulations. In addition, BSCC staff conducted compliance monitoring pursuant to Welfare and Institutions Code Section 209(f) for the federal Juvenile Justice and Delinquency Prevention Act (JJDP) for the separation requirements of juveniles from incarcerated adults.

The complete BSCC inspection report is enclosed and consists of: this transmittal letter; the Title 15 Procedures checklist outlining Title 15 (operational) requirements; a Physical Plant Evaluation outlining Title 24 requirements for design; and, a Living Area Space Evaluation summarizing the physical plant configuration and showing the capacity of the facility.

LOCAL INSPECTIONS

In addition to the biennial inspection by the BSCC, inspections are also required annually by the County Health Officer and biennially by the State Fire Marshal or an authorized representative (Health and Safety Code Sections 101045 and 13146.1). Please consider our report in conjunction with the reports from the County Health Officer and the respective fire authorities for a comprehensive perspective of your facilities.

We encourage the practice of maintaining a permanent file for historical copies of all inspections that would also include documentation of corrections made following the inspection. This file should be the first point of reference when preparing for all future inspections.

0850 Adult Jail Glenn County 16-18

Attachment Page 2: Board of State Community College

Sheriff Rich Warren
Page 2

Health Inspections

The health inspections took place in 2017, thus are considered current. There were no areas of non-compliance noted.

Fire and Life Safety Inspections

The fire and life safety inspection was conducted on 11/8/17 and the fire clearance is current.

BSCC INSPECTION

Title 15 Inspection – Policies, Procedures and Documentation

Our inspection of the facility began with a review of the Glenn County Jail Department Orders and Lexipol policies. (The department is in the process of migrating existing department orders to an electronic Lexipol policy manual.) Our audit consisted of a review of only those policies and procedures related specifically to the applicable regulations included in Title 15, Minimum Standards for Local Detention Facilities.¹

After the review of policies and procedures, we reviewed a sampling of hourly safety checks and found that staff were performing their checks within the 60 minutes required by Title 15, Section 1027, and by policy. We also reviewed documentation on the use of sobering cells and safety cells and found that documentation conformed to applicable regulations. Our review of a sampling of grievances and discipline reports revealed timely and appropriate responses. There were no findings of non-compliance with Title 15 regulations. Please see the Procedures Checklist for further information.

Title 24 – Physical Plant Inspection

Main Jail: Evaluated under the 1986 and 2001 Title 24, Minimum Standards for Local Detention Facilities; this facility was very clean and well-maintained.² With a BSCC rated capacity of 144 inmates, on the day of the inspection there were 104 inmates in custody, 82 male inmates and 22 female inmates. There were no Title 24 non-compliance issues.

Juvenile Justice and Delinquency Prevention Act Compliance Monitoring

In accordance with the JJDP, BSCC monitors jail facilities for compliance with one of four core requirements of the Act, Separation of Juveniles from Incarcerated Adults. Minors are not housed at this facility; therefore, no violations of the JJDP were identified.

This concludes our inspection report for the 2016-2018 inspection cycle. We would like to express our gratitude to Sergeant Sonia Melgarejo.

¹ BSCC does not review all policies and procedures. We do not "approve" policies and procedures nor do we review them for constitutional or legal issues. We recommend agencies seek review through their legal advisor, risk manager and other persons deemed appropriate.

² Facilities are assessed against Title 24 requirements in place at the time of design or significant remodel to the jail area.

Attachment Page 3: Board of State Community College

Sheriff Rich Warren

Page 3

She was very well prepared and actively engaged in the inspection process. Her professionalism and courtesy was appreciated. If you should have any questions, please contact me at (916) 322-8081 or by email at kim.moule@bscc.ca.gov.

Sincerely,




KIMBERLY MOULE, CJM
Field Representative
Facilities Standards and Operations Division

Enclosures

cc: Chair, Board of Supervisors, Glenn County *
Presiding Judge, Superior Court, Glenn County *
County Administrator, Glenn County *
Grand Jury Foreperson, Superior Court, Glenn County *
Lieutenant Loren Bouldin, Glenn County Sheriff's Department

* Complete copies of this inspection report are available upon request.

Attachment Page 1: Wilgus Fire Control-

Inspection, Testing, and Maintenance Cover Sheet NFPA 25 as amended by CCR, Title 19					
Property Information:					
Name:	Glenn County Jail	Occupancy/Use:	I		
Address:	141 South Lassen Street	Construction Type:	2B		
City:	Willows	No. Stories:			
ZIP:		Year Constructed:			
Contact:					
Telephone:					
Contractor Information:			Number of System Risers		
Name:	Wilgus Fire Control, Inc	Copy sent to:			
Address:	1703 Sonoma St Redding, CA 96001	<input type="checkbox"/> Owner	Date:		
City:	Redding	<input type="checkbox"/> Fire AHJ	Date:		
State:	CA	<input type="checkbox"/> Contractor	Date:		
Telephone:	(530)241-2405	NOTES			
CA License#:	482979 C-18, C-10, C-7	1) For specific inspection, testing, and maintenance requirements and information, see NFPA 25, 2011 Edition as amended by California Code of Regulations, Title 19, 99901 to 99906.			
Job #:	20000006118	2) Inspection items may be performed by the owner in accordance with California Code of Regulations, Title 19, 99904.1(a)			
Performed by:					
Check box for each system inspected and enter the number of forms used for inspection. Check boxes (Fail or Pass) to indicate status of inspected system at end of inspection.					
Forms Included with this Report	NFPA 25 Chapter	Number of Forms	N/A	Fail*	Pass
<input checked="" type="checkbox"/> Automatic Sprinkler System	5	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Standpipe and Hose System	6	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Private Water Supply System	7	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fire Pump	8	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Water Storage Tank	9	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Water Spray System	10	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Foam Water Sprinkler System	11	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Water Mist System	12	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Concerns that are not deficiencies (i.e. Non-Sprinklered Areas)				<input type="checkbox"/> Yes	<input type="checkbox"/> No
*See "Deficiencies and Comments" section at end of each respective form.					

Attachment Page 1: Glenn County Environmental Health Report



Glenn County Environmental Health

247 N Villa Avenue, Willows, CA 95988
(530) 934-6102 • Fax: (530) 934-6103

December 18, 2018

Board of State and Community Corrections
FSO Division
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Re: Glenn County Jail and Juvenile Hall Inspections

Section 101045 of the California Health and Safety Code requires the health officer to conduct an annual inspection of every detention facility in the county. Attached is this year's annual inspection of the Glenn County Adult Detention Facility.

Please note the reason there is not an annual inspection report for Jane Hahn Juvenile Hall is because the facility is closed. Glenn County does not currently have any plans to re-open the facility.

Copies of this inspection report have been sent to the Glenn County Board of Supervisors and to the facility operators in order to meet the requirements of California Health and Safety Code section 101045.

Please feel free to contact me if you have any questions.

Respectfully,

Kevin Backus, REHS
Director, Glenn County Environmental Health

cc: Glenn County Board of Supervisors
Richard L. Warren Jr., Glenn County Sheriff – Coroner
Donald Rust, Director – PCDSA
Grinnell Norton, Deputy Director of Public Health

2018-2019 Grand Jury

Juvenile Probation

A 2018-2019 Grand Jury Report



Abstract:

Tehama County Juvenile Hall provides programs and services to Glenn County youth through a contract that could end in two years.

After one-year of Glenn County juveniles being held at Tehama County’s Juvenile Hall they seem to acclimate well



Juvenile Hall

SUMMARY

Tehama County Juvenile Hall offers Glenn County juveniles many self-improvement programs, enrichment programs, and physical and mental health services providing juveniles with a chance to change their ways.

PURPOSE

The purpose of this report is twofold: A yearly requirement for the Grand Jury to visit the juvenile detention facility; and to inform the community about the daily lives and access to programs juveniles housed in Tehama County can participate.

GLOSSARY

IEP: Individual Education Plan (Individuals with Disabilities Education Act of 1975)

504: Students identified with a physical condition that could interrupt learning (Rehabilitation Act of 1973)

Triennial Review: The Individuals with Disabilities Education Act (IDEA) requires schools to reevaluate students with IEPs at least once every three years. This is known as a triennial reevaluation or review. The purpose of the triennial is to see if student’s educational needs have changed.

Passive Tone: Passive-voice sentences often do not identify who is performing the action. As an example: 502.2.1 lists: “Supervisors (Who: pod supervisors, shift supervisors, facility supervisor) *should fill out and sign the daily review log on each youth placed on separation.*”

Active Tone: In an active-voice sentence, the person or department/unit taking the action is the subject of the sentence. As an example: 534.3 lists: *“Youth shall be provided with unlimited, postage-free legal correspondence and cost-free telephone access as is appropriate.”*

BACKGROUND

The Board of Supervisors voted to close Jane Hahn Juvenile Hall July 2016 contracting for three years with Tehama County Juvenile Facility. Beginning June 2017, the local juveniles were transferred to Tehama County Juvenile Hall for night stays, traveling to Willows for their education and specialized programs provided at the Jane Hahn Juvenile Hall. After a month of transferring the juveniles back and forth to Tehama County Juvenile Hall several juveniles created an unsafe disturbance in the van causing the end to transferring juveniles to Willows.

After eighteen months of Glenn County juveniles being detained in Tehama County Juvenile facility, our County’s juveniles have accepted the transition to their placement in the juvenile hall. Juveniles receive opportunities at Tehama County Juvenile Facility that support and help build a positive character.

METHODOLOGY

The Grand Jury met with the following:

- Glenn County Chief of Probation
- Interviews with Tehama County Facility Administration
- Tehama County Facility visit
- Interviews with Glenn County juveniles
- Review of Tehama Policy/Procedures
- Interview with Glenn County Probation Officer

DISCUSSION

The Grand Jury visited and toured the Tehama County Juvenile Facility seeking information on how Glenn County juveniles were transitioning to the facility, their educational experience, and housing routines. The Grand Jury also wanted to know more about the facility systems and procedures for both their staff and the juveniles, policies followed by the staff and students, and what multi-tiered system of supports were in place for Glenn County Juveniles.

The Grand Jury toured the Tehama County Juvenile Hall discussing the facility with the Deputy Chief Probation officer and the detained juveniles. At the time of the visit there were three juveniles: two boys and one girl. The Grand Jury was told that one Glenn County youth was released the morning of our visit. In a follow up with the Glenn County Probation Department, as of April 2019, there were nine juveniles placed in Tehama County and one was an 18 year old. It was stated that he can be held on special circumstances until he is 22. This individual will remain

in Tehama County until he goes to court. A court date had not been set at the time of the Grand Jury follow up.

During the tour we were led through the main hall, the kitchen, laundry area as well as the intake and processing room. The facility was very clean and well-kept.

The facility works on a positive point system where each shift supervisor updates daily points for good behavior. Juveniles can check their points so they can see point growth, and each juvenile's daily point record is sent to their home county probation officer. Good behavior points are awarded for doing what is expected of them such as making their bed, morning and evening hygiene, positive behavior in their educational classes, exercise period and free time. Once they have received the maximum daily positive points for two-weeks, they are re-evaluated for a behavior reward which is changing to a different colored pants (orange to yellow; yellow to green). All juveniles wearing orange pants have limited freedom and are sent to their beds an hour earlier than the rest of the juveniles. All juveniles wearing yellow pants have access to watch movies, stay up an hour longer than those wearing orange pants, and can have photos in their room. Green pants can stay up to watch movies and purchase items from the commissary. The objective is to reach green level pants as they are recognized as role models, given more freedom, and can participate in other activities such as guitar classes, Graphic Arts, Computer Draw using the 3D printer, TinkerCad, Stop-Motion using clay for animation filming, as well as participating in educational and volunteer field trips. All rooms have bibles placed in them.

At the time of the Grand Jury visit there was one person on suicide watch. Per Tehama County Juvenile Hall Policy and Procedures #511 Suicide Prevention Program (See attached), the youth's parent/guardian is called and informed of the situation. The youth is provided a thick robe to wear without any shirt or pants. They are then checked on every 5 to 10 minutes and depending on the severity of the juvenile mental state could be on constant watch. Mental Health is called in for a diagnosis. If the youth is diagnosed as serious, they can stay in the Safety Cell for three to five day until they are re-evaluated as safe to be placed in with the other juvenile peers.

Facility:



Pictured above is a standard Pod where juveniles are housed. The lower area is for reading, socializing, or for quiet time.

The staff consists of 22 full time employees, 6-10 extra helpers that come in to teach special programs, and three kitchen staff. Chief of Development, Deputy Chief, Supervisors, Juvenile Hall Deputy Counselor and extra helpers paid to teach special programs. The facility has two shifts and works three days on and four days off.

The staff completes a population count twice per day shift; once in the morning and another at the end of the staff shift. The night shift checks juveniles in Pods A - C every 50 minutes to ensure that they are all sleeping.

The facility is well kept and clean. All housed juveniles have their physical and mental health needs met. The staff was friendly and seemed concerned about their wards. The facility has an outdoor garden, a greenhouse, and an exercise area where they can participate in morning exercise and sporting games. For the staff, there is a staff room with lockers and two showers.

The Intake room has a Sally Port entrance, a shower and small dressing area where the detainee can dress in facility clothing. During the intake process, juveniles are given shower shoes and a pair athletic tennis shoes. Evaluations with the doctor occurs on Monday, Wednesday and Friday. Juveniles that have a fight or injure themselves will see the doctor in the intake room. If it is an emergency, they can be taken across the street to the medical clinic. If X-rays are needed the doctor can bring in a portable X-ray machine. California Forensic Medical Group has the contract for medical coverage.

The facility does not take any juvenile under 10-years old as most of their detainees are much older and reported that it could create problems for someone that young when interacting with a much older peer. The facility has a 5:1 juvenile to staff ratio at the time of our visit, while the capacity of the facility is 8:1.

The makeup of the facility is composed of three pods (A-C) 14 rooms per pod that contain 60 beds, four holding cells with one bed in each, and one safety cell. Each pod is identified by the severity of the juvenile actions, age, gender, body size, and/or by the charges they were booked into the facility. "A" pod is designated for the most vulnerable, youngest, and least disruptive juvenile; "B" is for those juveniles that don't want problems and could meet the requirements for "A" pod; and "C" is for juveniles that have excessive lawful violations, are more disruptive, combative and needing more staff attention.

The morning of the Grand Jury's visit, the population count was 27: 22 males and 5 females. At the time of the visit, it was reported that one Glenn County youth was released leaving 3 from Glenn County, 12 from Tehama County, 6 from Siskiyou County, and 5 from Lake County.

The Chief of Tehama Probation Department reported the facility had one breakout since the opening of the Hall 10-years ago and that was in June 2018. They were apprehended and brought back to the facility without further incident. It was reported to be a pre-planned escape going over the facility fence. This incident left one officer injured and was reported back to the youth's probation officer. The injured officer was still on disability but expected to return to his duties. The incident ratio from youth to youth is more common than an incident with a youth and a facility staff member.

Juveniles Transition:

During intake the juveniles are interviewed for their physical and mental health and given the orientation packet (See Youth Orientation packet). The intake lasts approximately an hour or more. Personal items are stored in a locked box. Their street clothes are put in a bag and placed into the storage bin and the juveniles are required to shower. Once the intake is completed. They are then given orange pants, t-shirt, under garments and shoes.

Policy #524 identifies the Institutional Assessment and Case Plan shall be completed by the assigned JDF Staff and Probation Officer after the booking process for youth detained for 30 days or more, the assessment and plan shall be developed within 40 days of detention. This document is designed to communicate to juvenile detention staff.

Parents are called by the juvenile upon intake to inform them that they are detained at this facility. Parents are provided with an orientation packet upon request. This is the same orientation packet the juvenile receives. The orientation packet explains the rules, schedules, expectations, various specialized programs offered, and opportunities beyond the classroom available to them. Juveniles new to the facility spend a week in their pod to study their orientation packet, in which they are tested on their knowledge of the orientation packet. (See Youth Orientation Pamphlet)

Each pod has two phones for juveniles to use. A list of phone numbers is provided and approved by the juvenile's home county's Probation Officer. Juveniles must ask for permission by filling out a form to use the phones and are provided with a pin code number. The pin code number has limited usage. It is a paid-for-phone system except for when juveniles phone parents, lawyers, and probation officers. They can submit a request to use the facility phone using their positive behavior points as well as from a Prepaid Calling-Card.

The three youths that spoke to the Grand Jury reported that their stay was from one month to one year. Juveniles can communicate with their parents through mail, skype, or through personal visits. Each youth indicated they had a visit from their family within a month, which is usually during the weekends. There is a fee to use the phone, one youth stated it costs approximately \$10.00 for 15 minutes. He stated his Calling Card was charged \$5.95 for the first minute and 25 cents thereafter.

Fresh towels are provided every evening for their nightly showers. Under clothes, socks, and t-shirts are changed daily, and clean pants are provided twice a week.

They all stated they felt safe and cared for in the facility. Some thought the food could be tastier or better quality. They all said that there are things for them to do when they are not in school. They have to clean the pod area on Saturdays, and then they could read, watch a movie or take a nap.

They did not like the exercise period which is held before breakfast for 45 minutes. They do common calisthenics, use the three pull-up stations, dodgeball, flag football, landscaping or gardening. Due to weather conditions, the juveniles are allowed outside in the afternoon for their choice of physical activities. If all juveniles are not participating in physical activities, they are all required to return to their pods.

It was reported to the Grand Jury that the facility has not had any gang issues and will not put up with their gang actions. While meeting with the Glenn County juveniles, it was noted that one had drawn gang symbols on their pant leg and shoes. This was reported to the Chief Probation Officer and he reported that it is common for them to deface their shoes and clothes, but when caught they

are brought to attention about it and will have consequences applied. This is an incident where a juvenile will receive reduced positive behavior points.

Juveniles no longer work in the kitchen due to a shank being found, which could be used as a potential weapon. The shank was found in a classroom under a table. Juveniles are still offered the Food Service Certificate which can be taken online.

The juvenile probation officer talks to the Glenn County detainees during the transfer of a juvenile to and from Glenn County Court. It was reported that the Glenn County's Chief Probation Officer has not toured the facility nor has any of the Glenn County Board of Supervisors.

It was reported by the Tehama County Chief of Probation that Glenn County Probation Department does a really good job of screening juvenile sent to Tehama Juvenile Hall.

Education:

While in the Tehama County Juvenile Hall, all juveniles needing graduation credits will attend classes in the education room. One of the three had met the graduation credit requirement for a high school diploma and reported that



Above is a picture of the Multipurpose room where students can attend a variety of life skill courses. Those pictured are volunteer teaching staff, visitors and standing, Mr. Muench the Juvenile facility Commander.

he did not have to take any more classes. He would spend his daytime watching television while his peers were in class. The other two stated that they were in classes all day.

Juveniles not meeting the required credits for graduation attend the Facility classroom Monday through Friday. The facility has a schedule of courses taught throughout the year that meet State Content Standards.

Besides taking the core classes, English, math, history and science, those in the highest level (green

pants) are also able to take guitar lessons, art, Key to Life classes, and attend the Tobacco Coalition Program. They are able to use the computer to take college courses. Students credits are transferred to the school of enrollment upon the juvenile exiting the juvenile hall.

Juveniles that are on an IEP or a 504s are supported through the Tehama County Office of Education. The facility has support staff assisting the juveniles when needed as well as hold their yearly IEP meetings or Triennial reviews. Those that have IEPs are high functioning, with limited modifications (needing more help or time with tests than regular students).

Juveniles assigned to Pods "A" and "B" will attend classes together. "C" Pods students take classes by themselves in a different classroom regardless of their learning skill level.

Educational credits earned while in Tehama County Juvenile Hall are transferred to the juvenile's enrolled school upon exiting. The facility does not graduate students, so it is the choice of the juvenile to graduate from their enrolled school or attend adult education to receive a diploma. If the juvenile turned 18 while in the facility, and the enrolled school accepts them back to their home school they will graduate with their class. Should the 18-year old not have a family to go home too, they are connected with a program counselor to provide assistance in obtaining an apartment, a job, and assistance in attending an adult education program. These 18-year old's are assisted through programs offered through Glenn County Office of Education.

Systems and Procedures:

After breakfast and evening snack, each juvenile is provided with a hygiene kit with toothbrush, toothpaste, comb or hairbrush if appropriate, which must be returned to a staff member after each usage. Showers are available on a daily basis starting around 5 p.m. The staff assigns the specific time when showers are available. Clothing exchange occurs at that time.

The juveniles are on a privilege system and identified by the color of pant they are wearing. Orange pants are the lowest level and for those new to the facility or for those who have broken the rules. These youth have limited time out of their pod and no commissary visits. After two weeks, the juveniles are re-evaluated based on positive behavior points and can be promoted to the yellow pants. The youth wearing yellow pants are given a little more privilege by being rewarded with more time out of their pod, and can watch television in the main room, but commissary privileges are still denied. The highest level, green pants, signify that the youth is following the rules, can take elective class such as guitar, art, and computers, and have not been in a altercations with another juvenile or staff. Green pants have commissary privileges where they can buy snacks, puzzle books and reading books providing they have positive behavior points or money in their account.

Juveniles daily routine is physical training (PT) in the morning, breakfast, and school from 9 a.m. to 3:30 p.m. Those not attending school can sit in the large room and watch television, read or do puzzles. The Grand Jury felt that those not attending classes need to be challenged with a task or learning opportunity.

Non-denominational church services are held on Sundays, Wednesdays and Fridays with a Church Mentor Program held on Thursday afternoons. The drug program is held on Monday, Tuesday, and Thursday with mental health counselor being available Monday through Friday. Tobacco Coalition is held every Tuesday afternoon.

Procedures and Policies:

The Grand Jury asked and received the Tehama County Juvenile Hall Policy and Procedure manual. It lists 140 policies and procedures. The Grand Jury narrowed the policy inspection to those that referred to juvenile and staff interaction. The policies and procedures representing the site are clear and concise. It was reported that the administration and staff review their policies

and procedures manual yearly discussing policies to be revised. Many policies show revision dates of 2013, 2015, and 2018 while others hold older revision dates, yet relevant in meeting the facility’s needs.

Multi-Tiered System of Supports:

Tehama County Juvenile Hall provides its juveniles with mental health counseling Monday through Friday each week upon request from juveniles, parents and/or staff. The juveniles can either fill out a request form to see the mental health counselor or notify a staff member if the juvenile has any mental health issues. In case of an emergency, facility Staff may direct the juvenile to call a crisis hotline should mental health not be immediately available.

Upon intake the youth is screened for physical and mental issues. Through the information gained the medical team can assist the juvenile during their stay and help them learn how to care for themselves in a healthier lifestyle.

X-rays are now performed on site as the facility’s staff recognized that the juveniles were breaking their hands and fingers on purpose to be transported off the facility to receive medical treatment. After this was found, the facility changed their policy to contract with the medical provided with a portable X-ray machine. Once this was done, the number of youth with broken bones was reduced. A medical cart with medicines are all logged and each prescription is placed in a plastic bag labeled with the youth’s name and identification number. The onsite supervisor gives out the medicines to the youth. Vision and Dental supports are provided off site. Youth wearing eyeglasses must give their glasses to a staff member at night.

Drug and Alcohol Program is held every Monday, Tuesday and Thursday for those youth needing program help or who wants to attend. The Tobacco Coalition is held Monday, Tuesday and Wednesday, and the Key to Life Program (a program teaching life skills) is held every Thursday. This program teaches life skills to those who choose to attend or are close to being released from the facility.

FINDINGS and RECOMMENDATIONS

Findings	Recommendations
<p>F1: Tehama County Juvenile Hall has many policies and procedures followed by its staff and juveniles.</p> <p>F2: Tehama County Juvenile Hall provides multiple support programs for its juveniles.</p>	<p>F1: No Recommendation</p> <p>F2: It is suggested that the Glenn County and Tehama County Juvenile Detention Center consider holding a business fair illustrating business/jobs available in Northern California .</p>

Findings (Continued)	Recommendations (Continued)
<p>F3: Tehama County Juvenile Hall has developed a strong reward system for “positive behavior”.</p>	<p>R3: No Recommendation as it is an outstanding program</p>
<p>F4: Juveniles stated they feel safe and protected.</p>	<p>R4: No Recommendation</p>
<p>F5: In light of juveniles being held at Tehama County Juvenile Hall, it was found that the Glenn County Board of Supervisors have not visited the facility that they have contracted to provide juvenile services.</p>	<p>F5: The Grand Jury recommends that each of the five members of the Glenn County Board of Supervisors, make arrangements individually, to visit the Tehama Juvenile Hall to verify that our juveniles are being held and treated as agreed by contract.</p>
<p>F6: It was found that orientation information to the parent is given upon request only.</p>	<p>F6: It is recommended that the Glenn County Probation officer ensure the parent receives the orientation information via hard copy or electronic form.</p>

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05 the Glenn County Grand Jury requests a thorough and complete response statements from:

From the elected officials or heads of departments

Glenn County Probation Department

From the following governing bodies:

Board of Supervisors

Invited responses:

Tehama Juvenile Hall Commander

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Attachment 1: Tehama County Policy Manual with seven policies that explain the juvenile intake, correspondence, discipline, education and the educational requirements.

Juvenile Detention Facility



Policy Manual

Chief Probation Officer
Richard A. Muench

Facility Deputy Chief
Michael Coley

Attachment Policy 509 — Page 1:

**Tehama County Juvenile Detention Facility
Policy and Procedure Manual**

Policy No:	Corresponding Title 15:	Page:
509	1353	1 - 2

Youth Orientation

509.1 Policy Statement: It is the policy of the Tehama County Juvenile Detention Facility to orient all newly booked youths prior to placing them into the general population.

509.2 PROCEDURES

509.2.1 GENERAL INFORMATION

A. Provisions shall be made to provide written and verbal orientation information to all youths. This shall include:

1. Reading and reviewing the Juvenile Detention Facility (JDF) Intake packet provided for each individual youth.
2. Staff interacting with youths regarding orientation topics, and answering any questions they might have.
3. Additional Intake packets are available in each Pod.
4. Various written information is posted on the walls of the dayroom area of each Pod.

B. Orientation shall include:

1. Facility rules and disciplinary procedures.
2. Grievance procedures.
3. Access to legal services.
4. Access to health care services.
5. Access to counseling services.
6. Access to religious services.
7. Access to educational services.
8. Information on the court process.
9. Housing assignments.
10. Availability of personal care items and opportunity for personal hygiene.
11. Correspondence, visiting and telephone use.
12. Availability of reading materials, programs and activities.
13. Use of restraints and chemical agents.
14. Use of force.
15. Emergency and evacuation procedures.

Attachment Policy 521 — Page 1:

**Tehama County Juvenile Detention Facility
Policy and Procedure Manual**

Policy No: 521	Corresponding Title 15: 1375	Page: 1-3
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Correspondence

521.1 POLICY STATEMENT

Youth detained in Tehama County Juvenile Detention Facility (JDF) should be encouraged to maintain ties with their families and with the community by sending and receiving mail.

521.2 GENERAL INFORMATION

- A.** Youth shall be permitted to send and receive an unlimited amount of mail using their own postage. The facility shall provide postage for mailing two letters per week. In addition, postage shall be provided by the facility for privileged mail.
- B.** Privileged mail is defined as letters to and from a federal, state, or local court, an attorney, officials of the confining agency and Deputy Probation Officers (DPO) or Division of Juvenile Justice (DJJ) parole officers, and Correction Standards Authority. Youth will have unlimited and postage free access to the privileged mail.
- C.** Incoming and outgoing mail shall be scanned for inappropriate drawings, and youths names that are also being held in the facility, but not be read or withheld unless there is reasonable cause that one or more of the following conditions exists:
 - 1. Facility safety and security, public safety, or Youth safety is jeopardized.
 - 2. It contains contraband.
 - 3. If to or from another correctional facility, except as approved on an individual basis via the case plan process.
 - 4. There is a "no contact" order from the Court involving the youth. At times this may only be verified by the youths DPO. Therefore, if staff is aware that a youth is on probation, it is advisable to contact the probation officers involved.

Attachment Policy 521 — Page 2:

- D. Staff members having reasonable suspicion that one of the above conditions exists, shall submit a Special Incident Report (SIR) requesting that mail be read or withheld. The SIR will contain the basis for believing that the condition or conditions exists and any further information pertaining there to. The SIR must be delivered to a Supervising Detention Facility Counselor (SDFC) for review and approval (only a SDFC or the Deputy Chief may approve reading or withholding of mail). Specific pieces of mail may be withheld on a temporary basis for up to 24 hours (excepting legal holidays and weekends) in order to have a SDFC or the Deputy Chief review the situation.
- E. If mail is being withheld, the youth shall be notified.

521.3 PROCEDURE

- A. All youth will be advised of the mail procedure upon admission to the JDF as part of the orientation process.
- B. All youth's mail will be opened in their presence and checked for contraband. The youth will receive the letter, but the envelope will be thrown away
- C. All outgoing mail will not be sealed until scanned by staff.

521.3.1. The following procedure will be used for reading and/or rejection of mail as approved per policy above.

- A. Inform the youth of the administrative decision to read and/or reject the youth's mail and the reasons there to. Inform the youth that they may appeal this decision by following the Grievance Procedure.
- B. Inform the youth that they may choose to have incoming mail either read or returned to sender unopened.
- C. Document notification and youth's wishes via Special Incident Report.
- D. Letters being sent which contain profanity shall be forwarded, but the sending youth shall be subject to the same sanctions within the JDF setting as a youth who verbally uses profanity in the facility; said use of profanity being expressly against JDF rules designed to promote socially acceptable communication and rehabilitation of affected youth.

Attachment Policy 521 — Page 3

- E. Route outgoing mail that is scanned and proven to be inappropriate to a SDFC for further disposition. The SDFC will forward the inappropriate correspondence to the Deputy Chief for review.
- F. Outgoing envelopes will consist only of the return address, the delivery address and the stamp. Absolutely no drawings, sayings, etcetera will be allowed on the outside of the envelope.
- G. All packages mailed to the JDF for youth will be opened and checked for contraband in the presence of a staff witness and the youth. The contents of the package will be handled per existing policy.
- H. Mail that is not delivered by the post office (i.e. is brought in by someone) will not be accepted by the JDF.

POLICY HISTORY
CREATED: 03/01/2013
REVIEWED/ REVISED: 03/09/2017

Attachment : Policy 522 — Page 1

Tehama County Juvenile Detention Facility Policy and Procedure Manual

Policy No: 522	Corresponding Title 15: 1376	Page: 1-3
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Youth Access to Telephone

522.1 POLICY STATEMENT

It is the policy of the Tehama County Juvenile Detention Facility (JDF) to permit detained youth to have reasonable access to telephones.

522.2 PROCEDURES

A. Upon intake:

1. Youth will be given the opportunity to make one telephone call to parents, a responsible relative or guardian, one call to an attorney, or one to an employer. JDF staff will be responsible to see that these calls are completed within one hour of the youth's booking. If the youth is physically or mentally unable to make the calls, or if they have demonstrated aggressive actions and are incapable for safety reasons, staff may have the youth make the call at the earliest possible time after the youth is capable of doing so. Any delay beyond the one hour must be noted in the log book and on the youth's Transfer of Custody sheet.
2. At no time will a youth be denied the use of the telephone upon intake for disciplinary reasons.
3. Once the calls are completed upon intake, they must be documented on the youth's Transfer of Custody sheet in the appropriate section. If the youth declines to make one or all phone calls to which entitled, staff will enter this information on the youth's Transfer of Custody sheet and ask the youth to counter-sign the section of the form indicating this.

- B.** Detained youth may be given the opportunity to call their parents or guardians at other times with the approval of the shift Supervisor and

Attachment : Policy 522 — Page 2

earning the appropriate points. It should be noted that if the youth has a child or children while they are in custody they should be given the opportunity for meaningful contact with their child/children's' caregiver. They should also have the ability to communicate with their children via the telephone.

- C. Any call other than to a parent or guardian, needs to be approved by the youth's Deputy Probation Officer (DPO).

522.2.1 Procedure for making phone calls:

- A. The counselor will obtain the phone number and name(s) of the people to be contacted.
- B. Staff will remain in the area and be alert of the following information:
 - 1 Escape plans, plans to harm others or self, or threats against other.
 - 2 Identification and location of crime partners.
 - 3 Location of narcotics, stolen property, or other contraband.
 - 4 Information concerning missing or wanted juveniles or other persons.
 - 5 Parental pressure on youth to act counter to their best interests, i.e. encouraging them to lie or intimidate witnesses, assaults others, etc. In these situations, staff should immediately terminate the youth's involvement in the call.
 6. Anyone assisting a youth in making a phone call containing any of the above-mentioned kinds of information is to make note of this on a Special Incident Report (SIR).
- C. Generally speaking, a youth is to be allowed phone calls to their attorney as requested at the soonest available opportunity. The only exception to this would be in the case of a youth whose attorney has requested that the youth not be allowed to call as often (some youth occasionally attempt to handle normal anxiety by "pestering" their attorney).

522.2.2 Monitored phone calls may be required. Staff having reasonable suspicion that a youth may jeopardize the safety and security of the institution or persons in the community shall monitor the call. Staff will be guided by the following regarding monitored phone calls:

Attachment : Policy 522 — Page 3

- A. Phone calls to attorneys, DPOs, and judges will not be monitored.
 - B. Both parties to the call must be notified that the call is being monitored.
 - C. Staff initiating or requesting monitored phone calls shall document same by log note and SIR..
- 522.3** Staff should note that all of the above applies to youth who have been remanded to adult court.

POLICY HISTORY
CREATED: 03/01/2013
REVIEWED/ REVISED: 03/09/2017

Attachment: Policy 530 — Page 1

**Tehama County Juvenile Detention Facility
Policy and Procedure Manual**

Policy No:	Corresponding Title 15:	Page:
530	1390, 1391	1-6

Discipline and Due Process

530.1 POLICY STATEMENT

It is the policy of the Tehama County Juvenile Detention Facility (JDF) to provide a system of accountability that insures that youth are aware of the potential consequences of negative and/or unacceptable behavior while also safeguarding their individual rights.

530.2 GENERAL INFORMATION

- A.** Behavioral expectations and facility rules shall be reviewed with each youth during the orientation process.
 - 1. If a youth is impaired, illiterate, or does not speak English, facility Deputy Chief shall be notified and provisions shall be made to assist the youth in this process.
- B.** JDF Counselors are authorized to impose discipline for violations of facility rules.
 - 1. Youth are prohibited from imposing discipline on other youth.
- C.** Discipline shall be imposed at the least restrictive level, which promotes the desired behavior.
- D.** When determining the level and specific type of discipline to be imposed; staff shall ensure that there is a correlation between the severity of the violation; and the severity of the consequence.
- E.** Discipline shall not include corporal punishment, group punishment, physical or psychological degradation. If youth are separated for disciplinary reasons they shall not be denied normal privileges available in the facility, except when necessary to accomplish the objective of Policy 503 Separation, and Title 15 Section 1390 shall apply.
- F.** Deprivation of the following is not permitted:
 - 1. Bed and bedding.
 - 2. Daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing.

Attachment: Policy 530 — Page 12

3. Full nutrition.
4. Contact with parent or attorney.
5. Exercise.
6. Medical services and counseling.
7. Religious services.
8. Clean and sanitary living conditions.
9. The right to send and receive mail.
10. Education.

G. The JDF discipline process is administrative. Thus, there is no "Double Jeopardy" issue when assigning internal consequences as a matter of discipline and/or also filing criminal charges based on the same behavior.

530.3 DEFINITIONS

A. Youth Rule Violations

1. Youth rule violations are violations that do not impact the safety and security of the facility and/or disrupt the normal operation of the facility.
2. Youth rule violations are handled informally by counseling, advising the youth of the expected conduct, or by the imposition of a youth consequence, such as failure to earn privileges, or a "time out."

B. Major Rule Violations

1. Major rule violations are violations that directly affect the safety and security of the facility, and/or disrupt the normal operation of the facility and programming.
2. Major rule violations can result in the youth status changed to a special classification, and/or separation from the group.
3. Due process for youth who are charged with a major rule violation will follow policy and they will receive a written copy of their due process.
4. Violations that result in a removal from the ARMOR, but not a return to court will follow all due process provisions.

C. Time Out

1. A time out is the temporary removal of a youth from the group.
2. Time outs are utilized to assist a youth in regaining their self-control.
3. Youth may return to the classroom or program once they regain their self-control, or complete the designated number of minutes for the time out.

Attachment: Policy 530 — Page 3

4. A time out does not require a letter, (but one may be given) or Special Incident Report (SIR), so long as it lasts less than 4 hour.

a. If a time out exceeds beyond 4 hour, staff shall complete a SIR.

D. Special Program

1. A special program is an individually tailored program designed to correct undesired behaviors exhibited by a youth when other forms of correction or discipline have been ineffective.

2. The nature of the special program is to target the undesired behavior and remove items or privileges directly related to that behavior. The special program identifies exactly how the youth can earn those items and/or privileges back and encourages the desired behavior.

3. A special program shall be documented with an SIR, as well as a written, detailed explanation of the special program. A copy of this explanation shall be provided to the youth, as well as being posted at the JDFC desk in each Pod.

4. Supervisors shall review all special programs on a daily basis.

530.4 DISCIPLINE SHALL NOT IMPEDE THE EDUCATION PROCESS

A. Youth shall not be deprived of their education as part of the disciplinary process.

B. Youth whose behavior is deemed to be too violent or disruptive; may be held out of school for that reason. In such cases, it is the behavior exhibited by the youth at that time; that results in the removal from, or inability to occupy, a seat in the classroom.

1 In such cases, staff shall write an SIR detailing the circumstances that resulted in the need to keep the youth out of the school room.

2 Staff shall work with school officials to provide the youth with instruction and materials.

a. Staff may elect to supervise the youth doing class work at a table in the dayroom.

b. Such alternatives may only be utilized if it is deemed safe to do so.

C. School officials may remove a youth from the school program pursuant to

Page 3

Attachment: Policy 530 — Page 4

Tehama County Department of Education, (TCDE), policies and procedures governing the suspension of students. In such cases, the TCDE principal overseeing the JDF school program is the final authority, and source for the appeal/due process.

1. School officials shall document such suspensions on the TCDE Citation, and provide a copy to the JDFC and Supervisor.

530.5 DUE PROCESS

- A. Major rule violations identified above, which may include withdrawal from group activities for 24 hours or more, or extend a youth's time in custody, shall be documented via the SIR process outlined in the documentation section below and be subject to the Due Process procedures outlined below.
- B. The consequences approved in the SIR shall not begin until the required due process has been completed.
 1. If the youth poses a safety risk to others based on the behavior documented in the SIR (assaulting staff or another youth, participating in a fight, or exhibiting other violent behavior), they may be separated from other youth while necessary.
- C. The Due Process Hearing shall occur in a timely manner, no later than the next day or next shift, following the shift the incident occurred.
 1. For example, if the incident occurred on day shift, the Due Process shall be completed during the following graveyard shift. If the incident occurs on graveyard shift, Due Process shall occur during the following day shift.
 2. The timely hearing should not be delayed for the convenience of staff and should be relevant and meaningful to the youth.

530.6 DOCUMENTATION PROCESS

- A. Written notice of the violation shall be provided to the youth prior to the hearing.
 1. This can be part of the original discipline process, as staff are required to review incident reports and recommend consequences with youth as soon as practical once the investigation and documentation process is completed.
- B. The JDFC writing the SIR shall begin Due Process by:
 1. Completing the first page of the Due Process Form in its entirety, including:

Attachment: Policy 530 — Page 5

- a. The Youth's Name, SIR number, and Incident Date and Time.
 - b. The Description/Nature of Violation(s)
 - c. Disciplinary Measure(s) Implemented
 - d. The name of the staff providing the youth with a copy of the SIR and relevant attachments if any.
 - e. Signature of the youth indicating that they were provided with a copy of the SIR and any relevant attachments.
 - f. The date and time that letter (d) and (e) above were done.
2. Document in the SIR/Due Process folder that they have started Due Process by placing their name in the appropriate row/column.

530.7.1 PROCEDURES

530.7.1 DUE PROCESS HEARING

- A. The Due Process Hearing shall be presided over by another supervisor or ASC who was not involved in the incident or the reviewer of any reports generated.
 1. This supervisor shall act impartially, and be capable of hearing the facts of the case and disagreeing with the findings of the supervisor who reviewed the initial SIR, if necessary.
- B. Youth have the right to be assisted by staff in the hearing process.
 1. This staff member's role is to assist the youth in understanding the process, and to support and express the youth's views during the hearing and in completing the Youth Statement of Incident section of the Due Process Form.
- C. The youth shall be afforded the opportunity to be heard, and be allowed to present evidence and testimony if they choose.
- D. The youth has the right to refuse to issue a statement.
- E. The staff shall, with the youth present, review all of the evidence and circumstances of the incident and render a finding. That finding shall be documented on the Supervisor's Finding of Facts/Discussion of Evidence relied upon section of the Due Process Form.
- F. The staff then signs and dates the form at the bottom of the second page, and indicates if the youth requests an appeal to the facility director.
- G. The staff will note in the SIR/Due Process folder that they completed Due

Attachment: Policy 530 — Page 6

Process by placing their name, date and time in the proper row/column.

H. APPEAL PROCESS

1. When a youth requests that their Due Process be reviewed by the facility Deputy Chief, the original SIR and Due Process forms are forwarded to the facility Deputy Chief for review.
2. The Deputy Chief will review all relevant material and after careful review and render a decision.
3. The decision of the appeal is final.

POLICY HISTORY
CREATED: 06/23/16
Reviewed/ revised: 12/23/2016, 03/16/2017

2018— 2019
Grand Jury

Adult Probation

A 2018 —2019 Grand Jury Report



Abstract:

For the past two years the County has withheld General funds from the Probation Department making the department utilize the departments reserve funds which will be depleted by 2020-2021.

In an internal memorandum revealed \$813,098 to fully restore the probation budget back to its normal reserve amount.



GLENN COUNTY ADULT PROBATION

SUMMARY

After interviews with several county departments it was decided to re-interview the probation department to gain insight into the problems that may be caused by the absence of “general funds” that has been slashed from the department’s budget in recent years.

PURPOSE

The purpose of this report is for the Grand Jury to evaluate the process and procedures of the Adult Probation division to the Glenn County Probation Department. The Grand Jury also wanted to know how the Probation Department was operating without County General Fund support and the depletion of grant funds held in reserves.

GLOSSARY

AB 109 — Realignment Assembly Bill 109 or commonly known as AB109 transfers responsibility for supervising certain kinds of felony offenders and state prison parolees from state prisons and state parole agents to county jails and probation officers. Provides permanent revenue stream to the counties through Vehicle Licenses Fees and State Tax.

AB 118 — Outlined financial structure for allocating funding to a variety of accounts; established the Local Revenue Fund of 2011; directed deposit of revenues associated with 1.0624 percent of state sales tax rate to be deposited in the fund.

SB 89 — Vehicle Licenses Fee — Prison Realignment Fund

SB10 — A change in California’s pretrial release system from a money-based to a risk-based release and detention system. This law assumes that a person will be released on his or her own recognizance or supervised with the least restrictive non-monetary condition or combination of conditions that will reasonably assure public safety and the defendant’s return to court. The new rules are scheduled to go into effect on October 1, 2019.

SB678 — The California Community Corrections Performance Incentives Act of 2009 was designed to alleviate state prison overcrowding and save state general fund monies by reducing the number of felony probationers who are sent to state prison for committing a new crime or violating the terms of county-supervised probation. This Bill shares state savings from lower prison costs with county probation departments that use evidence-based supervision practices and achieve a reduction in the number of felony probationer commitments to state prison.

BACKGROUND

The Adult Probation Department is made up of seven adult and three juvenile probation officers one, Program Manager, Assistant Chief of Probation, Office Technician, Supervising Probation Officer and the Chief Probation Officer.

For the past two years the County has withheld General funds from the Probation Department making the department utilize the departments reserve funds which will be depleted by 2020-2021.

METHODOLOGY

The Grand Jury met, interviewed, and reviewed the following:

- Glenn County Chief of Probation
- Probation Budget Proposal to the Board of Supervisors
- Email communications from the Board of Supervisors to the Probation Department and from Probation to Board of Supervisors
- 2017-2018 Glenn County Budget and expenditures.

DISCUSSION

Department Budget: For the last two years, the probation department’s general fund allocations from the Glenn County General Budget has been withheld due to the significant reserves that were built up within AB 109 and AB 118 since they were signed into law in 2011. The Probation Department did not hold these funds intentionally due to the recruitment of qualified personnel, staff and for programs to be developed. Another issue was participating agencies not spending their total allocation each year. These events led the Probation Department to accumulate a reserve.

It is predicted that these funds will be depleted within the next two fiscal cycles. When AB 109 reserve funds are exhausted, the Probation Department is predicting that they will lose seven

Probation Officers and place the remaining staff on three-fourths time making the Probation Department non-functional. The Department would lose over 80-years of experienced personnel.

At a Board of Supervisors meeting in September 2017, it was promised that if the Probation Department would release its General Fund allotment back to the County that these funds would be stored. This statement has not been recognized and acted upon by the Board of Supervisors in the 2018-2019 budget. According to the Probation Department, the Department is not expecting to see any reimbursement of these promised funds in the 2019-2020 budget.

In an internal memorandum to the Department of Finance and the Board of Supervisors, the Probation Department would need to receive \$813,098 to fully restore the probation budget back to its normal reserve amount. The memorandum recognized the fact that the County did not have the funds to return all the \$813,098 to the Probation Department but would like to have their budget enhanced by \$195,249 which would cover portions of three positions back into the probation general fund.

Without replacement of these funds showing in the 2020-2021 fiscal year, programs and services would be eliminated and the Department would only be able to provide for State mandated programs funded by AB 109 and AB118 (June 2011).

1-Year Probation Specialized Unit Grant: This grant supports focused supervision and reduced caseloads for probationers convicted of crimes involving domestic violence, sexual assault, dating violence, and/or stalking. The Probation Department will have used up this grant by the first quarter of 2020. The Probation Department is hoping the California Office of Emergency Services will find additional funding to continue providing funding to the Probation Department for the remainder of the fiscal year or years to come. This grant covers one full time equivalent Deputy Probation Officer who may be at risk of losing their job if funds are not provided to keep this person on the job.

SB 10: This bill is currently in litigation and if this litigation fails, this bill will take affect on October 1, 2019. This bill passes the monitoring responsibilities of non-violent offenders to the Probation Department to monitor. It allows those charged with an offence to be released on their own recognizance with those at greater risk being assigned an ankle bracelet and monitoring by the Probation Department. This will increase the Probation Department's case load requiring an on-call Probation Officer to be available 24/7.

Proposition 36: This legislative mandate, was funded through the Glenn County Health Services to supervise drug addicted participants who are eligible for treatment rather than incarceration. The Probation portion of funding has ceased to exist after June 30, 2009. Despite the lack of funding, the Department continues to provide these services within the County.

Several times a year, the Glenn County Court holds a Drug Court graduation ceremony for those who have completed their treatment case plan. Each of these graduates holds approximately over 500 days of clean living. The Health and Human Services Agency with the assistance of Probation, monitor these individuals throughout their case program.

SB678: The funds from this State Senate Bill serves 2.45 full-time Probation Officers to monitor adult felony probationers from going to State prisons. The State shares the savings made from lower prison costs with county probation departments that use evidence-based supervision practices and achieve a reduction in the number of felony probationer committed to state prison.

The Probation Department is reliant on its funds to monitor all State mandated programs. Each of these programs support the Departments Adult Probation Officers. Without the funding and the return of the reserves from the County, the Probation Department will not be able to function at today’s standards.

County budget: In reviewing the Board of Supervisors budget and in discussing the state of the County’s budget with the Board of Supervisors, the county’s budget is in the “black” with a reserve. The Board of Supervisors reported that they are now in a better place financially than they were years back, and that there are needs throughout the County that the Board will be considering funding in next year’s budget.

FINDINGS and RECOMMENDATIONS

<i>Findings</i>	<i>Recommendations</i>
<p>F1: The Grand Jury found that currently there is not a Probation Officer on duty or on-call after hours to transport juveniles to Tehama County Juvenile Hall or to perform the Pretrial Risk Assessment Tool for newly arrested adults.</p>	<p>R1: The Grand Jury recommends that the Board of Supervisors authorize funding to the Probation Department to provide on-call duties for both the juvenile and adult programs.</p>
<p>F2: The Probation Department will be financially at risk by the year 2020-2021 that will affect the loss of seven experienced Probation Officers.</p>	<p>R2: The Grand Jury recommends that the Board of Supervisors return the promised General funds back to the Probation Department so that the Department can meet its obligations and retain their highly experienced personnel.</p>
<p>F3: Within the next eighteen months, seven Probation Officer positions will be at risk of elimination while the mandates to the Probation Department will continue or increase.</p>	<p>R3: The Grand Jury recommends that the Board of Supervisors and the Probation Department work together to find a solution for the financing for the continued and/or increased monitoring of probationers by the Probation Officers.</p>

ATTACHMENT

Glenn County Community Corrections Partnership 2019 – 2020 Department Budget Request.

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05, the grand jury requests responses as follows:

From the following individuals:

Glenn County Probation Department

From the following governing bodies:

Board of Supervisors

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Attachment 1: Glenn County Community Corrections Partnership 2019 – 2020 Department Budget Request.

Glenn County Community Corrections Partnership 2019-2020 Department Budget Requests 1 of 2		
Public Safety Realignment 2019-2020 Estimated Allocation (AB109/AB118)		\$1,300,000.00
Other Revenue Received(OPT Tax Reimb.)		\$0.00
2018-2019 Growth for 2019/2020 Fiscal Year		\$176,368.84
10% Local Innovation Funds Reduction		(\$17,636.88)
2018/2019 Estimated Roll Over <i>Estimated</i>		\$1,300,000.00
Total Estimated Funds Available for 2019-2020		\$2,758,731.96
Probation	Salary and Benefits(1SPO/3DPO/.25 ASO/.25 Office Tech)	\$527,855.00
	K-9	\$13,193.00
	Safety Equipment	\$6,000.00
	Training (When STC funds have been exhausted.)	\$3,962.00
	Electronic Monitoring	\$10,402.50
	Drug Testing Supplies	\$2,558.00
	Office Expenses	\$5,000.00
	Case Management System(CSS) (\$575 x 12 months)	\$6,900.00
	Vehicle Rental Expenses	\$6,956.00
	Total Funding for 2019-2020	\$582,826.50
Sheriff's Office	Salary and Benefits (1SCS/1DS)	\$223,400.00
	Safety Equipment	\$4,000.00
	Training	\$1,000.00
	Vehicle Expenses	\$9,200.00
	Office Expense (\$4000)/Communications (\$600)	\$4,600.00
	Special Dept. Exp. - Special Needs for program	\$21,054.00
	Food & Lodging/Other Travel	\$3,000.00
	Medical-CFMG	\$40,000.00
	Total Funding for 2019-2020	\$306,254.00
HRA/Health Services	Salary and Benefits-Alcohol & Drug	\$52,918.00
	Operating Expenses-Alcohol & Drug	\$14,300.00
	Salary and Benefits-Mental Health	\$192,415.00
	Operating /Adm. Expenses-Mental Health	\$22,838.00
	Client Supports	\$16,500.00
	Learning Center	\$10,743.00
	Total Funding for 2019-2020	\$309,714.00
District Attorney	Salary & Benefits(District Attorney & Legal Secretary)	\$235,000.00
	Total Funding for 2019-2020	\$235,000.00
Unity House	Housing Contract	\$19,998.00
	Total Funding for 2019-2020	\$19,998.00
County Directed Chgs	It, A-87, Debt Service, Etc.	\$35,227.00
	Total Funding for 2019-2020	\$35,227.00
Board Directed Reduction	Use of AB109 Realignment Funds to Offset Probation's Reduction of General Funds	\$508,908.00
	Total Funding for 2019-2020	\$508,908.00
Grand Total Budgeted for 2018-2019 Fiscal Year		\$1,997,927.50
Remaining amount from the	\$2,758,731.96 stated above:	\$760,804.46



**Ask yourself
if what you are doing
today,
is getting you closer
to where you want to be
Tomorrow!!**

- Anonymous



2018-2019
Grand Jury Report

Glenn County District Attorney

A 2-18-2019 Grand Jury Report



Abstract:

The Home of the District Attorney is placed in a remodeled family dweolkkkiooooooooooooooLa door to the outside with a six-foot drop, a stairway to nowhere, and a large upstairs room with no access but through an attic crawl space.

The District Attorney has served the County for six-years spending most of his time preparing for court cases



An interview with the Glenn County District Attorney

SUMMARY:

The Grand Jury investigates areas within each of the public sectors that includes the Public Safety. This year's Grand Jury selected the District Attorney's office to understand the process of prosecuting a crime. Upon completion of an investigation, the District Attorney makes a decision: send the investigation back to the investigating parties/department for additional information; take it to trial, or make the decision for dismissal.

PURPOSE:

1. To understand the process to prosecuting a crime in Glenn County.
2. To better understand the responsibilities of the District Attorney
3. To better understand why some murders in Glenn County takes so long to be prosecuted.

BACKGROUND

The Glenn County District Attorney serves the people of Glenn County by prosecuting crimes that come before his desk, participates in the county budgeting process, serves the Grand Jury when needed, help with the Department web pages, and serves on other county committees.

The District Attorney has served the County for six-years. His time is spent mostly in court and/or preparing cases for court. He spends 26 to 32 hours per week in court, not counting for preparation time. He also gets called out for warrants as well as working with the Sheriff on arrests.

District Attorney's Experience:

Working in criminal law since 1983-1984 he served his internship with the Charlotte Beckenberg Public Defender office in North Carolina for a year while in high school. While in law school, he worked as a clerk in the Orange County District Attorney while attending Western State University College of Law in Fullerton, California. He graduated from law school in 1991 and passed the bar exam in 1993. He worked for a private defense attorney in Orange County before coming to Glenn County as a prosecutor in 1994. In 2015 he was elected as the Glenn County District Attorney. In all, the current district attorney has been in Willows serving Glenn County for 25 years. His plans to run for District Attorney in 2022, and eventually retire as the Glenn County District Attorney.

District Attorney Job Description: Calif Government Code 2564 states "...the DA must purport to insure the fair justice in the county". The District Attorney handles misdemeanors, felonies, asset forfeiture, environment crimes, assist the Grand Jury, present to the Grand Jury, help with child support prosecuting for nonpayment of child support and should the county counsel is unable to perform their job, the DA can step in to assist.

The District Attorney also assists with the department's website, participates in the budget committee as well as serving on community organizational committees.

California Government codes regarding the District Attorney job requirements as provided by: <https://leginfo.legislature.ca.gov>

ARTICLE 1. Duties as Public Prosecutor [26500 - 26509] (Article 1 added by Stats. 1947, Ch. 424.)

26500: The district attorney is the public prosecutor, except as otherwise provided by law. The public prosecutor shall attend the courts, and within his or her discretion shall initiate and conduct on behalf of the people all prosecutions for public offenses. (Amended by Stats. 1980, Ch. 1094.)

26500.5: The district attorney may sponsor, supervise, or participate in any project or program to improve the administration of justice. (Added by Stats. 1973, Ch. 629.)

26501. The district attorney shall institute proceedings before magistrates for the arrest of persons charged with or reasonably suspected of public offenses when he has information that such offenses have been committed. For that purpose, when not engaged in criminal proceedings in the superior court or in civil cases on behalf of the people, he shall attend upon the magistrates in cases of arrest when required by them and shall attend before and give advice to the grand jury whenever cases are presented to it for its consideration. (Added by Stats. 1947, Ch. 424.)

26502: The district attorney shall draw all indictments and information

When a crime has been reported to the Sheriff office a officer is sent to the scene to begin the investigative process. Witness statements and photos of the scene are taken. Reports are created by the investigating officer which are present to a Sergeant for review. If the Sergeant finds that there is sufficient evidence, it is then turned over to the District Attorney. If the Sergeant

determines more information is needed, the file is sent back to the originating officer. Once it meets the Sergeant's approval, the case file is turned over to the District Attorney for prosecution.

Once a crime has been turned into the District Attorney's office, the Assistant District Attorney reviews all the evidential information. There have been times when the police have not gathered all evidence and/or facts needed for prosecution, and the case is handed back to the original jurisdiction for gathering more evidence. Once he receives the case, he audits it for its worthiness for prosecution. The District Attorney's job is to ensure that there is enough evidence to prosecute. There are times when it takes additional time to gather all the lab results, evidence, and witnesses to bring before the Court.

METHODOLOGY

The Grand Jury reviewed California Code 2564, District Attorney's job description and 26500 <https://leginfo.legislature.ca.gov> duties of the prosecutor. Interviews were held with the Sheriff's Department and Probation Department.

DISCUSSION

Department Resources: Pre-2008-2009 recession the department was staffed with a receptionist/secretary, legal secretary, two investigators, one prosecuting attorney and the District Attorney. Due to the 2008 recession, the department was reduced by two investigators, a part-time attorney, a legal secretary, leaving the district attorney's office with a receptionist/legal secretary, a part time attorney, and the District Attorney..

Currently, the District Attorney's office now has an Assistant District Attorney, one full-time attorney, and is in the process of reviewing the background to hire an investigator.

Budget: The District Attorney's office is funded through the County's general funds. In 2014 the department lost the grant for prosecuting Drivers Under the Influence of alcohol and/or drug crimes due to not meeting State's expected arrest and prosecuting numbers. The District Attorney's office receives some funds from AB109 that pays for a prosecutor and clerk.

The District attorney stated that he would like to see his staff receive a higher rate of pay. Based on the process to apply for a department support staff raise, there are a series of forms to be filled and filed with the office of Human Resource. The Human Resource department submits the forms to the Board of Supervisors asking for the departmental raise.

Current/Old Cases: It was reported that there have been three to five murders per year in Glenn County during the last five to six years. The District Attorney reported that he is currently in the process of prosecuting old cases. At the time of the Grand Jury's investigation, there were 11 of 33 old cases waiting to be put on the court calendar.

Unsolved murders in Glenn County: These are cases where more information is needed, or they are waiting for more details to prosecute. At the time of the Grand Jury investigation, the District Attorney's calendar shows homicide cases are scheduled for every-other-week through the month of September.

When the current District Attorney was elected, the office had over 7,000 cases that needed resolution. It took him over two-years to clear the inherited cases.

SB1437: An added task for all District Attorneys is California State Bill (SB)1437. This bill changes how accomplices to a felony where a death occurred is charged and sentenced. SB1437 restricts the application of what's known as the "felony murder rule." Under the old law, accomplices could be charged with murder whenever someone was killed in the commission of a felony crime, even when they played no role in these deaths, sometimes even if they weren't at the scene of the murder. SB 1437 states that a person can only be convicted of felony murder if he or she actually participated in the killing, acted with intent to assist the killer, or was a "major participant" in the underlying felony and acted "with reckless indifference to human life." The bill allows for those who have been previously convicted to have their convictions reviewed, overturned or be resentenced.

The Glenn County District Attorney reported that there were 14 cases under SB1437 that needed to be re-examined. Only one case met the conditions of SB1437. It is unknown if the case will be resentenced or overturned.

Prop 47: Prop 47 changed the ruling all drug crimes, thefts or robberies were changed as misdemeanors. With the passing of legalized marijuana, misdemeanor crimes have increased. Anyone caught with a drug crime is turned over to Probation.

SB10: SB10 is a change California's pretrial release system from a money-based system to a risk-based release and detention system. This law assumes that a person will be released on his or her own recognizance or supervised with the least restrictive non-monetary condition or combination of conditions that will reasonably assure public safety and the defendant's return to court. The new rules are scheduled to go into effect on October 1, 2019.

The Glenn County courts and probation use the Ohio Risk Assessment System: Pretrial Assessment Tool, which is a matrix that has been in place for the last eight months. This matrix gages a person responsibility to appear in court. The District Attorney, Judges and Chief of Probation believe that this matrix has been successful in meeting the requirements of SB10. (See attached Pretrial Risk Assessment Tool))

Needs of the District Attorney: The District Attorney office is located in an old home that has been remodeled several times. A tour of the building shows a small receiving area, a large room with a fireplace that leads to three offices. One office has a glass door that if opened would have a six foot drop to the outside turf. The District Attorney pointed out an upstairs loft area that could be another office space, accessed only through a small crawl space. There is also a set of stairs leading to a solid wall. This portion of the building is unusable.

At the Superior Court in Orland, the District Attorney has an assigned office that can only be used during court hours. The District Attorney reported that the room is available during court breaks which is inconvenient when work needs to be completed before or after court.

The Grand Jury asked the District Attorney what one of his greatest needs were for his office. He stated that he would like to be able to hire someone part-time or full-time to scan boxes of old case files that are currently being held in storage. With the large mass of paper files, his concern is that they could be damaged and historical data would be destroyed. His goal is to have all records turned into electronic files.

FINDINGS AND RECOMMENDATIONS:

Findings	Recommendations
<p>F1: The District Attorney’s office is understaffed to meet the demands of the office.</p>	<p>R1: The Grand Jury recommends the Board of Supervisors provide the financial resources to meet the human resource needs of the District Attorney.</p>
<p>F2: The District Attorney building does not provide the room and professional space needed to support the confidentiality of the office.</p>	<p>R2: The Grand Jury recommends the Board of Supervisors provide the District Attorney with the proper professional space that supports the confidential nature of the office.</p>
<p>F3: The District Attorney has an assigned office in the Orland Courthouse that is accessible during court breaks limiting the District Attorney’s access.</p>	<p>R3: The Grand Jury recommends the Board of Supervisors provide the District Attorney’s staff with an office in Orland that can be used without limited time limits.</p>
<p>F4: With the digital age, many businesses have digitized their records for fast and easy access as well as for record protection. The District Attorney’s office needs to follow this process in his office as well.</p>	<p>R4: The Grand Jury recommends the Board of Supervisors provide the necessary resources to the District Attorney to have all case files currently warehoused in boxes digitized for safe keeping.</p>

COMMENDATION

The Grand Jury found that the District Attorney and his staff is performing their job duties of the office with the expected diligence the public expects on every case without favor. The Grand Jury commends the District Attorney for his hard work putting in many personal hours to insure the crimes are prosecuted to their full extent.

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05 the Glenn County Grand Jury requests a thorough and complete response statements from:

From the elected officials or heads of departments

Glenn County District Attorney

From the following governing bodies

Glenn County Board of Supervisors

Reports issued by the Grand Jury do not identify individuals. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Attachment: Pretrial Release System Matrix used by the Probation, District Attorney and the Judges.

APPENDIX A: SCORING FORMS FOR EACH ASSESSMENT

OHIO RISK ASSESSMENT SYSTEM: PRETRIAL ASSESSMENT TOOL (ORAS-PAT)

Name: _____ Date of Assessment: _____

Case#: _____ Name of Assessor: _____

Pretrial Items		Verified
1.1. Age at First Arrest 0=33 or older 1=Under 33	<input type="text"/>	<input type="checkbox"/>
1.2. Number of Failure-to-Appear Warrants Past 24 Months 0=None 1=One Warrant for FTA 2=Two or more FTA Warrants	<input type="text"/>	<input type="checkbox"/>
1.3. Three or more Prior Jail Incarcerations 0=No 1=Yes	<input type="text"/>	<input type="checkbox"/>
1.4. Employed at the Time of Arrest 0= Yes, Full-time 1= Yes, Part-time 2= Not employed	<input type="text"/>	<input type="checkbox"/>
1.5. Residential Stability 0=Lived at Current Residence Past Six Months 1=Not Lived at Same Residence	<input type="text"/>	<input type="checkbox"/>
1.6. Illegal Drug Use during Past Six Month 0=No 1=Yes	<input type="text"/>	<input type="checkbox"/>
1.7. Severe Drug Use Problem 0=No 1=Yes	<input type="text"/>	<input type="checkbox"/>
Total Score:		<input type="text"/>

Scores	Rating	% of Failures	% of Failure to Appear	% of New Arrest
0-2	Low	5%	5%	0%
3-5	Moderate	18%	12%	7%
6+	High	29%	15%	17%



**As long as people
can do things
without penalty,
They're going to
continue to do them.**

—John McCain —



2018-2019 Grand Jury

Public Works Glenn County Roads

2018-2019 Glenn County Grand Jury Final Report



Abstract:

Public Works, Roads Department, is adequately funded for the current scope of work it performs for the Federal and State agencies, but is severely lacking in funds to maintain existing county roads or to create new ones that might be determined to support the residents of Glenn County.

Glenn County faces road decline due to flooding, additional traffic, and aging infrastructure



GLENN COUNTY ROADS

SUMMARY

The recent fires and flooding have had an impact on our County Roads. The infrastructure is old and needs replacing, with the influx of traffic from the Camp Fire and recent rains/flooding they will deteriorate much faster. Glenn County roads are in desperate need of repair.

GLOSSARY

1. Federal Emergency Management Agency (FEMA)

METHODOLOGY

1. Interview with Public Works Department
2. Presentation to the Board of Supervisors
3. Several road sites were visited

DISCUSSION

Public Works is adequately funded for the current scope of work it performs for the Federal and State agencies but is severely lacking in funds to maintain existing roads or to create new ones that might be determined to support the residents of Glenn County. Roads in the County have deteriorated, and it is unlikely any major work can be performed by the County to improve such roads without a significant infusion of money into the current operating budget. Like all county departments, Public Works does prepare and submit a budget to the CFO, however unlike other departments, the Public Works Agency is not funded by the County property tax based budget but

rather raises operating funds from revenues derived from gas tax money; land fill revenue and from fees collected from airport operations. The Agency also sees revenue from the Glenn County Transport Service aka Glenn Ride and from Federal and State reimbursements for bridges and certain road repairs.

The Public Works budget is estimated at \$30million which supports 48 positions including a 14-member road crew, of this there are 4 vacancies. The road crews are scattered throughout the county, operating out of county owned facilities. All equipment is owned and maintained by the County. A quick estimate of the additional funds needed would likely call for an additional sales tax of at least ½% of sales tax revenue to give the Agency any chance of beginning to address the deteriorating county road infrastructure. All road infrastructure construction or repairs by labor contract must be calculated using prevailing wage rates and all such bids as this Agency might negotiated require that work be performed by awarded contractors paying prevailing wages and benefits to its employees. Due to the storms, the County may be able to derive funds from FEMA for repairs to the roads, etc.

Such increase of required funds could not be comingled with other county revenue to avoid those additional dollars being taken away and used to balance other priorities put upon the County that require a source of local funding. Such revenue as may come to the Agency would be used to increase road crew staff size, to fund additional equipment and to purchase road materials.

This Agency currently buys and maintains its own capital equipment. The option of leasing was discussed however it is of the opinion that the Board of Supervisors would not entertain such an option to update and modernize the Agency's equipment.

All road infrastructure construction or repairs, by labor contract, must be calculated using prevailing wage rates and all such bids, as this Agency might negotiated, require that work be performed by awarded contractors paying prevailing wages and benefits to its employees.

This Agency currently buys and maintains its own capital equipment. The option of leasing was discussed however it is of the opinion of that the Board of Supervisors would not entertain such an option to update and modernize the Agency's equipment.

A presentation was made to the Board of Supervisors by the Public Works Department in February and was approved. It shows that "Low Volume, Poor Conditions of Roads" were given maintenance options and cost. The approval is "*The Public Works Agency proposes to un-pave the following roads as a trial project:*

CR 23 from SH 45 to end

CR 200 from bridge 11C-0132 to end

If the trial shows success, we would expand to additional roads." If this proves successful, the following roads would be treated in the same fashion. (See Public Works report to the Board of Supervisors attached.)

FINDINGS and RECOMMENDATIONS

Findings	Recommendations
<p>F1: The Public Works Department is working on a very slim budget.</p>	<p>R1: Public Works Department budget needs to be addressed by the Board of Supervisors to find additional funds to repair the County roads</p>
<p>F2: The Public Works Department is understaffed</p>	<p>R2: The Public Works Department needs to recruit additional employees.</p>

COMMENDATIONS

Commendations to the Public Works Department for their forward thinking in researching mitigating factors in making the County roads useful.

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05 the Glenn County Grand Jury requests a thorough and complete response statements from:

From the elected officials or heads of departments

Glenn County Board of Supervisors

From the following governing bodies

Glenn County Public Works Department

ATTACHMENT

Presentation to the Glenn County Board of Supervisors

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Attachment —Page 1: Maintenance Plan for Glenn County Roads

Maintenance Plan for Low-Volume, Poor Condition ROADS



Attachment —Page 2: Maintenance Plan for Glenn County Roads.

DEFINITIONS

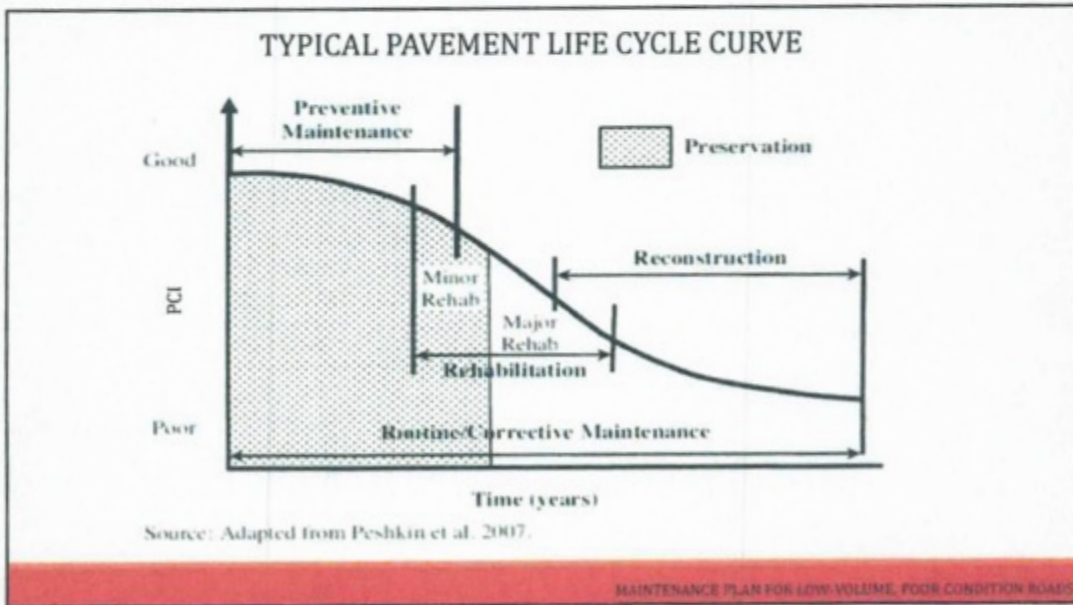
LOW-VOLUME ROAD: No general definition exists, however the American Association of State Highway and Transportation Officials (AASHTO) consider a road with average daily traffic (ADT) of less than 400 to be "low-volume"

PAVEMENT CONDITION INDEX (PCI): a numerical index between 0 and 100 used to indicate the condition of a road segment. More specifically, the condition is a reflection of the expected life of the road.

POOR CONDITION: a PCI between 25-49

VERY POOR CONDITION: a PCI between 0-24

MAINTENANCE PLAN FOR LOW-VOLUME, POOR CONDITION ROADS



Attachment —Page 3: Maintenance Plan for Glenn County Roads.

MAINTENANCE OPTIONS

RECONSTRUCT - grind, shape, compact, and apply a double chip surface treatment

PATCH - maintain road in poor condition

UNPAVE - grind, shape, compact, and apply an enzyme soil stabilizer

MAINTENANCE PLAN FOR LOW-VOLUME, POOR CONDITION ROADS

LIFE CYCLE COSTS: RECONSTRUCTION

YEAR 0 - grind, shape, compact, and apply double chip seal = \$110,700/mi.

YEAR 3 - apply fog seal = \$9,100/mi.

YEAR 7 - apply single chip seal = \$41,300/mi.

YEAR 10 - apply fog seal = \$9,100/mi.

YEAR 14 - apply single chip seal = \$41,300/mi.

YEAR 17 - apply fog seal = \$9,100/mi.

YEAR 20 - apply single chip seal = \$41,300/mi.

TOTAL = \$261,900/mi.

MAINTENANCE PLAN FOR LOW-VOLUME, POOR CONDITION ROADS

Attachment —Page 4: Maintenance Plan for Glenn County Roads.

LIFE CYCLE COSTS: PATCH	
ANNUAL COST = \$8,900	
20 YEAR TOTAL	= \$186,900

MAINTENANCE PLAN FOR LOW VOLUME, POOR CONDITION ROADS

LIFE CYCLE COSTS: UNPAVE	
YEAR 0 - grind, shape, compact, and apply soil stabilizer	= \$34,706/mi.
ANNUAL MAINTENACE - blade, compact, and periodically soil stabilizer	= \$2,464/mi.
20 YEAR TOTAL	= \$83,986/mi.

MAINTENANCE PLAN FOR LOW VOLUME, POOR CONDITION ROADS

Attachment —Page 5: Maintenance Plan for Glenn County Roads.

LIFE CYCLE COST SUMMARY

RECONSTRUCTION	= \$261,900/mi.
PATCH	= \$186,900/mi.
UNPAVE	= \$83,986/mi.

MAINTENANCE PLAN FOR LOW-VOLUME, POOR CONDITION ROADS

So...

The Public Works Agency proposes to unpave the following roads as trial project:

- CR 23 from SH 45 to end
- CR 200 from bridge 11C-0132 to end

If the trial shows success, we would expand to additional roads

MAINTENANCE PLAN FOR LOW-VOLUME, POOR CONDITION ROADS

Attachment —Page 6: Maintenance Plan for Glenn County Roads.

SELECTION CRITERIA FOR CANDIDATE ROADS TO UNPAVE

- ADT
- PCI
- Safety
- % Trucks
- Grade of road
- Importance to road network
- Number of residences
- Distance to paved road

MAINTENANCE PLAN FOR LOW-VOLUME, POOR CONDITION ROADS

Future Candidate Roads

UNPAVE CONSIDERATION							
Road Name	From	To	Length (Mi)	ADT	Avg. PCI	% TRUCK	
23	SH 45	END	2.8	74	48	5.2	
200	11C-0132	THM CTY	1.3	44	39	10.9	
W	61	64	1.0	22	37	1.4	
56	SH 45	END	0.8	76	0	5.2	
J	11	END	0.2	45	34	0.3	
13	COMMERCE	END	0.2	13	16	0.7	
21	5	END	0.3	12	22	2.8	

MAINTENANCE PLAN FOR LOW-VOLUME, POOR CONDITION ROADS

2018 —2019 Glenn
County Grand Jury

Elk Creek Water

2018-2019 Glenn County Grand Jury Final Report



Abstract:

Raw water used by the treatment plant is derived from sub surface water taken near the bottom of the face of the dam Reservoir. This water has been shown to have a negative ionization which also means that the treatment process is more costly owing both to the special chemicals needed and the amount of power used to treat the water.

Elk Creek water has been undrinkable for years!!!!



Elk Creek Water

Summary:

The community of Elk Creek relies on water from the Stony Gorge Reservoir for all uses which includes household, personal use, gardening/lawn and agriculture purposes. The chlorine odor and taste make the treated water undesirable as drinking. Community residents have relied upon bottled water for several years to have potable water. Treated water is however used for all other purposes. Those subscribers having water service from the CSD had to give up use of well water in order to be given access to pipe in water from the CSD.

Glossary;

- a. Community Service District – CSD
- b. United States Department of Agriculture - USDA

Background

The community of Elk Creek consists of 175 people, 110 homes with 90 water connections. Stony Gorges dam was built in 1926 at a cost of \$750,000 and is the only source of water for the community. The area water is known to contain high levels of iron and magnesium from all sources of runoff water, including water that feeds into the Stony Gorge Reservoir. It is a combination of these high levels of mineral content and periodic episodes of water turbidity and the chemical treatment protocols required to treat the raw water that are the main reasons CSD states it needs a new upgraded settling tank.

The operation of the water treatment plant is staffed by three part-time employees, all three work more than part-time but there are no funds for a full-time employee with benefits. Recently the information from the State has indicated that it may require full-time positions with benefits.

METHODOLOGY

- a. Interview with CSD personnel
- b. Review of USDA proposed Grant
- c. CSD plant inspection

DISCUSSION

The Community Service District (CSD) has a small work force of three part time staff who have the task of primarily operating a water treatment plant; maintaining a local lighting district and a local park. The primary focus of the three-person effort is to operate and maintain a water treatment plant by processing raw water taken from the Stony Gorge Reservoir in Elk Creek.

The County of Glenn does provide some funds to address the need for part time labor and for equipment maintenance and chemicals needed to treat raw water to meet State standards for potable water that is distributed to domiciles served by a network of pipelines serving the immediate area of Elk Creek. The budget allocation from the County is at \$150k.

Based on the inputs of plant personnel, the CSD is critically short of funds to maintain and upgrade the plant equipment and is currently experiencing an ever-increasing use of treatment chemicals that are determined to be necessary to meet the State's water quality standards.

The raw water used by the treatment plant is derived from sub surface water taken near the bottom of the face of the dam Reservoir. This water has been shown to have a negative ionization which also means that the treatment process is more costly owing both to the special chemicals needed and the amount of power used to treat the water.

Chlorine is the primary chemical component which is disbursed into the water which is then sent to a settling tank before the water is released for use. The problem noted by the plant operators is the extremely high levels of chlorine residue found in the water at the closest point of use in the proximity to the water treatment plant. The minimal residue required from CSD's treated water is found at the community school district, which is some distance further on the pipeline, and is found at the public drinking water faucets at the school.

The operators of the water treatment plant have requested a new water treatment settling tank for several years and have found that funding from Glenn County is not available to address the problem. Pursuits to the same end have also been found from the State, and at last report the CSD has sought Federal funds to address the turbidity (cloudy from sediment) and chlorine residual issues and provide funds for a badly needed new settling tank. Before giving approval to the funding necessary to replace the existing settling tank, a grant must be approved to conduct a study on the best methods to be used to upgrade the CSD water treatment plant.

As of this writing a USDA grant for the study has been approved but not yet funded. As a consequence, no funds for the proposal put forth by CSD as to how to solve the problem has been

funded at any government level. If CSD were to accept the USDA recommendations put forth in the study grant for improvements, it must also accept USDA's solution.

To meet the State's funding expectations, for the CSD to receive funds from the State, the CSD had to raise rates. The rates, as implemented, are not reflective of the cash infusion needed by the CSD to fund either ongoing current operations, or fund improvements. Rate increases and other efforts to increase sources of available funds are not deemed to be sufficient to cover the projected increases in costs to maintain and currently operate the water treatment facility.

Cost estimates shared with the Grand Jury are that the CSD will be running in the negative and may lack the resources to operate without an increase in funding from Glenn County. Presently the CSD is estimated to be running at a loss of approximately \$32,000 per year, which is consuming the reserves of CSD.

The CSD is considering ways in which to increase local funding by such things as assessing State and Federal users of potable water a fee for each use. Here to for, these entities have taken treated water as a primary source of water needs for such things as firefighting without any assessment costs.

The CSD is also contracting with utilities that may wish to lease land on which to place transmitting towers. Currently ATT has expressed interest in leasing property to erect communication towers. These fees could amount to approximately \$1,000 each per month. This added income still would not put the CSD in the black.

As mentioned above, the CSD acknowledges a potential grant through the USDA for a preliminary engineering study on the best course of action to remedy the water quality problem and to increase the amount of treated water that could be produced by the CSD. This grant has been approved but not yet funded by USDA. During CSD's investigation of water use and water processing, CSD discovered that there is significant waste of approximately 20% of the water that is purchased, that is used for backwash and flush procedures. The result of the findings by CSD indicate a new settling tank is the best and cheapest option to remedy the problem.

The USDA is not saying they disagree with the findings of the CSD, but before funding the project, the USDA wants to conduct a study of its own to either confirm the findings or put forth options of their own.

There are hopes by CSD that the USDA will grant CSD the money to install a new system. CSD further confirms that in any case, the water and electricity waste maintaining the current water treatment system are very high.

In the opinion of CDS, their findings are that the savings from installing a new upgraded system would be approximately \$4 million over the next 20 years and the cost of the tank installed and sundry items would be approximately \$850 thousand.

FINDINGS and RECOMMENDATION

Findings	Recommendations
<p>F1: The Grand Jury finds that the potable water in Elk Creek is unusable for human consumption.</p>	<p>R1: The Grand Jury recommends the immediate installation of a new water treatment tank.</p>
<p>F2: The Grand Jury found that CSD does not have funds available for the necessary repairs to the existing equipment.</p>	<p>R2: It is recommended that the County of Glenn use reserves to install the needed equipment.</p>
<p>F3: The Grand Jury found that the budget from the County of Glenn for CSD operations is insufficient.</p>	<p>R3: It is highly recommended that the Glenn County Supervisor for District 3 advocate support for funds.</p>
<p>F4: The Grand Jury found that the CSD needs funds for new equipment for the treatment of raw water used from the Stoney Gorge Reservoir.</p>	<p>R4: It is recommended that CSD continues to investigate sources of funds for new equipment and daily expenditures.</p>
<p>F5: The Grand Jury found that the State of California may require CSD to hire full-time employees with benefits.</p>	<p>R5: It is recommended CSD continue to investigate this possibility and make arrangements in the budget to allow this new expenditure.</p>

COMMENDATIONS

The CSD is commended for using every available option to them to correct the undrinkable water in Elk Creek.

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05 the Glenn County Grand Jury requests a thorough and complete response statements from:

From the elected officials or heads of departments

Glenn County Board of Supervisors

From the following governing bodies

Elk Creek Community Service District

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.



“Water is critical for sustainable development, including environmental integrity and the alleviation of poverty and hunger, and is indispensable for human health and well-being.”

— United Nations



2018 – 2019 Grand Jury

Willows Unified School District Measure B



Abstract:

Will the completion of Measure B, Willows Unified School District has made improvements that were badly needed to keep the District's school children safe and comfortable.

The school bond provided upgrades to each of the District's three schools by improving aged and out dated equipment and buildings.



Grand Jury Report Willows Unified School District Measure B

SUMMARY:

Willows Unified School District Measure B progress and updates on the improvements and replacements of specified units as per Resolution #2016-17-03.

PURPOSE:

To ensure that the Citizens Bond Oversight Committee Measure B is following their By-Laws, monitoring the Expense Report and informing the Community of the progress.

ACRONYMS:

- WUSD** – Willows Unified School District
- CBOC** – Citizen Bond Oversight Committee Measure B
- ADA** – American Disability Act
- DSA** – Division of State Architect

GLOSSARY:

Title 24 – California Building Energy Efficiency Standards
Proposition 51 – Public School Facility Bonds (2016)

EXHIBITS:

- Full Text Ballot Proposition of the Willows School District Bond Election for November 8, 2016
- Expenditures/Financial Statement Dated October 9, 2018

BACKGROUND:

The 2017-2018 Grand Jury recommended the follow-up of Measure B as to the compliance of the By-Laws and the continuance of procedures to the completion of the project.

METHODOLOGY:

- a. Interview with the Willows Unified School District Superintendent
- b. Review of Resolution 2016-17-03
- c. Review the By-Laws for the Oversight Committee
- d. Review the audit performed by Christy White Associates dated June 30, 2017
- e. Review of Grand Jury Final Report dated June 15, 2018
- f. Visit Sites of construction/maintenance

DISCUSSION:

Bond Measure B was passed by the citizens of the City of Willows in 2016. The detailed list of projects to be completed is in Exhibit A “Full Text Ballot Proposition of the Willows School



District Bond Election for November 8, 2016”. The summer of 2017 saw the start of the work to be completed from the funds of Measure B and “matching” funds from Willows Unified School District. (“Matching” funds generally do not mean dollar for dollar but a percentage of total funds to be used.) At the time of this follow-up investigation, Phase One has been completed and Phase Two is very close to being finished. It is anticipated that all the projects will be completed this year and most or all of the funds expended.

In reviewing 2017-2018 Grand Jury Final Report with the Superintendent concerning the definition of Committee Board meetings, in the CBOC By-Laws, it was realized that Section 3.1 and Section 6.1 do conflict. This will be brought to the CBOC meeting for clarification.

It was stated in the 2017-2018 Final Report “The current administration plans to request a Bond issue every ten years to keep the school properties in good condition.” This is a misstatement and we apologize. It should have said, “The current administration has the option to request a bond issue every ten years”.

A review of the audit report prepared by Christy White Associates noted one Finding and Recommendation. (*See attached page for Finding and Recommendation. The full audit report can be found on-line at Willows Unified School District - Measure B - Minutes and Agenda - May 15, 2018 Audit Report*) The Finding was a Change Order which exceeded 10% of the budgeted cost and was processed without prior approval of the CBOC Board. This Finding was discussed with the Superintendent, and he explained that it was his understanding that the Change Order was within his approval limits. At the time of the Change Order, the high school gymnasium was having a new roof installed. The roofing company and the administration discussed and decided to go ahead reroofing the Agriculture building at the same time instead of having the roof company return in the fall. Both jobs are in the original bid but were scheduled to be completed at different times. By completing both jobs at one time, it saved the District funds.

A tour of the Murdock Elementary School shows the new portable classrooms, carpeting that is rough at the door entrance to clean shoes, new ADA toilet facilities, new drinking station which includes a bottle fill-up, staff room, computer lab/library, black-top covering bare ground, new tables and benches in the cafeteria, exterior painting, new windows, IT wiring for internet, new fire alarm system; the high school has new motorized bleachers in the gymnasium, new lockers, non-skid locker room floors, enclosed showers, etc. in both girl’s and boy’s locker rooms, changing room with shower and lockers for officials, new HVAC system, score keepers at the



football field are now in the view box with broadcasting equipment, new sound system in the multi-purpose room. While we did not visit the Willows Intermediate School, the Superintendent stated a new ADA compliant toilet room was provided. Most all building received a new coat of paint. All new fixtures and improvements throughout the project are ADA compliant. The removal of the old portable classrooms at Murdock School were put up for sale but after two/three inquiries and no offers, they were disposed of to make way for the new classrooms, etc.

It is expected that by the end of the year, Measure B Funds will be exhausted. The Willows Unified School District provided additional funds of \$1,260,000 to complete the project. See Appendix B full disclosure of Expenditures/Financial statement dated October 9, 2018.

FINDINGS and RECOMMENDATION

Findings	Recommendations
F1: The CBOC is nearing completion of stated upgrades as presented to the Community.	R1: None
R2: The Christy White Associates Audit dated June 30, 2017 Finding is being followed as recommended	R2: None
R3: CBOC and School Board has worked diligently to modernize the school facilities and raise the bar in educational quality for all students and staff	R3: None

COMMENDATIONS

The Willows Unified School District and the Citizens Bond Oversight Committee needs to be commended for the work that has been done toward the completion of this worthwhile project as it has increased the quality of education, as well as providing a cleaner, safer and more appealing educational environment to all staff members, students and the community it serves.

REQUEST FOR RESPONSES

None

Appendix

1. Mythology — Page 23— Measure B Bond Building Fund State Performance Finding for year ending June 30,2017
2. Citizen Bond Oversight Committee Annual and Final Report
3. Christy White Associates Report on Performance
4. Full audit report can be viewed online at Willows Unified School District website under Measure B - Minutes and Agenda - May 15, 2018 Audit.)

Disclaimer: Two members of the 2018-2019 Grand Jury have recused themselves from this investigation.

Attachment 1: Mythology D page 23

WILLOWS UNIFIED SCHOOL DISTRICT
 MEASURE B BOND BUILDING FUND
 STATE PERFORMANCE FINDING
 FOR THE YEAR ENDED JUNE 30, 2017

This section identifies the deficiencies, significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with Government Auditing Standards.

FINDING #2017-001: CONTRACTS AND CHANGE ORDERS

Criteria: *Public Contract Code (PCC) Section 20118.4* allows the governing board to authorize a change or alteration not exceeding ten percent of the original contract price. For any change order exceeding 10% of the original contract price, the governing board should determine whether it is necessary to re-bid the project. In addition, sound internal controls require the District to submit any change orders to the governing board for formal approval.

Condition: Upon review of a change order issued during the 2016-17 fiscal year, we determined that the Superintendent authorized a change order exceeding 10% of the original contract price and did not seek approval from the governing board.

- The district entered into a contract with George Roofing in the amount of \$538,000.
- The change order issued was in the amount of \$162,734 or 30% of the original contract with George Roofing.

Effect: If the district does not consistently follow PCC, then the authorization of change orders by the Superintendent without the formal approval of the governing board may cause the district to circumvent the bidding process. This may end up causing the District to pay more for services or products and be out of compliance with PCC. In addition, the risk for fraud and material misstatement is increased.

Cause: The district thought that George Roofing would be the lowest option as they were 22% lower than the next closest bid on the initial bid and also 22% lower than the next closest bidder on a previous roofing project. Also, the District thought they were in compliance under CUPCAA since the additional work was under the \$175,000 threshold.

Perspective/Context: Audit of 1 change order authorized resulted in the deficiencies noted above.

Recommendation: We recommend that the district review their procedures in authorizing change orders to ensure that the aggregate change order amount does not exceed ten percent of the original contract price. Should the aggregate change order amount exceed ten percent of the original contract, management should seek approval from the governing board and allow the board the opportunity to consider whether the project should be re-bid.

District Response: The District obtained subsequent board approval of the George Roofing change order on March 8, 2018. All future change orders will be taken to the governing board for approval. Change orders that fall under the 10% threshold of the original bid amount may be awarded by the Superintendent with subsequent board approval. Change orders that exceed the 10% threshold shall be taken to the board for formal discussion to determine if the project should be rebid, and or formally approved prior to the award.

Attachment #2: Page 1 — Citizen’s Bond Oversight Committee Annual and Final Report
Attachment #2: Page 2 — Citizen’s Bond Oversight Committee Annual and Final Report

Willows Unified School District 2018-2019 Citizen’s Bond Oversight Committee (CBOC) Annual and Final Report

Letter from the Citizen’s Bond Oversight Committee Chairperson

February 26, 2019

To: The Board of Trustees and Citizens of Willows Unified School District

The Citizen’s Bond Oversight Committee is pleased to forward its annual report. This report covers the 2018-2019 Fiscal Year. The duties of the Committee are to ensure that the Bond proceeds are spent for the purposes for which they were intended, provide an annual report and compliance statement and report the program’s progress to the public.

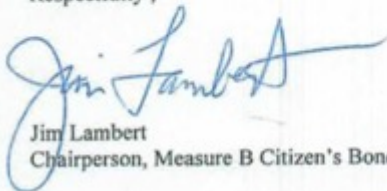
The Committee was originally established when the WUSD voters passed Measure B Bond in November 2016. Measure B provided \$8.0 million dollars for improving student safety by removing outdated, hazardous building materials including asbestos at all school sites, update restrooms and improve ADA access to classrooms, bathrooms and other facilities, replace portables with permanent classrooms, replace leaky roofs at Willows High School, modernize classrooms with updated technology at all school sites, replace the A/C for the High School gym. As of January 18, 2019 all of the Measure B funds have been expended. A complete list of all funds expended is appended to this report for your review. The committee would like to commend the Board of Trustees for the additional District funds (non Bond) which have been contributed to allow more necessary projects to be completed at this time.

Christy White Associates, Inc. has completed their audit of Measure B Bond expenditures as of June 30, 2018. The audit report disclosed no instances of noncompliance with the terms of Proposition 39 or the terms of the bond measure as approved by the District voters.

The Committee is pleased to report that based on the findings of the annual audit, the Willows Unified School District is in full compliance with its responsibilities as described in Article XIII A, Section 1(b)(3) of the California State Constitution.

The CBOC will be submitting this report to the Board of Trustees for their consideration and approval.

Respectfully ,



Jim Lambert
Chairperson, Measure B Citizen’s Bond Oversight Committee

Citizen's Bond Oversight Committee Annual Report

Independent Audit

Under the provisions of the California Constitution as amended by Proposition 39, the 2016 Measure B Bond Program must undergo an annual audit by an independent auditing firm. The District must provide accountability through an annual audit detailing the amount of funds collected and expended. The district utilized the certified public accounting firm of Christy White Associates, Inc. to perform the required financial and performance audits for the fiscal year ended June 30, 2018. Copies of the audit report are available on the District's website.

Citizen's Bond Oversight Committee

Also under the provisions of the California Constitution as amended by Proposition 39 is a requirement for all publicly funded bond projects to be operated under the oversight of an independent CBOC. The Committee is established to assure the public that Bond funds are spent as approved by the voters. This report is one responsibility of the CBOC.

Measure B – Completed Projects

Murdock Elementary School Projects

- Installation of a new fire alarm system
- Replace deteriorated portable classrooms with new modular classrooms, new Media Center and teacher's lounge



- Install new ADA student restrooms



- Upgrade all technology infrastructure
- Purchase new tables and chairs for cafeteria/multipurpose room
- Painted school
- Modernized intercom system for safety

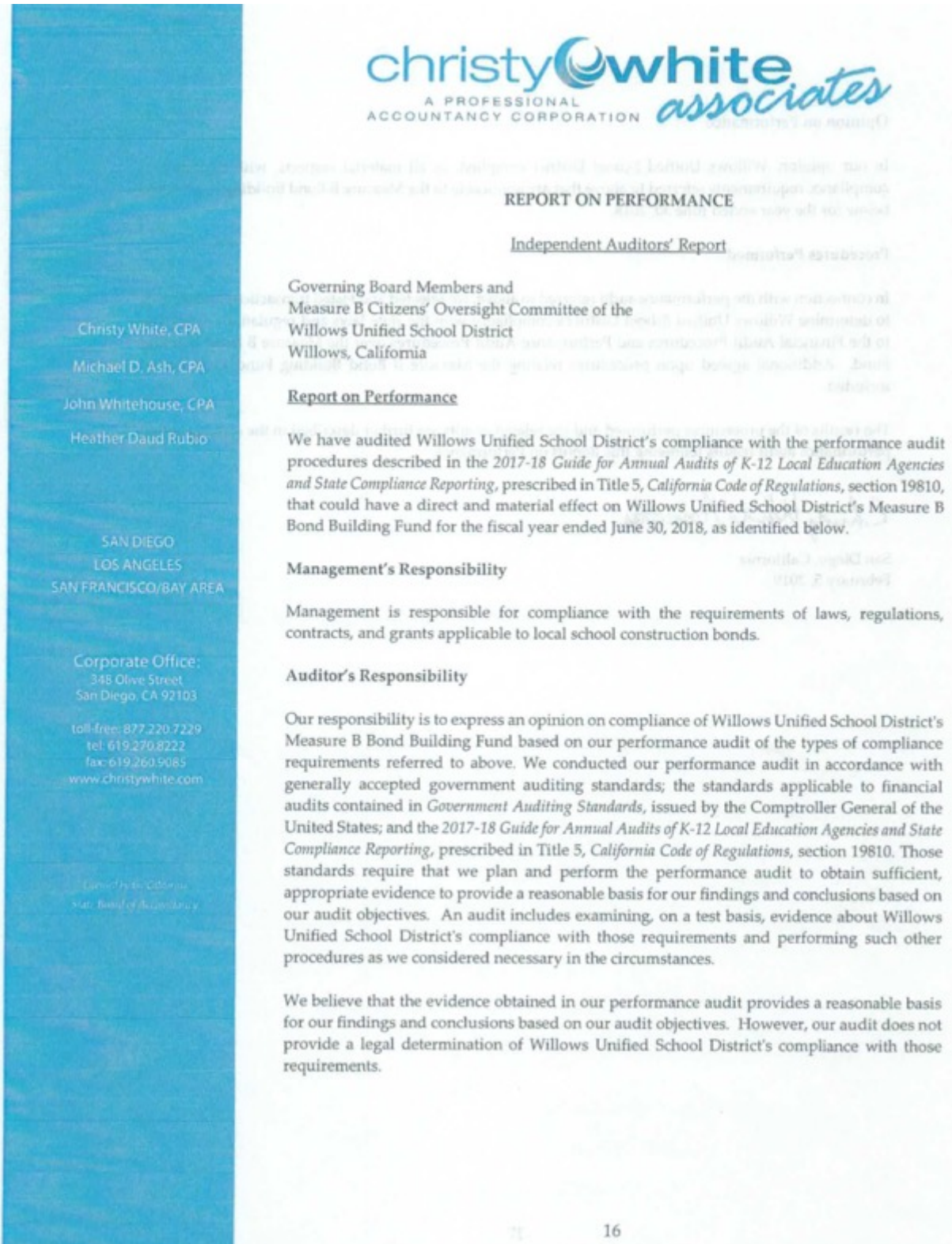
Attachment #2: Page31 — Citizen's Bond Oversight Committee Annual and Final Report

Willows Intermediate School

- Removed and built new outside ADA student restrooms
- Purchase new tables and chairs for cafeteria/multipurpose room



Attachment #3: Page 1—Christy White Associates Report on Performance



Attachment #3: Page 2—Christy White Associates Report on Performance

Opinion on Performance

In our opinion, Willows Unified School District complied, in all material respects, with the types of compliance requirements referred to above that are applicable to the Measure B Bond Building Fund noted below for the year ended June 30, 2018.

Procedures Performed

In connection with the performance audit referred to above, we selected and tested transactions and records to determine Willows Unified School District's compliance with the state laws and regulations applicable to the Financial Audit Procedures and Performance Audit Procedures over the Measure B Bond Building Fund. Additional agreed upon procedures relating the Measure B Bond Building Fund may also be included.

The results of the procedures performed and the related results are further described in the accompanying performance audit results following this Report on Performance.

Christy White Associates

San Diego, California
February 5, 2019

Attachment #3: Page 3—Christy White Associates Report on Performance

WILLOWS UNIFIED SCHOOL DISTRICT
MEASURE B BOND BUILDING FUND
AUDIT PROCEDURES AND RESULTS
FOR THE YEAR ENDED JUNE 30, 2018

WILLOWS UNIFIED SCHOOL DISTRICT
MEASURE B BOND BUILDING FUND
AUDIT PROCEDURES AND RESULTS
FOR THE YEAR ENDED JUNE 30, 2018

SECTION I – FINANCIAL AUDIT PROCEDURES AND RESULTS

Financial Statements

As mentioned in the Report on Financial Statements, we have issued an unmodified opinion over the financial statements of the Measure B Bond Building Fund as of and for the fiscal year ended June 30, 2018.

Internal Control Evaluation

We tested internal controls over financial reporting and compliance with laws, regulations, or provisions of contracts or agreements and have determined through our inquiry of management and our evaluation of District processes that no significant deficiencies were noted.

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS

Facility Project Expenditures

We selected a representative sample of expenditures charged to the Measure B Bond Building Fund and reviewed supporting documentation to ensure funds were properly expended on specific project(s) listed in the text of the Measure B ballot.

We tested approximately \$1.3 million of non-personnel expenditures or 37% of total 2017-18 Measure B Bond Building Fund expenditures for validity, allowability and accuracy and concluded that the sampled expenditures were in compliance with the terms of Measure B ballot language, the District approved facilities plan, and applicable state laws and regulations.

Personnel Expenditures

Based on our review of expenditure information, we noted that there were no salaries or benefits charged to the Measure B Bond Building Fund during the fiscal year ended June 30, 2018. Audit procedures over personnel expenditures was not applicable.

The previous Report on Performance is an integral part of the above performance audit results.

Attachment #3: Page 4—Christy White Associates Report on Performance

WILLOWS UNIFIED SCHOOL DISTRICT
MEASURE B BOND BUILDING FUND
AUDIT PROCEDURES AND RESULTS, continued
FOR THE YEAR ENDED JUNE 30, 2018

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS (continued)

Facilities Site Walk

We verified that funds were generally expended for the construction, renovation, furnishing, and equipping of school facilities constituting authorized bond projects by review of supporting documentation as previously noted under Facility Project Expenditures but also through performance of facilities site walks.

Facilities site walks were performed for projects at Murdock Elementary and Willows High School. We toured Murdock Elementary and inspected the new fire alarm systems. We toured the school site of Willows High School and physically observed the new exterior painting project on all school buildings minus the gym building. Based on our site walks, the projects for the school sites appear to be successfully completed and funds appear to be expended for authorized bond projects.

Contract and Bid Procedures

We reviewed a listing of contracts awarded during the fiscal year ended June 30, 2018 and selected a sample to ensure that contracts for public projects followed appropriate bidding procedures per applicable Public Contract Code. Additionally, we reviewed overall expenditures by vendor in order to determine if multiple projects under the applicable bidding threshold were identified to suggest any possible bid-splitting.

We noted that applicable bidding procedures were followed and that contracts were appropriately awarded to the lowest responsible bidder for the Willows High School bleacher HVAC modernization project and the building and toilet relocatable projects.

Based on our review of overall expenditures and projects by vendor, no instances or possible indications of bid-splitting were identified. The District appears to be properly reviewing projects and applying appropriate procedures over contract and bidding procedures.

Contracts and Change Orders

We reviewed a listing of contracts and change orders during the fiscal year ended June 30, 2018 and selected a sample to ensure that change orders were properly approved and in accordance with District policies. Additionally, cumulative change orders for any given contract were reviewed to ensure that total change orders did not exceed ten percent of the total original contract.

All change orders were properly reviewed and approved by management and the governing board in accordance with District policy.

The previous Report on Performance is an integral part of the above performance audit results.

Attachment #3: Page 5—Christy White Associates Report on Performance

WILLOWS UNIFIED SCHOOL DISTRICT
MEASURE B BOND BUILDING FUND
AUDIT PROCEDURES AND RESULTS, continued
FOR THE YEAR ENDED JUNE 30, 2018

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS (continued)

Citizen Oversight Committee

In accordance with Assembly Bill (AB) 1908 and Education Code (Ed Code) Section 15278, the District is required to establish a bond oversight committee for Proposition 39 bonds to include one active member from each of the following sectors: a business organization, senior citizens organization, bona fide taxpayers' association, parent/guardian of a child enrolled in the District and a parent/guardian of a child enrolled in the District who is also a member of a parent teacher association. Additionally, no employee or official of the District shall be appointed to the citizens' oversight committee.

We found that the District successfully compiled a citizens' oversight committee with an active member from each of the required representations. No members of the citizens' oversight committee are also employees, official, vendor or consultant of the District. Refer to the Introduction and Citizens' Oversight Committee Member Listing for a listing of current members as of June 30, 2018.

The previous Report on Performance is an integral part of the above performance audit results.

Attachment #3: Page 6—Christy White Associates Report on Performance

**WILLOWS UNIFIED SCHOOL DISTRICT
MEASURE B BOND BUILDING FUND
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2018**

PART I – SUMMARY OF AUDITORS’ RESULTS

FINANCIAL STATEMENTS	<u>Unmodified</u>
Type of auditors’ report issued	
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None Reported</u>
Non-compliance material to the financial statements?	<u>No</u>
STATE PERFORMANCE	
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>No</u>
Type of auditor’s report issued on performance for local school construction bonds:	<u>Unmodified</u>

PART II – FINANCIAL STATEMENT FINDINGS

There were no findings related to the financial statements in 2017-18.

PART III – PERFORMANCE AUDIT FINDINGS

There were no findings or recommendations related to local school construction bonds in 2017-18.

Attachment #3: Page 8—Christy White Associates Report on Performance

WILLOWS UNIFIED SCHOOL DISTRICT
MEASURE B BOND BUILDING FUND
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2018

PART IV – PRIOR AUDIT FINDINGS (continued)

FINDING #2017-001: CONTRACTS AND CHANGE ORDERS (continued)

Recommendation: We recommend that the district review their procedures in authorizing change orders to ensure that the aggregate change order amount does not exceed ten percent of the original contract price. Should the aggregate change order amount exceed ten percent of the original contract, management should seek approval from the governing board and allow the board the opportunity to consider whether the project should be re-bid.

District Response: The District obtained subsequent board approval of the George Roofing change order on March 8, 2018. All future change orders will be taken to the governing board for approval. Change orders that fall under the 10% threshold of the original bid amount may be awarded by the Superintendent with subsequent board approval. Change orders that exceed the 10% threshold shall be taken to the board for formal discussion to determine if the project should be rebid, and or formally approved prior to the award.

Current Status: Implemented.



To me there is no picture so
beautiful as smiling,
bright-eyed, happy children;
no music so sweet as their clear
and ringing laughter.

—P T Barnum



2018-2019 Grand Jury

Glenn County Senior Nutrition

2018-2019 Glenn County Grand Jury Final Report



Abstract:

The Glenn County Senior Nutrition Program Provides valuable nutrition and social interaction for Seniors.

Participants indicate that the Program is welcoming and provides a pleasant experience.



Glenn County Senior Nutrition Program

SUMMARY

The Grand Jury received concerns about possible misuse of the Senior Nutrition Program by persons outside of the target population. Through an investigation, the Grand Jury did not find evidence to support these concerns.

The most prominent finding is the insufficient funding to sustain the program into the future. Another finding worth mentioning is the high quality of the service provided by the Senior Nutrition Program.

BACKGROUND

The Glenn County Senior Nutrition Program provides meals to seniors and guests. This is a government-administered program that works closely with The Glenn County Senior Centers, a 501(c)(3) nonprofit, and Passages Area 3 Agency on Aging. The Centers administer two sites, one located at 19 Walker Street, Orland, and the other at 556 East Sycamore Street, Willows. The Program uses these sites to provide congregate meals for seniors. The Program receives funding from Passages through a subcontract which also outlines performance measures. Other funding for the Program comes from senior, guest donations, fees and fundraising activities. The Senior

Centers provide in-kind support to the Program by supplying facilities and utilities. The Program is administered through the Glenn County Office of Education and employs a Program Director and other staff.

METHODOLOGY

- a) Interviews were conducted by members of the Glenn County Grand Jury questioning key individuals responsible for the Program.
- b) Financial information was provided from the Program and Passages.
- c) Written policies and procedures were reviewed by the Grand Jury along with California Code of Regulations Title 22 Division 1.8 Chapter 4 (1) Article 5 – Title III C-Elderly Nutrition Program,
- d) California Health and Safety Code Division 104 Part 7 – California Retail Food Code. The Grand Jury also conducted a written survey of the patrons of the Senior Nutrition Program and went to the Centers during lunch to observe the Program operations.
- e) Viewing the Senior Nutrition web site at www.glenncoe.org/Departments/Senior-Nutrition/index.html

DISCUSSION

The Program has been providing meals to seniors for over 30 years. The Program receives funding from Passages through subcontracts. The total funds received from Passages is approximately 53% of the Program’s total budget. The Senior Centers provide the facilities for the Program and pay



for the gas, electric and facility repairs and maintenance. Other funding for the Program is received through donations, fees and fundraising activities.

The Nutrition Program typically does not receive enough funding to cover all operating costs. In the past, the deficit has been covered through one-time-only funds from Passages, State grants, or other one-time sources. The Program received a wellness grant that ended and the reserve funds have been expended. The Program will not be able to sustain itself in the future without additional funds or reductions to costs.

The suggested donation for seniors is \$3.00 and for guests \$7.50 are posted at the collection box. The signs for the amounts are not easily found and can be missed by first time or infrequent participants in the Program. It was not clear to Grand Jury subcommittee if the fees for guests are required or suggested. The collection boxes are not monitored nor are staff allowed to ask participants if they have paid due to Program regulations. Senior Nutrition is required to serve every senior regardless of their ability to pay.

Passages serves five counties which includes Glenn County. In the Passages service area, only Glenn County continues to freshly prepare meals daily. Menus are developed based on the nutritional needs of seniors as identified in the Dietary Guidelines for Americans 2015-2020 from the United States Department of Agriculture. Menus are then reviewed and approved by an independent dietician for seniors. Monthly menus are posted at the Centers and additional menus are available for seniors to take home.



Participants indicate that the Program is welcoming and provides a pleasant experience. They rate the meal as having a good quality and taste. Those who access the Program at the Willows site have concerns that the site may close if there is not more participation from the senior community.

Survey: A survey was conducted in the Willows and Orland Senior Nutrition site to gain information from its participants as to the quality of food and the environment. The following is the results to the survey:

Question	Orland	Willows
What Senior Center do you attend?	15 1 attend Willows occasionally	21
Do you have lunch at the Senior Center on a Regular Basis	Yea — 12 No — 1	Yes — 17 No — 3
The qualities of the meals served are generally...	Excellent 2 Excellent/Good 0 Good 13 Good/Fair 0 Fair 0 Poor 0	Excellent 1 Excellent/Good 1 Good 14 Good/Fair 4 Fair 2 Poor 1
Do the meals look good and appealing?	Excellent 2 Excellent/Good 0 Good 12 Good/Fair 0 Fair 0 Poor 0	Excellent 1 Excellent/Good 0 Good 13 Good/Fair 2 Fair 3 Poor 1
Do the meals taste good?	Excellent 4 Excellent/Good 0 Good 10 Good/Fair 0	Excellent 1 Excellent/Good 1 Good 12 Good/Fair 2

	Fair	1	Fair	4
	Poor	0	Poor	1
Are the meals served hot enough?	Excellent	7	Excellent	2
	Excellent/Good	0	Excellent/Good	1
	Good	8	Good	13
	Good/Fair	0	Good/Fair	0
	Fair	0	Fair	5
	Poor	0	Poor	0
Are the portions served adequate for you?	Excellent	5	Excellent	6
	Excellent/Good	0	Excellent/Good	0
	Good	8	Good	10
	Good/Fair	0	Good/Fair	0
	Fair	1	Fair	5
	Poor	0	Poor	0
Are the meals served cooked enough?	Excellent	4	Excellent	4
	Excellent/Good	1	Excellent/Good	0
	Good	11	Good	16
	Good/Fair	0	Good/Fair	0
	Fair	1	Fair	1
	Poor	0	Poor	0
Is the Senior Center you attend warm and welcoming?	Excellent	7	Excellent	10
	Excellent/Good	0	Excellent/Good	0
	Good	6	Good	11
	Good/Fair	0	Good/Fair	0
	Fair	1	Fair	0
	Poor	1	Poor	0
Is it a pleasant experience for you	Excellent	5	Excellent	11
	Excellent/Good	0	Excellent/Good	0
	Good	8	Good	10
	Good/Fair	0	Good/Fair	0
	Fair	2	Fair	0
	Poor	0	Poor	0
Have you ever received “home bound” meals?	Yes	2	Yes	0
	No	13	No	21
How would you rate the “employed” staff?	Excellent	5	Excellent	14
	Excellent/Good	0	Excellent/Good	0

	Good	9	Good	7
	Good/Fair	0	Good/Fair	0
	Fair	1	Fair	0
	Poor	0	Poor	0
How would you rate the “volunteer” staff?	Excellent	5	Excellent	12
	Excellent/Good	0	Excellent/Good	0
	Good	9	Good	7
	Good/Fair	0	Good/Fair	0
	Fair	0	Fair	0
	Poor	0	Poor	1
How would you rate the “donation” prices for Seniors?	Excellent	7	Excellent	1
	Excellent/Good	0	Excellent/Good	0
	Good	7	Good	13
	Good/Fair	0	Good/Fair	0
	Fair	1	Fair	3
	Poor	0	Poor	3
How would you rate the “guest” prices?	Excellent	2	Excellent	1
	Excellent/Good	0	Excellent/Good	0
	Good	9	Good	13
	Good/Fair	0	Good/Fair	0
	Fair	1	Fair	3
	Poor	2	Poor	3
What do you like about the Senior Nutrition Center	<ul style="list-style-type: none"> ▪ Available food ▪ Nutrition and health information. ▪ Nice food and good service ▪ I can enjoy other people while having a good meal. ▪ Well-balanced, nutritious meals served in a timely manner ▪ Everybody is friendly and good meals ▪ Good People ▪ The food, the prices and friendship. ▪ Good food, friendly people. ▪ I do not cook; I have used this Center for many years. ▪ Convenience-don’t have to cook. 		<ul style="list-style-type: none"> ▪ The guests are fantastic ▪ Not having to cook a meal at noon and the people and friends. ▪ Occasionally good meals and the people who attend ▪ I have warm hot food, especially when I am out of money. ▪ It gives us time to visit with friends, play pinochle with friends. ▪ I don’t have to cook ▪ Good place for fellowship with friends. I like everything good about it. ▪ The main cook (Debbie) is great. ▪ Staff is excellent. Cook is a little uninventive 	

	<ul style="list-style-type: none"> ▪ Don't have to cook or wash dishes. 	<p>sometimes, but food has improved significantly over last year.</p>
<p>What don't you like about the Senior Nutrition Center?</p>	<ul style="list-style-type: none"> ▪ Kind of a Republican political clique runs the volunteers. ▪ Not advertised enough ▪ None-I like the Senior Center. ▪ Sometimes the meals are enough and sometimes they aren't. ▪ The meals with pork in them. 	<ul style="list-style-type: none"> ▪ Not enough time for prepping things. ▪ The manager in Orland doesn't like Willows and wants to close this site, will not cooperate with us unless forced! ▪ Bad meals not suited for Seniors, bad nutritional planning. Too much Mexican food. Jen in Orland not doing a good job. ▪ Everything is fine. ▪ Food is sometimes not hot, and often heavily spiced or not prepared for Seniors, ie., very large chunks of raw carrots ▪ Sometimes the incoming meals seem poor.
<p>What suggestions would you give to improve the Senior Nutrition Center?</p>	<ul style="list-style-type: none"> ▪ Use different spices in foods – meals taste all the same. ▪ More County support ▪ No suggestions. ▪ More employees – better funding. ▪ Always follow the rules. 	<ul style="list-style-type: none"> ▪ More people ▪ Get a cook who knows how and what Seniors enjoy eating. More soup and sandwich or soup and salad. ▪ See if you can contract with Glenn Medical for meals. Get another director, one who can go after grants effectively. ▪ Have more activities ▪ More people to come ▪ Bigger pieces of Chicken. ▪ Everything is great! ▪ Food varies from really good to not palatable. ▪ Price for under age 60 is very high for what is served. ▪ Non-fat milk would be a better choice health wise. ▪ Canned pineapple is served about 33% of the time – YUCK! ▪ Better cook. At times

<p>Do you have any concerns about the Senior Nutrition Center?</p>	<ul style="list-style-type: none"> ▪ Want to see it continue! ▪ Federal support is ending. ▪ No concerns ▪ I would like to see the Center promoted more effectively – but I’m not sure how best to accomplish it. Attendance seems to be down in Orland. ▪ Funding. 	<ul style="list-style-type: none"> ▪ Hate to see them close for any reason. ▪ Not enough people participate on a regular basis. ▪ \$\$\$—Do not want the program to close. ▪ Don’t shut it down. ▪ Keep it going!
<p>Lastly, is there anything that you would like to comment on, share with us, or ask us?</p>	<ul style="list-style-type: none"> ▪ Keep up the good work, and Thank you. ▪ They do a really good job. 	<ul style="list-style-type: none"> ▪ The Chamber of Commerce and local businesses put together Valentine’s bags for the homebound. They were a big hit – we plan to do it 2-3 times per year. ▪ Need more variety? ▪ Keep it up! ▪ Thank you for giving us a place to come!

FINDINGS AND RECOMMENDATIONS

Findings	Recommendations
<p>F1: The Grand Jury found that the suggested donations and guest fees for meals are posted, but easily missed on the posted paper.</p>	<p>R1: The Grand Jury recommends that Senior Nutrition revise the posted donations and fees to be more prominent and on cardstock paper so first-time or infrequent participants can easily see it.</p>
<p>F2: The Grand Jury found that it is unclear if the guest fee is a suggested fee or required fee.</p>	<p>R2: It is recommended that the Senior Nutrition Director clarify fees for guests under 60 years of age making it is clear whether the fees are a suggested donation or required.</p>
<p>F3: The Grand Jury found that the current funding through Passages, participant donations fees, and fundraising activities does not sustain the Program as it currently operates.</p>	<p>R3: It is recommended that the Senior Nutrition Director apply for grants to supplement the current funding and reduce the budget deficit.</p>
<p>F4: The Grand Jury found that preparing meals fresh on a daily basis is more expensive than other means of providing meals, such as heating frozen meals.</p>	<p>R4: It is recommended to research cost-saving measures to reduce the operating costs of the Program.</p>
<p>F5: The Grand Jury found that the Program does a high quality job providing freshly</p>	<p>R5: It is recommended to increase the participation through additional outreach and advertising.</p>

prepared, quality, nutritious meals to the seniors in Glenn County.

F6: The Grand Jury found the seniors who use the Nutrition Program have concerns about the sustainability of the Program in Willows.

F7: The Grand Jury found that seniors reported in the survey that large chunks of food and hard vegetables were difficult for seniors to chew (carrots).

R6: It is recommended that the Senior Nutrition Director work with the Willows participants toward the sustainability within the local community.

R7: It is recommended that the Senior Center cook prepare foods that are easily chewed by seniors and minimize spices used.

COMMENDATION

The Glenn County Grand Jury commends the Glenn County Senior Nutrition Program that provides a valuable service to seniors by providing freshly prepared, nutritious meals through both home delivery and senior participants at the Glenn County Senior Center site in Orland and Willows Senior Nutrition at the Holy Trinity Episcopal Church in Willows.

REQUIRED RESPONSES

Pursuant to Penal Code section 933.05 the Glenn County Grand Jury requests a thorough and complete response statements from:

From the following elected county officials within 60 days:

Senior Nutrition Director

From the following elected county officials within 60 days:

Glenn County Superintendent of Schools

INVITED RESPONSES

Director of Senior Nutrition

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

**A special thank you
to the County Department Heads,
their staff,
and the Board of Supervisors
for their cooperation with the
2018—2019 Grand Jury.**

SUCCESS
IS NOT
FINAL

FAILURE
IS NOT
FATAL

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IT IS THE
COURAGE TO
CONTINUE
THAT COUNTS.

-WINSTON
CHURCHILL

