

# COUNTY PERSONNEL PRACTICES



# RESPONSES

**2011-2012 Sonoma County Grand Jury  
Response Update on the  
County Employee Performance Evaluations, Personnel Files and  
Hiring Procedures Report**

Changes in County Human Resources (HR) protocol have been made in response to the recommendations made in last year's Grand Jury report. At the end of February 2012, the Interim Assistant Director of Human Resources provided an update to the Grand Jury. The Grand Jury is pleased with the responsiveness of the HR department and their on-going follow-through on the recommendations. Each recommendation below is accompanied by the change(s) made since the original responses were submitted.

**R1 - The 2007 performance evaluation policy should be updated to include where written evaluations are to be kept, and that HR should be assigned the role of monitoring the completion of the evaluations.**

The latest version of the County Personnel File Guidelines has addressed where personnel files are to be kept.

**R2 - Although personnel file guidelines exist, a policy on securing employee files is needed and should include policy on who is in charge of files, who has access and for what purposes they may have access.**

The same guidelines have addressed who has access to them and for what purpose.

**R3 - A policy is needed on maintaining and securing hiring contracts and resolutions and what should be included in these contracts/resolutions.**

The new revised Job Offer Guidelines document addresses the content of new hire and contract hire letters.

**R4 - A policy is needed on completing exit interviews. The policy should stipulate HR's responsibility for ensuring that exit interviews are done. (This can be a form of questions that the exiting employee fills out.)**

The policy on exit interviews is being developed and the county HR department expects to have a first draft done by 3-15-2012.

**R5 - The HR Director should prioritize policies that need to be written or updated. New and updated policies should be announced and made available via paper or electronic copy to all departments.**

There are on-going meetings to prioritize policy updates and all updates are available on the county's intranet web site.

**R6 - HR and county departments should develop a system to assure that promoted employees**

**are informed of their new probationary period at the time that their new positions begin.**

The revised Job Offer Guidelines have samples of all offer letters and what the probation periods are. Additionally, the county is developing a coding system to work with the HR Information System that will send an e-mail to both the affected employee and their manager when a promotion, demotion or transfer has been requested for an employee. The e-mail will restate the new probation period. Also, the county is instituting a new employee checklist where they will mark off that the employee has been again advised of the probation period.



# OFFICE OF THE COUNTY ADMINISTRATOR

AUG 30 2011

## COUNTY OF SONOMA

575 ADMINISTRATION DRIVE – ROOM 104A  
SANTA ROSA, CALIFORNIA 95403-2888  
TELEPHONE (707) 565-2431  
FAX (707) 565-3778


VERONICA A. FERGUSON  
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DEP. COUNTY ADMINISTRATOR

JIM LEDDY  
COMMUNITY & GOV'T AFFAIRS MGR.

August 29, 2011

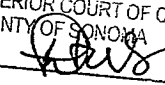
Approved:   
Superior Court Judge

Date: 9/7/11

The Honorable Gary Nadler, Presiding Judge  
Sonoma Superior Court  
600 Administration Drive, Room 107J  
Santa Rosa, Ca 95403

**FILED**

SEP - 7 2011

SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF SONOMA  
BY  DEPUTY CLERK

Dear Judge Nadler:

The County Administrator and the Human Resources Director are pleased to respond to the Grand Jury 2010-2011 final report on *County Employee Performance Evaluations, Personnel Files and Hiring Procedures*.

RECOMMENDATIONS –Page 11

***R1. The 2007 performance evaluation policy should be updated to include where written evaluations are to be kept, and that HR should be assigned the role of monitoring the completion the evaluations.***

**R1 Response:** This recommendation has been partially implemented.

Human Resources will educate department heads about the County's policy objectives for employee performance evaluations and appropriate standards, and reiterate the importance of completing performance evaluations in a timely manner. The County's Personnel File Guidelines clearly state that personnel file contents should include performance evaluations/appraisals and this requirement will be re-communicated to departments periodically. While department heads are responsible for seeing employee evaluations are completed for all employees under their direction, the Human Resources Department will evaluate whether departments can utilize the reporting function of HRMS to assist them with meeting their obligations to identify when those evaluations should be conducted.

***R2. Although personnel file guidelines exist, a policy on securing employee files is needed and should include policy on who is in charge of files, who has access and for what purposes they may have access.***

**R2 Response:** This recommendation will be implemented within six months.

Human Resources will update the guidelines to reflect appropriate access, custodial and security requirements and distribute to County departments responsible for personnel files. Human Resources will also make them accessible to all county staff via the Human Resource webpage.

***R3. A policy is needed on maintaining and securing hiring contracts and resolutions and what should be included in these contracts/resolutions.***

**R3 Response:** This recommendation has been implemented.

Hiring contracts and resolutions are maintained as records of the Board of Supervisors. The County Administrator will work with Human Resources and County Counsel to develop contract requirements.

***R4. A policy is needed on completing exit interviews. The policy should stipulate HR's responsibility for ensuring that exit interviews are done. (This can be a form of questions that the exiting employee fills out.)***

**R4 Response:** This recommendation will be implemented within the next six months.

Included in the policy revisions, a policy on exit interviews including information on appropriate exit interview questions will be developed.

***R5. The HR Director should prioritize policies that need to be written or updated. New and updated policies should be announced and made available via paper or electronic copy to all departments.***

**R5 Response:** This recommendation will be implemented within the next six months.

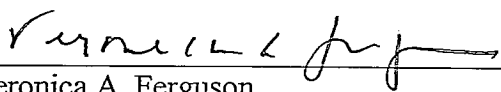
Human Resources will work with the County Administrator's Office to prioritize updating of policies related to human resources and develop an implementation plan and timetable. All policies are available electronically to all departments via the County's intranet site, and will be circulated when updated.

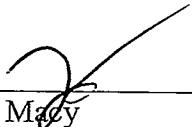
***R6. HR and county departments should develop a system to assure that promoted employees are informed of their new probationary period at the time that their new positions begin.***

**R6 Response:** This recommendation will be implemented within the next three months.

Human Resources will communicate to all departments and agencies within the County, the need to include language regarding a new probationary period within offer letters issued by the department. Human Resources will include a standard offer letter template with this communication. The communication will reference Civil Services Rules relating to probationary periods.

Sincerely,

  
Veronica A. Ferguson  
County Administrator  
County of Sonoma

  
Wendy Macy  
Human Resource Director  
County of Sonoma

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Cc: Members-Board of Supervisors  
Janice Atkinson-County Clerk



## County Contact Methods

1. **Animal Care and Control** -- Complaints made to animal control regarding dangerous animals are treated as confidential under Evidence Code section 1040. Again, if the complaint leads to administrative, civil or criminal proceeding, it is likely that the individual's name would have to be released.

Website: <http://www.sonoma-county.org/agcomm/shelter/index.htm>

Email: [Feedback form available on website.](#)

Phone: (707) 565-2371

2. **Auditor-Controller-Treasurer-Tax Collector (Payroll)** -- The Auditor's Department has investigated matters regarding misuse of public funds when requested by the CAO or another Department. The public may directly report items to the Auditor's Office and the Auditor-Controller will review the matter and decide whether to proceed. A recent example of such a matter would be when the Auditor's Department was asked to investigate the Water Agency's contract with Michael Allen and whether he provided the services requested under the contract. The complaint was initially made by a citizen to a member of the Board of Supervisors. This process can be anonymous as well.

Website: <http://www.sonoma-county.org/auditor/contact.htm>

Phone: (707) 565-8300

3. **Board of Supervisors/County Administrator's Office** -- The County's internet and intranet sites provide a place for individuals to contact the Board and/or the County Administrator electronically. However, once an individual has contacted either the Board or the County Administrator, that contact is covered by the California Public Records Act (CPRA).

The only means by which the contact will remain confidential will be if it is allowed under the Public Records Act. The communication would then have to be a pending legal issue, an employment issues or other legally protected matter.

This information is collected by Clerk of the Board staff and put forward to the individual to whom the correspondence is addressed. If addressed broadly, or non specifically, it goes to the County Administrator, the manager/administrative analyst in the County Administrator's office with that particular assignment, and possibly the Department Head or assigned program staff. This is not a confidential communication.

Website(s): <http://supervisors.sonoma-county.org/>  
<http://www.sonoma-county.org/cao/>

Email(s): [bos@sonoma-county.org](mailto:bos@sonoma-county.org)

[cao@sonoma-county.org](mailto:cao@sonoma-county.org)

Phone: (707) 565-2241 – Board of Supervisors  
(707) 565-2431 – County Administrator's Office

4. **Child Protective Services & Child Welfare Services** – The public may confidentially send in reports of child abuse to Child Protective Services. CPS Responds to allegations of abuse and neglect, intervenes in child abuse and neglect situations and provides services to families in which children are at risk. CPS refers to appropriate agency.

Website: <http://www.sonoma-county.org/human/family.htm>

Phone: (707) 565-4300 (8:00 am-5:00 pm Mon-Fri)  
(707) 565-4304 (24-hour Hotline) or  
(800) 870-7064

5. **Commission on Human Rights/Commission on Status of Women** -- The County has two commissions where citizens may file complaints. The Commissions will treat the complaints as confidential if the complainant requests it. The Commission may assert the complaints are confidential under the Official Information Privilege - Evidence Code section 1040.

Website: <http://hr.sonoma-county.org/>

Email: [chr@sonoma-county.org](mailto:chr@sonoma-county.org)

Phone: (707) 565-2693 (same as Human Resources)

6. **Grand Jury** – Individuals may file a complaint with the Grand Jury whose proceedings are confidential.

Website: [http://www.sonomasuperiorcourt.com/index.php?v=gjury\\_info](http://www.sonomasuperiorcourt.com/index.php?v=gjury_info)

Email: [gjury@sonoma-county.org](mailto:gjury@sonoma-county.org)

Phone: (707) 565-6330

7. **Human Resources** – The Equal Employer Opportunity Act (EEO) and Americans with Disabilities Act (ADA) both allow employees and the public the option to file complaints in regard to discrimination (Race, Gender, Sexual Harassment, and Disability). The public may also file complaints with ADA officer in regard to ADA accessibility issues to programs and facilities. EEO complaints are confidential. However, if a complaint leads to discipline, it is possible an individual's name will have to be released if the matter goes forward to the Civil Service Commission.

Website: <http://hr.sonoma-county.org/>

Email: [chr@sonoma-county.org](mailto:chr@sonoma-county.org)

Phone: (707) 565-2693



8. **Medi-Cal Fraud** -- The Department of Health Services has a Medi-Cal compliance line which allows staff, the public or any of our service contractors to report any suspected inappropriate clinical or billing activities directly to the compliance officer. This information is provided to staff and our service contractors and emphasized in the annual compliance awareness training for employees.

Phone: (707) 565-4999

9. **Permit and Resource Management Department (PRMD)/Code Enforcement** – People may file a complaint with PRMD for code enforcement violation. Complaints are not confidential unless individual requests anonymity. The County does not release the individual complainant's name without a court order. If complaint leads to an administrative or civil action, an individual's name may be produced as part of legal action per Government Code section 6254 and Evidence Code 1040 (Official Information Privilege).

Website: <http://www.sonoma-county.org/prmd/faq/code-enf.htm>

Phone Number: (707) 565-3717

10. **Sheriff's Department/District Attorney** - Any member of the public may file complaint with Sheriff's Department. Complaints are confidential during investigation period. The Sheriff's Office does not release information. This is the same process and protection as Code Enforcement mentioned above. If a complaint leads to criminal proceeding, an individual's name will be produced as part of the action.

Website: [http://www.sonomasheriff.org/silent\\_witness.php](http://www.sonomasheriff.org/silent_witness.php)  
[http://www.sonomasheriff.org/contact\\_ccc.php](http://www.sonomasheriff.org/contact_ccc.php)

Phone: (707) 565-2650

11. **Welfare Fraud** – The Department of Human Services has a Special Investigations Unit which exists to receive reports of suspected welfare fraud. Any member of the public or staff may anonymously call and provide any tips about suspected welfare fraud. A reporting member of the public may choose to not have their name used or not give a name when they report.

Website: [http://www.sonoma-county.org/human/admin\\_fiscal.htm](http://www.sonoma-county.org/human/admin_fiscal.htm)

Phone: (707) 565-8530 or (800) 344-8477

12. **Worker's Compensation** – Any individual may report suspected Worker's Compensation fraud matters to the Sonoma County District Attorney's Office.

Website: <http://www.sonoma-county.org/da/index.htm>

Phone: (707) 565-3161.

County Department	Division or Program	Email Recipient	Website Address	
Auditor/Controller Treasurer Tax Collector	Tax Collector	webinfo@sonoma-county.org	<a href="http://www.sonoma-county.org/tax/feedback.asp?ID=99">http://www.sonoma-county.org/tax/feedback.asp?ID=99</a>	
	Auditor-Controller	webinfo@sonoma-county.org	<a href="http://www.sonoma-county.org/auditor/feedback.asp?ID=5">http://www.sonoma-county.org/auditor/feedback.asp?ID=5</a>	
	TimeSaver	CWTAS Project Team@sonoma-county.org	<a href="http://www.sonoma-county.org/cwtas/feedback.asp?ID=67">http://www.sonoma-county.org/cwtas/feedback.asp?ID=67</a>	
	Tax Collector TOT	tot@sonoma-county.org	<a href="http://www.sonoma-county.org/tax/tot/feedback.asp?ID=71">http://www.sonoma-county.org/tax/tot/feedback.asp?ID=71</a>	
	Treasury	treasury@sonoma-county.org	<a href="http://www.sonoma-county.org/tax/feedback.asp?ID=19">http://www.sonoma-county.org/tax/feedback.asp?ID=19</a>	
Agriculture Commission	General Email	sonomaag@sonoma-county.org	<a href="http://www.sonoma-county.org/agcomm/feedback.asp">http://www.sonoma-county.org/agcomm/feedback.asp</a>	
		bos@sonoma-county.org	<a href="http://supervisors.sonoma-county.org/contactus.aspx?sid=1001">http://supervisors.sonoma-county.org/contactus.aspx?sid=1001</a>	
	District 1	jhainsto@sonoma-county.org	<a href="http://supervisors.sonoma-county.org/contactus.aspx?sid=1002">http://supervisors.sonoma-county.org/contactus.aspx?sid=1002</a>	
	District 2	jsaudan@sonoma-county.org	<a href="http://supervisors.sonoma-county.org/contactus.aspx?sid=1003">http://supervisors.sonoma-county.org/contactus.aspx?sid=1003</a>	
	District 3	jdiaz1@sonoma-county.org	<a href="http://supervisors.sonoma-county.org/contactus.aspx?sid=1004">http://supervisors.sonoma-county.org/contactus.aspx?sid=1004</a>	
County Administrator Office	District 4	palberig@sonoma-county.org; bradovan@sonoma-county.org	<a href="http://supervisors.sonoma-county.org/contactus.aspx?sid=1005">http://supervisors.sonoma-county.org/contactus.aspx?sid=1005</a>	
	District 5	supchurc@sonoma-county.org	<a href="http://supervisors.sonoma-county.org/contactus.aspx?sid=1006">http://supervisors.sonoma-county.org/contactus.aspx?sid=1006</a>	
	Recovery	jledy@sonoma-county.org	<a href="http://recovery.sonoma-county.org/contactus.aspx?sid=1007">http://recovery.sonoma-county.org/contactus.aspx?sid=1007</a>	
	Strategic Planning		cao@sonoma-county.org	<a href="http://www.sonoma-county.org/cao/feedback.asp?ID=8">http://www.sonoma-county.org/cao/feedback.asp?ID=8</a>
			strategicplanning@sonoma-county.org	<a href="http://www.sonoma-county.org/strategic/feedback.asp?ID=80">http://www.sonoma-county.org/strategic/feedback.asp?ID=80</a>
Community Development Commission		cdc@sonoma-county.org	<a href="http://www.sonoma-county.org/cdc/feedback.asp?ID=1">http://www.sonoma-county.org/cdc/feedback.asp?ID=1</a>	

County Department	Division or Program	Email Recipient	Website Address
County Clerk/Recorder/Assessor	CRA Admin	webinfo@sonoma-county.org	<a href="http://www.sonoma-county.org/counsel/feedback.asp?ID=9">http://www.sonoma-county.org/counsel/feedback.asp?ID=9</a>
	Recorder	cra@sonoma-county.org recorder@sonoma-county.org	<a href="http://www.sonoma-county.org/cra/feedbackCRA.asp?ID=77">http://www.sonoma-county.org/cra/feedbackCRA.asp?ID=77</a>
County Clerk/Recorder/Assessor	Registrar of Voters - Absentee voter ballot info	rov-absentee@sonoma-county.org	<a href="http://www.sonoma-county.org/regvoter/feedback.asp?ID=18">http://www.sonoma-county.org/regvoter/feedback.asp?ID=18</a>
	Registrar of Voters - Campaign Materials	ROV-Campaign@sonoma-county.org	<a href="http://www.sonoma-county.org/regvoter/feedback.asp?ID=17">http://www.sonoma-county.org/regvoter/feedback.asp?ID=17</a>
County Clerk/Recorder/Assessor	Registrar of Voters - Registration	rov-voterreg@sonoma-county.org	<a href="http://www.sonoma-county.org/regvoter/feedback.asp?ID=15">http://www.sonoma-county.org/regvoter/feedback.asp?ID=15</a>
	Registrar of Voters - Volunteer	rov-polls@sonoma-county.org	
County Clerk/Recorder/Assessor	Registrar of Voters - General Mail	ROV-Materials@sonoma-county.org	<a href="http://www.sonoma-county.org/regvoter/feedback.asp?ID=61">http://www.sonoma-county.org/regvoter/feedback.asp?ID=61</a>
	Family Justice Center	districtattorney@sonoma-county.org fjcc@sonoma-county.org	<a href="http://da.sonoma-county.org/contactus.aspx?sid=1023">http://da.sonoma-county.org/contactus.aspx?sid=1023</a> <a href="http://www.fjcc.org/contactus.aspx?sid=1029">http://www.fjcc.org/contactus.aspx?sid=1029</a>
County Clerk/Recorder/Assessor	Project Success	webinfo@sonoma-county.org jstone@sonoma-county.org	<a href="http://www.projectsuccesssonoma.org/contactus.aspx?sid=1013">http://www.projectsuccesssonoma.org/contactus.aspx?sid=1013</a>
	Animal Shelter	theanimalshelter@sonoma-county.org	<a href="http://www.sonoma-county.org/shelter/feedback.asp?ID=2">http://www.sonoma-county.org/shelter/feedback.asp?ID=2</a>
County Clerk/Recorder/Assessor	Animal Shelter - Volunteers	theanimalshelter@sonoma-county.org	<a href="http://www.sonoma-county.org/shelter/feedback.asp?ID=3">http://www.sonoma-county.org/shelter/feedback.asp?ID=3</a>
	Health Admin	healthadmin@sonoma-county.org	<a href="http://www.sonoma-county.org/health/feedback.asp?ID=39">http://www.sonoma-county.org/health/feedback.asp?ID=39</a>
County Clerk/Recorder/Assessor	AODS	aodsweb@sonoma-county.org	<a href="http://www.sonoma-county.org/health/aods/feedback.asp?ID=72">http://www.sonoma-county.org/health/aods/feedback.asp?ID=72</a>
	Mental Health	webinfo@sonoma-county.org	<a href="http://www.sonoma-county.org/health/mh/feedback.asp?ID=64">http://www.sonoma-county.org/health/mh/feedback.asp?ID=64</a>

County Department	Division or Program	Email Recipient	Website Address
	Prevention Public Health	webinfo@sonoma-county.org	<a href="http://www.sonoma-county.org/health/prev/feedback.asp?ID=62">http://www.sonoma-county.org/health/prev/feedback.asp?ID=62</a>
	Environmental Health	phweb@sonoma-county.org	<a href="http://www.sonoma-county.org/health/ph/feedback.asp?ID=63">http://www.sonoma-county.org/health/ph/feedback.asp?ID=63</a>
	Prevention - SafeKids	eh@sonoma-county.org	has link with eh_email_address
	First Five	websafekidssonoma@sonoma-county.org	<a href="http://www.safekidssonoma-county.org/feedback.asp?ID=1">http://www.safekidssonoma-county.org/feedback.asp?ID=1</a>
	BEA	webfirst5@sonoma-county.org	<a href="http://www.sonoma-county.org/dcass/feedback.asp?ID=20">http://www.sonoma-county.org/dcass/feedback.asp?ID=20</a>
	Business Assistance Guide	jboland@sonoma-county.org	<a href="http://www.sonomabea.org/contactus.aspx?sid=1008">http://www.sonomabea.org/contactus.aspx?sid=1008</a>
	Business Regulatory Guide	bag@sonoma-county.org	<a href="http://www.sonoma-county.org/edb/busguide/index.htm">http://www.sonoma-county.org/edb/busguide/index.htm</a>
	CrimeCrushers	bizregs@sonoma-county.org	<a href="http://www.sonoma-county.org/edb/regguide/index.htm">http://www.sonoma-county.org/edb/regguide/index.htm</a>
	ED Foundation	edb@sonoma-county.org	<a href="http://www.sonoma-county.org/edb/feedback.asp?ID=26">http://www.sonoma-county.org/edb/feedback.asp?ID=26</a>
	Film Office	crimecrushers@sonoma-county.org	<a href="http://www.sonoma-county.org/crimecrushers/feedback.asp?ID=50">http://www.sonoma-county.org/crimecrushers/feedback.asp?ID=50</a>
	Film Office	webinfo@sonoma-county.org	??
	Sonoma County Connections	webinfo@sonoma-county.org	<a href="http://www.sonoma-county.org/film/film/feedback.asp?ID=52">http://www.sonoma-county.org/film/film/feedback.asp?ID=52</a>
	Green Business	filmsfbayarea@sonoma-county.org	<a href="http://www.filmsfbayarea.com/feedback.asp?id=89">http://www.filmsfbayarea.com/feedback.asp?id=89</a>
		sonomacountyconnections@sonoma-county.org	<a href="http://www.sonomacountyconnections.org/feedback.asp">http://www.sonomacountyconnections.org/feedback.asp</a>
		sonomagreen@sonoma-county.org	<a href="http://www.sonoma-county.org/sonomagreen/feedback.asp?ID=1">http://www.sonoma-county.org/sonomagreen/feedback.asp?ID=1</a>
		webinfo@sonoma-county.org	
		webinfo@sonoma-county.org	
	Reporter Newsletter	hr@sonoma-county.org	<a href="http://hr.sonoma-county.org/contactus.aspx?sid=1024">http://hr.sonoma-county.org/contactus.aspx?sid=1024</a>
		reporter@sonoma-county.org	<a href="http://www.sonoma-county.org/asp_source/web_feedback.asp?ID=1">http://www.sonoma-county.org/asp_source/web_feedback.asp?ID=1</a>

County Department	Division or Program	Email Recipient	Website Address
	Sonoma County Joint Labor Management Benefits Committee	sonomajlmbc@sonoma-county.org	<a href="http://www.sonoma-county.org/jlmbc/feedback.asp?ID=79">http://www.sonoma-county.org/jlmbc/feedback.asp?ID=79</a>
Human Resources Management System	Project Team	hrms@sonoma-county.org	<a href="http://www.sonoma-county.org/hrms/feedback.asp?ID=82">http://www.sonoma-county.org/hrms/feedback.asp?ID=82</a>
Human Services Department		webmaster@schsd.org	<a href="http://www.sonoma-county.org/human/feedback.asp?ID=58">http://www.sonoma-county.org/human/feedback.asp?ID=58</a>
Information Services Department		djameson@sonoma-county.org	<a href="http://sc-intranet/lisd/contactus.aspx?sid=1021">http://sc-intranet/lisd/contactus.aspx?sid=1021</a>
Local Agency Formation Committee	Reprographics	webinfo@sonoma-county.org	<a href="http://www.sonoma-county.org/lisd/feedback.asp?ID=13">http://www.sonoma-county.org/lisd/feedback.asp?ID=13</a>
Permit and Resource Management Department		reprographics@sonoma-county.org	<a href="http://www.screprographics.org/feedback.asp?id=1">http://www.screprographics.org/feedback.asp?id=1</a>
Probation		webinfo@sonoma-county.org	<a href="http://www.sonoma-county.org/lafco/feedback.asp?ID=46">http://www.sonoma-county.org/lafco/feedback.asp?ID=46</a>
Public Defender Regional Park		PRMD-Web@sonoma-county.org	<a href="http://prmd.sonoma-county.org/contactus.aspx?sid=1015">http://prmd.sonoma-county.org/contactus.aspx?sid=1015</a>
Sonoma County Employee Retirement Association		webinfo@sonoma-county.org	
Sonoma County Transportation Authority		webinfo@sonoma-county.org	<a href="http://www.sonoma-county.org/pubdef/feedback.asp?ID=60">http://www.sonoma-county.org/pubdef/feedback.asp?ID=60</a>
Transportation and Public Works		parks@sonoma-county.org	<a href="http://www.sonoma-county.org/parks/feedback.asp?ID=36">http://www.sonoma-county.org/parks/feedback.asp?ID=36</a>
		retirement@sonoma-county.org	<a href="http://www.scretire.com/feedback.asp?ID=55">http://www.scretire.com/feedback.asp?ID=55</a>
		webscta@sctainfo.org	<a href="http://www.sctainfo.org/feedback.asp?ID=48">http://www.sctainfo.org/feedback.asp?ID=48</a>
	Waste Mgt.	recyclenow@sonoma-county.org	<a href="http://www.recyclenow.org/feedback.asp?ID=96">http://www.recyclenow.org/feedback.asp?ID=96</a>
		webtpw@sonoma-county.org	<a href="http://www.sonoma-county.org/tpw/feedback.asp?id=86">http://www.sonoma-county.org/tpw/feedback.asp?id=86</a>

County Department	Division or Program	Email Recipient	Website Address
University of California Cooperative Extension		webinfo@sonoma-county.org	<a href="http://www.sonoma-county.org/uccoop/feedback.asp?ID=47">http://www.sonoma-county.org/uccoop/feedback.asp?ID=47</a>
Web Email Subscription Services		websubscriptions@sonoma-county.org	
Webmaster		webinfo@sonoma-county.org	

COUNTY OF SONOMA

BOARD OF SUPERVISORS

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VALERIE BROWN

Approved: [Signature]  
Superior Court Judge  
Date: 9/29/11

SEP 29 2011

September 29, 2011

The Honorable Gary Nadler, Presiding Judge  
Sonoma County Superior Court  
600 Administration Drive, Room 107J  
Santa Rosa, CA 95401

**FILED**  
SEP 29 2011  
SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF SONOMA  
BY [Signature] DEPUTY CLERK

RE: Response to the 2010-2011 Sonoma County Grand Jury Report

Dear Judge Nadler:

Thank you for the opportunity to respond to the 2010-2011 Grand Jury Report. The following is the Sonoma County Board of Supervisors' response to reports titled *County Employee Performance Evaluations, Personnel Files And Hiring Procedures* and *What We Don't Know Could Hurt Us, The Need For A Whistleblower Program In Sonoma County*.

**COUNTY EMPLOYEE PERFORMANCE EVALUATIONS, PERSONNEL FILES AND HIRING PROCEDURES**

RECOMMENDATIONS -Page 11

**R3. A policy is needed on maintaining and securing hiring contracts and resolutions and what should be included in these contracts/resolutions.**

**R3 Response:** This recommendation has been implemented.

As reported by the County Administrator and the Human Resources Director, The Board of Supervisors retains all records related to resolutions and contracts executed by the Board. This includes service contracts with County executives. We support the efforts of the County Administrator, County Counsel and Human Resources to update standard provisions for these contracts.

**R7. There is need for a hiring policy for department directors, which requires a signed**

*contract between the Board of Supervisors and the candidate. No director should be hired by resolution alone. A policy on contracts should include information regarding salary ranges, performance evaluation procedures, exit clauses and severance packages. In addition, a new policy on contracts should include information on whether the director will be covered by any civil services rules or state regulations and, if so, a reference to those rules and regulations should be provided.*

**R7 Response:** This recommendation will be implemented within the next six months.

Future department directors will be subject to a signed contract between the Board of Supervisors and the candidate. General content information to be included in the department director's contracts will be developed by the County Administrator, County Counsel and Human Resources.

#### **WHAT WE DON'T KNOW COULD HURT US THE NEED FOR A WHISTLEBLOWER PROGRAM IN SONOMA COUNTY**

##### **RECOMMENDATIONS -Page 44**

*R1. Every governmental unit: county, city, school board or special district should encourage employees and citizens alike to report suspected waste, fraud or abuse issues to a central county reporting location. This local whistleblower hotline should be administered by the Civil Grand Jury or the Auditor-Controller's office to provide anonymity and assurance that investigations will be thorough and impartial for any government entity in Sonoma County. Why would the Grand Jury want the County of Sonoma to provide this service and include cities and other government entities? We suggest this for the greater good of the citizens!*

**R1 Response:** The recommendation will not be implemented because the County does not have jurisdiction over the many cities, school boards and special districts therefore this recommendation is not reasonable. The Board of Supervisors embraces government accountability and transparency and to that end supports the multiple opportunities for reporting waste, fraud and abuse within the County organization. Two centralized whistle blower programs currently exist; the State Whistle Blower Hotline and the Sonoma County Grand Jury. The Board appreciates the Grand Jury's role in improving government accountability and will consider funding recommendations of the County Administrator to continue their efforts.

*R2. When a Sonoma County central whistleblower program and administrator is established, every governmental unit should provide clear, easily accessible information about the program and 24- hour hotline on their websites, in their employee training and as a notice on employee bulletin boards.*

**R2 Response:** The recommendation will not be implemented because it is not reasonable as the County of Sonoma Board of Supervisors does not have jurisdiction over Sonoma County cities, school boards and special districts. The Board will ensure that County Departments provide information to our citizens on how to access the existing whistle blower programs.



*R3. The county budget for 2011/2012 and forward, include the cost of a commercial whistleblower hotline service (est. less than \$15,000/yr), either as part of the operating budget of the Civil Grand Jury or the office of the Auditor / Controller.*

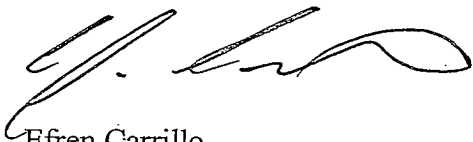
**R3 Response:** The recommendation will not be implemented because it is not reasonable as the county does not have jurisdiction over cities, school boards and special districts. The Board adopted the County Budget for FY 11-12 on June 21, 2011 which continues to provide funding for the operations of the Grand Jury. In addition, the Board would consider recommendations of the County Administrator for additional resources in light of other county wide priorities.

*R4. The designated office for Sonoma County should provide an annual report to the public on the whistleblower program including such information as the total number of whistleblower complaints received, the number of complaints that were formally investigated, and the dollar value (if applicable) that was recovered.*

**R4 Response:** The recommendation will not be implemented because it is not reasonable. The Sonoma County Grand Jury publishes a final report annually regarding activities of government agencies. The Board of Supervisors supports the Grand Jury's continued efforts and supports the inclusion of information about the number of complaints that are received, formally investigated, and the dollar value (if applicable) that was recovered in their annual report to the citizens of Sonoma County.

Thank you again for providing the Board of Supervisors the opportunity to respond to these important issues.

Sincerely,



Efren Carrillo  
Chair and Fifth District Supervisor

cc: Members, Sonoma County Board of Supervisors  
Veronica A. Ferguson, Sonoma County Administrator  
Donna Dunk, Interim Auditor-Controller-Treasurer-Tax Collector  
Wendy Macy, Human Resource Director