



# *The County of El Dorado*

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## *Chief Administrative Office*

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June 24, 2014

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

● **Grand Jury Report:** The 2013-14 Grand Jury Report has been issued. Following our usual process for response, the CAO office will coordinate the departments' input and will bring a draft to the Board, then a final response. Thus, the Board of Supervisors will have two opportunities for public input and response.

● **Cultural Assessment Action Plan:** Human Resources Director Pamela Knorr is heading up the implementation of the overall Action Plan, as approved by the Board in May. The Action Plan includes: Policy Update; Countywide Education; Special Master for Respectful Workplace complaints; Bridge Committee; County Leadership Development; Executive Management Committee; Departmental Issues; Management Audits; and Communications.

The Special Master is an independent expert hired by the County to receive and investigate any issues brought by employees regarding bullying, respectful workplace or violations of EEO protections (Equal Employment Opportunity). While several potential issues were identified in the Cultural Assessment Survey, we guaranteed confidentiality to employees who participated in the survey, so no follow-up action can be taken without violating that confidentiality. This 45-day Special Master period gives employees the opportunity to file any complaints so that those complaints can be investigated and proper follow-up can occur. We are hoping that this opportunity will "clear the decks," so that we, as the County team, can move forward to improve our work environment in a positive manner.

● **Core Values:** To move our County organization forward in a positive manner, a clearly stated, platform of mutually accepted values is essential. Working with various teams, we have assembled a draft starting point for a statement of our County's Core Values (attached). I will take these Core Values to the community and to our employees for input, and then bring them back to the Board for consideration.



**DRAFT Core Values:**

**Safety**—protect employees and public through accident prevention and emergency preparedness.

**Teamwork**—openly share information and diverse opinions to encourage collaborative problem solving.

**Respect**—give outstanding customer service with timely communication that reflects a positive workplace culture.

**Integrity**—create a common vision with a true focus on public good that strengthens public trust.

**Discipline**—perform financial stewardship with accountability and transparency.

**Empowerment**—foster informed and engaged employees, and citizenry who pursue creative ideas and innovation.