

2004-05 RESPONSE AUDIT REPORT

June 27, 2006

Summary

The 2004-05 Grand Jury Final Report, issued June 28, 2005, contained a series of reports documenting the jury's investigations of various issues in Sonoma County agencies and departments. Each report required a varying number of responses from the agencies and departments investigated. Some of the responses promised measurable outcomes within specified timeframes.

The 2005-06 grand jury decided to modify the previous practice of simply tabulating the responses for public review. This jury elected to conduct an "audit" of the responses to determine whether or not the measurable outcomes had been accomplished. An "audit" in this report was defined as the examination of documentation to verify that the promised actions were accomplished as stated.

This report informs the public as to the performance of the various respondents in following through with the commitments they made publicly and in writing.

The identified responses and the results of the audit are presented in the matrix at the end of this report (Table A).

The 2005-06 grand jury recommends that future grand juries will continue the "Response Audit Report" as part of the responses evaluation process.

Background

Every year the currently seated grand jury publishes a final written report that documents its investigations for that year. Each report requires responses to recommendations that are made to agencies and departments for the improvement of their policies, practices, and procedures. This final report is published at the end of each grand jury's term.

California Penal Code Section 933(c) requires that the agencies and departments that have been investigated respond to specified recommendations within a deadline of 60 days for an elected county officer or agency head and 90 days for the governing body of a public agency.

The Sonoma County Superior Court requires the incoming jury to assemble a publicly viewable summary of the responses along with a copy of the reports that requested the responses. The 2005-06 grand jury determined that there was merit in conducting a qualitative review of the responses to identify which measurable outcomes had been accomplished, and to publish the results of the review for the public.

Conduct of the Audit

Each agency responsible for a response to the 2004-05 Grand Jury Report was contacted by letter asking if the specific item had been accomplished as promised and for supporting documentation to be shown as evidence. The responses to these letters were then charted in Table A.

Findings

F1. The 2005-2006 grand jury discovered a number of instances where measurable commitments made had not been accomplished in the promised timeframe. A qualitative review of the responses would reveal this under-performance at an earlier stage in the incoming jury's year.

Conclusions

A review of the letters and supporting documentation received from the requested respondents verified that:

- A total of 24 responses were audited.
- 17 responses had been completed as promised,
- 7 responses were not completed as promised

The complete results of the audit are shown in Table A.

Report Responses – Audit Summary (TABLE A)

Title of Report	Response	Respondent	Completed	Not Completed
A Disaster Waiting to Happen	The Department of Emergency Services will insure that another communication will occur that outlines employee's responsibilities in the event of a disaster, and will direct staff and supervisors to discuss reporting steps and potential roles they might play. The EMS is also providing SEMS and related training to all employees that potentially may be in the Emergency Operations Center during a prolonged disaster. (12/05)	Board of Supervisors		X
	Relocate the County Mobile Communications Vehicle to be at least 5 miles from the Dispatch Center/Sheriff's Office. (10/05)	Sonoma County Sheriff	X	
	Complete any outstanding training for staff in SEMS and in other emergency management procedures. (12/05)	City of Cotati	X	
	The City Council will review the recommendations contained in R3 (review disaster plan) and R5 (implement training) of the Grand Jury report after receiving a full analysis from staff and consider whether or not to adopt any or all of the recommendations in those sections. (12/05)	City of Santa Rosa	X	
Conflict of Interest	The City Council will be considering adopting an "Incompatible Activities List", comparable to the list recommended by the Grand Jury. (12/05)	City of Cloverdale	X	
	The City Council will be considering adoption of Council Rules, Policies and Procedures which will likely include references to disqualification due to conflicts of interest, as well as standards to be followed governing ethical standards. (12/05)	City of Cloverdale	X	

Report Responses – Audit Summary (TABLE A)

Title of Report	Response	Respondent	Completed	Not Completed
	Analyze the change to re-filing Form 700 on a material change and make a formal recommendation to the City Council. (12/05)	City of Cloverdale		X
	The City Council will be considering adopting an “Incompatible Activities List”, comparable to the list recommended by the grand jury. (12/05)	City of Healdsburg	X	
	The City Council will be considering adoption of Council Rules, Policies and Procedures which will likely include references to disqualification due to conflicts of interest, as well as standards to be followed governing ethical standards. (12/05)	City of Healdsburg	X	
	Analyze the change to re-filing Form 700 on a material change and make a formal recommendation to the City Council. (12/05)	City of Healdsburg		X
	The City Council, after receiving a full analysis from staff, will consider whether to adopt an incompatible activities list. (12/05)	City of Santa Rosa		X
	The City Council will adopt a Code of Ethics for the Council and boards and commissions. (12/05)	City of Santa Rosa	X	
Fatal Incidents	The District Attorney will notify the Grand Jury as soon as an incident protocol is initiated. (9/05)	Sonoma County District Attorney	X	
	The District Attorney must provide the Grand Jury with a copy of the Fatal Incident Report Status Log on a monthly basis. The log will provide improved continuity on the incident(s) status. (9/05)	Sonoma County District Attorney	X	

Report Responses – Audit Summary (TABLE A)

Title of Report	Response	Respondent	Completed	Not Completed
Housing Assistance for Sworn Officers	The City Council has retained a consultant to implement its housing programs, including development of an essential employees housing program. (2/06)	City of Cloverdale	X	
	An evaluation instrument for its first-time home buyers program will be developed and presented to the City Council for consideration and possible adoption. (12/05)	City of Healdsburg		X
	Housing staff will develop recommendations for modifications to qualifying criteria for the homeowner program and develop an evaluation instrument. With approval of the City Manager, these modifications will be presented to the City Council. (2/06)	City of Petaluma	X	
Protecting the County's Interests	Ensure that all disaster recovery and business-resumption planning efforts are continuously supported and reviewed by appropriate stakeholder groups. (12/05)	Board of Supervisors		X
	Require that all County departments file a formal statement of their disaster recovery requirements for computer-based and manual systems, with detailed descriptions of the necessary steps to return the business to normal. (12/05)	Board of Supervisors		X

Report Responses – Audit Summary (TABLE A)

Title of Report	Response	Respondent	Completed	Not Completed
	Complete an initial disaster recovery plan and request any funding necessary in time for the 2006/2007 budget cycle. (12/05)	Sonoma County Information Systems Department	X	
	The Water Agency, in coordination with other County Departments, especially the Department of Emergency Services, will update its disaster plan. (12/05)	Sonoma County Water Agency	X	
	The Water Agency will review and update its emergency response checklists. (12/05)	Sonoma County Water Agency	X	
	Ascertain if an additional USDOE Grant that will involve all of the five counties in Region I (Del Norte, Humboldt, Lake, Sonoma and Mendocino) will be granted. (10/05)	Sonoma County Office of Education	X	
	A pro-forma action checklist will be included as part of the USDOE Grant Model Plan Project that is currently being developed. It will be part of the recovery portion of the plan to be presented to the schools. (9/05)	Sonoma County Office of Education	X	