



The County of El Dorado

Chief Administrative Office

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TO: Board of Supervisors
FROM: Terri Daly, Chief Administrative Officer
RE: CAO Update

● **Adoption Audit:** Social Services Supervisor II Suzanne Ballen, with our Adoption Program & Adoption Assistance Program, reported that last month the unit received a surprise drop in audit from State of California Community Care Licensing Division on our adoption program. The auditor reviewed our staff files to ensure that the direct line staff do have their required MSWs (Masters in Social Work), that our adoption files are kept in locked files (as required by law), and that our facilities provided areas for visits with plenty of toys. The auditor also viewed the work stations of the adoption workers and reviewed ten randomly selected files from our primary caseload for file review. The result of the audit was zero deficiencies. The surprise audit was stressful, but our adoption social workers do a great job. Congratulations to the Adoption Program & Adoption Assistance Program for the perfect audit findings.

● **Elections Update:** Recorder-Clerk and Elections Official Bill Schultz reports that the Elections Department is already busy in gearing up for this elections year. Estimating and ordering supplies, taking care of candidate filings, and securing more than 400 pollworkers, including the new requirement this year of multi-lingual workers in polling places, are just a few of the activities. Meanwhile, the department is preparing for an additional election for Fernwood Cothrin Ranch Road ZOB (Zone of Benefit) on May 6, 2014, which requires all of the normal preparation for an election. In addition, the department will meet the deadline for Military and Overseas Voters deadline from the Sect of State for Vote by Mail process, designing and contracting out for our ballots and envelopes.

● **Charter Review Committee Appointments:** Last month the Board directed staff to convene a Charter Review Committee comprising one representative from each District. The Clerk of the Board has been working with you to identify each District appointment. We will bring an agenda item forward on the April 1st agenda to make those appointments and to take suggestions to forward to the Review Committee.

● **Facilities Update:** 1) On Monday March 17th, construction started at our new animal shelter facility in Diamond Springs. We have a 180 day construction schedule, placing completion in September. 2) The generator that was removed from Building B's parking lot is being recommissioned in the lower section of Building C. Work was completed over the weekend to reroute gas lines and open up a protected enclosure for the generator. This will provide emergency backup power to the Departments in that facility now. The generator will be left mobile so it may be used for other emergency purposes. 3) Facilities has completed the construction of the Community Corrections Center Tenant Improvements at the Probation offices off of Durock Road and have obtained their Certificate of Occupancy. Program Staff are currently setting up their operations. 4) This week, Facilities staff are touring several County buildings with Sierra Business Council and PG&E, identifying opportunities for energy rebates and grants.

● **Cultural Assessment Survey:** Last week, the interactive cultural assessment survey was sent via email to current County employees. All employees are encouraged to complete the confidential survey. The answers to the survey are confidential. The summarized answers to the survey will be analyzed to provide insight into areas for improvement or issues that need to be addressed. Every employee's input is valuable and we must provide every assurance to all employees absolutely no hint of retaliation for participation in the survey or interview will be tolerated. Thank you to all employees who participate in the survey.

● **CDA Director:** Please welcome our new Community Development Agency Director Steve Pedretti, who started his employment with the County yesterday. A civil engineer, Steve comes to us with extensive experience in all aspects of community development.