

The Sutter County Board of Supervisors' Response to the

FY 2016-17

Sutter County Grand Jury Final Report

ENDORSED FILED

SEP 28 2017

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SUTTER
CLERK OF THE COURT
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**Scott Mitnick
County Administrator**

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**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SUTTER**



County of Sutter
Office of the County Administrator

1160 Civic Center Boulevard
Yuba City, California 95993
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September 12, 2017

The Honorable Brian R. Aronson
Presiding Judge of the Sutter County Superior Court
1175 Civic Center Boulevard
Yuba City, CA 95993

Dear Judge Aronson:

On behalf of the Sutter County Board of Supervisors, included herewith are Sutter County's responses to applicable findings and recommendations of the FY 2016-17 Grand Jury. The Board of Supervisors has responded to the following reports as requested by the Sutter County Grand Jury:

- Child Protective Services: Addressing Grievances
- Emergency Evacuation Report
- A Review of Whiteaker Hall and Consolidation of Buildings
- An Overview of Sutter County Fire and Emergency
- Sutter County Jail Operations

The Sutter County Board of Supervisors and administration thanks the Grand Jury for its time and dedication in serving the citizens of Sutter County. The County organization looks forward to implementing the applicable recommendations.

I would be happy to meet with the Grand Jury to discuss any or all of its issues, findings and recommendations.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Mitnick".

Scott Mitnick
County Administrator

CC: Sutter County Board of Supervisors

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Child Protective Services: Addressing Grievances

The Board of Supervisors was requested to respond to this report, while both the Sutter County Health and Human Services (HHS) Director and Child Protective Services Management were invited to respond. Below is the response from the Board of Supervisors. A response from the HHS Director, developed by the Director along with CPS management staff, is attached (Attachment A).

FINDINGS

Grand Jury Finding #1:

“F1: There is a clear perception by some employees that management is not responsive to employees’ concerns, and this contributes to morale issues for some employees.”

Grand Jury Finding #2:

“F2: Employees have not followed stated grievance procedures in an attempt to resolve their concerns.”

Grand Jury Finding #3:

“F3: It is our conclusion that management has not violated any policies or procedures regarding the grievance process.”

Grand Jury Finding #4:

“F4: After a vacancy for several years, Sutter County recently hired a new Human Resources Department Head. This will provide another route for the employees to express their concerns.”

Response from the Board of Supervisors:

F1: The Board of Supervisors agrees.

F2: The Board of Supervisors agrees.

F3: The Board of Supervisors agrees.

F4: The Board of Supervisors agrees. Please note that employees are required to follow County policies and procedures for escalating concerns to supervisors.

RECOMMENDATIONS

Grand Jury Recommendation #1:

“R1: Management should be more proactive with employees by providing additional training on grievance procedures and better communication with staff.”

Grand Jury Recommendation #2:

“R2: Management should look at the current practices for addressing employee concerns that are effective in other areas of the Human Services Department and implement them in the Child Protective Services Department.”

Response from the Board of Supervisors:

R1: This recommendation will be implemented. The Department of Health and Human Services Director has reviewed operations within the department and made decisions and supported changes regarding methods of communication and problem resolution. Refresher training for managers, supervisors and all Social Services branch staff regarding Sutter County's grievance procedure will be completed by November 1, 2017.

R2: This recommendation will be implemented on an ongoing basis. Management will look into practices for addressing employee concerns in all divisions of the Department of Health and Human Services and apply them as appropriate. In order to provide consistency among and between County departments, formal employee grievances will be addressed through the County's grievance procedure. However, management and administration have agreed to continue looking at and sharing practices in other areas to determine effective strategies for supporting positive employee morale and implementing those practices when feasible.

Emergency Evacuation Report

The Board of Supervisors was requested to respond to this report, while the Sutter County Chief Administrative Officer was invited to respond. Below is the response from the Board of Supervisors, developed in concert with the County Administrative Office.

FINDINGS

Grand Jury Finding #1:

"F1: Sutter County has the final say in the event of an evacuation call."

Grand Jury Finding #2:

"F2: Sutter County does have a "slow river rise, levee failure scenario" evacuation plan, but it is inadequate for rapidly evolving events."

Grand Jury Finding #3:

"F3: Opening up a second lane to traffic on Highway 20 or 99 is seen as unrealistic due to the amount of officers needed to accomplish the task."

Grand Jury Finding #4:

"F4: Not everyone in Yuba City received a phone call telling them of the evacuation order."

Response from the Board of Supervisors:

F1: Sutter County agrees with this finding, to the extent it relates to the geographic boundaries of Sutter County, including all incorporated areas. Under the Local Proclamation of Emergency, the County, acting as the Operational Area, has increased powers through the Emergency Services Act. The Local Proclamation of Emergency expands the emergency powers and authorities of the State and its political subdivisions, such as the County of Sutter. In response to an executive order by the Governor following flooding in 1997, the California Office of Emergency Services published "Legal Guidelines for Flood Evacuation." Citing a 1979 opinion by then Attorney General George Deukmejian, the Flood Evacuation Guidelines state: "Under the provisions of the Emergency Services Act, should a county and a city within that county declare local emergencies seeking to control the same event, and in so doing the two entities issue conflicting, overlapping, emergency ordinances and/or orders, the county emergency ordinances and/or orders are controlling."

F2: Sutter County agrees with this finding. The Flood and Dam Failure Annex of the Sutter County Emergency Operations Plan does address both "slow rise" (increases in river elevation that are forecast days in advance due to advancing technology) flooding that provide hours of advanced warnings about dangerous conditions and full failures of

four dams that would impact Sutter County within hours if they failed; Oroville (9 hours) on the Feather River, Bullards Bar (1 hour) on the Yuba River, Camp Far West (1 hour) on the Bear River, and Shasta (100 hours) on the Sacramento River. A failure of any of these dams would have catastrophic impacts on varying portions of the County. There is likely to be some advance warning of problems developing with the dams themselves, however. The County's Emergency Operation Plan does not anticipate a partial failure of Oroville Dam (e.g., the emergency spillway), or any of the other dams, in a "no-notice" scenario, and our region's highway system lacks capacity to quickly evacuate an entire county with no notice, particularly when neighboring regions are evacuating at the same time.

F3: Sutter County agrees with this finding. Especially in a no-notice evacuation, when off duty public safety officers will have difficulty fighting traffic to report to the emergency, mutual aid officers from other regions will have the same difficulty arriving here, or when the California Highway Patrol is dispatched to support multiple counties at once, it is unrealistic to believe enough emergency services support staff will be able to establish safe "contra flow" conditions on local highways.

F4: The Board of Supervisors agrees with this finding.

RECOMMENDATIONS

Grand Jury Recommendation #1:

"R1: Sutter County and Yuba City should be in agreement when considering an evacuation order to avoid public confusion."

Grand Jury Recommendation #2:

"R2: Create evacuation routes based on resident address and projected population growth to expedite the process."

Grand Jury Recommendation #3:

"R3: Plans should be in place to accommodate handicapped individuals and those in need."

Grand Jury Recommendation #4:

"R4: Develop an accurate model or timeframe for communities to use to understand how much time they have, based on where they live, before they are in danger of flooding due to: complete dam failure and partial dam failure (i.e. emergency spillway failure)."

Grand Jury Recommendation #5:

"R5: Create a plan to deal with animals (livestock)."

Grand Jury Recommendation #6:

“R6: Develop a plan for the orderly evacuation of all schools in the area.”

Grand Jury Recommendation #7:

“R7: Create a communication link to keep the communities up-to-date on any potential crisis.”

Grand Jury Recommendation #8:

“R8: The County should use a call list that informs the public in time of emergency.”

Response from the Board of Supervisors:

R1: Sutter County is dedicated to implementing this recommendation and believes agreement between jurisdictions is critical in lessening confusion during an evacuation. This recommendation will be implemented to the extent that Sutter County can influence the situation through discussion and sharing of information. Whether leaders in the incorporated cities agree or disagree, however, it is important to clarify that under State law, agreement of the cities with the action taken by the County *is not required*. The County has the authority to declare an evacuation of the Operational Area which includes all political subdivisions (including incorporated cities) within County boundaries. The Mandatory Evacuation called by Sutter County on the evening of February 12, 2017 fully complied with State law and the County's Emergency Operations Plan.

During the events of late afternoon and early evening on February 12th, 2017, Sutter County issued its Countywide Mandatory Evacuation notice after the following steps took place:

- Butte County had earlier issued a Mandatory Evacuation for the portion of its county located generally south of Oroville (including cities of Oroville, Biggs, and Gridley).
- Yuba County had earlier issued a Mandatory Evacuation for the portion of its county located along portions of Feather River and Yuba River (including cities of Marysville and Wheatland).
- Sutter County Administrator and Sutter County Fire Chief were strongly advised by representatives of the Department of Water Resources (DWR) and Cal-Fire, who were located at the Oroville Dam, to issue a Mandatory Evacuation for Sutter County as soon as possible due to the “imminent failure of the emergency spillway within one hour” and that “excessive amounts of water would reach Yuba City within eight to nine hours.”

- Sutter County Administrator spoke separately with City Managers of City of Live Oak and City of Yuba City to confirm that both of their cities were going to issue evacuation orders before Sutter County decided to do the same. Both confirmed that their cities were going to issue evacuation orders.
- Sutter County Administrator discussed and confirmed with Sutter County Sheriff, local OES representatives, Sutter County Counsel, Sutter County Fire Chief, and individual members of County Board of Supervisors that a Countywide Mandatory Evacuation would be issued in full compliance with Page 6 of Annex 9 of the Sutter County Emergency Operations Plan, attached (Attachment B), which specifies when a “Mandatory Evacuation” is to be ordered. County Counsel confirmed this interpretation. (The Sutter County Board of Supervisors officially ratified the Mandatory Evacuation order at its meeting of February 14, 2017.) In the early evening of February 12, 2017, Sutter County Administrator wrote an email, attached (Attachment C), to the City Managers of City of Live Oak and City of Yuba City, and several County and City employees, and others, detailing the Countywide Mandatory Evacuation order. In addition, the Mandatory Evacuation order was widely distributed through traditional and social media.

As previously stated above, in response to an executive order by the Governor following flooding in 1997, the California Office of Emergency Services published “Legal Guidelines for Flood Evacuation.” Citing a 1979 opinion by then Attorney General George Deukmejian, the Flood Evacuation Guidelines state: “Under the provisions of the Emergency Services Act, should a county and a city within that county declare local emergencies seeking to control the same event, and in so doing the two entities issue conflicting, overlapping, emergency ordinances and/or orders, the county emergency ordinances and/or orders are controlling.”

In the future, Sutter County will work to ensure that all applicable agencies clearly understand which level of evacuation (voluntary or mandatory) will be ordered before doing so to ensure all local governments remain on the same page to avoid the confusion that took place in February 2017. Emergency preparedness staff from Sutter County and Yuba City are currently working together to develop and implement mutual training programs.

R2: This recommendation has been implemented and is ongoing. Following the evacuation, City of Yuba City created evacuation maps for the evacuation of the City in the specific event of a failure of the emergency spillway at Oroville Dam. Sutter County expanded on Yuba City’s work to include the entire county, and added the ability to get an evacuation route by entering a street address into the online version (https://www.co.sutter.ca.us/doc/government/depts/cao/em/cs_es_home). However, evacuation routes are selected and announced based upon the specific emergency scenario and conditions on the ground at the time an evacuation is called.

R3: This recommendation will be implemented to comply with state law (AB 2311). In September of 2016, Governor Brown signed the following into law:

Article 6.5. Accessibility to Emergency Information and Services: SEC. 2. Section 8593.3 is added to the Government Code, to read:

8593.3. (a) A county, including a city and county, shall, upon the next update to its emergency plan, integrate access and functional needs into its emergency plan by addressing, at a minimum, how the access and functional needs population is served by the following:

(1) Emergency communications, including the integration of interpreters, translators, and assistive technology.

(2) Emergency evacuation, including the identification of transportation resources and resources that are compliant with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) for individuals who are dependent on public transportation.

(3) Emergency sheltering, including ensuring that designated shelters are compliant with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) or can be made compliant through modification and that showers and bathrooms are fully accessible to all occupants.

(b) For purposes of this section, the “access and functional needs population” consists of individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

Sutter County will be updating its Emergency Operations Plan in the coming year and anticipates this particular update will be completed by June 30, 2018. Key County staff have attended Access and Functional Needs Training and Sutter County Public Health conducts regular Access and Functional Needs meetings with key stakeholders. Ensuring the County is inclusive of access and functional needs concerns in its Emergency Operations Planning is a priority.

Sutter County is researching, and plans to acquire, robust communications software that will allow it to, among many things, communicate with and poll by cell phone or landline, those who self-identify as needing assistance in an emergency because of a disability or other issue. However, there is no single database of the access and functional needs population and no clear ability for local government emergency responders to assist every individual in a database in an emergency. Disability advocates recommend against a “registry” of those with access and functional needs because they feel the population with access and functional needs will not develop their own safety plans if they believe they will be rescued because their name is on a registry.

Sutter County will identify and work with agencies such as FREED Independent Living (which called 500 clients in the evacuation area during the emergency), the Alta Regional Center, and other organizations which work with individuals with access and

functional needs.

Skilled Nursing Facilities and Long Term Care facilities are required to have their own emergency plans to take care of the people in their charge. In a slow rise flood scenario, they are among the first to be notified of conditions—five feet before a river reaches warning stage—so they are prepared for the possibility of a needed evacuation. During the “no-notice” February evacuation, more than 600 individuals from these types of facilities were taken by ambulance to facilities outside the evacuation area, some as far away as four hours’ drive. Sutter County will continue to work with these facilities to ensure they understand their responsibility for emergency plans, and to ensure they receive timely communications in an emergency.

R4: This recommendation will be implemented to the extent possible by working with outside agencies to develop such a model. It is important to recognize that Sutter County does not have the resources nor expertise to develop such models on its own. Such models are developed by universities and other government agencies, some of which are available on the internet. These models differ greatly in their assumptions and timelines with limited ability to know which model is most accurate.

R5: This recommendation has been implemented. Sutter County’s Emergency Operations Plan already included an annex for the care of domestic pets and livestock. Essentially, pet owners are responsible for advance planning to identify how they will care for their pets in an emergency, including identifying where to go when Red Cross shelters do not accept pets. Livestock, too, are the responsibility of the owner. The County can call in State assistance to help evacuate livestock, but the first priorities of the County are the safety of humans, property, and the environment.

R6: This recommendation will be implemented to the extent that Sutter County will work with local school districts and private schools as requested. It is important to note that each school and school district is responsible for the evacuation of its students. However, the County is willing to assist schools and school districts as they review, develop, or modify their emergency plans. The emergency communications software referenced in the response to Recommendation 3 will enhance communications between the County’s Emergency Operations Center and the public and private schools in the County. The County’s Emergency Operations Plan contains checklists to provide schools with as much advanced warning as possible of the probability of an evacuation. Schools are a valuable partner in evacuations and Sutter County looks forward to continuing that partnership.

R7: This recommendation has been implemented, however, it will be further expanded. Even still, it needs to be acknowledged that no single communication link will reach the entire community.

When river levels were elevated in January, February, and March 2017, County staff communicated regularly with the media and posted information on its website and social media pages. When the Countywide Mandatory Evacuation was ordered on February 12th, the information was communicated to local and regional media, posted on social media pages, and distributed via text to approximately 4,700 people signed up

to receive Nixle emergency texts and/or emails. At the time the last Advisory Evacuation was lifted in Robbins and Meridian a few weeks later, more than 23,300 people had signed up to receive Nixle texts from Sutter County and/or Yuba City and/or Live Oak.

Sutter County prepared a script to be delivered to telephone landlines via Yuba City's Rapid Notify reverse 911 system. Sutter County provided emergency preparedness information and updated crisis communications on its Emergency Operations website at www.bepreparedsutter.org, and it posted updated crisis communications on its main website, www.suttercounty.org. The County also published updates on levee, river and weather conditions on a regular basis.

This was the single largest peacetime evacuation in United States history for anything other than a hurricane. Following the evacuation, Sutter County conducted two online surveys in which it sought feedback about experiences during the evacuation. Of 880 respondents from Sutter County to a question about whether information provided during the emergency was clear and actionable, 56 percent of the respondents said it was not. Some, but certainly not all, of the dissatisfaction and frustration is likely attributable to the conflicting evacuation messages sent out by different local governments. Announced evacuation routes were clogged and the gathering of shelter information in the immediate aftermath of the evacuation was difficult to obtain. In addition, the "no notice" nature of the evacuation led several respondents to complain about the lack of warning and led to questions about information about conditions previously announced by DWR at Oroville Dam.

As was stated in the response to Recommendation 3, to improve both internal and external communications in a crisis, the County is researching and will acquire robust emergency communications software that will include the capability of sending texts, emails, phone calls to landlines, and update Social Media sites immediately, as well as conduct immediate surveys of vulnerable populations to determine whether they need assistance in evacuating. This is anticipated to be purchased and implemented by June 30, 2018.

R8: This recommendation will be implemented. The County is researching and will be acquiring communications software (see responses to Recommendation 3 and 7) that will allow it to call landlines in addition to sending out text messages and emails. However, the number of landlines in homes continues to decrease and there is no single database of landlines. It is anticipated the software system will be purchased and implemented by June 30, 2018.

In 2014, Sutter County conducted an online survey in which it was determined that 80 percent of the population preferred receiving a text message for emergency notification. According to a post evacuation survey, of 891 Sutter County respondents to a question about how they received notification of an evacuation, 52 percent said they received a text message, 46 percent said they heard about it on television, 34 percent said they received information from social media, and 11 percent received an automated phone call to their home landline. Word of mouth played an important role: 68 percent said they were notified by a family member or a friend.

A Review of Whiteaker Hall and Consolidation of County Buildings

The Board of Supervisors was requested to respond to this report, while the Sutter County CAO and Director of General Services were invited to respond. Below is the response from the Board of Supervisors, developed in concert with the County Administrative Office. The response from the Director of General Services is attached (Attachment D).

FINDINGS

Grand Jury Finding #1:

"F1: The ovens at Whiteaker Hall are outdated."

Grand Jury Finding #2:

"F2: The County may not be receiving market value for building rental rates."

Grand Jury Finding #3:

"F3: There is a need for consolidation of county facilities."

Response from the Board of Supervisors:

F1: The Board of Supervisors agrees with this finding.

F2: The Board of Supervisors agrees with this finding.

F3: The Board of Supervisors agrees with this finding.

RECOMMENDATIONS

Grand Jury Recommendation #1:

"R1: Purchase new ovens for Whiteaker Hall within six months."

Grand Jury Recommendation #2:

"R2: Perform a study on rental rates for local buildings and determine an appropriate rate for the county buildings at market value within six months."

Grand Jury Recommendation #3:

"R3: Investigate the feasibility of consolidation of departments into fewer county facility locations."

Response from the Board of Supervisors:

R1: This recommendation will be implemented. The FY 2017-18 budget includes funding for replacement of the oven, which is expected to be purchased and installed by December 31, 2017.

R2: This recommendation has been implemented. The Board of Supervisors approved a rental rate increase of \$150 per day for Whiteaker Hall in May 2016.

R3: This recommendation will be implemented and is ongoing. The Board of Supervisors adopted ten goals and a list of the top ten priorities for FY 2017-18. Goal G is: "Reduce number of County facilities and ensure that all buildings are maintained at high standards to 'lead by example' for other governmental agencies and private sector companies to emulate."

Top Priority #3 is to "Complete a comprehensive County Facilities Master Plan (with measurable target dates) by December 31, 2017; Complete transition of District Attorney's Office and Child Support Services to new buildings by June 30, 2018; Complete Jail Expansion Project by March 30, 2019; obtain approval to consolidate multiple Health & Human Services Department functions into a new location by December 31, 2017; and, submit a report of consolidated public safety dispatch by June 30, 2018."

An Overview of Sutter County Fire & Emergency

The Board of Supervisors was requested to respond to this report, while the Sutter County Fire Chief was invited to respond. Below is the response from the Board of Supervisors. The response from the Sutter County Fire Chief is attached (Attachment E).

FINDINGS

Grand Jury Finding #1:

"F1: The Live Oak Fire Station needs a ventilation exhaust system in the engine bays."

Grand Jury Finding #2:

"F2: Oswald-Tudor Fire Station needs a ventilation exhaust system in the engine bays of both buildings."

Grand Jury Finding #3:

"F3: The Oswald-Tudor south auxiliary building needs to be expanded to enable the equipment to be adequately and safely secured."

Response from the Board of Supervisors:

F1: The Board of Supervisors agrees with this finding.

F2: The Board of Supervisors agrees with this finding.

F3: The Board of Supervisors agrees with this finding.

RECOMMENDATIONS

Grand Jury Recommendation #1:

"R1: The Oswald-Tudor Fire Station and Live Oak Fire Station should purchase updated exhaust ventilation systems that would mitigate the issues of equipment exposure and minimize health risks."

Grand Jury Recommendation #2:

"R2: Expand the Oswald-Tudor south auxiliary building."

Response from the Board of Supervisors:

R1: This recommendation will be implemented. The Sutter County Fire Division is currently working towards installation of ventilation exhaust systems in each facility with anticipated installation during calendar year 2018.

R2: This recommendation will not be implemented. However, County staff are analyzing the matter and have conducted meetings to develop possible solutions, both fiscal and logistical, which may lead to a project to expand or replace the auxiliary building. At this point in the process, the Board of Supervisors cannot provide a timeframe for such a project as there are many variables involved in the funding of such a project.

Sutter County Jail Operations

The Sutter County Sheriff-Coroner was requested to respond to this report, while the Sutter County Board of Supervisors was invited to respond. The Sutter County Sheriff-Coroner is an independently elected official and, as such, responds directly to the Grand Jury's findings and recommendations concerning his respective office. A copy of the Sheriff-Coroner's response is attached (Attachment F).

The Board of Supervisors concurs with the Sheriff-Coroner's response, but has responded below to one Grand Jury recommendation (#3) that expands upon the Sheriff's response.

Grand Jury Recommendation #3:

"R3: Consider a scholarship program/hiring bonus incentive to attract potential officers."

Response from Sheriff-Coroner:

"R3: This is a budgetary item beyond the authority of the Sheriff's Office. However, we do assist Sutter cadets and Sheriff Reserve officers going through the police academy by giving them support in providing firearms, ammunition, equipment and other items as is possible."

Response from the Board of Supervisors:

R3: This recommendation requires further analysis to evaluate the merits of a scholarship or hiring bonus incentive program. The County will be conducting a salary survey during FY 2017-18. An incentive program will be evaluated and reported upon once the salary survey is complete.

ATTACHMENTS:

- A: Response from the Health & Human Services Director
- B: Sutter County Operational Area Emergency Operations Plan, Page 6 of Annex 9—Mandatory Evacuation
- C: February 12, 2017 email from Sutter County CAO
- D: Response from the General Services Director
- E: Response from the Sutter County Fire Chief
- F: Response from the Sutter County Sheriff-Coroner



Health and Human Services Department

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Honorable Brian R. Aronson
Presiding Judge
Superior Court of California, Sutter County
1175 Civic Center Blvd.
Yuba City, CA 95993

**Subject: Sutter County Health and Human Services Director Response to 2016-2017
Grand Jury Report regarding Child Protective Services: Addressing
Grievances**

Dear Judge Aronson,

The Sutter County Department of Health and Human Service (SCDHS) is pleased to respond, pursuant to California Penal Code Section 933, to the Sutter County Grand Jury (SCGJ) Report focusing on the Department's Child Protective Service (CPS) branch regarding employee grievances.

The Department agrees with the SCGJ conclusion that due to the nature of the work performed by Child Protective Services staff, that this type of work can be highly stressful. The Department recognizes the dedication and commitment of the social workers and support staff to serving the needs of Sutter County families and children. The work is difficult, often times thankless but at all times worthy of the excellent and skilled workforce that makes up the Child Protective Services branch. The Department administration is extremely grateful to the CPS social workers, supervisors and management for their high standards and impeccable safety record in serving children who are victims of abuse and neglect.

<i>Behavioral Health</i>	<i>Welfare</i>	<i>Social Services</i>	<i>Employment Services</i>	<i>Public Health</i>	<i>Substance Abuse</i>
(530) 822-7200	(530) 822-7238	(530) 822-7227	(530) 822-7133	(530) 822-7215	(530) 822-3292
Fax 822-7108	Fax 822-7255	Fax 822-7384	Fax 822-7213	Fax 822-7223	Fax 822-3296

Department of Health and Human Services Responses to SCGJ Findings and Recommendations:

FINDINGS

F1. There is a clear perception by some employees that management is not responsive to employees' concerns, and this contributes to morale issues for some employees.

RESPONSE:

The Department agrees with the finding that some employees feel management is not responsive to employees' concerns. The administration and management have worked to resolve specific complaints raised by employees which has resulted in concentrated effort to keep staffing levels commensurate with the workload, to keep positions filled, and to providing opportunities for staff training and professional development. Further, administration and management are committed to maintaining an open-door policy to hear staff concerns. Trained, experienced CPS social workers are an invaluable asset to providing highest quality protective and supportive service to families and children. It is understood that those employees experiencing low morale can have a deleterious and contagious effect on the branch's morale as a whole. As such, department leadership has worked to address any expressed concerns honestly and promptly whenever these concerns have been made known to management.

F2. Employees have not followed stated grievance procedures in an attempt to resolve their concerns.

RESPONSE:

The Department agrees with this finding.

F3. It is our conclusion that management has not violated any policies or procedures regarding the grievance process.

RESPONSE:

The Department agrees with this finding.

F4. After a vacancy for several years, Sutter County recently hired a new Human Resources Department Head. This will provide another route for the employees to express their concerns.

RESPONSE:

The Department agrees with the finding and looks forward to working with the new Human Resources Director to find ways to promote employee morale and support positive working conditions for all Department staff.

RECOMMENDATIONS

R1. Management should be more proactive with employees by providing additional training on grievance procedures and better communication with staff.

RESPONSE:

This recommendation will be implemented. The Department of Health and Human Services Director has reviewed operations within the department and made decisions and supported changes regarding methods of communication and problem resolution. Refresher training for managers, supervisors and all Social Services branch staff regarding Sutter County's grievance procedure will be offered over the next several months and the necessary training completed by November 1, 2017.

R2. Management should look at the current practices for addressing employee concerns that are effective in other areas of the Health and Human Services Department and implement them in the Child Protective Services Department.

RESPONSE:

This recommendation will be implemented on an ongoing basis. Management will look into practices for addressing employee concerns in all divisions of the Department of Health and Human Services and apply them as appropriate. In order to provide consistency among and between county departments, formal employee grievances will be addressed through the county's grievance policy and procedure. However, management and administration will also continue to look at and share current practices in other areas to determine effective strategies for supporting positive employee morale, and implement them as we are able.



Nancy O'Hara
Director, Health & Human Services

The Operational Area (OA) EOC will monitor hazardous situations as they develop. The OA EOC will determine the area(s) most likely to be impacted and notify the Regional Emergency Operations Center (REOC). The OA EOC will monitor the progress of the evacuation and exchange information with the REOC on an established time schedule to promote effective coordination by all involved jurisdictions. Through this procedure, the State and OA EOCs will coordinate the efficient deployment of resources when needed, utilization of available evacuee shelter capacity, and effectively address modifications to evacuation routes, if necessary.

The Sutter County Operational Area makes use of two types of evacuations; Advisory and Mandatory Evacuations.

Advisory Evacuation

An Advisory Evacuation Notice is issued when conditions exist which indicate a Mandatory Evacuation order may be given in the near future. The threat to lives is not yet imminent, but due to the potential for rapidly changing conditions to develop into a serious threat, the public is advised to prepare for the issue of a Mandatory Evacuation order.

Residents are advised to leave the area. (Those with special evacuation needs, such as care facilities or those with special transportation needs are particularly encouraged to leave as soon as possible after the Advisory Evacuation is issued.)

Businesses are advised to take whatever precautions they deem necessary for protecting equipment and/or inventory. Access to the area under an Advisory Evacuation is unrestricted.

Advisory Evacuations may also be issued when a Mandatory Evacuation order has been lifted in an area but the conditions in the area remain subject to rapid change and could again become serious.

Mandatory Evacuation

A Mandatory Evacuation is ordered when conditions exist that seriously imperil or endanger the lives of those in a defined area. ***The danger is imminent.*** All non-essential persons are ordered to immediately leave the area via the described evacuation routes. Generally, residents will not be forcibly removed from their own property; however, those found to be on the property of another, or on a public roadway, may be subject to arrest or removal from the area. Once out of the area, people (including residents) will not be permitted to return until conditions permit. Any non-essential persons found by officials traveling through, or loitering in, the area will be escorted out and not permitted to re-enter the area. Those interfering with the disaster response are subject to arrest.

The map on the next page shows the major highways in Sutter County. In the case of an actual evacuation, notification would be made as to which highway(s) to use.

From: Scott Mitnick

Sent: Sunday, February 12, 2017 7:04 PM

To: Sutter County <SutterCounty@co.sutter.ca.us>

Cc: Lori Hersant <LHersant@co.sutter.ca.us>; Lisa Bush <LBush@co.sutter.ca.us>; aduffey <aduffey@succeed.net>; Andrew Stresser <ASTresser@co.sutter.ca.us>; Baljinder Dhillon - Sutter County Superintendent of Schools (Bal.Dhillon@suttercoe.org) <Bal.Dhillon@suttercoe.org>; Charles Smith, PIO <CSmith@co.sutter.ca.us>; dcaldwell <dcaldwell@rd1000.org>; Doreen <dosumi@ycusd.org>; Jeff <jeff@laughlinspence.com>; Jeff Pierce <JPierce@co.sutter.ca.us>; Jerry Orr <JOrr@co.sutter.ca.us>; Jim Goodwin <citymgr@liveoakcity.org>; John Shalowitz <JShalowitz@co.sutter.ca.us>; Michael Inamine <m.inamine@sutterbutteflood.org>; mssak <mssak.70@gmail.com>; Nathan Mayo <NMayo@co.sutter.ca.us>; Neal Hay <NHay@co.sutter.ca.us>; pdevereux <pdevereux@rd1000.org>; RD1001 <rd1001@syix.com>; skroeger@yubacity.net; Sutter Co. Dept. Head <dh@co.sutter.ca.us>

Subject: Sutter County Evacuation Update - 2/12/17 @ 7:00 PM

All Sutter County Employees (c: Board of Supervisors/Local Cities/Special Districts/School Districts/Others) -

A mandatory evacuation of Sutter County was ordered earlier this evening. Take care of your family first. Worst case scenario (soonest) involves increased water levels along Feather River by 2:30 AM (Monday, Feb 13). So, plenty of time for residents to exit. Do NOT panic. We have plenty of time.

For those of you who are part of the EOC night shift in Sutter, please arrive when you are able to. Traffic is bad. It will take time to get here.

For those of you who part of the next shift, plan on arriving in the morning. Specific times will be provided later.

Everyone else, follow direction of your supervisor/Department Head.

Remember, don't overreact. Help your neighbors/friends/etc. There is plenty of time. Lead by example.

More updates to follow.

Scott Mitnick, County Administrator

From: Charles Smith, PIO

Sent: Sunday, February 12, 2017 6:41 PM

To: Scott Mitnick <SMitnick@co.sutter.ca.us>

Subject: FW: RELEASE: Oroville Evacuation Information

Sutter County, Yuba City, and Live Oak have ordered evacuations for all those living along the Feather River in Sutter County. Yuba County is also evacuating. Use Highway 20 West, Highway 113 south, or highways 70/99.

From: DWR Public Affairs Office [mailto:dwr_public_affairs_office@WATER.CA.GOV]

Sent: Sunday, February 12, 2017 6:11 PM

To: DWR_NEWSRELEASES@LISTSERV.STATE.CA.GOV

Subject: RELEASE: Oroville Evacuation Information



CALIFORNIA DEPARTMENT OF WATER RESOURCES

NEWS FOR IMMEDIATE RELEASE

February 12, 2017

Contact:

Media Line: 530-268-5869

Information Line: 530-538-7826

EVACUATION FOR LOW-LYING COMMUNITIES

Oroville, Ca — Based on information received from the California Department of Water Resources (DWR) and the incident command team managing Lake Oroville, counties and cities near Lake Oroville and the surrounding area issued evacuation orders for residents. The concern is that erosion at the head of the auxiliary spillway threatens to undermine the concrete weir and allow large, uncontrolled releases of water from Lake Oroville. Those potential flows could exceed the capacity of downstream channels.

To avert more erosion at the top of the auxiliary spillway, DWR doubled the flow down its main spillway from 55,000 cubic feet per second (cfs) to 100,000 cfs. The next several hours will be crucial in determining whether the concrete structure at the head of the auxiliary spillway remains intact and prevents larger, uncontrolled flows.

Current flows are contained with downstream channels.

Flow over the auxiliary spillway weir began Saturday morning and has slowed considerably. DWR officials expect that flow to stop entirely soon, which will reduce the erosion on the downstream side of the structure.

Oroville Dam itself is sound and is a separate structure from the auxiliary spillway.

To unsubscribe from the DWR_NEWSRELEASES list, click the following link:
https://LISTSERV.STATE.CA.GOV/wa.exe?SUBED1=DWR_NEWSRELEASES&A=1



SUTTER COUNTY

GENERAL SERVICES DEPARTMENT

146 Garden Hwy, Yuba City, CA 95991

Administration Building Services Fleet Management
Information Technology Parks & Recreation Purchasing Rental Facilities

August 3, 2017

The Honorable Brian R. Aronson
Presiding Judge of the Sutter County Superior Court
1175 Civic Center Boulevard
Yuba City, CA 95993

Dear Judge Aronson:

As the General Services Director for Sutter County, I am submitting the invited response to the findings and recommendations of the 2016-17 Grand Jury report "A Review of Whiteaker Hall and Consolidation of County Buildings."

In summary, the General Services Director agrees with findings one, two, and three. The General Services Director: 1) Agrees with recommendation one which will require additional research and budget approval to implement; 2) Agrees with recommendation two; the Sheriff Department staff, who operate the building, have implemented this recommendation; and 3) Agrees with and is working with a Building group to implement recommendation three. This recommendation will take multiple years and additional budget to implement. Please read the body of the response for detailed information.

Thanks for the dedicated efforts of the Grand Jury in presenting this portion of the report, it is evident that much time and thought went into the research for this report.

Sincerely,

A handwritten signature in black ink that reads "Megan M. Greve".

MEGAN M. GREVE
GENERAL SERVICES DIRECTOR

Sutter County
146 Garden Highway
Yuba City, CA 95991
530-822-7473
mgreve@co.sutter.ca.us

A REVIEW OF WITAKER HALL AND CONSOLIDATION OF COUNTY BUILDINGS

Findings

Grand Jury Finding #1

"F1: The ovens at Whitaker Hall are outdated"

Response from General Services Director:

The General Services Director agrees with this finding.

Grand Jury Finding #2

"F2: The county may not be receiving market value for building rental rates."

Response from General Services Director:

The General Services Director agrees with this finding.

Grand Jury Finding #3

"F3: There is a need for consolidation of county facilities."

Response from General Services Director:

The General Services Director agrees with this finding.

Recommendations

Grand Jury Recommendation #1

"R1: Purchase new ovens for Whitaker Hall within six months."

Response from General Services Director:

The General Services Director agrees with this recommendation in concept. The recommendation will require additional research and budget approval to implement. The Sheriff Department manages this building and will need to determine what type of equipment is needed and the budget will need to be adjusted to purchase these capital assets.

Grand Jury Recommendation #2

"R2: Perform a study on rental rates for local buildings and determine an appropriate rate for the county buildings at market value within six months."

Response from General Services Director:

The General Services Director agrees with this recommendation and it has been implemented.

The Sheriff Department staff conducted a survey of local rates and compared the facility to the other local facilities. The department took a rate increase to the Board of Supervisors for approval and have implemented the rate increase.

General Services conducts a rate comparison every two to three years to ensure that the rates charged for the Veteran's Memorial Building and Ettl Hall are competitive with the local rates. The last study was conducted in 2016 and no changes were needed. General Services plans to do another review in 2018.

Grand Jury Recommendation #3

"R3: Investigate the feasibility of consolidation of departments into fewer county facility locations."

Response from General Services Director:

The General Services Director agrees with this recommendation which is partially implemented.

A county facilities group consisting of various county department heads was formed and they have been meeting weekly to develop a plan for consolidation of county staff. The group has a basic plan in place and has started implementation of the first phase. The group is currently working with Kosmont companies, an independent contractor, to develop the final phases and make recommendations for funding to the Board of Supervisors.

This plan will take several years to complete and implement and will require multiple budget approvals.



SUTTER COUNTY FIRE DEPARTMENT

John Shalowitz, Fire Services Manager (Chief)

Oswald-Tudor Fire Station
1280 Barry Road
Yuba City, CA 95991
(530) 673-2804

Sutter Fire Station
2340 California Street
Sutter, CA 95982
(530) 755-0266

Live Oak Fire Station
2745 Fir Street
Live Oak, CA 95953
(530) 695-3522

East Nicolaus Fire Station
1988 Nicolaus Avenue
East Nicolaus, CA 95659
(530) 656-2261

Pleasant Grove Fire Station
3100 Howsley Road
Pleasant Grove, CA 95668
(916) 655-3937
Daniel Cooper, Vol. Chief

August 11, 2017

To: Steve Smith, Asst. County Administrator

From: John Shalowitz, Fire Services Manager (Chief) JS.

Re: Response to 2016-2017 Grand Jury Report – Fire Services Division

Division Comments

Sutter County Fire Services has received the 2016-2017 Final Report of the Sutter County Grand Jury. After reviewed their findings and recommendations, we offer the following responses:

Findings

Sutter County Fire Division has the following responses to the findings stated in the 2016-17 report.

F1. The Live Oak Fire Station does not have a ventilation exhaust system in the engine bays.

RESPONSE Sutter County Fire Division agrees with the finding.

F2. Oswald-Tudor Fire Station needs a ventilation exhaust system in the engine bays of both buildings.

RESPONSE Sutter County Fire Division agrees with the finding.

F3. The Oswald- Tudor south auxiliary building needs to be expanded to enable the equipment to be adequately and safely stored.

RESPONSE Sutter County Fire Division agrees with this finding.

Recommendations

- R1 The Oswald-Tudor Fire Station and Live Oak Fire Station should purchase updated exhaust ventilation systems that would mitigate the issues of equipment exposure and minimize health risks.

RESPONSE

Sutter County Fire Division has reviewed this recommendation and intends on implementing an approved system and repairs in the future. Sutter County Fire Division along with the City of Live Oak (Owner of the Live Oak Fire Station Facility), are currently working with a third party air monitoring company to perform air monitoring tests at both facilities to establish the levels of exposure and then formulate a comprehensive plan to implement the needed exhaust removal systems or repairs to the structures. We are expecting these improvements to occur during the next calendar year.

- R2 Expand the Oswald-Tudor south auxiliary building.

RESPONSE

Sutter County Fire Division has reviewed this finding and has determined that further analysis is needed regarding the funding for the replacement of the current structure. As stated in the past three reports, this is a known issue, but the struggle has been to find the needed funding, estimated at \$800,000, to replace this structure. Sutter County Fire Division is a County Service Area (CSA) and the funding for this CSA comes from a small portion of property taxes, special fire tax, and a contract for services with the City of Live Oak. The CSA receives no funding from the General Fund which limits the funding for this project. It was discovered two years ago that this project does not meet the demographic requirements for the Community Development Block Grant.



SUTTER COUNTY SHERIFF'S OFFICE

J. PAUL PARKER
SHERIFF - CORONER

August 9, 2017

Honorable Brian R. Aronson - Presiding Judge
Superior Court of California
County of Sutter

RE: Sheriff's Response to the 2016-2017 Grand Jury Report

The Sheriff thanks the Sutter County Grand Jury for their time, effort and commitment in compiling their 2016-2017 final report.

On June 22, 2017 the Sheriff's Office received a copy of the 2016-2017 report of the Grand Jury. In summary, the SCGJ made the following findings and recommendations. The Sheriff's response is below each finding. In recommendations, the areas dealing with the Sheriff's Office and/or requesting a response from the Sheriff are also listed below.

Emergency Evacuation Report

FINDINGS

- F1. Sutter County has the final say in the event of an evacuation call.
 - A. *For the County of Sutter and after consultation with all its included incorporated communities, the Sheriff agrees.*
- F2. Sutter County does have a "slow river rise, levee failure scenario" evacuation plan, but it is inadequate for rapidly evolving events.
 - A. *The Sheriff agrees.*
- F3. Opening up a second lane of traffic on Highway 20 or 99 is seen as unrealistic due to the amount of officers needed to accomplish the task.
 - A. *The Sheriff agrees.*
- F4. Not everyone in Yuba City received a phone call telling them of the evacuation order.
 - A. *The Sheriff is unaware of the precise percentage of notification success accomplished by Yuba City but would be surprised if it reached 100% and therefore agrees.*

COPY

RECOMMENDATIONS

In summary, the SCGJ made the following recommendations. The Sheriff's response is below each recommendation.

- R1. Sutter County and Yuba City should be in agreement when considering an evacuation order to avoid public confusion.
- A. The Sheriff agrees and it will immediately be implemented. In the future, as in the past, the County EOC (emergency operations center), will first consult with Yuba City and Live Oak leaders before making a call for evacuations to ensure that there is a common message and understanding. However, that being said, the Sheriff's Office is powerless if after consultation, a separate jurisdiction decides to proceed on a different path than what was agreed to.*

Some of the impacts and guidelines regarding evacuations can be found here:

[http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/LegalGuidelinesforControllingMovementPeopleProperty\(FEAT%20doc\).pdf](http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/LegalGuidelinesforControllingMovementPeopleProperty(FEAT%20doc).pdf)

- R2. Create evacuation routes based on resident addresses and projected population growth to expedite the process.
- A. This has been accomplished by the County at:
<https://suttercounty.maps.arcgis.com/apps/InformationLookup/index.html?appid=db747339f2af4a37934da0a6c1c654ee>*
- B. Or simply search "Sutter County Evacuation Map" or similar nomenclature to find the link to the interactive map on the internet.*
- C. This map not only gives the most logical evacuation route and an alternate route based on address, it also points to assembly points for people without motor transportation.*
- R3. Plans should be in place to accommodate handicapped individuals and those in need.
- A. This recommendation will not be implemented by the Sheriff's Office. It is beyond the expertise and authority of the Sheriff's Office as we do not know of or maintain lists of handicapped individuals or persons in need in the County. Perhaps could be better answered by the Public Health services of the County. Also, see "C" in the previous answered recommendation.*
- R4. Develop an accurate model or timeframe for communities to use to understand how much time they have, based on where they live, before they are in danger of flooding due to:
- Complete dam failure
 - Partial dam failure (i.e. emergency spillway failure)
- A. This recommendation will not be implemented because it is beyond the abilities and expertise of the Sheriff's Office. We do not employ dam engineers or hydrologist.*

By law, the operators of any dam must provide a plan in the case of dam failure (Government Code - GOV § 8589.5). We rely on models and timeframes provided by the competent authorities overseeing the Dam.

That document can be found here:

http://www.water.ca.gov/orovillereicensing/docs/wg_study_reports_and_docs/EO/SP-E4.pdf

(Note- this is a large document and may take a little time to download)

Most of this information is included in Sutter County Emergency Operations Plan Annex 5 as seen here: [https://www.co.sutter.ca.us/contents/pdf/cs/es/eop/Annex_5-Floods and Dam Failure Plan.pdf](https://www.co.sutter.ca.us/contents/pdf/cs/es/eop/Annex_5-Floods_and_Dam_Failure_Plan.pdf)

An inundation map can be found here:

<http://www.caloes.ca.gov/HazardMitigationSite/Documents/Inundation%20Map%20for%20Oroville%20Dam%202016.pdf>

A useful and interesting page containing flood maps, models, simulations, and evacuation information can be found here:

<http://www.orovilledaminfo.com/area-evacuation-information-and-inundation-maps-with-dam-failure-simulations.html>

Lastly, U.C. Santa Cruz research geophysicist Steven Ward completed a very interesting simulation of a full dam failure, partial dam failure and dam failure of the emergency spillway and it can be found here:

<https://www.youtube.com/watch?v=QWeksW0xulk>

R5. Create a plan to deal with animals (livestock)

A. Sutter County has a plan for animals located as follows:

[https://www.co.sutter.ca.us/contents/pdf/cs/es/eop/Annex_10-Domestic Animal Livestock Plan.pdf](https://www.co.sutter.ca.us/contents/pdf/cs/es/eop/Annex_10-Domestic_Animal_Livestock_Plan.pdf)

R6. Develop a plan for the orderly evacuation of all schools in the area.

A. This recommendation will not be implemented. There are 13 public school districts in Sutter County containing dozens of schools. This does not include a large population in private schools in the area. The Sheriff's Office does not have the knowledge base or resources to develop evacuation plan for area schools. The Sutter County Superintendent of Schools has an Emergency and Disaster Preparedness Plan which specifies procedures for dealing with fire, flood, earthquakes, acts of violence, hazardous materials, disaster recovery organization and student accountability following a significant emergency or disaster.

R7. Create a communication link to keep the communities up-to-date on any potential crisis.

A. This has been implemented on two levels.

- a. County wide, the County subscribes to the NIXLE emergency notification system which has a very simple one button sign up that allows people to get either phone text and/or e-mail emergency notifications that are put out by the County.*
- b. In March of this year, the Sheriff's Office released a free mobile app to connect with citizens of Sutter County through their smartphones and tablets. This allows Sutter County Sheriff's Office to quickly disseminate emergency alerts, and post information not only about emergency situations but also missing persons, traffic delays, and weekly crime reports. In the event of an emergency, app users receive instant notification via their mobile devices. Citizens can easily send comments and crime tips, anonymously if they wish, and place calls to Sutter County Sheriff's Office with the touch of a button. Anyone using Android, Windows or Apple platforms can download the app simply by going to the app store and searching for the Sutter County Sheriff's Office app. "The app provides an easy-to-use method for two-way communication between our office and community members. We hope this will develop into a valuable tool for keeping Sutter County safe.*

R8. The county should use a call list that informs the public in time of emergency.

A. The Sheriff is assuming this question is directed to the County.

A Review of Whiteaker Hall and Consolidation of County Buildings

FINDINGS

- F1. The ovens at Whitaker Hall are outdated.
A. The Sheriff agrees.
- F2. The county may not be receiving market value for building rental rates.
A. The Sheriff agrees.
- F3. There is a need for consolidation of county facilities.
A. The Sheriff agrees.

RECOMMENDATIONS

- R1. Purchase new ovens for Whitaker Hall within six months.
A. This recommendation will be implemented and is included in the FY 2017-18 budget. The Sheriff has requested the Capital Asset budget of the county include \$14,402 for new stoves. This amount includes a 10% contingency in case of overruns or inflation and we have requested to purchase it at the start of the budget year. (See attachment A)
- R2. Perform a study on rental rates for local buildings and determine an appropriate rate for the county buildings at market value within six months.
A. This recommendation has been implemented. On May 23, 2017 a total overall increase of rental fees from \$500 to \$750 dollars was requested by the Sheriff for Whitaker Hall, and it was approved by the Board of Supervisors. This brings the rental fee more in line with other facilities in the area. This is the only rental building associated with the Sheriff's Office. (See attachment B)
- R3. Investigate the feasibility of consolidation of departments into fewer county facility locations.
A. This recommendation will not be implemented as the Sheriff lacks authority in this matter and assumes it is directed to the County Board of Supervisors and the County Administrators Office.

SUTTER COUNTY JAIL OPERATIONS

FINDINGS

F1. There are multiple educational opportunity programs available that the inmates are not taking advantage of.

A. The Sheriff agrees

F2. Jail is understaffed due to comparatively low pay, lengthy recruitment processes, inability of candidates to pass background checks and low transfer rates from other agencies due to pension reform rules.

A. The Sheriff agrees that all of these factors contribute to staffing difficulties.

F3. Inmates reported lack of activities to occupy time spent in custody.

A. The Sheriff agrees

F4. Current Jail facility makes it difficult to segregate inmates based on inmate classifications.

A. The Sheriff agrees

RECOMMENDATIONS

R 1. Improve marketing of law enforcement opportunities to local educational institutions at the high school and community college levels.

A. This recommendation has already been implemented since the Sheriff's Office participates in all local job fairs, both at the high schools and community college level and we visit and recruit at all area police academies. We have had a very successful cadet program since the early 1970's that brings youth into law enforcement in their early teen years and continues to develop and mentor them into full-time positions. We have recruited dozens of deputies via this channel. We also have a robust reserve program that promotes potential and/or part time deputies into full-time deputies. The Sheriff's Office will continue to participate in all recruitment venues facilitated by local schools.

R2. Conduct a salary and benefit survey to identify comparative benefits.

A. This recommendation will be implemented. Salary and benefit surveys are under the purview of the Human Resources department. However, the current County Memorandum of Understand with the deputies has a clause that a compensation survey will be done in early 2018 for information before the beginning of the next salary negotiations. (See attachment C).

R3. Consider a scholarship program/hiring bonus incentive to attract potential officers.

- A. This is a budgetary item beyond the authority of the Sheriff's Office. However, we do assist Sutter cadets and Sheriff Reserve officers going through the police academy by giving them support in providing firearms, ammunition, equipment and other items as is possible.*

R4. Streamline and prioritize the recruitment process.

This recommendation has already been implemented. Starting in April of 2006, we began a series of procedural changes that cut the time line of recruitment and hiring considerably.

- A. We sent our background Lieutenant and two deputy recruiters to the POST Symposium on recruitment and retention for specialized training on this issue.*
- B. We have trained more officers to conduct background investigations to speed up that process.*
- C. We have hired retired Department of Justice investigators on a part time basis as background investigators to conduct background investigations on personnel to lighten the load on the departmental investigators and speed up the process.*
- D. We have trained and utilized correctional officers to conduct background investigations on correctional and reserve officer personnel.*
- E. We participate in all local Job fairs.*
- F. The Undersheriff and Captain of Patrol have personally recruited local police academy classes for the past several years.*
- G. We have sent our recruiters to the numerous regional academies in the north state (Yuba, Butte, Napa, Santa Rosa, San Joaquin Delta Public Safety Training Center and Sacramento Regional) for recruitment which has resulted in a number of applications and job offers.*
- H. In consultation with POST, we eliminated a redundant POST entry exam for applicants that have graduated from an academy within the prior 12 months and accepted the academy T score instead.*
- I. We have eliminated a separate physical agility test that was proctored by the county and instead accept the physical agility test administered by the academies.*

R5. Partner with other agencies to offer enhanced recreational, educational and vocational programs.

- A. This recommendation has already been implemented in conjunction with the Community Corrections Partnership, the Sheriff partners with Probation, the District Attorney, Yuba City Police, the Court Executive Officer, Public Defender, Health and Human Services, Pathways, Sutter County One Stop, the Office of Education, Health and Human Services, Social Services, and Behavioral Health Services. Regarding education services, the Adult Education Teacher working with the Sutter County Jail works 20 hours each week, is providing General Equivalency Diploma (GED) Preparation, Determination of Credit Deficiencies, and Development of*

Individualized Lesson Plans. There continues to be interest in GED/High School Diploma from jail inmates, and weekly attendance for Educational Services at the Sutter County Jail averaged 16 students each week. Since July 1, 2016, 26 inmates have earned Milestone Credits due to their participation in Adult Education program at the jail.

Employment services through the Sutter County One Stop, Business Workforce Specialist, is currently working with 49 offenders to address their employment needs. Of those, 14 are employed and receiving retention services, 35 are obtaining Employment Readiness services including interview prep, resume development, supervised/customized job search, and job development. It is noted that an additional 12 offender's secured employment, completed retention services, and were closed from their caseload.

Total # of EMPLOYMENT referrals YTD for FY 16/17 = 97

R6. Solicit additional funding from the State of California to house, staff and operate additional programs consistent with those offered by State prison facilities.

A. This recommendation has already been implemented. The Sheriff's Office jail was awarded approximately \$10 million in grant funding from AB900 phase II to increase bed space and update medical. The Sheriff's Office did put in a needs assessment for funding of 20 million dollars under SB 863. We were not awarded. The Sheriff's Office was ineligible for the last round of State funding under SB844 as we have received previous awards under AB900. In short, if there are funding opportunities, we apply for them.

This concludes the Sheriff-Coroner-Public Administrator's response to the findings and recommendations of the 2016-2017 Sutter County Grand Jury Final Report.

Respectfully submitted,



J. PAUL PARKER
SHERIFF-CORONER

cc: Sutter County Board of Supervisors
Scott Mitnick, County Administrative Officer
Donna M. Johnston – County Clerk

FORM CA: CAPITAL ASSETS REQUEST
Fiscal Year 2017/18

Budget Unit Title: Sheriff Training CenterBudget Unit No. 0015-2204****USE THIS FORM FOR CAPITAL ASSET OBJECT LEVEL ACCOUNTS****

ITEM DESCRIPTION & BASIS FOR REQUEST:

PRIORITY NO. 1**Range 8 Open Burners and Range Manual Griddle**

Our Training Center stoves are over thirty years old and constantly in need of repairs. We are refurbishing the Training center and the ranges are a real eye sore. They are covered with rust and baked grease that cannot be removed. There is no guarantee how long they will work properly. We request authority to purchase this item immediately at the start of the budget year, instead of waiting until final adoption of the budget in October. I have also build in a 10% contingency in case of a price increase.

Department Request: No. of Items 1 Estimated Unit Cost \$ 14,402 Total \$ 14,402

Purchasing Review:	YES	NO	DATE _____	Estimated Unit Cost _____
CAO Recommend:	No. of Items _____	Estimated Unit Cost \$ _____	Total \$ _____	

ITEM DESCRIPTION & BASIS FOR REQUEST:

PRIORITY NO. ____

Department Request: No. of Items ____ Estimated Unit Cost \$ _____ Total \$ _____

Purchasing Review:	YES	NO	DATE _____	Estimated Unit Cost _____
CAO Recommend:	No. of Items _____	Estimated Unit Cost \$ _____	Total \$ _____	

ITEM DESCRIPTION & BASIS FOR REQUEST:

PRIORITY NO. ____

Department Request: No. of Items ____ Estimated Unit Cost \$ _____ Total \$ _____

* Please refer to the "Sutter County Capital Asset Policy" (1/1/99).
See Instructions for Completing This Form

Cumulative Sum of all pages (if this is the last CA page) \$ _____
Form CA Page ____ of ____



SUTTER COUNTY SHERIFF'S OFFICE
J. PAUL PARKER
SHERIFF - CORONER

May 23, 2017

TO: Board of Supervisors
FROM: J. Paul Parker, Sheriff Coroner
SUBJECT: Approval of Sheriff's Training Center Rent Increase (4/5ths Vote Required).

RECOMMENDATION:

Authorize an increase in rent, maintenance, reservations, and deposit fees for the use of the Sheriff's Training Center (4/5ths Vote Required).

BACKGROUND:

The Sheriff's Office uses this building to train its employees. The facility is also rented out to county constituents for their activities, such as quinceañeras, wedding celebrations, etc. The rental fees for the use of the Sheriff's training center have not been increased in the last thirty years. We have found that the cost of labor and materials needed to keep the center in good shape exceeds the income it generates. To compare, the following are daily fees charged in county-owned buildings rented out to constituents:

Veterans Hall

Reservation	\$50
Rent	375
Maintenance	425
Security Deposit (Refundable if facility left clean/undamaged)	<u>440</u>
Total	\$1,290

Ettl Hall

Reservation	\$50
Rent	500
Security Deposit (Refundable if facility left clean/undamaged)	<u>400</u>
Total	\$950

Sheriff Training Center

Rent	\$150
Maintenance	150
Security Deposit (Refundable if facility left clean/undamaged):	<u>200</u>
Total	\$500

Rentals to non-profit or governmental organizations do not include the rent fee, but do the maintenance fee. We request a new fee of \$50 for a reservation; an increase in the daily rent and maintenance fees of \$50 each; and an increase in the security deposit of \$100. This would result in a total daily fee increase to private parties of \$250 or \$150 if the premises were left clean and undamaged.

PRIOR BOARD ACTION:

This is the first time this measure has been brought before your Board.

ALTERNATIVES:

We could operate under the status quo, but the problems associated with costs exceeding income would continue. Also, your Board could settle of a different set of fees.

INVOLVEMENT OF OTHER DEPARTMENTS:

CAO, General Services and Sheriff staff have met and agreed that fees should be increased.

ACTIONS FOLLOWING APPROVAL:

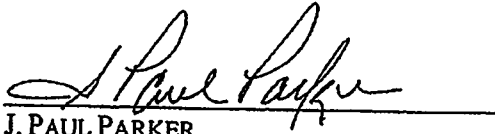
We will revise the current rental agreement contract to reflect the approved increases.

FISCAL IMPACT:

It is estimated that the cost of this budget unit is \$16,027. We estimate that this facility is rented 40 times per year, nine of which are by non-profit or governmental organizations. Therefore, we assume revenue of \$16,200 (\$450 x 31 plus \$250 x 9). The annual revenue for this budget unit is estimated to be \$173.

COMMITTEE REVIEW:

This item was reviewed by the Agriculture, Public Protection, and General Government Committee on May 8, 2017, and recommended for approval by the Board of Supervisors on the consent calendar.


J. PAUL PARKER
SHERIFF CORONER



County of Sutter

Office of the County Administrator

1160 Civic Center Boulevard
Yuba City, California 95993
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March 28, 2017

TO: Honorable Board of Supervisors

SUBJECT: Approval of Memoranda of Understanding (MOUs) for Law Enforcement and Fire Safety Units; Salary and Benefit Agreement for the Confidential Unit; Salary and Benefit Agreement for Deputy County Counsels and Assistant County Counsel; Board Resolution Amending Salary and Benefits for Management Employees and the County Administrative Officer, County Counsel and Human Resources Director; Board Resolution Amending Salary and Benefits for Elected Department Heads and Related Budget Amendment (4/5 Vote Required)

Recommendations:

1. Approve the Memorandum of Understanding with Law Enforcement Unit.
2. Approve the Memorandum of Understanding with Fire Safety Unit.
3. Approve the Salary and Benefit Agreement for the Deputy County Counsels and Assistant County Counsel.
4. Approve the Salary and Benefit Agreement for the Confidential Unit.
5. Approve the Board Resolution for Management Employees and the County Administrative Officer, County Counsel and Human Resources Director.
6. Approve the Board Resolution for Elected Department Heads.
7. Authorize the Chairman of the Board to sign the agreements and Board resolutions.
8. Approve budget amendment in the amount of \$5,500 for the Auditor-Controller to implement the 48/96 schedule in the payroll system (4/5th Vote required)

Background & Discussion: Attached for your Board's consideration are the Memoranda of Understanding (MOUs) and Agreements and Resolutions covering the period from December 24, 2016 through June 30, 2018, for the Law Enforcement and Fire Safety Units, Confidential Unit; Deputy County Counsels and Assistant County Counsel; Management Employees and the County Administrative Officer, County Counsel and Human Resources Director; and Elected Department Heads. It should be noted that the General, Supervisory and Professional bargaining units, which

make up 639 of the County's approximate 1,000 full time equivalents, are still at the bargaining table.

Major changes contained in the MOUs, resolutions and agreements are as follows:

All Units/Groups

- Clean-ups, clarifications, and general changes related to sick leave, leaves of absence, holiday pay, jury duty, eligibility lists, establishing advisory committees, and to establish consistency between groups. A more detailed list is available upon request.
- A salary increase of 2% effective April 1, 2017, or pay period following Board approval.
- A salary increase of 1% effective March 3, 2018, except for Fire Safety Unit.
- PERS Safety Members only – Beginning January 6, 2018, a salary increase of 3% in exchange for employees paying an additional 3% of the Employer's Share of PERS Retirement, resulting in a total of 12% being paid by employees. The PERS Contract will be amended prior to January to reflect this change.
- The County transitions to the CSAC-Excess Insurance Health Plan (EIAHealth) effective May 1, 2017. County contribution rates effective April 1, 2017 (for May 2017 premiums) and effective December 1, 2017 (for January 2018 premiums) are illustrated below:

Coverage Type	April 2017 County Contribution (up to)	December 2017 County Contribution (up to)
Employee Only Coverage	\$570.00	\$605.00
Employee Plus One Coverage	\$1,125.00	\$1,195.00
Employee Plus Family Coverage	\$1,563.00	\$1,660.00

- A one-time incentive of \$2,000 for Employee Only and \$3,000 for an Employee Plus One and Employee Plus Family paid into a Health Savings Account (HSA) will be offered in 2018 to those employees who are currently enrolled or newly enroll in the High Deductible Health Plan (HDHP), plus an amount equal to half the difference between the County contribution and the premium amount for the HDHP.
- Preventative Care Incentives for completion of an Annual Wellness/Health Screening Assessment offered through the wellness clinic for employees: Beginning in 2017, a \$25 gift card will be offered for completing the assessment; Beginning in 2018 up to a \$50 gift card will be offered.
- In January 2018, retirees age 65 and over will receive a maximum of \$55 per month towards health insurance premiums. The current maximum is \$16.
- An Early Retirement Incentive for employees with at least 10 continuous years of service is offered at \$1,000 per full year of service, up to \$25,000.
- A Compensation Survey will be done in early 2018 as information only for the beginning of the next negotiations.

All units/groups except Fire and Law:

- Contingent upon agreement with General, Supervisory and Professional Units, Holiday section is modified to provide, where business allows, County offices to be closed in 2017,

between Christmas Holiday and New Year's Holiday. These are not paid County Holidays, therefore employees would need to use accruals during the closure.

For Law Unit:

- Increases the Comp Time Bank Maximum.
- Dog Handling Pay for Canine Officers increased from 3.7 hours to 6 hours of unassigned time per pay period.
- Out of Class Pay for Dispatchers, Correctional Officers and Deputy Sheriffs who are assigned to supervise a shift due to an absence will receive an additional 7.5% of salary.
- Detective Premium Pay of 5% for Deputy Sheriffs and Sheriff's Sergeants who are assigned to the Investigations Section on a full-time basis.

For Fire Unit:

- Agency Shop provision was requested and approved by all members.
- Establish a 48/96 Shift schedule for a trial period of one year along with provisions to accommodate this schedule
- Doctor's Statement can be required following two or more consecutive work days.
- Out of Class Pay for Fire Engineers will be for hours worked and when a vacancy occurs and an assignment lasts more than four shifts, a 5% Out of Class Pay will apply vs. 2.5%. If a Fire Engineer is temporarily assigned to a Strike Team for the State and the County will be fully reimbursed, the 5% pay also applies.
- New Hire Probationary Period for Fire Engineer or Fire Captain will be 26 pay periods for new hires after July 1, 2017, but will include two existing employees on probation. The entry-level Firefighter will remain at 40 pay periods.

Past Considerations of the Board: The Board has previously approved the Letters of Understanding and Agreement Addendums, and Resolution for 2017 Health Insurance premiums only on February 14, 2017. The MOUs, Agreements and Resolutions have not previously been considered by the Board in open session.

Alternatives: The terms and conditions of these Agreements and Resolutions are consistent with the bargaining authority previously provided by the Board.

Action Following Approval: The Chairman of the Board will sign the Agreements and Board Resolutions and Human Resources will modify the *Rules Governing Employee Compensation, Benefits and Working Conditions* and the *Personnel Rules and Regulations*.

Fiscal Impact: The agreements recommended in this staff report reflect the following costs:

One-Time Monies: Incentives for the High Deductible Health Plan, Early Retirement Incentive, Annual Wellness/Health Screening Incentive, and a Compensation Survey. These costs will be paid for out of one time funding and allocated to individual departments as appropriate. It is estimated these one-time incentives will cost approximately \$550,000 over the life of the contracts. It is difficult to determine how many and what departments will be affected by these costs; however, these incentives will not result in ongoing costs to the County and may even result in long-term savings related to the Wellness Program and reductions in health insurance costs.

Health Insurance: The Health Insurance Costs were agreed upon via Letters of Understanding approved on February 14, 2017, at that time it was estimated that the agreements reflected an increase in cost of \$2,061,000 for one year, with the General Fund portion approximately costing \$1,030,000, based on current enrollment for ALL groups, including General, Supervisory and Professional. The exact amount will depend on any changes employees make in their health plan selections during open enrollment. The cost increase effective December 2017 is minor and is difficult to determine given the emphasis on wellness and incentives to move to a lower cost plan.

Wage Increases: The 18-month agreements provide for two general wage increases. One 2% increase effective April 1, 2017 and one 1% increase effective March 3, 2018. It also includes a PERS Safety member's salary increase of 3% effective January 6, 2018 in exchange for employees paying an additional 3% of the Employer's Share of PERS Retirement (not to exceed 12% paid by employees). The annual cost for the 2% increase, in the first year, is approximately \$600,000.

Summary: The first year of the included agreements results in a cost increase of approximately \$1,580,000. The second year results in a cost increase of approximately \$1,125,000. These amounts include estimates for both ongoing and one-time costs.

In order to implement the 48/96 schedule for the Fire Unit, it is being requested that a budget amendment be approved in the amount of \$5,500. This amendment will increase Professional and Specialized Services in the Auditor-Controller's budget (1201) and reduce Contingency.

Sincerely,

SCOTT MITNICK
County Administrative Officer



Steven M. Smith
Interim Assistant County Administrator

Attachments: MOUs, Salary and Benefit Agreements, Salary and Benefit Resolutions, and Budget Amendment

cc: Nate Black, Auditor-Controller
Jerry Camous, Labor Consultant, Deputy Sheriffs' Association
Lester Eaton, President, Deputy Sheriffs' Association
Larry Menth, Labor Consultant, Professional Firefighters' Association
Dane Shideler, President, Professional Firefighters Association