

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

**Meeting of  
September 19, 2006**

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

|  |                      |                               |
|--|----------------------|-------------------------------|
| <b>DEPARTMENT:</b> Chief Administrative Office | <b>DEPT SIGNOFF:</b> | <b>CAO USE ONLY:</b> <i>D</i> |
| <b>CONTACT:</b> Laura S. Gill                  |                      | <i>Submitted 9-12-06</i>      |
| <b>DATE:</b> 9/12/2006 <b>PHONE:</b> 5592      |                      |                               |

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

**CAO RECOMMENDATIONS:** *Recommend Approved*  
*James Wiltshire*  
*9/12/06*

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

**\*Explain**

**BOARD ACTIONS:**

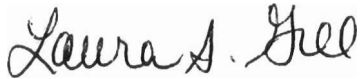
|  |   |
|--|---|
| <b>Vote:</b> Unanimous _____ Or _____<br><b>Ayes:</b> _____<br><b>Noes:</b> _____<br><b>Abstentions:</b> _____<br><b>Absent:</b> _____ | <b>I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors</b><br><b>Date:</b> _____<br><b>Attest: Cindy Keck, Board of Supervisors Clerk</b><br><b>By:</b> _____ |
|--|---|

***El Dorado County  
Chief Administrative Office  
Interoffice Memorandum***

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**DATE:** September 12, 2006

**TO:** Board of Supervisors

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

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

**Recommendation:**

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

**Reason for Recommendation:**

On December 13, 2005, I provided the Board of Supervisors with a report on the status of implementation of recommendations made by the Grand Jury in its 2004-05 final report. At that time I informed the Board that I would report quarterly on the status of any pending items relating to published Grand Jury reports, as required by Board of Supervisors Policy A-11-“Responding to Grand Jury Reports”. The last update was provided on June 13, 2006.

The enclosed report addresses remaining items from the 2003-04 Final, 2004-05 Final, and 2005-06 Mid-Session reports that were unresolved at the time of the last update. Copies of the report and this memorandum have been provided to the Grand Jury.

**Fiscal Impact:** None.

**Action to be Taken Following Approval:**

The Board Clerk will file the report.

## Status of Pending Grand Jury Recommendations

| 2003-04 Final Report          |       |   |  |  |   |
|-------------------------------|-------|---|--|--|---|
| Subject                       | Rec # | Description   | Original Response                              | Status at 9/1/06                               | Follow-Up   |
| County Public Buildings:      |       |   |  |  |   |
| SLT Animal Control            | 1     | Erect retaining wall  | Not yet been implemented but will be in future | Will be included in new design                 | YES - completion of facility                      |
| SLT Animal Control            | 2     | Grade parking lot and driveway  | Not yet been implemented but will be in future | same as number 1                               | same as number 1                                  |
| SLT Animal Control            | 3     | Provide handicap accessibility  | Not yet been implemented but will be in future | same as number 1                               | same as number 1                                  |
| SLT Animal Control            | 4     | Redirect access to public restroom  | Not yet been implemented but will be in future | same as number 1                               | same as number 1                                  |
| SLT Animal Control            | 5     | Provide additional space for animal exercise  | Requires further analysis                      | same as number 1                               | same as number 1                                  |
| SLT Animal Control            | 6     | Provide additional ventilation  | Requires further analysis                      | same as number 1                               | same as number 1                                  |
| SLT Assessor's Office         | 1     | Replace single paned windows with double paned windows  | Requires further analysis                      | Not yet been implemented but will be in future | YES - window upgrades by fall '06                 |
| 2004-05 Final Report          |       |   |  |  |   |
| Subject                       | Rec # | Description   | Original Response                              | Status at 9/1/06                               | Follow-Up   |
| County Public Buildings:      |       |   |  |  |   |
| SLT Mental Health             | 1b    | Relocate function to ADA compliant facility   | Not yet been implemented but will be in future | Not yet been implemented but will be in future | YES-relocation within 1-2 years                   |
| 2005-06 Mid Session Report #1 |       |   |  |  |   |
| Subject                       | Rec # | Description   | Original Response                              | Status at 9/1/06                               | Follow-Up   |
| Mental Health Audit Report:   |       |   |  |  |   |
| Wraparound Program            | 2.4   | Direct IGC to prepare annual summary evaluations of program and cost effectiveness  | Not yet been implemented but will be in future | Not yet been implemented but will be in future | YES-first report due in 1st quarter of FY 2007-08 |
| Wraparound Program            | 2.5   | Direct Wraparound management team to amend Wraparound plan to improve procedures and protocols                              | Not yet been implemented but will be in future | Has been implemented                           | YES-plan to be presented to BOS in Sep. 2006      |
| Wraparound Program            | 2.6   | Direct Wraparound management team to amend Wraparound plan to define "cost savings to be reinvested in children's services" | Not yet been implemented but will be in future | Has been implemented                           | YES-plan to be presented to BOS in Sep. 2006      |
| Wraparound Program            | 4.1   | Direct Wraparound management team to include specified information in annual report to BOS                                  | Not yet been implemented but will be in future | Not yet been implemented but will be in future | YES-first report due in 1st quarter of FY 2007-08 |

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**2003-04 Final Report**

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| <b>Subject</b>     | <b>Rec #</b> | <b>Description</b>  | <b>Original Response</b>                       | <b>Status at 9/1/06</b> | <b>Follow-Up</b>                    |
|--------------------|--------------|---|--|-------------------------|-------------------------------------|
| Wraparound Program | 4.2          | Direct Wraparound management team to prepare written procedures | Not yet been implemented but will be in future | Has been implemented    | YES-plan to be amended by Sep. 2006 |

**2003-2004 FINAL REPORT**

**COUNTY PUBLIC BUILDINGS**

**Animal Control, South Lake Tahoe**

**Recommendation 1**

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

**Original response to Recommendation 1: The recommendation requires further analysis.**

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

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

The retaining wall with proper drainage has been incorporated as an element in the new building design. Staff anticipates completion of the wall and drainage improvements by Fall 2007.

**Recommendation 2**

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

**Original response to Recommendation 2: The recommendation requires further analysis.**

Please see the above response to Recommendation 1. This Recommendation will be considered in the retrofit design.

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

Modifications to the driveway and parking have been incorporated as elements in the new design. Staff anticipates the driveway and parking lot improvements to be complete by Fall 2007.

**Recommendation 3**

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

**Original response to recommendation 3: The recommendation has not yet been implemented, but will be implemented in the future.**

The plans for the renovations scheduled for 2005 will incorporate handicap parking and access to and from the building.

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

Elements of the new design include ADA (handicap) access

## Quarterly Status Report on Grand Jury Recommendations

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

### **Recommendation 4**

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

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

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

### **Recommendation 5**

Provide additional space for animal exercise.

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

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

### **Recommendation 6**

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

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

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

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

### **Recommendation 1**

Double pane windows should replace the single pane windows.

**Original response to Recommendation 1: The recommendation requires further analysis.** The building is old and constructed of materials that are currently not available. The costs associated with retrofitting and replacing the windows in this building are unreasonable. The

## Quarterly Status Report on Grand Jury Recommendations

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

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

### 2004-2005 FINAL REPORT

#### PUBLIC BUILDINGS AND PROPERTY

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

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

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

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

**Status as of September 1, 2006: The recommendation has not yet been implemented, but will be implemented in the future.** The Department of General Services is currently reviewing multiple properties in the basin in anticipation of the pending relocation. Counsel has completed a review of the existing lease and have noted concerns relating to an early termination. General Services will continue negotiations with current owner in anticipation of vacating the facility.

## Quarterly Status Report on Grand Jury Recommendations

Nothing additional to report on this matter. Relocation of this function is anticipated within the next 12-24 months.

### **2005-2006 MID SESSION REPORT**

### **MENTAL HEALTH AUDIT REPORT**

#### **Recommendation 2.4**

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

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

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

#### **Recommendation 2.5**

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

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

**Status as of September 1, 2006: The recommendation has been implemented.** The Wraparound Plan has been amended to include procedures and protocols for admitting and providing services to non-revenue generating children in the program who are not assigned to authorized service allocation slots. The amended plan will be presented to the Board of Supervisors for their review and approval in September 2006.

#### **Recommendation 2.6**

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



## Quarterly Status Report on Grand Jury Recommendations

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

**Status as of September 1, 2006: The recommendation has been implemented.** The Wraparound Plan has been amended to include a definition of program “cost savings to be reinvested in children’s services” and to establish procedures for how decisions will be made regarding expenditure of such funds. The amended plan will be presented to the Board of Supervisors for their review and approval in September 2006.

### **Recommendation 4.1**

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

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

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

### **Recommendation 4.2**

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

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

**Status as of September 1, 2006: The recommendation has been implemented.** The Wraparound Plan has been amended to include written procedures regarding eligibility and services offered to children receiving services with Wraparound funding but not assigned to service allocation slots. The amended plan will be presented to the Board of Supervisors for their review and approval in September of 2006.