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Superior Court of California

COUNTY OF LAKE
255 NORTH FORBES STREET
LAKEPORT, CALIFORNIA 95453

ARTHUR H. MANN
SUPERIOR COURT JUDGE

(707) 263-2282
FAX (707) 262-1327

June 30, 2008

Dear Members of the 2007-2008 Lake County Grand Jury:

Thank you for your service on the 2007-2008 Grand Jury. You have devoted extensive time and resources for the improvement of Lake County. Your service is highly valued, and I express my appreciation and that of the entire court for your efforts.

I certify that the 2007-2008 Lake County Grand Jury Final Report complies with "Title Four of the California Penal Code" and direct the County Clerk to accept and file the final report as a public document.

Sincerely,

A handwritten signature in cursive script that reads "Arthur H. Mann". The signature is written in black ink and is positioned above the printed name and title.

Hon. Arthur H. Mann
Presiding Judge

**County of Lake
Grand Jury
PO Box 1078
Kelseyville, California 95451**



June 27, 2008
The Honorable Arthur H. Mann, Presiding Judge
Superior Court, County of Lake
255 North Forbes St.
Lakeport, CA. 95453

Pursuant to California Penal Code 933(a) it is my honor to submit to you this final report of the 2007/2008 Lake County Civil Grand Jury.

In July, I watched as amazing individuals transformed into an even more amazing unit. Though the jury faced hurdles during the year, they never broke stride in staying focused on the many tasks at hand. It has been one of the greatest honors of my life to serve with the people of this year's Grand Jury. This final report is the culmination of their remarkable effort and sacrifice and I'm sure I speak for all of them when I say we are proud of our accomplishments this year.

Not all of the reports are positive, but all of the reports are representative of the facts brought before us this year. Mark Twain once said, "Always do right. This will gratify some people and astonish the rest." I feel that will ultimately be the effect this final report will have, some will be gratified and others will be astonished. Because in these pages we have told the truth and in telling the truth we have assuredly "done right".

To the members of the 2007/2008 Grand Jury I say thank you, not only for your efforts and accomplishments but for support and encouragement. Many of you have said that you couldn't have succeeded without me. I, undoubtedly, couldn't have succeeded without you. No matter what paths you travel now, I hope you will always remember this year with absolute pride. You deserve it. Congratulations to you all for a job exceedingly well done.

Sincerely,

A handwritten signature in black ink, appearing to read "Brondell Locke Jr." with a stylized flourish at the end.

Brondell "Bron" Locke Jr.
2007/2008 Lake County Grand Jury Foreman

Lake County Civil Grand Jury

Mission Statement

The Penal Code requires the Grand Jury to:

- Inquire into the conditions and management of jails within the County.
- Investigate and report on the operations, accounts, and records of county officers, departments and functions.
- Inquire into the willful or corrupt misconduct of public officers while in office.
- Submit a final report of its findings and recommendations, no later than the end of its term, to the Presiding Judge of the Superior Court. Agencies to which these recommendations are directed are required to respond to the County Board of Supervisors within 90 days after the final report has been released. Elected officials to which these recommendations are directed are required to respond within 60 days after the final report has been released.

These are the responsibilities of the Civil Grand Jury. The 2007/2008, Lake County Civil Grand Jury had one other and that was performing a community service with honesty and integrity.



*2007/2008 Lake County Civil Grand Jury
Letter to Citizens*

To: The Citizens of Lake County

From: The 2007/2008 Lake County Civil Grand Jury

Years ago, a previous Foreperson of the Lake County Civil Grand Jury spoke highly of the staff and workmanship of the County. It was a simple statement that was only meant to tell the citizens that our County has highly dedicated staff members and department heads.

Today, we the members of the 2007/2008 Civil Grand Jury state that we do indeed have some stellar Department Heads in this County. Our County Administrator and County Counsel are dedicated, hard-working individuals that take great pride in their work. Often, these two individuals can be seen at the Courthouse long after everyone else has gone home during the week and on weekends when most others are enjoying time off. Just as they take great pride in their work, we the members of Civil Grand Jury, as citizens of Lake County, take great pride in having their leadership in key positions.

But that statement made years ago also brought about conceptions of the Grand Jury that are less than flattering. In talking with some of the citizens, way back in July of 2007, I was told that people felt the Grand Jury was acting as public relations for the County.

Last year, it was the Grand Jury who brought about potential closure for the seniors in the Lucerne area. But, in addition, the Grand Jury report was very hard on the Director of Social Services. One of the first acts the Foreman performed was getting in touch with the Director and communicating. The Director of Social Services cooperated above

(Letter to Citizens continued)

and beyond with the Grand Jury this year. She, and her staff, worked with the Grand Jury to help us learn department functions. She didn't hesitate in answering any question, which did not violate confidentiality laws, and returned all phone calls missed immediately. The Grand Jury will never show "preferential" treatment to any department, but through her diligence in cooperating, the Foreman and the Jury members gained insight into DSS operations and respect for the Director.

This year, the Grand Jury uncovered potentially serious problems in some County Agencies. Unfortunately, inquiries that lead to investigations are time consuming and the responsibility for continuing to seek the truth in numerous cases falls in the hands of the 2008/2009 Grand Jury. We have the utmost faith and confidence that next year's Grand Jury will bring closure to those carry-over investigations. Irregardless of what the conclusions are, we know that ultimately the truth will be revealed.

This year's Grand Jury was provided with information that ultimately did not result in an "official" inquiry because proper complaint procedures were not followed. I apologize to those individuals and encourage them to file a formal complaint form next year. We encourage all citizens who have a complaint against any County agency to fill out a Grand Jury complaint form.

In conclusion, we the Grand Jury would like to commend those citizens whose voice is continually heard. "Betsy" Cawn, Joan Moss et al. continue to be a positive voice within the community. Just as the Grand Jury represents what is best for the County through its sacrifice, so do you.



*2007/2008 Lake County Civil Grand Jury
Acknowledgments*

We, the members of the 2007/2008 Lake County Grand Jury, would like to take this opportunity to thank the following individuals for their assistance throughout the year.

County Administrative Offices:

Kelly Cox – County Administrator
Jeff Rein – Deputy Administrative Officer
Kathy Barnwell – Administrative Analyst

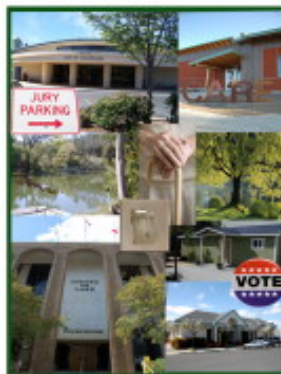
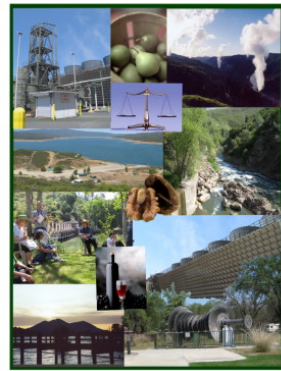
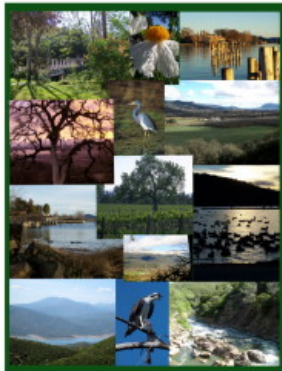
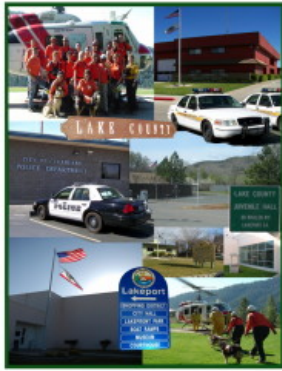
Board of Supervisors:

Mireya Turner

County Counsel's Office:

Ming-Chao Chang
Cathy O'Connell

Special thanks to Anita Grant. We don't know if you feel your patience was rewarded but it was certainly appreciated. This year couldn't have been successful without your advice and never-ending support.



Within the pages of this year's Grand Jury final report are seven pieces of phenomenal artwork created by a remarkably talented young lady, Shawn Kealey. This year's Grand Jury wishes to give a special acknowledgment to her for these exceptional works of photographical art. Six of these pieces represent the various committees and one represents the aesthetic beauty of our County. Thank you Shawn, you are incredibly talented and we are truly blessed to be able to present your artwork in our report.

2007-2008 LAKE COUNTY CIVIL GRAND JURY

Linda Alexander	Witter Springs
Bob Cate	Kelseyville
Pam Clevenger	Cobb
Ginny Cline	Lakeport
Sandi Damitz	Middletown
Mike Daugherty	Lakeport
Steven Esberg	Lakeport
Richard Everts	Upper Lake
Kenneth Fountain	Lower Lake
Kathy Harrell	Lakeport
Pauline Hauser	Kelseyville
Brondell Locke	Hidden Valley Lake
Thomas Marquette	Lower Lake
Jerry McCormick	Kelseyville
Ronald Nagy	Kelseyville
Carol Ripplinger	Kelseyville
Lonny Rittler	Kelseyville
Elizabeth Whittaker-Williams	Lakeport

*also served A. R. Donnelson, Martha Stewart, Andreas Schweda

**BUDGET & FINANCE COMMITTEE
OVERSIGHTS**

Assessor-Recorder
County Administrative Office
County of Lake Auditor-Controller
Treasurer-Tax Collector

City of Clearlake
City of Lakeport

Clearlake Police Department
Lakeport Police Department
Sheriff/Coroner

Area Agency on Aging
Highlands Senior Center
Kelseyville Senior Center
Lakeport Senior Center
Live Oak Senior Center
Lucerne-Alpine Senior Center
Middletown Senior Center
Senior Support Services

Lower Lake County Waterworks, District No. 1

Assessor-Recorder Oversight

Summary/Subject

The Budget & Finance Committee conducted an elective oversight of the Assessor-Recorder's Office to provide the grand jury with general budget information and to gain insight into how public funds are collected and spent by this office.

Procedure/Methodology

In February 2008, the committee met with the County's Assessor-Recorder Director. Prior to this scheduled meeting, the committee obtained and reviewed copies of the department's past two financial budgets, and this fiscal year's adopted budget.

Background and Discussion

The offices of the County's Assessor-Recorder are located on the 2nd floor at 255 North Forbes Street in Lakeport. The Assessor's Office is legally required to annually assess all taxable property within the county with the exception of state assessed properties.

The Assessor-Recorder is one department with two divisions approved for 21.6 employees. The two divisions' combined budget this fiscal year is \$1,471,458. Employees' salaries and benefits make up the largest part of the department's budget.

The Assessor's Office has the following duties:

- Discovering all assessable property
- Inventorying/listing all taxable property
- Assessing value of property
- Enrolling all taxable property on the County Assessment Roll.

These duties must be completed by July 1st of every year. These duties provide the information that is the basis for the up-coming fiscal year's tax bills.

Facts/Findings

- The Assessor-Recorder's Office works closely with both the Auditor-Controller's Office, and Treasurer-Tax Collector's Office in the property tax collection process. Monthly meetings are held between the three departments to evaluate problems or issues that arise within the property tax collection process.
- The Williamson Act (California Land Conservation Act 1965), designed to preserve agriculture and open space, has impacted local property tax assessments.
- A 2001 audit by the State Assessors Board made a recommendation to increase staff by two Deputy Assessors. A state funding program of \$117,000 per year for four years helped finance these two positions. The funding ended two years ago with a \$59,500 carry over.
- The department just completed its mid-year budget review and reported a short fall of approximately \$6,500.
- Currently, all three departments (Assessor, Auditor-Controller and Tax Collector) are using a computer programming system for assessment and collection of property taxes called *Megabyte*. The *Megabyte* program is costly and no affordable programs are available at this time.
- Currently, the Recorder's Office is involved in a major project of updating and transferring the county's old ledger books into imaging data.

Recommendations

- None

County Administrative Office Oversight

Summary/Subject

The Budget & Finance Committee conducted an elective oversight of the County Administrative Office to obtain general budget information and to better understand how public funds are collected, and spent, by the County.

Procedure/Methodology

In January 2008, the committee met with the County Administrative Officer. Prior to the scheduled meeting the committee obtained and reviewed copies of the County's past two financial budgets, this fiscal year's adopted budget, and copies of the county's last two independent audits.

Background and Discussion

The County of Lake Administrative Office is located at 255 North Forbes Street in Lakeport. The Administrative Office is responsible for the preparation and administration of the county's annual budget. This year's budget totals \$173,399,189. The department's budget this fiscal year was approved in the amount of \$587,460.

At the time of this visit, the County was involved in the mid-year budget review. Expenses to date appear to be within normal usage; however, revenue estimates are an issue. Both local and state problems are resulting in reduced revenues. A recently completed audit showed that the general fund balanced higher than projected, but this could be short-lived due to the uncertainty of the state's financial problems and the withholding of funds dispersed to counties.

Facts/Findings

- The mid-year budget review is showing positive signs.
- The department currently has approval for 6.9 employees.
- Unfilled positions enable some departments to show savings.
- The revenues in the county are down 18% (approximately \$400,000).
- Revenues are down in almost all departments.
- The Department of Mental Health was loaned \$1,000,000 from general fund monies in 2006-2007, to be repaid this

fiscal year. A recent mid-year memo from the Department of Mental Health advised that the loan could not be paid back as indicated. The state is withholding funds due to improper billings by this department.

- The county is projecting lower revenues in the coming fiscal year.
- Employee salaries and benefits cost make up the largest part of the department's budget.
- Because of the state's financial problems, it is delaying collected road tax payments to all counties for five months.
- The county is still financially able to maintain services to the residents of the county despite the current economy.
- If current economic trends continue, next year's budget will bring unique financial challenges.

Recommendations

- None

County of Lake Auditor-Controller Oversight

Summary/Subject

The Budget & Finance Committee conducted an elective oversight of the Auditor-Controller's Office to provide the grand jury with general budget information and to gain insight into how public funds are collected and spent by this office.

Procedure/Methodology

In March 2008, the committee met with the County's Auditor-Controller and the Assistant Auditor. Prior to this scheduled meeting, the committee obtained and reviewed copies of the department's past two budgets and this fiscal year's adopted budget.

Background and Discussion

The offices of the County's Auditor-Controller are located on the 2nd floor at 255 North Forbes Street in Lakeport. The Auditor-Controller is the County's chief financial officer. This office provides accounting, auditing, and financial support to all county departments. Supported departments include; Special Districts, County Board of Education, local boards (water, cemetery, fire, and reclamation), County Redevelopment Agency and any others with funds deposited into the County's Treasury.

The Auditor-Controller's approved budget this fiscal year is \$1,050,728. Employee salaries and benefits costs total \$791,470 and make up the largest portion of the department's budget. The department's estimated revenue for this fiscal year is \$19,794,973.

In 1995, a portion of the county clerk's duties were absorbed into this department. Those duties included marriage licenses, fictitious business name statements, process servers, notaries, unlawful detainer, and powers of attorney.

Facts/Findings

- The Auditor-Controller's Office works closely with both the Assessor-Recorder's Office and Treasurer-Tax Collector's Office in the property tax collection process. Monthly

meetings are held between the three departments to evaluate problems or issues that arise within the property tax collection process.

- The department is budgeted for 12 fulltime and 2 part-time positions, and currently has two positions vacant.
- Recent employee turnover has been low.
- Employee wages and benefits account for eighty percent of the department's total budget.
- The employee payroll/timekeeping system is under revision. The updated system will better capture and track hours worked by employees resulting in cost savings seen through fewer errors in payroll.
- Currently, all three departments (Assessor, Auditor-Controller and Tax Collector) are using a computer programming system for assessment and collection of property taxes called *Megabyte*. The *Megabyte* program is costly and no affordable programs are available at this time.
- The Auditors Office reviews semi-annual audits by outside independent auditors of local boards (water, cemetery, fire, and reclamation).
- Currently, thirty entities within the county require audits done semi-annually. Of the thirty, one auditor performs half of the audits. There is no requirement that these audits go out to bid or that a change of auditor be required periodically.

Recommendations

- Implement an auditor bid and/or rotation policy for all county entities similar to the county audits.

Agency/Department Required to Respond

- Auditor/Controller (60 days)

Treasurer-Tax Collector Oversight

Summary/Subject

The Budget & Finance Committee conducted an elective oversight of the Treasurer-Tax Collector's Office to provide the grand jury with general budget information and to gain insight into how public funds are collected and spent by this office.

Procedure/Methodology

In February 2008, the committee met with the County Treasurer-Tax Collector and Chief Deputy. Prior to this scheduled meeting, the committee obtained and reviewed copies of the department's past two financial budgets, and this fiscal year's adopted budget.

Background and Discussion

The offices of the county's Treasurer-Tax Collector are located on the 2nd floor at 255 North Forbes Street in Lakeport. The department serves as the County Treasury Department, and is the administrator of the county's tax collection system. The department currently has approval for 11 employees.

The department's approved budget this fiscal year was \$1,038,694. 66% of the department's budget is comprised of employee salaries and benefits.

Three county departments work together in the administration of the county's property tax system, the Treasurer-Tax Collector's Office prints and mails out the bills.

Facts/Findings

- The Tax Collector's Office works closely with both Assessor's Office and Auditor's Office in the property tax collection process.
- Monthly meetings are held between the three departments to evaluate problems or issues that arise.
- Property tax rolls account for revenues of approximately \$80,000,000 annually.
- An estimated 40% of the department's time is spent explaining tax supplemental notices to property owners, even though explanation notices are mailed with supplemental

billing. This is an ongoing problem, but it has been improving over the past year.

- Due to the recent housing market, reassessments of homes have increased by approximately 10%.
- The department is working on an electronic billing and payment process to keep costs down.
- Currently, the county is using an expensive computer program for assessment and collection of property taxes called *Megabyte*.
- The four-year contract for Megabyte is \$56,000 with an additional cost of \$22,000 annually for software maintenance.
- Twenty of fifty-eight counties within California use this expensive system.
- Currently, there are no alternate programs available. To create a replacement computer program would be very costly to the County.

Recommendations

- Pursue a joint venture with other counties to create a program to replace *Megabyte*.

Agency/Department Required to Respond

- Treasurer-Tax Collector (60 days)
- Board of Supervisors (90 days)

City of Clearlake Oversight

Summary/Subject

The Budget & Finance Committee conducted an elective oversight of the City of Clearlake to review general financial information and develop a better understanding of how this municipality serves the residents of the city.

Procedure/Methodology

In September 2007, the committee met with the City's Director of Finance and City Administrator. Prior to this scheduled meeting, the committee requested a copy of last year's approved city budget, and a copy of this year's proposed budget. Also obtained were copies of two Annual Financial Reports for the city dated June 2005 and June 2006.

Background and Discussion

The City of Clearlake's Administrative Offices are located at the intersection of Lakeshore Boulevard and Olympic Drive. The city incorporated in 1980, and has a population of approximately 14,190.

The city's budget for this fiscal year, \$11,452,187, was approved on September 13th. The city's redevelopment agency has an additional budget amount of \$9,195,253. The City's Police Department budget has increased by 24.9% over the past three years. Voters passed a public safety sales tax of .05% in 1994 to assure a stronger police presence on city streets. The Police Department accounts for 62% of the city's budget, which includes 3.1% from Prop-P revenue.

Facts/Findings

- The city contracts with the County of Lake for animal control services. These services cost the city \$160,300 this fiscal year.
- The city borrowed funds to build a new Community Center, and rents it out to help repay the loan.
- It cost approximately \$76,000 annually to operate the center, which includes the loan repayment.

- Currently, the center generates an annual income of approximately \$25,000 to \$30,000.
- The city is looking for ways to increase revenue and make the center more self- supporting.
- Non-profit groups can rent the center for half of the scheduled rental fee.
- The city has one hundred and fourteen miles roadways, of which sixty-five miles are paved.
- Clearlake obtained a three million-dollar grant to improve and repave Lakeshore Drive, Olympic Drive, and some major arteries that feed these locations.
- Over forty-six percent of the roads within the city limits are in poor condition.
- Annual gas tax revenue is approximately \$230,000 and is not enough to keep up with the repairs of current roadways.
- Clearlake is looking into forming “assessment districts” for the improvement of current roads.
- If “assessment districts” are established for roadway improvements, then maintaining these improvements become a liability for the city.
- The City Administrator stated that the city faces significant budget challenges regarding the general fund this year.

Recommendations

- Any assessment district that is created must include a maintenance attachment for future repairs and up-keep.

Agency/Department Required to Respond

- City of Clearlake (60 days)

City of Lakeport Oversight

Summary/Subject

The Budget & Finance Committee conducted an elective oversight of the City of Lakeport to review general financial information and develop a better understanding of how this municipality serves the residents of the city.

Procedure/Methodology

In October 2007, the committee met with the city's Financial Officer. Prior to this scheduled meeting the committee requested a copy of last year's approved city budget, and a copy of this year's proposed budget. Copies of two of the city's Annual Financial Reports dated June 2005 and June 2006 were also received and reviewed. In addition, the committee reviewed a draft copy of the Wastewater Rate Study dated September 11, 2007.

Background and Discussion

The City of Lakeport Administrative Offices are located at 225 Park Street. The city incorporated in 1888 and has a current population of approximately 5,500. Projected operating cost of all city service departments (City Hall, Police, Public Works, etc.) is \$5,117,430.

For fiscal year 2007-2008 the city estimates are:

○ General Fund Revenues	\$5,165,395
○ Water Agency	\$2,478,508
○ Sewer Agency	\$4,934,798
○ Miscellaneous Budget Operations	\$2,760,307
○ Redevelopment Agency budget	\$9,891,144

During the conversation with the City Manager, it was learned that the city's financial status was a uncertain. It was recently stated that the past administrator's budgets "had not been properly balanced in sometime" and the city had no idea how much operating cash it had. The new City Manager was still attempting get a handle on where the city stands financially.

In January 2008, the committee made a subsequent visit and met with Lakeport's City Manager, City Attorney and two members of the City Council. At the meeting the committee discovered that the city's deficit spending had been going on for sometime, maybe as

far back as 2002 or 2003. It first came to light during a question of employee's overtime not being reported to the council. Further investigation revealed that the city's contingency fund was not being rolled over each year but instead used to cover other expenditures in accounts with short falls. Funds with balances at the end of a fiscal year were zeroed out and the funds spent elsewhere. The previous city manager was also the financial officer. The previous city manager never presented written reports to the City Council. The council was never informed that the budget did not balance.

Upon the departure of the previous City Manager and a few key staff, the City Council learned that the water/sewer system accounts had been running a deficit of \$600,000 a year. At the time of this oversight increases to health insurance, PERS, labor costs, and energy costs have created deficits in accounts of approximately \$900,000.

Facts/Findings

- The current city manager was hired just prior to this fiscal year and discovered there was no system of checks and balances in place.
- Two new employees were appointed to head the city's finance department.
- The new city manager discovered improper accounting practices.
- Recently, an outside audit indicated a surplus of \$719,000; however, in reviewing the city's finances, there was an indication that a deficit of \$1.5 million could exist.
- Overspending up to \$400,000 started in the 2002-2003 budget year.
- The city manager believes the budget will be balanced within eighteen months with the aid of a one million-dollar loan. This would include help from sales and property taxes, and fees for services and licensing.
- The city manager has drawn up a business plan for the city to operate efficiently.
- All departments will be asked for help in controlling costs and sharing the burden of any possible staff reductions, if necessary.

Recommendations

- Reconcile all the city accounts and balance the budget.
- Develop an action plan for emergency spending reductions.

Agency/Department Required to Respond

- City of Lakeport (60 days)

Clearlake Police Department Oversight

Summary/Subject

The Budget & Finance Committee conducted an elective oversight of the Clearlake Police Department to provide the grand jury with general financial information and an overview of how this public safety department uses its funding to better serve the citizens of Clearlake.

Procedure/Methodology

In November 2007, the committee met with the Clearlake Chief of Police. Prior to this scheduled meeting, the committee received copies of the police department's past two years' financial line item budgets, and this fiscal year's recently approved budget.

Background and Discussion

The City of Clearlake Police Department is located at the intersection of Lakeshore Boulevard and Olympic Drive. The department currently has twenty-four sworn officers and a supporting staff of eleven. The department serves a population of approximately 14,190.

The budget for this fiscal year was approved on September 13th in the amount of \$2,510,987. This amount does not include funding proposed this year under the sales tax measure Prop-P, passed by the voters in 1994. The chief estimated the department had received another \$600,000 from this source over the past three years. If Prop-P funding were not available, the department would have one-half of the current number officers. The chief has been with the department only five months and he is still evaluating his department and its financial needs.

Facts/Findings

- Due to a request by citizens for a stronger police presence on city streets and in the neighborhoods, sales tax measure Prop-P was passed. Without Prop-P funding police services would be greatly reduced.
- The new chief, of five months, is still evaluating the department, including future financial needs.

- It is unknown if there is any Homeland Security funding still available.
- All but four of the officers live inside the city limits.
- Only officers living within the city limits are authorized to take assigned patrol vehicles home.
- The department budgeted \$30,000 for Peace Officers Standard Training (POST) this year.
- The Chief would like to see a K-9 program in place in the near future. It costs approximately \$20,000 to start a K-9 program.
- The Chief would like to see the cities and the county work together to obtain grant programs.
- Approximately eighty-four percent of the department's budget is personnel cost.
- The police department is funded through the city's general fund, and accounts for sixty-two percent of the city's budget.
- The department has formed a new volunteer program this year that will aid in policing services and help cut costs.
- Volunteers in Policing (VIP) are helping to enhance police services by freeing up officers time in the handling of non-hazardous police-related duties.

Recommendations

- Create a unified effort, if feasible, between the County of Lake and the City of Clearlake to more actively pursue grant funding for all police departments.

Agency/Department Required to Respond

City of Clearlake (60 Days)
Board of Supervisors (90 Days)

Lakeport Police Department Oversight

Summary/Subject

The Budget & Finance Committee conducted an elective oversight of the Lakeport Police Department to provide the grand jury with general financial information and an overview of how this public safety department uses its funding to better serve the citizens of Lakeport.

Procedure/Methodology

In November 2007, the committee met with the Lakeport Chief of Police. Prior to this scheduled meeting, the committee received copies of the police department's past two years' financial line item budgets, and this fiscal year's approved budget.

Background and Discussion

The City of Lakeport Police Department is located at the intersection of North Forbes Street and Ninth Street. The department currently has approval for fourteen sworn officers. At the time of the visit, there was one vacancy. There are three non-sworn supporting staff positions. The department serves a population of approximately 5,500.

The current fiscal year's budget was approved in the amount of \$1,822,492. The largest portion of the department's budget, \$1,671,492 is funded from the city's general fund. Employee's salaries and benefits cost of \$1,504,092, account for 82.5% of the department's overall budget.

In the past, the department received grant funding from Homeland Security but that money cannot be counted on in the future. The department is in the application process for a Traffic Officer grant. The Chief is looking at other revenue sources to help support the department's needs.

Facts/Findings

- The department has eleven marked patrol units, two four-wheel drive units, and one unmarked unit.

- Many vehicles in the department's fleet are reaching seven years of service. Most law enforcement agencies replace fleet vehicles every four to five years.
- The department is looking at "green" vehicles for future purchases.
- All sworn officers are assigned personal vehicles and are authorized to drive the vehicles home.
- The Chief believes that officers take better care of personally assigned vehicles, have less wear and tear on the vehicles, and have a quicker response back to the city if recalled while off duty.
- Officers are not required to live within the city limits in order to drive assigned vehicles home.
- Only three or four officers live within or near the city limits, with one commuting from Hidden Valley Lake. With a four day work week and two weeks off, commuting to Hidden Valley Lake adds approximately 12,000 miles annually to a vehicle.
- The Department has a Reserve Police Officer Program, but at the time of this interview, there are no participants.
- The Chief would like to assume animal control responsibilities for the city. Currently the city contracts with the County of Lake for service.
- The Chief is researching an ordinance to recover costs of special events that require extra staffing.
- Because of many unanswered questions regarding the city's budget, future funding of police services maybe effected.

Recommendations

- Limit the use of police vehicles to officers living within or very near the city limits.

Agency/Department Required to Respond

- Lakeport City Council 90 days

Sheriff-Coroner Oversight

Summary/Subject

The Budget & Finance Committee conducted an elective oversight at the Sheriff-Coroner's Office. The visit was conducted to provide the grand jury with general financial budget information and to witness how public funds are collected and spent by this department.

Procedure/Methodology

In April 2008, the committee met with the County Sheriff-Coroner and financial officer of the department. Prior to this scheduled meeting, the committee obtained and reviewed copies of the county's past two financial budgets, this fiscal year's adopted budget, and copies of the county's last two independent audits.

Background and Discussion

The County of Lake Sheriff's Department is located at 1220 Martin Street in Lakeport. The department currently has approval for 179 employees, including a jail staff of 83.

The department operations are budgeted over 22 individual budget units. This fiscal years budget approvals are:

- | | |
|--|-------------|
| ○ Main Sheriff-Coroner budget | \$8,538,258 |
| ○ Jail budget | \$8,076,167 |
| ○ Central Dispatch, Sheriff's Bailiffs,
and Marine Patrol budget | \$1,133,220 |
| ○ Fourteen budgets units that have no
employees connected to grants or services | \$1,133,220 |

Facts/Findings

- The Sheriff said the department has never been over budget since taking office.
- There is some latitude in transferring funds between budget units.
- A new Civilian Coroner position was recently filled.
- Lake County has no *County Mortuary*; consequently, local private mortuaries provide this service at a sizable cost savings to the county.

- The Sheriff's Department is researching a possible ordinance to help recover costs of special events that require extra staffing because of public safety.
- A patrol vehicle costs approximately \$23,000, additional \$7,000 to equip. A local dealer provides a cost savings on the purchase of vehicles.
- Most vehicle equipment such; two-way radios, cages, push bumpers, and light bars are recycled for further cost savings.
- An independent external audit submitted June 30, 2006 indicated a \$5,729.94 deficit between money held for jailed inmates, and the actual balance held in the bank account. Previous audits have indicated the same issue.
- A department Policy & Procedure, NO 3-14 titled "Inmate Funds Taken at Booking", was implemented September 11, 2005.
- An independent external audit in 2007 indicated the issue as "*In Progress*" and partially implemented.
- The Board of Supervisors approved a *Discharge of Accountability* and wrote off the entire amount.
- The Sheriff indicated a new computer program will resolve this issue.

Recommendations

- The 2008-2009 Grand Jury review the County's 2008 Independent Auditor's Report of the Sheriff's Department ensuring correction of the jail's *Inmate Trust Account*.
- Propose an ordinance to the Board of Supervisors for recovery of costs associated with special events.

Agency/Department Required to Respond

- Sheriff/Coroner 60 Days

Area Agency on Aging Oversight

Subject/Summary

The Budget & Finance Committee performed an elective oversight of the Area Agency on Aging (AAA) in an effort to provide the grand jury with general information and to better understand how this agency interfaces with the senior centers of Lake County.

Procedure/Methodology

In August 2007, the committee met with the Area Agency on Aging's Senior Project Manager and the Staff Accountant for Senior Programs. Prior to the scheduled meeting, the committee requested specific documentation to be made available for review.

In January 2008, a subsequent meeting was held with the committee, the Agency's Senior Project Manager, and the Deputy Director to discuss issues and concerns brought to the committee's attention by the Lake County senior centers.

Background and Discussion

The Area Agency on Aging office is located on South State Street in Ukiah. The agency serves as the processing and distribution center for County, State, and Federal funds, available for senior centers within Lake and Mendocino Counties.

The agency was established in October 2005. The director recruited and hired staff throughout 2006. In the fall of 2006, the Senior Program Manager vacancy was filled.

The following Lake County senior centers contract with AAA to receive State and Federal funding:

- Highlands Senior Center
- Lakeport Senior Center
- Live Oak Senior Center
- Lucerne-Alpine Senior Center
- Middletown Senior Center

Duties of the AAA staff are to; establish regular meetings with contracted senior centers, provide technical assistance in helping the centers operate more effectively, and aiding the centers in meeting all reporting requirements to keep funding current.

Facts/Findings

- The agency annually distributes \$132,000 in Federal and State funds to contracted senior centers.
- Operating costs for the agency are approximately \$300,000 annually.
- The County of Lake contributed \$23,857 to the agency in 2007.
- Mendocino County contributed approximately \$170,000 to the agency in 2007.
- The agency has a program for training senior center directors, however attendance is sporadic.
- AAA allocates eight hours per week for accounting assistance, 20 hours per week for administrative assistance, and 40 hours per week outreach assistance.
- An agency goal for 2007-2008 is to provide better financial responsibility training to the Board's of Directors.
- The agency's three year plan includes 25 programs.
- The agency visits the contracted senior center's Outreach Program quarterly.
- In the 2000 census Lake County's senior population was 14,526 or 25% of the population. The national average is 12.4%.
- A representative of Lake County holds a position on the agency's advisory board.

Recommendations

- None

Highlands Senior Center Oversight

Subject/Summary

The Budget & Finance Committee performed an elective oversight of the Highlands Senior Center in an effort to provide the grand jury with general information about the center's finances and daily operations.

Procedure/Methodology

In September 2007, the committee met with the center's Executive Director and other staff members of the center and toured the facility. Prior to the scheduled meeting, the committee requested specific documentation to be made available for review. The committee reviewed written policies and procedures, job descriptions, petty cash procedures, and other miscellaneous operational functions.

Background and Discussion

The Highlands Senior Center is located on Bowers Avenue in the City of Clearlake. The center serves as a community activity center for the local senior population.

Programs available to the senior members are; peer counseling, food and housing resources, support groups, low impact exercise classes, meals, low vision program, and other group activities.

The committee reviewed a number of performance areas and the center's ability to assist seniors in the greater Clearlake Oaks area adequately.¹ The staff seemed properly trained and well organized in the performance areas reviewed.

The City of Clearlake owns the building and the property. The center rents the building from the city at a cost of \$1,625 per month, which includes all utilities.

¹ See Senior Center Graphs located on pages 42-48

Facts/Findings

- The center provides an average of 26,000 Meals on Wheels for the local senior population annually.
- The center serves an average of 16,000 congregate (in-house) meals annually.
- Meals on Wheels drivers receive a reimbursement rate of 92 cents per-mile. This is the highest reimbursement rate in the county and is needed to attract volunteers who use personal vehicles to deliver meals.
- Mileage sheets submitted by the volunteers are audited.
- The County of Lake's contribution for the operation of the center was \$9,002 for this fiscal year.
- The center has a Senior Outreach Programs.
- The center has different fundraising activities throughout the year that are used to offset the cost of senior programs.
- A review of employees' timesheets indicated none properly documented hours worked.
- Written documentation was found to be in place, but many are outdated.
- The center has eight full-time employees.
- Redbud Health Care District contributed \$85,000 in grant funding this fiscal year to help cover the cost of health care related programs made available to the seniors within this area.
- The current year's paid invoices were in order
- The center uses two checking accounts; one for daily expenses, and one for monthly invoices.
- Most of the board members were trained by in-house staff. At the time of this oversight the board was comprised six members.
- The center's staff believes the Area Agency on Aging needs to take a lead role in training.
- The Executive Director felt that training and organizational skills amongst Lake County Senior Centers were not equal.¹

Recommendations

- None

Kelseyville Senior Center Oversight

Subject/Summary

The Budget and Finance Committee performed an elective oversight of the Kelseyville Senior Center to determine if best practices in regards to bookkeeping and financial policies were being followed.

Procedure/Methodology

In September 2007, the committee met with the President of the Board of Directors and five board members and toured the facility. Prior to the scheduled meeting, the committee requested specific documentation to be made available for review.

Background and Discussion

The Kelseyville Senior Center is located on Third Street in Kelseyville. The center serves as a community activity center for the area's local senior population. However, the available activities are very limited. The committee reviewed a number of financial performance areas, and the Center's ability to assist seniors in the greater Kelseyville area adequately.²

The staff indicated that the Board of Directors and officers received very little, if any, formal training. The center has by-laws in place but has neither written policies nor procedures necessary for efficient operations.

The center owns and operates two structures. The center's annual income is limited to one or two yard sales, fees received from the renting of the front building to small private groups, and a few of small fund raisers.

Facts/Findings

- The center has a new kitchen, but it serves no congregate (in-house) meals, and Meals on Wheels programs for this area are provided by the Lakeport Senior Center.
- The County of Lake contributed \$2,000 this current fiscal year for the operation of the center.

² See Senior Center Graphs located on pages 42-48

- The center's annual budget is approximately \$10,000.
- There are six board members.
- The center has a limited number of fundraising activities conducted throughout the year.
- The center has no paid employees.
- There are no formal written policies or procedures.
- All checks currently require only one signature.
- No paid invoices were on-site to review.
- No formal storage system was in place on-site, or otherwise, for filing the center's business records.
- The center has no petty cash fund, nor change fund.
- The center has no written job description for the treasurer's position.
- The center had no evidence of a current Federal 990 filing or State filings.
- On this year's State incorporation filing payment check, which was returned, a note was attached stating, "Unable to locate said Entity".
- The center's operations are more similar to a social club rather than a full-service senior center.

Recommendations

- None

Lakeport Senior Center Oversight

Subject/Summary

The Budget & Finance Committee performed an elective oversight of the Lakeport Senior Center in an effort to provide the grand jury with general information about the center's finances and daily operations.

Procedure/Methodology

In August 2007, the committee met with the Director of the Lakeport Senior Center and toured the facility. Prior to the scheduled meeting, the committee requested specific documentation to be made available for review.

The director, who had served at the senior center for three years, provided the committee with a preliminary working knowledge of the center and answered questions regarding the center's operations.

The committee reviewed numerous performance areas, and the center's overall ability to adequately assist seniors in the greater Lakeport area. Subsequent visits were made in November and December 2007 due to staff changes at the center.

Background and Discussion

The Lakeport Senior Center is located at 527 Konocti Avenue in Lakeport and is the main community activity center for seniors in the greater Lakeport area. Services offered at the center are; referrals for the Senior Law Project, Senior Peer Counseling, food and housing resources, low-vision support group, caregiver support group, bingo, computer classes, dance classes, and meals.

In November 2007, the Director was released and a new Director was hired. The Area Agency on Aging (AAA) was contacted about initiating training for this Board of Directors as well all the Board of Directors for the other Lake County Senior Centers.³

³ See Senior Center Graphs located on pages 42-48

Facts/Findings

- The senior center provides an average of 22,000 Meals on Wheels for seniors in the Lakeport and Kelseyville area annually.
- The center's Meals on Wheels current vehicle was donated by Kraft Foods.
- Meals on Wheels' drivers that use personal vehicles receive \$20 per diem.
- The center serves an average of 9,000 congregate (in-house) meals annually. The meal fee requested is \$3.50.
- The County of Lake's contribution for the operation of the center this fiscal year was \$7,387.
- The center shows free movies for seniors once a week
- The former director was released for cause in November 2007.
- The bookkeeper position was vacant as of November 2007.
- The cook and maintenance positions are being performed by one person as of August 2007.
- The Bingo games are managed in-house by a senior volunteer coordinator.
- Employees do not follow proper time card procedures or use the time clocks consistently.
- The accounting practices used by the former director were suspect and incomplete.
- The former director's leadership and management of the center were questionable.
- The senior center does not have any formal written policies.

Recommendations

- None

Live Oak Senior Center Oversight

Subject/Summary

The Budget & Finance Committee performed an elective oversight of the Live Oaks Senior Center in an effort to provide the grand jury with general information about the center's finances and daily operations.

Procedure/Methodology

In August 2007, the committee met with both the Director and the Treasurer of the Board of the Live Oak Senior Center and toured the facility.

Prior to the scheduled meeting, the committee requested specific documentation to be made available for review. Written policies and procedures for petty cash and other miscellaneous operations were reviewed.

Background and Discussion

The Live Oak Senior Center is located on Foothill Boulevard, in Clearlake Oaks. The center serves as a community activity center for the local senior population.

Programs available to senior members are; peer counseling, food and housing resources, support groups, computer classes, meals, and various other activities.

The committee reviewed a number of performance areas and the center's ability to adequately assist seniors in the greater Clearlake Oaks area. The staff seemed properly trained and well organized in the performance areas reviewed.⁴

The property is owned by the center and there are future plans for a new facility.

⁴ See Senior Center Graphs located on pages 42-48

Facts/Findings

- The center provides an average of 9600 Meals on Wheels for the local senior population annually.
- The center serves an average of 13,800 congregate (in-house) meals annually.
- Meals on Wheels drivers receive a mileage reimbursement.
- The County of Lake's contribution for the operation of the center was \$4,993 this fiscal year.
- The center has a Senior Outreach Program.
- The center has various fundraising activities throughout the year.
- A review of employees' timesheets indicated proper documentation of hours worked.
- The center has six full-time employees.
- The center uses a credit card for purchases. The monthly statement is used for accounting.
- The center has not had a comprehensive financial audit during the current director's tenure. The audit costs approximately \$2,000.
- Board members are trained by in-house staff.
- The center's board believes the Area Agency on Aging needs to take a lead role in training.

Recommendations

- None

Lucerne-Alpine Senior Center Oversight

Subject/Summary

The Budget & Finance Committee performed an elective oversight of the Lucerne-Alpine Senior Center in an effort to provide the grand jury with general information about the center's finances and daily operations.

Procedure/Methodology

In August 2007, the committee met with the Executive Director and the Board Chairperson of the Lucerne-Alpine Senior Center. Prior to the scheduled meeting, the committee requested specific documentation to be made available for review. Two subsequent visits were made in September 2007.

The committee reviewed financial performance areas, and the center's ability to adequately assist seniors in the greater Lucerne and Northshore area.

Background and Discussion

The Lucerne-Alpine Senior Center is located on Country Club Drive in Lucerne. The center serves as a community activity center.

Services and activities provided by the center are; referrals for Senior Law Project, Senior Peer Counseling, food and housing resources, low-vision support group, bingo, dance classes, and meals.

Over the past year, the center has been attempting to correct and overcome financial mismanagement issues that occurred under the previous Executive Director. The center sold a thrift shop building and land to the County of Lake in an effort to correct this problem. Other plans of action are pending, awaiting additional information from County, State and Federal Agencies.⁵

⁵ See Senior Center Graphs located on pages 42-48

Facts/Findings

- The center provides an average of 16,900 Meals on Wheels for its senior population annually. Meals on Wheels drivers receive a mileage reimbursement.
- The center serves an average of 10,400 congregate (in-house) meals annually.
- The sign-in sheets for congregate meals were not always personally signed by all individuals.
- The County of Lake's annual contribution for the operation of the center this fiscal year was \$5,579.
- The center has a Senior Outreach Program.
- The center has a Fundraising Committee that schedule's events to raise funds to offset the center's program costs.
- The center operates a Thrift Shop; however, the County of Lake purchased the land and the building for \$150,000.
- The center has a bingo program.
- Staff reported that five Dell desktop computers, donated in 2005, could not be accounted for.
- A review of employees' timesheets indicated none properly documented hours worked.
- Written policies and procedures for petty cash and other miscellaneous operational functions reviewed were found to be inadequate and lacking in key areas.
- The center's expenses were \$16,000 more than revenues in the first fiscal quarter, including \$12,000 in unpaid invoices.
- A professional comprehensive financial audit has not conducted since 2004.
- Board members receive very little training.

Recommendations

- None

Middletown Senior Center Oversight

Subject/Summary

The Budget & Finance Committee performed an elective oversight of the Middletown Senior Center in an effort to provide the grand jury with general information about the center's finances and daily operations.

Procedure/Methodology

In August 2007, the committee met with the Executive Director, staff members, and board members of the Middletown Senior Center and toured the facility. At the scheduled meeting, the director provided the committee with professionally prepared documentation from the center for review.

The committee reviewed a number of performance areas, and the center's ability to adequately assist seniors in the greater Middletown area.

Background and Discussion

The Middletown Senior Center is located on Central Park Road in Middletown. The center serves as the main community activity center for the area's local senior population. The center has the following programs available for local senior members; peer counseling, food and housing resources, support groups, meals, a video library, and other group activities.

The Central Park Association owns the property and the structure where center operates.⁶

Facts/Findings

- The center provides an average of 6,000 Meals on Wheels for its senior population annually.
- Meals on Wheels drivers receive a per-mile reimbursement
- The center serves an average of 7,000 congregate (in-house) meals annually.

⁶ See Senior Center Graphs located on pages 42-48

- The County of Lake's contribution for the operation of the center this fiscal year was \$4,000.
- The center's annual budget is approximately \$140,000
- Most of the training of the board members is done in-house by staff.
- At the time of this oversight, the board has four members.
- All unpaid invoices are reviewed at the monthly board meeting before being signed and issued a check for payment.
- The staff, in comparison with other centers within the county, was one of the better trained and more organized in the performance areas reviewed.
- The center has Senior Outreach Programs.
- The center has a number of different fundraising activities throughout the year. These activities are used to offset the center's senior programs costs.
- The center has five full-time paid employees.
- A review of employees' timesheets indicated none properly documented hours worked.
- Most written documentation was found to be in place.
- The current year's paid invoices and bank statements were in order.
- The center has no petty cash fund, but the center does have a cash box for making change at congregate (in-house) meals
- The center has a charge account with a local vendor for miscellaneous purchases. There is a policy in place to monitor and track these invoices.
- The center's senior staff believes oversight and training should be handled by the Area Agency on Aging.

Recommendations

- None

Senior Support Services Oversight

Subject/Summary

The Budget & Finance Committee performed an elective oversight of the Senior Support Services in an effort to provide the grand jury with general information including finances and daily operations.

Procedure/Methodology

In August 2007, the committee met with the Director, Treasurer, and Secretary. At the meeting, the committee received previously requested documentation for review.

Background and Discussion

Lake County Senior Support Services (Triple S) is located on Mendenhall Avenue in Upper Lake. It serves as a countywide support center for the seniors of Lake County.

Services available are; peer counseling, benefits counseling, money management, support groups, transportation assistance, adult day care, meals, and a senior outreach program.

Meal programs, sponsored by Triple S, are served through two churches within the County. One is located in the City of Clearlake and the other in Lucerne.⁷

Facts/Findings

- Triple S has no Meals on Wheels program.
- Triple S serves no congregate (in-house) meals.
- Last year's utility bills totaled \$2,416.
- The County of Lake contributed \$1,000 this fiscal year.
- Area Agency on Aging (AAA) contributed \$11,000 this fiscal year.
- Redbud Health Care District contributed \$20,000 this fiscal year.
- AAA and Redbud funds can only be used for Day Care Senior programs.
- In 2006 Triple S had an operating loss of \$15,345.
- Triple S has nine board members and seven paid employees.

⁷ See Senior Center Graphs located on pages 42-48

Budget & Finance Committee

- The Adult Day Program uses single signature checks. All other checks require two signatures.
- The treasurer issues and signs self-paying checks from a Triple S account.
- There are no formal written policies or procedures.
- The petty cash fund has no written policy or receipt books to properly document expenditures.
- Triple S had a 2005 Federal 990 filing available for review.
- There are no written job descriptions for employees.

Recommendations

- None

Lower Lake County Waterworks, District No. 1 Oversight

Summary/Subject

The Budget & Finance Committee performed an elective oversight and received general financial information, and an understanding of the Lower Lake County Waterworks, District No. 1 operates.

Procedure/Methodology

In February 2008, the committee met with the district's General Manager and Secretary-Office Manager prior to a regularly scheduled board meeting. The committee requested financial documents and board meeting minutes be available for review. In March 2008, a subsequent meeting was held, with the same individuals present, to review and clarify the district's policies and procedures involving purchases made by employees.

Background and Discussion

The Lower Lake Water District's office is located on Main Street, in Lower Lake. It serves the district's fresh water needs.

The approved budget for this fiscal year is \$818,973. Like all other special districts within the county, a local board oversees the budget.

The paid staff is made up of a Secretary-Office Manager, an Office Assistant, a General Manager, and two field maintenance workers. The office staff is responsible for proper billing of water usage by its customers and the monitoring of the district's budget for its board.

Water district board members are approved by the Lake County Board of Supervisors.

Facts/Findings

- This fiscal year the district's operating budget for employee salaries and benefits totaled \$409,103, an increase of \$27,228 over the last fiscal year.
- The services and supplies budget was \$299,634, an increase of \$80,720 over the last fiscal year.

- The services budget was increased due to the hiring of an engineering firm for a special project. The district has no engineer on staff.
- Fixed assets are listed at \$69,986.
- \$40,000 was set aside in a contingency fund for this budget year.
- A review of employees' timesheets indicated none properly documented hours worked. The district's General Manager and Secretary-Office Manager concurred with this finding
- The district's last Financial Statement and Independent Auditor's Report was completed on June 30, 2007 and issued on October 25, 2007. The report had no unusual findings.
- The paying of 'invoices due' are done at the monthly board meetings.
- Invoices to be paid are prepared by the office staff and reviewed by the board members present. Three members are required to sign checks.
- When approved, the checks are forwarded to the County Controller's office for review.
- Currently, all billing is done manually.
- Major purchases, anything over \$300, require the board's approval.
- The General Manager is authorized to make emergency purchases to keep the water system operating.
- There are two different bid processes:
 - Minor, bids between \$3,500-\$5,000
 - Major, bids over \$5,000
- The district's paid invoices for the past two years were in order and had the proper supporting documentation.

Recommendations

- Upgrade to an electronic meter reporting system.
- All hourly paid employees properly follow State guidelines when documenting hours worked.
- Computerize the billing system.

Agency/Department Required to Respond

- Lower Lake Waterworks, District 1 (60 Days)

Highlands Senior Center

Compliance

Category	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
AAA Contract											
Budgeting											
Congregate Meals											
Federal 990											
Income Sources											
Invoicing											
Meals on Wheels											
Payroll											
Petty Cash								a			
Policies & Procedures											
Profit & Loss Statement											
Time Cards					b						
Board Training											
Staff Training											
Vendor Lists											
Comment(s)	(a) - No written policy										
	(b) - Lacks proper documentation										

Budget & Finance Committee

Kelseyville Senior Center

Compliance

Category	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
AAA Contract	N/A										
Budgeting											
Congregate Meals											
Federal 990	a										
Income Sources											
Invoicing											
Meals on Wheels	N/A										
Payroll	N/A										
Petty Cash											
Policies & Procedures											
Profit & Loss Statement			b								
Time Cards	N/A										
Board Training											
Staff Training	N/A										
Vendor Lists											
Comment(s)	(a) - Letter from State "unable to locate said entity"										
	(b) - Check registry printout only										

Lakeport Senior Center

Compliance

Category	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
AAA Contract											
Budgeting											
Congregate Meals											
Federal 990											
Income Sources											
Invoicing								a			
Meals on Wheels											
Payroll								b			
Petty Cash											
Policies & Procedures											
Profit & Loss Statement											
Time Cards			c								
Board Training								d			
Staff Training								d			
Vendor Lists											
Comment(s)	(a) - Poorly filled										
	(b) - Issues surrounding "per diem" & "mileage reimbursement"										
	(c) - Poor use of time cards; improper documentation of hours										
	(d) - Very little in-house training										

Budget & Finance Committee

Live Oak Senior Center

Compliance

Category	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
AAA Contract											
Budgeting											
Congregate Meals											
Federal 990											
Income Sources											
Invoicing											
Meals on Wheels											
Payroll											
Petty Cash	N/A										
Policies & Procedures											
Profit & Loss Statement											
Time Cards						a					
Board Training											
Staff Training											
Vendor Lists											
Comment(s)	(a) - Lacks proper documentation										

Lucerne-Alpine Senior Center

Compliance

Category	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
AAA Contract											
Budgeting						a					
Congregate Meals											
Federal 990											
Income Sources						a					
Invoicing											
Meals on Wheels											
Payroll											
Petty Cash						b					
Policies & Procedures								c			
Profit & Loss Statement											
Time Cards					d						
Board Training					e						
Staff Training					e						
Vendor Lists											
Comment(s)	(a) - Past financial problems effect current status										
	(b) - Poor handling witnessed by jury member (No receipt book)										

Budget & Finance Committee

Middletown Senior Center

Compliance

Category	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
AAA Contract											
Budgeting											
Congregate Meals											
Federal 990											
Income Sources											
Invoicing											
Meals on Wheels											
Payroll											
Petty Cash								a			
Policies & Procedures											
Profit & Loss Statement											
Time Cards								b			
Board Training											
Staff Training											
Vendor Lists											
Comment(s)	(a) - Change fund used for meals - no written policy										
	(b) - Lacking proper documentation of hours worked										

Senior Support Services

Compliance

Category	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
AAA Contract											
Budgeting											
Congregate Meals											
Federal 990											
Income Sources											
Invoicing											
Meals on Wheels	N/A										
Payroll											
Petty Cash							a				
Policies & Procedures											
Profit & Loss Statement											
Time Cards							b				
Board Training							c				
Staff Training											
Vendor Lists											
Comment(s)	(a) - No receipt book										
	(b) - Lacks proper documentation										
	(c) - "Self-Training"										

GOVERNMENT SERVICES COMMITTEE OVERSIGHTS & FOCUSED REPORT

Bailiffs North Court
Bailiffs South Court

Board of Supervisors
City of Clearlake
Human Resources

Kelseyville Unified School District
Konocti Unified School District
Lake County Museums Curator

District Attorney's Office-Victim Witness Program
Office of the Public Defender
Registrar of Voters

District Attorney's Office Focused Report

Bailiff's North Court Oversight

Subject/Summary

This was an elective oversight visit and follow-up from a prior 2005-2006 Final Report of the Sheriff/Bailiff Department at the Lake County Courthouse in Lakeport. The committee met with the bailiff supervisor to discuss security for the courtrooms and transporting prisoners. Bailiffs are required to have continuing training for security standards, training courtroom personnel and duties in the courtroom.

Procedure/Methodology

In August 2007, the supervisor provided a tour of the courthouse's fourth floor, and the security corridors for transporting and managing prisoners in the courthouse. The visit concluded with a question and answer session.

Background and Discussion

Upon review of the previous Grand Jury report, concerning bailiff's duties, bailiffs' were performing secretarial tasks. These duties hindered their ability to perform their primary responsibilities to secure the courtroom and protect the Judge.

A metal detector was placed in the corridor securing two of the four courtrooms. The purpose is to screen the public prior to entering the courtrooms. The detector is used only during high profile criminal cases. The bailiffs staff the metal detector when court is not in session.

Facts/Findings

- Bailiffs no longer perform secretarial tasks.
- A new position has been established titled Sergeant of Bailiffs.
- A new computer has been installed for the new supervisor.
- Bailiffs are required to take annual perishable skills/

- refresher training.
- An annual workshop on courtroom security is required for all judges, bailiffs, and courtroom personnel.
- Prisoners are escorted via unsecured crowded hallways to gain access to courtrooms one, two and four.
- Bailiffs are part-time employees who work 900 hours annually.
- While court is in session, the bailiffs are unable to staff the metal detectors.
- The bailiffs' workstation has closed circuit television, displaying the other courtrooms and the hallway in front of the elevators.

Recommendations

- Staff the metal detectors during all courthouse business hours.*

Agency/Department Required to Respond

- Lake County Sheriff, 60 days
- Board of Supervisors, 90 days

* This recommendation has already been implemented!

Bailiff's South Court Oversight

Subject/Summary

This was an elective oversight of the Sheriff/Bailiff Department at the Lake County Courthouse in Clearlake. The committee met with the supervising bailiff to discuss security procedures for the courtrooms, transportation and management of prisoners.

Procedure/Methodology

The supervising bailiff provided a tour of the courthouse, sally port, and the security corridors used for transporting and managing prisoners in the courthouse. The visit concluded with a question and answer session.

In August 2007, the committee met with the supervisor of the private security company in charge of screening public and personnel prior to gaining access to the offices and courtrooms.

Background and Discussion

The security guards demonstrated the metal detector's sensitivity to locate metal objects on different parts of the body. The metal detector is used to alert the guards to concealed weapons and suspicious items in purses, brief cases, and backpacks. The private security guards attend training programs that teach procedures of how to identify breaches of security and detect concealed weapons.

The private security company personnel, the bailiffs, and the correctional officers coordinate their assigned duties and responsibilities for maximum security. Should an incident occur at the main entrance there is a plan in place to assist the private security company utilizing the bailiffs as backup. The responsibilities of the bailiffs are security in the courtroom, protecting the judge, and the monitoring of the audience.

Facts/Findings

- There are bailiff(s) on duty anytime court is in session.
- Clearlake courthouse security is contracted to a private agency.
- There is a sign posted at the front door informing the public a metal detector is in use.
- Several threats have been made against the Officiating Judge while the court is in session
- During the first month the metal detector has been in continuous operation:
 - 3,465 visitors were screened.
 - 3,074 bags were run through the scanning equipment
 - 180 pieces of contraband were confiscated.
 - 127 knives were found in the above contraband.
- The presences of the metal detector has proven very effective, the bailiffs have noticed the tone of the courtroom has improved and there are less audience disturbances.
- Bailiffs are required to attend annual perishable skills training.
- An annual courtroom security workshop is required for all judges, courtroom personnel, and bailiffs.

Recommendations

- None

Board of Supervisors Oversight

Subject/Summary

This report summarizes the discretionary oversight performed by the Government Services Committee of the Lake County Board of Supervisors. The purpose of the oversight was to evaluate the current sitting board to determine if the Supervisors are serving the needs of the citizens of the county and are responsible stewards of county funds. The grand jury found in both cases the board is fulfilling these duties and are also properly managing the departments and agencies within the county.

Procedure/Methodology

Between the months of August 2007 and April 2008 all five supervisors visited the Grand Jury, providing goals for the districts, and answering questions. In April of 2008, the Board of Supervisors provided the Grand Jury 90 minutes of closed session for a question and answer period. In attendance were the five board members, County Counsel, and the County Administrative Officer.

Background and Discussion

The relationship between the Board of Supervisors and the Grand Jury is unique. On the one-hand, the jury makes dozens of recommendations that the board decides whether to implement. On the other hand, it is the jury's responsibility to review the boards operations to determine if the board is providing quality service to the county. As agents of the court the grand jury represents the citizens of the county and, as such, acts as the counter-balance to the agents of the executive, being the board of supervisors, which is in keeping with the fundamental structure of our republic. The mutual goal the jury and the board share is to serve the people of Lake County.

During the closed session, the following topics were discussed:

- What challenges members face on the board?
- What advice to give to students wishing to serve on the board of supervisors?
- Pending state budget problems.
- Concerns over water management and road improvements.
- The relationship between the cities of Lakeport, Clearlake, and the county government.

Facts/Findings

- The county ledger is in the black.
- Each of the supervisors works 40 plus hours a week.
- Each supervisor sits on a number of committees.
- The board is represented by exemplary legal counsel.
- The board is represented by exemplary financial counsel.
- The board's clerical staff is overworked.
- Members of the board stated that it takes a considerable amount of time to get things done in government.
- The board agrees that it works best as a collective entity not as individuals.
- Areas of concern for the members of the board range from water management to road improvement.
- A board member stated that in 1996 the state withheld 20% of the county tax revenues to cover the state deficit. Lake County could not pay the employees; therefore, it cut the employee's workload to 36 hours a week briefly.
- Now, the state wants to withhold five months of fuel tax money.
- Due to the lack of information forthcoming from the state on how much will be reduced in the county revenues the County Administrator has not been able to formulate a plan.
- In the event of major federal financial failures, the board does not have a recovery plan.
- The single most important work the board is undertaking is the completion of the General Plan.
- The Grand Jury was only able to meet with the board members individually for an hour each, and collectively for an hour and half.

- While observing and questioning agencies and departments under the direct governance of the Board of Supervisors, the most recurring theme involved grants and grant writing.
- When asked if a position for a grant writer is needed, the consensus of the board is that grant writing should not be centralized. The board stated grant writing is an individual departmental responsibility.
- A member of the board suggested an expansion of the current grant-writing program.

Recommendations

- The Grand Jury meet with the Board of Supervisors when the Board of Supervisors' response to the Final Report is prepared but prior to release.
- Continue the practice of each Board member individually meeting with the Grand Jury.
- Schedule a closed-door session on a non-Board of Supervisors meeting day in the first quarter of 2009.
- Complete the General Plan.
- Create a county position of grant writer(s).
- Add clerical staff to support Board members.
- Draft a contingency plan for state and federal revenue short falls.

Agency/Department Required to Respond

- Board of Supervisors within 90 Days

City of Clearlake Oversight

Subject/Summary

The Government Service Committee conducted an elective oversight of the City of Clearlake.

Procedures/Methodology

In January 2008, the Clearlake City Council met with the Grand Jury Government Services Committee. Statistical questions were sent in advance to facilitate the knowledge of the council and expedite the oversight. The council members introduced themselves, and gave a brief summary of their goals for this year, their plans for the future of the city, street improvements, and fiscal policies.

Background and Discussion

The council members each gave a brief biography. The Mayor spoke about concerns for the city and was very open as to the working problems concerning the city. The Mayor and council members want new businesses to move into the city. The council encourages citizens to take responsibility in the maintenance of personal property.

The City Council is developing a plan to improve the city's streets. Members of the council talked about goals to provide activities for juveniles in the community.

The new City Administrator is working at bringing the budget into balance and repaying money owed to the state.

Facts/Findings

- The current population of the City of Clearlake is approximately 14,500.

- The average annual expenditures for the city are approximately \$8,000,000, of which the city payroll is approximately 63%.
- Council members represent the entire city, not just one area, and are elected by the citizens of the City of Clearlake.
- In the past, requirements for new business development by new residents were strictly enforced, while more relaxed for long-term residents. This practice under the new City Council will no longer be tolerated.
- The city is in the process of repayment of the state grant of \$18,000.00.
- In order to make needed repairs on residential streets the City Council has put together packages for a variety of street improvements based on cost. All residential homeowners in each area can together elect the type of street repair wanted and/or affordable. The cost of the street repairs then would be amortized over a period of time and added to the owners' property tax.
- The City Council would like to have more involvement by the citizens in helping to solve the cities problems.
- Some residents do not use the garbage collection service; the garbage is left to gather on personal property.
- The new Hot Spot Youth Activity Center and Redbud Park are favorites of the city's youth.

Recommendations

- Establish a volunteer program of retired people with skills to fill the needs of the community.
- Encourage the city to establish a volunteer youth organization to provide valuable community services, possibly help in the blighted neighborhoods, shopping, walking pets, and gathering garbage for seniors and the disabled. Thus providing leadership opportunities and a rewarding experience for the city's youth.

Agency/Department Required to Respond

- Clearlake City Council within 60 days.

Human Resources Oversight

Subject/Summary

This Government Services Committee conducted an elective oversight of the Human Resources Department. The purpose was to identify the difference between the terms personnel and human resources.

Procedure/Methodology

In April 2008, members of the Government Service Committee met with the Director of Human Resources. Over a three-hour session, the Director answered questions prepared by the committee. The Director supplied the committee with a document outlining each employee's job responsibility in the department from the Director to the extra office assistant.

Background and Discussion

The Human Resources Director is responsible for the following:

- Drafting county policies, procedures, and related forms.
- Maintaining the county's classification plan.
- Conducting audits.
- Serving as Employee Relations Officer.
- Conducting Skelly hearings and related investigation for proposed disciplinary actions.
- Chairing the County's Health Insurance Committee.
- Attending monthly California Public Employees' Retirement System (CalPERS) Health Benefit Constituent Meetings.
- Preparing census data and requesting bids from insurance plans.
- Assisting employees with the CalPERS retirement process.
- Managing the process of Safety Industrial Disability Retirement determinations.
- Conducting training for county staff.
- Serving on the County's Recruitment and Retention Committee.
- Managing the Sigma Application Tracking system.

- Making approval determinations and signature authority for all employee:
 - Recruitment requests
 - Eligibility lists
 - Relocation expenses
 - Nepotism waivers
 - Special assignments and projects
- And other assigned duties.

The Director of Human Resources explained why the county needed to make the name change from Personnel. It seems job seekers under the age of 30 have never heard the term Personnel Department. When job seekers went to the county website job listings could not be found. When looking for the Human Resources county phone number there was none. The theme of a new generation of employee ran throughout the meeting. The Director pointed out how this generation uses a continuous pathway of communication and demands a higher level of access to supervisors. The Director stated this generation of worker has different goals, expectations, and work ethics.

The department has made an asserted effort to move from a paper to an electronic data collection system. Further, the Director has explored new ways to utilize the internet. One online system allows the county to track all the county job positions in the state automatically for comparison in salary, classification, and duties.

When the Director spoke about recruitment and retention the challenge of a rural location is apparent. County jobs seem to be filled by both ends of the age spectrum. The most important focus of the Human Resources Department is that employees should not be seen as a commodity, but moreover as resources that need development and an environment to be refined.

Facts/Findings

- The positions in the Human Resources Department are:
 - Director
 - Deputy Director
 - Human Resources Analyst I/II
 - 2 Human Resources Technician
 - Office Assistant III
 - Extra Help Office Assistant II
 - Extra Help Office Assistant I

- The department tracks and stores the files of over 1000 county employees.
- The Director has held the department chair since June 2007. Prior to this, the Director worked for seven years for a private Californian university.
- The Director consistently works over 40 hours per week.
- The Deputy Director consistently works over 40 hours per week.
- The remaining staff would be willing to work these loads, but the Director limits overtime.
- The department posts over 100 positions annually. The department with the highest turnover is the Sheriff's Department. The most challenging position to fill is Nurse Practitioner.
- Changes made to Human Resources during the last calendar year:
 - Revamp recruiting techniques. A strong focus on outreach on the college and high school level, even working with 8th graders to present the benefits of a career in county government. Both Humbolt and Chico State Universities are visited twice a year.
 - The filling of three department positions: Deputy Director, analyst, and technician.
 - Implementation of county ID badge program.
 - Implementation of a new software-tracking program.
 - Revision of employee orientations.
 - Revision of employee benefits package.
- New software allows the department to more efficiently analyze the data.
- Working with the "Classandcomp.com" web site has saved time and money for the department by reducing the effort needed to search for salaries and job descriptions in 14 similar counties within the state. This web site allows other counties to interact with Lake County.
- The Director is starting to list classifications at Governmentjobs.com. Currently 460 classifications have been posted and the county pays an annual rate for this service. This service will allow the department to view competitive salaries with our surrounding counties.

- Future concerns of the Director of Human Resources were:
 - 44% of the counties employees are 50 years and older.
 - Working with communication technologies of employees under 30 years old.
 - Training supervisors new communication channels, such as texting.
 - Recruiting problems of potential county employee spouses being unable to find work.
 - The problem of spouses adapting to rural environment (lack of cultural and shopping opportunities)
 - The lack of opportunities for advancement within county departments.
 - Employee burnout and difficulty of lateral movement between county departments.
- The Director stated the need to move from a flat departmental structure to one with greater depth that promotes internal advancement.
- The Director states the department could use two additional employees; however, the Director is reluctant to request this additional personnel due to county and state level budget restraints.
- The department is in need of additional space, but more important is contiguous space. Records are currently stored in a shared space that presents two problems; confidentiality and speed of access.
- The Director defined success within the department as having the flexibility to readjust to changing priorities.
- The major responsibilities of the Human Resources Department outlined by the Director were:
 - Recruitment
 - Managing Retirement Benefits
 - Managing the self funded Health Benefits
 - Managing probation, terminations, and grievances
 - Creation of Training programs
 - Advising department heads on issues of supervision training in how to coach and how to council.
- The Director and Deputy spends a large portion of the day responding to phone calls.
- The Director stated that in this field every single day offers some new challenge.

- When asked what frustrates the Director the reply was “people ignoring the advice of the human resources department.”
- The management style of the Director is collaborative. A strong sense of teamwork is evident in the department. Further, the Director is responsible to know how to do each job in the department of human resources.
- Morale is high at the department.
- In the face of impending budget constraints, the Director is confident the county administration will give the department needed resources.
- The department does not utilize employment agencies.

Recommendations

- Hire two more employees for the Human Resources Department.
- Expand office space for the Human Resources Department.
- Human Resources Department continues to use Internet tracking and resource tools.
- The Information Technology Department draft a feasibility plan on setting up a county wide secure texting service.

Agency/Department Required to Respond

- Director of Human Resources via Board of Supervisors 90 days.

Kelseyville Unified School District Oversight

Subject/Summary

An elective oversight visit was conducted with the Superintendent and Chief Financial Officer (CFO) of the Kelseyville Unified School District. The committee's agenda was to discuss the district budget and staffing, including the organizational chart, before and after school programs, enrollment and student to teacher ratios. The committee specifically wanted information on the diversity of educational opportunities within the school district.

Procedure/Methodology

In September 2007, the Government Services Committee met with the superintendent and CFO to discuss questions previously formulated by the committee. The committee was provided a personnel flow chart, the financial report for 2006-2007, the Management Discussion and Analysis Year End Closing financial statements for year 2006-2007, and the school district directory.

Background and Discussion

The Superintendent and CFO provided a copy of the non-audited actual financial report for 2006-2007, a copy of the submission to the State of California of the Management Discussion & Analysis year-end closing. Financial statements for year 2006-2007, issued September 11, 2007, the district personnel directory, and the district flow-chart. The committee prepared a list of questions for school districts in a variety of areas of interest.

Facts/Findings

- Kelseyville School District is solvent for the 2007-2008 year.
- There are efficient control procedures for acquisitions.
- Budget status runs in the black with a 10% reserve.
- Budget formula is 15% operations and 85% personal.
- Elected board members receive full medical insurance for

- family members during the term.
- Candidates running for school board have debates organized by the civics and government classes, and student government body.
- Teachers are provided a fixed allotment/budget per classroom, there is a reimbursement not to exceed the fixed allotment.
- Staffing for classrooms must be determined by March 15 for student -teacher ratio for pending school year.
- Teacher aides are paid above minimum wage.
- In June, the budget for the following school year is board approved, with pending funding from the state, the superintendent has 45 days to adjust the districts budget.
- Health insurance offered to personnel is a premium program, and, full medical coverage for all family members is available.
- Intervention programs have improved. The overall test score is 60% (ADI)
- Enrichment programs are more socially designed for student activities; the program does not improve the ADI scores.
- Tutoring programs are funded with state grants. The grant does not cover the operational expense and students requiring services need to pay an hourly fee to balance the tutoring budget.
- There are several types of academic school environments to match students needs:
 - a) There is a traditional high school.
 - b) A community day school with 1 teacher and 10 students.
 - c) Continuing education is a 15 hour program with the opportunity for students to work after school and accounts for 23 students.
 - d) Independent study.
 - e) An adult education program for students to obtain a GED with a graduating class of 10-15 per year.
 - f) Inter Mountain High school is currently under construction on Bottle Rock Road.
 - g) Technical trade programs.
- This Superintendent is mentoring new superintendents from other school districts.

Recommendations

- None

Konocti Unified School District Oversight

Subject/Summary

The Government Services Committee conducted an elective oversight of the Konocti School District. The district's last grand jury oversight was 2002. The committee's interests were three fold: First, the present financial status of the district, second academic programs provided by the district, third other issues such as instructor/student ratios and minorities percentages.

Procedure/Methodology

In October 2007, the committee met with the Superintendent and the district's Chief Financial Officer at the administration building on Lake Street in Lower Lake. The superintendent provided the committee with financial reports and current budget. A personnel flow chart was provided showing the hierarchy of the district's organizational structure. The committee asked questions of both district officers during a two-hour meeting. At the close of the meeting, the Superintendent took the committee on a tour of Lower Lake High School's campus, which is adjacent to the district's administration building. The committee met the school Librarian, a history teacher, and a teacher monitoring an after school program. The new library and two new classrooms were inspected. The tour concluded at the construction site of the high schools new auditorium.

Background and Discussion

The district has a total enrollment of 3,200 students at the time of this visit. The district operates ten public schools: located in the City of Clearlake, Clearlake Oaks, and Lower Lake. There are four elementary schools: Burns Valley, East Lake, Lower Lake, and Pomo. The district has one middle school, Oak Hill. There are three high schools in the district: Lewis School for Independent Study, Lower Lake, and W. C. Carle. The district has facilities for adult education at both Blue Heron and Konocti Adult Schools.

Facts/Findings

- The Konocti School District ledgers are in the black.
- The Superintendent stated one factor for the district being “in the black” was attributed to declining enrollment in the district.
- The district maintains a 3% cash reserve.
- The members of the Konocti School District Board of Trustees receive full family medical insurance.
- Employees of the district have the option to choose from a variety of levels of health insurance.
- The estimated expenditures per student per year are \$10,000.
- With aid from a state grant, the ratio of teachers to students was reduced last year.
- The district’s attendance figures are below county and state averages.
- Reorganization at the Oak Hill Middle school has resulted in a co-principal pilot program.
- The test scores for the district were slightly above state averages.
- During the 2006/2007 school year Lower Lake High School finished first in the county academic decathlon. Lower Lake High School students secured the right to compete in statewide competition by scoring 32,875 out of 60,000 points.
- Community financial support for the district is strong. In 2006, a bond issue to construct an auditorium was passed by 71% of the voters.
- At the time of the visit, the district’s minority population was approximately 30%.

Recommendations

- None

Lake County Museums Curator Oversight

Subject/Summary

The Government Services Committee performed an elective oversight of the Lakeport Museum and the Lower Lake School House Museum. The two historic museums are charged with the responsibility of the collection and display of artifacts, preservation and sharing of stories that are representative of this area's rich and diverse archaeological and cultural evolution.

Procedure/Methodology

In September 2007, the committee toured the Lower Lake School House Museum. In February 2008, the committee visited the Lakeport Museum. The committee was provided with information related to each museum's historical significance to the communities they serve. The committee met with the Curator who provided general information about the museum and overall operations

Background and Discussion

The Lakeport Museum was originally the second courthouse for the county. It was opened in 1871 and closed in 1968 when the current courthouse opened. The Lakeport Museum, a California Historical Landmark, has added a new room to its display area. One of the new exhibitions consisted of a selection of gems from the surrounding areas within Lake County. The Lower Lake School House Museum has finished restoration on a bell tower to replace a structure damaged in the 1906 earthquake.

The Curator has been an employee with the museum for eleven years and has been the Curator for the last three years. The Curator is responsible for both museums. During the committee meeting with the Curator, the subject of office furniture and computers, considered "inventoried items", was discussed. It seems there is no easy way to purchase these items under the current museum budget because there is not a line item for this sort of expense.

Facts/Findings

- The 2007-2008 budget for the museums is \$170,889.
- The Lakeport Museum was founded in 1938 and was originally housed at what is now the Law Library.
- In 1997 the museum moved to its current location in the Old Court House building.
- The Lower Lake Museum is housed in the old school house building which was constructed in 1877.
- Community restoration during the 1990's saved the structure, and in 1994, the Lower Lake Historic Schoolhouse Museum was founded.
- The Lower Lake Museum Bell Tower was dedicated in September 2007.
- The Lakeport Museum courtroom was renovated with the aid of the Friends of the Museums.
- Beckstoffer Vineyards donated the Ely Stage Stop to the Historical Society and it was relocated in August 2007 to a location on Soda Bay Road.
- The Lake County Fair Board donated a cable car to the Historical Society. Renovations are planned.
- There are two permanent full-time employees, the Curator, who manages both branches of the museum, and the Assistant Curator, who manages the Lower Lake branch. The Curator divides her time between Lower Lake and Lakeport.
- There are four part-time temporary employees: a collections manager, whose job is to collect artifacts, an exhibit director, who puts together exhibits, a registrar, whose job is to register and catalog artifacts, and a general office assistant assigned to the assistant curator in Lower Lake. Two of these part-time temporary employees are with the Senior Work Program.
- There are five volunteers who split time between the two museums.
- The main museum hours are 10 a.m. to 4 p.m. Wednesday through Saturday and 12 p.m. to 4 p.m. on Sunday.
- The Lower Lake branch museum hours are 11 a.m. to 4 p.m. Wednesday through Saturday.
- On occasion, Mendo-Lake Alternatives Service workers are utilized.
- The museum accepts donations of artifacts which relate to Lake County history.

- Donations accepted for tours of the museum, go into the General Fund.
- The county budget for the museums does not have a line item to purchase “inventoried items”, such as computers and desks.
- “Friends of the Museum” often donate goods and services to the museum.
- The Museum and the Lake County Historical Society have shared information regarding preservation of historical documents.
- The Assistant Director of Public Services is the grant writer for the department. Currently there are no grants supporting the museums.

Recommendations

- Add “inventoried items” to the budget for purchasing office furniture and equipment.

Agency/Department Required to Respond

- Public Services Department via Board of Supervisors 90 days.

District Attorney Office Victim/Witness Oversight

Subject/Summary

The Government Services Committee conducted an elective oversight of the Victim/Witness division of the District Attorneys Office.

Procedures/Methodology

The committee met with the Administrator of the Victim/Witness division in February 2008. There was a discussion that detailed all the responsibilities of the department. A list of questions was sent ahead of time to facilitate the interview. The Victim/Witness division is a branch within the District Attorney's Office and works closely with the courts and law enforcement in Lake County.

Background and Discussion

The committee was informed that the division is supported by grants that are applied for each year. The approximate amount of the grants is \$1,200,000.00. The Victim/Witness Division write all grants utilized by the division. The county contributes to the rent and utilities, as well as public liability insurance. The Federal Government has tightened grant funding which is affecting the availability of that revenue source.

Victim/Witness Staff is as follows:

- 1 Administrator
- 1 Senior Advocate
- 1 Victim Advocate - I
- 4 Victim Advocate – II

The hours of operation are from 8 to 5 Monday through Friday, however they are on call 24 hours a day seven days a week.

The discussion covered the numbers and ages of the victims that are seen during the year, as well as the type of crimes committed. The committee viewed the new building (built with community donations) that is now under construction. The primary purpose of this building is to provide a non-threatening environment for interviewing young victims. The building's design provides a quiet and pleasant environment for the interview. Interviews can be both audio and video recorded by concealed equipment that does not distract the children. Questions can be fed to the interviewer by an earpiece so as to optimize the initial interview and to lessen the

chance of having to do repeated interviews. This method of interviewing juveniles has been accepted for court proceedings, while easing the trauma on the youngsters.

Facts/Findings

- The number of new victims per year is between 1,000 -1,300
- There are up to 10,000 calls each year requiring follow-up.
- There are three classifications of victims:
 1. Children up to 9 years
 2. Youth/teens up to 18 years
 3. Adults 18 years and older
- Elder victims are becoming a larger share of the caseload.

Recommendations

- The District Attorney underwrite wages for advocates when necessary to maintain continuity of staff and services.

Agency/Department Required to Respond

- District Attorney 60 days

Office of the Public Defender Oversight

Subject/Summary

The Government Services Committee conducted a follow-up oversight on the previous year's Grand Jury reports.

Procedure/Methodology

The committee interviewed the administrator of the Lake Legal Defense Service (LLDS) and two members from the Public Defenders Oversight Committee, set up by the Board of Supervisors after the 2004-2005 Grand Jury Final Report. The committee was given an overview and progress report on Lake Legal Defense Service (LLDS), the firm contracted that provides Public Defenders services for Lake County. The committee also examined attorney sign-in sheets and phone records of in-custody clients from the Hill Road Correctional facility.

Background and Discussion

The 2004-2005 Lake County Grand Jury recommended that an independent oversight committee be established to oversee LLDS and to ensure the contract is followed after finding numerous problems within the public defender's office.

LLDS retains independent contractors. Past contracts for Public Defender services required need to hiring additional attorneys from separate firms. If co-defendants were charged with the same crime, the court would have had to appoint each defendant a public defender, and would then have had to hire a private attorney for the other defendant because of conflict of interest. Using independent contractors saves the county money and there is no conflict of interest.

Facts/Findings

- LLDS has a contract with the County of Lake that is renewed every three years.
- LLDS retains 12 independently contracted attorneys. The attorneys are classified as felony, misdemeanor or juvenile, depending on experience. Attorneys are paid according to experience and expertise.
- At the time of this oversight LLDS retained the services of one investigator and one translator.
- Cases are vertically defended using the same defense attorney from arraignment to the completion of the case.
- Plea-bargaining is one way of bringing a case to closure. Due to plea bargains only about 5% of the cases brought before the courts, go to trial.
- LLDS would like to implement a plea-sentencing agreement policy but has met with resistance from the District Attorney's Office.
- The Public Defenders Oversight Committee reviews information provided by the LLDS regarding jail visits and phone calls from in custody clients.
- The oversight committee does not compare the actual jail sign-in sheets or the jail phone records to the information provided to them by the LLDS administrator.
- Upon review of the jail phone logs the committee found many of the calls made to contractors from in-custody clients were either incomplete or rejected.
- Potential clients requesting a public defender must establish eligibility by completing a financial disclosure form with the Tax Collectors office.

Recommendations

- The Public Defenders Oversight Committee receive monthly phone logs and sign-in sheets from the jail to accurately document the amount of time public defenders spend communicating with their in-custody clients.
- The committee recommends more translators be contracted.

Agency/Department Required to Respond

- Board of Supervisors 90 days

Registrar of Voters Office Oversight

Subject/Summary

The Government Services Committee performed an elective oversight of the Registrar of Voters Office.

Procedure/Methodology

The committee participated in the February 2008 Presidential Primary as observers. Members of the committee witnessed the ballot counting equipment testing, visited polling locations, and met with the Registrar of Voters for a presentation and question/answer session.

Background and Discussion

This is the second consecutive year that the Lake County Civil Grand Jury has conducted an oversight of the Registrar of Voters Office. Prior concerns of the Grand Jury included the cost of the Hart eSlate electronic voting system, the minimal use of the Hart eSlate system, lack of staff and lack of office space.

Facts/Findings

- The County has been fully reimbursed for the initial cost of the HAVA Compliant Hart eSlate Electronic Voting System, however ongoing costs associated with the equipment must be paid by the County.
- During the February 2008 Primary 21 people used the Hart eSlate System. The usage at the polling location breakdown is as follows; eight at Buckingham Homeowner's Association, one at Clearlake City Hall, one at Hidden Valley Lake Firehouse, one at Lutheran Church Parish Hall in Lucerne, four at Middletown Lions Club, and six at Orchard Shores Clubhouse in Clearlake Oaks.

- During the observation process, it was discovered that there was a vast difference in the approach of two of the polling places in regards to the Hart eSlate System. One location was “not informing” people the system was available and one was “pushing the use of” the system.
- The overall voter turnout for the February Primary was 57.3%. Broken down further by party; 75% of the registered Democratic Party (allowed Nonpartisan voters to vote in their primary election), 63.2% of the registered Republican Party, 50.5% of the registered American Independent Party (allowed Nonpartisan voters to vote in their primary election), 39.3% of the Green Party, 36.4% of the registered Libertarian Party, and 21.7% of the registered Peace & Freedom Party voters.
- The County’s primary ballot system is the Mark-a-Vote optical scan voting system.
- 30.7% of the 57.3% overall voter turnout was Vote by Mail Ballots.
- The optical scan ballot counters are run by the County Administrator and the County Counsel on election night.
- Members of the committee have been invited to participate in the June 3, 2008 Direct Primary Election.
- Office space within the County is limited. The County has a committee that specifically designates available space in accordance with needs.
- Enlisting volunteers is a difficult process

Recommendations

- All future Grand Juries should participate in the election process as observers when available.

Agency/Departments Required to Respond

- 2008/2009 Grand Jury

District Attorney's Office Focused Report

Subject/Summary

The District Attorney in Lake County, as with any County, has enormous responsibilities. This report is focused on the District Attorney's role in regards to the County Grand Jury.

Background/Discussion

Under California Penal Code 934(a): The grand jury may, at all times, request the advice of the court, or the judge thereof, the district attorney, the county counsel, or the Attorney General. Additionally, when the Grand Jury must appear in court for any reason the County Counsel or District Attorney are representative counsels.

Procedure/Methodology

The procedure and methodology for this report is accurately reflected as chronological events listed in the facts and findings.

Facts/Findings

- The 2006/2007 Lake County Civil Grand Jury prepared petitions to view confidential CPS records in order to complete an extensive investigation.
- In the initial phase of the petitions, the Presiding Judge ruled that County Counsel had a conflicted of interest. The District Attorney agreed with the ruling and accepted the responsibility of filing the petitions and representing the Grand Jury at the proceedings.
- In April 2007, The District Attorney presented the Grand Jury's case in front of the local Juvenile Court. At the hearing, the Judge found that the scope of the Grand Jury's request needed to be narrowed.
- By early May 2007, the Grand Jury had the amended petitions prepared and on the desk of the District Attorney.

- Beginning in May 2007, the 2006/2007 Grand Jury Foreperson made repeated inquiries to the District Attorney as to the status of the amended petitions.
- In July 2007, the new Grand Jury was seated. The new Foreperson met with the District Attorney within a week of being sworn in and made an initial inquiry about the status of the petitions.
- At the initial meeting between the District Attorney and the Grand Jury Foreperson, the District Attorney informed the Foreperson that action on the petition needed to be taken prior to October due to the District Attorney's trial obligations beginning at that time. Additionally, the District Attorney informed the Foreperson that the petitions were ready to file previously but the Juvenile Court Judge was on vacation at that time and the petitions were not filed.
- Between July and October the Grand Jury Foreperson made repeated requests to the District Attorney to file the petitions on behalf of the Grand Jury.
- In November of 2007, the case the District Attorney was presenting was unexpectedly granted a change of venue freeing up time within the District Attorney's calendar. The Foreperson made another request at that time on behalf of the Grand Jury that the petitions be filed.
- In January 2008, the Foreperson requested the Presiding Judge make an inquiry to the District Attorney regarding the petitions. The Presiding Judge made an initial request for action to the District Attorney at that time.
- From February 2008 through March 2008 both the Presiding Judge and the Foreperson made repeated requests to the District Attorney for action in regards to the petitions.
- From the initial request by the 2006/2007 Grand Jury Foreperson through the last request made by the current jury foreperson the District Attorney's response was: "It's on my desk", followed by a promise to get them filed soon.
- In March 2008, the Grand Jury Foreperson filed duplicates of the petitions with the Juvenile Court.
- In April 2008, the Grand Jury went before the Juvenile Court without representation and the request for information was dismissed because of a technicality that would have been easily noticed by an attorney.
- During the hearing, the Juvenile Court Judge questioned the importance of the information because it had been a full year since the case was initially heard in the Juvenile Court.

- Filing the petitions and representing the Grand Jury in court would have taken less than thirty minutes of the District Attorney's time.
- There are a number of attorney's in the District Attorney's Office all of whom could have represented the Grand Jury in this matter and but none were directed to do so.
- Grand Juries rely on advisors for guidance in matters of law and to provide representation in court where it is applicable.
- Without cooperation from advisors, the Grand Jury's functionality has limitations that should not exist.
- One member of the 2007/2008 Grand Jury has been working on the CPS investigation throughout the past two years. That person's two-year term is ending in July of 2008 without a much-deserved conclusion.

Recommendations

- The District Attorney must cooperate fully in the capacity of advisor and representation to future Grand Juries.

Agency Required to Respond

- The Lake County District Attorney 60 Days

HEALTH & SOCIAL SERVICES COMMITTEE OVERSIGHTS & REPORT

Alcohol & Other Drug Services-Friday Night Live
Child Protective Services-Indian Child Welfare Act
Child Protective Services-Mock Cases
The Ford Street Project
Group Health Insurance Committee
New Beginnings
Public Health-Jail Medical
Child Protective Services-Petitions Report

HEALTH & SOCIAL SERVICES COMMITTEE COMPLAINTS

Alcohol and Other Drug Services:
Ethics Violation Complaint

Child Protective Services:
Complaint 1
Complaint 2
Complaint 3

Alcohol & Other Drug Services Friday Night Live Oversight

Subject/Summary

The Health and Human Services Committee visited an in-service training program sponsored by the Youth Leadership Institute (YLI). The committee wanted to learn more about the type of programs Alcohol and Other Drug (AODS) Services are providing for Lake County youth.

Procedure/Methodology

In July 2007 a keynote speaker gave a presentation regarding a program called "Friday Night Live", and the committee participated in several exercises to stimulate thoughts of what we can do for the youth.

Background and Discussion

The Friday Night Live (FNL) program provides children with the skills to become contributing members of their community. Not only is it a youth leadership program, but also a youth development program. The program builds partnerships for positive and healthy youth development, which engage youth as active leaders and resources in their communities. By providing these skills, partnerships, support, and presenting various opportunities for the youth to consider youth are prepared for the challenges that lie ahead in life.

Facts/Findings

- The State Department of Alcohol and Other Drug Programs and the California Office of Traffic Safety developed Friday Night Live in 1984, in Sacramento County.
- Clearlake has developed an underage drinking policy and formed a partnership with Mothers Against Drunk Drivers.
- The program was developed to reduce the number of deaths and injuries caused by teen motorist driving under the influence of alcohol and other drugs.
- The Lake County Friday Night Live Partnership is sponsored by Lake County AODS and a grant from the California Friday Night Live Partnership.

- FNL program is youth driven.
- FNL develops skills and resiliency traits.
- FNL provides safe, fun, healthy, and supportive places for youth to be.
- FNL has clearly defined goals that have been researched, are measurable, and effective.
- The FNL organization supports and trains all adult staff to effectively work with youth.
- FNL provides meaningful and caring relationships among youth and adults.
- FNL demonstrates cultural competency.
- FNL evaluates the progress of the program periodically for effectiveness.

Recommendations

- The 2008-2009 Grand Jury do a follow-up oversight of Friday Night Live to see what progress has been made.

Child Protective Services Indian Child Welfare Act Oversight

Subject/Summary

This is a follow-up oversight recommended by the previous Grand Jury to check on the progress made between the Child Protective Services (CPS) staff and the Indian Child Welfare Act (ICWA) Representatives for the Lake County Tribes.

Procedure/Methodology

The Health and Social Services Committee reviewed the last Grand Jury's ICWA notes and attended several monthly ICWA Roundtable meetings with CPS staff and ICWA Representatives throughout the year.

Background and Discussion

ICWA was created by the Federal government in 1978. ICWA was designed to promote stability and security of Indian tribes and families, and provide assistance to tribes in the operation of children and family services programs. CPS and court compliance with ICWA is mandatory, yet a report issued from the United States Government Accounting Office (GAO) affirmed that many states, including California, struggle to comply with ICWA. In 2006, California passed and signed into law SB678 that further strengthened the language of the Federal law. The new law was necessitated because state courts and county agencies were ignoring the Federal law in many cases. One of the compliance issues found lacking was in the area of notice, which the ICWA Representatives had complained about all last year.

The committee attended Roundtable Meetings at the beginning and at the end of the term, and observed positive change. During the 2006-2007 year, the attitude between CPS and the ICWA Representatives was one of suspicion and mistrust. However, during the 2007-2008 year, some staff changes were made, and positive change began to take shape. From a shaky start in August 2007, when CPS staff almost walked out of a meeting, to May 2008, CPS became a cooperative working partner with the ICWA Representatives.

What is the “ICWA”?

Congress’ authority to enact laws singling Indians out for unique treatment – like the ICWA – has been consistently upheld by the United States Supreme Court. Recognizing that Indian tribes have a unique legal status under Federal law and that the Constitution gives Congress plenary power to treat Indians as a separate people, the Court has characterized such distinctions as being of a political rather than racial nature when they target Indians as members of “quasi-sovereign tribal entities” rather than Indians as a racial group.

Additionally, the Federal Government has a unique trust or fiduciary responsibility toward the American Indian tribes and, their interests and assets, as a result of treaties that stressed services such as education, health, etc. in exchange for land.

In the mid-1970s, a Congressional investigation revealed that approximately 25% - 35% of all Indian children were removed from their families by state child welfare agencies and state courts and placed in foster or adoptive homes and institutions, and that the majority of these placements were in off-reservation, non-Indian homes. In California, Indian children were eight times more likely to be removed from their families than non-Indian children and more than 90% were placed in non-Indian homes. Congress determined that Indian children who had been placed for adoption into non-Indian homes frequently suffered serious adjustment problems during adolescence.

The Federal ICWA was enacted in 1978 to remedy this situation and to “protect the best interests of Indian children and to promote the stability and security of Indian tribes and families.” In doing so, Congress expressly recognized that the states “often failed to recognize the essential tribal relations of Indian people and the cultural and social standards prevailing in Indian communities and families” and that the removal of Indian children was “often unwarranted.”

These rules are designed to keep Indian children connected to their families and tribes. Maintaining this connection serves the best interests of Indian children and also promotes the stability and security of Indian tribes and families. Social Service agencies are required to make special efforts to keep Indian families together. These agencies must provide services that reflect the current social and cultural standards of the family’s Indian community.

The following are some problems ICWA addresses:

- 1 Large numbers of Indian children were being removed from their families by state courts and county social service agencies; most of these children ended up in non-Indian homes and institutions.
- 1 Indian children who were cut off from their tribal communities and cultures often later had behavioral and emotional problems.
- 2 State and county officials often did not understand, ignored, or rejected the cultural or social customs of the child's tribal community.

Membership in an Indian tribe is dependent upon the tribe's membership laws; enrollment may or may not be necessary for the child to be considered a member. As defined by ICWA, an Indian child is:

- Unmarried and under the age of 18.
- A member of a Federally recognized Indian tribe or eligible for membership in a Federally recognized Indian tribe.
- The biological child of a member of a Federally recognized Indian tribe.

Under ICWA, parents or Indian custodians have rights that focus on maintaining the culture and beliefs of that tribe. In fact, the major difference between usage of the CPS procedures for Indian children and non-Indian children is a strong undercurrent to favor and look for the Indian culture and social customs in every step of the CPS process.

A higher standard of proof beyond a reasonable doubt, along with testimony of an expert witness (usually a Tribal Representative), is required before parental rights are terminated. Adoption is against tribal beliefs. Tribal family structure is such that a sister, aunt, grandmother, etc. is viewed no differently than the biological mother.

The Indian tribe has rights under ICWA as well. In fact, these rights are almost equal to those of the parents or Indian custodian. For example, the Tribe:

- 1 Has the right to participate in custody cases of its Indian children.
- 2 Has the right to "exercise" "tribal jurisdiction" which refers to which court – tribal or state – will hear a case.
- 3 Has the right to see records kept by the State on placement of tribal children and look at documents about the case that the court has on file.
- 4 Has the right to apply certain tribal laws or customs to the custody case and these include, but are not limited to, laws defining "Indian custodian" or "extended family" for example.

The California Indian Legal Services (CILS) provides a complete spectrum of ICWA-related services for Indians and tribes, including the following:

- 1 The education of juvenile courts, juvenile dependency attorneys, and state social workers about ICWA, the policies behind its enactment, and ensuring ICWA compliance in their daily caseloads.
- 2 Challenging guardianships illegally obtained in violation of ICWA on behalf of Indian parents and Indian custodians.
- 3 Explaining the role of expert witnesses in ICWA cases to courts, social workers, and other attorneys, and helping these players obtain proper expert witnesses.

SB678, the new state bill, took effect January 1, 2007 with the goal of strengthening Federal ICWA and geared toward the state courts that were not recognizing the Federal ICWA law. Additional evidence of this compliance problem can be found in the decisions of the California Court of Appeals. By far the most common problem is failure to comply with the notice requirements of the ICWA. Since 2000 alone, this attitude resulted in more than 30 published decisions – and 270 non-published decisions – issued by the Court of Appeals, at great time and expense to taxpayers, tribes and the courts.

Facts/Findings

- The progress seen this year has been significant.
- According to Lake County DSS, the following statistics regarding the local Native American population as of March 2008 are:
 - Approximately 3.1% of the county's population is American Indian and Alaskan Native.
 - 9.6% of ICWA eligible children are in foster care.
 - 10.0% of ICWA eligible children are in family maintenance.
- CPS and ICWA Representatives worked together to finalize and update the Lake County CPS Protocol for ICWA cases: "Policy and Procedures Manual for the Indian Child Welfare Act".
- There are social workers that specialize in ICWA cases that now regularly attend the monthly Roundtables.
- ICWA Representatives have indicated that Indian students do not feel welcome or comfortable in the present school system.

- One ICWA Representative and a member of a local tribe stated that there were only 80 members of the tribe left; so, it is important that the tribe's children stay in school and not be lost to alcohol or drugs.
- The Roundtable is reaching out to school districts in hopes of educating the districts about Indian customs and cultural differences.

Recommendations

- Continue to build on the progress and cooperation that has been accomplished this year between CPS and the Indian Community.
- Establish a working relationship between the School Districts and the Indian Community.

Department/Agency to Respond

- Lake County Office of Education 60 days
- Director of DSS via Board of Supervisors 90 days

Child Protective Services – Mock Cases

Subject/Summary

The Director of the Department of Social Services (DSS) invited two members of the Health and Social Services Committee to attend a presentation of “Mock” Child Protective Services (CPS) cases. At a meeting of the Health and Social Services Committee, it was decided that the committee chair and one other member would attend the presentation.

Procedure/Methodology

In December 2007, the two members of the Health and Social Services Committee met with the Director of DSS and several members of CPS at the Lakeport Office of CPS. The staffing team of CPS made a presentation following the guidelines for “Dependency Proceedings” using two cases from “Emergency Response to Resolutions”. The committee members were able to ask questions of the staff for clarification.

Background and Discussion

When the Emergency Response Team (ERT) completes the investigation of a child abuse complaint, the case manager assembles the staff to present information that has been gathered up to that time. A Multi-Disciplinary Investigative Committee (MDIC) assembles to continue investigating the allegations. The MDIC includes representatives from the District Attorney’s office, Victim Witness Division, Sheriff’s Department, Forensics’ team, and CPS employees. Once a Risk and Safety Assessment (Emergency Response) is given, a prognosis of the case is determined and a petition is filed.

Initially, there is a Detention Hearing for the court to decide if DSS should continue the detention. The next step is a Pre-Juris investigation, and a meeting to discuss what services should be offered. Then a Jurisdictional Hearing is held, followed by Pre-Disposition Staffing, Case Planning, and finishing with a Disposition Hearing.

Family Reunification is the final step beginning when the case is transferred from the Emergency Response Team to placement with a relative or continuation of other services. Finally, the Status

Review includes a 6-month Review Hearing, a 12-month Permanency Hearing, and an 18-month Permanency Hearing. Other factors may be presented based on the individual case but this is a simplified outline of activities.

Mock Case 1

A complaint was received from hospital staff alleging neglect of a newborn with serious medical problems. The ERT investigation determined this to be a high-risk case. Therefore, services were recommended for the child, and parental training for the parents. It was also suggested to the parents that they place the child into the CPS system for one month. This would allow CPS to put in place services and training that would be necessary to keep the infant safe from peril.

With the parents' permission, the child was placed under the care of CPS. During the second evaluation the staff mentioned the parents were not taking the training that was being provided. When the child needed an emergency operation the hospital staff and CPS could not reach the parents. Therefore, a recommendation was made to file a petition with the court. Parental rights were taken away, and the parents did not contest this decision.

Mock Case 2

A complaint was made by the custodial parent (father) that the mother was abusing the children during visitation. Since the mother did not understand or speak English adequately, CPS could not affirm or negate the father's charges. So until the investigation could prove otherwise, supervised visits began for the mother.

During the follow-up investigation, CPS learned the father had a history of abuse charges in another county and with another family. The father had intimidated that family into not discussing these charges, then; simply left the area.

Once the children of this case felt safer with CPS, they spoke up telling that the mother had not been abusive. The mother regained custody of the children at the final custody hearing and the father

did not even appear. However, the father continues to harass and verbally threaten the mother.

Facts/Findings

- The MDIC provides for level heads during crisis events.
- A petition must be presented to the court within 48 hours (weekends do not count).
- If a petition is not filed within 48 hours then CPS must release the child within 24 hours.
- A jurisdictional hearing is held to determine if the allegations in the petition are true.
- A dispositional hearing is where it is determined if the child will be made a dependant of the juvenile court, a placement for the minor is made, and services for the parent/guardian are generally offered.
- Family reunification is the goal; however, concurrent planning is made if reunification fails.
- There are many opportunities during the process to change the direction of a case.
- If CPS employed adequate foreign language staffing, an assessment in the second mock case could have been made sooner.

Recommendations

- CPS have an adequate amount of translators available at all times.
- Continue educating the Grand Jury and public with proactive offerings of practical applications of DSS policies.

Department/Agency to Respond

- Director of Social Services via Board of Supervisors (90 days)

The Ford Street Project Oversight

Subject/Summary

The Health and Social Services Committee conducted a visitation of The Ford Street Project in Ukiah. The reason for this visit was to better understand what a Detox center consists of, the extent of its staffing needs, the main purpose, and the feasibility of having one in Lake County.

Procedures/Methodology

In August 2007, the committee met with one of the Ford Street counselors. The Executive Director was not available at the time of this visit due to the state budget crisis. The committee was given an in-depth presentation, by a counselor and a question and answer session followed. The counselor was very knowledgeable and answered all of the committee's inquiries in a very professional and candid manner.

Background and Discussion

The Ford Street Project's mission statement was discussed, along with an organizational description, history, costs, staffing, charges, and an overall evaluation of the effectiveness of the organizations many achievements.

Facts/Findings

- The Ford Street Project is a non-profit organization with three directors and a supportive staff of ten.
- The Ford Street Project provides shelter, housing, substance abuse treatment, and employment services to the homeless, addicted, and disabled of Mendocino County.
- The organization has been serving Mendocino County since September 1974. It began serving the homeless population in 1982.
- County contracts with Mental Health, Social Services, Public Health, Sheriff's Department, and the division of Alcohol and Other Drugs Services (AODS) accounts for nearly half of Ford Street's annual budget of 1.75 million dollars.
- Ford Street operates in three basic areas: housing, drug and alcohol treatment, and job training/development.

- There are no doctors or nurses on staff, therefore, no prescriptions are written on site.
- Detoxification services are a component of the Residential Treatment Program (RTP).
- Ford Street clients are not accepted into the program for detox unless first cleared by a medical doctor.
- The permanent shelter is a year round program located at 201 Brush Street in Ukiah.
- The facility has a sliding scale for self-paid low-income clients. Client costs are \$100.00 per day and money comes from AODS, Mental Health, self-paid clients and contributions.
- Staff must be registered Addiction Specialists. Specialists require a two year course certification through one of the state certification agencies. Most staff have had addiction problems of their own in the past, and must be drug free for a minimum of one year before becoming counselors.
- The center has a nutritionist on staff; however, clients prepare the meals.
- Average client population ranges between 20-25.
- The normal stay is three to five days, but may extend up to 30-180 days.
- Male and female clients have separate dormitories.
- Any client caught with drugs or alcohol is expelled and cannot return for 90 days.
- AODS, the Department of Mental Health, the Parole Department along with families and walk-ins are sources of clients.
- Lake County AODS has a contract with Ford Street for services and beds. The contract holds one bed at all times and can use more if needed.
- Challenges in establishing a detox center in Lake County are funding, suitable location and adequate staff.
- A center in Lake County would be of great benefit.

Recommendations

- None

Group Health Insurance Committee

Subject/Summary

The Health and Social Services Committee attended the Lake County Group Health Insurance Committee meeting as an elective oversight.

Procedure/Methodology

The Committee attended a meeting in November 2007 at the Lake County Courthouse.

Background and Discussion

The insurance committee is made up of employees from various county departments. There are 820 employees covered by this entity. The meeting was very organized and the members were professional and prepared.

Facts/Findings

- An open enrollment had just concluded.
- Discussions of brokers for medical insurance coverage for the 2009 bids were named.
- Repayment of a loan from the General Fund was occurring quicker than originally planned.

Recommendations

- None

New Beginnings

Subject/Summary

The Public Health and Social Services Committee chose to do an elective oversight of New Beginnings, a perinatal drug treatment program for mothers and children.

The Committee was very impressed with the dedication of the New Beginnings staff and applauds their commitment to maintain this much needed and beneficial program in Lake County against insurmountable odds.

Procedure/Methodology

The committee visited with the staff of New Beginnings at their newly remodeled headquarters. After the tour we sat down for a question and answer session.

Background and Discussion

In 1991, Drug Abuse Alternatives Center (DAAC), with headquarters in Santa Rosa, opened a Perinatal Drug Treatment program and Transitional Living Center (TLC) in Lake County. In 2006 DAAC decided to discontinue the services to Lake County because of financial problems. The staff was informed the program would close in three months, not enough time to obtain non-profit status needed to continue the programs. The Lake County staff believed in the success it had seen and decided not to abandon the program. In order to continue the benefits to the women and children, interviews of several non-profit organizations were conducted. It was decided to partner with the Lake County Community Action Agency (LCCAA), with the name New Beginnings.

New Beginnings acquired a large old building, and with the help of High Valley Ranch, who donated their labor and materials, performed a miracle. The building now consists of offices, a group room, child therapy and playroom, a kitchen and a large outdoor play area. The walls have brightly colored murals and hidden under the paint are words of encouragement, wisdom, and spiritual thoughts written by those who helped transform this to a beautiful building.

New Beginnings partners with Knocti Unified School District to provide alcohol and other drug counseling at Knocti Community Day School for students grades 6th thru 8th.

Facts/Findings

- New Beginnings contracts with Alcohol and Other Drug Services (AODS).
- New Beginnings initial budget was \$459,102.00.
- The program director expressed the importance of proper billing practices and the fear that if AODS did not follow those procedures New Beginnings would have to repay monies given them.
- A recent Drug Medical audit pronounced New Beginnings the fifth best agency in the state for their record keeping procedures.
- AODS' payment of invoices is erratic, and at one point they were \$119,285.14 in arrears, making it hard for this agency to remain in operation.
- LCCAA tried unsuccessfully to obtain the services of a grant writer.
- New Beginnings referrals come from Cal Works, CPS, AODS, and Lake County courts to name a few as well as self-referred clients.
- New Beginnings' mission is "to provide an atmosphere of unconditional positive regard with the belief that respect and encouragement can be the catalyst necessary for transformation."
- The staff includes a program director, program coordinator, certified drug counselors, interns, child psychologist, office manager, cook, childcare, and transportation employees.
- To graduate from the Perinatal Day Treatment (PDT) program, one must complete 180 sessions and courses in Alcohol and Other Drug Education, Domestic Violence, Anger Management, Parenting, Nutrition, Self-esteem, Relapse Prevention, and Relationship Issues.
- Childcare is provided for clients in the PDT program.
- Breakfast and lunch for children and lunch for women is provided for all programs.
- Transportation is provided to and from day treatment, court, doctor's appointments, Narcotics Anonymous (NA), Alcohol Anonymous (AA), and for job and housing searches.
- Clients are helped with resumes to facilitate them in finding jobs.

- The Transitional Living Center (TLC) is a clean and sober living environment requiring a six-month commitment. The staff teaches skills in conflict resolution, positive communication skills, budgeting, shopping, nutrition, cooking, and cleaning.
- Clients receiving financial assistance pay a small fee to augment the TLC funding source, and the remaining monies are deposited into an escrow account until they leave the program.
- Up to eight women and their children can live at TLC.
- Children taken by CPS may be re-unified with their mothers because of the programs offered by New Beginnings.
- The Grandparents for At Risk Children and Adolescence program, mentors mothers and children.
- Services provided to Konocti Community Day School are: daily groups, one-on-one counseling, treatment planning, life skills, self-esteem building, and referrals to other service agencies.

Recommendations

- To promote New Beginnings, place articles in newspapers explaining their program services and accomplishments.
- Hire a grant writer to take advantage of grants to make them solvent, and less dependent on government monies that are sometimes in arrears.

Department/Agency to Respond

- Department Head via Board of Supervisors 90 days

Public Health-Jail Medical

Subject/Summary

The Health and Social Services Committee conducted a follow-up oversight of the Jail Medical program.

Procedure/Methodology

The committee interviewed the Medical Program Manager of the service provider known as California Forensics Medical Group (CFMG). The interview took place in May 2008.

Background and Discussion

CFMG is privately owned and has operations in 25 counties from Humboldt County to Imperial County. CFMG has provided medical, mental, dental and vision services to both Lake County Jail and Juvenile Hall inmates since 1996. The contract allows for CFMG to retain profits, or absorb overages. A physician from the Department of Public Health conducts an annual inspection of both facilities and records.

Facts/Findings

- The employees of CFMG are not county employees and are not unionized.
- Inmates are given a handbook that explains medical services available and how to obtain the services.
- A local doctor is the lead doctor for the facility and is on site once a week to review records and discuss cases with the Physician Assistant (PA) or Registered Nurse (RN).
- The PA is on-site Monday through Thursday from 9-4. A dentist is on-site two days per month for a total of 16 hours, and sees between 20-30 inmates during those two days. A psychiatric RN is on-site four days a week.
- Twenty-three percent of the medical cases are psychiatric or drug related as compared to seventy-seven percent of the medical cases. However, the twenty-three percent group takes more time to deal with than the seventy-seven percent medical group. Psychiatric counseling is done via telecommunications between the doctor and inmate, one day a week. There are no charges for this treatment.

- There is a \$3.00 charge for medical services every time an inmate receives medical treatment. When an inmate is unable to pay, the service is still given, and when the inmate receives money the fee is then collected. In instances when there is no money to be collected from the inmate, the county pays the charges.
- There are no charges for prescription medications given to inmates.
- In cases when an individual is detained due to intoxication, the individual is placed in the “sobering cell” and monitored.
- Upon inmates being booked, medical conditions are assessed by the officers on duty, and if needed, by the nurse. The doctor may be called if necessary.
- There are 10-12 suicide threats per week, but only one or two are actually attempted. When a threat is received, officers check on the inmate every 15 minutes and the nurse checks every four hours. There are nurses on-site 24/7.
- When an inmate is hospitalized, CFMG pays for the first \$15,000.00 of the cost with the county paying the remainder.
- In the event an inmate requests a specific physician, the inmate is responsible for the fee and the cost of transportation to receive the treatment. This request seldom occurs.
- An average of \$10,000.00 is provided by CFMG each month. The contract is based on 280 inmates. If the census exceeds this amount, CFMG receives more money, in the event the census is lower, CFMG pays money back to the facility.
- The medical services lacking in the jail and juvenile hall are a surgery center and a dialysis center.
- There is no mental discharge planner on site.
- Someone from mental health contacts the inmate almost daily.
- CFMG has a quarterly quality assurance meeting and has invited representatives from Sutter Lakeside Hospital to attend.
- The Mental Health Director is also invited to the quarterly meetings and has only attended one or two in the past and no longer attends.
- The response to calls to the Mental Health Crisis Team is very slow, sometimes, taking two to three days to respond.

Recommendations

- The Mental Health Director attends quarterly meetings.
- Make assessments in a timely fashion.
- A Sutter Lakeside Hospital representative attend the quarterly meetings.

Department/Agency to Respond

- Director of Public Health via Board of Supervisors 90 days

Child Protective Services – Petitions Report

Subject/Summary

During the tenure of the 2005-2006, 2006-2007 and the 2007-2008 Grand Jury, the Health and Social Services Committee has received, and attempted to investigate, numerous complaints of alleged unsatisfactory performance of Lake County Child Protective Services (CPS), a division of Lake County Department of Social Services (DSS). The Grand Jury proceeded to court filing of the petitions to obtain CPS records for three of the complaints received by the Health and Social Services Committee. This report has been an ongoing investigation to answer the existing complaints received by the previous Grand Juries. Hopefully, the next Grand Jury will be able to obtain the proper legal counsel to that end.

Procedure/Methodology

The Health and Social Services Committee reviewed the notes and interviewed members of the 2006-2007 Health and Social Services Committee, along with information from web sights and DSS.¹ Lake County CPS staff members, including the Director, Deputy Director of Adult and Children's Services, Program Manager of Children's Services, and several social workers were interviewed.

The mother of one of the three petitions was willing to provide the committee with more information. The mother also provided the committee access to court files used in the attempt to regain custody of the children. This allowed the committee to review some of the CPS files. The information presented to the committee created more questions than answers. Most of the documents reviewed were court documents and not background information.

The committee also reviewed related CPS policies and procedures. The committee met with CPS to observe the process and procedures followed from the emergency response to the final resolution of a case. The CPS staff used actual past cases without names or details to comply with the state privacy act which protects the clients.

¹ ¹ Understanding The Child Welfare System in California, Diane F. Reed, MPH & Kate Karpilow, Ph.D.

Background and Discussion

The Director of DSS along with the staff has been very cooperative and agreeable to any requests made by the Grand Jury. The committee would like to thank the CPS staff and administration for the ongoing and enthusiastic nature shown by all. However, complaints have been received from upstanding citizens of Lake County who are only interested in “what’s best for the children”. This made the investigation extremely difficult to sort through, especially when confidentiality is also a part of the picture. It always seemed to come down to a “he said, she said” predicament. The committee still feels, even with the cooperation of CPS, questions raised by complainants over the past three terms cannot be answered without access to the files.

At the first petition court appearance in April 2007, the Juvenile Justice Judge wanted the petitions to be more focused. The committee thought that request was accomplished with the second set of petitions given the District Attorney in May 2007.

While waiting for the District Attorney to file the second set of petitions, the committee continued working in various capacities with CPS. At the suggestion of the Director of DSS, two committee members were allowed to observe procedures used in handling cases. This was accomplished by observing the staff in a “mock” case (see final report “Mock Cases”), following along from beginning to resolution of two different cases. One of the cases the family was reunified and a second case the family was not reunified.

Numerous attempts were made by the Jury Foreperson to contact the District Attorney to inquire as to the status of the petitions. The District Attorney’s most common response was “It’s on my desk”. Beginning in January 2008 at the request of the Foreperson, the Presiding Judge made inquiries to the District Attorney as well. In March 2008, upon learning that the Grand Jury could act “in pro per” for the petitions, the Foreperson filed duplicates with the Juvenile Court.

In April 2008, the Grand Jury went before the Juvenile Court without representation and the request for information was dismissed. During the hearing, the Juvenile Court Judge

questioned the importance of the information because it had been a full year since the case was initially heard in the Juvenile Court.

Facts/Findings

- Other County Grand Juries within the State of California have been granted access to CPS files by court order.²

Recommendations

- *The 2008-2009 Grand Jury continue the process of obtaining CPS records for the three complaints named in the petitions.*

² Grand Jury Final Reports from California counties relative to Child Protective Services; San Diego County, Solano County.

Alcohol and Other Drugs Services Ethics Violation Complaint

Subject/Summary

The Health and Social Services Committee received complaints from AODS employees alleging an employee had violated the code of ethics. These complaints were received while the committee was performing an oversight on another AODS program.

Procedure/Methodology

Between December 12, 2007 and March 26, 2008, the committee interviewed AODS employees involved in the complaint, the Administrator of AODS, and the Director of Mental Health.

Background and Discussion

The complaint centered on a Supervisor's inappropriate conduct as well as the handling of the incident by the Administrator of AODS.

AODS is a program based in client and counselor trust and strong ethics, and when this trust is lost even a little; counselors must make the extra effort to repair the damage. The Department of Alcohol and Drug Programs' Counselor Certification, California Code of Regulations describes the specifics for the Code of Conduct and how to investigate complaints.³

Current and former employees were interviewed having the same issues and expressions throughout the interviews; and also very concerned about the survivability of the program in Lake County. A common statement from the employees was "keeping sick secrets" or "walking on egg shells".

Facts/Findings

- Engaging in any relationship with a client before the client has been discharged for two years is a violation of Lake County's Code of Conduct.
- A program (local) shall report to the Department (state) any alleged violation by a registrant or certified counselor within 24 hours of becoming aware of said violation.

³ AODS Code of Conduct

- The Administrator of AODS does not possess the certification that is required for the job: “Current California certification as an Alcohol and Drug Counselor”.
- The counselor responsible for reporting the inappropriate conduct to the Administrator did so in early July 2007.
- Other employees stated knowing about the inappropriate conduct in July 2007 and finally sent an anonymous letter to the state department of AODS on August 10, 2007. A second letter went to the Administrator on September 6, 2007.
- One employee said, “You can’t imagine what is happening there. It shatters everything we try to do. We have to keep secrets while telling clients to open up.” The stress level is very high.
- The morale at AODS is very low with an Administrator who is known to be verbally abusive, vindictive, difficult to work with, and erratic.
- The Administrator did not notify the State Department of Alcohol and Drug Programs or the counselor’s certifying organization within the 24 hours mandated by the State regulations.
- The Administrator stated learning of the inappropriate conduct on July 26, 2007.
- The counselor was put on administrative leave September 10, 2007.
- The counselor was allowed to resign and did so to the Director of Mental Health on September 20, 2007.
- The counselor became vested with the County of Lake on September 16, 2007.
- The Administrator of AODS notified the counselor’s certifying agency of the inappropriate conduct and that the counselor had resigned his position via letter on October 3, 2007.

Recommendations

- Hire a properly certified and human relationship skilled person to replace the current Administrator.
- Make every effort to cultivate employee trust and smooth over the damage that has occurred.

Department/Agency to Respond

- Department Head via Board of Supervisors 90 days

Child Protective Services: Complaint 1

Subject/Summary

The Health and Social Services Committee received a complaint alleging that Child Protective Services (CPS) failed to follow written policies and procedures resulting in discrimination against the complainant.

Procedure/Methodology

In September 2007, the committee interviewed the complainant. The committee created scenarios similar to the complaint to evaluate how CPS would handle the same situation. The committee hoped this method of interviewing might reveal actions relevant to those posed by the complainant. Social workers, that worked in this field, were questioned to provide information regarding these scenarios.

Background and Discussion

All records specific to the juvenile are confidential by law to protect the juvenile.

The complainant alleged the following:

- The complainant, who was the paternal grandmother, was trying to become the foster parent to the youngest grandson.
- The complainant was already the guardian for an older grandchild.
- The birth mother had been in and out of the younger child's life causing instability. The younger grandchild stayed with the complainant often when the mother was away.
- The complainant believed the mother's behavior was becoming detrimental to the child and placed the child into the CPS system with the intention of becoming the foster parent for the child. The complainant stated they did not know this action would cause confusion and trauma in the family.
- A problem arose regarding a 25-30 year-old criminal history. The complainant stated that CPS did not provide a copy of the Department of Justice criminal record. The complainant alleged that this violated CPS Policies and Procedures regarding background checks.

- The complainant stated that none of the 25-30 year-old offenses would “bar the individual from ever being approved for placement of the child”. The “five-year restriction” did not apply to the 25-30 year old criminal records.
- The complainant believed CPS had complete “say so” over the foster care approval process, only to find out CPS contracts with other agencies for foster home approval.
- The complainant allegedly took in another child willingly during this time at the request of CPS.
- The complainant believes that overnight visits suddenly were stopped because CPS learned that the complainant and the foster family were working together without including the social workers.
- The complainants issues were:
 - Frustration and confusion.
 - Feelings of “us against them”.
 - The confidentiality laws regarding protected juveniles added to the frustration and seemed unnecessary to the complainant.
 - The rules, policies, and procedures appeared more important than the best interests of the children.
 - What looked like a “cookie cutter decision”, without flexibility, felt more detrimental in the long run.

During the course of the investigation, the birth father was paroled from prison.

Facts/Findings

- ***Only the complainant’s version of events is unrestricted and available for this report. Consequently, all Facts/Findings are based on information provided by the complainant.***
- The younger grandson is under CPS custody.
- CPS referred the case to the state for an exemption hearing for the complainant and the complainant’s husband. CPS revised the policy for this case and handled the exemption hearing at the county level.

Recommendations

- Develop a simple and informative outline of explaining the process that families must follow to become a foster parent.
- Inform applicants what information can not be released regarding foster children.

Department/Agency to Respond

- Director of the Department of Social Services via Board of Supervisors (90 days)

Child Protective Services: Complaint 2

Subject/Summary

The Health and Social Services Committee received a complaint alleging the removal of grandchildren without cause or notice.

Procedure/Methodology

In October 2007, the Health and Social Services Committee interviewed the complainant. The committee then created scenarios similar to the complaint to review with social workers. The committee hoped this method of interviewing might reconcile the assertions posed by the complainant. In April 2008, the committee questioned Social Workers from Child Protective Services (CPS), responsible for similar casework, to provide information regarding these scenarios. Refer to the Child Protective Services - Mock Cases report.

Background/Discussion

All records specific to the juvenile are confidential by law to protect the juvenile.

The complainant stated the following:

- CPS placed the complainant's grandchildren in emergency foster care when the complainant's daughter, the biological mother, was arrested.
- CPS did not notify any of the extended family of the children's placement into foster care.
- When the complainant learned of the daughter's incarceration, the complainant called CPS. During this conversation, the complainant learned from CPS the grandchildren were in foster care and nothing could be done until the next morning.

Conducting interviews with CPS but maintaining anonymity of the complainant in the scenarios made asking questions difficult without pinpointing follow-up questions. This type of complaint was very difficult and precarious to investigate. Without the ability to ask specific questions, it is difficult to identify the correct course of action.

Facts/Findings

- The committee could only hear one side of this complaint due to State Mandated confidentiality laws protecting juveniles.
- After reading letters received by the complainant from the grandchild, the letters appeared to contain mentally advanced content that may have been written or dictated by an adult.
- The children were appropriately removed from the biological mother at the time of the arrest and incarceration.

Recommendations

- Develop a follow-up system to advise extended family of the disposition of juveniles of arrested/incarcerated individuals as a courtesy even if the children will not be placed with that relative.

Department/Agency to Respond

- Director of the Department of Social Services via Board of Supervisors (90 days)

Child Protective Services: Complaint 3

Subject/Summary

The Health and Social Services Committee received a complaint regarding uncooperative treatment and poor communication with the foster agency and Child Protective Services (CPS) regarding placement of complainant's grandchildren.

Procedure/Methodology

The complainant was interviewed in December 2007 and the committee created scenarios similar to the complaint to review with CPS. The committee hoped this method of interviewing might answer the allegations posed by the complainant. Social workers were questioned to provide information regarding these scenarios.

Background and Discussion

All records specific to the juvenile are confidential by law to protect the juvenile.

The complainant alleged the following:

- Initially, the complainant's daughter was in jail and the children had been living with the complainant. The older children were teenagers and the younger children were just starting school.
- Shortly thereafter the complainant's health began deteriorating and the children were released by the complainant to the foster care system via CPS.
- The first foster parents seemed to be the perfect match, agreeing to allow the complainant to remain an active involved grandmother.
- The complainant stated that the foster/adoptive couple curtailed the complainant from visits without advanced notice.
- Both children began to act out in various ways and the complainant tried intervening.
- The children told the complainant that the foster parents were mean, possibly abusive, and sent the children to bed without dinner.
- After questioning the children about these incidents, the complainant expressed concerns to CPS about the foster family.
- The children were moved to a new foster family.

- The new foster family was willing to continue visits with the grandmother.
- The complainant, foster family, and children were becoming an extended family. Discussions of family outings with the complainant and adoptive parents is occurring.
- The adoptive agency advised the grandmother that in order to give the adoptive parents time to “bond” with the adoptive family, space needed to be made in the grandmother/grandchild relationship.

Facts/Findings

Only the complainant’s version of events is unrestricted and available for this report.

- The grandmother did not like being advised to stay away from the children for “bonding” purposes.
- The grandmother did not understand the need for supervised visits.

Recommendations

- Provide counseling for guardians/relatives interested in placing juveniles in the foster family/adoptive agency process.
- Provide specific policy notification regarding visitation.

Department/Agency to Respond

- Director of the Department of Social Services via Board of Supervisors (90 days)

PLANNING & PUBLIC WORKS COMMITTEE OVERSIGHTS

Cache Creek Dam
Calpine Geothermal
Code Enforcement
Community Development Agency
Lampson Field Airport
Public Works Department
Special Districts
Taylor Observatory
Vector Control-Mosquito Abatement

PLANNING & PUBLIC WORKS COMMITTEE COMPLAINTS

Citizen's Complaint on Building & Use Permits
Citizens Low Water Pressure Complaint

Cache Creek Dam Oversight

Subject/Summary

The Planning and Public Works Committee, along with several other Grand Jury members, conducted an elective oversight visit of the Cache Creek Dam and Indian Valley Dam and reservoir. The committee met with the Assistant Director of the Lake County Department of Public Works and the Yolo County Flood Control and Water Conservation District's General Manager. The General Manager gave a presentation concerning the unique working relationship that exists between the two counties and the agreement to water rights; and wrapped the presentation up with a brief history of the dam and the Indian Valley reservoir.

Procedure/Methodology

In May 2008, the Grand Jury met the General Manager of Yolo County Flood Control and Water District along with the Assistant Director of the Lake County Department of Public Works to tour Cache Creek Dam and Indian Valley Reservoir. The District Manager gave a presentation followed by a question and answer period, candidly answering all questions and describing the program's development and dispelling any misunderstandings.

Background and Discussion

Clear Lake belongs to the State of California, not Lake County. Contrary to popular belief, Lake County has never owned the water in Clear Lake. Yolo County secured a claim to Clear Lake's water rights in 1873.

Clear Lake has over 100 miles of shoreline and a surface area greater than 68 square miles. The General Manager stated the lake's depth ranges from 20-45 feet, with an average depth of 26 feet, and a maximum depth of 45 feet.

Clear Lake could not provide enough water for Yolo County farmers during years of drought, hence the construction of the Indian Valley Dam and Reservoir in 1974-75. This resulted in a reduction of Yolo County's flash flooding in Cache Creek. The Indian Valley

Dam also includes a hydroelectric plant, this power generation facility is able to sell excess power to PG&E.

Facts/Findings

- The Cache Creek hydroelectric plant is not in operation.
- Approximately 1.5 miles from Clear Lake, a rock ledge called Grigsby Riffle crosses Cache Creek. The Grigsby Riffle is a natural limitation of water flow, that controls the outflow from Clear Lake. In 1872, Captain Rumsey established the low point of the ledge as “Zero Rumsey” and all subsequent lake measurements are based on the elevation – Zero Rumsey is the equivalent to 1318.256 feet.
- The Solano Decree was the result of litigation between Lake and Yolo County, and based on the water level of Clear Lake on May 1st, determines the amount of water Yolo County Flood Control and Water District may withdraw. If Clear Lake does not reach a level of 3.22 feet Rumsey, then no water can be released from the lake.
- In the winter, the Cache Creek dam operation minimizes flooding while allowing the lake to fill to 7.56 Rumsey. There are two exceptions to this based on the amount of rainfall or lack thereof.
- The Yolo County Flood Control and Water District was created in 1951 to serve the needs of the community by managing water resources for farming and other uses.
- Indian Valley Dam and Reservoir, when full, holds 300,000 acre-feet of water. The dam reduces some of the flood risk for Lake County while improving Yolo County’s ground water.
- At the time of the visit, the Indian Valley Reservoir was holding 100,000 acre-feet of water.
- The District manages the water in the Indian Valley Reservoir by releasing-as needed-through the dam.

Recommendations

- None

Calpine Geothermal Oversight

Summary/Subject

The committee met at the Calpine visitor center in Middletown and was given a presentation and tour of the geothermal power plants at The Geysers.

Procedure/Methodology

On April 2008, a Calpine representative met the committee at the Calpine Visitor Center.

Background and Discussion

The committee toured the visitor center and observed a model of the entire geysers complex. The committee toured a power plant and saw a control room and steam turbines functioning, and observed a drilling rig in operation.

Facts/Findings

- Calpine geo thermal operations expand across 25,000 acres (39 Sq Mi.).
- There are 350 steam wells and 58 injection wells.
- The average well depth is 8,500 feet, with the deepest at 12,900 feet.
- 600 wells have been drilled.
- The average well costs \$2,000,000-3,500,000.
- Treated wastewater, coming from Lake and Sonoma counties, is injected into the earth to help regenerate the steam fields.
- The facility can use all the treated water it receives and more.
- Geothermal energy is clean, reliable, and a renewable source of power.
- Lake County receives 20% of the royalties paid by Calpine to the federal government.
- The visitor center is open 24 hours a week.

- Sulfur, a by-product of the steam from a geysers power plant, is an ingredient in fertilizer.

Recommendations

- None

Code Enforcement Oversight

Subject/Summary

The Planning and Public Works Committee met with the Department Manager of Code Enforcement as an elective oversight.

Procedure/Methodology

In September 2007 the committee was presented with a power point presentation, and several informational flyers concerning the duties of the Code Enforcement Department. The Code Enforcement Manager answered questions asked by the committee.

Background and Discussion

The Code Enforcement Department works closely with the Building & Safety Division, and Planning Departments¹. The main focus of this department is to educate the public regarding established County Codes that promote a safe and toxic-free environment for its citizens. The committee asked what types of complaints this department receives, and the Department Manager stated that the complaints range from abandoned vehicles to animal density. Code Enforcement only handles complaints received that violate the codes that are established for the County of Lake. The Manager stated that the communities of Lakeport and Clearlake have their own Code Enforcement Departments.

All County Codes and zoning information are available at the County of Lake web site <http://www.co.lake.ca.us/Home.htm>

Facts/Findings

- Six officers are responsible for processing complaints.
- Citizen complaints result in Ninety percent (90%) of the departments work.

¹ Attachment A Divisional Responsibilities Chart

- At the time of this oversight a Recovery Fee Study (RFS) was being conducted to determine how to assess fees for noncompliant offenders.
- Most counties charge the owner for investigations; however, the County of Lake does not. The County of Lake charges administrative penalties and abatement costs if the owner does not comply within the 15-30 day time-period that is allowed¹.
- Chapter 13 (Code Enforcement Policies and Procedures) of the County Code is being reviewed and edited to better reflect the needs of the county, as well as property owners.
- The Department's focus is, first on cleanup of properties in violation of the County of Lake Code, with-in the scenic corridor and second, safety.

Recommendations

- Additional training in the investigation of complaints is given to the officers of the Department.
- The Board of Supervisors work closely with the Department of Code Enforcement, to create an equitable Recovery Fee cost schedule for non-compliant offenders.
- The 2008-2009 Grand Jury, Public Planning and Works Committee, do a follow-up with the Board of Supervisors regarding the Recovery Fee cost schedule.

Agency/Department Required to Respond

- Board of Supervisors (90 days)

¹ Attachment B Notice of Violation

Community Development Agency Oversight

Subject/Summary

The Planning and Public Works Committee conducted an elective oversight of the Community Development Agency's Planning Department.

Procedure/Methodology

The committee interviewed the Director and Assistant Director of the Community Development Agency.

Background and Discussion

A presentation by the Director and Assistant Director provided information regarding the County of Lake's General Plan and future projects. Questions were also answered regarding the policies and procedures of the agency.

The Planning Department checks lot sizes to make sure they are legal. The Planning Department directs the owners to meet with the Zoning Department to receive information as to what they can or cannot build on their lot. With this information the owner(s) submits two sets of construction plans, with set backs in place, and pay a plan check fee, to the Planning Department. Everything is reviewed and inspected, and it takes approximately two weeks to receive an approval to begin construction.

Currently, the Planning Department has 5 Assistant Planners, 1½ Associate Planners that are assigned to the counter, 1 Advanced Planner, 1 Senior Planner, ½ Associate Planner, 1 Resource Planner, 2 Assistant Resource Planners, and 1 Contract Planner.

Facts/Findings

- The director has been with the Planning Division for 13 months and with the Community Development Agency for 17 years.

- The Assistant Director has been with the Community Development Agency for three years.
- There are four departments within the agency, and 40 positions within these four departments.
- If revision of an architectural plan is necessary, there is a procedure in place to revise it.
- Any projects approved and completed before code revisions are exempt from the revision.
- The department is aware of and concerned with the complaints regarding policies and procedures.
- Following, are the projects the four Departments have before them:

Administration

The director receives direction from the Board of Supervisors, and then refines departmental tasks and procedures accordingly. A new permit system and fee ordinance is being developed.

The following objectives are have been prioritized for the next fiscal year;

Planning

Shoreline Community Plan	Update Zoning Ordinance
General Plan Update	Records Management
Enforcement of Converted Resorts	Storm Water Management
Update Procedures Manual and the Training Process	Airport Land Use

Building

Code Adoption Submitted January	Assist in Disaster
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2008	Planning
Update Procedures	Assist with Storm Water Management
Assist in developing a Fire-Safe Plan	Cross-train Building Inspectors
Update Fees	

Code Enforcement

Revise Chapter 13 of the Code Manual	Enforce Dumpster Ordinance
Update Website and Code Corner	Assist Planning Department with Enforcement of Converted Resorts
Update Procedures	Draft an Abatement Recovery Ordinance

Recommendations

- The 2008–2009 Grand Jury follow-up on the progress of the proposed projects.

Agency/Department Required to Respond

- None

Lampson Field Airport Oversight

Subject/Summary

The Planning and Public Works Committee conducted an elective oversight of the Lampson Field Airport.

Procedure/Methodology

The Public Works Department gave the committee a presentation, and a tour of the facility. Inquiries were answered, and architectural plans for future improvements were provided to the committee.

Background and Discussion

The department head and two other members of the Public Works Department met the committee at the airport. Discussion centered on the history of the airport, the projects that are scheduled, and the sources of monies to finance these projects.

Facts/Findings

- The county purchased the runway from the Lampson family for one-dollar.
- Funding for the airport comes mainly from funds from State and Federal taxes on aviation fuel.
- Another source of funding comes from an annual \$500.00 use fee of the runway.
- A Federal Aeronautics Aviation (FAA) Grant is being pursued that requires a 10% match of funds along with controlled access.
- Lampson Field is surrounded by privately owned property.
- The FAA has indicated that the leases for the hangers must be brought up to market value in the state when the present leases expire. However, Lampson Field does not own any hangers, but does lease out three buildings to small

businesses. All of the leases are coming due within five (5) years.

- The runway is 3600' feet in length, and is classified a B1 runway¹
- The runway cannot handle the Cal-Fire water tanker or jet air craft, however, consideration of upgrading the runway to a B2 classification is being discussed.
- Extension or alterations of the runway are cost prohibitive because of the lack of available property.
- Pilots only pay a fee to use the airport if they park their aircraft overnight.
- A Master Plan was adopted in 1993. Plans are to be reviewed every ten years, and new plans are to be developed every twenty years.
- Twelve and one-half acres of land was purchased to erect 64 proposed hangers.
- The airport is in need of a new sewer system, and seven hundred fifty thousand dollars (\$750k) is already earmarked for this project.
- Instrument control landings are not possible because of the topography.
- The airport facility has one (1) 900 hour employee.

Recommendations

- The information obtained from the Findings has led the Committee to recommend that the County and Public Works Department do a study to determine the feasibility of relocating the airport, rather than investing more monies into a facility that will not sustain the increase in air traffic that can be anticipated with the growth of the County.

Agency/Department Required to Respond

- Board of Supervisors (90 Days)

¹ Only certain type of aircraft (small aircraft) may land and take off from this runway.

Public Works Department Oversight

Subject/Summary

The Planning and Public Works Committee conducted an elective oversight with the Public Works Director and Assistant Director; in attendance were also the head of Central Garage, and the Roads Superintendent.

Procedure/Methodology

The Director gave a presentation of the overall operations of the Public Works Department, and then each member of the Public Works team explained their specific departments. The committee asked questions during the presentation.

Background and Discussion

The Director stated there are four main projects:

- The Storm Damage from 2006
- Adoption of Benefits Zones
- Air Quality Standards
- Lampson Field Airport

In addition, one other major project is the replacement or repair of 15-20 bridges within Lake County.

Other departments of Public Works are:

- Roads
- Central Garage
- Engineering and Inspection
- Surveyor Division
- Water Resources Division

Items discussed ranged from the building of levies, funding for projects, monitoring 86 wells, the amount of acre-feet that Yolo County can use each year, and the run off of mercury from the Sulfur Bank Mine.

Facts/Findings

- The storm damage of 2006 caused over 100 storm related projects. Each project is individually funded. Thirty projects still need to be completed before December 31, 2008, when the funding ends.
- Benefit Zones are created by Lake County to assist residential subdivisions to repave or repair the streets. The county covers one-third of the cost and the residents cover the remainder of the costs through property assessments that are spread out over five years.
- New laws have been enacted for diesel powered vehicles and equipment that will negatively impact the budget of Central Garage.
- All diesel-powered equipment must be brought up to the new air quality specifications, established by the state, by the year 2020.
- Central Garage has 125 vehicles/pieces of heavy equipment.
- Central Garage services the Sheriff's Department vehicles.
- The county owns 25 acres of land that can be developed at the Lampson Field Airport.
- The Road Department consists of 33 employees working three crews and is responsible for 613 miles of county roads.
- Improper water drainage is a major contributor to road damage. Preventive maintenance is necessary to control drainage.
- Road signs and markings are continuously being replaced and/or repainted.
- The Engineering and Inspection Division is responsible to investigate hazardous road conditions, coordinate construction practices and procedures, maintain an accident database, perform speed and volume studies, and work on the design and construction of Public Works projects.
- The Surveyor Division reviews road conditions and recommends solutions to Community Development and the Board of Supervisors.
- Water Resources is responsible for the Watershed Protection District and Lakebed Management. There are nine divisions within these two programs.

Recommendations

- None

Special Districts Oversight

Subject/Summary

The Planning and Public Works Committee conducted an oversight of the Special Districts Department.

Procedure/Methodology

In August 2007, the committee met with the Utilities Systems Compliance Coordinator.

Background and Discussion

The Utilities Systems Compliance Coordinator presented the committee with information on how the Special Districts operates its policies and procedures, the number of employees, utility areas, public water systems, lighting systems, and waste water systems for which the department is responsible.

The Special Districts Department is continually trying to upgrade its capabilities to provide better services to the residents it serves. A new accounting system is being installed to help the department more accurately track assets.

A discussion on the rates and fees that Lake County assesses indicated that current rates and fees do not generate the needed funds to rebuild the infrastructure. Loans and grants are continually being sought to enable the department to make improvements and repairs. Master Plans were discussed, and Special Districts is in the process of developing master plans in several areas.

The standard for the minimum amount of water pressure a household should have was discussed. The Coordinator did not have that answer, but would have it for the committee the next day. The Coordinator followed through and the committee received the information that the standard according to the American Water Works (AWW) is 20 psi per household. Special Districts' standard is 25 psi per household.

From the dialog the Committee had, additional questions were generated, and the committee met with the Coordinator again in August 2007 to clarify information for the final report.

Facts/Findings

- Water and sewer infrastructure is in disrepair.
- Special Districts is researching ways to repair or improve the county's infrastructure.
- At the time of this report, bids were being requested for the repair of the outdated infrastructures.
- The new accounting system will be available to all county departments.
- Rates and fees collected by the county have recently been increased.
- Special Districts is regionalizing Master Plans.

Recommendations

- Repair the water and sewer systems.
- Provide the Board of Supervisors a study regarding the feasibility of consolidating and maintaining all the water and sewer systems in the County of Lake.
- The 2008/2009 Grand Jury follow-up on the status of repairs to water and sewer infrastructure.

Agency/Department required to respond

- Special Districts via Board of Supervisors 90 days

Taylor Observatory Oversight

Subject/Summary

The Planning and Public Works Committee conducted an elective oversight of the Taylor Observatory.

Procedure/Methodology

In April 2008, Docents of the Taylor Observatory presented a power point presentation and answered questions. A projected program of the heavens was shown in the planetarium, then a “planet walk” and a telescope demonstration in the parking lot.

Background and Discussion

The goals of the observatory were discussed, along with the organizational structure, history, mission, and to generate interest in astronomy. Other areas of discussion were held on the services the observatory provides, the accomplishments that have been achieved in the past few years, and the improvements that are planned.

Facts/Findings

- In 1975, Robert Taylor founded the observatory in Lake County. At that time he was the Assistant Superintendent of Schools and an avid amateur astronomer.
- In 1980, construction was completed, and the observatory opened.
- In 1985, the addition of a planetarium was completed.
- In 2004, the Kelseyville Rotary Club raised \$50k in cash and in-kind services to restore the observatory.
- In 2007 the Friends of the Taylor Observatory was formed.
- A permanent part-time coordinator has been hired.
- Six new Docents have been added, bringing the total to eight.
- Publicity has been enhanced through the use of the newspapers, Channel 8, and the Visitor's Center.

- Automated Planetarium programs are now available.
- The Office of Education's grant writer is currently identifying grants that are available for the observatory.
- From 2004 to April 2008, the observatory has seen the number of people served climb from 699 to 1098 a number of public and private events, school field trips, teacher's workshops, and school outreach programs contributed to the increase.
- Information regarding Taylor Observatory may be found at www.taylorobservatory.org
- Taylor Observatory is part of the County of Lake Office of Education.
- No fees are required for the observatory's services, but a donation is greatly appreciated.

Recommendations

- None

Vector Control-Mosquito Abatement Oversight

Subject/Summary

The Planning/Public Works Committee visited the Vector Control/Mosquito Abatement agency as an oversight visit.

Procedure/Methodology

In July 2007, the committee was given a tour of the facilities and presented with a comprehensive description of the agencies responsibilities.

Background and Discussion

The Director was on vacation at the time of this visit; however, the lead biologist presented information and the committee asked questions as they arose. The lead biologist said, "This is a county agency under the umbrella of the county. They have their own five member Board of Directors chosen from the five districts in the county." The staff of nine persons includes both part time and full time technicians. Technicians are required to have a Bachelor of Arts (BA) degree in biology.

This agency monitors Clear Lake, Borax Lake, Thurston Lake, and the lake at the Buckingham Golf Course. These lakes are regularly monitored for mosquitoes and other organisms, monthly for the levels of pH, oxygen content, temperature, and regular seining and core samples are taken. The data on the lakes is documented and kept for many years. The committee was given information about the algae and the weeds that are in the lakes.

Ticks and other organisms, harmful to humans, are tracked by the use of many different methods including a control chicken population and an on-site lab. There is equipment in the lab to check large birds that carry West Nile virus. Testing needed, that exceeds the capability of the local laboratory, is sent to the state for analysis.

Facts/Findings

- Property taxes are the source of the funding for this agency.
- The department's main focus is the control of insects that carry a disease but that are not affected by the disease.
- The lab is well-stocked and it seems to have the equipment necessary to do the job efficiently.
- The Committee noticed that glass beakers were stored on shelves in an unsafe manner.
- Fish that eat mosquito larvae are available to the public without cost upon request. Contact Mosquito Abatement at 707.263.4770.

Recommendations

- The glass beakers that are stored above head level in the lab be secured or relocated to prevent possible injury.

Agency/Department Required to Respond

- Board of Supervisors (90 Days)

Citizens Complaint on Building and Use Permits

Summary/Subject

A citizen's complaint regarding the issuance of building and use permits was received by the Grand Jury.

Procedure/Methodology

The committee interviewed the complainants and researched the information given in the complaint.

Background and Discussion

During the course of the research and interviews, the complaint became available to the media and agencies other than the Grand Jury.

Facts/Findings

- Permits were appropriately applied for and fees were paid.
- Permits were issued, inspections made and documented in compliance with county ordinances.
- Proper legal notices were issued.
- The planning commission had two public hearings to examine the approval of a Minor Use Permit on the property and negative declarations were sent out prior to the meetings.
- All proper procedures and Planning Department policies were followed.
- The scheduled appeal hearing was postponed.

Recommendations

- None

Citizens Low Water Pressure Complaint

Subject/Summary

The Planning and Public Works Committee received a complaint of low water pressure in a North Lakeport subdivision on Alterra Drive.

Procedure/Methodology

In July 2007, the committee met with the Utilities Systems Compliance Coordinator of Special Districts for Lake County. The committee was presented with the facts of the piping history of the development of the subdivision.

Background and Discussion

During the summer of 2007, this subdivision suffered two fires that endangered property. Special Districts were aware of the low water pressure problem. The main water lines and the laterals were constructed in the late 1960's. The product used at the time met the building codes. Since that time, the water lines deteriorated and became unable to sustain the pressure needed to provide adequate water flow to the residents. Maintenance has been done over the years to repair pipes when they failed. Special Districts determined the entire system needs to be replaced.

Facts/Findings

- The water lines in place do not meet the current codes.
- Capital improvement funds for replacement do not exist at this time.

Recommendations

- Replace the entire water system in this subdivision within one year.
- The Grand Jury of 2008-2009 follow-up by the end of 2008.

Agency/Department Required to Respond

- Board of Supervisors (90 Days)

PUBLIC SAFETY COMMITTEE OVERSIGHTS

Clearlake Police Department
Gang Task Force
Hill Road Correctional Facility
Juvenile Hall
Kelseyville Fire District
Konocti Conservation Camp #27
Lake County Fire Protection District
Lakeport Fire District
Lakeport Police Department
Main Court Holding Facility
Northshore Fire Protection District
Probation Department
Sheriff-Coroners Office
South Lake Court Holding Facility
South Lake (Middletown) Fire District

Clearlake Police Department Oversight

Subject/Summary

The Public Safety Committee is required to visit the Clearlake Police Department annually. The meeting was held to provide general information to the committee.

Procedure/Methodology

In November 2007, the committee met with the new Chief of Police for an informal question and answer period followed by a tour of the facility.

Background and Discussion

The Police Chief has been with this department since June 18, 2007, with prior experience of 24-years in law enforcement. He served in King County Sheriffs Department as a S.W.A.T. team member, and with the Los Angeles Police Department. The Chief believes in a working partnership with the community to encourage mutual respect and is currently working to update the department's policies and procedures manual.

Facts/Findings

- The committee was given a Mission and Core Values statement for the department¹.
- There are currently 23 Officers, two Lieutenants, two Detectives, and one Sergeant.
- Civilian employees include two Code Enforcement Officers, five Dispatchers, a Secretary, an Administrative Assistant, and ten Volunteers in Policing.
- The officers work four-10 hour days. They work four days on and three days off.
- The Clearlake Police department does not participate in the Lake County Gang Task Force.
- There are three holding cells at the Police Station.

¹ Mission and Core Values

- There are two interrogation rooms with video capabilities and one way glass for observation.
- There is one interview room used for witnesses and victims.
- The department has a secure evidence room.
- The majority of crimes are drug or alcohol related.
- The gang issues and activities in the city are increasing.
- There were 10,217 calls for service for the ten-month period preceding the Grand Jury visit. ¹
- Police Officers are allowed to take their patrol cars home only if they reside within the city limits.
- The Department is encouraging young Lake County people to consider joining the Police Department for an interesting career. Classes in Criminal Justice are offered at Mendocino Community and Santa Rosa Jr. Colleges.
- The department has difficulty retaining experienced officers due to the discrepancy in income and benefits offered by other police departments.
- Due to budget cuts, two positions were eliminated. The Chief stated this has resulted in the lowering of morale within the department.

Recommendations

- Participate in the Lake County Gang Task Force

Agency/Department Required to Respond

- Clearlake City Council (60 days)
- Board of Supervisors (90 days)

¹ Clearlake Police Department Patrol Statistics

Gang Task Force Oversight

Subject/Summary

Three officers from the Lake County Sheriff's Office representing the Gang Task Force made a presentation to the Lake County Grand Jury.

Procedure/Methodology

In May 2008, the officers provided the Grand Jury with general information, and pertinent materials for observation and discussion, to distinguish gang colors, signs, and symbols.

Background and Discussion

California Penal Code section 186.22 defines gang as three or more people who associate with a common symbol to commit crime. The officers explained the criteria profile used to determine if a person is a member of a gang. This includes admission, identification, independent corroboration, known gang signs and colors, arrest records, membership, and the close relationship with a gang or a gang member.

Facts/Findings

- The Task Force includes members from the Sheriff's Department, California Highway Patrol, and the Clearlake and Lakeport Police Departments.
- California has a computer-generated database to identify gang members.
- The Task Force is committed to identification and controlling gang violence in our community.
- The Task Force is active in Lake County schools identifying gang activity and educating the staff.

- The Task Force recently made a public gang awareness presentation at the Kelseyville Presbyterian Church.
- The gang member who is most respected is the one who commits the most crimes from vandalism to murder, and serves the most jail time.
- Gang members can be identified by their clothing, jewelry, haircuts, tattoos, graffiti, and hand signs.
- The Mexican Mafia/Sureno gang started in the 1950's in prisons, and use the color blue, and the number 13 as gang identification.
- The Norteno gang uses the color red, the number 14, and is the largest group in Lake County.
- The Nuestra Familia gang started in Soledad Prison in 1968, and the Northern Structure gang aligns themselves with this group.
- The Arayan Brotherhood started in San Quentin prison in 1960, adopted Nazi philosophy for prison protection, and to move drugs.
- The prison gangs control the street members from within the prison.
- Bakersfield is the dividing line between the Sureno and Norte no gangs.
- Los Angeles is the hub of gangs and dictates what happens throughout the state.
- Protective Custody/Sensitive Needs prisoners, such as ex-gang members, are housed separately for their safety.
- Gang members try to infiltrate the system by hiding their identifying symbols, and by using their wives and family members by obtaining employment in government positions.
- Known California prison and street gangs include:
 - Arayan Brotherhood
 - Barbarian Brotherhood
 - Iron Cross
 - Mexican Mafia
 - Nortenos
 - Northern Structure
 - Nuestra Familia
 - Surenos
 - Skin Heads
 - Street Villians
 - Upside Down 5's
 - Arayan Brotherhood
 - White Pride
- Known California Motorcycle gangs include:
 - Hells Angels

- Mongols
- Nazi Low riders
- Northern Riders
- Red Devils
- Vagos

Recommendations

- The Task Force give one presentation at each high school during each school year.
- Throughout the summer offer public presentations through fraternal, religious, and service organizations.

Agency/Department Required to Respond

- Lake County Sheriff (60 days)

Hill Road Correctional Facility Oversight

Subject/Summary

The Public Safety Committee conducted an annual mandatory oversight of the Hill Road Correctional Facility.

Procedure/Methodology

In February 2008, the Public Safety Committee toured the facility. The tour was interrupted by a power failure, and was postponed and continued in April 2008.

Background and Discussion

The facility was constructed in 1994. The maximum capacity of inmates is 286. At the time of this visit there were currently six murder suspects housed in the facility, which is considered very high for the inmate population. Community volunteers conduct Church services, Bible study, Adult Literacy classes, Anger Management, Alcoholics Anonymous, and Narcotics Anonymous meetings. Volunteers must be fingerprinted, undergo background checks, and attend an orientation meeting before volunteering at the jail.

Facts/Findings

- The booking area for intake and release of jail population has three holding cells, three dressing cells, three sobering cells, one safety cell, and one interview room.
- The booking room area is well lit, and open to view the room's activities.
- The chairs the staff are using in the booking area are not designed for long hours of sitting.

- At the time of the April visit, the jail population was about 229 inmates.
- In April the worker population of minimum security inmates consists of 57 men and 22 women.
- People who turn themselves in to serve their sentences will usually become part of the worker population.
- The inmate workers are provided with clean clothes daily, and the remaining population twice weekly.
- The inmates clothing is color-coded to identify their classification.
- There are three medical examination rooms with nurses available Monday through Friday from 9:00 a.m. to 5:00 p.m., weekends 8:00 a.m. to 4:00 p.m., and on-call 24 hours a day seven days a week.
- Inmates with major medical problems are transported to Sutter Lakeside Hospital for care.
- There is a K-9 unit for drug detection on the premises.
- Random searches and drug testing are conducted.
- The dining area for the working population appeared clean and well maintained except for a few missing floor tiles.
- There are ongoing plumbing repairs and water stained ceiling tiles.
- The pods where inmates sleep were clean but some areas in Pods D & E need minor maintenance.
- The block walls in Pod E are seeping, and causing water stains.
- In the medium security exercise yard, there are holes in the fencing large enough to pass contraband or weapons through.
- There is some graffiti etched on the medium security exercise yard door.
- A state dietician oversees the menu planning, and updates mandated regulations on an annual basis for the county.
- Meals are provided for inmates with special dietary needs.
- All kitchen areas were clean and well maintained.
- All appliances and utensils being used were clean and in good working condition.
- All breads and pastries are baked on the premises by inmates, under the supervision of civilian employees.
- Civilian kitchen cooks supervise seven workers per shift.
- Average cost of food, per inmate, is \$4.00 per day.
- Cameras are placed throughout the interior of the facility.
- There are no cameras covering the exterior of the booking lobby or the main parking lot.

Recommendations

- Install more security cameras to cover the exterior of the booking lobby entrance, and parking area.
- Replace missing floor tiles in the working population dining area.
- Complete plumbing repairs, paint water stained walls, replace ceiling and floor tiles.
- Complete waterproofing of seeping block wall in Pod D.

Agency/Department Required to Respond

- Lake County Sheriff (60 days)

Juvenile Hall Oversight

Subject/Summary

The Public Safety Committee conducted an annual mandatory oversight visit of the Lake County Juvenile Hall facility.

Procedure/Methodology

In April 2008, the committee was greeted by the Director and an assistant who conducted a comprehensive tour of the facility. The tour concluded with a question and answer period.

Background and Discussion

Lake County Juvenile Hall was built in 1984 and the “C” Wing added in 1999. The purpose of the facility is for housing, controlling, disciplining, and partial rehabilitation of juvenile offenders. At the time of the visit there were 34 juveniles housed in the facility, of which 26 were repeat offenders. The capacity of the juvenile facility is 40 juveniles. The facility is considered outdated and rated low on the California Status Preferred List due to the age, design of the building, and safety issues. There was a short interruption due to an altercation on the exercise yard between two gang members. The committee observed the staff’s immediate response in handling the situation.

Facts/Findings

- Incoming juveniles are medically evaluated, showered, and clothed in the intake area.
- The medical station has two examination rooms, a nurse is on duty every day, and a mental health doctor comes two times a week.
- Hospital, Paramedics, and Police are available within approximately two minutes.

- There are three large wings for housing with single, double, and triple bedded units. There is also one padded unit, and one handicapped unit.
- There are 16 cameras throughout the facility and the monitors are viewed continuously. Some blind spots exist in the common areas and exercise yard.
- Lake County Office of Education classes consisting of four-hour sessions in the mornings for older males, four-hour sessions in the afternoons for females and younger males.
- Juvenile Hall classes follow the same calendar as the Lakeport School District.
- The classroom has two instructors and three TV monitors. Workbooks are supplied for each student according to grade level, educational needs, and ability.
- There is a separate computer room with 18 stations and supervised internet access. Classes are held on Wednesdays and Fridays.
- Non-denominational church services are held every Sunday.
- Bible study classes are held every other Monday evening.
- Food is prepared by the Hill Road Correctional Facility, and delivered in insulated carriers to Juvenile Hall within ten minutes. The temperature is checked prior to serving.
- Juvenile menus are the same as the adult menus, except for added protein, which is mandated by the State of California.
- Evening snacks are provided for the juveniles.
- The committee oversight did not include a meal.
- Recreational TV is permitted in the evenings, and is age appropriate, educational, and pre-recorded by the instructors.
- Juveniles are provided with games to play, books to read, and have daily recreation periods in the morning and afternoon.
- All juveniles are allowed two books and a bible in the housing unit.
- Good behavior is promoted on a merit basis, to the client workers. There is a video game station available as a reward.
- Client workers perform basic laundry, housekeeping, and food service tasks in the facility.
- Each juvenile has personal toiletries that are supplied by the facility as well as private items that can be provided by parents or guardians.
- The same outer clothing is used by both males and females.

- The cell doors have magnetic covers over the door windows for security and privacy, and cells are checked visually by an officer every fifteen minutes.
- Random cell inspections are done to check for drugs, contraband, and weapons.
- Rival gang members are housed separately.
- Juveniles that are an escape risk are kept shackled when in the exercise yard.
- Common offenses are assault and battery, public intoxication for drugs or alcohol, and probation violations.
- Only parents or guardians are allowed to visit juveniles.
- The Juvenile Correctional Officers are employees of the Probation Department and have the same CORE training as the Adult Correctional Officers.
- The officers work twelve-hour shifts, with five officers on day shift and four officers on night shift, with one female officer on duty at all times.
- The facility was clean and well maintained.

Recommendations

- Install more cameras to thoroughly cover blind spots within the facility.
- Provide an aggressive anger management program for juveniles.
- Provide education classes Monday through Friday on a yearly basis.

Agency/Department Required to Respond

- Probation Department via Board of Supervisors (90 days)

Kelseyville Fire District Oversight

Subject/Summary

This visit is part of the Grand Jury's elective oversight and was to provide the committee with general information and a tour of the facility.

Procedure/Methodology

In September 2007, the Public Safety Committee visited the Kelseyville Fire Station. The committee met with the Chief who provided general information about the facility and overall operations. The visit started with a question, answer session, and concluded with a tour of the firehouse.

Background and Discussion

The Chief expressed his pleasure of the new firehouse. The additional square footage affords the department the opportunity to have training classes, necessary space to house the vehicles and equipment, and to allow the community an additional meeting room when needed. There are sub-stations in the Clearlake Riviera and Riviera Heights.

Facts/Findings

- The fire district covers 90 square miles including Buckingham, Riviera Heights, Riviera West, Clearlake Riviera, and Highway 175 to Salamina's Meadows.
- The Chief has been in fire service for 34 years and has been the Kelseyville Fire District Chief for 27 years.
- The staff consists of 21 full-time firefighters. Fifteen have paramedic credentials, and six have EMT credentials. There are also 25 volunteers.
- The firefighters work 24-hour shifts of two days on and four days off.
- Two full-time mechanics work from eight to five, five days a week. Both of the mechanics are firefighters, one with

- paramedic credentials and one is a factory certified mechanic.
- The fire district receives approximately 1200 calls for service per year. 75% of the calls are of a medical nature.
 - Fire district equipment consists of:
 - 2 water tenders,
 - 1 Class-A Squad Truck,
 - 5 engines including one ladder truck.
 - 1 four-wheel-drive brush truck
 - 5 ambulances, three of which are used for 911 calls, and two that are used for out-of-area transfers.
 - 1 boat dedicated to rescues and fire-suppression, searches, and any other lake related emergency.
 - 1 Level I Haz-Mat Vehicle the only one in the county with fully encapsulated gear.
 - The district interfaces with a helicopter service based at Lampson Field in Lakeport when available for emergency use.
 - The Clearlake Riviera sub-station responds to calls as far south as the Lower Lake area.
 - At times calls are dispatched to both Kelseyville and Lakeport when the calls are close to the jurisdictional boundary.
 - Mental health patients are transferred per contract by ambulance to mental health facilities with available space at a cost of \$400 to \$450. The district is usually only reimbursed \$175 to \$200 if they receive any reimbursement at all. There are approximately six to ten transfers of this nature monthly.

Recommendations

- The Fire District negotiate a new contract with the Mental Health Department covering 100% of the expenses incurred providing transportation for patients to out-of-area mental health facilities.

Agency/Department Required to Respond

- Kelseyville Fire District Board of Directors (60 days)

Konocti Conservation Camp #27 Oversight

Subject/Summary

The Public Safety Committee is tasked with the mandatory oversight of the Konocti Conservation Camp. The camp is run by both the California Department of Corrections (CDC) and CalFire, formerly known as the California Department of Forestry (CDF).

Procedure/Methodology

The Public Safety Committee visited the Konocti Conservation Camp in October 2007. The Camp Commander and Division Chief gave the committee a presentation featuring the functions of the camp and the overall operations. The committee was provided with a booklet containing information that included the hours of service provided by the camp to various businesses and districts within the county.

Background and Discussion

The Grand Jury is required by law to perform an annual visit to all prisoner-holding facilities within the County. The Konocti Conservation Camp was opened in April 1961. The CDC is responsible for the selection, security, supervision, care, and discipline of inmates. CalFire maintains the camp, supervises the work of the inmate fire crews, provides firefighting training, and is responsible for the custody of the inmates while on work projects.

Facts/Findings

- The camp provides fire crews for Lake, Sonoma, Napa, Yolo, Mendocino and Colusa counties. The fire crews are also available for state-wide disasters
- The camp serves as a base camp for out of county Strike Teams. During major fires, 1100 additional people can be staged at the camp, that places an extra strain on the existing infrastructure, especially the shower facilities

- The staff at the camp consists of eight Correctional Officers, one Correctional Sergeant, one Camp Commander, ten Fire Crew Captains, one Heavy Equipment Mechanic, and one Grade III Water and Sewage Plant Operator
- In addition to inmate fire crews, there are inmates receiving training in mechanics, food preparation, and water and sewage plant operation
- There are five, 16-man fire crews based at the camp
- The camp has a Mobile Kitchen Unit that is equipped to prepare up to 1700 meals, three times a day
- The repair and maintenance of numerous CalFire vehicles and equipment is done at the camp
- From January 1, 2007 through the committee's visit in early October, the camp had provided approximately 16,000 man-hours of service to the local community, 199,000 man-hours for State Agencies and 9600 man-hours for Federal Agencies
- The inmates have also provided over 63,700 man-hours in emergency response time for fire, flood and other natural disasters
- According to the brochure included, the camp has saved tax payers over \$2,000,000 during the period of January 1, 2007 through early October, 2007
- Alcoholics Anonymous and Narcotics Anonymous meetings are provided on-site by community volunteers and church services
- The mutual respect between inmates and the staff is a major contributing factor to the camp's success

Recommendations

- Expanded showering facilities are necessary to accommodate the influx of Strike Teams during fire season for base camp operations. If the materials are provided, the staff and the inmates will perform the construction

Agency/Departments Required to Respond

- Board of Directors (90 Days)

Lake County Fire Protection District Oversight

Subject/Summary

This visit is an elective oversight of the Grand Jury and was conducted to provide the jury with general information and a tour of the facility.

Procedure/Methodology

In August 2007, the Chief hosted the committee, and was very professional, knowledgeable, and prepared to discuss all facets of the department's physical and personnel assets, as well as problem areas needing attention. The Chief gave an informational briefing answering all of the committee's questions. After the informational briefing, the committee was given a tour of the existing facility as well as the newly completed maintenance building. The committee found the facility to be well maintained and well equipped.

Background and Discussion

The Lake County Fire Protection District is one of six Fire Districts in Lake County. This district is the result of a consolidation in 2000 of the Lakeshore and Lower Lake Fire Districts. The last visit to this district was the 2005/2006 Grand Jury.

Facts/Findings

- The fire district covers 165 square miles. This includes Windflower Point, Morgan Valley, all of Highway 53, Highway 29 north to the top of the Glasgow grade and south to the top of the Coyote grade.
- The main station is located at 14815 Olympic Drive, Clearlake, CA.
- The Chief has been in fire service for 27 years and has been the Lake County Fire District Chief for 3½ years.
- The staff consists of 23 full-time firefighters and 2 civilian employees. There are 22 volunteers.
- The firefighters work 24-hour shifts of two days on and four days off.

- Volunteer firefighters are provided insurance, training and equipment. Volunteers are not paid by the fire district unless called out by the State of California Cal Fire.
- 2006 requests for service were as follows:
 - Requests for medical services 2,974
 - Structure/building fires 132
 - Wildland/vegetation fires 72
 - Vehicle/mobile equipment fires 48
 - Other fires (false alarms, smoke etc) 96
 - **Total service calls 3,322**
- Fire fighting equipment consist of:
 - 4 – Command vehicles
 - 4 – Ambulance/medic units
 - 3–Type I Engine/pumpers (structure/building suppression)
 - 3 – Type II Engines (wildfire/vegetation suppression)
 - 1 – Type III Squad/quick attach unit (minor wildland)
 - 1 – Type I Water tender
 - 1 – Type I Heavy rescue unit
 - 1 – Support unit (rescue/fire investigation/re-hab supplies)
 - 2 – Utility maintenance vehicles
 - 1 – Haz-mat/decontamination trailer
 - 1 – Educational trailer (school programs/fire prevention)
 - 1 – Quaint aerial ladder truck
- The district interfaces with a helicopter service based at Lampson Field in Lakeport for emergency use.
- All routine equipment maintenance is done on site by factory certified mechanics, other maintenance problems are completed off premises.
- The Department has its own fuel tanks on site.
- The 911 ambulance service is self-supporting.
- The 2007-2008 budget was approved on August 21, 2007. The total appropriation for the fiscal year is \$3,623,927.
- The Department’s Policies & Procedures documents are being revised, and are expected to be approved by July 2008.
- Copies of the Department’s Job Descriptions dated July 1, 2004 were reviewed.
- City hydrants are on the same system as domestic water. Pressure testing is done by the Water Districts.
- Mental Health calls require the transportation of patients to psychological hospitals as far away as Monterey. The district is only compensated \$75 per transport by County Mental Health.

- Some 911 cell phone calls, are not being reported to the district in a timely manner. Fifteen minute delays have been documented between the time of the call and the dispatch time.

Recommendations

- The Mental Health Department provide transportation for patients to out-of-area mental health facilities or provide adequate compensation for these transports.
- Reevaluate the procedure for routing Lake County 911 cell phone calls.

Agency/Department Required to Respond

- Sheriff's Department (60 Days)
- Mental Health via Board of Supervisors (90 Days)

Lakeport Fire District Oversight

Subject/Summary

The Public Safety Committee visited the Lakeport Fire Department facility and met with the Deputy Chief who encouraged the committee to return and visit with the Chief. In a subsequent visit the committee met with the Chief and toured the facility.

Procedure/Methodology

In July 2007, the initial oversight visit was conducted. At the subsequent visit in September 2007 the Chief provided the committee with general information and a tour of the facility, followed by a question and answer period.

Background and Discussion

The last Grand Jury visit was during the 2005-2006 year. The Lakeport Fire District has installed a new Fire Chief since the last Grand Jury visit. In June 2008, the employee job descriptions and fire equipment inventory was updated.

Facts/Findings

- The staff includes 13 full-time employees, 14 part-time employees, and 20 volunteers. The personnel breakdown is:
 - FULL-TIME
 - 1 Fire Chief
 - 1 Deputy Fire Chief/Fire Mechanic
 - 1 Administrative Assistant
 - 1 Captain Paramedic

- 2 Captain -EMT
 - 4 Firefighter II-EMT-Paramedic
 - 1 Firefighter I-EMT 1
 - 2 Firefighter I-EMT-Paramedic
 - PART-TIME
 - 4 Paramedic
 - 8 EMT
 - 1 Office Assistant
 - 1 Office Clerk
 - VOLUNTEER
 - 2 Paramedic
 - 13 EMT
 - 5 First Responder
- Fire District equipment consists of:
 - 5 Engines
 - 1 new Ladder Truck
 - 1 old Ladder Truck
 - 1 Water Tender
 - 1 Hazmat vehicle
 - 4 Ambulances
- Minor repairs and maintenance are performed onsite. Major work is contracted out
- Annually all firefighting personnel are required to take a physical, pass an agility test, and complete 240 hours of training
- 2,400 to 2,500 calls for service are projected this year, of which 85%-90% are medical
- Reach Helicopter is based at Lampson Field and Cal Star is based in Willits, either company can be used for medical emergency transport depending on availability
- Lakeport Fire District Firefighters in-house training and DMV certification is done in Ukiah
- Mental Health transports require a driver, an EMT, and an ambulance to transport a patient. Patients are transported to facilities available outside of Lake County
- Lake County has no Mental Health facility
- A new firehouse is going to be built off Lakeshore Blvd, and an expected completion date is two years
- Stand-by medical assistance for non-profit organization events are free of charge
- The department gives elementary schools fire prevention classes tours of the firehouse
- Policy and procedures are being updated, and scheduled to be completed in two years.

-

Recommendations

- The Fire District negotiate a contract with the Mental Health Department covering 100% of the expenses incurred providing transportation for patients to out-of-area mental health facilities.

Agency/Department Required to Respond

- Lakeport Fire District Board of Directors (60 Days)

Lakeport Police Department Oversight

Subject/Summary

The Public Safety Committee conducted an elective oversight of the Lakeport Police Department. The meeting was held to provide general information to the committee.

Procedure/Methodology

In October 2007, the oversight visit was held. The committee met with the lieutenant for an informal question and answer period followed by a tour of the facility.

Background and Discussion

The Police Chief has held the position since March 2006. The chief has 18 years of experience as a peace officer. The Police Chief was not available at the time of this interview. The statistics¹ of the department's records were not available until February 2008.

Facts/Findings

- The Lakeport Police Department has 13 officers, and is currently reviewing applicants for a 14th officer.
- Each officer is assigned their own patrol car that they maintain and use for transportation from home to work. This enables the officers to be prepared for any emergency at any time.
- There are two Detectives, a Lieutenant, and the Police Chief who have unmarked cars.
- There are no holding cells nor booking and finger printing capabilities available at the Police Station. These activities take place at the Lake County Jail.
- The officers work four 10-hour days. They work four days on and three days off.

¹ The LPD statistics follow this report

- The department has a volunteer program. Currently the five volunteers attend monthly training meetings, help with the vehicle abatement, parking citations, and abandoned vehicles.
- The Police Department has a secure evidence room.
- The city Public Works department and local businesses do the vehicle maintenance.
- All calls for service are dispatched through the Sheriffs Department Central Dispatch Center.
- The Police Department is in the process of implementing an Explorer Program with the high school.

Recommendations

- Volunteers are encouraged to apply.

Agency/Department Required to Respond

- City of Lakeport (60 days)

Main Court Holding Facility Oversight

Subject/Summary

The Public Services Committee conducted a mandatory site visit of the holding facility.

Procedure/Methodology

In February 2008, the committee conducted an on-site visit to the Main Court Holding Facility. The officers in charge provided the committee with a comprehensive tour of the facility. The tour included the route taken by inmates while inside the courthouse, including the sallyport (*Webster's Definition: enclosed area from which you leave*). Questions posed by the committee members were answered during the tour.

Background and Discussion

All holding facilities within the County must be visited annually by the Grand Jury to ensure that inmates are provided with basic needs while incarcerated.

Facts/Findings

- There are three cells. Inmates are segregated in accordance to gender and to ensure personal safety.
- The inmates are shackled at the waist, wrist and legs at all times when in the building.
- The maximum inmate-to-officer ratio is 6 to 1 at all times.
- Public hallways are cleared before the inmates are escorted to the courtrooms.
- There are no active cameras viewing the transport of inmates from the sallyport to the courtroom.

Recommendations

- Install a motion activated camera to record the sallyport.

Agency/Department Required to Respond

- Lake County Sheriff (60 Days)

Northshore Fire Protection District Oversight

Subject/Summary

The Public Safety Committee performed an elective oversight visit to the Northshore Fire Protection District. The meeting was to provide the committee with general information and a tour of the facility.

Procedure/Methodology

In September 2007 the District Fire Chief gave the committee general information followed by a question and answer period, including a tour of the facility.

Background and Discussion

This district was previously known as North Shore Joint Power Authority.

Facts/Findings

- The Fire District covers 350 square miles. It is the fourth largest district in California.
- The District covers calls on highway 20 from Colusa County to Mendocino County line.
- There are seven fire stations located in this district;
 - Clearlake Oaks
 - Spring Valley
 - Glen Haven
 - Lucerne
 - Nice
 - Upper Lake
 - Blue Lakes
- The District receives an average of 2,000 calls per year of which 1,600 are medical.

- The staff consists of 12 full-time firefighters, which 11 are paramedics, and forty volunteers.
- The District Fire Chief has 42 years of service, 37 years as Chief.
- The staff works two days on and four days off.
- The equipment consists of 20 trucks, 8 ambulances, and 1 boat.
- Additional training of 240 hours is required every year.
- The District has a pumper truck that is 30 years old, and has been in service for the last ten years. The original cost of the pumper truck to the district was \$5,000. It now needs an engine, and the cost estimate for a new manufactured engine is \$22,000.
- The pumper truck is at an advanced age, is not equipped with up to date communications or safety protection for the firefighters.

Recommendations

- Replace the pumper truck.

Agency/Department Required to Respond

- Northshore Fire Protection Board of Directors (60 days)

Probation Department Oversight

Subject/Summary

The Public Safety Committee elected to conduct an oversight of the Probation Department. The committee, in reviewing last years report, felt it necessary to re-visit this department.

Procedure/Methodology

The Public Safety Committee visited the Probation Department on January 2, 2008. The Chief Probation Officer personally conducted the meeting and explained the procedures and workings of the department, which includes Juvenile Hall, followed by a question and answer period.

Background and Discussion

The Chief stated that the Probation Department is an integral part of the system for the safety of the community. The Chief informed us of the types of work involved in producing cases for the Adult and Juvenile Courts, and fieldwork.

Facts/Findings

- There are 23 sworn Probation Officers, consisting of:
 - 1 – Chief Probation Officer
 - 1 - Assistant Chief Deputy
 - 1 - Chief Deputy of Adult Probation
 - 1 - Chief Deputy of the Juvenile Division
 - 19- Probation Officers
 - 11- non-sworn positions
 - 2 - Probation Aides
 - 7 - Clerical/Administration
 - 2 – Extra help
- At the present time there are 4 Probation Officers in training.
- The staffing is recruited by the County Human Resources Department.
- Minimum qualifications for employment is a two year college degree.

- There are no age restrictions, but there are physical requirements, and applicants must pass a general knowledge test.
- New employees are on probation for one year.
- All employees receive five weeks of core probation, to be completed within the first year.
- Training classes are held in Santa Rosa or Sacramento.
- A new employee receives six weeks of on the job training.
- New employees take one year to become effective officers.
- Employees are required to receive 40 hours of job related training annually.
- The goal for the department is to maintain a balance of 50% female/male employees.
- To keep morale high, the department strives to keep a full staff, as this provides a more even distribution of the work load.
- The yearly budget for the Probation Department and Juvenile Hall is three million dollars.
- The county receives state grants for the Juvenile Group Care Homes (JGCH).
- The state grant money for JGCH goes into a foster care trust account.
- Lake County sends juveniles to group care homes in other counties and pays for it out of the foster care trust account.
- The average cost to routinely house a juvenile in a group care home out of county is \$5,500 per month.
- The placement of a juvenile is a *complex* case and costs additional hundreds of dollars per day.
- Group homes range from six juveniles to a hundred per group home. Juveniles are often assigned to out of area group homes as far away as Bakersfield.
- The State of California oversees that Group Home Officers are licensed, and requires all people who have contact or interact with juveniles have a once a month face to face meeting.
- The current work load consists of 800-850 Adult Probation cases.
- Most probation cases are non-violent, and are not actively reviewed.
- The department prepares bail information prior to arraignment, and probation information is given to the Judge prior to sentencing.
- About ninety Court Report Documents are filed in the Adult Division monthly.

- The case load for Probation Officers is so high that two to three hundred adult defenders have not been seen by the Probation Officers.
- There are approximately 30 Juvenile bookings per month into Juvenile Hall.
- There are about 450 active juvenile cases with thirty to forty juveniles currently on formal probation.
- Juvenile cases are given immediate attention because the department only has sixty days to have cases signed-off by all parties.
- Juvenile reports are time consuming and complex.
- Each case requires a timely intake report that takes approximately twelve to fourteen hours to compile, and must be presented to the Court Judge by the third day.
- Forty-percent of juvenile offenders may end up in Juvenile Hall.
- Informal probation allows juveniles to go back to their parents or guardians, and requires all parties involved to sign-off on the conditions to complete their probation. The alternative is being placed in Juvenile Hall.
- The State average rate for recidivism is approximately 70 %.
- There are an inadequate number of foster and group homes in Lake County.
- A Probation Officer's job is high pressure with strict time limits.
- The Department has difficulty keeping trained and experienced officers due to non-competitive salary and benefit packages offered by Lake County versus other counties within the state.

Recommendations

- Due to the increasing workload, careful scrutiny of the Probation Department budget is recommended before any budget cuts are enacted.

Agency/Department Required to Respond

- Board of Supervisors (90 Days)

Sheriff-Coroners Office Oversight

Subject/Summary

An elective oversight was made by the Public Safety Committee to the Office of the Sheriff-Coroner,

Procedure/Methodology

In February 2008, the committee visited the Sheriff at the administration office with a prepared list questions regarding the Sheriff's responsibilities. Due to an emergency in-progress, the meeting was abbreviated and the Sheriff only had the opportunity to discuss the financial plans for the next year. The Sheriff made a presentation to the entire Grand Jury at the Grand Jury Court building in May 2008. The Sheriff described the duties of the office and an overview of the operations of the Lake County Sheriff-Coroner's department, included with the presentation was a crime statistic handout ¹

Background and Discussion

The Sheriff-Coroner has been with the department since 1983, being elected to Sheriff in November 1994; The Sheriff-Coroner's administrative duties include; custody of inmates, court security, process serving, crime investigations, the 911 center, and coroner investigations.

Facts/Findings

- The Sheriff's Department is responsible for patrolling 1,470 square miles of unincorporated area in Lake County that includes several communities.
- The configuration of the county with the lake centrally located causes the officers to drive approximately one million miles per year at a cost of \$250,000.

¹ Crime Statistics Attachment

- The department has 184 employees which includes; 74 sworn personnel, 59 correctional officers, 13 correctional aides, and 38 non-uniformed employees.
- Peace officers must complete 23 weeks of Police Academy training, followed by sixteen weeks of field training with a Field Training Officer (FTO).
- A significant increase in payroll is incurred during training.
- Deputy Sheriffs and K9 dog handlers are allowed to take their patrol cars home for convenience in answering calls, as a benefit to the employees, and to the public.
- The Coroner's unit is supervised by a Chief Deputy. All deputy sheriffs act as deputy coroners.
- The Coroner investigates all deaths occurring in hospitals.
- When a death occurs during hospice care, and the patient has been seen by a physician within 20 days a coroner's investigation is not required.
- A certified pathologist under contract performs autopsies as needed.

Recommendations

- None

South Lake Court Holding Facility Oversight

Subject/Summary

The Public Services Committee conducted a mandatory site visit of the holding facility.

Procedure/Methodology

In February 2008, the committee conducted an on-site visit to the Main Court Holding Facility. The officers in charge provided the committee with a tour of the facility including where the inmates enter the secure parking enclosure and the holding cells. The tour included the route taken by inmates while inside the courthouse. Questions posed by the committee members were answered during the tour.

Background and Discussion

All holding facilities within the County must be visited annually by the Grand Jury to ensure that inmates are provided with basic needs while incarcerated. The South Court Holding Facility is used for inmates from the Colusa County line to the Napa County line.

Facts/Findings

- Inmates can spend an extended period of time in the holding facility due to a limited number of translators.
- The transport vehicles used for inmates are caged to separate men, women, and violent prisoners. The main section can hold up to eight people and the two rear sections can hold up to four each.
- There is one primary cell for male inmates with a capacity of thirty.
- The cell designated for female inmates has a capacity of seven.
- There is one other cell that can hold four inmates for safety issues that has no toilet facilities.
- One cell is available with padded walls and floors.
- Inmates are shackled at the leg and wrist at all times.

- If the holding cells reach capacity, additional inmates are held in the transport vehicles.
- Officers in the facility oversee the inmates in the holding cells and escort inmates to the courtroom.
- The maximum inmate-to-officer ratio is 6 to 1.
- The facility is painted annually in an effort to eliminate graffiti.

Recommendations

- Locate or construct a nearby facility to house inmates temporarily if the holding cells exceed capacity.

Agency/Department Required to Respond

Board of Supervisors in 90 Days

South Lake (Middletown) Fire District Oversight

Subject/Summary

The South Lake Fire District (SLFD) oversight was to provide the committee with general information of the fire district and a tour of the new training tower. SLFD contracts with the State of California CalFire, for fire protection services.

Procedure/Methodology

The Public Safety Committee performed an oversight visit of the SLFD in August 2007. The committee met with the Battalion Chief of Cal Fire, the Chief of South Lake Fire District, and the district secretary. The committee was given a brief presentation, and then asked questions for further clarification of the overall operations of the district. Afterwards, the committee was given a tour of the newly completed training tower.

Background and Discussion

The training tower was completed and dedicated on April 5, 2007. CalFire was formerly known as the California Department of Forestry (CDF).

Facts/Findings

- The district covers twenty-five square miles making it the third largest district in the state
- The districts main station is in Middletown and there are three substations, Cobb, Hidden Valley Lake, and Loch Lomond
- There are currently thirteen full-time firefighters, seven paramedics, and twenty-two volunteers acting as first responders in the district
- The staff works an alternating weekly rotation of three days on and four days off one week, followed by four days on and three days off the next week

- The district has four ambulances, and there are always paramedics on duty
- Two helicopters are available for emergency use. One is located at Boggs Mountain, primarily for fire use, and the other is at Lampson Field, for medical transport
- There are two water tenders, one located at Cobb Mountain substation, and one at the main station in Middletown
- There are approximately 1000 calls for service annually. Medical emergencies account for seventy-five percent of the total calls
- Maintenance on equipment is done at the Konocti Conservation Camp
- The district is currently updating policies and procedure manuals
- There is an active Fire Safety Council in the district that is made up of volunteers
- The training tower is four stories high, with an elevator shaft, stairwells, and a simulated attic
- The training tower has an insulated room where the practice fires are started
- The training tower is equipped with smoke machines, and strategically placed furniture for firefighters to practice navigating through smoke-filled buildings
- The training tower is used by all county firefighters and law enforcement officers
- The training tower is also available for other counties to use
- Climbing and rappelling training also takes place at the training tower
- Next to the training tower is a wooden shed to practice ventilating roofs
- South Lake Fire District also provides training for Calpine first responders
- The fire districts in Lake County work together and share resources with CalFire
- The area surrounding the training tower has been blacktopped so a helicopter can land and access emergency patients
- Donated cars are used for auto extrication training for victims involved in automobile accidents
- The districts four aging generators have been recently repaired at a cost \$8,500.

Recommendations

- Purchase four new generators.

Agency/Departments Required to Respond

- Board of Directors (90 Days)

PUBLIC SERVICES COMMITTEE OVERSIGHTS

Animal Care & Control
County Sanitary Landfill
Lake County Libraries
Lake Transit Authority
Public Services Department
Westlake-Eastlake Resource Conservation District

Glenbrook Cemetery District
Hartley Cemetery District
Kelseyville Cemetery District
Lower Lake Cemetery District
Middletown Cemetery District
Upper Lake Cemetery District

PUBLIC SERVICES COMMITTEE COMPLAINTS

Lake County Franchise Authority Complaint
Lake County Office of Education Complaint

Animal Care and Control Oversight

Subject/Summary

The Public Services Committee conducted and elective oversight of Lake County's Animal Care and Control.

Procedure/Methodology

In October 2007, the committee toured both the old and the new facilities. The tour of the old facility was interrupted due to numerous maintenance and plumbing issues. The new facility, located next to the Hill Road Correctional Facility, was under construction during the committee's tour. In addition to touring the facilities, the committee interviewed the Lake County Care and Animal Control Director about policies and procedures.

Background and Discussion

The new Lake County Care and Animal Control will be the model program for the state in the areas of training facilities and outreach programs. The new center will be actively involved in providing training for the care of the animals.

Facts/Findings

- Statistics show the euthanasia rate has dropped dramatically in recent years.
- Education is provided for a variety of animal related topics.
- Animal Control is pro-active in dealing with these problems before they arise:
 - Animals left in vehicles on hot days
 - Security fences
 - Overly aggressive animals
 - Starving animals

- Tethered animals
- The law requires all dogs to be licensed annually.
- Without a special breeder's permit, all dogs must be spayed or neutered.
- There are no fees charged to breeders.
- Animal owners who have more than four dogs must have a kennel permit.
- It is unlawful to chain a dog for more than 3 hours.
- The Lake County Sheriffs Office handles all "barking dog" complaints received during the evening hours.
- All formal complaints must be submitted in writing.
- Animal control will go out to a property and watch from a vehicle to see if a complaint warrants further action. These observations are done discreetly.
- Caltrans removes dead animal from state highways.
- There is a sliding fee collected for animal adoptions.
- The new facility has twice the capacity as the old facility.
- All kennels are located inside the building for animal health and comfort.
- Indoor kennels allow for greater number of holding cages.
- The kennels are sound proofed.
- The kennels have excellent ventilation insuring sufficient air circulation.
- The new facility will be equipped with the following rooms:
 - A feral cat room.
 - A domestic cat room.
 - A quarantine room.
- The director feels the department's staff is outstanding. The committee found the director to be focused and exceptionally motivated.
- More donations are needed for a new spay and neuter clinic.
- Not many grants are available. Donations are welcome and can be made out to the Lake County Animal Care and Control construction fund.
- Feral cats are not covered under law.

- Cats are not personal property.

Recommendations:

- None

County Sanitary Landfill Oversight

Subject/Summary

The Public Services Committee performed an elective oversight of the Sanitary Landfill. During the visit, questions of longevity and suitable available locations were raised that warranted inquiries and clarification from the department head.

Procedure/Methodology

In October 2007, the committee was given a comprehensive tour of the landfill at the Clearlake location and neighboring private recycling center on Quakenbush Mountain. The supervisor drove the committee to different physical locations explaining equipment usage and a tour of the maintenance buildings. The committee conducted a follow-up visit with the department head in the Lakeport office in November 2007 for clarification of issues.

Background and Discussion

This report is about the operations and life expectancy of the county's sanitary landfill. The location of the landfill is in an ideal place for service to the county, having reasonable access roads, is less than ten miles from the center of the largest city in the county, and is a good distance from any housing tracks. The tour of the landfill presented a very well run operation. The interactions between employees showed a high level of respect. The timely flow of vehicles in and out of the landfill reflected operations where running smoothly. After inspecting the county's *Class 3 Sanitary Landfill*, it is clear that the maintenance of the site is equal parts engineering and construction. An engineering master plan is adjusted weekly and monthly for drainage, slope, and leach field to accommodate changes of terrain and soil resources. The only concern that arose out of the tour of the landfill was a question about how long the present site could be used. Given that some counties in the state have no landfills and must truck the refuse as far as *200 miles*, members of the committee wanted to know the status of plans for expansion of landfill facilities. At a follow-up meeting, the

department head advised the committee the county is prepared for future usage needs.

Facts/Findings

- The County Sanitary Landfill is 85 acres.
- The current managed and developed area of the landfill is 25 acres.
- The undeveloped acreage is 60 acres.
- The life expectancy of the current 25 acres is estimated at 16 years.
- The projected usefulness of the remaining 60 acres is estimated at 38 years.
- The landfill receives between 125 and 150 tons of material daily.
- The landfill has an uncovered area averaging 100 feet by 50 feet called the tipping area and it is covered daily with tarps to allow for improved compaction.
- Compacting equipment can be run six times to reduce the depth from 12 inches to 6 inches.
- The landfill has a maximum depth of 100 feet. This height is made up of 10 compacted layers. Each layer in the landfill has a 2-foot buffer of compacted clay. The base of the landfill's compacted layers is lined with a 60mm plastic membrane lining which has a life expectancy of 100 years.
- The cost to operate the landfill is paid with the fees charged to each customer. This landfill is not subsidized by the county.
- When the current site reaches its life expectancy, it will be monitored for another 30 years. The leach fields are regularly inspected. The land must remain dormant for 60 years. The site should not be developed with structures or trees with taproots. Suggested uses for landfills are parks and golf courses.
- The landfill maintains high employee retention of skilled construction personnel despite a pay differential from the county at \$18 per hour versus private construction companies at \$30 per hour. Reasons given by the department head were: yearly employment versus seasonal, the absence of sick leave and retirement funding, and the pride that comes from doing public service.
- The committee found morale was high within this department.
- The department supports internal promotion. The current supervisor was previously an equipment operator for the county landfill.

- The landfill is financially stable and the division has a \$7,000,000 reserve, which can only be used for landfill operations.
- The department head stated the sanitary landfill has the cheapest disposal rates in our area of the state.
- Concerns voiced by the management and personnel of illegal disposal of needles arriving at the landfill possibly caused by MediWaste's charges of \$50 per month for individuals. All employees wear ankle high boots to prevent needle accidents.
- The department head stated older members of the county often do not have the finances and transportation to utilize the landfill.
- The State of California passed AS939 mandating landfills to divert 50% of recyclables from the sites. The county's sanitary landfill is working with a private firm located on top of Quackenbush Mountain diverting waste that is being turned into topsoil, and taking concrete and breaking it down to reusable materials. Beyond complying with the state law this partnership is helping to extend the life of the landfill.

Recommendations

- Establish a community outreach to assist senior citizens or a reduced rate schedule to aid this sector of the population.

Agency/Department Required to Respond

- Parks and Recreation Department via Board of Supervisors (90 days)

Lake County Libraries Oversight

Subject/Summary

The Public Services Committee conducted an oversight of the Lake County Libraries. The oversight was carried out as a direct response to the 2006/2007 Grand Jury's recommendation.

Procedure/Methodology

In April 2008, the committee took a tour of each facility. The Lake County Library system consists of four branches: Redbud (located in Clearlake), Middletown, Upper Lake, and Lakeport. Lakeport is the libraries' main headquarters and the meeting place for the interview with the Lake County Library Director.

Background and Discussion

Topics discussed during the oversight meeting were; funding for libraries, use of volunteers, literacy programs, computers for public use, and the usage of outside resources from other libraries outside Lake County. Each library has what is referred to as catalogues. These catalogues are used as a method of locating books and other information that are not readily available within the local

Facts/Findings

- The Director will retire at the end of 2008.
- Lake County Literacy Coalition helps in raising money to fund the literacy programs at Library.
- The Middletown Library building is in need of being torn down and a suitable building and location opened.
- There needs to be an expansion of the library system.
- Non-English speaking families in the Kelseyville area do not have a readily accessible library.
- Redbud library's exterior is in disrepair.
- The Lakeport library needs expansion and renovation to be able to keep up with the demands of ever-increasing needs.

- The Lake County Library Director stated the libraries are not open enough to serve the public.
- The Lakeport library offers pre-school age children programs several times a month. For older children seven-week reading programs are available.
- Volunteers donate their time and significantly contribute to the various programs offered by the library.
- There are programs that help adults and children learn to read.
- Friends of the Library are a group of volunteers that dedicate support and are able to expand what the library offers to children and adults.
- Libraries in Lake County are the main culture and informational centers of the community.
- The libraries in Lake County are tax supported and money does not come from the General Fund.
- Upper Lake's library was built in 1916.
- Middletown's library was established in 1930.
- Lakeport's library was built in 1986.
- Lakeport and Redbud libraries are open to the public for 36 hours per week.
- Upper Lake and Middletown libraries are open 25 hours per week.
- The Lake County Library system will lose 200 hours of operation next year due to state budget cutbacks.
- The Lakeport branch does all the processing of all books for the libraries.
- The Director does the annual budget, supervises all staff, and is responsible for all the reports required by the state.
- The Lake County Library Director has an open door policy in place to address all library employees' concerns.

Recommendations

- Build a library in Kelseyville.
- Build or relocate the library in Middletown.

Agency/Department Required to Respond

Board of Supervisors (90 days)

Lake Transit Authority Oversight

Subject/Summary

The Public Service Committee conducted an elective oversight of the Lake Transit Authority (LTA).

Procedure/Methodology

In March 2008, the LTA manager gave the committee a presentation regarding the operations, bus scheduling, routes, and procedures detailing practices for all personnel required to handle cash. Brochures containing bus stop schedules, fares and routes were also given to the committee. The visit concluded with a question and answer session.

Background and Discussion

The committee met with both the manager and the outside contractor responsible for LTA's daily operations. The committee's purpose was to obtain a better understanding of the functions, current operations, and the departmental responsibilities. The LTA is governed by the Department of Transportation Division [DOT] of Mass Transportation (Caltrans). Contracted services are directly responsible for all grant writing and for submitting project status reports directly to the DOT. Projects are audited to ensure that the expenditures are in line with the goals of the programs. Obtaining other sources of revenue was also discussed.

Facts/Findings

- Lake Transit was started when the Greyhound line discontinued service to Lake County.
- There are seven routes within the county.
- Route (1) is in Lakeport, Upper Lake, Nice, Lucerne, Glenhaven, Clearlake Oaks and Clearlake. This route runs Monday through Saturday.
- Route (2) consists of Kit's Corner, Loch Lomond, Hobergs, Cobb and Middletown. This route runs Monday through Friday

- Route (3) runs from Highway 29 to Deer Park, Clearlake, Lower Lake, Hidden Valley, Middletown and Calistoga. This route runs Monday through Friday
- Route (4) consists of south shore: Clearlake, Lower Lake, Kelseyville, and Lakeport. This route runs Monday through Friday
- Route (4a) is Soda Bay, Kit's Corner, Clearlake Riviera, Finley, Big Valley Rancheria and Lakeport. This route runs Monday through Friday
- Route (5) includes stops in the City of Clearlake, Yuba College, Wal-mart, Redbud Hospital, Social Services and Lower Lake High School. This is the south loop and this route runs Monday through Saturday.
- Route (6) is the north loop and travels to the City of Clearlake, Yuba College and Burns Valley Mall. This route runs Monday through Saturday.
- Route (7) is Lakeport to Ukiah with stops located at: Lakeport, Robinson Rancheria, Upper Lake, Blue Lakes, Calpella and Ukiah. This route runs Monday through Saturday
- LTA has no employees. All people working in transit are employed by an outside contractor (herein called the "employees").
- LTA has sixteen buses, currently.
- Primary funding, approximately 1.2 million dollars annually, is from the ¼ percent sales tax. Additional sources of funding include grants and ridership fares.
- Many obligations such as hiring, firing, training, and drug testing are carried out by subcontractors, other obligations include maintenance of structures and vehicles.
- Employees receive their benefits from the Teamster's Union and wages are between ten and eleven dollars per hour.
- The turnover rate of contract employees is about fifty percent.
- All applicants are drug and alcohol tested on three separate occasions before being employed. Once hired, random testing is done. Employees are immediately tested after any incident or accident.
- Employees are required to have first aid training, but no certification in CPR. Lack of this training could be a liability.
- The Dial-A-Ride service allows the public the opportunity to call to be picked-up at their homes. The same-day service cost is \$5.00 per call; if called one day in advance, the cost is \$3.00.
- Senior citizens, 60 and over, qualify for discount fares.

- Disabled citizens receive a discount; however, they must show either a valid Medicare identification card or a California Department of Motor Vehicles disabled card.
- Two children under the age of six can ride free with an adult
- Exact fare must be given or show your purchased pass. Drivers carry no change.
- There are three types of fares:
 - The Punch-Pass, purchased for \$10.00 is valid for \$11.00 in fares,
 - The Monthly-Fast-Pass is purchased for \$30.00 and is good for unlimited rides on all bus routes within Lake County for 30 days, and
 - The System-Weekly-Pass purchased for \$12.00 is good for unlimited rides for seven calendar days and regular LTA routes to Mendocino and Napa Counties.
- The above passes can be purchased by anyone at North Shore Sentry in Nice, Lakeview Supermarket in Lucerne, Ray's Food Place in Clearlake, Angelina's in Lakeport, and at LTA in Lower Lake. Punch Passes and System Weekly Passes may be purchased from the drivers.
- When transferring to other routes, ask the driver for a transfer. This transfer coupon is good for connection to any LTA bus route.
- LTA service operates Monday through Saturday (except Holidays) from approximately 7:00am through 6:00pm. Routes (2), (3), & (4a) operate weekdays only.
- Operational costs are approximately \$230,000.00 a month. Labor and fuel being the two highest expenses.
- The number of annual passengers is approximately 250,000.
- There are security cameras in some of the buses
- Fare-box monies from the buses are counted, deposited, and reconciled by one individual.
- The cash room door was not properly secured when counting the receipts. The exit door from the cash room to the public hallway was not secured when counting the receipts.
-

Recommendations

- Equip all buses with security cameras.
- Implement policies and procedures concerning the secure handling of fare revenues.
- Have two separate individuals count the money before making the deposit.

- The 2008/2009 Grand Jury follow up with LTA to ensure compliance.

Agency/Department Required to Respond

- Board of Supervisors (90 days)

Public Services Department

Parks & Recreation Oversight

Subject/Summary

In July of 2007, the committee made an elective oversight of the Parks and Recreation Department. The committee met with the department head to better understand the functions, processes and duties of this county department and the five divisions within.

Procedure/Methodology

In Sept of 2007, the committee members visited county parks. The department head provided the committee with a prepared presentation of the overview and the responsibilities of this department's functions including the five-year plan. The visit concluded with a question and answer session. The committee randomly inspected county parks, grounds and structures.

Background and Discussion

The committee and the department head discussed the operations and performance of the Parks and Recreation Department. Currently the Parks and Recreation Department is working on a number of projects. The following facts are an excerpt from material supplied by the department to the committee:

Capital Improvement Projects

- Hammond Park in Nice is 12 acres with restrooms, ballfields, playground equipment, picnic facilities, trails, wetlands, skate park, etc. Engineers estimate the cost at \$3.4 million; current budget request is \$552,000
- Hinman Park in Nice Renovation is to include sidewalks, landscaping, fencing, tables and benches. Budgeted amount \$109,000
- Lucerne 3rd Avenue Plaza lakefront improvement. Approximant Budget \$1 million including land and water improvements
- Harbor Village Improvements
- Lucerne Harbor restroom remodel and new playground equipment installation

- Oaks Nylander Park Construction. Improvements to include playground equipment, mini-Visitors Center, restrooms, sidewalks, lighting, landscaping, tables, barbeques, benches, parking, etc. Approximant budget \$300,000
- Riviera Park Construction. Project includes development of four acres of school district property to include ballfields, playground equipment, restrooms, and parking. Budget is \$300,000
- Upper Lake maintenance building remodel
- Ridgeline Trail Project

Facts/Findings

- The county maintains 23 parks occupying 260 acres
- The departmental budget for 2007/2008 is \$2,973,787
- Current park amenities include the following: five baseball fields, two tennis courts, five boat launching facilities, one swimming pool, eight picnic areas, four clubhouses, three maintenance buildings, trees, shrubs, turf and eleven restrooms
- The department maintains over five miles of underground sprinkler systems, six pump houses, nine paved and two unpaved parking lots
- There are 60 employees in the department who work in the following divisions: Building and Grounds, Solid Waste, Museum, and Parks & Recreation
- After committee members inspected a random number of parks they found lawns, boat launches, beaches, playground equipment and restrooms were all well maintained and in good working condition
- The committee found some park sites lacked any restroom facilities
- The committee during inspection of park sites saw no signs posted to remind the public of the prohibition of open fires within the parks
- The department is now using anti-graffiti products for walls, picnic tables and benches
- Out of 260-plus acres within the park system 25% is considered wetlands with only 4 acres being useable

Recommendations

- All parks have at least one restroom

- The posting of signs reminding the public of the prohibition of open fires in the parks
- Between the hours of 12am and 6am, time and staff permitted, more frequent patrols by the sheriff's department of the parks be conducted or the county hire a security person to patrol the county park system

Agency/Department Required to Respond

- Lake County Sheriff (60 days)
- Park and Recreation Department via the Board of Supervisors (90 days)

Bibliography

http://www.co.lake.ca.us/Government/DepartmentDirectory/Parks_and_Recreation.htm

Westlake-Eastlake Resource Conservation District Oversight

Subject/Summary

The Public Services Committee performed an elective oversight of the Westlake-Eastlake Resource Conservation District. This conservation district is commonly known as a “RCD”. The committee met with both the Director of the district and President of the board.

Procedure/Methodology

In April 2008 the Director, who is also the Watershed Coordinator, provided the committee with a presentation including an overview of the districts many responsibilities. The committee discussed the trends throughout the district and California to conserve earth and water resources.

Background and Discussion

The Watershed Coordinator/Director conducts surveys, investigations, and does research relating to the conservation of resources and preventive and control measures and improvements needed. The Director publishes the results of such surveys, investigations, or research, and disseminates information concerning such preventive control measures. The Watershed Coordinator seeks cooperation of local, state, and federal agencies.

Facts/Findings

- The district accepts gifts and grants of money from any source to accomplish the goals of RCD.
- The district may acquire by purchase, lease, contract, or gift, all lands and property necessary to carry out the plans.
- Each district develops comprehensive annual and long-range plans. These plans shall address the full range of soil and related soil resource problems that are found to occur.
- The Director’s job is funded entirely through grants; none is paid by Lake County or the State of California.
- Long-range goals include: water quality and quantity, enhancement of wildlife, improvement of watershed education, water quality monitoring, and stream bank erosion control and stabilization.

- The RCD assists landowners and land managers to organize and implement combustible fuel load reduction programs.
- The RCD will support and promote all efforts of the Lake County Weed Management Area (LCWMA).
- The Director is in charge of educational programs to facilitate increased volunteer participation between landowners, agencies, and stakeholders, that implement conservation projects to the benefit of the watershed within the district.
- The Director participates in the Total Maximum Daily Load (TMDL) stakeholder process for the mercury and nutrient TMDL's for Clear Lake.
- The Director continues to find funds for the RCD through various grant opportunities and partnership alliances.
- Annually the West Lake and East Lake RCDs make a presentation before the public summarizing the achievements of the various programs and projects. This way it maintains the support and positive working relationship, which currently exists between the WLRC and Lake County Watershed Groups and stakeholders.
- There are nine watershed districts in the Lake County:
 - Adobe Creek
 - Kelsey Creek
 - Lake Pillsbury
 - Middle Creek
 - Scotts Valley
 - High Valley (Schlindler)
 - Lower Lake
 - Upper Lake (Putch)
 - Lucerne
- RCD is government sanctioned.
- Water planning is done for 50 to 100 years.
- There are approximately 10,000 volunteer hours logged each year.
- The RCD director works approximately 2,080 hours per calendar year. The director receives no benefits or overtime pay.
- Other resource management areas include:
 - Debris removal/litter problems, clean-up and recycling of streams and watersheds.
 - Fuel load management/reduction by control burning and swarm grazing
 - Invasive weed control by encouraging desirable native plant species, seed head collections and propagation.
 - Balancing of various land uses.

- Revitalization of habitats.
- Fisheries, by improving riparian vegetation canopy.
- Erosion control and re-seeding species.
- Uses for geothermal resources.
- Priorities change as opportunities, funds, and/or local concerns show a greater urgency.
- The American Bald Eagle, a resident in the northern portion of the West Lake District, has just recently been reclassified from endangered to Threatened Species on the federal listing.
- The county allocates \$30,000, to be used over the next three years for RCD projects.

Recommendations

- The county continue financing the West Lake East Lake Conservation District.

Agency/Department Required to Respond

- Board of Supervisors (90 days)

Glenbrook Cemetery District Oversight

Subject/Summary

The Public Services Committee conducted an oversight of the Glenbrook Cemetery District. The Committee met with Glenbrook's Board of Directors and received two years of their past, and present budgets, and a spreadsheet explaining their expenditures. There are five members on the Board.

Procedure /Methodology

The committee met the board during the month of February 2008 and discussed the way expenditures and check-writing procedures were handled. A subsequent meeting in March 2008 with the Board of Directors and the Secretary provided the committee with a better understanding of how expenditures were handled. A third meeting with the Board of Directors in April 2008 was necessary to clarify accounting practices and the fee schedule.

Background and Discussion

Through our investigation, the committee found several areas of concern that needed immediate attention of the Board, reminiscent of the Board's activities of 2001/2002.

Facts/Findings

- The Secretary and President arrange all burials.
- The Secretary has a contract with the Glenbrook Cemetery for his accounting business, Airspace Systems.
- The Secretary owns the company that charges for the accounting duties and is the only employee.
- The Airspace Systems contract states that there are seventeen (17) tasks to be performed according to the contract with the cemetery district.
- The original contract was voted on by the board for \$350 per month.
- The Secretary has received two raises for his accounting

- business and is now making \$400.00 per month.
- There was no evidence found through the investigation that the board approved any raises to the Airspace System accounting firm.
- A majority of the board members stated during our interviews that they did not approve any raise.
- The accounting firm, Airspace Systems, which the district contracts with, does not have a business license.
- The Glenbrook Cemetery District has never provided the Airspace Systems accounting firm a Federal 1099 form for filing.
- There have been no financial audits performed since the contract with Airspace was signed in 2003.
- It is a conflict of interest for the owner of Airspace Systems to be a sitting board member/secretary.
- All board members receive a per-diem of \$100 for each meeting.
- The Chairperson of the Board stated that blank checks are signed; there are no invoices or amounts attached.
- There is no official Sexton
- One person acts as the Sexton and handyman.
- Glenbrook Cemetery has made landscaping changes with a new paved entrance and a new garden sitting area.
- The cemetery consists of 8 acres.

Recommendations

- All invoicing documentation supplied at the time checks are signed.
- The Board no longer signs blank checks.
- The Glenbrook Cemetery District contract with a new accounting firm.

Agency/Department Required to Respond

- Glenbrook Board of Directors (60 Days)

Hartley Cemetery District Oversight

Subject / Summary

The Public Services Committee conducted an elective oversight of the Hartley Cemetery District.

Procedure/Methodology

In January 2008, the committee met with the cemetery Board of Trustees. They provided the committee with a copy of their handbook. The district's budget and job descriptions were reviewed and discussed.

Background and Discussion

The cemetery board of trustees consists of five members, which are appointed by the Lake County Board of Supervisors. They are appointed to serve for a four-year term.

Facts/Findings

- The paid staff consists of:
 - 1 full-time maintenance supervisor
 - 1 part-time clerical/bookkeeper
 - 1 part-time maintenance employee
- The Hartley Cemetery has 36 acres, 20 acres are in use, of the additional 16 acres, eight to ten are unusable.
- The cemetery district has an endowment care fund for each grave, collectable at the time the plot is sold.
- Reports of vandalism are minimal.
- After dark, the cemetery is open to walk-ins only.
- The district employs Konocti Conservation Camp workers to perform lawn care and other duties as needed.
- The Board of Trustees reported unauthorized parties occur in the cul-de-sac at the cemetery entrance.

Recommendations

- The Board of Trustees request “Extra Patrol” by the Sheriff’s Department especially during evenings and weekends.

Agency/Department Required to Respond

Hartley Cemetery District Board of Trustees (60 Days)

Kelseyville Cemetery District Oversight

Subject/Summary

The Public Services Committee conducted an elective oversight of the Kelseyville Cemetery District. The committee met with the board members to discuss the policies and procedures of the district.

Procedure/Methodology

In January 2008, the committee met with the Kelseyville Cemetery Board of Directors. The board provided the committee with information on the budget, a copy of the manager's report, financial status, plot availability, equipment, and cemetery acreage.

Background and Discussion

It has been several years since the Grand Jury has conducted an elective oversight for this cemetery district.

Facts/Findings

- Kelseyville Cemetery District has twenty-two useable acres, fourteen are developed.
- Cremation services have increased by 50% resulting in a decrease in standard burials.
- This district has no chapel.
- Two board members' signatures are required on all checks.
- The district has one full-time and one part-time employee.
- The district contracts with the Alternative Work Program and Mendo-Lake Community Services to maintain the grounds.
- The district gave the committee the plot-sized rate schedule.
- Non-resident interments are accepted at an increased rate.
- The cemetery has not had a problem with vandalism since the year 2000.

Recommendations

None

Lower Lake Cemetery District Oversight

Subject/Summary

The committee made a discretionary oversight of the Lower Lake Cemetery District by being present for the regularly scheduled board meeting. The committee was informed of the current capacity of the district, operational challenges, staffing, equipment, and office procedures.

Procedure/Methodology

In January 2008, the committee attended a meeting of the Lower Lake Cemetery Board of Trustees. The committee observed how the board adheres to Robert's Rules of Order. The committee compiled a list of questions that were answered by board members.

Background and Discussion

The Lower Lake Cemetery has family plots dating back to the civil war. It currently serves the largest populated area of the county. This district has recognized the need to move to a computer-based system as a means of tracking data and important historical information. The committee learned that vandalism on the cemetery grounds was not an issue; however, due to its closest proximity to neighboring schools the cemetery has sustained damage to its gates. In order to prevent future damage a discussion was held to draft a letter to inform the neighbors of possible enforcement of parking rights; furthermore, the district explored the possibility of an increase of signs posted to more clearly state the consequences of parking on district grounds.

Facts/Findings

- The Lower Lake Cemetery has 25 acres. Only one acre is unusable
- There are over 300 developed plots available as of this writing. The cemetery has ten acres available for future development.
- The cemetery offers two plot configurations.
- Internment within the cemetery is in perpetuity.
- Generally, the cemetery's annual internments have been 110-120; however, internments last year dropped to 85.

- The cemetery is not open after dark.
- The cemetery grounds consist mainly of native vegetation.
- There are two full-time and two part-time employees.
- At present, all cemetery maintenance is done by paid employees.
- The cemetery plans to begin laying gravel on existing dirt roads.
- Lack of parking and traffic controls for nearby schools exacerbate the problems at the cemetery gate.
- Cemetery equipment consists of a backhoe and a lawnmower.
- The cemetery has no chapel at this time.
- Any repair work on headstones is contracted-out.
- Two signatures are required to pay bills after approval of the board.
- To comply with new state laws the board is seeking a Certified Public Accounting firm to perform a comprehensive audit.

Recommendations

None

Middletown Cemetery District Oversight

Subject/Summary

The Public Services Committee conducted a discretionary oversight of the Middletown Cemetery District with the Board of Directors. The board discussed the districts plans for the Memorial Day activities.

Procedure/Methodology

In March 2008, the committee attended a meeting with the Middletown Cemetery Board of Trustees. The committee noted how the board adheres to Roberts Rules of Order. The committee had compiled a collection of questions to be asked of all cemetery districts in the county. The board satisfactorily answered the questions and the committee believes the board is working in the best interest of the community. The board supplied the committee with a copy of their current budget.

Background and Discussion

The district officers were impressive with the breadth and in-depth preparations made for the Memorial Day event to be held at the cemetery. Various organizations within the community were included in the event. There is a conscious effort on the part of the district to be involved with community activities. The district's members voiced concern over the impact of residential and business developments on Butts Canyon Road. Another topic of concern was synchronizing accounting practices with the County Auditor. The cemetery district has sufficient room for expansion and it offers affordable interments to residents within the district.

Facts/Findings

- The district is following best practices in administration, management and accounting.
- The Middletown Cemetery has eight acres, of which two are unusable.
- There are in excess of 2000 developed plots available as of this writing.
- The Middletown cemetery currently has three undeveloped acres.

- Interment within the cemetery is in perpetuity.
- The cemetery averages 12-20 interments annually.
- After dark, the cemetery is open to walk-ins only.
- The cemetery employs Konocti Conservation Camp twice a year for maintenance at a cost of \$160 per visit.
- Vandalism currently does not appear to be a problem, the board is concerned future nearby residential and commercial development may pose a problem.
- There is one employee who acts as the cemetery's office manager.
- The district contracts with a local firm to take care of weed control, tree trimming, backfills, minor plumbing, and painting. This local contract also extends to headstone maintenance for cleaning and aligning, but not repairs.
- Fixed assets include 8 acres of land and an 800 square foot conference building.
- The cemetery has no chapel facility.
- Two signatures are required to pay bills after approval of the board.

Recommendations

None

Upper Lake Cemetery District Oversight

Subject/Summary

The Public Services Committee performed an elective oversight of the Upper Lake Cemetery District. The Public Services Committee met with their board members to discuss the operation.

Procedure/Methodology

The committee attended the Upper Lake Cemetery Board of Trustees meeting in January 2008. The board provided the committee with information regarding the number of acres that are owned and how many acres they have room for expansion. The Cemetery Board and the committee participated in a question and answer session.

Background and Discussion

It has been several years since the Lake County Civil Grand Jury has done an oversight of this cemetery.

Facts/Findings

- The Upper Lake Cemetery District has 22 acres, of this acreage, two are unusable.
- Inmate work crews are used for maintenance approximately three times a year.
- The cemetery is available after dark for walk-ins only.
- Vandalism is not a significant problem.
- Equipment consists of an old backhoe and two lawnmowers.
- The full-time employee repairs most of the equipment and the headstones. The ultimate responsibility to repair headstones falls to the families.
- One signature is required from a board member to pay bills after approval of the board.
- There are 350 developed plots available with an additional 600 plots under development.

Recommendations

- None

Lake County Franchise Authority Complaint

Subject/Summary

The Grand Jury received a complaint that there is wording on the Mediacom statement which reads “your local Franchise ID: Lake Co Clerk 255 N Forbes Lakeport, CA 95453 (707)-263-2374 FCC Community ID: Ca0711”.

Procedure/Methodology

In December 2007, the committee called the Lake County Clerk in response to the wording on the Mediacom billing statement.

Facts/Findings

- The notation on the Mediacom bill regarding the Franchise Authority simply refers to Mediacom’s initial franchise in Lake County.
- The Grand Jury has no purview over independent corporations and cannot investigate Mediacom operations.
- No further action on this matter will be taken by the Grand Jury.

Recommendations

- None

Lake County Office of Education Complaints

Subject/Summary

The Public Services Committee received several complaints alleging a wide range of violations against the Lake County Office of Education (LCOE). The complaints included: falsifying documents, receiving credentials under false pretenses, exorbitant spending, misuse of grand funding, wrongful dismissal, violation of policies and procedures, employee abuse, and negligence involving a student.

Background and Discussion

The LCOE operates independent from the local county government. LCOE provides a wide variety of technical and advisory services to the school districts within Lake County and directly supervises the Clearlake Community School and the Aspire Program. The 2006/2007 Grand Jury received a complaint about the administrative practices of one school district within the county, but the jury was unable to complete the investigation due to unforeseen circumstances. In 2003/2004 the Grand Jury received a complaint against LCOE alleging failure to follow policies and procedures and altering documents. That Grand Jury found that the LCOE needed to investigate grievances properly, and further, the Grand Jury found that payroll documents were illegally altered by LCOE. That same report recommended that LCOE review and update policies and procedures. The jury also noted in that report that “intimidating behavior has no place in Governments”.

Procedure/Methodology

The committee interviewed numerous witnesses, received and reviewed copies of reimbursement vouchers, and documents relating to the investigation, and interviewed members of the LCOE Administration. The committee began looking into the allegations made against LCOE in December 2007. This investigation has grown significantly and the committee is still actively seeking information at the time of this report, June 2008.

Facts/Findings

- The California State Graduate Program School of Education requires a candidate to hold a full-time teaching position for a minimum of three years prior to entering the graduate program.
- A Bachelor of Arts Degree is required for teaching grades K-12.
- The Superintendent of Schools signed a document stating that an administrator had three years of full-time teaching experience prior to entering a graduate program.
- The document provided to the committee by the California University stipulate the dates of the qualifications.
- In an interview, under oath, with the administrator concerning the three-year qualifications period, the administrator stated they were an employee of LCOE but not a full-time teacher.
- The same administrator was awarded a new position that was created in 2007. This position increased the administrator's annual salary by approximately \$25,000. The committee found that the position was never posted publicly before being awarded to this administrator.
- Numerous witnesses testified, under oath, that hostile conditions, including verbal and mental abuse, exist within the LCOE.
- A pattern of exorbitant spending was witnessed by several employees of LCOE by an administrator responsible for grant fund expenditures; however, documentation has not been discovered to prove misappropriation of grant funding.
- Meal and lodging expense reimbursement documentation reviewed by the committee revealed spending of over \$9000 in one year, by one administrator, which included expenses for non-LCOE people.
- During an interview, the County School Superintendent told the committee that when inappropriate conduct on the part of an employee is observed a meeting is held with various individuals present, including the employee in question. This meeting is to design an improvement to correct the conduct. If the plan is not carried out and no improvement is shown on the part of the employee then various actions are carried out depending on the employee's classification.
- Per the school Superintendent, no employees are terminated without having an improvement plan meeting.

- During an interview, the Deputy Superintendent said that representation at improvement meetings is given when requested. However, it was made clear that the employee may not always choose the representative.
- Three site supervisors were recently terminated, or forced to resign, from a highly successful grant-funded program in Lake County for pre-school children. The fourth site supervisor hired legal counsel to maintain the job. During interviews, under oath, it was discovered that none of the site supervisors were allowed representation, nor had an improvement plan meeting.
- One employee testified, under oath, that a local school principal was extremely loud and verbally abusive in the presence of a direct supervisor. The verbal abuse endured by the employee caused the need for anxiety disorder treatment.
- Several current employees of LCOE revealed, under oath, fear of administration and fear of repercussions for appearing before the committee.
- A student on an extensive Individual Education Program (IEP)/special education resource class curriculum that was removed from Lucerne Elementary was inappropriately placed in a general education class at the Clearlake Community School with a teacher who advised the Director of Community Schools that the placement class was not a resource class and the teacher not a resource teacher. The teacher was reprimanded and reports submitted by the teacher to the Director of Community Schools regarding the student were altered to misrepresent the student's academic achievements and behavior.
- This investigation is ongoing and will continue with the 2008/2009 Grand Jury.

Recommendations

- None

