

RESPONSES TO 2015/16 GRAND JURY RECOMMENDATIONS

Report Title	Replies Required From	Recommendations	Responses
<p>Pension Plan Reviews</p>	<p>Lake County Auditor Lake County Board of Supervisors Lakeport City Council Clearlake City Council</p>	<p>R1. A summary Annual Pension Report be compiled and reported annually to the governing bodies of the County, Clearlake and Lakeport. This report should include:</p> <ul style="list-style-type: none"> • The annual cost • A breakdown of the funded and unfunded liabilities and comparison to established policy or goals • The plan benefit formulas and any changes • A summary of plan investment results • CalPERS administration costs • Benefit payments made • Pending or projected changes or issues <p>R2. This Annual Pension Report be posted and made available to plan participants and the public. Most of this data is available in the CalPERS GASB 68 reports. Appendix D includes a recommended format for this report. Appendix E includes a Sample report.</p>	<p>R1. and R2. (Lake County Auditor) Disagree but suggested report will be reviewed and incorporated as appropriate R1. (Lakeport City Council) Agree. Will review and include appropriate added items in future reports R1. (Clearlake City council) Agrees R1. (BOS) Agrees - combine with existing report</p> <p>R2. (Lakeport City Council) Agree. Will review and include appropriate added items in future reports R2. (Clearlake City council) Agree. R2. (BOS) Agrees - combine with existing report</p>

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		<p>R3. One department in the County be assigned primary administrative responsibility for pension management.</p> <p>R4. The County, Clearlake and Lakeport establish a specific percentage of funding (Goal) by next fiscal year that must be achieved. The goal and actual achievement would be reported in the annual report per Recommendation 1 and Appendix D and E.</p> <p>R5. A policy statement be developed to serve as a guide in program administrative, plan funding, and as a communication aid to participants and the public.</p> <p>R6. An employee survey be conducted biannually of both active and retired employees to assess the cost/benefit effectiveness of their pension plans.</p>	<p>R3. (Lake County Auditor) Disagree. Believes segregation is efficient. R3. (Lakeport City Council) Not Applicable R3. (Clearlake City Council) Not Applicable R3. (BOS) disagrees in part. But agrees the 3 departments should meet as a committee to discuss goals etc. Target November 1, 2016.</p> <p>R4. (Lake County Auditor) Agrees R4. (Lakeport City Council) Denied. Additional funding not available at this time. R4. (Clearlake City Council) Agrees except the use of the term “must” R4. (BOS) agrees. Target November 1, 2016.</p> <p>R5. (Lake County Auditor) Disagrees that is not communicated. It is in separate methods. Could be combined. R5. (Lakeport City Council) Denied. Using CALPERS Policy R5. (Clearlake City Council) Disagrees as it is unclear R5. (BOS) agrees. Target November 1, 2016.</p> <p>R6. (Lake County Auditor) Disagrees as surveys are not worth the cost. R6. (Lakeport City Council) Will consider if a survey is done R6. (Clearlake City Council) Disagrees R6.(BOS) Wholly disagrees</p>
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		<p>R7. Clearlake be more proactive in reducing its unfunded pension liability. It should review Lakeport's plan to determine if that approach would be beneficial.</p>	<p>R7. (Lake County Auditor) Agrees County is doing a good job. R7. (Lakeport City Council) Not applicable R7. (Clearlake City Council) Disagrees. It is aware of the Lakeport action and do not believe it is applicable to Clearlake. Clearlake has significantly decreased its unfunded liability in prior years. R7. (BOS) Not within scope of BOS.</p>
<p>Tax Collector's Check Processing Efficiency</p>	<p>Treasurer - Tax Collector Board of Supervisors</p>	<p>R1. The existing Payment Receiving and Coding procedures should be revised to include instructions for date stamping and/or logging in each payment when received by the County's mail department so a timing analysis can be performed.</p>	<p>R1. (BOS) Implemented R1. (Tax Collector) Disagree as they do not have the staff. Other solutions are allowing them to process payments in a timely manner.</p>
<p>Lakeport City General Plan and Zoning Ordinances Have Been Inconsistent for 20 Years</p>	<p>Lakeport City Council Vector Control Board of Trustees</p>	<p>R1. The Vector Control Board of Trustees assume the role of leading Vector Control and the residents of the Esplanade neighborhood to communicate by or before the end of 2016 regarding a reasonable approach to their restructured operation at Esplanade which also reduces their impact on the neighborhood.</p> <p>R2. Lakeport Community Development Director take the leadership role to bring the Planning Commission, Vector Control,</p>	<p>R1. (Lakeport City Council) Agree to work to a solution R1. (Vector Control Board) Agree. It has been implemented.</p> <p>R2. (Lakeport City Council) Agree they need to work to a solution R1. (Vector Control Board) Agree they need to work to a solution</p>

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		<p>Lakeport City Council, and the residents of the Esplanade neighborhood into agreement over the General Plan and Zoning Ordinance changes and ensure The General Plan and the Zoning Ordinance are consistent by or before the end of Fiscal Year 2016-2017.</p>	
<p>Neighbors Object to Vector Control's Expansion Plans on Esplanade Street in Lakeport</p>	<p>Lake County Vector Control Board of Trustees Lakeport City Council</p>	<p>R1. The Vector Control Board keep neighbors informed of the progress of their expansion as it develops.</p> <p>R2. The Board of Trustees and Vector Control Management develop a Strategic Plan by or before the end of calendar year 2016, and make it available to concerned neighbors.</p> <p>R3. Vector Control send Notices to the neighborhood one week prior to agencies using the Vector Control's meeting rooms after hours.</p>	<p>R1. (Vector Control Board) Agree implemented R1. (Lakeport City Council) Agree</p> <p>R2. (Vector Control Board) Agree; It is planned to do this R2. (Lakeport City Council) not applicable</p> <p>R3. (Vector Control Board) Agree; implemented R3. (Lakeport City Council) not applicable</p>
<p>Victim-Witness Program Review</p>	<p>District Attorney's Office Board of Supervisors</p>	<p>R1. Lake County should continue to provide necessary supplemental funding VWP. There should also be a goal to lower this over a two year period.</p> <p>R2. A much greater reliance is recommended on contracted grant</p>	<p>R1. Agree funding should be maintained. Cannot reduce General Fund monies unless grant monies are obtained.</p> <p>R2. CAO and DA are working to secure grant funding. A current grant approval is pending.</p>

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		<p>writer advice and assistance to gain more new grant sources.</p> <p>R3. VATS should be updated or replaced as soon as practical and affordable.</p>	<p>R3. Disagree. It's functional now and the cost:benefit ratio is not justifiable</p>
<p>Fire Safety in Lake County</p>	<p>Sheriff and Undersheriff</p> <p>Board of Supervisors</p> <p>Lake County Fire Chief's Association</p>	<p>R1. The Sheriff's Department and the Hill Road Correction Facility should work with CAL FIRE to make their inmates who qualify available to transfer to the Conservation Camp Program.</p> <p>R2. The Lake County Fire Chief's Association and the Board of Supervisors should encourage and support any efforts made by the Middletown Rancheria tribe in setting up another fire district.</p> <p>R3. Lake County should pursue more options for warning systems such as the sirens used in the past and IPAWS. Investigations could include solar power options for the sirens and/or any other alternatives that would supplement the existing telephone and internet systems.</p>	<p>R1. Agree with the process. However, unable to execute as there are currently no viable inmates available.</p> <p>R2. Agree. Will be considered when proposed by tribe</p> <p>R3. Agree. Donations secured for IPAWS. Funding sources being sought for sirens.</p>
<p>Role of the Office of Emergency Services in County Disaster Preparedness</p>	<p>Sheriff, BOS, CAO(courtesy)</p>	<p>R1. Create an up-to-date County EOP and post it on the County information website and the Sheriff's Department website.</p>	<p>R1. Agree. Newly hired Emergency Services Manager is working on this. The Web Site is being restructured. In progress. (SH).</p>

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		<p>R2. Conduct an orientation to the updated EOP for the community Disaster support and preparedness agencies</p> <p>R3. Reinstate and populate the OES webpages with all relevant information.</p> <p>R4. Define and promote the nature and works of the OES, the Disaster Council and the OAW to affected agencies and the public.</p> <p>R5. Include representatives from all County agencies involved in providing emergency services and post disaster services, in updating the EOP.</p> <p>R6. Submit Disaster Council annual reports and a Strategic Plan to the BOS as per their bylaws</p> <p>R7. Convene quarterly meetings of The Disaster Council and announce them to the public.</p> <p>R8. Establish a dedicated EOC with all necessary equipment on hand and with a clear set of instructions, contact numbers, expected duties</p>	<p>R2. Agree. Orientation and presentation of the revised EOP will occur upon completion of the EOP. Currently in Progress.</p> <p>R3. Agree. To be implemented in the near future. Target end of 2016.</p> <p>R4. Expected to be addressed with implementation of previous cited Recommendations. Unclear as to meaning of “affected agencies”.</p> <p>R5. Implemented. First quarterly meeting of Disaster Council scheduled for October 20. Workgroups of stakeholders are being convened to address EOP subsections.</p> <p>R6. Agree. Implemented. Target date for Annual Report and DC Strategic Plan is first quarter of 2017.</p> <p>R7. Agree. Implemented.</p> <p>R8. Agree. Implemented. Funding is being obtained through various grants. An EOC was activated during the Clayton Fire.</p>
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		<p>and responsibilities for the responders.</p> <p>R9. Produce a procedural manual and conduct periodic trainings about activation processes and staffing of the EOC.</p> <p>R10. Develop outreach literature and associated training for community groups eligible to participate in emergency preparedness.</p> <p>R11. Include the OES Manager as a primary decision maker in the allocation of grant monies.</p> <p>R12. Update and maintain the 2014 OES Strategic Plan.</p> <p>R13. Establish the Lake County OES as an independent agency that works closely with the Disaster Council and the Operations Area Workgroup.</p>	<p>R9. Agree. Will be implemented following completion of the EOP.</p> <p>R10. Cannot not implement. Insufficient staff to execute. OES will produce literature and provide training but staffing for dedicated community training does not exist.</p> <p>R11. Agree. Implemented.</p> <p>R12. Agree. Pending completion of the EOP</p> <p>R13. Disagree. Cannot occur without a change to the Lake County Ordinance.</p>
Employee Accountability and Record Keeping	Auditor/Controller, BOS	R1. County continue to examine competing software periodically to insure best practices in employee time tracking	R1. Agree. Will continue to monitor software alternatives.
Victim-Witness Program Review	District Attorney's Office Board of Supervisors	R1. Lake County should continue to provide necessary supplemental funding VWP. There should also be a	R1. Agree to maintain necessary funding. Cannot lower General Fund monies unless grants are obtained.

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		<p>goal to lower this over a two year period.</p> <p>R2. A much greater reliance is recommended on contracted grant writer advice and assistance to gain more new grant sources.</p> <p>R3. VATS should be updated or replaced as soon as practical and affordable.</p>	<p>R2. Approval currently pending on a grant application.</p> <p>R3. Disagree. Current system is functional. Cost/benefit ratio not justified.</p>
<p>Fire Safety in Lake County</p>	<ul style="list-style-type: none"> • Sheriff and Undersheriff • Board of Supervisors • Lake County Fire Chief's Association 	<p>R1. The Sheriff's Department and the Hill Road Correction Facility should work with CAL FIRE to make their inmates who qualify available to transfer to the Conservation Camp Program.</p> <p>R2. The Lake County Fire Chief's Association and the Board of Supervisors should encourage and support any efforts made by the Middletown Rancheria tribe in setting up another fire district.</p> <p>R3. Lake County should pursue more options for warning systems such as the sirens used in the past and IPAWS. Investigations could include solar power options for the sirens</p>	<p>R1. Implemented. Unable to identify any eligible /suitable inmates for this program.</p> <p>R2. No response</p> <p>R3. Agree. Pending implementation. Software contract for IPAWS funded by donation from Lake Area Rotary Club Association. Attempting to identify funding sources for siren warning system.</p>

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		and/or any other alternatives that would supplement the existing telephone and internet systems.	
Canine Units in Lake County	<ul style="list-style-type: none"> • Sheriff's Department • Clearlake City Council • Board of Supervisors 	R1. The BOS, the Sheriff's Department, and the Clearlake Police Department should assure that there are sufficient funds available to replace the dogs as they retire.	R1. Agree. Working cooperatively together.
The Lake County Grand Jury Visits the Mendocino County Juvenile Facility for the First Time	<ul style="list-style-type: none"> • Lake County Board of Supervisors • Mendocino County Probation Department (courtesy request) 	<p>R 1. When the current contract between Lake and Mendocino Counties expires, it should be renegotiated.</p> <p>R 2. Consider purchasing slipper socks for the youth to ward off the cold from the concrete floors in the bedrooms.</p>	<p>R1. Agree; pending.</p> <p>R2. Wearing of socks is currently allowable.</p>
Board of Supervisors Investigation	Board of Supervisors (90 days)	<p>R1. Develop, improve and implant a formal five year strategic plan that guides Lake County's future. This should be developed in a joint effort by the BOS and key management personnel. The recently announced Lakeport Economic Strategic Plan is a good model for this. An outside consultant/expert in this area may also be useful to assist in facilitating this process.</p> <p>R2. The BOS should selectively delegate more authority and reduce</p>	R1. Agree. CAO exploring options for expanding the process prior to next budget cycle.

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		<p>its positions reporting to them by reorganizing and assigning more direct reports to the CAO. Examples might or could include: Human Resources, Public Services, Social Services, Library, Information Technology, Behavioral Health, Animal Care and Control, and Child Support Services.</p> <p>R3. Written performance evaluations should be conducted for all County Employees, including all management on an annual basis.</p> <p>R4. A comprehensive management succession plan for County department heads could be established and monitored on a regular basis. Human Resources should coordinate this effort.</p> <p>R5. Formal charters, by-laws, timely agendas and informative minutes should be maintained for all citizen advisory board, committees, agencies, commissions and the like that Supervisors participate in. These all should be posted on the County's website.</p> <p>R6. Increases in BOS base pay should be based upon the average change among all County employees not represented by bargaining units and not just elected officials.</p>	<p>R2. Agree. CAO is exploring various reorganization options.</p> <p>R3. Partial agreement. Department heads reporting to the Board are exempt from receiving written performance evaluations. County employees and management receive written performance evaluations.</p> <p>R4. Agree; pending. CAO is planning leadership development training for fy 16/17.</p> <p>R5. Agree conceptually. Since many groups are voluntary with no funding, they are unable to generate documents.</p> <p>R6. Boards' compensation based on 2003 comparison of comparable Counties. Aware of need to review County employees compensation plans but process delayed by fires.</p>
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		<p>Furthermore, any increases should only apply to Supervisors elected or reelected after such increases are established in order to ensure complete objectivity and to avoid potential conflicted decision making and perceived self dealing.</p> <p>R7. A change in the County Ordinance 3A.3, is recommended. No benefits should be provided. This recommendation applies only to future Supervisors. Supervisors should not be regarded as regular full-time management employees and should not be entitled to regular management employee benefits such as insurance and pensions.</p>	<p>R7. No direct response.</p>
<p>Alcohol and Drug Services Available in Lake County</p>	<p>Board of Supervisors (90 days)</p>	<p>R1. The Probation Department continue to promote their special services, including those for veterans. (F2)</p> <p>R2. The CHP and AODS therapists visit Senior Centers to provide information to seniors about the dangers of driving after using certain prescription and over-the-counter medications.</p> <p>R3. The Probation Department help in the development of more</p>	<p>R1. Agree</p> <p>R2. Agree. Implemented. Information to seniors is now being provided.</p> <p>R3. Agree. Run by Sheriff's office.</p>

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		Alternative Work Programs that could be based on Helbush Drive.	
Nuisance Abatement Code Enforcement After the 2015 Wildfires	Board of Supervisors (90 days) Lakeport City Council. (90 days) Clearlake City Council (90 days)	R1. Lakeport should establish a log of nuisance complaints. R2. Clearlake should purchase or share the program that the County government has purchased (Accela) to speed the processes involved in responding to nuisance complaints and enforcement reports.	R1. Agree. Impending software implementation. R2. Clearlake is implementing a SMART GOV system