

Grand Jury Report

Amador County



2001/2002

**2001-2002
Amador County Grand Jury**

Final Report

June 25, 2002

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Introduction

Function of the Grand Jury

The Grand Jury, as mandated by the California Constitution, is part of the Judicial Branch and an arm of the Court. The Civil Grand Jury has two responsibilities: to act as a civil watchdog conducting investigations and to answer citizen complaints.

The Grand Jury investigates city and county government, as well as special districts, to ensure the interests of Amador County citizens are being served. County government procedures, methods and systems are reviewed and evaluated to determine if more efficient and economical programs might be employed.

The Grand Jury issues final reports on county government operations. The reports describe problems encountered and make recommendations for solutions. The County Board of Supervisors and/or the effected agencies or districts must comment on these recommendations. The Grand Jury is also authorized to:

- Inspect and audit county books, ensuring that public funds are properly and legally accounted for.
- Investigate and report on the performances of special districts or commissions.
- Evaluate conditions of jails and detention centers within the county.
- Investigate charges of willful misconduct by public officials or employees.
- Investigate and report on “questionable business practices”.

As part of the civil function, the Grand Jury receives letters from citizens alleging mistreatment by officials, suspicions of misconduct or government inefficiencies. While keeping the complaints confidential, they are acknowledged and investigated for their validity. If needed, a recommendation for corrective action can be made under the Grand Jury’s jurisdiction.



Superior Court of the State of California
County of Amador

CHAMBERS OF
SUSAN C. HARLAN
JUDGE

108 COURT STREET
JACKSON, CA 95642-2386
(209) 223-6477

June 4, 2002

Mike Neff, Foreman
Amador County Grand Jury
P.O. Box 249
Jackson, CA 95642

Dear Mr. Neff and Members of the 2001-2002 Grand Jury:

Your commitment has finally come to an end. The report is finished, no more meetings, interviews or late night report writing. You can now rest easy as your watch is over. Service on the grand jury is one way we can give something back to our community. Rest assured that the generous gift of all your time and effort over this past year is very much appreciated.

In reading your report, I was particularly interested in the report entitled, "*Follow up to the 2001 and 2002 Grand Jury Report*". This was an excellent summation of last year's recommendations and the responses to the recommendations. It also reflects a joint effort on the part of both the citizens and governmental agencies to work together to improve, protect and stretch our local resources.

I hope this has been a rewarding experience with which you will reflect upon with pride. On behalf of all of us who live in this great County, thank you for the time, care and concern you gave in the preparation of the 2001-2002 Grand Jury Report.

Sincerely,

A handwritten signature in cursive script, appearing to read "Susan C. Harlan".

Susan C. Harlan
Superior Court Judge

SCH/mk

GRAND JURY

P. O. BOX 249 • JACKSON, CA 95642



June 25, 2002

Honorable Susan C. Harlan
Amador County Superior Court
108 Court Street
Jackson, CA 95642

Dear Judge Harlan:

It is with great pride that the 2001-2002 Grand Jury submits to you this, our final report.

There is an ancient Chinese curse which reads, "May you live in interesting times." These are interesting times for California's small rural counties. Amador County is faced with forced regionalization of necessary services, State mandates with dubious provisions for continued funding, and compliance with ever-changing regulations. I would like to thank the employees of the agencies we investigated for their cooperation in the face of the added stress that a grand jury investigation brings to their already difficult jobs.

I would like to thank you, as the presiding Superior Court Judge, for the opportunity to be a part of this exercise in community-based governance. The last twelve months have been, in turn, exhausting, fascinating, costly, enriching and yes, interesting. Having said that, it is an experience I would highly recommend to anyone with an interest in the community in which they live.

Finally, I would like to commend the jurors with whom I have worked this past year. They have given yeoman's service to their task. I am indeed blessed to have served with them.

Respectfully,

A handwritten signature in cursive script, appearing to read "Mike Neff".

Mike Neff, Foreman
2001-2002 Amador County Grand Jury.

GRAND JURY

P. O. BOX 249 • JACKSON, CA 95642



June 25, 2002

To the Citizens of Amador County:

On behalf of the members of the 2001-2002 Amador County Civil Grand Jury, we present our final report.

The 2001-2002 Grand Jury's term commenced on July 1, 2001 and ended June 30, 2002. The members of this Grand Jury were selected by the Superior Court as a representation of the citizens of this county. We brought varying talents to the task put before us. The enclosed report details all of the investigations and inquiries pursued by the Grand Jury during this term.

The Grand Jury conducted penal code mandated inspections of prisons and detention facilities located in Amador County. We were also prompted to undertake evaluations in response to information coming from many sources, including complaints by citizens and issues raised by current events specific to Amador County.

Considerable thought, hard work and collaboration were used in completing each report. We had debate without confrontation, controversy or anger. Assistance, cooperation and tolerance were the key ingredients to our success.

We accepted the challenge and did our duty as citizens of this great county. The privilege, the honor and the pleasure was ours.

Very Truly Yours

Amador County Grand Jury

A handwritten signature in cursive script, appearing to read "Mike Neff", is written in dark ink.

Mike Neff, Foreperson

2001-2002 Amador County Grand Jury

Hilde Abb
Mary Barber
Beverly Boriolo
Shirley Corsaletti
Catherine Coudsy*
Marilyn Cutright*
Jennifer Decker
Bill Goff
Betty Grasso
Gary Hawkins
Stuart Holt
Donna Jackson
Jeanie Johnson
James Kinser
Patrick Marshall
Julia Mathis
Mike Neff
Carol Rosell
Lawrence Stampfl
Leon Tipton*

*We would like to acknowledge the jurors that could not complete the term.

Acknowledgments

This Grand Jury could not have accomplished its task without the aid of the many departments, agencies and individuals within Amador County, and many sources outside our local county. The persons interviewed, to accomplish the jury's tasks, showed a remarkable degree of tolerance to our lack of knowledge regarding the specifics of local government.

We would like to recognize the 2000-2001 Grand Jury for their work in establishing a viable system for responding to Grand Jury's reports.

The Amador County Board of Supervisors is to be commended for their work and timely response to the reports of the previous Grand Jury. In some instances, their responses clarified the otherwise confusing replies by some departments. The County Chief Administrative Officer has been of great assistance on many occasions as a go-between with the many agencies of the county and the supervisors.

It has been a pleasure to work with the Superior Court, County Counsel and the District Attorneys Office in understanding the legalities of our responsibility to the citizens of Amador County. It is hoped that in some small way we have, as the Grand Jury, made a positive difference in the way that our county operates and is perceived by others.

We would like to acknowledge the Amador County Chamber of Commerce and Pati Lucido, Marketing Director at Mountain Mike's Corporate Office, for providing the cover artwork.

Notice to Respondents

Notice to Respondents

Response Requirements

Effective January 1, 1997, there was an extensive change in the law affecting respondents and responses to Grand Jury findings and recommendations. The legal requirements are contained in California Penal Code, Section 933.05. The full text of the law is printed in the appendix.

Each Respondent should become familiar with these legal requirements and, if in doubt, should consult legal counsel prior to responding.

How To Respond To Findings

For the assistance of all Respondents, Penal Code Section 933.05 is summarized as follows:

The responding person or entity must respond in one of two (2) ways:

- That you agree with the finding.
- That you disagree wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons for the disagreement.

How To Report Action In Response To Recommendations

Recommendations by the Grand Jury require action. The responding person or entity must report action on all recommendations in one of four (4) ways:

- The recommendation has been implemented, with a summary of the implemented action.
- The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
- The recommendation requires further analysis. If a person or entity reports in this manner, the law requires a detailed explanation of the analysis or study and timeframe not to exceed six months. In this event, the analysis or study must be submitted to the officer, director or governing body of the agency being investigated.
- The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

Budgetary or Personnel Recommendations

If either a finding or recommendation deals with budgetary or personnel matters of a County department headed by an elected officer, both the elected officer and the Board of Supervisors shall respond if the Grand Jury so requests. While the Board of Supervisors' response is somewhat limited, the response by the department head must address all aspects of the findings and recommendations.

Advance Release Of Grand Jury Report Disclosure Prohibited Prior To Public Release

Two working days prior to release of the Final Report, the Grand Jury will provide a copy of the portion of the report to all affected agencies or persons. No officer, agency, department, or governing body of a public agency shall disclose the contents of the report prior to its public release.

Time To Respond, Where And To Whom To Respond

Depending on the type of Respondent, Penal Code Section 933.05 provides for two different response times and to whom you must respond:

- **Public Agency:** The governing body of any public agency must respond within ninety days. The response must be addressed to the Presiding Judge of the Superior Court.
- **Elective Officer or Agency Head:** All elected officers or heads of agencies who are required to respond must do so within sixty days to the Presiding Judge of the Superior Court, with an informational copy provided to the Board of Supervisors

2001-2002 Grand Jury Reports

County Government

Emergency Medical Services

Introduction:

The Grand Jury has elected to review and evaluate the Office of Emergency Medical Services pursuant to Penal Code 925a.

Emergency Medical Services (EMS) are provided to Amador County through a Joint Powers Agreement with Mountain-Valley Emergency Medical Services Agency. The directors of Mountain-Valley Emergency Medical Services Agency work with the administrators and medical directors of the State Emergency Medical Services to be sure policy, procedures and protocol meet all State guidelines, and that the planning, implementation and evaluation of services co-ordinate with the rest of the State.

Function:

The function of EMS is to provide prompt and appropriate response to accidents and /or disasters. They provide access to training for dispatchers and responders and facilitate ambulance service, both air and ground. They co-ordinate all aspects of emergency medical services and provide information and training to the public at large.

Method of Evaluation:

Members of the Grand Jury conducted interviews and reviewed documents.

Persons Interviewed:

Director of the Amador County Health and Human Services Department
Director from Mountain-Valley Emergency Medical Services Agency who is the liaison person for Amador County

Documents Examined:

"EMS - A System Overview"
American Legion Ambulance Code Three Response Manual
Amador County Ambulance Ordinance Statistics
Amador County Board of Supervisors Resolution 97-461, describing required ambulance service
Amador County Ambulance Grid Map
American Legion Ambulance Service Maintenance Plan

1. Facts:

- A Joint Powers Agreement (JPA) with four other counties, San Joaquin, Stanislaus, Calaveras and Mariposa, contracts with Mountain-Valley Emergency Medical Services to provide service.

Findings:

- The JPA allows more access to individuals who are expert in different areas of emergency medical care than a single county could afford.
- In case of a major disaster, greater back-up resources are readily available.

Recommendations:

- None

2. Facts:

- Training is provided to emergency medical personnel for Emergency Medical Technician (EMT) certification.
- Mountain-Valley Emergency Medical Services Agency holds simulated disaster training for EMS responders and all other emergency response providers.
- First aid and CPR training are available to the public.

Findings:

- Emergency Medical Technicians are up to date in their training.
- Coordination between responding agencies is accomplished by on-going training.

Recommendations:

- None

3. Facts:

- Reducing the response time to remote areas of our County is an on-going priority.
- Many rural roads in Amador County are remote and difficult to locate and access, especially during inclement weather.
- Air ambulance service is available if needed.

Findings:

- None

Recommendations:

- None

Response Required:

- None

Immunizations

Introduction:

The Grand Jury has elected to review and evaluate the Immunization Clinic pursuant to Penal Code 925.

Control of communicable disease is a national priority. Funding for immunization is provided by the Federal Government to the States. The State passes the funds on to the Counties. The County Department of Health administers the programs. Amador County is conducting a Community Education Campaign to encourage parents to immunize their children. Informational packets are placed in strategic locations throughout the county. A large percentage of the population must be immunized to control the spread of communicable diseases.

Certain immunizations are required for entry into public and private school. Parents have the right to waive immunizations for religious reasons only. If there is an outbreak of a disease, any students that are not immunized are excluded from school for the duration of the outbreak.

Another aspect of the Community Education Campaign is health care provider education. The health Department acts as a resource on immunization schedules and the storing, handling and administration of vaccines.

Recording and tracking immunization records is an important part of the program. A “blue card” is started for each child as he enters the school system that tracks all immunizations. This blue card follows the child through school, and even to different schools so that his immunization status is clear. There is also a Child Vaccine Registry that is accessible from any of the five participating Counties. Entry into the registry required parental consent.

Function:

The function of the Health Department Immunization Clinic is to provide immunizations as needed to children and adults in Amador County, and to provide training and information to other providers.

Method of Evaluation:

Members of the Grand Jury conducted interviews, reviewed documents and visited sites.

Persons Interviewed:

Director of the Amador County Health and Human Services Department
Director of Public Health Nursing

Documents Examined:

Clinic schedules
Immunization Information sheets
Children's Immunization Questionnaire
Immunization Registry information

Sites Visited:

Amador County Public Health Department Immunization Clinic
1003 Broadway, Jackson

1. Facts:

- There is no charge for immunizations for children.
- Adults are charged a nominal fee for Tb skin testing or immunizations.
- Adult vaccines are mostly given to emergency personnel as a result of exposure.
- Clinics are offered at convenient times and locations.

Findings:

- Immunization clinic schedules are readily available and hours are convenient.
- This is a well-organized department that appears to operate quite efficiently.

Recommendations:

- None

Response Required:

- None

Child Protective Services

Introduction:

The Grand Jury has elected to review and evaluate Child Protective Services pursuant to Penal Code 925.

Child Protection Services (CPS) is a department of Amador County Health and Human Services. The department is governed by the State of California Welfare Code, Section 300.

In 2001 CPS investigated five hundred and ninety-four cases. The greatest number of calls received were regarding the general neglect of children, followed by physical abuse, emotional abuse, sexual abuse, caretaker absence or incapacity to care for, substantial risk, sibling abuse and exploitation.

Child Protection Services makes every effort to keep families together. When it is deemed necessary to remove a child from his/her own home, they may be placed in one of four types of foster care homes: a relative's home, a Foster Family home, a Foster Family Agency home, or a Group home. A relative's home is the home of a grandparent, aunt, uncle, or sibling. The law has recently expanded the term "relative" to include step relatives. A Foster Family home is a private home, licensed by the State of California to care for foster children. A Foster Family Agency home is a private home that has been certified through a Foster Family Agency and operates under their license. A Group home is a much more structured facility that is staffed 24 hours per day.

In 1997, the Federal Government passed "The Adoption of Safe Families Act". In passing this legislation, the Federal Government laid out a relatively short time frame (12 months) for the courts to identify a permanent plan for children removed from their families. This plan might include one of the following: returning home, adoption, legal guardianship or a planned permanent living arrangement (previously called long-term foster care). At times the shortened time frame has made it a challenge for parents to get the help they need for their problems and regain custody of their children.

The department of Child Protective Services is staffed by one Program Manager and five Social Workers. Social workers are classed as I, II, III, or IV, based on their qualifications and prior experience. The program director and higher-level social workers provide guidance and training to those newer to the job.

The annual budget for CPS in Amador County is \$1,000,000.00, which is funded 50% by Federal funds, 35% by State funds, and 15% by Amador County funds. CPS is audited by the Federal, State and County Governments. Amador County CPS received high marks in a recent review by the Federal Review Team, citing the quality of the system and the quality of the information in the court files, which revealed a deep concern by CPS for children and their

families. It was also noted in the review that people in the CPS system are doing things that they are not *required* to do, but are doing them because they care so deeply about the children.

Function:

The function of CPS in Amador County is to investigate all allegations of child abuse, offer services to families in turmoil, to remove children from dangerous or potentially dangerous living situations, to aid in the reunification of families when possible, and to provide permanent solutions for children who cannot return to their homes.

Method of Evaluation:

Members of the Grand Jury conducted interviews, reviewed documents, and visited sites.

Persons Interviewed:

Director of the Amador County Health and Human Services Department
Amador County Child Protective Services Program Manager
Amador County Child Protective Services Social Workers
Plymouth Elementary School Principal
Amador County Foster Care Provider – Foster Family Home
Amador County Foster Care Provider – Foster Family Agency Home
Member of the Judicial Review and Juvenile Assistance Team
Attorney for Minor Children

Documents Examined:

American Child Care Council Strategic Plan
Amador County Child Welfare Services Monthly Out-of-Home Placement Report
Amador County Foster Care Rate Schedule
Amador County Foster & Kinship Care Education Program Brochure
Amador County Independent Living Program Brochure
Amador County CPS Daily Field Sheet
Amador County CPS After-Hours Log
California Welfare Code, Section 300
Juvenile Dependency 300 Flow Chart

Sites Visited:

Amador County Public Health Department, 1003 Broadway, Jackson, CA
Plymouth Elementary School, Plymouth, CA
State Licensed Foster Care Home
Operation Care Office, Jackson, CA
Law Office, Attorney for Minor Children

1. Facts:

- There is at least one social worker on call 24 hours per day, seven days per week.
- Social workers are assigned cases based on their level of experience.
- Social worker candidates are selected from a State Merit System, compensated according to county pay scales and receive increases through contract negotiations between the County Board of Supervisors and the representing union.

- The State Merit System deals in full-time permanent hiring only.
- A Daily Field Sheet and an After-Hours Log are maintained, and cell phones provided to keep track of Social Workers for their safety and protection.
- Social workers are present at all hearings that apply to their assigned cases, and are in attendance at all supervised family visitation meetings. They are also responsible for writing up reports, maintaining extensive files, arranging child placements when necessary, visiting children in out-of-home and in in-home placement. In addition they may be called upon to transport families to mandatory counseling classes.
- Amador County CPS has a much lower turnover rate for Social Workers than larger counties

Findings:

- Amador County CPS personnel are well trained, dedicated, and efficient. This is evidenced by the low turnover rate and the high quality of their work, as noted in the recent Federal Review.
- Amador County CPS managers have taken adequate precautions to ensure the safety of social workers.
- There is no possibility of hiring temporary replacements for social workers. When a social worker is out on an extended leave, the caseload increases significantly on the remaining social workers, causing excessive stress.

Recommendation:

- Expand the staffing at CPS to allow for reasonable coverage of cases when social workers are forced to fill in for absent co-workers.

2. Facts:

- The majority of child abuse incidents in Amador County are reported to CPS by school personnel.
- CPS responds quickly when a report is received to interview the child and assess the complaint to determine if it is safe for the child to return to his/her home.
- Amador County Schools are mandated by law to report any cases of suspected child abuse.
- Amador County teachers, administrators and staff are offered training by CPS personnel to recognize the signs of child abuse and in reporting procedures.
- Children are educated to recognize signs of abuse through school programs.
- Citizens may report suspected abuse by calling (209) 223-6550.

Findings:

- There is cohesiveness between social workers, peace officers, and school personnel that results in the child's needs being met in a timely and sensitive manner.

Recommendations:

- None

3. Facts:

- When it is necessary to remove a child from his/her home, a peace officer enters the home to detain the child, then puts the child in the custody of the social worker.
- A social worker may remove a child from his/her home only if the child is still in the custody of CPS, but has been returned to the parents under the supervision of CPS, or if the child has been abandoned by the parents or guardian.

Findings:

- Social workers do not have peace officer status, and as such, cannot enter a home to remove a child.

Recommendations:

- None

4. Facts:

- Placement of children in foster homes is determined by availability and suitability of the facility for the child or children.
- Every effort is made to place children with willing and able relatives and to keep siblings together.
- Foster Family Agency homes charge Amador County a substantially higher rate per child than Foster Family homes, but provide many additional benefits to both foster parents and foster children.
- County social workers visit children in foster care on a monthly basis.
- Group homes provide the highest level of structure for a child, however, it costs Amador County substantially more per child. Group homes are used only after efforts to place in foster homes have failed.
- Due to a lack of local Foster Care homes, parents and social workers in Amador County must travel substantial distances to visit children in foster care.
- Many children in foster care are from financially disadvantaged families.
- Pleas for additional Foster Families made through Churches and other organizations in Amador County have gone unanswered.
- Information on licensing for foster care and foster care information classes may be obtained by calling (209) 223-6550.

Findings:

- Family visitation is financially difficult for some parents whose child/children are living in foster care.
- More licensed Foster Family homes in Amador County would be advantageous to children in foster care and their families, and would be less costly for the County.

- Foster parents certified through Foster Family Agency homes prefer to be certified through an agency rather than to be licensed through the state. They feel protected by their agency in liability matters and appreciate additional support given by agency
- social workers who are available for weekly home visits as opposed to monthly visitations provided by the county social workers.

Recommendations:

- Increase staffing at CPS to enable them to provide services comparable to those offered by Foster Family Agency homes.
- Continue efforts to bring the need for additional foster care providers to the attention of the families in Amador County.

5. Facts:

- Courts commonly order a parent or guardian to attend mandatory classes in parenting or substance abuse programs as part of the reunification process.
- Many children and parents of children in foster care rely on county-provided resources for counseling, parenting classes and substance abuse recovery programs.
- When counseling services are not available through the county due to financial restrictions, CPS will pay for the services through its budget.

Findings:

- CPS makes every effort to provide the services necessary for the reunification of families whenever possible.

Recommendations:

- None

Conclusion:

The duties of Child Protective Services are clearly defined in the State of California Welfare Code, however, it is impossible for them to do their job alone. They rely on the observations of citizens to recognize abuse, the professional response by law enforcement, the wisdom of the judicial system in interpreting the laws, the generosity of caring adults in the community to serve as foster parents and the availability of services through local agencies to aid in the reunification of families. Throughout this review, the devotion each of these entities bring to their jobs has been clearly evident.

Response Required:

- The Amador County Grand Jury requires a response to this report within ninety days as per California Penal code 933.

Criminal Justice

California Youth Authority Pine Grove Youth Conservation Camp

Introduction:

Annual review of all prisons and jails within the county, by the Grand Jury, is mandated per California Penal Code section 919(b).

Function:

The Pine Grove Conservation Camp was established in 1945 in a joint agency agreement between the California Youth Authority (CYA) and the California Division of Forestry (CDF). The facility operates on an annual budget of two million dollars for CYA and 900 thousand dollars for CDF. A portion of the CDF budget is also used to cover operations for the CYA Preston site. A staff of 31, including 18 peace officers and 2 to 3 part-time employees operate Pine Grove Camp.

The Pine Grove Camp is currently housing 84 wards whose ages range from 18 to 24 years, with an average stay at the camp of 480 days. A strict policy has been established for selecting wards for placement at the camp to assure the safety of other wards, staff, and the community. No ward may be considered who has been convicted of murder, arson, any sex offense or who is a flight risk.

School class attendance is mandatory and is provided by two staff teachers. A special education teacher is on staff to assist those wards who have special needs caused by learning disorders. Wards are also required to attend classes in anger management, drug abuse, gang activities and parenting skills. Emphasis is on learning work ethics and job seeking skills in preparation for release to the community on parole.

One youth counselor is assigned from 12 to 15 wards. Each ward must participate in a minimum of four small group counseling sessions per month, plus individual counseling sessions.

All wards are assigned to one of four fire crews, a community-service crew or camp crew and receive a small salary for this work. Each ward has a trust account for the earned money to buy commissary items. If the ward has been ordered to make restitution to a victim, 50% of each deposit to his trust account is set aside for that purpose.

Method of Evaluation:

Members of the Grand Jury conducted interviews, reviewed documents, attended community advisory meetings and made site visits.

Persons Interviewed:

Pine Grove Camp Superintendent
California Division of Forestry - Division Chief
Pine Grove Camp Assistant Superintendent
Senior Youth Correctional Counselor
Youth Correctional Officer

Documents Examined:

Pine Grove Camp 2001-2002 Budget Summary
Organization Chart
Conservation Camp Operations
Risk Management Plans for 2001 and 2002
Camp Master Projects List for 2001
Program List dated February 27, 2001

Sites Visited:

California Youth Authority - Pine Grove Youth Conservation Camp
13630 Aqueduct-Volcano Road
Pine Grove, California

Public Safety

1. Facts:

- Private vehicles enter the property without identification or inspection because there is no system for control of vehicle entry into the camp.

Findings:

- Facility security would be improved by implementing a system to monitor access to and from the site.

Recommendations:

- Establish a system to monitor vehicular traffic entering and leaving the camp property.

Staffing

1. Facts:

- The facility nurse position is currently vacant.
- The current procedure requires that a contract physician is called to the site or the injured party is transported to another CYA facility or private hospital for medical treatment.
- The Pine Grove Camp staff is presently in the interview stage of the hiring process for filling the vacant nurse position.

Findings:

- Medical care will be more effective when the on-site nurse position is filled.

Recommendations:

- Fill the vacant nurse position as soon as possible.

Response Required:

- The Amador County Grand Jury requires a response to this report within 90 days as per California Penal Code 933.

California Youth Authority Preston Youth Correctional Facility

Introduction:

Annual review of all prisons and jails within the county, by the Grand Jury, is mandated per California Penal Code section 919(b).

Function:

The Preston facility has a long history of operations in Amador County dating back to the 19th Century when the Preston Castle was built. The Preston Castle, even today, represents one of Ione and Amador County's most remarkable landmarks. Preston became a part of the California Youth Authority in the 1940's when the Youth Authority was created by an act of the California Legislature. Statute describing the Youth Authority is found in the California Welfare and Institutions Code.

Currently, Preston operates with about 400 employees and a youth population of about 700. Almost all of the wards are sent to the Youth Authority by the courts of California. Preston houses wards who range in age from 16 to 18, with an average stay of 26 months.

Education is the primary activity for the wards. Preston offers a variety of classes, 60% academic and 40% vocational/technical. The academic program offers high school classes and vocational programs in culinary arts, graphic arts, work programs and Free Venture. Free Venture programs are a cooperative activity between the Youth Authority and private companies. The wards work and are paid as employees of a private company. Some wards are involved in college level correspondence classes.

There are also a variety of programs available to assist the wards in overcoming the reasons for their incarceration. These programs include intense psychological services, sex offender treatment, drug counseling and a specialized management program for wards who are prone to act out violently against others.

Method of Evaluation:

Members of the Grand Jury conducted interviews, reviewed documents, and visited sites.

Persons Interviewed:

Superintendent
Assistant Superintendent
Chief of Security
Youth Correctional Counselors

Documents Examined:

Organizational Chart

Risk Management Plan 2001

Policy and Procedure Manual - Section 3106

Ward Grievance form (sample)

Employee Safety

1. Facts:

- Upon entry to the facility, employees are issued a personal alarm transmitter or “panic button” to wear on their person while on duty.
- During visits some employees were observed to not be wearing the alarm device.

Findings:

- Safety is compromised by not wearing the alarm devices.

Recommendation:

- Develop a monitoring process to insure the devices are worn.

2. Facts:

- Facility employees are required to use a bio-metric fingerprint scanner as they make entry and exit.
- The bio-metric system provides a tool to insure that all who have entered the facility have departed as expected.
- Some employees were unclear on the procedures regarding late departure from the facility.

Findings:

- Procedures for entry and exit using the bio-metric system need to be clear for all employees.

Recommendations:

- Insure that employee awareness of the procedures are improved by training and monitoring.

Employee Morale

1. Facts

- Employees are comfortable making proposals to change operations.
- Employees have confidence that their supervisors listen to their comments and suggestions.
- Employees relate a sense of purpose in dealing with the wards.

Findings:

- Employee morale appears to be good.

Recommendation:

- None

2. Facts:

- Due to the custodial nature of the facility, all shifts must be filled each day.
- During the course of any day, shifts must be filled by employees working overtime, either voluntarily or involuntarily.
- A rotating system based on seniority is used to fill shifts.

Findings:

- The rotating system used to fill shifts is fair.
- The requirement to work overtime has not had a significant impact on employee morale.

Recommendations:

- None

Fire Safety**1. Facts:**

- The facility has an agreement with the City of Ione and Mule Creek State prison for fire protection.
- The kitchen in the ward dining facility has no fire suppression device under the stove hoods and does not meet current fire safety standards.
- The kitchen staff was only vaguely aware of the location of the fire extinguishers.
- Codes of Federal Regulation (CFR) and California Codes of Regulations (CCR) are the minimum standards for the facility fire safety issues.
- 29 CFR 11910 and CCR Title 8.6150 & 6151 speak directly to the use and maintenance of fire suppression equipment.
- Only the maintenance personnel have received training on the use of fire extinguishers.

Findings:

- The lack of fire suppression devices in the ward kitchen poses a serious life threat to the staff and the wards working in the area.
- Fire suppression devices are of little value if most of the staff has little or no knowledge of their proper use.
- Due to the lack of fire suppression equipment in the ward kitchen the rest of the facility is suspect.

Recommendations:

- Update the “Multi Hazard Plan” at the facility to include the requirement for “Fire Safety Training” of all personnel.
- Provide training in the use and maintenance of fire extinguishers to all personnel including office staff.
- Conduct an on-site evaluation of adequacy of fire suppression of the entire facility.

Response Required:

- The Amador County Grand Jury requires a response to this report within 90 days as per the California Penal Code Section 933.

Mule Creek State Prison

Introduction:

Annual review of all prisons and jails within the county by the Grand Jury is mandated per California Penal Code Section 919(b).

Function:

Mule Creek State Prison (MCSP) is a medium-security prison. There are three yards in the perimeter, one of which is a maximum-security yard. There are 1,000 inmates per yard. The whole facility houses 3,500-3,600 prisoners. One-half are incarcerated for life, with 1,500 that will never be released.

When the Grand Jury visited there was a population of 3,600 inmates and 920 employees, resulting in an employee to inmate ratio of 4:1. Forty percent of the employees, initially hired, come from Amador County.

There are three community work crews who are housed in a training center that is located beyond the main prison fence. There are no violent offenders among the inmates in this center, and all are from minimum-security facilities.

While on work assignment in the community each crew is supervised by one officer. Local law enforcement provides backup. The crews work for tax-based organizations only, such as city, county or state agencies. All work is low skill, i.e., cleanup, sanding or painting.

Method of Evaluation:

Members of the Grand Jury conducted interviews, reviewed documents and visited sites.

Persons Interviewed:

Warden
Chief Deputy Warden
Correctional Officers
Teachers/Counselors
Medical Staff
Fire Chief

Documents Examined:

Organizational Chart (dated 02/02)
Statistics of Employees (dated 03/04/02)
Physical Layout Map
Dietary Menus

Employee Safety

1. Facts:

- Checking in and out is done with the Identix system. This system can provide a list of everyone who is inside. Employees also sign in and out on all shifts.
- The Identix system prints a report of personnel that are overdue for departure approximately every three hours. The Watch Commander (Lieutenant) then clears the list.
- A drill called Staff Accountability is used. The entire facility is cordoned off and all staff can be accounted for within 30 to 45 minutes.
- There are only two entrances through the fence, the main gate and a sallyport for trucks. Truck trailers loaded in the prison are held within the facility for 24 hours so that a full day of institutional counts are completed before leaving the prison.

Findings:

- There are comprehensive procedures in place to ensure a high level of employee safety.

Recommendations:

- None

2. Facts:

- There is a closed circuit video system connected directly to the Amador County Courts. This is used for certain court proceedings eliminating the necessity to transport inmates to and from court.
- MCSP has a fully staffed fire department. There are correctional firefighters and inmate firefighters. There is also a mutual-aid agreement with the local fire agencies.

Findings:

- None

Recommendations:

- None

Employee Morale

1. Facts:

- Employees are comfortable making proposals to change operations.
- Employees have confidence that their supervisors listen to their comments.
- Employees related a sense of purpose in their dealing with the inmates.

Findings:

- Employee morale appears to be good

Recommendations:

- None

Conditions of Confinement

1. Facts:

- The institution offers some self-help programs such as, Narcotics Anonymous and Alcoholics Anonymous. For some inmates their attendance is directed by the Board of Prison Terms (parole board).
- The prison infirmary has 12 cells including four crisis beds. There is also a mental health program.
- On staff are medical doctors, dentists, psychiatrists, psychologists, nurses and medical technical assistants. A contracted optometrist and podiatrist are available when needed.
- The infirmary provides basic and emergency medical services. Inmates needing other than basic surgery or having severe or serious health conditions are transported to outside hospitals or other prisons where they can be treated.
- Each of the three yards has a chapel. The minimum-security area has a multi-purpose room that is used as a chapel. A Protestant minister and a Catholic priest are on staff full time. All other denominations are on a part-time basis.
- Inmates receive two hot meals and a bag lunch per day. Menus are prepared by a dietician and vary from month to month. Diabetics and some religion-dictated diets are available.

Findings:

- A wide variety of services are available to all inmates.

Recommendations:

- None

Response Required:

- None

Amador County Detention Facility

Introduction:

The Grand Jury is required to review all prisons and jails within the county as per the California Penal code section 919(b).

Function:

The Amador County Detention Facility (Jail) serves as the sole incarceration facility for both pre-trial and sentenced male and female inmates. With the exception of the Jail Commander, the custodial staff is comprised of professional Correctional Officers with the responsibility for overseeing both maximum and minimum-security inmates 24 hours a day, seven days a week. They also are required to transport inmates to and from court and medical facilities and supervise work details outside the jail.

Method of Review:

Members of the Grand Jury conducted interviews, reviewed documents and visited the Detention Facility.

Persons Interviewed:

Sheriff
Under-sheriff
Acting Jail Commander
Correctional Officers
Inmates

Documents Reviewed:

Amador County Sheriff's Office Organization Chart April 1, 2002
Detention Facility Policy and Procedure Manual
Detention Facility Incident Log July 1, 2002 through February 2002
Food Concession Contract
Food Temperature Reports
Inmate Medical Services Contract
Inmate Grievance forms
Inmate Medical Records
Grand Jury Citizen Complaint forms
Daily Average Population-Persons released early due to overcrowding (2001)
Board of Corrections Biennial Inspection February 29, 2000
Board of Corrections Biennial Inspection April 3, 2002
Job descriptions for 3 levels of Correctional Officers
Memo to Grand Jury by Acting-Jail Commander dated March 28, 2002
Amador County Detention Facility Staffing Plan dated March 10, 2000

Food Services

1. Facts:

- There was a citizen complaint received concerning the quality of the food served to inmates at the jail. Refer to Citizen Complaints section.
- Food service is contracted with the Stanislaus County Jail where individual meals are prepared, placed on trays, sealed and then flash frozen. They are then transported to the Amador County facility and stored in a freezer, then thawed and reheated as required, and served to the inmates. Milk and fresh produce is obtained locally. All meals are planned by a nutritionist.
- Inmates are served at least two hot meals per day. The temperature of the food is taken at each meal and logged to insure the food is served at temperature in accordance with regulations.
- Special dietary needs are accommodated. There are no pork or pork-based foods served. This alleviates the need to prepare special meals for those on a religious diet.
- Amador County Health Department inspects the Amador Food Facility twice a year.
- Cost of meals, excluding transportation, has been reduced approximately 75%, compared to costs of locally obtained meals.

Findings:

- Although inmate meals are not gourmet, they are adequate and nutritionally sound.
- Acquiring meals from Stanislaus County is a financially sound method of providing food service to inmates at the Amador County Detention Facility.
- Although the meal storage and reheating facilities at the jail are presently in an extremely crowded area, the current remodeling plans will alleviate this problem.

Recommendations:

- None

Inmate Housing

2. Facts:

- The daily average population has climbed steadily from 48 in January 2000 to 72 in December 2001 which is close to the maximum allowed in the facility.
- When the inmate population nears maximum, an early release program is activated.
- Due to overcrowding at the jail, over 50 inmates were released early during the last 90 days of 2001.

Findings:

- With increased population in the county and surrounding areas, along with increased visitors, the overcrowding situation will continue and may even increase.

Recommendations:**To the Board of Supervisors:**

- The Board of Supervisors should reactivate the plans to build a minimum-security facility.

To the Amador County Detention Facility:

- Investigate other options for housing minimum-security inmates, such as space that may be available at Preston.

Staffing**3. Facts:**

- The California Board of Corrections conducts biennial inspections of all local detention facilities as required by Title 15 and 24 of the California Code of Regulations. The inspections cover over sixty requirements of law ranging from administrative policy and operations to treatment of inmates and the condition of the facility. The two most recent inspections of the Amador County Jail occurred on November 19, 1999 and March 14, 2002. Reports from these inspections are dated February 29, 2000 and April 3, 2002 respectively. These two reports note compliance in most areas.
- The 1999 inspection reported that staffing of the jail was below recommended standards as required by Title 15, Section 1027, Number of Personnel. In response, the Jail Commander prepared a facility-staffing plan dated March 10, 2000. The plan used Board of Corrections standards to set the required staffing level at:
 - 1 - Captain
 - 1 - Correctional Manager
 - 6 - Senior Correctional Officers
 - 22 - Correctional Officers performing jail, court security and inmate job program functions.
- This plan was submitted April 17, 2000 to the Administrative/Budget Committee of the county Board of Supervisors. Staffing for the detention facility was augmented.
- The April 2002 Sheriff's Office organization chart shows approved positions for:
 - 1 - Captain
 - 6 - Senior Correctional Officers
 - 21 - Correctional Officers performing jail, court security and inmate job program functions.
- The 2002 inspection reported that staffing continues to be below the level required by Title 15, Section 1027. Jail staffing continues to require a Correctional Manager and an additional Correctional Officer.
- There are currently five vacancies of the 21 approved positions at the Correctional Officer level. Because of the custodial nature of the jail, vacancies in shifts are filled by the use of overtime.

Findings:

- The most recent reports from the California Board of Corrections give positive marks to operations and line staff attention to standards.
- Low staffing levels due to vacancies lead to poor staff morale. Low morale can have a detrimental effect on inmate conduct.
- The lack of a Correctional Manager position not only limits the effectiveness of supervision, but also limits the promotional opportunity, recruitment and retention within the jail.

Recommendations:**To the Board of Supervisors:**

- Add one Correctional Officer to the staffing plan as described in the staffing plan of March 2000.
- Authorize a new Correctional Manager position as described in the staffing plan of March 2000.

To the Amador County Detention Facility:

- Continue an aggressive Correctional Officer Recruitment program for filling vacant positions.

Operations**4. Facts:**

- The Incident Log, maintained within the jail, is used to record all incidents which result in physical harm, or serious threat of physical harm, to an employee, inmate or other person and will be maintained by the Jail Commander.
- A number of Incident Log entries were inconsistent:
 - Initiating officer signature missing
 - Dates missing
 - Gaps in information
 - No incident resolution noted
 - No follow up on major issuesDuring a period from July 1, 2001 through February 19, 2002, thirteen log numbers were missing.

Findings:

- The procedural guidelines for recording information in the Jail Incident Log are inadequate and vague leaving interpretation up to the individual Correctional Officers.

Recommendations:

- Establish clearly worded procedures for reporting incidents that eliminate inconsistent interpretations by staff members.
- Implement a "fail safe" method that insures consistent entries in the Incident Log.

Supervision

5. Facts:

- The Commander manages the day-to-day jail operations.
- There is no procedure in place to backup the Jail Commander with appropriately trained personnel in the event of extended absence.
- The Jail Commander is also the only direct supervisor for all Senior Correctional Officers.
- There is no position that assures round the clock, direct supervision of Senior Correctional Officers.
- For several weeks during 2001, the Jail Commander's position was vacant.

Findings:

- The lack of continuity of management and supervision has an adverse effect on staff morale and also affects the attitude, demeanor and actions of inmates.
- The effectiveness of supervision would improve with the addition of a Jail Manager.
- Vague guidelines lead to inconsistent supervision as noted in the Operations section above.

Recommendations:

- Establish the position of Correctional Manager as recommended in the Staffing section above.

Inmate Medical Services

6. Facts:

- There were three citizen complaints concerning inmate medical services at the jail. Refer to Citizen Complaint's section.
- Only one of the three inmates who filed complaints agreed to have his records released to the Grand Jury.
- The County of Amador contracts with the California Forensic Medical Group, Inc. (CFMG) for medical services for inmates.
- The contracted detention physician is required to be on-site one day per week, and in addition make house calls upon request. Per the contract of June 1, 1999, the county agreed to pay the sum of \$171,708.55 annually.
- The contracted physician provides a registered nurse who is on-site at the facility Monday through Friday from 7:00 a.m. to 11:00 a.m.
- The CMFG staffing plan is based on an average population of 50 adults.
- Amador County Detention Facility has policy and procedures for Non-Medical Sick Call, Emergency Medical and Medication Management located in the Jail Manual.
- Inmates that are detained for more than two days are required to have a physical by the medical staff consisting of a Health Inventory, Communicable Disease Screening and TB Assessment.

Findings:

- The registered nurse saw inmates who requested sick call in a timely manner.
- Medical records including Doctors Orders, Problem List, Progress Notes and photographs were found to be legible and in order.
- Inmates were advised as to their assessment plans and follow up care. Inmate patient contacts by the registered nurse are reviewed by the detention physician.

Recommendations:

- None

Response Required:

- The Amador County Grand Jury requires a response to this report within ninety days as per California Penal code 933.

**Unified School District
&
Office of Education**

Amador County Unified School District and Office of Education

Introduction:

The Grand Jury has elected to review the Amador County Unified School District (ACUSD) and the Amador County Office of Education (COE) pursuant to Penal Code 933.5.

Amador is one of the few counties in California where the County Unified School District and County Office of Education are the same. One Superintendent of Schools and one Board of Trustees serve both.

One of the primary functions of the County Office of Education is fiscal oversight of the School District. Since business office staff work for both the Amador County Unified School District (ACUSD) and Amador County Office of Education (ACOE) they essentially oversee themselves. The State performs fiscal oversight on a periodic basis, but ongoing routine oversight is lacking. The district has been in financial difficulties since 1995. This year the budget is balanced for the first time since 1995, but projections two years out show a deficit. The Superintendent of Schools and the Board of Trustees must be creative in finding new sources of funding and reducing expenses.

As with last year's grand jury, we are not able to identify funding sources for our recommendations, but hope administrative and public attention will be directed to areas that need priority planning.

Method of Evaluation:

Members of the 2001-2002 Grand Jury conducted interviews, reviewed documents, and visited sites.

Persons Interviewed:

ACUSD/ACOE Executive Director of Maintenance, Operations and Transportation
Superintendent of ACUSD/ACOE
Facilities Manager for ACUSD
Personnel at Tuolumne Joint Powers Authority
Amador County School Board of Trustees
Superintendent of Stanislaus COE
Counsel to Stanislaus COE
President of Stanislaus County School Board
ACUSD Site Administrators
ACUSD/ACOE Director of Business Services
ACUSD/ACOE Administrative Staff

Documents Examined:

Loss Prevention Surveys for 2000

Loss Prevention Survey Review for 2001
Letter from Executive Director of Maintenance dated 12/1/01 & 02/21/02
Stanislaus County Handbook for School Board Members
Transcripts of Amador County Unified School District Board Meeting
Tape Recordings of Amador County Unified School District Board Meetings
Letter dated December 1, 2001 from Executive Director of Maintenance, Operations and Transportation
Letter dated February 21, 2002 from Executive Director of Maintenance, Operations and Transportation
Technology Plan Dated 1999-2001
Letter dated April 12, 2002 from the Executive Director of Maintenance, Operations and Transportation
Amador County Unified School District/ COE Board Packets
ACUSD/ACOE Manual for New School Board Members

Sites Visited:

Pioneer Elementary School
Sutter Creek Elementary School
Argonaut High School
Amador County Unified School District Office
Jackson Jr. High School
Ione Elementary School

Fire Safety

Function:

The Amador County Unified School District (ACUSD) and County Office of Education (COE), is ultimately responsible for fire safety of the District school sites, which includes: hydrants, water flow, classroom safety, student evacuation plans and code compliance. The State Fire Marshall inspects the installation of alarm systems and is responsible for monitoring fire suppression sprinklers in the classrooms. The County Fire Marshall monitors fire lanes and the quantity and pressure of the water available at the hydrant for fire suppression (referred to as "fire flow"). Hydrants are managed by the local municipal water agency.

1. Facts

- As reported in the 2000/2001 Grand Jury report, in 1996 the Sutter Creek Fire Department showed fire flow at Amador High School to be dangerously inadequate. The report's recommendations and the district responses are as follows:

Recommendation: Establish a plan for upgrading the fire suppression system in coordination with the Amador Water Agency and the Sutter Creek Fire District.

Response by ACUSD: There is currently a plan to upgrade the fire suppression system for this school.

Recommendation: Include in the fire plan a timeline for each phase of the upgrade, a cost analysis, and an analysis of funding availability.

Response by ACUSD: This information is contained in the modernization plans prepared by Aspen Street Architects, which is currently under review by the Division of the State Architect. If approved, this may be funded after the next state bond is approved.

- As reported in the 2000/2001 Grand Jury report, Jackson Jr. High has only one working fire hydrant to protect the entire school site. The report's recommendations and the district responses are as follows:

Recommendation: Coordinate with the City of Jackson and the City of Jackson Fire Department to establish a plan for upgrading the fire suppression system at this site.

Response by ACUSD: A plan exists for upgrading the fire suppression system at this site.

Recommendation: Include in the fire plan a timeline for each phase of the upgrade, a cost analysis, and an analysis of funding availability.

Response by ACUSD: This information is contained in the modernization plans prepared by Aspen Street Architects, which is currently under review by the Division of the State Architect. If approved, this may be funded after the next state bond is approved.

- At the Jackson Junior High School site students have been moved from the concrete classrooms (rated Category 1 - most fire safe) and have been relocated to wooden portables (rated Category 5 - least fire safe).
- In February 2002, the Grand Jury received from the Executive Director of Maintenance a memo, a cost estimate and a blueprint to correct the fire flow problems at Amador High School and Jackson Jr. High. The memo states that these details were submitted to the Superintendent of Schools. The memo proposed that all of the upcoming year's deferred maintenance funds for the district be used to repair the Amador High fire flow problem and that the state would supplement with a hardship grant to complete the project. Additionally, the memo proposed that the fire flow problem at Jackson Jr. High be phased in over a four to five year period. No proposal for funding was made for the Jackson Jr. High site.
- On February 27, 2002, the Executive Director of Maintenance, Operations and Transportation was directed by the Superintendent to get an assessment from the State Fire Marshall.
- There were no time estimates provided for starting or completing any correction project.

Findings:

- The fire flow problems at Amador High School and Jackson Jr. High continue to be dangerously inadequate even now, five years after formal notice.

- The response to the 2000/2001 Grand Jury Report to correct these fire safety issues has relied on the passage of a state school bond, the success of which is largely out of the control of district management.
- The proposal to direct all deferred maintenance funds to the Amador High School project provides a second funding alternative. While the proposal is under the control of district management, the cost to the district is to suspend all deferred maintenance projects. This will leave no funds for any deferred maintenance projects during the upcoming year.
- Wooden portables are a greater fire danger than concrete classrooms.

Recommendations:

- Contact the State and County Fire Marshall's office for an assessment of fire safety conditions and recommendations.
- Execute the recommendations by the Fire Marshall's immediately.
- Close Amador High and/or Jackson Jr. High by the end of the 2002/2003 school year if the sites do not meet all code and fire safety recommendations of the Fire Marshall.

2. Facts:

- The State mandates that handicapped children are to be mainstreamed into the student population.
- Jackson Jr. High does not fully mainstream handicapped children due to vehicular and pedestrian access issues.
- Jackson Jr. High has an inadequate plan for evacuation of handicapped/disabled children in case of fire or emergency.

Findings:

- Due to a lack of vehicular access for the handicap van, children can only be picked up at designated areas.
- The evacuation plan contains insufficient details to quickly move handicapped children in case of emergency.

Recommendation:

- Immediately develop and implement a plan of action to quickly move handicapped children in case of fire or emergency.

Buses

Function:

For the 2000/2001 school year the Amador County Unified School District (ACUSD) had 33 buses which transported 3,677 children per day for a total of 392,000 miles. There were 168 special education students transported 156,000 miles by 6 buses.

1. Facts:

- Maintenance records are of poor quality or non-existent.
- Currently there are 3 bus maintenance workers for 33 buses.

- A letter dated April 12, 2002 from the Executive Director of Maintenance, Operations and Transportation to the Grand Jury, states that the CHP recommends four mechanics, one lead mechanic and one shop foreman.
- California Highway Patrol (CHP) requires accurate maintenance records to evaluate the fleet.
- Out of 30 buses inspected by the CHP on March 18, 2002, twenty- nine buses had operating certificates pulled. The violations noted were:

Maintenance	48
Driver Records	2
Brakes	23
Lamps & Signals	14
Steering and Suspension	23
Tires and wheels	2
Equipment Requirements	143
- Ten of the 30 buses were taken out of service for hazardous mechanical defects.
- District maintenance workers, members of the community and county employees worked more than 400 hours collectively over the weekend to return most of the buses to service.
- Fourteen buses manufactured in 1977 or earlier do not comply with Federal Safety Standards.
- Buses manufactured after 1987 are safer for passengers in the event of an accident.
- School buses manufactured before air pollution standards went into effect emit significantly higher levels of pollutants.
- Older school buses are less fuel-efficient than newer buses.

Findings:

- Current bus maintenance staffing numbers are less than recommended according to the letter dated April 12, 2002.
- Extra man hours and overtime expense would be reduced with routine scheduled bus maintenance.
- Insufficient funds have been budgeted to provide necessary maintenance or to replace buses.
- Replacing older school buses with newer school buses will result in improved passenger safety, fuel cost savings and reduced air pollution.
- Students riding in these older buses are far more likely to sustain serious injury in the event of an accident.

Recommendations:

- Prepare and implement a staffing plan to determine the number of personnel needed to maintain the bus fleet.
- Improve maintenance record keeping.
- Retire the buses in the fleet that do not conform to the Federal Safety Standards.
- Budget sufficient money to purchase new or late model used buses in a more timely fashion.

Maintenance - Loss Prevention Survey

Function:

Amador County School insurance is provided through the Joint Powers Authority of Tuolumne County (JPA) by The Northern California Relief Organization. Loss Prevention Surveys are required to assess liability for insurance purposes. These surveys are conducted every two years by a representative of the JPA who surveys each school to determine which items must be corrected to conform to State law. At the direction of the JPA the Loss Prevention Survey was prioritized into three categories to help determine which items were most important:

- 1 Life safety
- 2 Serious Property/Liability Risk
- 3 Slight injury or may not have caused injury but is required for regulatory compliance

Amador County Unified School District (ACUSD) and the County Office of Education (COE) are both surveyed. Rates and deductibles are set based on the average daily attendance and total insurable values. In the event of a claim, deductibles are raised per each occurrence.

1. Facts:

- The 2000 Loss Prevention Survey reported 452 items requiring corrections from 13 school sites.
- As reported in the 2000/2001 Grand Jury Report, Life Safety issues were identified as a priority. The Report's recommendations and the district responses are as follows:

Recommendation: Remedy immediately all life-safety issues (Priority 1) in the 2000 Loss Prevention Survey. Designate a specific position at each site to be responsible for assuring compliance with the Survey, attending to hazards in the order prioritized in the Survey.

Response by ACUSD: All life-safety issues are being addressed at this time. The Custodial and Grounds Manager is responsible for the correction of these situations at each school site.

- In November 2001, a Follow Up Report by the JPA representative and district staff noted the following:

209 of the 452 items had been corrected

212 items have not been corrected of which 170 were previously noted in the 1999 Survey

31 items are in the process of being corrected of which 25 were previously noted in the 1999 Survey

Findings:

- The Maintenance Department has corrected nearly half of all the items in the Survey within the past year, including 158 items, which were noted from the 1999 JPA report.
- There are 170 items previously noted in 1999 that have not been cleared.

In spite of last years Grand Jury recommendation to immediately remedy all Life Safety Issues, emergency lights are not working and fire extinguishers require mounting at several locations.

- Televisions in several classrooms are not anchored. They are listed as a "Serious Property/Liability Risk".
- Trophies in several locations were found to be unsecured. They are listed as a "Serious Property/Liability Risk".
- Classrooms at several schools were found to have roof leaks and many stained ceiling tiles with signs of mildew and mold growth. They are listed as "Serious Property/Liability Risk".
- The playground and play equipment in several locations does not conform to safety codes and lacks proper cushioning material. They are listed as a "Serious Property/Liability Risk".

Recommendations:

- Mount the fire extinguishers immediately.
- Anchor all TV's immediately.
- Anchor all trophies immediately.
- Replace ceiling tiles that have mold and mildew immediately.
- Repair all roof leaks and re-paint the stained area so new leaks can be identified.
- Develop and implement a plan to update playground equipment and replace cushioning material immediately.
- Take all actions required to ensure that all Category 1-Life Safety issues do not reappear on the next Survey.

2. Fact:

- As reported in the 2000-2001 Grand Jury Report, the Site Administrators were unaware of the Loss Prevention Survey. The Grand Jury's recommendations and the district responses are as follows:

Recommendation: Provide all site administrators with the Loss Prevention Survey recommendations that affect their facility immediately upon receipt of the Survey by the ACUSD/ACOE.

Response by ACUSD: The district maintenance staff has evaluated the recommendations made on the Loss Prevention Survey. The Custodial Manager has provided a copy to the maintenance staff on each site. The repair of these items has begun to take place.

Finding:

- The response by the ACUSD does not adequately answer the recommendation. Site administrators are not receiving the Loss Prevention Survey as recommended by the 2000/2001 Grand Jury.

Recommendations:

- Provide site administrators with a copy of the Loss Prevention Survey that affect their facility as recommended by the 2000-2001 Grand Jury.
- Incorporate a process into the Maintenance Plan where site administrators regularly give input into what gets fixed and the priority in which it is fixed.

3. Facts:

- In the fourth quarter of 2001 there was no Maintenance Plan or Work Order Tracking System.
- An incomplete Maintenance Plan in draft form was provided to the Grand Jury the first quarter of 2002.
- A one-page draft of the Work Order Tracking System was provided to the Grand Jury in the first quarter of 2002. The Grand Jury has been promised a documented Work Order Tracking System by the Maintenance Department.

Findings:

- A Maintenance Plan is in development by the Maintenance Department.
- A Work Order Tracking System is in development by the Maintenance Department.

Recommendations:

- Immediately complete, document and implement a long term, mid term and short term maintenance plan that prioritizes items, provides completion date goals and assigns resources.
- Provide maintenance staff and site administrators with the Maintenance Plan.
- Immediately complete and implement a Work Order Tracking System.

Use of Technology**Function:**

The District Technology Plan Executive Summary states "Our objective is to provide students in the ACUSD with the knowledge, tools, and learning experiences, which enables them to use technology in a variety of ways in all curricular areas."

Fiscal savings can be realized with use of technology to provide better budget tracking and more efficient business procedures.

1. Facts:

- The California Department of Education operates a statewide computer network under the California Technology Project referred to as "The Node".

- Stanislaus County Office of Education is in charge of the California Technology Project for Delta Sierra Region 6 of which ACUSD is a part.
- "The Node" provides many services including In-Service Training for school board members and staff as well as Advanced Placement (AP) classes for students.
- The cost of connecting to "The Node" is covered by the State.

Findings:

- "The Node" offers many benefits, especially to smaller districts.
- "The Node" would be a very cost effective way to provide much needed In-Service Training to board members and staff and classes for students.
- Strong Executive leadership is needed to support long- term advancement of technology within the District and to maximize financial savings.

Recommendations:

- Ensure that the ACUSD and ACOE are connected to "The Node" by the beginning of the 2002/2003 school year.
- Fully utilize the capability "The Node" offers and take advantage of all inherent cost saving opportunities.

2. Facts:

- Seven out of thirteen schools in the county are connected by computer to the central office.
- Executive Administration staff has stated that many staff members at school sites are not computer literate.
- Technical support for the entire ACUSD and COE consists of one person.
- District management acknowledges that additional technical assistance is required.
- There is a Technology Plan covering 1999 through 2002 to create a district Wide Area Network (WAN) to connect school sites with the District Office.
- Currently communication between the Superintendent, Administration staff, Site Administrators, Teachers, etc, consists of written communication delivered to school site in-boxes.
- Because the district computer network has not been completed, modern communication technology is not available.

Findings:

- The seven schools using the WAN are not fully utilizing its capability.
- One person is not adequate to service the hardware, software and networking needs of the ACUSD/COE.
- The goals in the 1999 - 2001 Technology Plan have not been met.
- Being connected to and using the WAN for routing reports, budgets and communications will result in fiscal savings.

Recommendations:

- Update the Technology Plan.
- Establish a District Wide Area Network as a priority in order to realize savings.

- Consult with outside experts (public or private) to determine the requirements of expanding the use of technology to the level described in the Technology Plan.

Strategic Planning

Function:

Strategic planning is a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it, with a focus on the future. (Adapted from Bryson's Strategic Planning in Public and Nonprofit Organizations)

1. Facts:

- Amador County Schools have had qualified certification from the State since 1999 to the present. A qualified certification is assigned to a school district or county office of education when it is determined that, based upon current projections, the school district or county office of education may not meet its financial obligations.
- During the June 2000 State Audit, there were 48 audit exceptions of the ACUSD and COE noted. There were only 10 audit exceptions in the June 2001 report.
- There is no routine budget communication between the Superintendent, Directors and Site Administrators.
- Fifteen percent of the budget covers facilities, maintenance, transportation, books, supplies, debt service, utilities, training, etc. Eighty five percent of the budget goes to District salaries and benefits.
- In Grand Jury discussions with District staff and the Board of Trustees, the following ideas have surfaced as ways to potentially reduce spending and improve efficiency. These ideas include:
 - Combining schools in order to reduce the number of facilities, administration and teachers.
 - Reduce the number of credits needed for high school graduation to meet state requirements.
 - Reduce the number of periods per day at the high schools.
 - Combine low enrollment elective classes to one location, or drop them completely.
 - Consider year round schooling as a way to reduce the number of school sites required.
 - Offer Advanced Placement classes on the "Node".
 - Reduce the cost of transportation by privatization of the bus fleet, corridor busing or adding student bus fees.
- There is no long-term plan for capital improvement and facilities management.

- The District operates a fleet of thirty buses, fourteen of which are 25 or more years old. There is no long-term replacement cycle plan in place for buses.
- The District's school facilities are old and deteriorating. There currently is no long-term plan for capital improvement.

Findings:

- There has been considerable progress made in improving record keeping and budget tracking as evidenced by the June 2001 State Audit Report.
- Routine budget reconciliation between the Superintendent, Directors and Site Administrators will provide the opportunities for closer control of the budget.
- Ideas to reduce cost and improve efficiency in District operations require detailed analysis to determine if they contain merit for use by the district.
- Issues concerning buses and facilities are resolved on a case-by-case basis rather than a long-term strategic plan.

Recommendations:

- Establish a routine budget reconciliation process that involves Superintendent, Directors and Site Administrators.
- Establish a Task Force to conduct detailed analysis and give due consideration to the following ideas to reduce costs and improve efficiency:
 - Combining schools in order to reduce the number of facilities, administration and teachers.
 - Reduce the number of credits needed for high school graduation to meet state requirements.
 - Reduce the number of periods per day at the high schools.
 - Combine low enrollment classes to one location, or drop them completely.
 - Consider year round schooling as a way to reduce the number of school sites required.
 - Offer Advancement Placement classes on the "Node".
 - Reduce the cost of transportation by privatization of the bus fleet, corridor busing or adding student bus fees.
 - Publish the results of this analysis by the end of the 2002-2003 school year, in a way that is accessible to the public.
- By December 2002, develop a five-year strategic plan (updated annually) that integrates capital improvement, deferred maintenance, major equipment and fiscal planning into one comprehensive document.

Board of Trustees

Function:

The ACUSD Board of Trustees, in their Handbook, have adopted the Effective Governance Model prepared by the staff of the California School Board Association (CSBA) dated March, 1999. That model says in part: " The specific jobs of the board are clustered into four functional areas: setting the direction for the district, maintaining and supporting the structure of the district, holding the district accountable on behalf of the community, and serving as community leaders." These functional areas are further refined into seven modules of responsibility, as follows:

Adopting a long-term vision that sets the direction for the district.

Making sure a curriculum framework is established in the district geared to the highest possible student learning and achievement.

Adopting the school district budget and ensuring the financial health of the district.

Employing, supporting and evaluating the superintendent and establishing a policy framework for all other personnel employed in the district.

Adopting and evaluating policies to govern the district.

Adopting and evaluating the collective bargaining contract.

Providing community leadership in support of the district and public education.

1. Facts:

- Members of the Board often express confusion as to items under discussion. Voting often takes place in spite of the confusion.
- The consequences of Board votes are not always the outcome intended, often impacting the bottom line.
- The Board Handbook states that the Superintendent is to act as a conduit between the Board and District ACUSD/COE staff.
- Staff have expressed that instruction given for their work is inconsistent with the goals stated by the Board.
- The Superintendent is responsible for all communication between staff and the Board.
- The Board has been unable to state a unified long-term vision for the District.
- As described under Strategic Planning, the District operates a fleet of thirty buses, fourteen of which are 25 or more years old. There is no long-term replacement cycle plan in place for buses.
- As described under Strategic Planning, the District's school facilities are old and deteriorating. There currently is no long-term plan for capital improvement.
- The district's projections are that they will be in financial difficulties by the 2003-2004 school year. As described under the Strategic Planning section of this report, several ideas have surfaced to reduce costs and improve efficiency in District operations.

Findings:

- There is a lack of effective communication and clear direction to staff and committees by the Superintendent and the Board of Trustees.
- Due to the lack of clarity from the Superintendent and the Board of Trustees the data/analysis prepared for the Board is frequently inadequate thus wasting valuable staff time.
- The Board's pre-occupation with their history is hampering their ability to focus on the future.
- The Board has made great strides in becoming financially solvent; their projections indicate more economizing is needed to stay solvent in the future.
- Recent Boards of Trustees have shown a lack of strategic planning. This has caused the ACUSD and COE to go from crisis to crisis with no eye to the future.
- The Governance model adopted by the Board says in part: "adopt a long-term vision for the district that sets the direction for the district and adopt the school district budget and ensure the financial health of the district". Setting the direction and ensuring the financial health of the district are clearly responsibilities of the Board.

Recommendations:

- Clearly direct staff as to the specific requirements of any requested data/analytical work.
- Ensure that the results of data/analytical work are complete and understood prior to decision making/voting.
- Read and understand background of issues prior to the Board Meeting.
- The Superintendent must deliver a realistic budget to the board.
- Take all actions required to produce and implement a long-term vision that sets the direction for the District. Publish that vision and make it available to the public by December 2002.
- Exercise due diligence to ensure that the results of the Task Force to reduce costs and improve efficiency recommended above under Strategic Planning are given full consideration to improve the fiscal outlook of the district.

Conclusion:

- The future of education in Amador County rests squarely upon the present Board. The Board needs to take on the responsibility to correct the mistakes of past Boards and lead the ACUSD /COE into the future. The Board must thoroughly investigate all options, even those that were unpopular in the past. Alternatives that were unacceptable when the District was financially healthy may be more palatable to the community now.

Response Required:

- The Amador County Grand Jury requires a response to this report within ninety days from the Superintendent of the ACUSD/COE or a person acting in that capacity as per Penal Code 933.05

Miscellaneous

Senior Services

Introduction:

The Grand Jury has elected to review and evaluate Senior Services pursuant to Penal Code 933.6.

Area Agencies on Aging were established by the 1973 amendments to the Federal Older Americans Act. They are public or nonprofit organizations or units of local government designated by the state and responsible for distinct service areas. Area Agencies on Aging advocate on behalf of older people within their respective planning and service areas. They are responsible for planning, coordinating, funding, and monitoring home and community-based programs aimed at benefiting the well being of older individuals. Area Agencies on Aging administer federal, state, local and private funds through contracts with local service providers, which use these funds locally for home and community-based services. They maintain continuous programs of monitoring and quality assurance to ensure the delivery of high quality services in the most effective and efficient manner possible.

Area 12 Agency on Aging (A12AA), headquartered in Sonora, serves the rural and geographically isolated counties of Alpine, Amador, Calaveras, Mariposa and Tuolumne. Among the unique demographic characteristics of the area are the rapid growth, and many low-income residents, many of whom live in geographically isolated areas. The greatest increase in population is in the 85 and older age group, and this group is expected to grow substantially over the next five years. Because the oldest of the elderly often have severe chronic health problems that demand special attention, the rapid growth of this population group has many implications for individuals, families and A12 AA.

Function:

The Area 12 Agency on Aging is charged with addressing issues affecting older individuals, adults with disabilities, their families and caregivers. In Amador County, two distinct organizations provide senior services. Amador County Senior Citizens manages and maintains the Amador Senior Center building. Common Ground Senior Services, Inc. provides nutrition, legal assistance, transportation and a portion of the information and assistance programs.

Method of Evaluation:

Members of the Grand Jury conducted interviews, reviewed documents, and visited sites.

Persons Interviewed:

Executive Director, Area 12 Agency on Aging (A12AA)

Nutritionist, Area 12 Agency on Aging

Executive Director, Common Ground Senior Services, Inc. (CGSS)

Amador County Supervisor, former member of A12AA Board of Directors
Amador County Supervisor, current member of A12AA Board of Directors

Documents Examined:

A12AA Area Plan 2000-2001

A12AA Area Plan 2001-2005

A12AA Title III E Area Plan Addendum 2001-2002

Contract dated Aug. 14, 1984, between Amador County and Amador County Senior Citizens, Inc.

Memorandum from County Counsel to County Administrative Officer dated October 31, 2001

Response by the Board of Supervisors to the 2000-2001 Grand Jury Final Report

Hard copies from A12AA Web Site

Letters from Office of Risk Management to Director of Amador County Senior Citizens, Inc.

Operating and Maintenance Expenses Report for Amador County Senior Center

Financial Reports from Common Ground to A12AA for December 2001

Letter to Chairman, Amador County Senior Citizens from Executive Director of A12AA dated January 2, 2001

Letter from Common Ground Senior Services dated March, 2002

Sites Visited:

Amador County Senior Center

A12AA Headquarters, Sonora, CA

Home Delivered Meals

1. Facts:

- Home Delivered Meals are provided by Common Ground Senior Services, Inc. (CGSS).
- Anyone over 60 (seniors) and their spouses are eligible for this program if they are homebound by reasons of health or transportation.
- Meals furnished by CGSS provide 34% of the daily nutritional needs of a person over sixty, according to USDA standards.
- Over 50,000 meals will be delivered in Amador County this year.
- Meals are safely packaged and transported under carefully monitored conditions.
- Meals are packaged so they can be reheated in an oven or microwave.
- Frozen meals are available to seniors in rural areas.
- The requested donation rate is \$2.50 per meal delivered to seniors.
- Lack of funding, personnel and equipment limit the ability of CGSS to serve outlying areas of Amador County.
- The Home Delivered Meal program is funded on a per meal basis. To generate more funds, more meals must be served.
- Common Ground Senior Services has ongoing fund-raisers to make up deficits in the home-delivered meal program.

Findings:

- Home delivered meals provide nutrition and regular personal contact for homebound seniors as well as an opportunity to assess a senior's well being and any additional needs.
- Shake Ridge corridor, River Pines, and much of the Upcountry area are not served by this program at this time.

Recommendations:

- Increase community awareness of programs and services available to seniors of Amador County through local media, newspapers and radio.
- Expand programs through utilization of above resources and the Information Van that is stocked with pamphlets and brochures.

Congregate Meals**2. Facts:**

- Congregate meals are offered at three sites:
Amador Senior Center in Jackson - Monday through Friday
Ione Methodist - Monday through Friday
Plymouth City Hall - Wednesday and Thursday.
- No reservations are required at Amador Senior Center. Ione and Plymouth locations require reservations.
- No congregate meals are offered east of the Hwy. 49 corridor.
- A donation of \$2.50 is requested for each meal for seniors. Younger persons accompanying seniors are requested to give a larger donation.
- A subsidized restaurant meal program is funded through A12AA in counties other than Amador at this time.
- The Congregate Meal program is funded on a per meal basis. To generate more funds, more meals must be served.

Findings:

- Socially isolated seniors benefit greatly from contact with others at congregate meals. CGSS would like to be able to bring homebound seniors to Amador Senior Center once a month for socialization.
- Information on programs and services as well as group activities are available to seniors who come in for a meal at Amador Senior Center.
- Lack of congregate meals east of the Hwy. 49 corridor leaves one third of the population of the county underserved.

Recommendations:

- Expand congregate meals program to underserved areas.
- Contact restaurants in areas where there are no congregate meals to participate in subsidized restaurant meal program.

Legal Program

3. Facts:

- Seniors may meet with an attorney at the Amador Senior Center for a half- hour appointment to discuss their legal problems or issues.
- This program is free, but since funding is limited, ongoing legal services cannot be offered.
- Legal consultations are scheduled in advance.

Findings:

- This program provides needed help in understanding legal documents relating to estate planning, health care and real estate.

Recommendations:

- Expand program by recruiting more local attorneys.

Transportation Program

4. Facts:

- Common Ground Senior Services offers some transportation assistance to adults age sixty years and older. A younger spouse may accompany the participating senior.
- The program is limited to persons having physical or cognitive difficulties. Regular vehicle transportation is used for medical or dental needs, and access to social services or shopping.
- Most of the drivers are volunteers using their own vehicles to provide needed transportation.
- Advance scheduling is required.
- The Transportation program is under funded.

Findings:

- This program is essential to isolated and homebound seniors.
- This program enables seniors to gain mobility and independence in accessing essential services.
- Limited numbers of volunteers and equipment make advance scheduling necessary.
- There is a great need for volunteers.

Recommendations:

- Expand services by recruiting more volunteers.

Information and Assistance

5. Facts:

- When Common Ground Senior Services assesses a new client, the client is given brochures of the programs offered.
- Volunteers from Senior Citizens, Inc. work at the front desk at Amador Senior Center.
- Currently, prospective clients are not being given information on all programs.
- CGSS is putting together a resource booklet listing programs and services available for seniors in Amador County.
- When a program funded by A12AA is underutilized, unused funds from Amador County are transferred to programs in other counties in A12AA that have greater participation.
- A12AA has an "Information Van" that is stocked with pamphlets and brochures. Knowledgeable volunteers will travel with the van to educate groups of people about the programs and services available to seniors.

Findings:

- Some services and programs are under used due to lack of information.
- Amador County senior programs have lost funds due to lack of participation.

Recommendations:

- Immediately hire a full time paid employee at the front desk of Amador Senior Center who would offer information on all programs.
- Increase community awareness of programs and services available to seniors of Amador County through local media.
- Expand programs through utilization of above resources and the Information Van.
- Emphasize the need for volunteerism in information disseminated on all programs and services.

Conclusion:

- Area 12 Agency on Aging is willing to send the information van to groups that express an interest such as county fairs, clubs and organizations. Many programs offered by Area 12, for the benefit of seniors in Amador County, are underused due to lack of awareness, resulting in the loss of appropriated funds. Making citizens aware of available programs will help expand these much-needed services to more seniors. Programs for seniors offered by Common Ground Senior Services have expanded in the past year, greatly benefiting Amador County.

Response Required:

- The Amador County Grand Jury requires a response to this report within ninety days as per California Penal code 933.

Amador Water Agency

Introduction:

The Grand Jury has elected to review and evaluate the Amador Water Agency pursuant to Penal Code 925a.

Note: Due to litigation filed in the Amador County Courts, the Grand Jury did not investigate the feasibility, necessity, environmental impact or economics of the new proposed pipeline; nor is there any recommendation either for or against the installation of the pipeline.

The Amador Water Agency (AWA) was formed in 1959 for the purpose of providing water, waste water services and storm drainage to the residents of Amador County. The Agency is governed by a board of five directors (one from each supervisorial district) who are elected to four-year terms. The board appoints a general manager, who supervises the day-to-day operations of the Agency.

The primary source of water is the Mokelumne River. The water is obtained by tapping into the storage and major conveyance facilities of PG&E. This water, stored in Tiger Creek after bay and Lake Tabaud is diverted to their treatment plant in Sutter Creek. Amador Water Agency wholesales water to Amador Water System whose customers are Jackson, Sutter Creek, Amador city, Drytown and Ione. It is also the source of water for the upcountry customers in the Central Amador Water Project (CAWP) which includes: Pine Grove, Pine Acres, Sunset Heights, Fairway Pines, Jackson Pines, Pioneer, Gayla Manor, Ranch House Estates, Amador County Service Areas (CSA's 1,2,3 & 4), Ridgeway Pines, Rabb Park and Mace Meadows. The La Mel Heights customers get their water from a single well in the La Mel Heights subdivision in Volcano.

In addition, AWA collects, treats and disposes of waste water for View Point, Eagle Nest, Surrey Junction, Wildwood, Gayla Manor, Jackson Pines, Fairway Pines and Pine Grove. AWA also provides contract waste water services to Amador County for CSA's 1,2,3 and 4.

Method of Evaluation:

Members of the Grand Jury conducted interviews, reviewed documents and attended Board of Director's meetings. It should be noted that this review was limited to the administration of the Agency and not the physical plant or infrastructure. This was due mostly because this Grand Jury had no expertise in such matters as water treatment or delivery systems of water and these matters are well regulated by a variety of State agencies.

Persons Interviewed:

General Manager of the Amador Water Agency

Documents Examined:

AWA Organizational Chart

AWA Mission Statement and 5-Year Strategic Plan
 AWA Central Amador Water Project – Financial Plan (10-year plan dated June 22, 2001)
 AWA 2001/2002 Budget
 AWA 3-Year Financial Plan for CSA’s 1,2,3 and 4
 Water Rate Comparison Chart
 Transmittal Notice of Violation by the California State Department of Health Services dated November 28, 2001
 Response to the notices of violation by the Amador Water Agency sent to the Department of Health Services dated December 13, 2001
 Notice to customers and ballots for customers to vote on proposed rate increase
 Chapter 35 – Amador County Water Agency Act
 Water Needs Assessment, dated March 1999, for the Mountain Counties Water Resources Association
 Booklet “AMADOR WATER AGENCY”
 Findings and Recommendations pertaining to CSA 3 of the 2000/2001 Grand Jury Report
 Public Works Agency responses to the recommendations of the Grand Jury Report

Sites Visited:

Amador Water Agency District Office located at 12800 Ridge Road, Sutter Creek, CA

Planning

1. Facts:

- The Amador Water Agency’s Mission Statement and 5-Year Strategic Plan, written in November 2001, outlines goals of the Agency for current operations, proposed projects and future operations. Updated every two to three years, this plan sets forth the strategies to attain the goals in the following areas of the business:
 - Safety:
 - Water
 - Personnel
 - Public
 - Responsiveness to Customer Service
 - Fiscal Responsibility
 - Community Awareness
 - Infrastructure
 - Leadership
- The Financial Plan estimates the expenditures for future needs as described in the 5-year plan:
 - Operations & Maintenance Costs
 - Debt Service Obligations
 - Capital Program Needs
 - Reserve Target Levels
 - Future Debt Needs
- The 2001/2002 Budget reflects the current year income and expense and capital costs for the following service districts:
 - Amador Water System

Central Amador Water Project (CAWP)

I.D.#1 (Pioneer)

I.D.#2 (Ranch House)

I.D.#3 (La Mel)

I.D.#4 (Pine Acres)

Waste Water – All Districts

- Each of the above listed districts has its own accounting and budgeting process
- The 5-Year Plan calls for consolidating the numerous budget and accounting processes for small water districts and all wastewater districts. The Plan also calls for outsourcing when strategically advantageous. AWA is currently planning to have billing statements processed by an outside vendor.
- There is a 10-Year Financial Plan covering CAWP, prepared by an outside consultant which provides analysis and recommendations for capital improvements, expenditures and revenue requirements.
- There is also a 3-Year projected financial plan for CSA's 1,2,3 and 4.

Findings:

- The planning process of the Amador Water Agency is extremely comprehensive with the 5-Year Plan, the Financial Plan and Budget being well integrated.
- Efficiency would be improved by consolidating the numerous budgets and accounting processes currently in use for the many districts.
- Outsourcing of billing statements would allow office personnel to refocus on other duties to enhance efficiency.

Recommendation:

- Proceed with the plans for consolidation and outsourcing.

County Service Areas (CSA)

2. Facts:

- The County Service Areas 1,2,3 and 4, owned by Amador County, are now being serviced by AWA under contract with the county.
- It is anticipated that the assets of the CSA's will be transferred to AWA by July 2002, at which time they will be owned and operated by the Agency.
- The 2000/2001 Grand Jury performed a complete comprehensive review of CSA 3.
- The Water Agency has reviewed the 2000/2001 Grand Jury report and is addressing each recommendation in conjunction with the California Water Quality Control Board.

Recommendations:

- None

Water Rates and Public Notification

3. Facts:

- Proposition 218, “right to vote on taxes act”, is followed to the letter when notifying customers of a rate change.
- Customers in districts that are having proposed rate changes are notified several times by notices enclosed with their bills.
- Proposed rate changes are also announced at semi-monthly Board of Director’s meetings.
- The long-term goal is to have rate increases at or below the rate of inflation.
- Each water district has its own rate. AWA has rates for five water districts and ten waste water districts. When the CSA’s are transferred, there is the possibility of having four additional water and wastewater rates.

Findings:

- For each proposed rate change, AWA must incur multiple administrative costs for each district including budget, accounting, legal review, Proposition 218 compliance, and special board meetings, mailings and special reports to the State regulatory agencies.
- There is sufficient notice to customers of rate changes.
- The present structure of multiple rates is a cumbersome and costly method of accounting.

Recommendation:

- It is recommended that AWA adopt a single rate for potable water and a single rate for waste water.

Water Safety

4. Facts:

- AWA received a notice of violation on November 9, 2001 from the State Department of Health Services for failing to test backflow devices in CSA 3 annually.
- Records were not updated when customers changed residences, therefore the current occupants were unaware of the requirements to test the devices.
- In the past, a well variance had been issued to customers with “non-active” wells as a secondary water source on their property. This allowed property owners to discontinue annual testing of the backflow devices.
- The practice of issuing variances for “non-active” wells will be discontinued due to the possibility of cross contamination of unapproved water into the AWA system. An AWA customer wanting to discontinue the required annual backflow device testing will have to officially abandon their well or disconnect from the AWA’s potable water system.

- The Agency has upgraded their software to ensure their database contains current customer information. These changes will also allow the tracking of customers with backflow devices and the history of testing.
- AWA hired additional staff in October, 2001 to ensure compliance with the testing requirements and to regularly update the backflow customer database.
- AWA has provided its customers with a list of approved backflow testers in Amador County for those wishing to have their devices tested privately.
- This was the first violation that AWA received in over three years.

Findings:

- AWA has taken all the necessary corrective steps to ensure compliance testing of backflow devices.
- AWA now has an adequate system in place for notifying customers of backflow testing requirements and time frames.

Recommendations:

- None

Future Water Needs

5. Facts:

- A 1999 report to the Mountain Counties Water Resources Association written by a consulting engineering firm reported the future water needs of the Central Sierra Counties, CA of which Amador is a part.
- The report stated that in 1994 Amador County's urban and agricultural water demand was 26,000 acre-feet, and by the year 2020 the total demand will be 37,000 acre-feet, and by 2030 over 40,000 acre-feet.
- The AWA, recognizing future water needs, has been holding discussions with other utilities regarding future water allotments.

Findings:

- The AWA recognizes that the county's present water supply may have to be augmented in the future and is planning for such a contingency.

Recommendations:

- None

Response Required:

- The Amador County Grand Jury requires a response to this report within ninety days as per California Penal code 933.05.

Citizen Complaints

Introduction

Throughout its term, the Grand Jury receives complaints filed by citizens. Serious consideration is given to each complaint. Responding to a citizen complaint may prompt the Grand Jury to conduct a full investigation of the subject matter of the complaint.

Due to legal or discretionary reasons, the Grand Jury may not necessarily investigate every complaint it receives. The Penal Code prohibits the Grand Jury from investigating a complaint if any of the following conditions apply to the subject of the complaint:

- It is currently under litigation
- It involves agencies not located within the county
- It involves privately-held companies
- It is a dispute between private parties
- It involves fiscal or administrative operation of the Superior Court

The Grand Jury considers several discretionary factors when deciding whether to investigate a complaint:

- Do the facts warrant an investigation?
- Is there sufficient time to conduct a proper investigation?
- Has the matter been investigated by a previous Grand Jury?

Following is a list of the Citizen Complaints received and any actions taken.

GRAND JURY CITIZEN COMPLAINT FORM

TO:
Amador County Grand Jury
P.O. Box 249
Jackson CA 95642

DATE: _____

⇒ READ OTHER SIDE OF PAGE BEFORE FILLING OUT THIS FORM

1. This complaint is against:

Name, Title:

Organization:

Address:

Phone:

1. My complaint against the above is:

1. Before filling out this form I have contacted:

1. Complainant:

Name:

Address:

Phone:

1. I request the following action:

**The information in this form is true, correct, and complete
to the best of my knowledge.**

(Signature)

**ALL COMMUNICATIONS TO THE GRAND JURY
ARE CONFIDENTIAL**

(back side of Complaint Form)

GRAND JURY CITIZEN COMPLAINT FORM

CITIZEN COMPLAINTS:

The Grand Jury is empowered to investigate complaints from citizens, civic groups, government employees, and others, about the workings of local governments, prisons/jails, some private non-profit organizations, certain schools and school districts, and other organizations, and the conduct of their officers and employees. The Grand Jury is the guardian of public trust in local government and the proper use of public funds.

CONFIDENTIALITY:

In all its proceedings and investigations the Grand Jury is sworn to maintain complete secrecy. The members of the Grand Jury apply the same objective standard of conduct and responsibility to all persons and entities, and are not influenced by sentiment, conjecture, sympathy, public feelings, passion, or prejudice.

COMPLAINT PROCESS:

The Grand Jury investigates complaints presented to it in any form, but it is desirous that this form is used whenever possible. Please identify the specific problem and describe the circumstances. Present your complaint with all available evidence and submit copies of all available documents. The Grand Jury will acknowledge receipt of your complaint. Mail this complaint form to:

**Amador County Grand Jury
P.O. Box 249
Jackson CA 95642**

INSTRUCTIONS FOR COMPLETING FORM:

1. **This complaint is against:** Give as much information as possible to locate the person or organization.
2. **My complaint against the above is:** Describe the problem in your own words. Be concise, provide dates, times, and names of individuals involved. Cite specific instances as opposed to broad statements. Attach photographs, correspondence, or documentation that support the complaint. If a longer explanation is necessary attach extra sheets and show the number on the last line of the first sheet (i.e. 3 additional sheets attached.)
3. **Before filling out this form I have contacted:** Attempt to correct the problem before contacting the Grand Jury and explain what you have done in that regard so that we do not repeat the same steps you have taken.
4. **Complainant:** Please tell us how we may contact you for further information, if necessary. Your confidentiality will be rigorously protected.
5. **I request the following action:** The Grand Jury will acknowledge receipt of your complaint and may advise you whether or not an investigation will be undertaken. If the Grand Jury feels your issue is not within its jurisdiction we will so advise you.

Complaints Received by the 2001-2002 Amador County Grand Jury

<u>Complaint</u>	<u>Date Received</u>	<u>Details</u>
01-02.C1	July 31, 2001	A citizen requested that the Grand Jury investigate the Amador County Board of Education Action: The Grand Jury requested the Education Committee to address the complaint. Refer to the Education Report.
01-02.C2	July 31, 2001	A citizen living outside of Amador County requested that the Grand Jury investigate a child support issue in his county Action: The Grand Jury sent the complainant notification that it has no jurisdiction in matters outside of Amador County.
01-02.C3	August 23, 2001	An inmate at Amador County Detention Facility alleging poor meal quality at the facility Action: This complaint is addressed in the Sheriff-Coroner report.
01-02.C4	August 28, 2001	An inmate at Amador County Detention Facility alleging denial of medication Action: Upon questioning the inmate, it was determined that the medication being denied was being held as evidence. The medical staff at the jail administered alternative medication. The inmate was asked by the Grand Jury to provide a written release of medical records to aid in continuing the investigation. The request was returned due to the inmate no longer being in custody.
01-02.C5	August 30, 2001	An inmate at Mule Creek State Prison regarding civil action against several employees Action: The Grand Jury sent the complainant notification that it has no jurisdiction in matters where a lawsuit has already been filed.
01-02.C6	September 7, 2001	Nine male inmates at the Amador County Detention Facility regarding the issuance of toilet paper Action: An investigation revealed that several inmates were willfully flushing whole rolls of toilet paper down the toilet. The supervising correctional officer on the shift posted a notice severely limiting the issuance of toilet paper. It was subsequently found the correctional officer had changed jail policy without proper authority. The situation was corrected by jail management.

<u>Complaint</u>	<u>Date Received</u>	<u>Details</u>
01-02.C7	October 5, 2001	A citizen of Amador County against the Amador County District Attorney regarding elder abuse. Action: The Grand Jury sent the complainant notification that it has no jurisdiction in matters where a lawsuit has already been filed.
01-02.C8	October 15, 2001	An inmate at Amador County Detention Facility alleging unfair medical practices Action: The inmate allegedly was denied his medication for an existing medical condition. At the time that members of the Grand Jury questioned the inmate it was determined that the medication had been received and the condition was under control. The inmate was asked by the Grand Jury to provide a written release of medical records to aid in continuing the investigation. The request was returned due to the inmate no longer being in custody.
01-02.C9	October 15, 2001	An inmate at Amador County Detention Facility alleging mental abuse by jail staff Action: An investigation by the jail management was conducted and the charge of harassment by jail staff was found to be unsubstantiated. After reviewing the internal report of the investigation and the inmate's record, it was concluded by the Grand Jury that investigation by jail management was thorough and the conclusions by jail management were correct.
01-02.C10	October 15, 2001	An inmate at Amador County Detention Facility alleging inadequate medical treatment by jail staff Action: Members of the Grand Jury questioned the inmate. All of the jail medical records for that person were reviewed. The inmate was seen numerous times by the medical staff in the jail. After each visit the inmate's medical file indicated no life threatening change in condition.
01-02.C11	October 15, 2001	An inmate at Amador County detention facility alleging inadequate representation by Public Defenders Office Action: The inmate has been released from custody and the Grand Jury is unable to contact.

<u>Complaint</u>	<u>Date Received</u>	<u>Details</u>
01-02.C12	October 22, 2001 Action:	An inmate at Amador County detention facility alleging racial discrimination of prisoners receiving visitors The Grand Jury interviewed the inmate and he was satisfied with the corrective action taken by the jail staff.
01-02.C13	October 25, 2001 Action:	An inmate at Amador County detention facility alleging Ione Police Officer filed an inaccurate police report The inmate has been released from custody and Grand Jury is unable to contact.
01-02.C14	December 4, 2001 Action:	An inmate at Amador County detention facility alleging racial discrimination against jail staff The allegations were found to be unsubstantiated. The inmate has been transferred out of this facility.
01-02.C15	December 14, 2001 Action:	A concerned citizen alleging embezzlement by a current city employee while employed in another county The Grand Jury sent the complainant notification that it has no jurisdiction in matters outside of Amador County.
01-02.C16	February 7, 2002 Action:	A concerned citizen regarding water quality in River Pines Utility District Upon investigation it was determined the complaint was without merit. A letter to that effect was sent to the complainant.
01-02.C17	February 25, 2002 Action:	A concerned citizen regarding Jackson Valley Fire District The Grand Jury sent complainant notification that due to time constraints, this issue will be put in suspense for the 2002-2003 Grand Jury.
01-02.C18	March 18, 2002 Action:	A concerned citizen against District Attorney and Sheriff's Offices for not taking action on his/her concerns The Grand Jury sent a letter to complainant that preliminary investigation revealed insufficient information and recommended resubmission to 2002-2003 Grand Jury with additional documentation.
01-02.C19	April 25, 2002 Action:	An inmate at Amador County detention facility requesting dismissal of his attorney The Grand Jury sent the complainant notification that it has no jurisdiction in this matter.

<u>Complaint</u>	<u>Date Received</u>	<u>Details</u>
01-02.C20		A citizen alleging negligent management of Historic Preston Castle.
	Action:	The Grand Jury sent complainant notification that due to time constraints, this issue will be put in suspense for the 2002-2003 Grand Jury.
01-02.C21	May 21, 2002	A citizen alleging breach of contract and/or mismanagement of roofing bid
	Action:	The Grand Jury sent complainant notification that due to time constraints, this issue will be put in suspense for the 2002-2003 Grand Jury.

Follow Up

2001-2002 Grand Jury Follow Up

It has been a goal of this Grand Jury to follow up on all of the previous reports of 2000-2001, to insure that proper responses have been made as required in compliance with the California Penal Code 933.05, and that they are understood by the general public. To simplify this report, we have only addressed the recommendations that were made in those reports.

Issues that could not be resolved due to time frame have been put into a "Suspense" file system. That is, they are "filed" to be reopened at a later date by succeeding Grand Juries. Example: Some issues are not expected to come to fruition until the year 2005. This Suspense file system will also allow the continued monitoring of any issues evaluated by the Grand Juries of Amador County in the future.

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Note:

Additional action to the 2000-2001 responses by the current Grand Jury are noted in italics at the end of each response.

Animal Control

Amador County Animal Control is responsible for all domesticated animals from pet snakes to bulls. It also responds to reports of rabid and other infectious animals, reports of animal abuse, and it must remove animal carcasses from county roads.

The present Amador County Animal Shelter has 1,000 square feet, the same as when it was opened in the late 1970's when the County population was less than 19,400. The population of the County now exceeds 35,000. The Grand Jury Reports of 1991-1992 and 1994-1995 recommended that expansion of the Shelter be implemented as soon as possible.

The Hayden Bill, which became effective July 1, 1999, extended the length of time animals must be held in shelters, and limited the animals that can be immediately euthanized to those considered unadoptable. The Hayden Bill had little or no funding attached to mitigate the impact on local shelters. Prior to the Hayden Bill, the daily population of dogs in the shelter was approximately seven to ten. The current dog population of the Animal Shelter is frequently 40 or more every day, and the domestic cat population has seen a corresponding increase.

Within the Shelter, there are seven indoor dog pens, which can be divided in half to create 14 smaller pens, six outdoor pens, and two pens intended for small livestock. There is a separate, two-pen isolation building for rabies "holds", which is inaccessible to the public. Overcrowded conditions force some dogs being held for observation because of bite incidents (rabies holds) to be housed in outside pens, to which the general public has access.

Recommendation #1: Proceed immediately with plans to construct a 7,500-8,000 square foot facility to accommodate present needs as well as anticipate future growth.

Response by Department Head: I agree and plans are underway.

Response by Board of Supervisors: Funding for this project is included in the 2001-2002 final budget. Currently, required infrastructure improvements are being constructed for the new shelter, however, most of that is off site and not noticeable to the general public. The first phase of on-site construction is the demolition of the Agriculture buildings, which is anticipated to begin in March 2002 pending California Environmental Quality Act (CEQA), weather, and Federal Aviation Administration (FAA) approval. Actual construction of the new shelter will begin hopefully by May of 2002 and take 18 to 24 months to complete.

Recommendation #2: Support collaborative efforts between private groups and County entities.

Response by Department Head: I agree and we have had several meetings with private groups to recruit volunteers, plan fund raising events, gather input regarding

the proposed new animal shelter, and to gather information and suggestions that will assist the County in improving the services provided by the department.

Response by Board of Supervisors: The Board of Supervisors supports the efforts taken by the Department Head and encourages collaboration through the Animal Advisory Committee.

Recommendation #3: Separate office-management duties from kennel-management duties, because each requires the attention of one full-time staff person. Should this require additional staff, the revenue generated from the increased license fees should be turned to this use.

Response by Department Head: We have already hired one full-time clerical employee to handle the office related duties and the existing position of Animal Control Office Coordinator will focus on performing the "kennel-management" duties.

Response by Board of Supervisors: This recommendation will be implemented by November 30, 2001. The Board of Supervisors supported the Department Head's response through approval of a reorganization plan for the Animal Control Department.

Recommendation #4: Make available the trailer that formerly housed the Master Gardener's program to the Animal Shelter as soon as possible for reasons of both staff safety and efficiency. If this facility is unavailable, then alternate accommodations should be provided until the office space in the new Shelter is available.

Response by Department Head: The subject trailer belongs to the Public Works Agency and is needed by that department for future bridge projects. There will not be adequate room when construction begins to place the subject trailer on site. The existing office has been renovated to make it user-friendlier and gives staff a little more room. The new GSA/Ag building is available when staff needs quiet space for preparing reports. Also a large portion of the paperwork has been transferred to GSA staff, thereby, reducing the need for the proposed trailer.

Response by Board of Supervisors: Unfortunately, as mentioned above, the trailer suggested in recommendation #4 is unavailable, thus this recommendation will not be implemented. Interim improvements have been implemented, however, as outlined in the above response. The Board of Supervisors is working with the Department Head to ensure existing facilities provide adequate space, as mentioned above, and is proceeding with plans to construct a new facility per the aforementioned timelines.

Recommendation #5: Install additional phone lines in the Shelter office. The public number must be accessible to the office coordinator and the kennel master.

Response by Department Head: Additional phone lines are not available for the existing office, however, voice mail has been added to allow callers to leave messages

24 hours per day. The voice mail also gives callers information regarding hours at the animal shelter and emergency numbers to call. Callers no longer get a constant busy signal. Additional phone lines will be provided when the new animal shelter is constructed.

Response by Board of Supervisors: The Board agrees with the above response. While this recommendation will not be implemented within the next six months, interim measures are being taken to address the problem. Unfortunately, while more phone lines are available, they are not in close proximity to the animal shelter. County staff is in contact with Pacific Bell to work out the details to provide more lines to the shelter and airport. This is going to require extensive trenching and conduit by the County thus incurring significant expenses. County staff is currently obtaining estimates for this work.

Recommendation #6: Continue to seek solutions to radio communication problems, beginning with staff training in effective radio use and etiquette.

Response by Department Head: I have provided some informal training to the remaining Animal Control Staff and discussed the problems with the Public Works Agency and asked them to provide their staff with similar training. I am currently researching the feasibility of purchasing new radio equipment and a new radio frequency for use solely by Animal Control. I am also researching the feasibility of relocating the radio repeaters for both Animal Control and Public Works Agency to give both departments better radio coverage within the County.

Response by Board of Supervisors: This recommendation will be implemented. The Board of Supervisors approved, as part of the 2001-2002 Final Budget, funding for radio upgrades for Animal Control to address both coverage and communication with the Sheriff's dispatch center. In addition, the recent Animal Control personnel reorganization directs the soon to be appointed Deputy Director of Animal Control to develop policies and procedures which will include radio communication. The Board will direct the Deputy Director to immediately implement these recommendations upon appointment, which is anticipated to occur by November 30, 2001.

Recommendation #7: Put barriers in place to prevent public access to bite-holds until adequate isolation facilities can be built.

Response by Department Head: I have requested GSA staff to design and install barriers for this purpose.

Response by Board of Supervisors: The Board agrees with the above response and will request that GSA staff complete the barriers by December 30, 2001.

Recommendation #8: Incorporate a more sanitary means of drainage into the design of the new facilities.

Response by Department Head: Our main goal is to provide the best means of drainage available for the new facility.

Response by Board of Supervisors: The Board agrees with the above response and will direct County staff to implement the above recommendation when finalizing plans for the new facility.

Recommendation #9: Install adequate exterior lighting immediately to illuminate areas where animals may be handled.

Response by Department Head: Exterior lighting must be hooded to eliminate any confusion for pilots attempting to land aircraft at the airport. I am researching portable lighting to serve this purpose.

Response by Board of Supervisors: This recommendation cannot be immediately implemented. While the Board appreciates the need for additional lighting; concerns regarding the airport make this a difficult issue. Even hooded lights can create a dangerous situation for planes attempting to land in foggy conditions. The Board is aware of the need for adequate lighting, however, and supports the Department Head's efforts to identify viable lighting.

Recommendation #10: Update the procedures manual to include specific requirements for cleaning the premises. Specify a separate set of duties that must be performed during times of reduced staff, such as holidays and weekends.

Response by Department Head: I am gathering information from other counties and humane societies for this purpose.

Response by Board of Supervisors: As mentioned, the recently approved Animal Control personnel reorganization stipulates that a policies and procedures manual be developed upon appointment of the Deputy Director of Animal Control. Efforts to develop a new procedures manual will be implemented by December 31, 2001.

Recommendation #11: Post a short excerpt from the updated procedure manual in a conspicuous place in the Shelter to guide community workers and volunteers in their tasks.

Response by Department Head: I agree, this will be part of the new policy for the department.

Response by Board of Supervisors: The Board agrees with the above response and will direct that efforts to develop a new procedures manual be implemented by December 31, 2001.

Recommendation #12: Post a sign at the turnoff from Highway 49 indicating the location of the Shelter.

Response by Department Head: This will require a Cal Trans permit because the sign will need to be located on their right-of-way. It may take Cal Trans 6 months to one year or more to approve the permit, however, I will begin the process to acquire said permit.

Response by Board of Supervisors: The Board agrees with the above response. Once Cal Trans approval is obtained, this recommendation will be implemented.

Unfortunately the timeline for implementation is completely dependent upon Cal Trans approval process.

Recommendation #13: Raise the salary of the Animal Control Director using the increased revenue from license fees.

Response by Department Head: The County is in the process of reorganizing the Animal Control Department and is currently advertising for a new position of Deputy Animal Control Director. This position will report directly to the Director of General Services Administration and replaces the position of Animal Control Director. The salary for the new position was derived from a salary survey of other counties making it comparable to similar positions in that survey. The proposed reorganization offers more flexibility and improved management of the department.

Response by Board of Supervisors: The recommendation will not be implemented. In conjunction with the recently approved Animal Control personnel reorganization the Board reviewed the salary for the Deputy Director of Animal Control. The current salary is based on a survey, which included the corresponding officials from nine other counties. The average from this survey was used to establish the salary.

An interview was conducted as a follow up to the 2000-2001 Grand Jury Report.

The grounds appeared orderly and the cages well kept. There was no offensive odor from the pens. Two volunteers were on site, cleaning the pens and walking the dogs on leashes.

The Office Assistant, who takes care of all of the paperwork and office duties, was hired on a full-time basis in August, 2001. A full-time Kennel Assistant was hired in December, 2001. The new voice mail system, together with the change in office personnel, has cut down on callers receiving a busy signal. The front office has been changed to give it a more open appearance and make it easier to access the back office. New barriers have been completed to surround "bite holds" that must be placed in outside pens when there is a shortage of space in the isolated building area. These are moveable barriers constructed from PVC pipe and an orange netting material.

Exterior lighting continues to be a problem. Portable lights have proven to be ineffective. This problem will be addressed with construction of the new building.

The Director of General Services Administration will continue to oversee the operation of the Animal Shelter. The new Deputy Director of Animal Control began work on January 14, 2002. The new Deputy Director will make it a priority to update the Policy and Procedure manuals and supply the Grand Jury with a copy of the changes. Once the changes are made, the recommendation to post kennel-cleaning procedures recommended by the Grand Jury will be implemented.

Removing the carcasses of dead wild animals from roadways continues to be a challenge for the Animal Control Department. The Animal Control has only two officers to remove the dead bodies. They go out singly, using a truck equipped with a lift. It is a difficult, time-consuming task, which delays the officers in rescuing pets and aiding citizens when animal bites occur.

While many of the items have not been completed, it is apparent that the Animal Control Department has attempted to follow every recommendation the Grand Jury presented.

Land Use Agency

The Land Use Agency consists of a Building Department, Code Enforcement, Environmental Health Department, Planning Department, Local Agency Formation Commission (LAFCO), and Airport Land Use Commission. This agency operates under the direction of the Land Use Agency Director, The Board Committee, and the full Board of Amador County.

Land Use Agency

Recommendation #1: Once the decision has been made to purchase and implement improvements in technology, make purchases and implement them in a timely manner.

Response by Department Head: Implemented. The Grand Jury recommendation has been followed. The PERMITS PLUS software program for the Land Use Agency is in and operational.

Response by Board of Supervisors: This recommendation has been implemented. The Board shares the Grand Jury's interest in ensuring timely completion of projects and has directed the County Administrative Officer (CAO) to monitor future projects to ensure timely completion.

Recommendation #2: Hire an additional clerical position to provide data entry and support for all departments within the Land Use Agency and to expedite improvements of the new software.

Response by Department Head: The Grand Jury recommendation has been implemented. Due to the increase in permit activity and the implementation of the new PERMITS PLUS program, the Board of Supervisors, on an emergency basis, approved a mid-budget creation of a new Fiscal and Technical Services I position. The position has been filled.

Response by Board of Supervisors: This recommendation has been implemented.

Building Department

Recommendation #1: Expedite transfer of the files to the new General Services building to eliminate potential safety issues and make space available for additional staff.

Response by Department Head: The recommendation to transfer files to GSA has been implemented. Records have been transferred to the new storage facility to make room for additional staffing space. In fact, a new person was hired and the desk/equipment area completed in the newly cleared area of the office.

Response by Board of Supervisors: The Board agrees with the above response. It should be noted that files have been and will continue to be moved to the new Records Management facility, which will allow additional space for staff.

Recommendation #2: Consider expansion of the counter area in future planning for expansion of County Administrative facilities.

Response by Department Head: The recommendation to increase counter space has not yet been implemented. There is no time schedule for implementation. However, if and when the County Administration Center is ever remodeled, the designs will include the extension of the counter for both the Land Use Agency and Public Works Agency.

Response by Board of Supervisors: The Board will implement this recommendation if and when expansion of County administration facilities occurs.

Recommendation #3: Reinstate a full-time Plan Checker position to eliminate backlog. Creating this position would allow the Building Official to perform his duties as listed as well as enable him to handle the overflow in plan checking during peak season. In the private sector, this would reduce the time delays faced by builders, homeowners, and business owners. The increasing volume of building permits should provide sufficient funding for this position. Should this source not be sufficient, consider an increase in Building Department fees.

Response by Department Head: This recommendation to separate the CBO/Plan Checker duties, a personnel matter, will not be implemented. The reasons for not implementing this recommendation are given for the most part above, in our "disagreement" with the Grand Jury findings. The findings were the basis for which this recommendation was made. In summary, the numbers of building permits simply do not yet warrant the costs of adding a new Plan Checker or separating the CBO duties from those of the Plan Checker.

With regard to raising building permit fees, since the time of the Grand Jury review of this issue, the County Auditor rejected a departmental request to increase fees by 13%, informing the Board of Supervisors that the resultant revenues would exceed state law maximums set by an initiative years ago.

In the interim, for those people who do not wish to wait the eight or so weeks, the department will continue to accept plan checks done by certified private Plan Checkers. This option is described in the referenced July 12, 2001 Memo to the CAO as being effective in other counties, like El Dorado County, and appears to be working in Amador County. The public notice of this option is attached to this response.

Response by Board of Supervisors: The Board agrees with the above response. This is the best solution we have at this time. The Board recognizes that there are some counties that do this and still have as much as a nine-month wait for plan approval.

Recommendation #4: Make the pay scale for Department employees commensurate with surrounding comparable counties to retain trained and qualified personnel.

Response by Department Head: The recommendation for a salary increase for building inspectors has been implemented. The Building Inspector II and III positions received a 5% mid-budget increase in pay. Also, more recently, the CBO was given a five percent raise by the Board of Supervisors.

Response by Board of Supervisors: The Board agrees with the above response. The Board has already granted salary increases.

Code Enforcement Department

Recommendation #1: Review of Trailer Ordinance 19.48.080 should be done by the Board of Supervisors using Code Enforcement Officers input.

Response by Department Head: This recommendation cannot be implemented, or initiated, by the Code Enforcement division of the Land Use Agency. Only the Planning Commission and/or the Board of Supervisors can initiate zoning ordinance proceedings by the adoption of "resolutions of intention." Because of the Grand Jury concern, the Board of Supervisors on their own initiative may elect to conduct such a review, or at least comment on the Grand Jury observations. If they do initiate an ordinance amendment, the Code Enforcement Officer will of course have input.

Response by Board of Supervisors: As mentioned, the Board will direct the Land Use Committee of the Board of Supervisors to review this ordinance and recommend changes if needed.

Recommendation #2: Continue to work together with local law enforcement agencies to enforce the smoke-free statute consistently throughout the County.

Response by Department Head: This recommendation to better enforce the smoke-free workplace statute has essentially been implemented as much as is possible by the Land Use Agency. The Code Enforcement Officer has been working with other law enforcement agencies to the extent that all have been able to provide time, personnel and resources. Surprise visits have been conducted and citations issued. The sworn law enforcement agencies and funding sources need to be encouraged by the Grand Jury to maintain this level of effort until such time as the local bar owners are convinced it is in their own best interests to enforce the law themselves.

It is the Agency's belief that a few successful employee lawsuits claiming damage from second-hand smoke will cost them much more than do the citations, and will be the ultimate enforcement mechanism.

Response by Board of Supervisors: This recommendation has been implemented. The Board agrees with the above response and supports efforts to cooperatively address enforcement issues with the appropriate law enforcement agency.

Planning Department

Recommendation #1: Allow for expansion and growth in all future planning for workspace areas and allotments.

Response by Department Head: This recommendation will not be implemented. More accurately, the recommendation cannot be implemented unless some department or agency in the CAC building leaves first. There simply is not enough space. A space needs survey is currently being conducted by the CAO.

Response by Board of Supervisors: The Board agrees with the above response. Many Departments currently need or expect to require additional space needs. However, as stated succinctly by one Board Member, "You cannot put 10 pounds of sand in a 5 pound bag even if you rearrange the sand."

Environmental Health

No recommendations were made.

County Clerk/Recorder, Elections, Surveying and Engineering

The office of Amador County Clerk-Recorder is an elected position and is responsible for three distinct departments: The Clerk-Recorder's office, the Elections Department, and the Surveying and Engineering Department. In 1995, the three departments were moved to their current locations in the John C. Begovich Building.

Clerk-Recorder

The Clerk-Recorder's Office is responsible for processing and maintaining the Official Records, Vital Statistics and other records of Amador County. These non-court-related Clerk functions include, but are not limited to, the processing of: birth, death and marriage records; passport applications; notary and other bonds, fictitious business names; and the registration of unlawful retainer assistants, process servers, and legal document assistants. Many of these documents are confidential or sensitive in nature. The elected Clerk-Recorder is also the Commissioner of Civil Marriages.

Recommendation #1: Move the Air Pollution Control office. Use the vacated space for the Clerk-Recorder's private office.

Response by Department Head: The Clerk/Recorder has not had an office for solely his purposes in 22 years. That office space is multi purpose. It is used for filming, and now scanning, as well as the Clerk/Recorder's individual use. Since space is limited the office that is now Air Pollution will still be multipurpose if the new floor plan is approved by the Board of Supervisors.

Response by Board of Supervisors: Unfortunately this recommendation does not identify an alternative location for Air Pollution Control thus cannot be immediately implemented. The Board is currently reviewing space options for the Air Pollution Control District office to identify whether moving that office is even viable given the current shortage of available space. This review will be completed by December 1, 2001. If alternative space can be identified the Board will consider the above recommendation.

Air Pollution Control Office has been vacated and the Clerk-Recorders Office is currently working with the County Administrative Officer (CAO) on the office layout plans.

Recommendation #2: Remove the wall between microfiche room and the office/film room to create additional public space and reduce public access to employee work areas.

Response by Department Head: This move is a short term solution to the space needs of the office (all divisions) and requires removal of a department and some major construction which are both subject to the Board's decision to change the floor plan.

Response by Board of Supervisors: The recommendation will not be immediately implemented. As mentioned the Board is reviewing space options, which will be completed by December 1, 2001.

Recommendation #3: Review and modify job descriptions to more accurately reflect the duties of personnel within this Department.

Response by Department Head: This was originally addressed in the 1993-94 Reclassification Study where the Board of Supervisors scaled down our department's recommendations to fit into a broad classification already established by that Board. We again attempted to address this situation in February of 2001 and our recommendations for new job descriptions, classifications, and pay scales were denied by the Administrative Committee of the Board of Supervisors.

Response by Board of Supervisors: The classifications for these employees were agreed upon in the 1994 Classification Study. All County departments utilize these particular classifications. Each Department Head, however, should develop job duties, so that these duties are within the proper classification and employees are not working out of class. Thus there should not be a need to reclassify these employees, but only to make sure that their duties are properly developed by the Department Head. This Board has directed Administrative and Personnel staff to assist in development of accurate job descriptions when requested.

The job duties have been rewritten and submitted again for approval to the County Administrative Officer and Personnel.

Recommendation #4: Review and modify positions so that people doing equal work are making equal pay.

Response by Department Head: The Clerk/Recorder has developed new job descriptions that better reflect the duties and responsibilities of personnel in the Clerk/Recorder's Office. These were submitted to the Administrative Committee in February 2001 with the request to accept these new descriptions, classifications and pay scales, but were denied by the Administrative Committee. They are available for Grand Jury's review at any time.

Response by Board of Supervisors: This recommendation has already been addressed through stipulated job classifications and approved budget positions. The Board denied the above request as the subject employees are working within their proper classification. It is important, however, that the Department Head identify job duties within the confines of the approved classification, within their respective department, so that employees are not working out of class.

The job duties have been rewritten and submitted again for approval to the County Administrative Officer (CAO) and personnel.

Recommendation #5: Identify a lead position with less direct public contact to accomplish the advanced research and archival needs of the office.

Response by Department Head: Agree. The lead position is shown on the new organizational chart and awaiting final approval of the 2001-2002 budget by the Board. But until space needs are met there is no available space for another position. With the addition of another position it will free up the lead position to accomplish the advanced research and archival needs of the office.

Response by Board of Supervisors: This recommendation has been implemented. The Board agrees with the above response and has authorized this position in the 2001-2002 FY Final Budget.

Recommendation #6: Coordinate with Courts and Data Communications to address the volume of misdirected telephone calls or establish a clerical position in the Clerk-Recorder's office to direct phone calls and attend to other support functions.

Response by Department Head: Data Communications and the Court Administrator have been consulted in this matter. The phone book listings will be changed as follows:

FROM	TO
Clerk/Recorder	Recorder/Clerk
Courts	Court - Clerk of
Recorder	To be eliminated

Once changes have been submitted by Data Communications to the phone companies the operators will be notified and correct information will be given to the public. The changes will appear in the May 2002 directories. This in conjunction with hiring of a clerical person should alleviate the problem. The hiring of a clerical person is subject to available space and Board approval.

Response by Board of Supervisors: The Board agrees with the above response. Staff has initiated the appropriate changes to minimize confusion and implement the recommendation.

Recommendation #7: Review the existing organizational structure and adjust the organizational chart to more accurately reflect present conditions.

Response by Department Head: The organizational chart has been adjusted to more accurately reflect present office structure. (See attached chart) Priorities must be set to alleviate space constraints prior to the addition of a clerical position. The organizational chart has been adjusted to reflect a clerical position but we are currently awaiting conclusion of the space needs situation and approval of the Board.

Response by Board of Supervisors: The Board has directed Administrative and Personnel staff to assist in implementation of this recommendation. The timeline for completion, however, is within the purview of the elected agency director.

Elections Office

The Elections Department is responsible for all election-related functions including voter registration, scheduling the training of precinct workers, maintenance of computerized records and administration of elections. Voting is done via an optical scan system, which has proven easy to use and has few problems. Procedures have become well documented and well practiced. The Amador County General Election of 2000 went smoothly and the management and staff of Elections is commended for developing and operating the current system.

No response required.

Surveying and Engineering Office

Surveying and Engineering checks and reviews Records of Surveys, Parcel Maps, and Subdivision Maps for compliance with applicable laws, ordinances and established survey practices. The office also prepares and maintains master files of drawings, maps and specifications; does field and office work related to property and right-of-way boundaries; and provides assistance to the public, contractors, engineers, developers and various governmental representatives. The Deputy Clerk-Recorder functions as the County Surveyor.

Recommendation #1: Make purchases and improvements in a timely manner once the decision has been made to purchase and implement technology improvements.

Response by Department Head: The Clerk-Recorder, while consulting with Data-Communications, will coordinate hardware and software purchases in the future so that delivery, installation and implementation will occur in a matter of days.

Response by Board of Supervisors: The Board has directed the CAO to assist in facilitating project execution to ensure that this recommendation is implemented.

Recommendation #2: Review and modify job descriptions to more accurately reflect the duties of personnel within this Department.

Response by Department Head: The Surveyor and Deputy Clerk/Recorder job descriptions are currently separate and need to be combined into one. The Clerk/Recorder and Deputy Clerk/Recorder will consult with Personnel and the County Administrative Officer (CAO) to develop job descriptions that more accurately describe the positions and have those ready for review by September 15, 2001.

Response by Board of Supervisors: The Board has directed Administrative and Personnel staff to assist in reviewing any modified job descriptions to ensure duties are accurately described to contribute in implementing this recommendation.

The Chief Deputy-Clerk-Recorder-Surveyor job description has been written and approved by the Amador County Board of Supervisors.

Mental Health

Amador County Mental Health is a part of the County Health and Human Services Agency. Services provided by Mental Health include:

- Outpatient psychotherapy at the clinic and at schools
- Medication evaluations and monitoring
- Support groups
- Crisis evaluations for involuntary hospitalization
- Inpatient hospitalization at five contracted hospitals (None located in Amador County)
- Children's System of Care Services
- Adult Day Rehabilitation for severely mentally ill

Recommendation #1: Establish a procedure with the Sheriff's Office to immediately notify Mental Health when a person believed mentally ill has been taken into custody and charged with a misdemeanor.

Response by Department Head: Mental Health will request a meeting no later than January 31, 2002, with the Sheriff's Office to formulate a policy for notification of the department when a suspected mentally ill individual has been taken into custody.

Response by Board of Supervisors: The Board will encourage that the above-mentioned meeting occur as soon as possible.

Meetings were held with the Sheriff's office on October 5, 2001, and December 7, 2001, to discuss issues of mutual concern. Policies and procedures have been incorporated into the Sheriff's operating manual.

Recommendation #2: To facilitate the timely placement of mentally ill individuals, maintain an up-to-date listing of all possible facilities along with current admittance standards and availabilities.

Response by Department Head: Mental Health will continue to maintain, for employees, a list of current available placements to assist with the timely admittance of mentally ill individuals. The requirements for placements and admittance standards will be completed no later than January 31, 2002.

Response by Board of Supervisors: The Board agrees with the above response and will assist Mental Health as necessary in implementing the above recommendation.

The requirements for placement and admittance standards listing was completed on January 31, 2002.

Recommendation #3: Be sure a Mental Health worker follows the Call Out Routine when a law enforcement officer takes a person believed to be mentally ill into custody or to the emergency room.

Response by Department Head: During its monthly meetings, the On-Call Team will discuss all cases shared with law enforcement and will address issues of timeliness and adequacy of response. Both the Team leader and the Mental Health Director will continue to instruct team members on appropriate call-out response.

Response by Board of Supervisors: The Board agrees with the above response and supports efforts to increase communication.

County Counsel completed training on October 25, 2001, for the Mental Health staff.

Recommendation #4: Evaluate the need for a detoxification facility within Amador County but outside of the jail.

Response by Department Head: The Mental Health Quality Assurance Committee that is composed of Mental Health workers, public members, law enforcement and hospital personnel have already begun the discussion of the need for a detoxification bed in the county. The public member of this committee has met with the Sutter Amador Hospital Administrator to further explore this need. This will be an ongoing discussion until its resolution.

Response by Board of Supervisors: While the Board agrees with the above response, it is important to note that fiscal constraints may limit the ability to obtain such a facility.

Recommendation #5: Utilize the services of County Counsel to become aware of cases going to Court involving the mentally ill and also to gain a greater understanding of Court procedures involving the mentally ill.

Response by Department Head: County Counsel will provide training to Mental Health Department staff no later than October 31, 2001 regarding court procedures and appropriate response to the Court by Mental Health. This will allow us to gain a greater understanding of these procedures and provide better client service.

Response by Board of Supervisors: The Board agrees with the above response and is supportive of County Counsel providing the aforementioned training to implement this recommendation.

Recommendation #6: Establish better communication and understanding of the various competencies of Mental Health Services, the Sheriff's Office, and those involved in the Court system so all can work together in the best interest of the mentally ill. Informal meetings on a regular basis could help in that regard.

Response by Department Head: Mental Health frequently communicates with law enforcement about shared cases and their problems. We do meet informally and generally enjoy a cooperative relationship. When requested, Mental Health provides training for officers regarding mental health issues.

Response by the Sheriff: I agree with the recommendations of the Grand Jury and we have currently taken steps to have regular face-to-face meetings with the Mental Health Department set up so that difficulties can be aired in that setting rather than in a jail setting.

Response by Board of Supervisors: The Board agrees with the above responses made by the Sheriff and Mental Health and supports efforts being taken to improve communication and thus implement this recommendation.

Recommendation #7: Obtain use of a van that doesn't require a Class B license for operation.

Response by Department Head: Mental Health does not believe that the purchase of a small van would serve the future needs of its Day Rehabilitation Program as discussed in the Findings Item #5. We do need to purchase another vehicle for transportation to training sessions, meetings, appointments and group activities. However, at this time budget constraints do not allow the department to purchase this extra vehicle.

Response by Board of Supervisors: This recommendation will not be implemented. The Board feels that the costs of an additional van render this recommendation impractical and not cost effective.

Recommendation #8: Obtain laptop computers for use by field-going workers.

Response by Department Head: Budget constraints have not permitted the Mental Health Department to buy the needed computers at this time. Currently, one off-site worker uses a laptop to collect information, which is then downloaded into the clinic computer. It would be a boon to the off-site workers' efficiency for additional laptops to be purchased, and a request will be made for their purchase during the fiscal year 2002/03 if the budget allows.

Response by Board of Supervisors: This recommendation will not be implemented. This option is not cost effective due to the current costs of laptop computers. The Board will, however, reevaluate this program in future budget cycles.

Amador County Jail/Sheriffs Department

The 2000-2001 Grand Jury reviewed the Amador County Jail/Sheriff-Coroner as required by law pursuant to penal code section 919(b), and 921, and 925.

The Amador County Office of the Sheriff-Coroner is responsible for the general law enforcement, crime prevention and suppression in the unincorporated areas of the county. Operation of the County's detention facility, jail, and the 911 Dispatch center are also included in the Sheriff's Office area of responsibility.

Recommendation #1 (to the Sheriff's Office): Construct a temporary cover for the area between the vehicle sally-port and the reheat oven room at the Detention Center until the new kitchen (part of the remodel plan) is completed. This would enable equipment and personnel to move back and forth without being exposed to inclement weather.

Response by Department Head: The recommendation from the Grand Jury relative to a temporary cover would in fact provide some protection from inclement weather for both staff and inmates in moving food from the kitchen area to the Detention Center. The down side of this suggestion is that it impacts the parking area rather significantly. If a temporary cover is constructed it could create an adverse impact to the flow of traffic in those parking areas immediately adjacent to the temporary cover. As an alternative to this we will explore the possibility of extending the cover to the end of the parking area thereby creating a large overhang, which would not in my opinion effect the ability of cars to travel in that area and park in a safe manner. Therefore my response to the Grand Jury's recommendation is that this will require further analysis and additionally would require some adjustments in the budgetary plan for the Sheriff's Office.

Response by Board of Supervisors: Capital improvement projects and space needs requests have far exceeded available funding. The Board has, however, approved two major projects for the Sheriff's Departments and will evaluate the results of the above-mentioned analysis in future budget cycles. If the above recommendation cannot be implemented within existing approved funding, it will not be implemented. The Board will re-evaluate this situation in future budget cycles.

Recommendation #2 (to the Board): Work with the Sheriff's Office to ensure that the conditions of recruitment and employment are attractive enough to find and retain the best available personnel to serve the citizens of Amador County. Maintain competitive salary levels to assure the Sheriff's Office can be staffed by qualified, dedicated and adequately rested personnel.

Response by Department Head: I agree with the Grand Jury in this case.

Response by Board of Supervisors: This recommendation has been implemented. The Board recently negotiated new contracts with the Deputy Sheriff's Association, Sheriff's Office Association, and Sheriff's Office Mid-Management Unit to ensure that the conditions of recruitment and employment are attractive enough to find and retain the best available personnel to serve the citizens of Amador County. As a result of these negotiations, the Board approved a 15% salary increase and enactment of the 3% at 50 retirement program. These compensation enhancements are expected to increase County expenditures by \$900,000 annually.

Recommendation #3 (to the Board): Give support to the Sheriff's Office remodel projects in order to move ahead with construction as soon as possible.

Response by Department Head: No response received.

Response by Board of Supervisors: This recommendation has been implemented. The Board has funded two remodel projects in the 2001-2002 Final Budget.

Response to the Grand Jury's Recommendation #3 (November 29, 2001), a copy of the revised time line for the Sheriff's Office and County Jail addition/renovation is listed below. There was a previous time line for the project. However, the County General Services Agency provided an updated time line when asked for it.

The aforementioned schedule is listed below:

Cost estimate from Durant	Overdue
Completion of all construction documents from Durant	09/21/01
County plan checking, State review and CEQA	09/30/01
Final construction corrections from Durant	12/16/01
Approval of construction documents by County and State	01/30/02
Bid process and receipt of bids	03/14/02
Award of bid	03/26/02
Award of contract	04/23/02
Pre-construction meeting	04/29/02
Start of construction	05/13/02
Completion of construction	12/02/02

Amador County Unified School District and Office of Education

Amador County is one of the few counties in California with a county unified district. In a county unified district, one school Superintendent and Board of Trustees serve both the school district and the county office of education.

Recommendation #1: Evaluate ACUSD/COE staff at least annually. Performance evaluations are an integral part of staff development and allow for advancement of qualified personnel within an organization.

Response by ACUSD: This recommendation is being implemented. Evaluations take place in the following sequence as in the collective bargaining agreements and/or Board policy:

Administrators	Annually	Superintendent
Classified Management	Annually	Superintendent
Confidential	Annually	Supervisor
Classified-District/COE	Annually	Supervisor
Certificated-District/COE	First two years of service, evaluated by site Administrator annually. After they are tenured, evaluation is every other year.	

Recommendation #2: Establish a written organizational plan that clearly defines the split of function, personnel, and funding between the ACOE and ACUSD. This plan should clarify the oversight responsibilities of the Office of Education for the School District.

Response by ACUSD: Over the next six months, the Director of Fiscal Services and the State's Fiscal Expert will be developing a written organizational plan that defines the functions, personnel, and funding between the Amador County Office of Education and the Amador County Unified School District. The plan will clarify the responsibilities of the county office with regards to the district.

Recommendation #3: Do not allow use of personal credit cards for any items that can be obtained through the normal purchasing procedure.

Response by ACUSD: The district will work with site administration, managers and site secretaries on proper procedures for purchases. The current procedure is to have a pre-approved purchase order before making a purchase. There are times when an employee can use his/her credit card for pre-approved purchase. Example: Some vendors do not accept purchase orders. The district is exploring the use of a corporate credit card.

Recommendation #4: Follow established timelines for statutory State filings to allow for Board approval prior to submission.

Response by ACUSD: The state of California allows school districts to submit applications prior to local Board approval. If the application needs to be revised, the state allows revisions to be submitted. This does not affect the funding of programs, such as Title I GATE, and so on. While it is always desirable to submit applications, etc., to the Board prior to submission to the state, it is not always feasible. The state applications often take many hours or days to complete properly. We do not always receive them in time to complete them and place them on a Board agenda before they are due to the state. It is the desire of the district to present information to the Board before sending it to the state, and this will be done in cases when time allows. Once again, if there are revisions to be made, they are always sent to the state.

Recommendation #5: Ensure that the Board coordinates with the Superintendent to clearly establish the items to be included in each upcoming Board packet.

Response by ACUSD: At each Board meeting there is an item labeled "Future Board Items". A draft agenda is prepared at least one (1) week prior to the Board meeting. The agenda is reviewed and revised by the Superintendent and the Board Chairperson prior to publication. By law, no other action items can be discussed at a Board meeting.

Staff has been instructed to submit all back-up documentation for Board items at least a week prior to the Board meeting. These materials are then placed in the Board packet.

Recommendation #6: Ensure that the Board comes to an agreement at each meeting about what items it wishes to have included in future Board packets.

Response by ACUSD: In "Future Board Items", the item itself may not be discussed. The standard practice is the staff preparation of the background materials needed to support the item, and then the item is placed on the agenda. Once the item is on the agenda, the Board may choose to take action or table the item. The Board has also begun the process of identifying agreements on an easel at each meeting.

Recommendation #7: Institute an email list of the School Board agenda and attachments, similar to that of the Amador County Board, to save time and money.

Response by ACUSD: The district currently has a web site (www.teachnet.k12.ca.us) where our board agendas and minutes are posted. The local radio station KNGT also lists agendas on their web site (www.KNGT.com).

Recommendation #8: Evaluate the feasibility of splitting the combined Superintendent position into an ACUSD Superintendent and a COE Superintendent, and the Board into separate ACUSD/COE boards. Consider establishing an ACUSD board of five members and a COE board of three. This will more clearly establish the different responsibilities of the ACUSD and the COE and assist in much-needed fiscal oversight.

Response by ACUSD: When Amador County School District unified in 1983, and formed a County Unified School District, the reasons were multiple. Some of the major reasons were as follows: 1) fiscal savings; 2) curriculum articulation; 3) efficient use of specialized personnel; and, 4) removal of redundancy of staff and expenditures.

There is still work to be done to consolidate the staff and revenues. In particular, the administration needs to communicate more effectively with the staff to truly create a "unified" district.

To split the Superintendent positions is an unnecessary expense that will cause confusion of leadership and redundancy of service. However, we will be exploring the feasibility of this suggestion.

The Board will be considering the change to a five (5) member Board that would also serve as the County Board.

Recommendation #9: Review current Business Office operating procedures to determine if they are consistent with the current Procedures Manual. Adopt appropriate changes and follow all procedures.

Response by ACUSD: We are currently reviewing and revising business office procedures. The updating of our procedures is part of the agreement between the State and the district. The Director of Fiscal Services and the State's Fiscal Expert will be updating all business office procedures. We expect this to be complete by December 1, 2001.

Recommendation #10: Do not circumvent open purchase orders and strictly limit them monetarily.

Response by ACUSD: See Recommendation #3

Recommendation #11: Create an emergency purchase order process to reduce the necessity of reimbursements for credit card or cash purchases by staff members. Uniformly train business office, maintenance, transportation, and site staff in proper procedures for obtaining all types of purchase orders.

Response by ACUSD: The Director of Fiscal Services and the Director of maintenance & Operations are working on streamlining emergency purchase order procedures. The business office and district staff will be trained on the procedure. We expect this to be complete by March 1, 2001.

Recommendation #12: Evaluate current mileage reimbursement costs. Consider the cost effectiveness of providing vehicles to personnel receiving regular reimbursements.

Response by ACUSD: The district will evaluate mileage reimbursement costs. The district has budgeted for all known mileage and will review mileage claims on an individual basis.

Recommendation #13: Implement a fixed-asset tracking system to insure accountability for all equipment. A centralized receiving area should be responsible for maintaining the tracking system.

Response by ACUSD: The district updated its fixed asset listing a few years ago, but has not kept it current. New legislation will compel the district to update its fixed asset list and to keep it current. This will be mandatory for districts our size in 2002-03 school year.

Recommendation #14: Do not use one-time monies to incur continuing expenses.

Response by ACUSD: The district did not do this in 2000-01 and continues to have the philosophy of no on-going expenditures with one-time monies.

Recommendation #15: Be sure managers and site administrators know how much money is in their respective budgets at the beginning of the fiscal year and that they receive monthly updates.

Response by ACUSD: The business office will be sending sites their budgets on a monthly basis. Site administrators and program managers may request a budget at any time and the budget will be sent.

Recommendation #16: Develop a more efficient method of assigning maintenance work tasks. This might include calling staff with work assignments for the next workday.

Response by ACUSD: This recommendation has already been implemented. In a recent reorganization the School Board voted to create a Maintenance IV position. This person was promoted from a maintenance III position. One of his responsibilities is to assign work orders to the maintenance staff and help prioritize them.

Recommendation #17: Expand the school day at the County Community School to six hours.

Response by ACUSD: This recommendation has been discussed with Mick Founts, Assistant Superintendent, Alternative Programs/Court and Community School, San Joaquin County Office of Education. At this time, it is not his recommendation to increase the amount of time that students attend school in the County Community School program. His experience has been that students who have not been successful in the comprehensive school setting need a different program. Students in the Community School program are generally more successful on a shorter day, with short, concentrated classroom time. This question may be reviewed in the future should the Community School wish to expand offerings.

Recommendation #18: Address the long-term substitute and other staff issues affecting County Community School staff stability. Consider using a teaching principal and a full-time teacher to adequately staff the facility without incurring significant additional expense.

Response by ACUSD: A teacher with community school experience has been hired. The Superintendent has appointed a retired administrator to provide administrative oversight of the County Community School.

Recommendation #19: Evaluate having one high school with two campuses to provide maximum academic and vocational opportunities for County students with less redundancy of programs, therefore less cost.

Response by ACUSD: The issue of converting to one versus two high schools in Amador County is not something which should be decided based solely on this finding. While there is the potential for reducing program and staff costs, there are many things to consider prior to making a recommendation to consolidate the high school programs.

1. Neither the Amador High School campus nor the Argonaut High School campus is large enough to accommodate all high school students in the county. Both schools currently scramble for space to accommodate all staff and students.
2. Since neither campus can accommodate all the students, a new school would have to be built. This would require the passage of a bond, as the district does not currently have the funds to build an entire high school. The costs could range from 30 to 50 million dollars or more for a state of the art high school.
3. French classes have been offered at Argonaut and Amador students have been transported to attend. In the past, there have been shared students for other activities, such as ROP Health Care and Construction as well as Swim Team and Ski Team.
4. There are many benefits to having smaller schools. More students are able to participate in extracurricular activities, such as Student Council and sports. This encourages more students to be involved at the schools, which increases student satisfaction with school, attendance, and academic performance. Smaller schools generally result in more attention to individual students.
5. The district will convene a committee to review a number of issues related to the high schools. The issues include the eight period day versus the six period day, consolidation of efforts (such as offering specialized classes on alternate days to allow students from both schools to take classes together), as well as the benefits of having one high school for the county.

Amador County School Facilities

Recommendation #1: Provide all site administrators with the Loss Prevention Survey recommendations that affect their facility immediately upon receipt of the Survey by the ACUSD/ACOE.

Response by ACUSD: The district maintenance staff have evaluated the recommendations made on the Loss Prevention Survey. The Custodial Manager has provided a copy to the maintenance staff on each site. The repair of these items has begun to take place.

Recommendation #2: Remedy immediately all life-safety issues (Priority 1) in the 2000 Loss Prevention Survey. Designate a specific position at each site to be responsible for assuring compliance with the Survey, attending to hazards in the order prioritized in the Survey.

Response by ACUSD: All life-safety issues are being addressed at this time. The Custodial and Grounds Manager is responsible for the correction of these situations at each school site.

Recommendation #3: Ensure the maintenance manager and site administrators meet regularly to determine maintenance needs and establish priorities.

Response by ACUSD: The Director of Operations has met with all site administrators in the past few months and has begun to prioritize the needs of the district.

County Community School

Recommendations

No recommendations; no response necessary.

Amador High School

Recommendation #1: Establish a plan for upgrading the fire suppression system in coordination with the Amador Water Agency and the Sutter Creek Fire District.

Response by ACUSD: There is currently a plan to upgrade the fire suppression system for this school.

Recommendation #2: Include in the fire plan a timeline for each phase of the upgrade, a cost analysis, and an analysis of funding availability.

Response by ACUSD: This information is contained in the modernization plans prepared by Aspen Street Architects which is currently under review by the Division

of the State Architect. If approved, this may be funded after the next state bond is approved.

Recommendation #3: Install a two-way communication system to all classrooms.

Response by ACUSD: This information is contained in the modernization plans prepared by Aspen Street Architects which is currently under review by the Division of the State Architect. If approved, this may be funded after the next state bond is approved.

Recommendation #4: Repair water lines to the wood-shop building and install safety-washing facilities.

Response by ACUSD: These water lines have been repaired.

Argonaut High School

Recommendation #1: Work with the architect of record and the State inspector to ensure proper inspections and construction approvals for the ROP portable.

Response by ACUSD: This process has been implemented. The State inspector did not know that the compaction test had passed. He asked that two other things be inspected. This was completed at a cost to the portable manufacturer. He now wants something else completed before he will sign the building as complete.

Recommendation #2: Install future buildings as indicated in the current architect's specifications.

Response by ACUSD: Two buildings are currently being installed with the State Inspector involved in every aspect. This procedure will be followed with all future buildings.

Recommendation #3: Work with the architect of record and the State inspector to insure proper inspections and construction approvals for the portable restroom next to the football field.

Response by ACUSD: Upon consultation with DSA, this portable will be placed elsewhere on the campus.

Recommendation #4: Install a permanent pumping system at lower field restroom.

Response by ACUSD: There will be no need for a permanent pumping station when the restrooms are relocated.

Recommendation #5: Install a two-way communication system in all classrooms.

Response by ACUSD: This information is contained in the modernization plans prepared by Aspen Street Architects which is currently under review by the Division of the State Architect. If approved, this may be funded after the next state bond is approved.

Independence High School

Recommendations

No recommendations; no response necessary.

Ione Elementary School

Recommendation #1: Secure the storage area under the stage in the multi-purpose room.

Response by ACUSD: The storage area under the stage has been secured.

Recommendation #2: Install an elevator to the stage in the multi-purpose room safely and correctly or remove it.

Response by ACUSD: The elevator to the stage has been removed.

Recommendation #3: Finish the installation of the two-way communication system.

Response by ACUSD: This site is waiting for a two-way communication system to be delivered from the manufacturer.

Ione Junior High School

Recommendation #1: Install a two-way communication system to the classrooms.

Response by ACUSD: This site is waiting for a two-way communication system to be delivered by the manufacturer.

Recommendation #2: Install the electrical and data communication cables in the science room in a manner consistent with safe electrical practices.

Response by ACUSD: The wires will be installed correctly within the next six months.

Jackson Elementary School

Recommendation #1: Install a sprinkler system at this site.

Response by ACUSD: The Custodial and Grounds Manager will evaluate the need for sprinklers at all the sites then make a recommendation to the Director of Operations. A priority list will then be made and work done.

Jackson Junior High School

Recommendation #1: Install a two-way communication system to the classrooms.

Response by ACUSD: This information is contained in the modernization plans prepared by Aspen Street Architects which is currently under review by the Division of the State Architect. If approved, this may be funded after the next state bond is approved.

Recommendation #2: Coordinate with the City of Jackson and the City of Jackson Fire Department to establish a plan for upgrading the fire suppression system at this site.

Response by ACUSD: A plan exists for upgrading the fire suppression system at this site.

Recommendation #3: Include in the fire plan a timeline for each phase of the upgrade, a cost analysis, and an analysis of funding availability.

Response by ACUSD: This information is contained in the modernization plans prepared by Aspen Street Architects which is currently under review by the Division of the State Architect. If approved, this may be funded after the next state bond is approved.

Pine Grove Elementary School

Recommendations #1: Determine the number of toilets and urinals required for students as outlined in applicable plumbing and education codes.

Response by ACUSD: According to Code UBC Section 805 (buildings constructed prior to 1994), the toilet requirement for elementary age boys is one toilet for every 100 boys. There are two toilets available for boys at this school site.

Recommendation #2: Build adequate permanent toilet facilities for this school.

Response by ACUSD: The modernization plan includes the plans to build additional toilet facilities at this school site. This can only be done after the school links to the new sewer system in the Pine Grove area.

Pioneer Elementary School

Recommendation #1: Remove the remaining floor tiles if they pose an asbestos hazard.

Response by ACUSD: The tiles did not pose an asbestos hazard and have been removed.

Recommendation #2: Replace the missing floor tiles, or remove remaining floor tiles, and finish the floor to eliminate the tripping hazard.

Response by ACUSD: Installation was accomplished in August. The floor was sanded before installation and could not be done during the school year.

Recommendation #3: Replace ramps that are showing signs of deterioration.

Response by ACUSD: The ramp for classroom #11 will be repaired in August

Recommendation #4: Place a retaining wall behind Room 16 to prevent erosion.

Response by ACUSD: Sandbags have been placed here in the past. The maintenance staff will examine another way to accomplish this task.

Recommendation #5: Repair or remove damaged portions of the upper playfield fence and backstop.

Response by ACUSD: The maintenance staff has consulted a fencing company. This company says that repair is too costly and the fencing should be replaced. Funding options will be explored in the next six months.

Recommendation #6: Paint the main building to reduce the potential for further deterioration of the exterior.

Response by ACUSD: The main building has been painted. The front two doors will be painted. The back windows to the gym will be repaired and painted within the next six months.

Recommendation #7: Check the leach field and repair if necessary.

Response by ACUSD: The leach field was repaired immediately after school was dismissed in June.

Plymouth Elementary School

Recommendation #1: Repair or remove the unusable portable classrooms at this site.

Response by ACUSD: This information is contained in the modernization plans prepared by Aspen Street Architects which is currently under review by the Division of the State Architect. If approved, this may be funded after the next state bond is approved.

Recommendation #2: Obtain final approval of the portable classrooms.

Response by ACUSD: We are currently awaiting the requested punch list from the State Inspector. The State Inspector has been asked to provide a punch list to the Director of Operations so those repairs can be accomplished.

Recommendation #3: Install a two-way communication system to the classrooms.

Response by ACUSD: This information is contained in the modernization plans prepared by Aspen Street Architects which is currently under review by the Division of the State Architect. If approved, this may be funded after the next state bond is approved.

Recommendation #4: Evaluate the Plymouth Primary School site. If no longer useful for school purposes, develop a plan to dispose of the facility.

Response by ACUSD: The district will conduct an evaluation of all of the unused sites during the next six months.

Sutter Creek Elementary School

Recommendation #1: Install a two-way communication system to all classrooms.

Response by ACUSD: This information is contained in the modernization plans prepared by Aspen Street Architects which is currently under review by the Division of the State Architect. If approved, this may be funded after the next state bond is approved.

Recommendation #2: Remove deteriorated pavement, adjust the grade to improve drainage, and repave the trip hazard area near Room 5.

Response by ACUSD: Major repair work must be made to the playing surface to eliminate the flow of water near Room 5. A few contractors have looked at the problem and are making recommendations during the next two months.

Recommendation #3: Review existing restroom facilities to determine if they are adequate for the number of students attending Sutter Creek Primary School. If an additional restroom is determined to be appropriate, locate the new restroom as near as possible to the portable classrooms and library.

Response by ACUSD: All restroom facilities in the district are currently under review.

Recommendation #4: Coordinate with the City of Sutter Creek to repaint the crosswalks and limit lines at the Spanish Street intersection.

Response by ACUSD: The City of Sutter Creek has repainted the crosswalks and limit lines.

Spanish Street Intersection at Amador High School

The 2000-2001 Grand Jury conducted an investigation of this location as a follow up to a 1999 Grand Jury report on the status of this intersection, regarding the safety of the students crossing the intersection and apparent confusion of vehicular traffic coming and going from the school.

Recommendations to the City of Sutter Creek

1. Repaint crosswalk lines at Spanish Street and the access road for the safety of pedestrians using the crosswalks.
2. Paint/repaint signage on the roadway leading to the intersection, specifically, "STOP AHEAD," PEDESTRIAN CROSSING", and "SCHOOL CROSSING".
3. Conduct a feasibility/traffic study on the viability of placing a fourth STOP sign at the intersection, making it a four way stop.
4. Until a fourth stop sign is in place and/or the intersection redesigned, place signs at the three existing stop signs letting stopped vehicles know that traffic coming from the direction of Hwy 49 does not stop.
5. The cross walks at the corner without a stop sign should be removed, so all crosswalk lines will correspond with their respective stop signs.

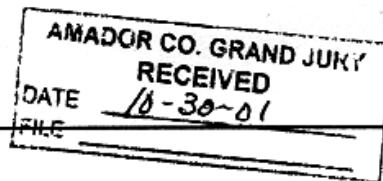
2001-2002 Grand Jury Observations:

A fourth "Stop sign" was installed and then removed as it caused a back up of vehicular traffic to Hwy 49.

See the enclosed letter from the Mayor of Sutter Creek explaining the action taken at the above intersection.

City of Sutter Creek

"Still Rich in Beauty"



Mayor
Tim Murphy

Mayor Pro Tempore
Randy Aspinall

Council Members
Heidi Boitano
Bill Hepworth
W. Brent Parsons

City Administrator
J. Robert Duke

October 18, 2001

Honorable Susan C. Harlan
Superior Court Judge
Amador County Superior Court
108 Court St.
Jackson, Ca 95642

Dear Judge Harlan:

Thank you, for the opportunity to review the Grand Jury findings. The City of Sutter Creek agreed with the findings and implemented action in the following ways:

1. The Spanish St. intersection at Amador High School has been changed to a four-way stop intersection and marked as such.
2. The crosswalk and limit lines have been repainted.

After a 5-week test period, the fourth stop sign was found to have negative effects on the intersection by backing traffic out onto the highway past the Sutter Creek Diner at peak times. As a result, we removed the sign and put the intersection back to a 3-way stop. In addition, we installed signs indicating that it was a 3-way stop intersection.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Murphy".

Tim Murphy
Mayor, Sutter Creek

TM:jrd

Public Works Agency

Response to a citizen complaint to the 2000-2001 Grand Jury against CSA #3

Government Code, Section 25210.1 et sec, commonly known as the "County Service Area Law" was established to provide an alternate method for the furnishing of government services within the unincorporated areas of the State of California. This law allows a County to establish a CSA for specific area, or covering the entire unincorporated area of the County, and lists a wide variety of services which may be provided. Amador County has elected to establish several County Service Areas to provide one or more of the authorized services to various areas of the County.

CSA 3 was formed in 1970 Pursuant to Amador County Board Resolution #1932. Amador County Board acts as the governing Board. At the present time CAS 3 provides water and sewer to the property owners within Lake Camanche Village Subdivision. The County of Amador has been responsible for the operation, maintenance and repair of the water and sewer facilities since their completion. This responsibility has assigned to the Public Works Agency. Fees paid by the Landowners within CSA 3 are used for the services provided.

Recommendation #1: Remove sludge from primary sewage pond to prevent pond from going completely septic.

Response by Department Head: The recommendation has not yet been implemented but will be implemented by the deadline, which RWQCB imposed in their Order No. 5-01-034.

Response by Board of Supervisors: The Board agrees with the above response. The Board is confident that the Order will be implemented within the prescribed timelines.

RWQCB Order No. 5-01-034 provided a deadline of October 1, 2005, to have the sludge removed. However, an interim plan was submitted by the Amador Water Agency (AWA) that included a water spray bar to prevent solids from leaving the pond.

Recommendation #2: Implement water conservation measures to reduce effluent volume to the spray field.

Response by Department Head: This recommendation has been implemented as part of the RWQCB Order 5-01-034. Notices were sent to the sewer customers on or about February 28, 2001 regarding the water use, the impact on the system, and the consequences of not reducing water use. It was also explained that inflow/infiltration (I/I) is being targeted and a program was instituted to track and reduce I/I.

Response by Board of Supervisors: The Board agrees with the above response. The Board has noted that this recommendation has been implemented.

Recommendation #3: Establish a long-range capital improvement plan.

Response by Department Head: This recommendation has been implemented. The County and AWA together prepared short and long-range capital plans. Input from the Lake Camanche Village Owners' Association was solicited, and the Board of Supervisors approved the capital improvements.

Response by the Board of Supervisors: The Board agrees with the above response. The Board has noted that this recommendation has been implemented.

Recommendation #4: Make expansion of the spray field a priority.

Response by Department Head: This recommendation has been partially implemented and an engineering firm has been engaged to design the expansion of the wastewater facilities per RWQCB Order 5-01-034 and will be completed by 2005.

Response by Board of Supervisors: The Board agrees with the above response. The Board has noted that an engineering firm has been engaged to address this issue.

Recommendation #5: Establish a written preventative-maintenance schedule that includes the time intervals between servicing and the actual dates of completion.

Response by Department Head: This recommendation was implemented years ago. More recently the schedule was modified to meet the requirements of RWQCB with regard to wastewater facilities. The earlier preventative maintenance schedules for both water and wastewater were scheduled as daily, weekly, monthly, semi-annual, and annual tasks. These forms have been submitted to the AWA for their use and will no doubt be modified to suit their program.

Response by Board of Supervisors: Implementation of this recommendation is now within the purview of the Amador Water Agency.

This recommendation has been implemented.

Recommendation #6: A representative of the County or the Water Agency should attend the Lake Camanche Village Owners Association meetings and report on status of scheduled maintenance, improvement projects, and finances.

Response by Department Head: This recommendation was implemented through the presence of a county representative at the meetings to provide status reports and respond to questions that might arise. During the transition of the AWA taking the responsibility of operation and maintenance, there were representatives from both the AWA and the county attending the Lake Camanche Village Owners' Association (LCVOA) meetings on a periodic basis. Then in recent months, it was decided the AWA should take the lead on communicating with the association. AWA staff and

board members have attended LCVOA meetings. Quarterly meetings have been scheduled. The LCVOA has also been invited to AWA board meetings and have attended such meetings.

Response by Board of Supervisors: Implementation of this recommendation is now within the purview of the Amador Water Agency.

Recommendation #7: Establish an operational procedures checklist and make it available on site.

Response by Department Head: This recommendation has been implemented and posted on site.

Response by Board of Supervisors: Implementation of this recommendation is now within the purview of the Amador Water Agency.

Recommendation #8: Properly seal all abandoned wells to prevent contamination of ground water.

Response by Department Head: This recommendation is being implemented. Well number 12 is the only "abandoned" well and is scheduled to be "destroyed". Hunt Drilling Company is familiar with the well and has proposed destroying the well by removing the pump and sealing the well per county environmental health requirements. The Public Works Agency provided the AWA with Hunt's proposal. The AWA is considering the appropriate contracting procedure to accomplish this. Notice was given to AWA that the funding was approved by the Board of Supervisors as a budgeted item. The well destruction is estimated to be complete within 60 days.

The other wells (7, 8, and 10) need to be evaluated by a ground water consultant to determine their value for domestic water. Well number seven was never brought on line by the original developer (Great Lakes Development). These wells should be analyzed to determine if they are worth rehabilitating or should be destroyed. The AWA is engaging a consultant to analyze both the hydraulics of the system and the ground water as to whether surface supply should be the primary source of water.

Response by Board of Supervisors: The Board agrees with the above response. The Board continues to monitor implementation of this recommendation.

The AWA is contracting with Hunt Well Drilling Co. to destroy well #12. The AWA estimates six months to complete the analysis.

Recommendation #9: Survey sewer and water rates and set rates to allow for implementation of the capital improvement plan.

Response by Department Head: This recommendation has not yet been implemented but will be implemented. The AWA will be engaging a consultant to analyze the short-term and the long-term needs for the water system. It is intended to have both a developed capital improvement master plan and a financial plan developed over the next two years.

The wastewater facilities (Unit 6) are being analyzed for the improvements needed at full build out. A separate financial plan will be undertaken in 2002. Improvements will be constructed and completed by October 2005 per RWQCB Order No. 5-01-034.

Response by Board of Supervisors: The Board awaits the results of the aforementioned needs assessment and subsequent recommendations from the Amador Water Agency. There remain significant challenges, however, to obtaining sufficient financing to allow many of the needed improvements.

Recommendation #10: Implement the required repairs and safeguards described in California Regional Water Quality Control Board Order No. 5-01-034 as soon as possible to reduce the potential for violations, fines, and penalties.

Response by Department Head: This recommendation is being implemented with several items already completed. KASL Engineers is assisting the AWA in implementing the required repairs and safeguards. Any repairs or improvements that can be made prior to the deadlines will be accomplished if possible.

Response by Board of Supervisors: Implementation of this recommendation is now within the purview of the Amador Water Agency.

Completed on schedule July 1, 2001, per C&D Order.

Recommendation #11: Establish a backup power system for all sewer pump stations to reduce the risk of effluent spills.

Response by Department Head: This recommendation is being implemented. The Board of Supervisors approved all the County Service Area budgets on June 19, 2001 to be effective July 1, 2001. The AWA is ordering a mobile generator for CSA #3. The generator is expected to be operational in 2001.

Response by Board of Supervisors: Funding for this recommendation has been approved and implementation is now within the purview of the Amador Water Agency.

A portable generator was purchased and is available for backup or auxiliary power.

Recommendation #12: Establish a long-range master plan for the CSA 3 water system.

Response by Department Head: This recommendation is not yet implemented but will be implemented in the future. As mentioned in Response No. 9, a consultant will be analyzing the long-term water needs for CSA #3 and will prepare a master plan.

Response by Board of Supervisors: Funding for this recommendation has been approved and implementation is now within the purview of the Amador Water Agency.

Senior Programs-Amador Senior Center

The 2000-2001 Grand Jury was presented with information that there were irregularities with the "Senior Meals" program. The resulting evaluation of the Senior Center resulted in the following recommendations:

See the 2001-2002 grand jury evaluation for the status of the "1984 contract" and other issues addressed in the 2000-2001 report.

Recommendation #1: Amador County should enforce all of the terms and conditions of the contract dated August 14, 1984 with CITIZENS including CITIZENS' obligation to provide the staff and funds to operate the Senior Center.

Response by Executive Director: No response received.

Response by Board of Supervisors: The Board will direct County Counsel to review the above contract by October 31, 2001 and provide a report to the Administrative Committee of the Board of Supervisors prior to any action being taken.

Recommendation #2: If CITIZENS does not immediately cure the defaults under the contract dated August 14, 1984, the County should pursue its remedies under the contract, including taking possession of the Senior Center, and either operating or contracting with a single entity for its operation.

Response by Executive Director: No response received.

Response by Board of Supervisors: This recommendation will not be implemented. The Board will await the results of the aforementioned review prior to taking any action.

Recommendation #3: The County should fund the provider of senior services directly, not through CITIZENS SERVICES, or any other intermediary.

Response by Executive Director: No response received.

Response by Board of Supervisors: This recommendation will not be implemented. The Board does not believe this would be a cost effective option. Currently the selected provider, Common Ground Senior Services, is able to leverage the funds provided by the County with other funding sources including state and federal monies, Area 12 Agency on Aging funds and community donations. The Area 12 Agency on Aging is able to access state and federal grants which would be unavailable to Amador County alone due to the grant administration costs. These grant programs become cost effective, for smaller counties, when accessed through a regional JPA such as the Area 12 Agency on Aging. This approach allows the administration costs to be distributed among five counties rather than just one. The funds are then used to compliment County monies in funding Common Ground Senior Services. It is unlikely that the County could maintain the same level of service if the program was operated solely by the County.

Amador Economic Development Corporation

The Amador Economic Development Corporation (AEDC) was incorporated May 15, 1980. It's stated mission is "To promote and facilitate a local economy that is innovative, resilient, and diverse, by creating business formation, developing skilled jobs and supporting existing local business, while maintaining the areas of rural character and quality of life."

Recommendation #1 (to AEDC): Amend past filings that contain erroneous information, such as the RRF-1 Forms that are filed with the Attorney General's office.

Response by Executive Director: Corrected. A letter was sent to the Registry of Charitable Trusts advising that the 1001 Registration/Renewal Fee Report filed by AEDC had erroneously reported that it had not received government funding on Part B, Line 6.

Recommendation #2 (to AEDC): Establish procedures to ensure that forms are properly filled out and filed.

Response by Executive Director: No response received.

Recommendation #3 (to the Board): Before providing future funding to AEDC, develop and perform a cost-effectiveness evaluation of using County funds to subsidize this entity.

Response by Executive Director: No response received.

Response by Board of Supervisors: This recommendation has already been implemented. The Board currently receives an annual report from AEDC and maintains oversight through the ex-officio position on the AEDC Board. This level of oversight allows continuous cost effectiveness evaluation.

Recommendation #4 (to the Board): Perform the cost-effectiveness evaluation on a regular basis, for example, every two or three years.

Response by Executive Director: No response received.

Response by Board of Supervisors: This recommendation has already been implemented. As mentioned, existing oversight mechanisms already allow the Board to regularly evaluate the cost effectiveness and benefits of AEDC.

Recommendation #5 (to the Board): Make the cost-effectiveness evaluation a prerequisite to initiate each new funding to AEDC.

Response by Executive Director: No response received.

Response by Board of Supervisors: This recommendation has already been implemented. Again, the Board already regularly reviews the effectiveness of AEDC. Should the Board believe that the costs of AEDC exceed the benefits, the Board could simply terminate funding during the next budget cycle.

Recommendation #6 (to the Board): Define a goal for the County's expected benefit from this alliance and make the annual amount funded to AEDC proportional to the AEDC's achievement of that goal.

Response by Executive Director: No response received.

Response by Board of Supervisors: This recommendation has already been implemented. The existing annual report provided by AEDC already includes goals for Board review and action if necessary. In addition, the ex-officio position allows the Board to have oversight of AEDC priorities and goals on a regular basis.

Recommendation #7 (to the Board): To assure the highest and best use of County resources, establish procedures for periodic review of entities receiving County funds.

Response by Executive Director: No response received.

Response by Board of Supervisors: This recommendation will be implemented. The Board will request annual reports or presentations from entities receiving County funds for specified services.

Appendix

Applicable Penal Codes

The following list of Penal Codes are those which are referenced in this Final Report.

919. (a) The grand jury may inquire into the case of every person imprisoned in the jail of the county on a criminal charge and not indicted.
(b) The grand jury shall inquire into the condition and management of the public prisons within the county.
(c) The grand jury shall inquire into the willful or corrupt misconduct in office of public officers of every description within the county.
920. The grand jury is entitled to free access, at all reasonable times, to the public prisons, and to the examination, without charge, of all public records within the county.
925. The grand jury shall investigate and report on the operations, accounts, and records of the officers, departments, or functions of the county including those operations, accounts, and records of any special legislative district or other district in the county created pursuant to state law for which the officers of the county are serving in their ex officio capacity as officers of the districts. The investigations may be conducted on some selective basis each year, but the grand jury shall not duplicate any examination of financial statements which has been performed by or for the board of supervisors pursuant to Section 25250 of the Government Code; this provision shall not be construed to limit the power of the grand jury to investigate and report on the operations, accounts, and records of the officers, departments, or functions of the county. The grand jury may enter into a joint contract with the board of supervisors to employ the services of an expert as provided for in Section 926.
- 925a. The grand jury may at any time examine the books and records of any incorporated city or joint powers agency located in the county. In addition to any other investigatory powers granted by this chapter, the grand jury may investigate and report upon the operations, accounts, and records of the officers, departments, functions, and the method or system of performing the duties of any such city or joint powers agency and make such recommendations as it may deem proper and fit.
The grand jury may investigate and report upon the needs of all joint powers agencies in the county, including the abolition or creation of agencies and the equipment for, or the method or system of performing the duties of, the several agencies. It shall cause a copy of any such report to be transmitted to the governing body of any affected agency.
As used in this section, "joint powers agency" means an agency described in Section 6506 of the Government Code whose jurisdiction encompasses all or part of a county.
- 933.(a) Each grand jury shall submit to the presiding judge of the superior court a final report of its findings and recommendations that pertain to county government matters during the fiscal or calendar year. Final reports on any appropriate subject may be submitted to the presiding judge of the superior court at any time during the term of service of a grand jury. A final report may be submitted for comment to responsible officers, agencies, or departments, including the county board of supervisors, when applicable,

upon finding of the presiding judge that the report is in compliance with this title. For 45 days after the end of the term, the foreperson and his or her designees shall, upon reasonable notice, be available to clarify the recommendations of the report.

(b) One copy of each final report, together with the responses thereto, found to be in compliance with this title shall be placed on file with the county clerk and remain on file in the office of the county clerk. The county clerk shall immediately forward a true copy of the report and the responses to the State Archivist who shall retain that report and all responses in perpetuity.

(c) No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices. One copy shall be placed on file with the applicable grand jury final report by, and in the control of the currently impaneled grand jury, where it shall be maintained for a minimum of five years.

(d) As used in this section "agency" includes a department.

933.05 (a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:

(1) The respondent agrees with the finding.

(2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, with a summary regarding the implemented action.

(2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.

(3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

(c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority.

The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

(d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.

(e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.

(f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.

933.06 (a) Notwithstanding Sections 916 and 940, in a county having a population of 20,000 or less, a final report may be adopted and submitted pursuant to Section 933 with the concurrence of a least 10 grand jurors if all of the following conditions are met:

(1) The grand jury consisting of 19 persons has been impaneled pursuant to law, and the membership is reduced from 19 to fewer than 12.

(2) The vacancies have not been filled pursuant to Section 908.1 within 30 days from the time that the clerk of the superior court is given written notice that the vacancy has occurred.

(3) A final report has not been submitted by the grand jury pursuant to Section 933.

(b) Notwithstanding Section 933, no responsible officers, agencies, or departments shall be required to comment on a final report submitted pursuant to this section.

933.1. A grand jury may at any time examine the books and records of a redevelopment agency, a housing authority, created pursuant to Division 24 (commencing with Section 33000) of the Health and Safety Code, or a joint powers agency created pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code, and, in addition to any other investigatory powers granted by this chapter, may investigate and report upon the method or system of performing the duties of such agency or authority.

933.5 A grand jury may at any time examine the books and records of any special-purpose assessing or taxing district located wholly or partly in the county or the local agency

formation commission in the county, and, in addition to any other investigatory powers granted by this chapter, may investigate and report upon the method or system of performing the duties of such district or commission.

- 933.6 A grand jury may at any time examine the books and records of any nonprofit corporation established by or operated on behalf of a public entity the books and records of which it is authorized by law to examine, and, in addition to any other investigatory powers granted by this chapter, may investigate and report upon the method or system of performing the duties