DEPARTMENT: Administration  BY: John W. McCamman  PHONE: 966-4744

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes  No x )

Draft response of the Board of Supervisors to the 1991/92 Grand Jury Final Report

BACKGROUND AND HISTORY OF BOARD ACTIONS:
On July 7, 1992, the Board of Supervisors adopted the date of September 21, 1992 as the date by which the Board must respond to the 1991/92 Grand Jury Report. The attached draft response is submitted for consideration by the Board of Supervisors to the 1991/92 Grand Jury Report.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1. Amend the responses and direct that changes be made and brought back to the Board for adoption at the next meeting of the Board of Supervisors.
2. Adopt the responses as submitted.

COSTS: ( ) Not Applicable
A. Budgeted current FY $__________
B. Total anticipated costs $__________
C. Required additional funding $__________
D. Internal transfers $__________

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated revenues $__________
B. Reserve for contingencies $__________
C. Source description: Balance in Reserve for Contingencies, if approved: $__________

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
1. Draft Response to the 1991/92 Grand Jury

CLERK'S USE ONLY:
Res. No.: 92-480  Ord. No. 
Vote - Ayes: 9  Noes: 0 
Absent: 0  Abstained: 0 
( ) Approved ( ) Denied 
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: 

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: Deputy

9-BGJRES Action Form Revised 5/92
RECOMMENDATIONS OF THE
1991-1992 MARIPosa GRAND JURY

AND

RESPONSES OF THE MARIPosa COUNTY BOARD OF SUPERVISORS

The Board of Supervisors wishes to thank the members of the Grand Jury for their
efforts in the past fiscal year. The many hours of commitment are sincerely
appreciated and the members are commended for their dedicated interest in the
operations of the County of Mariposa.
RECOMMENDATIONS OF THE  
1991-1992 MARIPOSA GRAND JURY  
AND  
RESPONSES OF THE MARIPOSA COUNTY BOARD OF SUPERVISORS

1990-1991 Mariposa County Audit and Management Report

1. All departments included in the Management Report implement the recommendations of the independent auditor.

3. That the Board of Supervisors monitor the implementation of the recommendations.

Response: As a part of the independent (outside) audit process, each recommendation is followed up by the independent auditor in the following year to determine if it has been implemented. In addition, the County requires that each department head respond to outside audits in writing to the Board of Supervisors, which ensures a double check on recommendations from the outside auditors to be implemented or response made.

3. That a loan agreement between the County and the Mining and Mineral Museum be formalized and a payment schedule prepared.

Response: The Mining and Mineral Museum is a County program and the Association no longer has responsibility or control of that program.

Assessor’s Office

1. Smaller, more economical vehicles be used for appraisal work.

2. Consider the advancement of Assessment Clerks to technical status.

3. Provide safer storage for all records.

4. Plans for renovation of Assessor’s office be carried out.

Response: See pages 18-19 for response from the Assessor.

Office of the Auditor/Recorder

2. That the new budget include purchase of equipment needed and programmer time be allocated to implement the conversion to accrual basis of accounting.
3. That Vital Statistics functions be moved from this office and be given back to the Health Services offices.

Response: See page 20 for the response of the Auditor/Recorder.

County Administrative Office

1. All county offices should be in a centralized location.

Response: A centralized government center has been recommended by the Board of Supervisors Space Needs Committee and preliminary funding has been identified. It is estimated that the center should be in place in five years. Architectural review and financing alternatives are slated for completion during FY 1992/93.

2. Equipment for all data processing functions should be upgraded and be compatible throughout all county offices.

Response: This recommendation has been implemented in upgrade of the IBM AS400 computer system and related software to accommodate most departments currently on the MAI Basic IV computer. Funds are proposed in the 1992/93 budget for funding of depreciation and replacement of all departmental computers.

3. Mariposa County should centralize its purchasing efforts through a central Purchasing Agent, located initially within the Administrative Office. All purchases for all county departments including supplies, computers, software, vehicles, buildings and building maintenance should be handled through this office.

Response: Budget constraints and space needs do not justify a centralized purchasing department at this time. However, the Administrative Office is requesting proposals for central warehousing of office and computer supplies to bring the County into a more controlled and economical purchasing plan.

Office of Treasurer/Tax Collector

1. The Board of Supervisors approve the Treasurer/Tax Collector as Public Administrator.

Response: See response of the Treasurer/Tax Collector at page 21. The Board of Supervisors notes that they are not able to make the transfer of this function in midterm of the incumbent elected officials. However, the District Attorney has deputized the Treasurer as the "Assistant Public Administrator" until the end of the current terms. The Board has agreed in concept to this transfer.
2. Approve budget for additional Computer for Micro Film and Data.

Response: See page 21 for response of the Treasurer/Tax Collector.

Personnel Office

1. There is a need for a compatible computer system and software for mailing.

Response: The office has not experienced a need for mailing to all employees and has software capability for most mailing requirements.

2. More office space is needed. A central complex for all County offices would save many hours of time.

Response: The Board recognizes the need for centralized offices, which would include Personnel. However, pending a central complex, the Personnel Officer has been provided with a private office which leaves larger space for public access to Personnel staff.

3. More security storage space that is fireproof is needed.

Response: Budget constraints deny the purchase of fireproof file cabinets. It is contemplated that fireproof capabilities will be met in the proposed central government complex.

4. All clerical workers should be given the same test and must pass before being hired.

Response: The Board of Supervisors has adopted a personnel system which requires that all applicants for all recruitments, including clerical, are given the same test and must pass to become eligible for hiring.

Programmer/Analyst

1. That the Programmer/Analyst be provided a private office with adequate room for storage of files.

Response: This recommendation has been implemented with reported increased productivity.

2. That the Board of Supervisors and County Administrative Officer see that the Data Processing equipment be upgraded and be compatible throughout the County offices.
Response: This recommendation has been implemented with the upgrade of the IBM AS400 computer and software to accommodate all departments currently on the MAI Basic IV computer. Funds are proposed in the 1992/93 budget for funding for depreciation and replacement of all departmental computers.

County Clerks Office

1. There is a need for renovation to add space, particularly the office of the County Clerk.

Response: Please see County Clerk's response at pages 22-23. The Board notes that no space is available to add to this office, however, moves are in progress to move the Clerk and combine the two courts, making office space utilization more efficient.

2. Old newspaper issues should be stored elsewhere.

3. More money should be allocated in the budget for completing copying of all documents.

Response: Please see pages 22-23 for response of the County Clerk.

4. All overdue moneys from elections should be collected.

Response: Please see paged 22-23 for response of the County Clerk. The Board of Supervisors has proposed an agreement with the schools which waives these expenses.

5. Open shelving should be anchored to comply with California State Earthquake Laws.

6. Computer equipment and software should be upgraded.

7. An election information management system should be purchased for use by the County.

Response: Please see pages 22-23 for the County Clerk's response.
COMMISSIONS AND DISTRICTS

Mariposa County Unified School District

1. Pursue waiver of "Small School" status with the State.

3. Public participation needs to be generated to get the public involved in local schools and school activities.

Response: Please see the response at page 24 of the Mariposa County Unified School District.

Cemetery Districts

1. The 1992-93 Grand Jury review the previous two Grand Jury reports as well as this report and recommendations and that they continue to monitor the changes in responsibility from the Parks and Recreation Department of Public Works to the new department assigned to monitor the 9 point program of goals as prepared during this current year.

Response: There are no separate cemetery districts in Mariposa County.

John C. Fremont Hospital

1. Building and electrical be updated to modern specifications.

2. Continue recruitment of physicians and nurses.

3. New facilities for emergency and physicians be added as soon as is feasible.

4. County and hospital discuss services which are being duplicated.

Response: Please see pages 25-26 for the response of the John C. Fremont Hospital District.

Agricultural Commissioner/Sealer of Weights and Measures

1. The Agricultural Inspector should make the decision as to the vehicle necessary to meet his or her needs.

Response: The recommendation has been implemented with a new vehicle purchased for this department.
2. That the 1992-93 Grand Jury follow up to see that all programs mandated by the state are being followed.

Response: No response necessary.

3. If this department's work load is too heavy the citizens of Mariposa County will be the ones to have to pay for what they are not getting. The county Administrative Officer and the Board of Supervisors should insure that this does not happen.

Response: The Board of Supervisors and the Administrative Officer have been responsive to the needs of this department and no additional personnel has been requested. The Board will evaluate the workload with this department as well as other affected departments after the state budget has been finalized.

Farm Advisor

1. A full-time 4-H Youth Assistant should be funded by the county allowing the Farm Advisor the time necessary to deal with other public programs concerning the flora and fauna of the community.

Response: The Board of Supervisors has allocated funding for a half time 4-H Youth Assistant in the past and the proposed 1992/93 budget reflects continued recommendation for half time due to budget constraints. The Farm Advisor has appealed this decision for discussion during final budget hearings.

2. The county should fund any changes necessary to the buildings.

Response: The buildings are the property of the state and changes were made under state funding with short term labor and equipment from County Public Works.

Mariposa Public Utility District (M.P.U.D.)

1. The Board of Supervisors should work with M.P.U.D. to revise building height restrictions or provide appropriate equipment, such as an aerial ladder, to insure that all town structures can be properly protected.

Response: A request has been received from M.P.U.D. by the Board and has been forwarded to the Planning Department for review.

2. The 1992-93 Grand Jury conduct interviews with the newly hired Fire Chief and M.P.U.D. Directors.
3. M.P.U.D. should be commended for the digitized town map they are providing.

Response: No response necessary to 2. and 3. above.

LAW ENFORCEMENT AND THE COURTS

Sheriff's Department

1. That the responsibility for oral interviews be completed by law enforcement personnel.

Response: Please see the response of the Sheriff at page 27. The Board notes that oral interviews are conducted by the law enforcement personnel in conjunction with professional personnel staff. All examinations are initiated by the Personnel office.

2. A more equitable ratio of female-to-male officers be maintained.

3. More in-depth training for rape and child abuse cases be provided.

4. Additional deputies be provided in the Fish Camp area in addition to the current resident deputy.

5. Provide for the addition of two full-time criminal investigators.

6. Increase the amount of discretionary funds for the department.

7. Distribution of funds from drug confiscation should be in addition to the normal budget as opposed to being taken off of the budgeted amount.

8. Sheriff's Department vehicles should have top priority for repairs and maintenance. They should be subject to the same standards and those required by California Highway Patrol maintenance inspections.

Response: Please see the response of the Sheriff at page 27.

Constable/Bailiff

1. That space in a county facility be found immediately for the Constable.

2. That the Constable and Small Animal Control Officer be located within the same facility.
Response: No response was received by the Board of Supervisors from the Constable. The Board notes that the Constable has been offered space in the Sheriff's office which is where the Small Animal Control Officer is located. The Constable has refused to occupy this space.

Small Animal Control

1. Animal Control should have a separate budget.

Response: The Sheriff, a separate elected official, has operational control over Small Animal Control efforts. The Public Health Department has input as regards County policy in this area.

2. At a minimum, one more officer should be hired for the Northside as existing officer is now putting 2700 miles a month on their vehicle.

Response: No request for an additional officer has been received in the current year.

Superior Court

1. Access for the handicapped for the courtrooms and restrooms should be provided immediately.

Response: Please see response at page 23 for the Superior Court. The Board notes that the Courthouse is a registered historical landmark. No funds are available for provision of handicap access in this building. The personnel of the courts address the need for handicapped access on a basis of individual need.

Probation Department Juvenile and Adult Divisions

1. Computers should be placed on-line and integrated with the Sheriff's Department.

Response: The computer requirements of this department are linked to the upgrading of the IBM AS400 computer and software to accommodate all departments currently on the MAI Basic IV computer.

2. Provide an additional caseworker with appropriate classifications.
Response: The need for an additional caseworker has not been identified or requested by this department. Extra help, on-call juvenile counselors are identified and recommended for the Juvenile Hall.

3. Provide an additional typewriter.

Response: The request from this department for an additional typewriter will be addressed by the Board in the final budget hearings.

District Attorney Criminal Division

1. Additional staffing to include a full or part-time investigator as well as a part-time attorney.

Response: Please see the response of the District Attorney at pages 28-29. In addition, in his response to the Grand Jury, the District Attorney addresses a need for a full time investigator. However, a request has not been addressed to the Board in the District Attorney's budget nor in the budget appeals. The District Attorney addresses only a need for a Deputy District Attorney under OCJP grant funding.

2. The District Attorney justify his issuing a badge to a member of his staff without the staff member having had proper law-enforcement training.

Response: Please see the response of the District Attorney at pages 28-29.

District Attorney Family Support Division

1. Purchase of software to enable staff to modernize record-keeping as well as collection services.

2. Follow-up of incentive program to determine performance.

3. That the Deputy District Attorney/Family Support Officer work with the Chief Administrative Officer to determine whether or not the allowable surcharge can be simplified in order to make it economically feasible.

4. The Director should begin an education program in area schools for teenagers to enable likely future clients to understand the ramifications of teenage pregnancy. It is further recommended that this education program be coordinated with other agencies.

Response: Please see the response of the District Attorney at pages 30-31.
Justice Court

1. Provide any equipment as required by new personnel.

2. Provide locked files.

3. That the Board of Supervisors provide a permanent space for Justice Court Offices and that this space be their current location.

4. That computers and software be updated and kept in working order.

Response: Please see the response of the Justice Court Judge at page 32.

Jail Facilities

1. That a new jail be provided with a minimum design capacity of 60 to 75 beds.

2. That prisoners be segregated into appropriate male and female areas.

3. That health and safety features be improved including overhead fire sprinklers.

4. That male and female correctional officers be a separate staff from dispatchers.

5. Replace 20 year old washer and dryer with new commercial size washer and dryer.

6. Jail monitor camera system be put in working order.

7. That additional facilities be found to accommodate more than one visitor at a time.

Response: Please see the Sheriff’s response at page 27.

Health and Human Services

1. The Board of Supervisors and the entire county be supportive of the director and the employees. If possible perhaps the county could allocate some money for the additional personnel needed for community training programs.
Response: The Director of Health and Human Services acknowledges support of the Board of Supervisors and continues to seek out resources for community training programs.

2. County to monitor group homes both in and out of the county regarding the impact on all Mariposa County facilities and services.

Response: This is presently and will continue to be an ongoing process.

Welfare and Child Protective Services

1. Four-wheel drive vehicles need to be provided to the department due to our road and weather conditions. The cars need to be used for CPS and Adult protective services only.

Response: Funding opportunities are being explored for additional 4-wheel drive vehicles.

2. More funds are needed for Foster Parent training programs so that the training is offered more often and in the outlying communities.

Response: The department continues to cooperate in developing foster parent training programs. This is a largely federal and state program and is funded from these sources.

3. More funds must be allowed for the clothing allowance of children and the rule of a one-time-only allowance should be adjusted to a more practical formula.

Response: Increased funding is being explored including developing alternative sources for increased allowances.

4. The county needs to investigate the possibility of replacing the Federal funds lost by the Student Assistance Program.

Response: The Board of Supervisors and the department support this recommendation and the department is seeking replacement of lost funds through grant initiatives.

5. Funds should be made available for more services for behavioral science with regard to the drug babies.

Response: The department has participated in developing Perinatal programs that are designed to address this issue.
6. That more extensive training sessions for the general public be started involving child abuse. Sessions should cover information regarding how to report a suspected case of child abuse/neglect and the liability of the person making such an accusation.

Response: There is an ongoing effort by this department, supported by the Board of Supervisors, with continuing exploration for enhancement.

Drug and Alcohol Program

1. County funds are needed to augment the drug and alcohol programs.

Response: The Board is faced with continuing budget constraints. New revenue sources are explored to augment program funds.

2. The county should provide for a medical detoxification facility, preferably located at John C. Fremont Hospital.

Response: This recommendation is currently being investigated.

Mariposa County Health Department

1. The Board of Supervisors implement a County statute for a deadline for all areas and businesses to file an emergency evacuation plan in case of toxic spills and an emergency plan for handling the clean-up of toxic spills, including the payment of the cost for the clean-up.

Response: A reassessment of the underground tank program has been undertaken and most sites are now completely in compliance with documentation in Health Department files. The delinquent sites are being acted upon. With respect to business plans for sites handling hazardous material, priorities have been established by the Health Officer. Gas chlorine sites are being given top priority attention for business plans and all but one have complied. The one remaining site is being converted from gas chlorine to liquid chlorine, reducing the site from the acutely hazardous category.

2. Additional personnel as deemed necessary to thoroughly check all forms for all permits.

Response: Additional personnel has been requested in the 1992/93 budget, with proposal by the Health Officer to provide the extra help without additional net cost. However, all program expansions are highly unlikely in this fiscal year.
3. Provide a larger office building for the entire Health Department that would allow space for additional personnel, filing cabinets and with separate entrances for the clinic and the general public.

Response: The Board of Supervisors has already implemented this recommendation of providing more office space with separate entrances for clinic and general public.

4. The Board of Supervisors should continue to support the Health Director in trying to solve the dental services problem.

Response: The Board continues to support public health and the Health Officer; Health Department staff are working with state staff toward dental services to the children who need it.

Housing and Community Development

1. Provide a form on transportation when needed in connection with Community Service Programs.

Response: This is a budgetary issue appropriately dealt with in the budget hearing process.

2. Provide office staff with another computer.

Response: A computer was purchased during the FY 1991/92 fiscal year.

PUBLIC WORKS AND OTHER DEPARTMENTS

Public Works Offices

1. That we continue to use the California Youth Authority on an as needed basis.

Response: This recommendation is already performed and the Youth Authority will continue to be used.

2. Implement preventative maintenance programs for all county vehicles.

3. All county vehicles should be inspected on a daily basis by operators and at least quarterly by a mechanic to insure compliance with safety requirements.

4. Increase maintenance staff in order to implement maintenance programs.
5. Initiate plan for control of fuel and oil purchases and use.

6. Initiate controls on vehicle parts and inventory control of purchases.

7. Develop a communication system with other departments to report back on the acceptability of work performed by the vehicle maintenance department.

Response: A reorganization of the vehicle maintenance and equipment maintenance functions has been implemented by the Board of Supervisors and a Fleet Maintenance Manager has been hired to address these issues. It is anticipated that all recommendations will be implemented without the need for additional staffing. A policy has been established by the Public Works Department for inventory control.

8. Promote more public awareness and education of recycling programs.

Response: A Waste Management Specialist position has been developed and filled to address all recycling issues.

9. No response necessary.

10. Insure that the beacon pole at the Airport is maintained in a safe condition.

Response: The pole is scheduled for replacement in the 1992/93 fiscal year and will be maintained until it has been replaced.

Planning Department

1. The computer system utilized should be linked to other departments to speed up the permit process.

Response: The software programs purchased for the AS400 will be linked to the Planning Department and will address this issue.

2. New procedures for accounting of daily receipts be implemented.

Response: Daily receipts are handled in accordance with County policy and procedures, with a receipt written for all money received by the department and a cash receipt verification filed with the Auditor. The department is also monitored by the independent (outside) auditor annually.
BOARD OF SUPERVISORS

Mariposa County Board of Supervisors

1. Board members spend time in the various county departments to better understand the everyday workings of those departments so as to make more informed decision.

Response: The Board of Supervisors has developed a liaison with each County department.

2. The county government should be centralized in one area to facilitate better communication between departments and provide better service to county residents.

Response: A master plan for county facilities has been developed and is under Board consideration.

3. The Board needs to be more involved and concentrate more heavily on public awareness of recycling programs.

Response: The Board has been very concerned regarding solid waste issues and in fact developed the existing recycling program.

4. The Board needs to examine subsidizing practices more carefully. A complete study should be done before subsidizing any project to see how much the county stands to gain or lose.

Response: The Board of Supervisors fully reviews the value of any subsidized program prior to funding such a program. Not all program decisions are based solely upon the cost, and in this case, all relevant factors are considered by the Board prior to a decision.

OPEN RECOMMENDATIONS TO THE BOARD OF SUPERVISORS

The Grand Jury Budget for 1992-93

1. The budget for the 1992-93 Grand Jury be increased to nineteen thousand dollars ($19,000) per year. The excess, if any, to be returned to the general fund.

2. That six members of the 1992-93 Grand Jury be sent to the Grand Jury seminar.

3. A suitable room for Grand Jury use be provided.
4. Grand Jurors be paid twenty-seven and one-half cents per mile for actual miles traveled on Jury business.

5. The two day orientation be continued and the county facilities bus tour be reinstituted.

Response: The Board of Supervisors considers amendments to the budget through the regular budget hearing process. Any of these issues may be brought before the Board for consideration during final budget hearings.

Central Purchasing

1. A study be made into the feasibility of establishing a central purchasing department that would handle like purchases for the county.

Response: Budget constraints and space needs do not justify a centralized purchasing department at this time. However, the Administrative Office is requesting proposals for central warehousing of office and computer supplies to bring the County into a more controlled and economical purchasing plan.
July 17, 1992

Honorable Richard L. McMechan
Superior Court Judge
Mariposa County Courthouse
Mariposa, Ca. 95338


Dear Judge McMechan:

I wish to personally thank the Grand Jury for the survey they conducted of the Assessor's Office. They were very kind and courteous when they were in the office and they were very patient in working around our schedule, to avoid any interruptions of our daily tasks. Their recommendations are positive and will help in improving the efficiency of this office.

In following the statutes of the Grand Jury, attached is my response to the recommendations of the Audit Finance Committee.

Sincerely yours,

Gary Estep
Assessor
RESPONSE OF MARIPosa COUNTY ASSESSOR
TO THE GRAND JURY AUDIT AND FINANCE
REPORT AND RECOMMENDATIONS

RECOMMENDATION 1: Smaller, more economical vehicles be used for appraisal work.

RESPONSE

I have already purchased one small vehicle, and the Board of Supervisors has approved the purchase of another after the new budget is adopted in September.

RECOMMENDATION 2: Consider the advancement of Assessment Clerks to technical status.

RESPONSE

A reclassification was requested by the Assessor in November, but denied by Personnel.

RECOMMENDATION 3: Provide safer storage for all records.

RESPONSE

Currently we now have all files in locked file cabinets, but nothing has been done to prevent loss by fire.

RECOMMENDATION 4: Plans for renovation of Assessor's office be carried out.

RESPONSE

A new office was built for the Assessor and new carpet and paint done in the whole office.
August 24, 1992

Honorable Richard L. McMechan
Judge of the Superior Court
P.O. Box 247
Mariposa, Ca.

Re: Response to the 1991-92 Grand Jury

Dear Judge McMechan:

In response to the Grand Jury in regards to recommendations in the Audit and Finance portion and pertaining to the office of the Auditor/Recorder, I offer the following:

Recommendation No. 1 - No response necessary

Recommendation No. 2 - We are now in the process of purchasing the necessary equipment and software for a new computer system which will handle the accrual basis of accounting.

Recommendation No. 3 - I, as County Recorder, was appointed as the Local Registrar of Vital Statistics during a time when we were absent a Health Officer. We now have a Health Officer and these records are of use in the functions of the Health Department and should be there as in other counties.

Sincerely yours,

Evelyn N. Billings,
Auditor/Recorder
July 16, 1992

TO: Superior Court Judge
FROM: Treasurer-Tax Collector
SUBJECT: Grand Jury Final Report

In response to the Grand Jury findings and recommendations for the Office of Treasurer-Tax Collector, please note the following:

1. The findings seem to be accurate and complete.

2. Item #5, last sentence, should read: "The investment firm is selected by the Administrative Officer, the Treasurer, Assistant Treasurer & the Investment Officer."

3. Item #7 has since been taken care of, by the District Attorney deputizing the Treasurer as the "Assistant Public Administrator" until the next election.

4. Item #2 under Recommendations: This department, along with the Assessor, has purchased a computerized microfilming system. However, this system has not proven to be efficient at this point, and the Treasurer is looking into better software to make the system work smoother and more quickly.

CC: John McCamman, CAO
Hon. Richard L. McMechan  
Superior Court Judge  
Courthouse  
Mariposa, CA 95338

Re: Response to Grand Jury Recommendations

Dear Judge McMechan:

The responses to the Grand Jury recommendations are as follows:

AUDIT

There was one recommendation for the Clerk's Office. (1.) A Trial balance of the individual amounts comprising the clerk's escrow account balance be prepared each month, reconciled to the control account ledger and agreed with the clerk's escrow account balance as reported on the monthly cash statement.

All individual amounts are balanced, itemized, reconciled and reported.

COUNTY CLERK (and ELECTIONS)

1. There is a need for renovation to add space, particularly for the office of the County Clerk.

   No room is available to add space for this office.

2. Old newspaper issues should be stored elsewhere.

   The Mariposa Gazettes stored in the vault have been the property of the Board of Supervisors since Jan. 3, 1922. The newspapers cannot be moved until such time as a fireproof facility is available.

3. More money should be allocated in the budget for completing copying of all documents.

   The $3,000 allocated to the Clerk's Office is inadequate to complete the historical files and current closed files.
4. All overdue monies from elections should be collected.

The outstanding School Election bills were forgiven on an administrative level above this office.

5. Open shelving should be anchored to comply with "California State Earthquake Laws".

There is no available wall space in the vault.

6. Computer equipment and software should be upgraded.

New/ upgraded equipment and software has been requested and it has been denied.

7. An election information management system should be purchased for use by the county.

DFM's Election Information Management System has been requested several times and has been denied. DFM'S EIMS system is being used in 21 Counties and is recommended by the Secretary of States Office.

SUPERIOR COURT

1. Access for the handicapped for the Courtroom and restrooms should be provided immediately.

The Courthouse is a registered historical landmark. Various solutions have been discussed however, there are no funds available at this time.

Very truly yours,

Lynne Robinson, County Clerk

cc: Board of Supervisors
The Honorable Richard McMechnan
Judge of the Superior Court
County of Mariposa

Dear Judge McMechnan:

The following is Mariposa County Unified School District's response to the 1991/92 Grand Jury Report:

1. Pursue waiver of "Small School" status with the State.

   On August 10, 1992, the Governor signed SB 1574 which will continue necessary small school funding for Mariposa County Unified School District up to 3,000 students. Further efforts will be made to remove the 3,000 cap through legislation at a future date. Passage of this bill results in approximately $600,000 in funding to the District.

2. 1992/93 Grand Jury continue to visit schools throughout the county.

   School District personnel will cooperate in scheduling visits with the 1992/93 Grand Jury as requested.

3. Public participation needs to be generated to get the public involved in local schools and school activities.

   The District promotes a variety of activities designed to encourage public participation in local schools, including:

   - Parent/teacher associations
   - Various site committees
   - Back to school night (annual)
   - Open house (annual)
   - Board appointed committees, such as the Blue Ribbon Budget Committee, District Masterplan Committee, Ag/Vocational Curriculum Advisory Committee
   - Selection committees for personnel appointments

   Participation by the public in local schools is welcomed and will continue to be solicited.

Sincerely,

William F. Pettus
Superintendent
August 31, 1992

Mr. John McCamman  
Administrator  
COUNTY OF MARIPOSA  
P.O. Box 784  
Mariposa, CA  95338

RE: Response to Grand Jury Recommendations

Dear Mr. McCamman:

This is in response to the Grand Jury recommendations for the year 1991-1992.

1. Building and electrical be updated to modern specifications.

The Hospital District applied to the State of California for an $800,000 loan to modernize our electrical, mechanical, heating, ventilation and air conditioning systems, as well as an upgrade in our medical gases delivery system. The loan would also provide a new electrical panel for the OR, ER, and OB, and allow for a separate specialized H-VAC system. The loan was approved by the State on August 27 contingent upon obtaining a Letter of Credit. The Hospital is actively pursuing that Letter of Credit at this point, with the hope of beginning construction in early Spring 1993.

2. Continue recruitment of physicians and nurses.

Our in-house recruitment process continues. We have hired three RN’s and one Physician’s Assistant in the last month. The recruitment of physicians also continues through our John C. Fremont Medical Clinic/ER contract firm. We will also be negotiating with several consulting physicians to head up our specialty clinics. The Physician Recruitment sub-committee of the Board of Directors will be incorporating the physician recruiting component in the strategic plan.
3. **New facilities for emergency and physicians be added as soon as feasible.**

We have purchased a new five bedroom mobile home located on the Hospital grounds for sleeping quarters for the physicians, as well as on-call personnel. The new John C. Fremont Medical Clinic located across the street from the hospital has six examining rooms to accommodate many more Mariposa patients. Although the Hospital very much recognizes the need for a new emergency facility, at this time, the funds are not available. Minimum costs are anticipated to be $400,000 with a more likely cost of $800,000 to $1 million.

4. **County and hospital discuss services which are being duplicated.**

John McCamman, CAO of the County and I have begun discussions of coordination of services. Mr. McCamman and the Board of Supervisors have shown interest and concern for the Hospital's financial situation and have been extremely supportive of efforts to provide the most efficient delivery of quality care to the people of Mariposa County. It is anticipated that more specific coordination efforts to avoid duplication of services will be dealt with in the near future.

If you have any other questions regarding the four Grand Jury concerns, please let us know and we would be happy to provide additional information.

Sincerely,

Mary H. Mennig  
CEO/Administrator

MHM/bkk
INTER-OFFICE-MEMORANDUM

DATE: AUGUST 28, 1992

TIME: ( )

TO: THE HONORABLE BOARD OF SUPERVISORS

FROM: SHERIFF ROGER MATLOCK

SUBJECT: 91-92 GRAND JURY REPORT\COMMENTS

LADIES AND GENTLEMEN:

I AM GENERALLY IN ACCORD WITH THE RECOMMENDATIONS BY THE 1991-1992 GRAND JURY FINAL REPORT. HOWEVER, I WISH TO COMMENT ON RECOMMENDATION NUMBER TWO RELATIVE TO FEMALE TO MALE EMPLOYEE RATIOS. THE MARIPOSA COUNTY SHERIFF'S DEPARTMENT HAS, FOR ITS SIZE A RATIO OF MALE TO FEMALE EMPLOYEES THAT IS CONSISTENT WITH SIMILAR DEPARTMENTS. AS A MATTER OF FACT, THIS DEPARTMENT EXCEEDS THE CURRENT STATE MALE TO FEMALE RATIO AVERAGE. IN ADDITION, THIS DEPARTMENT ENCOURAGES FEMALE APPLICANTS, BOTH FOR THE FIELD AND THE JAIL. AND, AS A POINT OF INTEREST, AS THIS RESPONSE IS WRITTEN A FEMALE APPLICANT FOR THE POSITION OF CONTRACT DEPUTY SHERIFF IS IN THE FINAL BACKGROUND INVESTIGATION PROCESS AT THIS TIME.

ROGER N. MATLOCK
SHERIFF-CORONER
July 10, 1992

Honorable Richard L. McMechan
P.O. Box 247
Mariposa, CA 95338

Re: Grand Jury Response

Mariposa County is one of only 2 counties in California that does not have an investigator employed by the District Attorney. The only other county not to have an investigator is Alpine, with a population of only 1200.

When Investigator Chauncy Haynes retired in June of 1990, his position was upgraded to that of Deputy District Attorney. Mr. Haynes' position was funded 90% through the Family Support program and the upgraded position of Deputy District Attorney continues to be funded largely by the Family Support budget. With funding (90%) through the Family Support budget, Investigator Haynes was only available to the criminal division for 10% of his time. The upgrading of Investigator Haynes position to that of Deputy District Attorney has proved beneficial to the operation of the Family Support division. However the point to be considered is that at no time did the Mariposa District Attorney's office have more than 10% of a full-time criminal investigator.

Not having an investigator who is a P.O.S.T. certified peace officer on my staff does hamper the fulfillment of my statutory duties and also the general functioning of the office of the District Attorney.

Not having an investigator on staff has led to the other situation addressed by the report - the issuance of a badge to a member of my staff "without the staff member having had proper law-enforcement training." The state-mandated Child Abduction Program has required me to designate within my office a Child Abduction Investigator. My designee is a recognized expert in the fields of child abuse, child sexual abuse and child abduction. She is not a trained Peace Officer and is not P.O.S.T. certified. She has twenty years experience in the investigation of child abuse, child sexual abuse and child abduction. There have been occasions when she has had to go out of county to interview victims, witnesses and suspects.
I believe that, for a proper, professional investigation, my investigator should duly identify herself as a bona fide representative of my office. Her identification card and badge accomplish this purpose. Proper identification also increases the safety of the investigator when the person contacted realizes that she is a bona fide representative of my office. Proper identification also ensures better cooperation from out-of-county police agencies and other governmental entities.

I have issued an order regarding the use of display of badges by members of my staff. Being a peace officer is not a prerequisite to the carrying of a badge and it is within my authority to issue a badge to a member of my staff as I see fit to do so.

Yours truly,

GEORGE W. GRIFFITH
District Attorney

CC: John McCamman
July 14, 1992

Honorable Richard L. McMechan
P.O. Box 247
Mariposa, California 95338

Re: RESPONSE TO GRAND JURY RECOMMENDATIONS 1991-92
FAMILY SUPPORT DIVISION

Dear Judge McMechan:

In response to the recommendations made by the Grand Jury, the Family Support Division submits the following:

GRAND JURY RECOMMENDATION:

1. Purchase of software to enable staff to modernize record-keeping as well as collection services.

The Mariposa County Office of the District Attorney's office Family Support Division, would be pleased to purchase software to upgrade its record keeping and reporting capability if funding was available. The State of California is in the process of developing a Statewide Automated Child Support System (SACSS) which will tie all counties together on one system and which is scheduled to go on-line October 1, 1995. While SACSS is being developed the Federal Government will not fund individual interim systems for the counties. Thus, the likelihood of being able to fund a computer software system for Family Support is very slim. Mariposa County is scheduled to be linked to SACSS in 1994.

GRAND JURY RECOMMENDATION:

2. Follow-up of incentive program to determine performance.

The incentive program is a state program, whereby the County receives a base incentive determined by collections and additional incentives based on meeting certain performance standards. That plan became effective January 1, 1992. Family Support is currently being audited by the state to determine whether it meets the performance standards.
GRAND JURY RECOMMENDATION:

3. The Deputy District Attorney/Family Support Director work with the Chief Administrative Officer to determine whether or not the allowable surcharge can be simplified in order to make it economically feasible.

State law does allow the County to impose a service charge of up to 2% of the child support order. The service charge must be ordered by the court. I am aware of only two counties (Los Angeles and San Joaquin) that still impose the service charge, although there may be more. Since anything collected by the service charge has to be deducted from the administrative claim, thus reducing federal reimbursement to the Family Support Division, the net to the county is only 34 cents per dollar collected, not counting the additional costs for bookkeeping. Counties collecting the service charge will have to discontinue when they go on SACSS because SACSS is not being designed to accommodate it.

GRAND JURY RECOMMENDATION:

4. The Director should begin an education program in area schools for teenagers, to enable likely future clients to understand the ramifications of teenage pregnancy. It is further recommended that this education program be coordinated with other agencies.

Should teachers at the local schools desire it, I would be happy to address a class or classes regarding the functions of the Family Support Division. However, I am not a teacher, and the Family Support Division does not have the time, resources or personnel to develop an educational program on the ramifications of teenage pregnancy.

Yours truly,

Francis W. McNally
Deputy District Attorney
Administrator/Family Support Division

CC: John McCamman
August 24, 1992

The Honorable Richard L. McMechan
Superior Court Judge
Mariposa County Courthouse
Mariposa, CA  95338


Dear Judge McMechan:

    I have reviewed the 1991/1992 Mariposa County Grand Jury
Final Report.

    All matters relative to the Justice Court set forth in the
Grand Jury Final Report will be addressed in the proposed
move of the Justice Court Office.

Respectfully submitted,

Carlos C. LaRoche, Judge
Mariposa Justice Court
Mariposa Judicial District
September 2, 1992

John W. McCamman, CAO
County of Mariposa
P.O. Box 784
Mariposa CA 95333

RE: RESPONSE TO 1991/92 GRAND JURY FINAL REPORT

Dear Mr. McCamman:

In response to the recommendations contained in the Grand Jury Final Report, I offer the following:

1) Provide a form of transportation when needed in connection with Community Service Programs. It is unclear what exactly is recommended. Regardless, it is financially impossible to provide on call transportation assistance. Clients are advised as to available public transportation. In addition, Community Service Block Grant funds have been provided to the Senior Services Department to provide outreach to seniors residing in outlying areas.

2) Provide office staff with another computer. A computer was purchased during the FY 1991/92.

Please feel free to contact me regarding this or any other matter.

Sincerely,

JAMES F. EVANS,
Director
August 28, 1992

TO: John McCamman, CAO

FROM: Jimmie Eutsler


I have, I believe, been tasked by your office to answer the remarks on page 16 of the subject report. From the top:

AREA OF REVIEW: I am not aware of any Cemetery "District" in the County.

BACKGROUND: True, but with no budget funds.

METHOD OF INVESTIGATION: No comment.

FINDINGS:

1. Incorrect, there are three public cemeteries; Mariposa, Coulterville and Catheys Valley.

2. True.

3. After passage of the FY1992-93 budget, maintenance will be ongoing within budget limits.

4. I have not seen "a 9 point program of goals..."

5. I have submitted to the Board an ordinance entitled "Cemetery Regulations" that:
   a. Establishes broad rules and responsibilities.
   b. Leaves control of the three cemeteries with local residents.
   c. Imposes no fees.
   d. Establishes a means of recording all interments.
August 28, 1992

To: Mr. John McCamman, CAO

From: Wain Johnson, County Director/Advisor

RE: Response to the 1992 Grand Jury Report

Item 1

Request for a full time 4H Youth Assistant is included in my 1992-93 budget and is under appeal to the supervisors. Justification and pertinent data is in the appeal package. I have requested a full time assistant for several years. At the present time I have a county funded half time assistant.

Item 2

Funding for the county ag complex office was made available by the District 35-A Association as the building is State property. I did make a request for labor to assist in the construction of the ag complex but was denied for lack of an available county labor force to construct the building in a timely fashion. I was able to utilize short term labor and equipment for the dirt work from the road department (jack hammer and operator and earth compactor).
INVENTORY PROCEDURES FOR ROAD MAINTENANCE MATERIALS
Policies and Procedures

No: PP 92-03 Date: 3/28/92
Replaces: Informal Policy of Reporting Material Disbursement on Timecards
Supersedes: None
Related to: Road Stock Inventory Procedures
Approved __________ BY__________

Michael D. Edwards, Assistant Director

DIVISIONS AFFECTED:
X ADMINISTRATION
X HWYS-ENGINEER
X HWYS-MAINT.
X SANITATION

X REFUSE DISPOSAL
X BUILDING & GROUNDS
X SPECIAL DISTRICTS
X MINING/MINERAL MUSEUM
X PARKS & RECREATION
X TRANSPORTATION
X ALL EMPLOYEES

DISTRIBUTION:
X ALL EMPLOYEES
X SUPERVISING EMPLOY.
X MINING & MINERAL MUSEUM
X ENVIR. REVIEW

X TRAFFIC
X BUILDINGS & GROUNDS
X SURVEY
X ROAD MAINT.

X PARKS & RECREATION
X COMPUTER SERV.
X REFUSE
X TRANSPORTATION
X ACCOUNTING
X DESIGN
X CLERICAL
X OTHER M.P.U.D.

Purpose: To provide inventory control of maintenance materials purchased by the Roads Division. This includes tracking of material supplies through the entire process of receiving, storage, disbursement and ultimate use in a particular location.

Procedure:

1. Delivery. When any material for maintenance or construction purposes is delivered to one of the yards for temporary storage, the employee who signs the receipt will also make sure that the amount and type of material is clearly indicated. The employee will also indicate to which yard (i.e. Ben Hur, Coulterville, Hornitos) the delivery was made. All receipts will be given to the Deputy Director of Roads as soon as possible who will note any necessary clarifications, initial it and give it to Accounting.

2. Posting of Receipt. Accounting will promptly post the amount, type and yard location of the material to the inventory using the CHRIS software package. Receipts will be filed.

3. Periodic Inventory Review. The Deputy Director of Roads will be responsible for quarterly "spot" checks of stored materials against the current inventory record. Any significant discrepancies will be reported to the Assistant Director.
4. **Disbursement to Job Site.** A "tag" (see attached form) will be completed for every load of materials, no matter how small, that is taken from storage in any of the yards. The tag shall be completed by the employee responsible for hauling the material before leaving the yard. It is important to be specific in noting the material type, amount and destination. The tags shall be given to the Deputy Director of Roads on no less than a weekly basis who will approve them before giving them to Accounting. **NOTE:** This procedure will apply to other agencies or Public Works divisions, such as Special Districts, Parks, Buildings and Grounds or M.P.U.D.. The tags will be the basis for billing to those parties. This procedure also applies for materials taken from one road yard to another.

5. **Posting of Disbursement Tags.** This will be the responsibility of the Accounting Section using the CHRIS system. Posting will be done on no less than a weekly basis.

6. **Annual Inventory Review.** It will be the responsibility of the Deputy Director of Roads and the Accounting Section to assure that the annual inventory is reconciled promptly after receiving the prior year's inventory from the Auditor.