# Glenn County Grand Jury Final Report 2015/2016

*"If the people cannot trust their government to do the job for which it exists - to protect them and to promote their common welfare - all else is lost."*

*~President Barack Obama*

# 2015-2016

# Glenn County Grand Jury

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# Final Report
# Of
# Findings and Recommendations

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June 10, 2016

The Honorable Peter Billiou Twede
Superior Court, County of Glenn
526 West Sycamore Street
Willows, CA 95988

Dear Judge Twede:

The 2015-2016 Glenn County Grand Jury hereby respectfully submits its final report in compliance with the California Penal Code, Section 933.

This report represents the highlights of the Grand Jury's work over the past year. There are reports contained in this publication. We hope you find each one useful and enlightening. Our intent was to act on behalf of all county residents on items we thought would make a real difference in our governments and in our daily lives.

We wish to express our sincere gratitude to the various department staff and public officials who met with us during the year to discuss agency operations. It has been a unique and memorable experience for all of us and we especially appreciated your Honor's support and interest. Special thanks and appreciation to Priscilla Butler from Glenn County Superior Court and Brenda Sites from the Department of Finance. These individuals have been extremely helpful throughout the year.

Finally, I want to publicly acknowledge the hard work put in by each member. It was a pleasure to see a very diverse group come together as a team utilizing their individual skills, knowledge and abilities to collectively accomplish a valuable service to the citizens of Glenn County. I commend them for their cooperation and dedication to the civic responsibility of serving on the 2015-2016 Glenn County Grand Jury.

Sincerely,

L. Howe-Ram

Linda Howe-Ram, Foreperson
2015-2016 Glenn County Grand Jury

## 2015-2016 Grand Jury Members

**Linda Howe-Ram**, Foreperson

**Frank Torres**, Pro-Tem

**Connie Scott**, Secretary

**Dave Carlson**, Sargent at Arms

**Amanda Castillo**

**Ann Lambert**

**Debra Dunning**

**Diane Sites**

**Donald Romeri**

**Lynn Prather**

**Manuel Burruel, Jr.**

**Nancy Lovell**

**Nancy Thuemler**

**Sean Kochems**

**Timothy Schnoor**

**Wendi Crain**

**Yuridia Gonzalez**

## Grand Jury Mission Statement

The Glenn County Grand Jury serves as the ombudsman for citizens of Glenn County. The primary function of the grand jury, and the most important reason for its existence, is the examination of all aspects of county government and special districts assuring honest, efficient government that serves the best interests of the people.

## Disclaimer

During this grand jury year, any juror, who had or may appear to have had a conflict of interest in any report or investigation, was recused. Recusal includes, but is not limited to, exclusion from interviews, deliberations, discussions, report creation and plenary acceptance.

# The Role of the Glenn County Grand Jury

The grand jury is primarily an investigative body created by the United States Constitution's Fifth Amendment and the California Constitution. In California, grand juries are impaneled annually and are officers of the Court but work independently. Section 23, Article 1 of the California Constitution requires that a grand jury "be drawn and summoned at least once a year in each county." To satisfy the Constitutional requirement, state law describes the selection of grand jurors, and the watchdog and indictment functions of the grand jury.

The grand jury is not the same body as a "petit" jury, selected to hear evidence in a single case in a trial court. Instead, a grand jury is impaneled for a one-year period to perform several functions that are described in law. Broadly, the grand jury is charged with assuring honest, efficient government that operates in the best interest of the people of the county. The primary function of the grand jury is to examine aspects of county government, special districts, school districts, and city government. Specifically, this includes:

- Civil Watchdog – to inquire into the willful or corrupt misconduct of public officers; to investigate and report on at least one county officer, department or function; and to inquire into the condition and management of public prisons within the county.
- Criminal Indictment – to present to the court a criminal charge of a public offense against a person based upon evidence considered by the grand jury.
- Accusation – to remove from office a public officer based upon evidence of willful or corrupt misconduct considered by the grand jury. This judicial process is initiated by the grand jury.

The Glenn County Grand Jury is an arm of the Glenn County Superior Court and is considered part of the judicial branch of government. As such, the grand jury may ask the advice of the advisor judge to the grand jury, the County Counsel, or the District Attorney. The grand jury may inquire into or investigate a matter based on either a complaint or upon its own initiative. The grand jury may subpoena witnesses and documents, conduct interviews, and consider evidence presented to it by the District Attorney or the California State Attorney General. Witnesses are prohibited by law from disclosing their interview, testimony, or any other proceedings of the grand jury. The authority of the grand jury does not extend to the courts or to state departments or operations.

The Glenn County Grand Jury is composed of 19 citizens who are Glenn County residents. Generally, jurors are selected in a random lottery process. The advisor judge, representing the Superior Court appoints a foreperson from the selected grand jury panel and administers the oath to all jurors. The oath requires each juror to diligently inquire into matters where the juror can obtain legal evidence and not to disclose any of the proceedings, discussions, names of individuals interviewed, or votes of the grand jury. The grand jury's term of service begins July 1 and ends June 30 of the following year.

Most of the work is done by committees, which can include: Public Safety, Schools, Public and Planning Works, Finance, Health and Human Services and City/County Government. Other committees may be appointed as needed. The grand jury and committees meet several times a month. The grand jury meets with county and city officials, visits local government facilities and conducts research on matters of interest and concern. The proceedings of the grand jury are kept confidential. Jurors may not discuss the business of the grand jury with other individuals. The grand jury authority is located primarily in Penal Code sections 888 – 939.91, et seq., and the accusation process that leads to the removal of a public officer is described in Government Code sections 3060 – 3075, et seq.

The grand jury receives letters from citizens expressing concern over a particular matter of local government. Anyone may file a complaint with the grand jury. All complaints to the Glenn County Grand Jury are confidential. Grand jurors generally serve for one year although the law provides for holdovers for a second year to assure a smooth transition.

**Complaints must be in writing, signed and addressed to:**

Glenn County Grand Jury Foreperson
P.O. Box 1023
Willows, CA 95988

The Glenn County Grand Jury chooses which complaints to investigate. The grand jury cannot investigate disputes between private parties.

All grand jury findings and recommendations are issued in written reports. Each report must be approved by at least 12 members of the grand jury. At the end of the term (June 30) the jury issues its final report. Copies of the report are distributed to public officials, libraries, news media and any entity that is the subject of a report. Within ninety days, following the issuance of the report, officials responsible for matters addressed are required to respond in writing.

Glenn County residents interested in serving on the Glenn County Grand Jury can obtain an application/questionnaire from the court's website at www.glenncourt.ca.gov. The form is located on the grand jury page under Court Information.

# Report, Response Requirements and Instructions

The grand jury is required by law to investigate and report on at least one county officer, department, or function. A report is required to be published on June 30 of each year, at the end of the one-year term of the grand jury.

Two working days prior to the release of the Final Report, the Glenn County Grand Jury will provide a copy of the portion of the report to all affected agencies or persons.

**No officer, agency, department or governing body of a public agency shall disclose the contents of the report prior to its public release.**

All affected agencies or persons shall respond to their specific portions of the Final Report.

## Responses

**Responses are to be in writing or on computer disk to assist with duplication and are to be submitted in a timely manner.**

Section 933(c) of the Penal Code provides two different response times:

(1) Public Agency: the governing body of any public agency must respond within 90 days. The response must be addressed to the Presiding Judge of the Superior Court.

(2) Elective Officer or Agency Head: All elected officers or heads of agencies that are required to respond must do so within **60 days** to the Presiding Judge of the Superior Court, with an informational copy provided to the Board of Supervisors.

The legal requirements for responding to individual reports in the Grand Jury Final Report, as contained in the California Penal Code, Section 933.05, are summarized as follows:

**The responding entity or person must respond in one of two ways:**

(1) That you agree with the finding.

(2) That you disagree wholly or partially with the findings. The response shall specify the part of the findings that are disputed and shall include an explanation of the reasons for the disagreement.

# Action on Recommendations

**The reporting entity or person must report action on all recommendations in one of four ways:**

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

(2) The recommendation has not been implemented but will be implemented in the near future with a time frame for implementation.

(3) The recommendation requires further analysis. If an entity or person reports in this manner, the law requires a detailed explanation of the analysis or study and time frame not to exceed 6 months. In this event, the analysis or study must be submitted to the director of the agency being investigated.

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

If either a finding or a recommendation deals with budgetary or personnel matters of a county department headed by an elected officer, both the elected officer and the Board of Supervisors shall respond if the Grand Jury so requests.

The Board of Supervisors' response may be limited, while the response by the department head must address all aspects of the findings or recommendations.

Mail or deliver all responses to:

Presiding Judge
Superior Court, County of Glenn
526 West Sycamore Street
Willows, CA 95988

To request a response copy from responding elected officials or agency heads:

Glenn County Board of Supervisors
526 West Sycamore Street
Willows, CA 95988

**GLENN COUNTY GRAND JURY**
**P.O. BOX 1023**
**WILLOWS, CA 95988**
***Complaint Form***

NAME OF COMPLAINANT: _____

DATE OF LETTER: _____

SUBJECT: _____

_____

_____

_____

_____

DATE LETTER RECEIVED BY GRAND JURY: _____

DATE LETTER GIVEN TO COMPLAINANT REVIEW COMMITTEE: _____

DATE OF ACTION: _____

SUMMARY OF ACTION TAKEN: _____

_____

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_____

DATE OF RESPONSE TO COMPLAINT:

_____

# 2015-2016 Glenn County Grand Jury

# Grand Jury Final Report

# Glenn County Jail

## I. Purpose:

The Glenn County Grand Jury inspected the Glenn County Jail in compliance with California Penal Code Section 919 (b) on January 19, 2016.

## II. Background:

Members of the 2015-2016 Grand Jury met with Sheriff's Office staff; both sworn and non-sworn jail staff. During our meeting we were presented with an overview of the facility, an explanation of the jail procedures, staffing and maintenance required in operating the Glenn County Jail. In addition, we discussed Assembly Bill 109 (AB109). Also discussed were other rules and regulations that have a significant impact on the jail operation and ultimately the cost of providing services and maintaining the facility.

## III. Findings:

Overall, the Glenn County Jail is operated in a cost effective and efficient manner. The jail appeared clean and well organized; however, there were concerns and issues identified during the committee's inspection.

The findings were grouped into the following categories:

- **Facility/Safety**

    1. The booking area where inmates are processed and inmate movement occurs is not well secured. There is no separation between staff, custody searches and bookings. At the present time, a wooden counter provides the only separation between the areas.

    2. With the implementation of AB109, inmates with a higher level of custody are intermixed with lower level inmates. This has introduced an increased level of gang activity as observed by the Glenn County Jail staff. Presently, the number of inmate-on-inmate and inmate-on-staff assaults has increased significantly. For example, the total number of inmate-on-inmate assaults in 2014-2015 was seven. To date, the total numbers of inmate-on-inmate assaults are 16, a 228% increase. During the same

time period, the inmate-on-staff assaults have increased from one (1) incident in 2014-2015 to five (5) incidents in 2015-2016; a 500% increase.

3. The main security panel located in the guard tower is 24 years old and noticeably outdated. This panel controls all of the cell and security doors in the custody area. Currently, the high-risk inmate door opening and closing switches are not safeguarded to eliminate an accidental opening. The current safeguards are miniature cups placed over the switches to remind the operator of the danger.

- **Facility/Function**

1. There are only two (2) rooms available for inmate visitation and for attorneys to meet with inmates. This creates conflicts when scheduling attorney visits for long-term inmates.

2. There is only one (1) small room that serves as a library as well as a training room for inmate educational programs. The size is inadequate to accommodate the needs of the inmates.

3. The boilers for heating in the jail are old and in need of constant repair due to the hardness of the water. Compared to new technology, the boilers are inefficient. There is no type of water treatment to prolong their operational life.

4. The air conditioning system in the kitchen is inefficient. It does not provide adequate cooling during the summer months.

5. Florescent tube fixtures provide the lighting throughout the jail. This does not provide enough light and are inefficient compared to LED fixtures.

- **Facility/Medical**

1. With new inmate medical and dental requirements, the jail staff and medical personnel have to share small work areas for record keeping. Due to numerous filing cabinets and medical exam table, the conditions are cramped and confining.

2. The inmate holding area does not have an isolation cell to be used in situations with inmates with communicable diseases.

- **Administration**

    1. Maintaining appropriate staff levels is a concern of the department. The jail is allocated to have 17 correctional officers. At the time of this report, there were only 12 correctional officers assigned to the jail. The department is in the process of hiring five additional correctional officers. The biggest hurdle is applicants passing a background check. This process can take several months and a number of the applicants fail the process.

    2. Of the 12 current corrections officers, three are female officers. Of the four corporal positions, two are female corporals. Twenty five percent of the staff speaks Spanish. Butte Community College is one of the primary sources of candidates for the Glenn County Jail.

## IV. Conclusion:

Sheriff's Offices and local jails in California have been seriously impacted by AB109 and mandates for inmate medical and dental care. The impact of these programs were not well thought out before implementation and do not come with adequate funding. The Glenn County Sheriff's Office and jail staffing are doing a remarkable job under the circumstances. While the grand jury has identified a number of issues, priority should be given to the safety and security of the facility. In addition, the 2015-2016 Grand Jury also agrees with the prior grand jury's findings regarding staff compensation, benefits and other considerations to attract and maintain appropriate staff.

## V. Recommendations:

The 2015-2016 Glenn County Grand Jury recommends the following:

- Develop a master plan for updating the existing jail facility. Safety and security concerns should be given top priority.

- Replace the control panel to assist with control of inmates and increase staff safety. The current control panel increases the possibility of accidental release of high-risk inmates.

- Redesign the jail intake/booking area to provide security for jail staff, outside visitors and civilian staff.

- Create an Equipment Replacement Fund for high cost operating systems.

## VI. Request for Response:

Glenn County Sheriff's Office

# 2015-2016 Glenn County Grand Jury

# Grand Jury Final Report

# Glenn County Sheriff/Coroner's Office

## I. Purpose:

To gain insight and better understanding of the operations and finances of the Glenn County Sheriff/Coroner's Office.

## II. Background:

The Sheriff/Coroner has 28 years of service with the Glenn County Sheriff's Office. The current Sheriff/Coroner has been in this position since January of 2015. The Sheriff/Coroner title has been in place since the 1950's.

## III. Findings:

The 2015-2016 Glenn County Grand Jury initiated a routine inquiry of the Sheriff/Coroner's Office to understand its funding, staffing, and operations.

The members of the 2015-2016 Glenn County Grand Jury met with the Sheriff/Coroner.

The Sheriff does not receive extra pay to serve as Coroner. However, the Sheriff and most of his officers must attend training on the duties of a coroner.

The Sheriff/Coroner, as well as his sworn deputies, has the authority to pronounce someone deceased. The bodies are transported and stored by local morgues. If an autopsy is required, the body is then transported to Chico in Butte County. Violent deaths, infant deaths and suicides are all required to have an autopsy. The undersheriff determines if any other autopsies are needed.

In Glenn County, there are approximately 140-150 deaths per year, 30-35 autopsies, and 10-20 death cases verified by medical records. The Sheriff/Coroner has a yearly budget of $52,000. In the past, the annual expenses have reached as much as $80,000. The expenses of transportation, storage, autopsies, cremations and medical record research have consumed a major portion of the budget.

Currently, the Sheriff/Coroner has 30 cremated remains in storage, dating back to 1961. All of the deceased have been identified but have no next-of-kin to claim the remains.

## IV. Recommendations:

The 2015-2016 Glenn County Grand Jury recommends the following:

- The Glenn County Sheriff/Coroner's Office to work with the Glenn County Board of Supervisors and local religious leaders in the development of burial sites for the unclaimed deceased.

## V. Request for Response:

Glenn County Sheriff/Coroner's Office.

Glenn County Board of Supervisors.

# 2015-2016 Glenn County Grand Jury

# Grand Jury Final Report

# Glenn County Veterans Services Office

## I. Purpose:

To gain insight and better understanding of the day to day operations, staffing, and finances of the Glenn County Veterans Services Office.

## II. Background:

The Veterans Services Office is responsible for providing services to an estimated 1,801 veterans living within the County of Glenn. This number does not include their widows and dependents. The Veterans Services Office also manages three facilities, which can be rented out on a periodic basis. These Memorial Halls are located in Willows, Orland and Hamilton City. The Willows location houses the office of the Assistant Veterans Services Officer and a meeting hall with a kitchen. The Orland and Hamilton City locations are only meeting halls.

Members from the 2015-2016 Glenn County Grand Jury met the Assistant Veterans Services Officer, who has been in that position for 15 years. At that time, the Assistant Veterans Services Officer provided a copy of the budget and a number of documents regarding the programs available to veterans. The role of the Veterans Services Office is to assist veterans in accessing the various benefits available and provide help based on their individual needs.

During a second visit, members from the Glenn County Grand Jury discussed the outreach program for helping homeless veterans. In addition, they discussed the visit and display of the Vietnam Veteran's Memorial Wall in Willows. The privilege to host the Wall required substantial donations and community support.

## III. Findings:

The 2015-2016 Glenn County Grand Jury initiated a routine inquiry of the Veterans Services Office to better understand its operation, staffing and funding sources. The current State funding is based on the veteran population within the individual county and the audited workload units. In Glenn County, the California Department of Veterans Affairs estimates the veteran population at 1,801. The number of audited workload units is 170. This results in an annual operating budget for 2015/2016 of $120,049.00. The Assistant Veterans Services Officer indicated that the State's budget

for veterans, services has been significantly higher during Governor Jerry Brown's tenure. It is believed that the estimated number of veterans in Glenn County is higher than the State's estimate of 1,801. If Glenn County can verify the higher numbers, they may be eligible for increased state funding.

In an effort to provide services to all eligible Veterans, the Glenn County Veterans Services Office has teamed with the Veterans Resource Center in Chico, California to assist homeless veterans. This team has provided a counseling program in Willows for homeless veterans on the second and fourth Thursday of each month from 9 a.m. until 11 a.m.

The visit of the Vietnam Veteran's Memorial Wall event attracted more than 9,000 visitors over the four-day period, including 3,000 children from local schools. The basic cost for transportation and display of the Wall was $7,500. All costs and necessary staffing to provide 24 hour viewing of the Wall, was donated by local organizations, businesses and volunteers.

In addition to providing services for veterans, the Veterans Services Office also manages the rental of three Glenn County Veterans Memorial Halls. The Willows and Orland Halls are rented more frequently the Hamilton City Memorial Hall, which has very little, if any, rental use. Due to the lack of available facilities in Glenn County, there is an anticipated need for larger venues, such our memorial halls.

The Glenn County Grand Jury was also informed that the future Veterans Services Officer and Assistant Veterans Services Officer will be required to be a veteran.

## IV. Conclusion:

Two years ago, the fee structure for the building rental was reviewed. With the potential for increased use, the amounts should reflect the current market value and maintenance costs. Upgrades, such as painting, have been done.

## V. Recommendations:

The 2015-2016 Glenn County Grand Jury recommends the following:

- Request an updated survey of the number of veterans residing within Glenn County and identify the number of homeless veterans.
- Secure and maintain current funding for veterans services from the state.
- Develop a budget for upgrading the kitchen and facility equipment.

## VI. Request for Response:

Glenn County Veterans Services Office

# 2015-2016 Glenn County Grand Jury

# Grand Jury Final Report

# Jane Hahn Juvenile Hall

## I. Purpose:

In accordance with the California Penal Code 919 (b), the Glenn County Grand Jury shall inquire into the condition and management of the Jane Hahn Juvenile Hall Facility. This state mandated inspection should insure that the facility is operating safely, securely and effectively.

## II. Background:

Members of the Glenn County Grand Jury toured the Jane Hahn Juvenile Hall Facility, which is regularly inspected by the State of California. The Facility Manager gave members of the Grand Jury an in-depth tour of the facility and grounds, as well as the Glenn County Office of Education's Willowglen on-site school. Grand Jury members were provided details regarding all aspects of the facility.

## III. Findings:

Upon entering the facility, there is a small area used as an intake room. This is also a small room utilized for a variety of other functions, such as confidential meetings, special visits, and counseling. There is also a large area within the facility referred to as the "day-room," which is utilized for the majority of programing. This area also is used as the cafeteria. There is a kitchen and laundry room. The laundry room is accessed through the kitchen. Both areas are not in direct view of staff and contain several "blind-spots." However, some youth are allowed in these areas with direct supervision. The facility has several holding cells, yet none of the rooms have any safety pads on the walls. The facility has a capacity to house 22 juvenile residents. The youth are housed in cells around the inside perimeter of the day room. The older section of the facility has ceiling lights without safety covers.

The complex has a staff of twelve (12) officers. This is down from previous years, but still meeting California State requirements. There is one cook, and an on-call nurse.

Staff uses radios to communicate within the facility. However, the grand jury observed that kitchen and educational staff did not carry the radio on their person.

The Glenn County Office of Education (GCOE) staffs the Willowglen School. The staff includes one (1) full time teacher and the following part time positions: a teacher's aide, academic counselor, registrar and psychologist.

School is in session from 8:00 am to 1:30 pm with a half hour lunch break and a five minute break after each period. Students needing more school credits may participate in the Credit Recovery Program between 1:30 pm and 2:30 pm. During this time, students have the opportunity to complete required school assessments or testing as well as receive extra assistance when needed. The school is equipped with books and computers.

Physical education is conducted outside, weather permitting, in the facility's fenced recreational area. This recreational area has a basketball court and grass area for activities. Youth are allowed a minimum of one hour outside for exercise. Sports equipment is available upon request.

Youth also have access to religious services two (2) times per week and may make arrangements to meet with their personal clergy upon request.

Vocational programs include culinary and janitorial skills.

Medical and mental health needs are provided through the California Forensic Medical Group. A nurse comes three (3) times a week. A tele-psychiatrist is available weekly. However, all services are available on an emergency basis. Dental and vision appointments are provided upon request.

At the time of intake, the youth review the rules and expectations of the facility. They are then given an orientation guide to read and are tested on their understanding of the rules. If the student needs assistance, a staff member will read and review the content with him/her. Interpreters are available. Any Juvenile Hall Counselor, Supervisor Hall Manager, or Probation Officer may direct discipline for rule violations by the youth.

The facility is clean and in good condition. However, the outdoor storage sheds are in need of repair.

Parental obligations may include financial responsibility for youth staying at the facility.

## IV. Conclusion:

The Glenn County community, as a whole, has the responsibility to ensure our youth are given the pathway to becoming productive citizens. Programs offered by Jane Hanh Juvenile Hall are cohesive and comprehensive, meeting physical, mental, and emotional needs of each resident.

## V. Recommendations:

The 2015-2016 Glenn County Grand Jury recommends the following:

- A separate multi-purpose room is needed for group counseling, programs for youth, parent/youth visitation, training/meeting room for staff, and agency collaboration.
- A camera system should be installed to view all areas of the facility.
- All staff should wear a radio or a personal alarm device on their person within the facility for emergency purposes.
- All ceiling lights within the facility should have safety covers.

## VI. Request for Response:

Glenn County Board of Supervisors

Glenn County Probation Department

# 2015-2016 Glenn County Grand Jury

## Grand Jury Final Report

## Orland Haigh Field and Willows Glenn Airports

### I. Purpose:

To gain insight and better understanding of the Orland Haigh Fields and Willows Glenn Airports and to determine if there are any current difficulties facing them in the day to day operations.

### II. Background:

Glenn County operates two public general aviation airports: Orland Haigh Field and Willows Glenn, including an industrial park adjacent to the Orland Haigh Field Airport.

### III. Findings:

Planning and Public works has a staff of four (4) people working on the airports. Three (3) have other duties within Planning and Public works and one (1) full time maintenance worker divides his time between the two airports and the industrial park in Orland.

Both airports are operated in accordance with their Airport Master Plan. Funding is provided by an annual grant from the Federal Aviation Administration and State of California. Additional funding comes from the sales of fuel, rental of hangars and the leasing of the industrial and airport properties.

The Willows Glenn Airport primarily serves the agricultural community and the Orland Haigh Field Airport serves the "Gentleman Pilot."

Improvement projects include the resurfacing of the runway at the Willows Glenn Airport and the expansion of the industrial park in Orland.

### IV. Conclusion:

Since the airports are not funded through the general fund, they are operating to the best of their abilities. The mindset of "repair rather than replace" has worked very well for them in keeping expenditures down.

### V. Recommendations:

The 2015-2016 Glenn County Grand Jury recommends the following:

- The industrial park at the Orland Haigh Field Airport be marketed to increase revenue and to create a cash surplus for replacement of old equipment and repairs.

## VI. Response Required:

Glenn County Planning and Public Works.

# 2015-2016 Glenn County Grand Jury

# Grand Jury Final Report

# University of California Cooperative Extension, Glenn County

## I. Purpose:

To gain insight and a better understanding of the function, purpose, and programs offered through the Glenn County Cooperative Extension Office.

## II. Background:

Every county in California has a University of California Cooperative Extension (UCCE) office, with more than 400 campus-based specialists and county-based farm, home, and youth advisors who work as teams to bring the University of California's research-based information to Californians. UCCE is a full partnership of federal, state, county, and private resources linked in applied research and educational research.

UCCE tailors its programs to meet local needs. UCCE's many teaching tools include meetings, conferences, workshops, demonstrations, field days, video programs, newsletters, and manuals. Thousands of volunteers throughout the state extend UCCE's outreach, assisting with the 4-H Youth Development Program and the Master Gardener Program, as well as expert advice for farmers and growers.

## III. Findings:

The University of California Cooperative Extension (UCCE) has served Glenn County since 1915. The office serves as a local problem-solving center with science-based information for the residents of Glenn County who has questions/issues related to agriculture and natural resources. Currently, the Glenn County office has two (2) academic advisors: the Dairy Advisor, who also serves as the UCCE Director and the Orchard/Crops Advisor, both of whom are employed by University of California at Davis (UC Davis). The local office is currently advertising for the position of an Agronomy/Livestock Advisor. Glenn County has a 4-H Youth Development Program Representative and a Master Gardener Program Coordinator and are employed part-time and paid by UC Davis as well. The support staff has two (2) fulltime employees who are paid by Glenn County: the Administrative Services Officer, and the County Services Specialist.

The University of California Cooperative Extension operates on a budget of $1,000,000. UC Davis funds $750,000, with Glenn County funding about $250,000. The University of

California (UC) funds pay for the academic advisors, and Glenn County funds the building rent, vehicles used for research in the field, and the clerical staff. The Administrative Services Officer works in concert with the University of California (UC) system to keep accurate books on expenditures. Since the UCCE is not the office of record, all accounting information is forwarded to the Glenn County Auditor for review and auditing.

Most of the UCCE's services are free to the public, available online, in written publications, newsletters or in person at the local office. Programs and services which require payment are billed on an "at cost" basis.

In Glenn County, the UCCE currently has over 800 individuals on their mailing list. Their 4-H program has 500 youth involved in different projects and 125 volunteer leaders.

## IV. Conclusion:

The University of California Cooperative Extension provides a tremendous resource to Glenn County's residents. There is continually an issue of a greater need than resources available, as workload and services have increased dramatically over the past twenty years, but the budget has not kept up with the demand.

There is a need for five (5) full-time advisors that will hopefully be hired as funds become available. The office staff is augmented with part-time student help in the summer as the budget allows and there are many volunteers and retired UC professors who perform a variety of functions.

## V. Recommendations:

None.

## VI. Request for Response:

None.

# 2015-2016 Glenn County Grand Jury

# Grand Jury Final Report

# Response to the 2014-2015 Grand Jury Report

# Butte City Community Services District

## I. Summary:

2014-2015 Grand Jury Final Report, page 29.

## II. Recommendations:

The Butte City Community Services District was to respond to the 2012-2013 Grand Jury recommendation.

## III. Response Received:

Yes, The Glenn County Board of Supervisors.

The Butte City Community Services District did not submit a response.

## IV. Request for Response:

Yes, from the Butte City Community Services District.

## V. Further Response Required:

The 2015-2016 Glenn County Jury recommends that this investigation be reopened and pursued by the 2016-2017 Glenn County Grand Jury.

# 2015-2016 Glenn County Grand Jury

# Grand Jury Final Report

# Response to the 2014-2015 Grand Jury Report

# Glenn County Jail

## I. Summary:

2014-2015 Grand Jury Final Report, pages 15-17.

## II. Recommendations:

The Glenn County Board of Supervisors and the Glenn County Sheriff continue to explore all avenues of funding, including grants, to keep the jail in compliance with all codes and laws.

Hire additional correctional officers and maintenance personnel.

Pursue expanding the sally port doors to accommodate larger vehicles.

Pursue in-house or local dental services.

Update wage and benefit packages to be competitive with surrounding counties.

## III. Request for Response:

Yes, from the Glenn County Sheriff and the Glenn County Board of Supervisors

## IV. Response Received:

Yes, from the Glenn County Sheriff and the Glenn County Board of Supervisors

## V. Further Response Required:

None.

# 2015-2016 Grand Jury Final Report

# Glenn County Grand Jury

# Response to the 2014-2015 Grand Jury Report

# Jane Hahn Juvenile Hall

## I. Summary:

2014-2015 Grand Jury Final Report, pages 18-19.

## II. Recommendations:

- Contract with other counties for placement of juveniles in Glenn County.
- Upgrade computer system, replace and/or add cameras.
- Meet with local religious leaders and develop a schedule to ensure a member of a religious group is always available to provide services.
- Investigate compensation packages of surrounding counties.
- Check with the school and ask if free literature is provided to all students.
- Update security protocols to include the use of Tasers.

## III. Request for Response:

Yes, from the Glenn County Probation Department and the Glenn County Board of Supervisors

## IV. Response Received:

Yes, from the Glenn County Probation Department and the Glenn County Board of Supervisors

## V. Further Response Required:

None

# 2015-2016 Glenn County Grand Jury

# Grand Jury Final Report

# Response to the 2014-2015 Glenn County

# Orland Unified School District

# Glenn County Office of Education

## I. Summary:

2014-2015 Grand Jury Final Report, pages 31-34.

## II. 2014-2015 Grand Jury Recommendations:

- **Fiscal/Administrative**

    1. The Orland Unified School District Board of Trustees needs to understand and implement the existing fiscal and administrative policies which are set forth in the Board of Trustees Board Policy and Administrative Regulations.

    2. Modify the Board Policy and Administrative Regulations to require:

        a. All employees to prepare and submit timesheets,

        b. All timesheets to be approved in writing by supervisor,

        c. Superintendent timesheet to be approved in writing by Board of Trustees,

        d. All original, signed timesheets shall be retained for the timeframe as recommended by generally accepted accounting principles, and absent specific direction relative to timesheets, no less than 7 years,

        e. The Director of Personnel should calculate vacation accruals, comprehensive time off, and sick leave, including those of the Superintendent.

    3. Review, identify, and establish a process for confidential employees to file complaints and grievances similar to those supported by the union representing California School Employees' Association, so that fair and equitable resolution can be reached without fear of retaliation.

4. Ensure that the current Board Policy and Administrative Regulations is readily available to all staff and the public at each school site.

5. Ensure that all designated employees file the Fair Political Practices Commission Statement of Economic Interests Form 700 (public disclosure of personal assets and income) and that a copy of this form is retained at the District Office for public review.

6. Create and maintain desk manuals for all administrative staff positions at the District Office and each school site to include operational and fiscal processes.

7. Establish policies and procedures for distribution and oversight of the issuance of District credit cards for gasoline and other expenditures, monthly stipends for gas, monthly stipends for cell phones or other technology that ensures no duplication of benefits.

8. Establish a new policy that any expenditure of funds outside of usual and customary operations expenditures requires full Board approval and sign-off.

9. Design and provide cross training of District business and finance personnel.

10. Design and conduct professional development training for the Governing Board members on existing policies, policy development and monitoring, and fiscal oversight management.

- **Personnel**

    1. The Grand Jury recommends that the Orland Unified School District Board of Trustees needs to understand and implement the existing personnel policies set forth in the Board Policy and Administrative Regulations.

- **Bond/Building/Real Estate Projects**

    1. Revise Board Policy and Administrative Regulations to restrict the Superintendent's authority to enter into specified contracts and agreements without full Board review and approval.

    2. Retain a comprehensive file of the documents pertaining to the purchase of the new district office administrative building.

    3. Secure and retain comprehensive documentation of all Orland Unified School District Lease/Lease Back building projects.

4. Obtain an independent commercial real estate appraisal of the new Administration building at 903 South Street.

5. Review and ensure that all Orland Unified School District real estate transactions have been filed and recorded as public documents.

- **Co-Stars Grant**

1. The Grand Jury recommends that the Orland Unified School District actively seek reimbursement from those individual who were provided with "stipend" payments during OUSD's participation in the Co-Stars Grant program, from the first sub-award of the Grant to the present time.

## III. Request for Response:

Yes, from the Orland Unified School District Board of Trustees, Orland Unified School District Superintendent and the Glenn County Office of Education.

## IV. Response Received:

Yes, a joint letter was received from the Orland Unified School District Board of Trustees and the Orland Unified School District Superintendent.

There was no response from the Glenn County Office of Education.

## V. Further Response Required:

Due to the fact a new Orland Unified School District Superintendent was appointed in 2015, the 2015-2016 Glenn County Grand Jury recommends that this investigation be reopened and pursued by the 2016-2017 Glenn County Grand Jury. The 2014-2015 Grand Jury recommendations were very detailed in origin and require a more comprehensive response.

# 2015-2016 Glenn County Grand Jury

# Grand Jury Final Report

# Response to the 2014-2015 Grand Jury Report

# Planning & Public Works Agency/Fleet Services

## I. Summary:

2014-2015 Grand Jury Final Report, pages 25 and 26.

## II. Recommendations:

Start an account for future expansion of a new bay or an additional area dedicated to equipping new vehicles.

## III. Request for Response:

Yes, from the Glenn County Planning and Public Works Department/Fleet Services and the Glenn County Board of Supervisors.

## IV. Response Received:

Yes, from the Glenn County Planning and Public Works Department/Fleet Services and the Glenn County Board of Supervisors.

## V. Further Response Required:

None.

# 2015-2016 Glenn County Grand Jury

# Grand Jury Final Report

# Response to the 2014-2015 Grand Jury Report

# Glenn County Sheriff's Office Animal Control Division

## I. Summary:

2014-2015 Grand Jury Final Report, pages 20-24.

## II. Recommendations:

The 2015-2016 Glenn County Grand Jury recommends the following:

- Explore creative options to reduce the travel time responding to calls from different areas of Glenn County.

## III. Request for Response:

None.

## IV. Response Received:

None.

## V. Further Response Required:

## VI. None.

## Appendix (Responses to the 2014-2015 Grand Jury Report)

Glenn County Board of Supervisors Response

Glenn County Sheriff's Office Response

Glenn County Planning & Public Works Agency Response

Glenn County Probation Department Response

Orland Unified School District Response

# GLENN COUNTY
# BOARD OF SUPERVISORS

Willows Memorial Hall, 2nd Floor
525 West Sycamore Street, Suite B-1
Willows, CA 95988

*John K. Viegas, District 1*
*Dwight Foltz, District 2*
*Vince Minto, District 3*
*Keith Corum, District 4*
*Leigh W. McDaniel, District 5*


October 20, 2015

The Honorable Donald Cole Byrd
526 West Sycamore Street
Willows, CA 95988

Dear Judge Byrd:

**SUBJECT: RESPONSE OF THE BOARD OF SUPERVISORS TO THE 2014/15 FINAL GRAND JURY REPORT**

The Board of Supervisors would like to thank the Grand Jury for their time and effort in researching and coming up with thoughtful and meaningful recommendations in their 2014/15 Final Report.

Pursuant to Penal Code Section 933.05, the Board of Supervisors respectfully submits the attached responses to the recommendations set forth in the 2014/15 Final Grand Jury Report. In addition, the Board has reviewed responses received by County Departments and in general concurs with their comments and conclusions. More specific responses are on the attached pages by area of concern.

Please contact our office if you have any questions.

Sincerely,

GLENN COUNTY BOARD OF SUPERVISORS

John K. Viegas, Chairman

cc: Linda Howe-Ram, 2015/16 Grand Jury Foreperson
Di Aulabaugh, Clerk of the Board


Office (530) 934-6400 * Fax (530) 934-6419 * e-mail: gcboard@countyofglenn.net * website: www.countyofglenn.net

# GLENN COUNTY BOARD OF SUPERVISORS
# RESPONSE TO THE 2014/2015 GRAND JURY REPORT

(Pages 15 – 17) **GLENN COUNTY JAIL**

**Grand Jury Recommendation:**

*The Glenn County Grand Jury recommends the following:*

1. *The Board of Supervisors and the Glenn County Sheriff continue to explore all avenues of funding, including grants, to keep the jail in compliance with all codes and laws.*
2. *Hire additional correctional officers and maintenance personnel.*
3. *Pursue expanding the sally port doors to accommodate the larger vehicles.*
4. *Pursue in-house or local dental services.*
5. *Update wage and benefit packages to be competitive with surrounding counties.*

**Response of the Board of Supervisors:**

The Board of Supervisors concurs with the response of the Glenn County Sheriff.

*Note: See attachment *A* for the following response from the Glenn County Sheriff.

(Pages 18 - 19) **JANE HAHN JUVENILE HALL**

**Grand Jury Recommendation:**

1. *Look into contracting with other counties for placement of their juveniles here in Glenn County.*
2. *Upgrade computer system and replace/add more cameras.*
3. *Meet with local religious leaders to see if a rotating schedule can be devised, to ensure that a member of a religious group is always available to provide services.*
4. *Investigate compensation packages of surrounding counties.*
5. *Check with the school and ask if the free literature is being provided to all students.*
6. *Look into the possibility of updating security protocols to include the use of tasers to discourage juvenile attacks.*

**Response of the Board of Supervisors:**

The Board of Supervisors concurs with the response of the Glenn County Probation Department.

*Note: See attachment *B* for the following response from the Glenn County Probation Department.

(Pages 25 – 26) **FLEET SERVICES**

**Grand Jury Recommendation:**

1. *Start an account for future expansion of a new bay or an additional area dedicated to equipping new vehicles.*

**Response of the Board of Supervisors:**

The Board of Supervisors concurs with the response of the Glenn County Planning and Public Works Agency/Fleet Services.

*Note: See attachment *C* for the following response from the Glenn County Planning and Public Works Agency/Fleet Services.

(Pages 27 – 28) **ORLAND VOLUNTEER FIRE DEPARTMENT**

**Grand Jury Recommendation:**

1. *To work with the City of Orland and the County of Glenn to establish long-term budget funding for equipment replacement.*

**Response of the Board of Supervisors:**

The Board of Supervisors concurs with the response of the City of Orland and Orland Volunteer Fire Department, in so far as the City is completely responsible to budget funds for the Orland Volunteer Fire Departments replacement of emergency equipment and vehicles. The County would work to assist the City with ideas in which the City could increase the City Fire Departments budget without any costs to the County.

*Note: See attachment *D* for the following response from the City of Orland and Orland Volunteer Fire Department.

## (Pages 29 – 30) BUTTE CITY COMMUMITY SERVICES DISTRICT

**Grand Jury Recommendation:**
*The Butte City Community Services District is to respond to the 2012-2013 Grand Jury recommendations.*

**Response of the Board of Supervisors:**
We concur with the Grand Jury in having the Butte Community Service District respond to the 2012-2013 Grand Jury recommendations. Furthermore, for the dynamics of the District refer to the letter within the Grand Jury Report 2014-2015 authored and submitted by District 5 Supervisor Leigh Mc Daniel.

# GLENN COUNTY SHERIFF'S OFFICE

Sheriff, Coroner, Civil Process, Office of Emergency Services, Animal Control

*"Commitment to Service Dedication to Community"*

RICHARD L. WARREN, JR.
Sheriff/Coroner
Director O.E.S.

July 30, 2015

TODD A. JAMES
Undersheriff
Deputy Director O.E.S.

The Honorable Donald Cole Byrd
Presiding Judge of the Superior Court, County of Glenn
526 West Sycamore Street
Willows, CA 95988

RECEIVED
GLENN COUNTY
AUG 05 2015
CEO/CLERK OF THE SUPERIOR COURT

RE Response to the 2014-2015 Glenn County Grand Jury Report

Your Honor:

Following you will find my response to the 2014-2015 Glenn County Grand Jury Report. It was my pleasure to work with the members who were the Public Safety component of this year's panel. Historically these members demonstrate a sincere and lively interest in the function and responsibilities of all departments under the umbrella of the Sheriff, this panel was no exception.

While no response was needed, we would like to thank the Grand Jury for their comments on the efficiency of the department's Animal Control Division. Their recommendations are appreciated by me and my staff members.

- **Glenn County Jail:**

The report addressed several concerns and problems faced by the facility. Of course funding remains the main stumbling block in correcting these issues. My responses to the Grand Jury's recommendations are much as they were last year:

1) We continue to search and consider any and all funding avenues presented to us or found by staff members searching possible programs that can provide relief for our existing issues and keep the facility in compliance with all codes and laws. The jail administrative staff continues to meet with other jail administrators and exchange ideas and share programs. We continue to research the use of dedicated revenues on capital improvement projects.

2) Staffing remains fluid. Recruitment is continuous. Funding for staff remains a countywide issue and we continue to work with the ad hoc budget committee to find means to fund all facets of the department.

3) Sally Port Expansion: This project is long overdue and is indeed a safety issue. It will become even more pressing with the phasing out of current patrol vehicles and the new, larger vehicles being deployed. Again there is no current funding for this project. We continue to explore funding sources and apply for any grants that would fund such a project.

4) Transporting Inmates for Dental Procedures: We are in agreement with the Grand Jury on the benefits of installing a dental chair within the facility. However once again, there simply is no funding for this project. We have searched for a local dental care provider to improve

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Administration (530) 934-6441 • Fax (530) 934-6473
24 hour (530) 934-6431 • (530) 865-1122 • Fax (530) 934-6429
Jail (530) 934-6428 • Fax (530) 934-6427

this situation and have been unable to procure these services on a local level. We refer back to applications for a jail construction grants which could help resolve this problem.

5) Updating wage and benefit packages to be competitive with surrounding counties of course falls under the auspices of negotiations between the County and respective bargaining units. We have expressed our concerns and recommendations to the County Personnel Department as part of our pre-bargaining meetings.

I would like to express my gratitude to the members of the Grand Jury for their interest in our department. Their willingness to listen to our concerns and suggestions is appreciated. Our meetings resulted in engaged question and answer sessions and provided for learning experiences on both of our parts. While we cannot act on all recommendations, they certainly need to be included in our future plans on both a departmental level as well as on a countywide basis. I look forward to working with future Grand Jury members during my tenure as Sheriff-Coroner.

Sincerely,

Richard Warren
Sheriff-Coroner

cc: Board of Supervisors

GLENN COUNTY
Planning & Public Works Agency

P.O. Box 1070 / 777 N. Colusa Street
Willows, CA 95988
530.934.6530 Fax 530.934.6533
www.gcppwa.net

The Honorable Donald C. Byrd
Superior Court, County of Glenn
526 West Sycamore Street
Willows, CA 95988

August 20, 2015

RECEIVED
GLENN COUNTY
AUG 31 2015
CEO/CLERK OF THE SUPERIOR COURT

RE: 2014-2015 Glenn County Grand Jury Report & Response to Findings & Recommendations for Glenn County Fleet Service Center

Dear Judge Byrd:

The Grand Jury recommended the Fleet Service Center start an account for future expansion of a new bay or an additional area dedicated to equipping new law enforcement vehicles. Our response and some history on this subject is outlined below.

Since the early 1990's the Crown Victoria was the predominant vehicle used by local, state and federal law enforcement. Glenn County, like many other agencies, has become very proficient in the outfitting, repair and maintenance of these vehicles and was able to repurpose specialized equipment from prior year models onto the latest models. In April 2011, Ford Motors stopped taking orders for Crown Victoria Patrol Sedans. Glenn County received its last new Crown Victoria in February of 2011.

The County then began the transition to the sport utility patrol model receiving the first of that type in September of 2013. The Fleet Service Center has since been servicing both the Crown Victoria's and the new sport utility patrol vehicles. Parts, emblems and outfitting equipment are not interchangeable nor modifiable for that purpose. It has taken some time for staff to familiarize themselves with the new model and its equipment. During the transition the amount of time to outfit the new sport utility models exceeded the older more familiar models. As experience is gained staff has become more proficient. Until all of the Crown Victoria's are phased out the Fleet Service Center will continue to stock equipment, emblems and other related parts for both vehicle types.

Currently one of five bays is dedicated to the outfitting of the patrol cars. The additional bays are primarily used for automotive repair, vehicle washing, detailing, smog certification and tire maintenance. Operational funds are stable, services are able to be extended to both Cities and several special districts including the schools making full use of the County's Fleet Service Center. With two fulltime mechanics, one office technician and a Fleet Service Center Manager who also provides mechanic services the shop seems to be right sized.

Fleet staff agree that future expansion may be warranted and are always focused on operating this service department as efficiently as possible. As a service department the Fleet Service Center is set up as an internal service fund to serve the other departments of the County. It is to recover its costs without profit or loss. Annually the fiscal and operational performance of the department is reviewed and when necessary adjustments are suggested to the Board of Supervisors. With the implementation of Government Accounting Standards Board (GASB) 45 and 68 funds of this type will be significantly impacted. Since internal service funds must be accounted for under the full accrual method. That means that the internal service funds must recognize, not only the "normal" costs, i.e., the amounts paid out, in that year as do most governmental entities, they must also recognize the future costs for services performed as calculated by using actuarial methodology. Pension and post-retirement benefits will therefore have the effect of raising the Center's break-even point considerably. County staff is considering these impacts and looking for ways to minimize negative financial consequences. Establishment of the suggested account for future expansion will be incorporated into that review.

Sincerely,

Di Aulabaugh
Deputy Director

CC: Brooks vonBargen, Fleet Service Center
Rich Warren, Sheriff
Ed Lamb, Director of Finance
John Viegas, Chairman Board of Supervisors

**GLENN COUNTY PROBATION DEPARTMENT**
**541 West Oak Street, Willows, California 95988**
**Office: 530.934.6416 Facsimile: 530.934.6468**

August 24, 2015

Honorable Donald Cole Byrd
Presiding Judge
Glenn County Superior Court
526 West Sycamore St.
Willows, CA 95988

RECEIVED
GLENN COUNTY
SEP 09 2015
CEO/CLERK OF THE SUPERIOR COURT

Dear Judge Byrd:

This letter is in response to the report prepared by members of the Grand Jury with regard to the inspection of the Jane Hahn Juvenile Hall.

Although there were no issues identified, there were six recommendations noted in the report and the following information is submitted:

**Look into contracting with other counties for placement of their juveniles here in Glenn County**

For many years the department has explored and contracted with surrounding counties for the temporary housing of minors within the Jane Hahn Juvenile Hall. Most recently we maintained a contract with Colusa County. This contracted was terminated a Colusa entered into a tri-county partnership whereby they would be co-locating juvenile detention services in a cost savings plan. Other counties have been surveyed as to their desire to house minors within Glenn County. However at this time, based on the over-availability of bed space in neighboring counties this is not a viable option.

**Upgrade the computer system**

The computer system at juvenile hall consists of four computers, some are older than others. The county currently contracts with Matson and Isom for IT services and as the computers exceed their useful life they are recommended for replacement as the budget permits.

**Meet with local religious leaders to see if a rotating schedule can be devised, to ensure that a member of a religious group is always available to provide services**

Recently, the juvenile hall manager has reached out to local religious leaders in an effort to expand the pool of clergy who are willing to come into the facility to provide non-denominational services. As well, any minor in custody has the right to request the clergy of

their choice to provide religious services. This newly devised system seems to be working smoothly and we will monitor the delivery of services to see if any additional changes need to be made.

**Investigate compensation packages of surrounding counties**

The subject of compensation packages has been an issue for many years, however this is a negotiation issue between the affected bargaining units in the county. Staff are most definitely paid less than surrounding counties but in fiscal times where budget deficits are the rule and not the exception, it makes it difficult if not impossible to compete with surrounding counties. This has for many years created issues relative to the retention of qualified staff.

**Check with the school and ask if the free literature is being provided to all students**

The Glenn County Office of Education provides a variety of free educational literature for the benefit of minor's detained, in addition to other service groups who routinely enter the facility to provide much needed ancillary services.

**Look into the possibility of updating security protocols to include the use of Tasers to discourage juvenile attacks.**

The juvenile hall currently relies on a continuum of potential force options beginning with staff presence, soft restraints, and the application of pepper spray which is seldom employed. The use of the Taser would present safety and security issues for staff if the Taser were ever to be taken away from staff and subsequently used on them. The department has no intention to implement such a device, but instead focuses on ongoing, quarterly training on use of force issues.

In summary, the department is appreciative of the Grand Jury's assessment relative to the operation of our facility. We look forward to providing the same quality service to some of the county's most at risk youth. Recent discussions have taken place within the county questioning the fiscal sense of the hall's continued operation. It is without a doubt one of the greatest investments this county has ever made. The youth in Glenn County are one of our most precious resources and capable of great things with a degree of guidance and redirection. It would be a sad day if the hall were ever to be considered for closure.

If you have any questions, please do not hesitate to contact me directly.

Sincerely,

Brandon D. Thompson
Chief Probation Officer

cc: Glenn County Board of Supervisors
Glenn County Clerk of the Board

ORLAND
UNIFIED SCHOOL DISTRICT
Family • Schools • Community

1320 Sixth Street
Orland, CA 95963
(530) 865-1200
Fax (530) 865-1202

August 20, 2015

RECEIVED
GLENN
AUG 24 2015
CEO/CLERK OF THE SUPERIOR

TO: Donald Cole Byrd
Presiding Judge of the Superior Court

FROM: Orland Unified School District Board of Trustees
Orland Unified School District Superintendent

RE: Response to the 2014/2015 Grand Jury Final Report

Orland Unified School District takes the 2014-2015 Glenn County Grand Jury Final Report very seriously and appreciates the work done by the Grand Jury Education Committee. The Board of Trustees and Superintendent have carefully considered the Final Report's recommendations and will use them as a blueprint to improve the District's policies, procedures, and operations.

With the appointment of a new superintendent (non-interim) in June 2015, the focus of administrative professional development and Board of Trustees' development beginning in the 2015-16 school will include an intentional focus on Board Policy review, implementation, and compliance. Training for the Board of Trustees, District Office staff and site administrators will be comprehensive and ongoing as new staff and new Trustees are inducted into the Orland Unified School District. The Superintendent has already convened the entire Administrative Team (District and Site Administrators) for a three-day professional development training institute which covered effective practices to ensure implementation of Board Policies, specifically policies related to personnel and finance.

In December, 2015, members of the Board of Trustees and the Superintendent, will attend and participate in the California School Board's Association (CSBA) Annual Education Conference. This three-day conference is expressly designed for elected Trustees to become educated in best practices in school governance, public meeting laws, personnel, finance and curriculum.

Additionally, the Superintendent will participate and encourage members of the Board of Trustees to participate in the Masters in Governance program (a year long seminar), particularly for newly elected Trustees and future Trustee.

Board workshops and Board study sessions will be utilized as a forum for deeper training and exploration of complex finance, personnel and governance training topics related to the Grand Jury's Findings.

On July 29, 2015, a Board Policy Sub-Committee was convened and established a monthly meeting schedule to review current policies and administrative regulations, research policy revision recommendations through the California School Board's Association (CSBA) and consult with the Board's legal counsel when appropriate and necessary, and bring new policy recommendations to the full Board for a first reading, second reading and ratification. As a priority, the

ORLAND
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Board Policy Committee will begin with the policy recommendations detailed in the Grand Jury's Final Report.

The Superintendent, in collaboration with his senior staff and the Board's legal counsel, will review employee complaint procedures to ensure a formal process for unrepresented employee groups and classifications. Policy recommendations will be brought to the Board Policy Committee and the Full Board for consideration, review and adoption. Staff impacted by such policy revisions will be informed in writing and via formal staff meeting.

Senior staff and the newly reorganized IT department are exploring an online platform to house Board Policy and Administrative Regulation documents that will be readily searchable by the public and easily updated by staff.

The Superintendent and senior staff are compiling Form 700's from all relevant staff and elected Trustees and will be kept on file for public inspection. This will become an annual task during the opening of each new fiscal year.

Orland Unified School District commissioned an independent appraisal of the 903 South Street property through Lester M. Fox on November 20, 2014.

Finally, the District is also considering what action it can take based on the Final Report's findings and recommendations regarding the CSU Chico Co-Stars Grant.