

## 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 March 31, 2007: This recommendation has not yet been implemented, but will be implemented in the future.** No change in the response of December 15, 2006. Retaining wall and drainage system to be complete by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

**Status as of September 30, 2007: The recommendation has been implemented.** The South Lake Tahoe Animal Control facility will be complete in December, 2007. The site work and drainage systems are completed. The following photos of the South Lake Tahoe Animal Control Facility were taken in September of 2008:



Although the facility is not yet completed, recommendation 1 has been addressed and the site work and drainage have been completed.

##### 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 March 31, 2007: This recommendation has not yet been implemented, but will be implemented in the future.** No change in the in the response of December 15, 2006. Improvements to the access, parking and drainage to be completed by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

**Status as of September 30, 2007: The recommendation has been implemented.** Access to and from the parking lot and the building has been significantly altered in the remodel of the South Lake Tahoe Animal Control Facility. Alterations include the addition of a garage, additional and improved parking and improved drainage.

### **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 March 31, 2007: The recommendation has not yet been implemented, but will be implemented in the future.** No change in the response of December 15, 2006. Improvements to provide ADA access to be completed by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

**Status as of September 30, 2007: The recommendation has been implemented.** The facility will be handicap accessible. This is a design element of the new South Lake Tahoe Animal Control Facility.

### **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 March 31, 2007: The recommendation has not been implemented, but will be implemented in the future.** No change in the response of December 15, 2006. The relocation of the public restroom, adjacent to the public area, to be completed by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed

when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

**Status as of September 30, 2007: The recommendation has been implemented.** Access to the public restroom is redirected from the main staff office in the new design of the South Lake Tahoe Animal Control Facility.

**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 March 31, 2007: The recommendation has not been implemented, but will be implemented in the future.** No change in the response of December 15, 2006. The construction of the covered roof exercise area to be completed by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

**Status as of September 30, 2007: The recommendation has been implemented.** In the newly designed Animal Control Facility, additional space has been allocated for animal exercise.

**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 March 31, 2007: The recommendation has not yet been implemented, but will be implemented in the future.** No change in the response of December 15, 2006. The added ventilation to be completed by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

**Status as of June 30, 2007: The recommendation has been implemented.** Additional ventilation for the animal runs has been designed into the new South Lake Tahoe Animal Control Facility.

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

**Recommendation 1**

Double pane windows should replace the single pane windows.

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

The building is old and constructed of materials that are currently not available. The costs associated with retrofitting and replacing the windows in this building are unreasonable. The County is currently looking into selling this structure and constructing a new building within the Basin to house this function of County Government. General Services will work with the Assessor's office to install a window barrier or other suitable measures to resolve the issue of excessive heat loss and ice formations on the inside of the windows by January 31, 2005. In addition, General Services will check the heating system to make sure it is functioning properly and make any necessary corrections by October 1, 2004.

**Status as of March 31, 2007: The recommendation has not yet been implemented, but will be implemented in the future.**

No change in the response of December 15, 2006. Staff has determined that the most cost effective solution to enhance the thermal efficiency of the windows is to add coverings. The addition of window coverings to be completed in spring 2007.

**Status as of September 30, 2007: The recommendation will not be implemented because it is not warranted.**

As of the above date, General Services has not been able to determine a suitable window film or covering that will significantly address excessive heat loss. The heating system is working within design parameters and repairs to that system are not warranted. General Services will continue to explore possible window film or coverings that will reduce the amount of heat loss. The long term solution of selling this structure and constructing a new building within the Basin to house this function of County Government is on the books as a future Capital Improvement Project (CIP).

## 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 March 31, 2007:** The recommendation has not yet been implemented, but will be implemented in the future. General Services has entered into a lease agreement for another facility located at 1900 Lake Tahoe Boulevard. This is a single story structure, of adequate size, that better meets the needs of the clientele. Tenant improvements are currently under construction with occupancy scheduled for May 2007.

**Status as of September 30, 2007:** The recommendation has been implemented. Mental Health has entered into a lease agreement and moved into a leased facility located at 1900 Lake Tahoe Boulevard. The building is a single level building, without ADA issues.

## 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 30, 2007: The recommendation has been implemented. The Human Services Department, Social Services Division brought the Fiscal Year 2006-07 SB 163 Wraparound Program Summary of Activities and Outcomes Report to the Board of Supervisors on September 25, 2007. The report was approved on the consent calendar.**

#### **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 30, 2007: The recommendation has been implemented. The Human Services Department, Social Services Division brought the Fiscal Year 2006-07 SB 163 Wraparound Program Summary of Activities and Outcomes Report to the Board of Supervisors on September 25, 2007. The report was approved on the consent calendar.**

#### **DISTRICT ATTORNEY'S OFFICE BUILDING GJ05-057**

**1R. Recommendation:** Relocate the District Attorney and his office staff into one office facility.

**Original response to recommendation 1R: The recommendation requires further analysis.** Although the respondent is in agreement that the District Attorney and staff are in need of additional office space, it may be unreasonable, due to a lack of available space and budget constraints, to expect this entire discipline to vacate these buildings and move to another office facility that would be capable of housing this entire function. Available leased space is limited and constraints on new construction are addressed within the Board of Supervisors response to the report entitled "County Leased Buildings Expenditure". Staff will explore options relative to other space and provide a summary of findings to the Board of Supervisors by December 2006.

**Status as of September 30, 2007: The recommendation will not be implemented because it is not reasonable.** Staff, within General Services, has conducted an assessment of other available space, under both county and private ownership, that might better accommodate the needs of this function. As a result of this assessment, General Services has concluded that other space, warranting an immediate move is not available. This facility need was a consideration in the development of the 5 year Capital Improvement Program (CIP). The addition of a new building to house this function was not identified in the current plan due to other competing facility needs and limited financial resources. This facility need will continue to be a consideration in future updates to the CIP. The Board of Supervisors will be receiving annual CIP updates. The last CIP update occurred in February, 2007. The next update will be presented to the Board in early 2008.

### **COUNTY LEASED BUILDINGS EXPENDITURE GJ05-055**

**3Ra. Recommendation:** Analyze program contracts/agreements to determine financial impact of owning verses leasing.

**Original response to recommendation 3Ra: The recommendation has not yet been implemented but will be implemented in the future.** Staff within General Services will review the existing program contracts and agreements of other Departments that are housed in leased facilities and determine the financial impact of owning verses leasing. This inquiry will be completed by December 2006.

**Status as of March 31, 2007: The recommendation has not yet been implemented but will be implemented in the future.** Staff within General Services has reviewed many of the existing program contracts/agreements of other Departments that are housed in leased facilities. At this time it is difficult to make direct comparisons of the financial impact of owning verses leasing due to the complexity of issues associated with funding and available properties that are suitable to house these functions. Staff will continue with this inquiry with an anticipated completion date of summer 2007.

**Status as of September 30, 2007: The recommendation has been implemented.** General Service's current 5 year Capital Improvement Plan (CIP) contains planning that includes additional county owned facilities in place of leased facilities. Examples include the following:

1. Joint Use Central Government Facility located at South Lake Tahoe.
2. Administration Facility for the Sheriff Department for the west slope.

Additionally, anticipated Court moves will allow the consolidation of County Departments in existing County facilities.

**3Rb. Recommendation:** Educate senior county managers regarding specific program reimbursement of funds for leased and owned buildings.

**Original response to recommendation 3Rb:** The recommendation has not yet been implemented but will be implemented in the future. The review of the existing program contracts and agreements, as identified within Recommendation 3Ra above will be an educational process for senior county managers. That educational process will be completed by the end of December 2006.

**Status as of March 31, 2007:** The recommendation has not yet been implemented but will be implemented in the future. Staff within General Services has not completed this review and educational process. As indicated in the response to recommendation 3Ra, staff within General Services has reviewed many of the existing program contracts/agreements of other Departments that are housed in leased facilities. At this time it is difficult to make direct comparisons of the financial impact of owning verses leasing due to the complexity of issues associated with funding and available properties that are suitable to house these functions. Anticipate completion by summer 2007.

**Status as of September 30, 2007:** The recommendation has been implemented.

Department managers are well aware of the cost of facility leases. It is difficult to educate senior county managers about how to manage existing program contracts/agreements within a County owned facility because County owned facilities will not be available for several years. As opportunities to move into owned facilities are identified and explored, financial impacts of owning verses leasing will be studied. Unfortunately, a one size fits all, as anticipated in the earlier answers, is not the case, owned verses lease comparisons must be done on a program by program basis within a department.

### **PLANNING AND BUILDING SERVICES GJ05-050**

**3Rc. Recommendation:** Efforts to move the Courts out of the Placerville office should be expedited so Development Services can complete its plans to absorb the other building and planning related functions of Department of Transportation and Environmental Management such as transportation planning, commercial grading permits sewer, wells, septic, demolition and waste recycle.

**Original response to recommendation 3Rc:** This recommendation has not been implemented, but will be implemented in the future. Courts functions within building C are currently located on two floors. Their occupancy on the second floor consists of partial use of the Planning Commission Meeting Room that serves as a courtroom for traffic court, fine



payment counter, administrative offices and filing space. Primary functions on the first floor consist of a court room (Department 7), the support staff offices for that court and holding cells.

Efforts to move all Courts functions from Building C are part of a component of the overall negotiation process between the County, the local Courts and the State Administration of Courts (AOC). Discussions with the State AOC are focused on possibility of constructing a new facility that would house all Building C Court functions. In an effort to provide immediate relief to a portion of the space needs of Development Services, the relocation of courts has been planned in two phases. The first phase would consist of a move of the administrative component of courts from the second floor to the first floor, thus providing additional space within the area of Development Services. Under this plan, the area used for payment of fines and use of the Planning Commission Meeting Room would remain the same. This move is currently scheduled to occur in early 2007. The second phase would consist of moving the entire court function from Building C. This plan is contingent upon the completion of negotiations with the Courts to move and construct a new facility.

**Status as of March 31, 2007: This recommendation has not been implemented, but will be implemented in the future.** General Services anticipates the first phase of this move to occur in the summer of 2007. Negotiations are on going between the County and Courts to move and construct a new facility.

**Status as of September 30, 2007: This recommendation has not been implemented, but will be implemented in the future.** Negotiations are on going between the County and Courts to move and construct a new facility. Moving the Courts out of Building C is a priority project for the County. However, move of the Courts is not likely to occur until State Administration of Courts can share a portion of costs for a new facility. Although this recommendation has not yet been implemented, the County will not report on this recommendation for purposes of the status report as there can be no significant progress without state action.

**7Rc. Recommendation:** Make it a top priority for the public to be able to get a permit and pay fees on line.

**Original response to recommendation 7Rc: The recommendation requires further analysis.** Department staff is meeting with the Treasurer Tax Collector to examine options. This service was previously offered but discontinued due to costs to the County and applicant.

**Status as of March 31, 2007: The recommendation requires further analysis.** Research continues with the Treasurer/Tax Collector and the IT Departments to implement a countywide ability to accept on line payments. This has become a priority in all departments involved and implementation is expected by the end of 2007.

**Status as of September 30, 2007: This recommendation will not be implemented because it is not reasonable.** Research has concluded that due to systems limitations and the inherent process of submitting applications and paying building permit fees, getting a permit and paying online is not feasible at this time. For building permits, applicants pay 50% of the building fee

and other impact fees when submitting plans for review. The building permit fee is based on square footage, valuation, location and other factors that require staff to review the application and plans to determine the appropriate fees. When the building plan is reviewed by staff, changes may be made to the plan itself, which can include increases or decreases to the proposed square footage. When the permit is issued, the remaining 50% of the building fee, including any changes, is collected. All of these processes require staff interaction.

**8Ra. Recommendation:** Management agrees that it needs to work closer with the Commission in anticipating their needs. Periodic workshops between county staff and Commissioners should be held to better define the role of the Commission.

**Original response to recommendation 8Ra:** **The recommendation has not yet been implemented but will be implemented in the future.** The Director will conduct a workshop with the Planning Commission within the next twelve months to discuss staff support for the Commission.

**Status as of March 31, 2007:** **The recommendation has not yet been implemented but will be implemented in the future.** A workshop with the Planning Commission will be held during the summer of 2007 to discuss staff support for the Commission.

**Status as of September 30, 2007:** **This recommendation has been implemented.** No specific workshop has been conducted, but the Deputy Director, Planning Services meets twice a month with the Commissioners during their administrative agenda (8:30 - 9:00 a.m.). During that time they discuss items that will be coming to the Commission in future meetings, update the Commission on recent projects or programs that have been heard by the Board, provide updates on General Plan implementation, etc. We anticipate the need for future workshops to address revisions to the county's zoning ordinance.

## 2005-2006 FINAL REPORT

### EL DORADO COUNTY COURT SECURITY GJ05-032

**2R. Recommendation:** Immediately relocate the metal detector in Building C to provide screening of both Departments 7 and 8. Install gates to close off court areas when in recess.

**2R. Original Response to Recommendation:** The recommendation requires further analysis. Staffs in the General Services Department and the Chief Administrative Office will conduct an analysis of security for Department 7, for the purpose of identifying possible alternatives. The analysis should be complete by the end of 2006.

**Status as of March 31, 2007: This recommendation has not yet been implemented, but will be implemented in the future.** Preliminary plans have been drafted for the addition of a security door to close off the court functions when not in recess. These plans have received the approval of both the County Fire Marshall and the Building Department. Anticipate installation of the security door by summer 2007.

**Status as of September 30, 2007: This recommendation has not yet been implemented, but will be implemented in the future.** General Services is currently awaiting a building permit to install a security door to close off the court functions when the courts are not in recess. Formal approval from the County Fire Marshall is still required and could delay the permit issuance.

## **2006-2007 First Midterm Report**

### BOARD OF SUPERVISORS VACANCY

#### **Recommendation 1R.**

Amend Section 203 of the El Dorado County Charter to include its own criteria, which goes beyond California Government Code, Section 1770 (g), in defining standards on when a vacancy occurs for failure to discharge duties of the office.

**Original Response to Recommendation 1R: The recommendation requires further analysis.** Amendments to the County Charter can only be amended by a majority vote of the electors voting in a countywide general or special election. The next countywide election is anticipated to be held in June of 2008. Charter amendments may be placed on a ballot by the Board of Supervisors or by petition signed by at least 10% of the electors who voted in the last gubernatorial election. In order to ensure a thorough analysis and to provide for public participation in the entire process, the Board of Supervisors will convene a Charter Review Committee to study this recommendation and if appropriate, provide the Board with proposed Charter amendments for placement on the June, 2008 ballot. The Chief Administrative Officer will return to the Board with information regarding the filing deadline to place measures on the June, 2008 ballot and recommendations on the budget and composition of the Charter Review Committee within three months of the Board's adoption of a final response to this Grand Jury report.

**Status as of March 31, 2007: The recommendation requires further analysis.** Subsequent to the original response, further research on the convening of a Charter Review Committee revealed that Board of Supervisors must convene a Committee within five years of the last Charter review per Section 701 of the County Charter. The Board last convened a Charter Review Committee in the fall of 2003. Consequently, the Board must convene a Charter Review Committee in the fall of 2008. Because the entire Charter will be subject to review in the next 18 months, it is more practical and expedient to have the Board address a single Charter issue and convene a Charter Review Committee next year.

On March 6, 2007 the Board directed the Chief Administrative Officer (CAO) and County Counsel to draft an amendment to the County Charter addressing the expedient replacement of a member of the Board of Supervisors. The CAO will bring the draft amendment to the Board of Supervisors in time for placement on the June 2008 ballot.

The legal deadline for the Board to place a measure on the June 2008 ballot is March 7, 2008. However, given the associated deadlines for ballot layout, notification and printing, the Recorder-Clerk/Registrar of Voters would like the measures no later than January 30, 2008. The CAO will to bring a draft Charter amendment to the Board no later than January, 2008.

**Status as of September 30, 2007: The recommendation requires further analysis.** The Chief Administrative Office is researching appropriate standards for declaring a vacancy on the Board of Supervisors. The Chief Administrative Office has also met with the County Registrar of Voters and elections staff to discuss placement of a charter amendment on the ballot and the

timing of special elections relative to supervisorial terms. In consultation with County Counsel, the Chief Administrative Office is working on a draft charter amendment for the Board of Supervisors consideration. Consistent with the March 31 updated response to the Grand Jury's recommendation, the CAO will bring a draft Charter amendment to the Board no later than January, 2008.

**2R. Recommendation:** Amend Section 203 of El Dorado County Charter to provide a different method, rather than a special election, by which a supervisor vacancy can be filled within the last year of a supervisor's term.

**Original Response to Recommendation 2R:** The recommendation requires further analysis. Amendments to the County Charter can only be amended by a majority vote of the electors voting in a countywide general or special election. The next countywide election is anticipated to be held in June of 2008. Charter amendments may be placed on a ballot by the Board of Supervisors or by petition signed by at least 10% of the electors who voted in the last gubernatorial election. In order to ensure a thorough analysis and to provide for public participation in the entire process, the Board of Supervisors will convene a Charter Review Committee to study this recommendation and if appropriate, provide the Board with proposed Charter amendments for placement on the June, 2008 ballot. The Chief Administrative Officer will return to the Board with information regarding the filing deadline to place measures on the June, 2008 ballot and recommendations on the budget and composition of the Charter Review Committee within three months of the Board's adoption of a final response to this Grand Jury report.

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**Status as of September 30, 2007:** The recommendation requires further analysis. The Chief Administrative Office is researching appropriate standards for declaring a vacancy on the

Board of Supervisors. The Chief Administrative Office has also met with the County Registrar of Voters and elections staff to discuss placement of a charter amendment on the ballot and the timing of special elections relative to supervisorial terms. In consultation with County Counsel, the Chief Administrative Office is working on a draft charter amendment for the Board of Supervisors consideration. Consistent with the March 31 updated response to the Grand Jury's recommendation, the CAO will bring a draft Charter amendment to the Board no later than January, 2008.

## 2006-2007 Second Midterm Report

### EL DORADO COUNTY HUMAN RESOURCE DEPARTMENT

#### **2F. Recommendations:**

- The Board of Supervisors must set goals and objectives in collaboration with the Director regarding implementation of a Human Resources Department strategic plan.
- The Board of Supervisors must be supportive and allow the Director to make necessary changes to implement the Human Resources strategic plan.

**Original Response to Recommendation 2R:** The recommendation has not yet been implemented, but will be implemented in the future. On March 27, 2007 the Board of Supervisors adopted a Strategic Plan Framework for FY 2007-08 and FY 2008-09. The FY 2007-08 Budget will utilize the goals and objectives outlined in the Framework.

During the Budget process for FY2007/08 the Human Resources Department, in collaboration with the Chief Administrative Office, will outline departmental priorities in conjunction with the Strategic Plan Framework goals and objectives. The Human Resource Department has been intimately involved in the development of these goals and objectives which provide a crucial part of the overall strategic plan for the Department and the County. Specifically, the Strategic Plan will identify organizational development, effective services and customer satisfaction among other issues as priorities.

The Human Resources Departments expects to deliver measurable performance in the areas of faster employee recruitment, improved employee relations and increased satisfaction to the public and other County departments that utilize Human Resources' services. The Board of Supervisors has voiced its support for this approach and all parties are determined to make it successful. The 2007-08 budget work plan including the Human Resources strategic initiatives will be presented to the Board of Supervisors in June, 2007.

**Status as of September 30, 2007:** This recommendation has been implemented. The Human Resources Department goals and objective are included in the Fiscal Year 2007-08 Proposed Workplan.

#### **3R. Recommendations:**

- Implement a competitive and diligent recruitment program that fills County vacancies with qualified employees on a timely basis.
- The Human Resources Department must provide State and Federal mandated Human Resources training in addition to supervisory training to El Dorado County employees.
- The Human Resources Department must maintain accurate and current employee training records.

- Adjust the level of authorized positions in the Human Resources Department from the current level to a level that supports the organizational workload as identified in the *County of El Dorado Fiscal Year 2006/2007 Budget & Work Plan*. These functions are:
  - Discipline, EEO (Equal Employment Opportunity), Discrimination Complaints
  - Recruitment and Testing
  - Training and Orientation
  - Labor Relations
  - County Personnel Operations, Support
  - Classification/Salary Administration
  - Risk Management
  
- The Board of Supervisors must provide the necessary adjustment in the budget to allow the Human Resources management to make the needed changes.

**Original Response to Recommendation 3R:** The recommendation requires further analysis. Within the past eight weeks, steps have been taken to streamline the recruitment process to increase efficiency. Specifically, the on-line application process is being refined to be more user friendly. Cumbersome testing limitations have been relaxed. Greater consistency in the evaluation of qualifications is being pursued. One Senior Personnel Analyst and one Principal Personnel Analyst vacancy has been filled. Interviews to fill the one remaining Personnel Analyst I/II position are expected to be completed with an offer of employment extended by April 20, 2007. All of these changes should make the process more swift and consistent. Training and appropriate training records are being reviewed. The comprehensive training of supervisors is under way and will be emphasizing a customer service component. The scope of responsibilities of the Human Resources Department is broad; however, the existing staffing and organizational model should be given the opportunity to perform with a full staff. The Human Resources Director will bring a report to the Board of Supervisors in August, 2007 which evaluates recruitment, training, and records management.

**Status as of September 30, 2007:** The recommendation has been implemented. All available positions in the Human Resources Department have been filled. Additionally, Human Resources is working with the Information Technologies Department to improve internal processes. However, the Human Resources has determined that a report to the Board is unwarranted at this time. As indicated in the original response to finding 3F, a fully staffed Human Resources Department should be able to meet the comprehensive needs of other County departments in a timely manner.

**4R. Recommendation:**

- The *El Dorado County Personnel Management Book* must be reviewed and updated as a minimum on an annual basis, to reflect changes in applicable laws and Human Resources practices.



**Original Response to Recommendation 4R:** The recommendation has not yet been implemented, but will be implemented in the future. The *El Dorado County Personnel Management Book* currently consists of one ordinance with rules of procedure, three resolutions dating back to 1984 and nine separate policies. These documents are not well integrated or codified. For Fiscal Year 2007/08 the Human Resources Department has committed itself to revising the Civil Service Commission Rules of Procedure and the Drug and Alcohol Policy. The Department is also developing new policies regarding tuition re-imburement, Exempt Employee Time Reporting Policy and Exempt Employee On Call Policy. The complete revision of the *El Dorado County Personnel Management Book* is a long term goal that will be realized through a consistent annual approach. Included in the report to the Board of Supervisors outlined in the response to Recommendation 3R, the Human Resources Director will also report on the status of revisions to the *El Dorado County Personnel Management Book*.

**Status as of September 30, 2007: The recommendation has not yet been implemented but will be implemented in the future.** Update of the *El Dorado County Personnel Management Book* remains a long-term goal of the Human Resources Department. Due to the long-term continuous nature of this project, the Department will not include this item on future status reports. Realistically, the negotiation of numerous labor contracts in the fourth quarter of 2007 must be accomplished first. As indicated in the update to recommendation 3R, the Human Resources Department has determined that a report to the Board of Supervisors is unwarranted at this time.