

2017 – 2018 TEHAMA COUNTY GRAND JURY FINAL REPORT

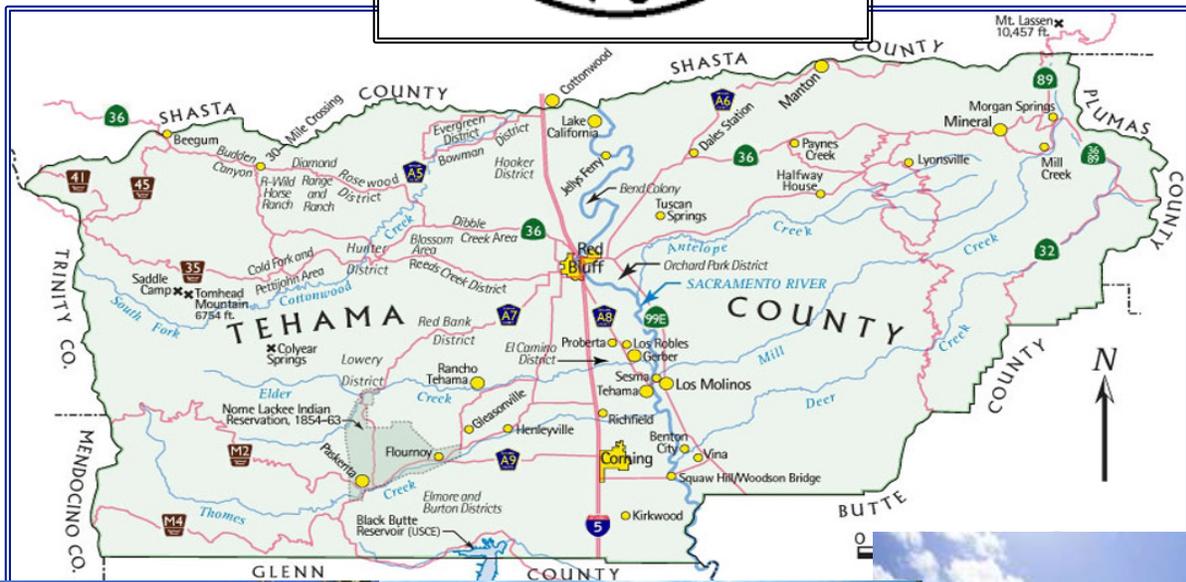
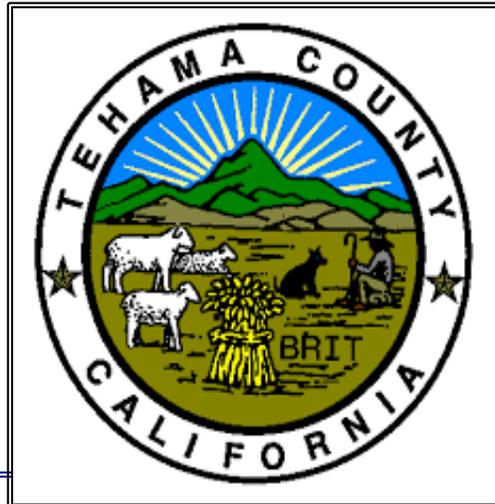


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FINAL REPORTS SUBMITTAL/APPROVAL STATEMENT

The 2017 – 2018 TEHAMA COUNTY GRAND JURY

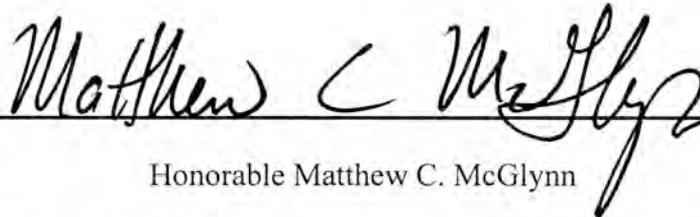
Approved this Final Report



James B. Stacy

Foreperson, 2017 – 2018 Tehama County Grand Jury

I accept for Filing the Final Report of this
2017 – 2018 Tehama County Grand Jury



Honorable Matthew C. McGlynn

Supervising Judge of the 2017 – 2018 Tehama County Grand Jury

THE TEHAMA COUNTY GRAND JURY

The California Constitution mandates the establishment of a Grand Jury in each county. The functions of the Grand Jury are defined in the California Penal Code. The Grand Jury is administered by the Superior Court and is part of the judicial branch of the county government. Its functions are investigatory and fall into two basic categories, civil and criminal.

In its civil function, the Grand Jury investigates city and county governmental agencies, as well as special districts, examining procedures, methods, and systems to ensure that the interests of the citizens of the county are being met effectively. Problems within these agencies may be noted, and solutions recommended, in the Grand Jury reports. This is often referred to as serving in a civil “watchdog” capacity.

In its criminal function, the Grand Jury has a responsibility to inquire into possible public offenses and misconduct of public officers while in office. In addition, the Grand Jury may be called on to determine whether to return indictments charging the commission of felonies.

The Tehama County Grand Jury consists of 19 persons chosen from the citizenry of the county. Individually, and as a group, they are expected to exercise diligence and sound judgment independent of other governmental agencies in carrying out their mandated responsibilities. Unlike most other counties, the members of the Tehama County Grand Jury are chosen from a randomly selected group of citizens as a regular jury pool. This mode of selection provides a wide range of localities, ages, employment, and education backgrounds among the members of the Grand Jury. This diversity not only brings a broad base of knowledge and experience to the group, but also brings an important variety of perspectives and insights into each of the situations investigated. This strengthens the ability of the Grand Jury to ensure that the needs of all the citizens of the county are being considered.

Inquiries into county agencies can be initiated within the Grand Jury itself or initiated through complaints from the citizens of the county alleging misconduct or irregularities in the functions of government. These complaints are acknowledged and considered by the Grand Jury to determine if an investigation is warranted. Some complaints are investigated independently. Others are included as a part of a routine inquiry into the agency in question. Some are not acted upon by the Grand Jury because they are already being resolved through another venue, or do not fall within the jurisdiction of the Grand Jury, or there is not sufficient time left to do a thorough investigation. In this last situation, the complaint is passed on to the next grand jury with a request that the members consider acting upon it.

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person, or facts leading to the identity of any person who provides information to the Grand Jury. The California State Legislature has stated that it intends the provision of the Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations.

The Presiding Judge, The District Attorney, the County Counsel, and other county departments and agencies assist the Grand Jury in its responsibilities.

FOREPERSON'S STATEMENT

The original 19 members of the 2017 – 2018 Tehama County Grand Jury were selected by the Honorable Matthew C. McGlynn. After the selection process was completed, we gathered for our first meeting at the Walnut Conference Room on the County Campus located on Walnut Street, in Red Bluff, CA. Prior to the meeting, I was invited to meet with Judge McGlynn to discuss the expectations of the Grand Jury and what would be expected from me as the selected Foreperson. Needless to say, I was overwhelmed and a bit intimidated by the task at hand.

Unfortunately, I was not able to attend the Foreperson & Pro Tempore Workshop, nor was I able to attend the Grand Jury Training which was offered; however, we had a few members who attended the training held in Redding, CA, and the information they collected was very helpful. As part of our first meeting, Judge McGlynn and Court Executive Assistant Tracy Brown were able to join us. The information they provided was very helpful, and I am grateful for the guidance and assistance which Judge McGlynn and Ms. Brown provided throughout the term.

The 2017 – 2018 Grand Jury was a varied group, many with whom I was fortunate enough to have been previously acquainted. I was also impressed with the members I did not already know. We only had to replace two members during the term, and having worked professionally with the two replacements, I knew they would be a good fit with varied experiences and backgrounds. Although my previous knowledge of many of the members was very helpful, time and time again, we discussed how it would have been so much better if there had been a few holdovers from the previous year's Grand Jury. I understand having previous year's Grand Jury members volunteer for a second term has been discussed and suggested by other Grand Juries, and we likewise felt having experienced members would be beneficial for the Jury, and thus, good for the County. The topic, quite frankly, was discussed during half of the monthly meetings. We would suggest that the County adopt the selection of no more than five hold over volunteers for the following year's Grand Jury.

Prior to our first meeting, I took the liberty of assigning the members to different groups based on my personal knowledge of the skills of some those of selected. For those members about whom I had limited knowledge, I relied on their questionnaires to assist me with their committee placements. From the list, I asked for committee chairs and was very pleased when each of the members I had selected agreed to sit as the chairs for their respective committees. In addition to the two mandatory committees (Law Enforcement and Audit), the Grand Jury selected to review Public Works, Roads and Transportation, and we also reviewed Teenage Homelessness, which was a follow up to the previous year's report with respect to the overall homeless population.

I would like to acknowledge Mr. Doug McGie, 2016-2017 Tehama County Grand Jury Foreman, for his time and invaluable guidance to the current Jury. He was a wealth of information regarding who to contact and the process for the use of the meeting facility. We used many of the same types of electronic communications as they had used in the previous year. As Mr. McGie noted in his statement, I too would suggest that the Laptop used by the Grand Jury be screened for internet security and maintenance for future use.

As we end our term as Grand Juror members, I would like to share my appreciation for those who serve our public in their everyday roles. I would also publicly share a sincere appreciation for the Grand Jury members and their sacrifice of time to serve the County of Tehama. I was honored to have been selected to be a member and the Foreperson for such a wonderful group of local citizens. I definitely appreciated the members' willingness to work together and to speak up if they felt something needed to be addressed.

James B. Stacy, Foreperson

ACKNOWLEDGEMENTS

The 2017 – 2018 Tehama County Grand Jury would like to thank several people and organizations who supported the Jury throughout our term.

First, we would like to thank the Presiding Superior Court Judge, the Honorable Matthew C. McGlynn, for his guidance and willingness to meet with the members as necessary. We understand that he chose the members with care and understanding of how the Grand Jury should work for the members and the County. He was very helpful when we needed to replace jury members and was able to replace the members from the list of prospects in a timely manner.

We would also like to thank Tracy Brown (Tehama County Executive Assistant), Kathy Lytle (Administrative Secretary Tehama County Administration), and Brant Mesker (Staff Analyst Tehama County Administration) for their support with coordinating our interactions with county governments, the courts, supplies, training, and answering questions throughout our term.

We would like to thank Richard Stout (County Counsel) and Trisha Weber (Assistant County Counsel) for their help in guiding us through any legal aspects and helping with understanding county government. The Grand Jury would also like to thank the countless members of our governing community, special districts, cities, and schools. They were all professional, informative, and welcoming. Everyone was very understanding of our duties, and their assistance was most appreciated.

As the Foreperson, I want to especially recognize and thank the Grand Jury members who volunteered to be officers. I also want to acknowledge the Committee Chairpersons, who managed each of their respective committees. Their extra work and dedication to our County is appreciated. A special thank you to our Editorial Chair, Mr. Dan Dawson, who spent countless hours with each chairperson and myself pouring over the pages and pages of information and producing the final report.

Everyone on the 2017 – 2018 Grand Jury gave as much of their personal time as their jobs and other commitments would allow. I am proud to have been selected to be a member of the 2017 – 2018 Tehama County Grand Jury and honored to have been the Foreperson.

James B. Stacy, Foreperson

2017-2018 GRAND JURY OFFICERS AND MEMBERS

Officers

| | |
|------------------|---------------------|
| Foreperson | James B. Stacy |
| Pro Tempore | Seth L. Gunsauls |
| Secretary | Jessica M. Medeiros |
| Sergeant at Arms | David H. Winchester |
| Librarian | William W. Darnall |

Members

Steven G. Bickley
Carol Brearcliffe
William W. Darnall
Dan L. Dawson
Julie A. Feser
Katherine Grissom
Seth L. Gunsauls
Lisa M. Hyde
Ryan Ledbetter
Janyce Mathis
Laurie McCarthy
Jessica M. Medeiros
Nathan K. Parker
Tim Pigman
James B. Stacy
Videl V. Torres
Anne E. Williams
David H. Winchester
Patricia A. Young

2017-2018 GRAND JURY COMMITTEES

Audit and Finance

Seth L. Gunsauls, Chair
Steven G. Bickely
Carol Brearcliffe
William W. Darnall
James B. Stacy
Videl V. Torres

Health and Welfare

Anne E. Williams, Chair
Katherine Grissom
Jessica M. Medeiros
Nathan K. Parker
Tim Pigman
Videl V. Torres
David H. Winchester

Law Enforcement

Will W. Darnall, Chair
Carol Brearcliffe
Dan L. Dawson
Julie A. Feser
Lisa M. Hyde
Laurie McCarthy
Nathan K. Parker
Tim Pigman
David H. Winchester

Public Works

Laurie McCarthy, Chair
Steven G. Bickely
Julie A. Feser
Seth L. Gunsauls
Janyce Mathis
Tim Pigman
Anne E. Williams
Patricia A. Young

Continuity

Ryan Ledbetter, Chair
William W. Darnall
Katherine Grissom
Lisa M. Hyde
Janyce Mathis
Jessica M. Medeiros
James B. Stacy

Editorial

Dan L. Dawson, Chair
Will W. Darnall
Seth L. Gunsauls
Ryan Ledbetter
Laurie McCarthy
Anne E. Williams
Patricia A. Young

Tehama County 2017 – 2018 Grand Jury Report
Audit and Finance Committee
April 10th, 2018

SUMMARY

This is the report of the 2017-2018 Tehama County Grand Jury's Audit and Finance Committee. The committee consisted of six members. Assessment, research, and the subsequent report was generated in the time frame of July 2017 through June 2018.

In conducting the 2017-2018 review of the County's activities with regard to Audit and Finance, the committee drew heavily upon the report information found in the Audit and Finance portion of the 2016-2017 Grand Jury report. Specifically, the 2016-2017 report focused on the Auditor's Summary Report and the Assessor's Survey. To that end, the following are excerpts from that report which may also be read in its entirety here:

<https://www.co.tehama.ca.us/budget>

INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors and Grand Jury
County of Tehama
Red Bluff, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the County of Tehama, California (County), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

To the Board of Supervisors and Grand Jury
County of Tehama
Red Bluff, California

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the County as of June 30, 2017, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1R to the basic financial statements, in 2016-17, the County implemented Governmental Accounting Standards Board (GASB) Statement Nos. 74, 77, 78, 80 and 82. Our opinion is not modified with respect to these matters.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, County Pension Plan - Schedule of Changes in Net Pension Liability and Related Ratios, County Pension Plan - Schedule of Contributions, Notes to County Pension Plan, County OPEB Plan - Schedule of Funding Progress, Infrastructure Assets reported using the Modified Approach and budgetary comparison information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County's basic financial statements. The introductory section and combining nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

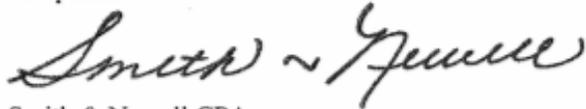
The combining nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund financial statements are fairly stated in all material respects in relation to the basic financial statements as a whole.

To the Board of Supervisors and Grand Jury
County of Tehama
Red Bluff, California

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated February 22, 2018, on our consideration of the County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the County's internal control over financial reporting and compliance.



Smith & Newell CPAs
Yuba City, California
February 22, 2018

COUNTY OF TEHAMA

Management's Discussion and Analysis For the Fiscal Year Ended June 30, 2017

This section of the County of Tehama (County) annual financial report presents a discussion and analysis of the County's financial performance during the fiscal year ended June 30, 2017. It should be read in conjunction with the County's basic financial statements following this section.

I. FINANCIAL HIGHLIGHTS

- The assets of the County exceeded its liabilities at the close of the fiscal year by \$195,426,171 (net position). Of this amount, \$35,387,407 is restricted by function, \$206,158,895 is net investment in capital assets, and (\$46,120,131) is unrestricted.
- The government's total net position decreased by \$101,863 during the year.
- As of June 30, 2017 the County's governmental funds combined ending fund balances were \$49,539,568. This is a net decrease of \$13,197,876 from the prior year, and is comprised of \$32,959,981 in Non-spendable and/or Restricted fund balance and \$16,579,587 as Committed, Assigned or Unassigned.

II. OVERVIEW OF THE FINANCIAL STATEMENTS

A. Financial Reporting Model

The County of Tehama's financial reporting model is designed to demonstrate government accountability by presenting both a long-term and a near term view of its finances. This model is prescribed by Statement Number 34 of the Government Accounting Standards Board (GASB 34). This model is comprised of three parts: 1) Management Discussion and Analysis which provides the financial highlights; 2) The County's basic financial statements, which consist of the Government-Wide financial statements, the Fund financial statements and Notes to the financial statements; 3) Required Supplementary Information.

B. Government-Wide Financial Statements

The government-wide financial statements provide an overview of the County's finances, in a manner similar to a private sector business that is using the accrual basis of accounting. They demonstrate accountability of Tehama County by showing the extent to which it has met operating objectives efficiently and effectively, using all resources available, and whether it can continue to do so.

The statement of net position presents information on all of the County's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the County is improving or deteriorating.

The statement of activities presents information on expenses and revenues to show how the government's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues are reported as soon as earned and expenses are reported as soon as incurred even though the related cash flows may not have taken place until future fiscal periods (e.g., earned but unused vacation leave).

COUNTY OF TEHAMA
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2017

SECTION I - SUMMARY OF AUDITOR'S RESULTS

| Financial Statements | <u>Status</u> |
|--|---------------|
| 1. Type of auditor's report issued | Unmodified |
| 2. Internal controls over financial reporting: | |
| a. Material weaknesses identified? | No |
| b. Significant deficiencies identified not considered to be material weaknesses? | Yes |
| 3. Noncompliance material to financial statements noted? | No |
| Federal Awards | |
| 1. Internal control over major programs: | |
| a. Material weaknesses identified? | No |
| b. Significant deficiencies identified not considered to be material weaknesses? | No |
| 2. Type of auditor's report issued on compliance for major programs: | Unmodified |
| 3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516 (a)? | Yes |
| 4. Identification of major programs: | |
| 16.738 Edward Byrne Memorial Justice Assistance Grant Program | |
| 93.563 Child Support Enforcement | |
| 93.658 Foster Care - Title IV | |
| 93.659 Adoption Assistance | |
| 97.042 Emergency Management Performance Grant | |
| 5. Dollar threshold used to distinguish between Type A and Type B Programs? | \$810,350 |
| 6. Auditee qualified as a low-risk auditee under 2 CFR Section 200.520? | Yes |

SECTION II - FINANCIAL STATEMENT FINDINGS

None

SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

| | |
|----------------------------|----------|
| 93.659 Adoption Assistance | 2017-001 |
|----------------------------|----------|

COUNTY OF TEHAMA
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2017

2017-001

Name: Adoption Assistance
CFDA #: 93.659
Federal Grantor: U.S. Department of Health and Human Services
Pass Through Entity: State Department of Social Services
Award No.: Various
Year: 2016-17

Condition

During our test of forty Adoption Assistance case files, we noted that the Eligibility Certification - Adoption Assistance Program form (AAP-4) was unavailable for review for one case.

Cause

There was not adequate monitoring of Adoption Assistance case files to ensure documentation of eligibility was maintained.

Criteria

Title 22 California Code of Regulations Section 35331(a) requires that the determination of the child's eligibility for adoption assistance be documented in the case record on the Eligibility Certification - Adoption Assistance Program form (the APP-4).

Effect of Condition

When the AAP-4 is not available for review the likelihood of errors in eligibility determination increase.

Questioned Cost

No costs are questioned. The case was eligible for federal Adoption Assistance. The issue was that the AAP-4 was not maintained in the case file.

Recommendation

We recommend that the County incorporate into their monitoring process procedures to ensure that the APP-4 documentation is maintained in each case file.

COUNTY OF TEHAMA
Schedule of Prior Year Findings and Questioned Costs
For the Year Ended June 30, 2017

| <u>Audit Reference</u> | <u>Status of Prior Year Recommendations</u> |
|------------------------|---|
| 2016-001 | <p>Capital Assets</p> <p>Recommendation</p> <p>We recommend that the County review the capital assets schedules to ensure that all acquisitions and dispositions are included, that accumulated depreciation is properly calculated, and that only assets owned by the County are included.</p> <p>Status</p> <p>Implemented</p> |

COUNTY OF TEHAMA
Management's Corrective Action Plan
For the Year Ended June 30, 2017

Finding 2017-001 Adoption Assistance

We recommend that the County incorporate into their monitoring process procedures to ensure that the APP-4 documentation is maintained in each case file.

Responsible Individual: Deputy Director - Fiscal, Shelley Zimmerman
Program Manager CalWORKs Eligibility and Welfare To Work, Tara Loucks-Shepherd
Program Manager Permanency and Adult Services, Linda Duggins

Corrective Action Plan: The Adoption Assistance Program is jointly administered by two branches of the Tehama County Department of Social Services: (1) CalWORKs Eligibility and Welfare To Work and (2) the Permanency Unit within the Adult Services branch. While each branch maintains separate case files, multiple forms are generated by one and distributed to the other.

The form AAP-4 was absent during the audit test of the Eligibility case file. Upon further search, the missing form was located in the Permanency case file; however, it was incomplete.

The corrective action plan already in progress includes training for Eligibility and Permanency staff. Social Services has already reached out to the California Department of Social Services to provide staff training specific to forms. Training is scheduled for March 7, 2018. In addition, the Permanency Unit began in October 2016 to transition all case files into a new type of file folder, and implemented a new face sheet (checklist). Together the file transition and new face sheet will verify that each case file is complete going forward. The Eligibility branch will review each of their case files granted prior to January 1, 2018, to ensure the file's accuracy and completeness. Finally, policies and procedures are being developed to ensure that staff understands which forms are required and their proper completion. Information learned from the trainings will contribute to policies and procedures. Eligibility staff will complete written policy and procedure by March 30, 2018. For Permanency staff, this will be ongoing, as they are currently reviewing existing policies and identifying those that need to be developed.

Anticipated Completion Date: These activities will be completed by March 30, 2018, with continuous development of policy and procedures, and staff training.

METHODOLOGY

The methodology used in the writing of this report was as follows:

- Review prior year's reports for significant items and their completion/correction dates
- Review the correction methods, or lack of action, and request subsequent updates
- Review County Auditor efforts to ensure they align with industry best practices

DISCUSSION

The primary discussions of the committee centered around the following questions:

- Is the county required to be audited by an outside party on an annual basis?
- If so, who sets this requirement?
- How is an auditor chosen?
- To what degree is the newly appointed third-party auditor given access to information outside of the year's prior reports?
- What has been done to correct the recommendation from the 2016 independent audit regarding Civil Trust Funds?

FINDINGS

- F1. The Auditor's Office must be audited annually. Then a report must be issued.
- F2. This requirement is commissioned from the State Controller.
- F3. The selection of the third-party auditor is made through a solicitation process. It includes a baseline of credentials and requirements for interested bidders, and the determination of the successful bidder is based on best value to the County.
- F4. The auditor has the same access to county records as the general public, inclusive of all public records and documents during the course of their audit. The Grand Jury found this acceptable.
- F5. While reviewing the 2015-2016 Audit and Finance Committee report, independent audit recommendations, and the subsequent 2016-2017 excerpts above, the Grand Jury found that no apparent progress has been made on the reconciliation and correction of deficiencies in the Civil Trust Fund.

RECOMMENDATIONS

- R1. The 2017 – 2018 Grand Jury recommends that the annual financial report be annotated to include the commissioning remarks of the State Controller or agency who is requesting the report, with additional confirmation that the report is required to be issued annually, and that a third-party audit is also required annually.
- R2. For at least the last seven years, the same audit firm contracted for the third-party audits. The 2017-2018 Grand Jury recommends that the best value selection criteria format also require that the incumbent audit firm cannot conduct more than two audits in a row. This could potentially result in the identification of other patterns or anomalies not seen or noted by the previous auditor.

R3. The 2017 – 2018 Grand Jury recommends the Auditor/Controller correct the deficiencies in the Civil Trust Fund.

R4. The Grand Jury recommends that the 2018-2019 Grand Jury continue to follow up on the corrections as noted in R3, relating to the deficiencies noted in the Civil Trust Fund.

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05, the grand jury requests responses as follows:

From the following individuals:

- The Grand Jury requires a response within 90 days from the Tehama County Auditor Controller, Leroy Anderson, 444 Oak Street, Room J, Red Bluff, CA 96080, on R1, R2, and R3.

From the following governing bodies:

- The Grand Jury requires a response within 90 days from the Tehama County Board of Supervisors, P.O. Box 250, Red Bluff, CA 96080, on R1, R2, and R3.

| |
|--|
| Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury. |
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TEHAMA COUNTY HEALTH AND WELFARE – HOMELESSNESS REPORT

SUMMARY

Members of the 2017-2018 Grand Jury, Tehama County Health and Welfare Committee conducted interviews with representatives from County agencies regarding collaboration between these agencies concerning the resources within the county to support the homeless population.

Mid-2017, a stakeholder group comprised of members invested in mapping and developing a 10-year plan for the homeless population in Tehama County was formed. This group has organized information and resources available for homeless individuals.

The 2017-2018 Grand Jury narrowed its focus to homeless youth through investigations and interviews.

GLOSSARY and acronyms

- California Longitudinal Pupil Achievement Data System herein referred to as CALPADS
- Continuum of Care a 501C3, non-profit, non-entity with certain responsibilities herein referred to as COC
- Homeless Management Information System herein referred to as HMIS
- LIFT Tehama, Live Inspired for Tomorrow herein referred to as LIFT
- Local Control and Accountability Plan herein referred to as LPAC
- Local educational agencies herein referred to as LEAs
- Poor and the Homeless, Tehama County Coalition herein referred to as PATH
- School Attendance Review Boards herein referred to as SARB
- State educational agencies herein referred to as SEAs
- Tehama County Department of Education herein referred to as TCDE
- Tehama County Department of Social Services herein referred to as TCDSS
- Tehama County Health Services Agencies herein referred to as TCHSA

BACKGROUND

The 2016-2017 Grand Jury investigated issues surrounding homelessness in Tehama County. The 2017-2018 Grand Jury sought to continue this investigation to see what is being done to assist the homeless and provide adequate housing in the county.

Historically, Tehama County had been a member of a multi-county COC. The COC established priorities on providing assistance to the homeless or those at risk of becoming homeless in the county. The COC had been the longest-term funding source for homelessness in Tehama County; however, Tehama County lost funding for the multi-county COC for a period. Tehama County has now met the funding requirements and a COC is in place.

METHODOLOGY

Members of the 2017-2018 Grand Jury conducted interviews with representatives from Community Action Agency, Tehama County Department of Education (TCDE), Tehama County Department of Social Services (TCDSS), and Tehama County Health Services Agencies (TCHSA) regarding collaboration between these agencies concerning the resources within the county to support the homeless population of Tehama County.

During the investigation, information on the number of homeless youth in the county schools came to the attention of the Grand Jury. The focus of the 2017-2018 Grand Jury, Tehama County Health and Welfare Committee then narrowed its focus to homeless youth through investigations and interviews with specialists, and unaccompanied or homeless minors. The members of the committee met with and conducted interviews with representatives from:

- Community Action Agency
- PATH
- Tehama County COC
- TCDE – Child Welfare and Attendance, Foster and Homeless Youth Services, SARB, and Student Support Services
- TCDSS –Adult and Child Protective Services, General Assistance Program, In Home Support Services
- TCHSA – Drug and Alcohol, Mental Health, and Public Health

DISCUSSION

In order for applicants to be approved as a COC, fiscal management, data collection through the Homeless Management Information System (HMIS), the rate of homeless-needs have to be published, and certain homeless housing grants must be met. To be federally approved, applicants must validate the priorities and provide the initial screening through a Point-in-Time count, a snapshot of the homeless

population taken on a specific night (last taken January 24, 2017) and shelter count every other year. The applicant also needs to have a steering committee, an executive grant, and must have a grassroots collaborative. Tehama County met these requirements and now has a federal registry number and fiscal management system in place for a COC.

TCHSA has grant funding for a brick and mortar solution for housing for individuals with mental health issues. Prop. 63 *Mental Health Services Act Fund* has \$800,000 available to be used toward building housing for individuals with mental illnesses. *No Place Like Home* has \$500,000 potentially available for permanent housing for mentally ill or homeless individuals in Tehama County. The combined total of these grants would be \$1.3M.

The Community Action Agency tracks data even in areas that are not funded in hopes that funding will be made available in the future.

Stakeholders group

Mid-2017 TCHSA and TDCSS established a stakeholder group comprised of members seriously invested in mapping and developing a 10-year plan for the homeless population in Tehama County, inclusive of the cities of Corning, Red Bluff, and Tehama, with the aim of aligning and working towards true collaboration. The 10-year plan will show all resources available, with most being specific to mental illness and homelessness.

The stakeholders group held its first planning meeting in June of 2017. The stakeholders group met again in August of 2017. Initially, the stakeholders group was made up of passionate volunteers seeking resources for the homeless within the county. The group grew to a total of 64 stakeholders who collaborate and converse on the topic of homelessness in Tehama County and includes interested individuals and representatives from local agencies. Representatives from Dignity Health and Tehama County law enforcement agencies are now part of the stakeholders group. Efforts were made to develop a general plan for all involved, which was then broken down into subtopics.

The stakeholders group spent countless volunteer hours to develop the final visual image of this plan and a comprehensive PowerPoint presentation was created over the ensuing months. This was refined and developed during several sessions, including the joint elected official session with City of Tehama, Corning City Council, Red Bluff City Council, and Tehama County Board of Supervisors. An overall plan, proposal, and recommendations were presented in the PowerPoint to the elected officials at their November 2017 meeting.

Recommendations from the 2016-2017 Tehama County Grand Jury, Health and Welfare – Homelessness report had been addressed by the stakeholders group prior to the 2016-2017 Grand Jury Final Report being published. The stakeholders group was already in the process of mapping and developing a 10-year plan for the homeless population in Tehama County when the report was released.

At the June 13, 2017 meeting, a resolution was passed to work on all four recommendations from the 2016-2017 Grand Jury Final Report on Tehama County Homelessness and was adopted by Council members and the Board of Supervisors.

Sub-committees were formed within the stakeholders group with three focus areas:

- Establish a One-Stop Center for day service resources with staffed facilities and services.

- Temporary housing: permanent year-round shelter, transitional housing, and mental health institutional housing.
- Permanent housing.

The stakeholders group is currently working with a real estate agent.

The stakeholders group has three goals:

- Immediate: Finish writing the 10-year homelessness plan and use this to apply for the *No Place Like Home* state grant for a minimum of \$500,000.
- Long-term: Determine how to fund a year-round homeless shelter. There is no grant money identified or date set for this solution.
- Ultimate goal: Get cities and County to work together on high level issues, for example, homelessness and jail project.

Tehama County Community Action Agency

The Community Action Agency provides various programs that assist low-income families and collaborates with many other county agencies, including TDCSS and TCHSA.

The Community Action Agency holds a preventative approach to homelessness; by helping families facing eviction a homeless situation could be prevented. The belief is that homelessness could be greatly reduced by agencies collaborating and working together.

The largest single event the Community Action Agency sponsors is LIFT Tehama (Live Inspired for Tomorrow). LIFT occurs once a year at the fairgrounds and is supported by local businesses, organizations, and volunteers. The event provides low-income and homeless individuals with many necessary services including job searches, personal hygiene, housing, transportation, and medical support. These services are all free or at a very minimal charge. However, LIFT is during school hours.

Every two years, a count of individuals and families experiencing homelessness is conducted. The January 24, 2017 count reported 12 homeless individuals under the age of 18 in Tehama County.



2017 POINT-IN-TIME COUNT

A Snapshot of Homelessness in Tehama County, California

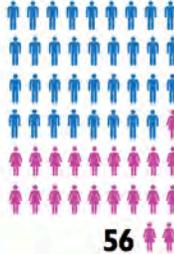
TEHAMA COUNTY
CONTINUUM of CARE

Every two years, communities across the nation conduct a count of individuals and families experiencing homelessness on one night in January. The information gained provides the Continuum of Care, the community and community leaders with insights into the needs of the community.

AT LEAST
157
INDIVIDUALS
WERE HOMELESS IN
TEHAMA COUNTY
ON JANUARY 24, 2017.
90 MEN
55 WOMEN
12 CHILDREN

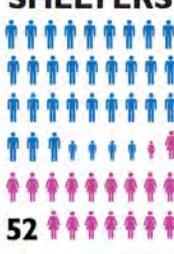
Q: WHERE DO YOU SLEEP?

STREETS



56

EMERGENCY SHELTERS



52

JAIL



33

*ONLY INMATES THAT WERE HOMELESS UPON ENTRY AND WHO REPORT HAVING NOWHERE TO GO ONCE RELEASED WERE SURVEYED.

TRANSITIONAL HOUSING



16



U.S. VETERANS

ES: 7, TH: 1
JAIL: 2
STREETS: 1

*VETERANS ARE A SUBSET OF THE TOTAL COUNT

Tehama County Department of Education

Members of the 2017-2018 Grand Jury met with a group from the Foster and Homeless Youth department at TCDE to investigate and gather information regarding homeless youth in Tehama County. The specialists in this department work closely with other county agencies and local schools to provide support and to advocate for homeless youth and unaccompanied (not in the physical custody of a parent or guardian) minors. The Foster and Homeless Youth department’s mission statement is: “We believe that all students are capable of academic achievement, but research shows that foster youth are more likely to experience barriers to a full and complete education. It is our goal to ensure that Tehama County foster youth are given the opportunity to succeed through educational advocacy, tutoring, mentoring, and assistance with the transition to independent living.”

The Federal Government’s legal definition of homelessness is based upon the McKinney-Vento Homeless Education Assistance Act 42 U.S.C.§11434a(2) as anyone who:

- Lacks a regular, fixed, and adequate nighttime residence
- Is sharing housing due to economic struggles
- Is living in a public place not designed for sleeping or permanent residence (cars, parks, shelter or motel)
- Is an unaccompanied youth
- Is a youth awaiting foster care placement
- Is a migrant youth who qualifies under any of the above

CALPADS reported 506 homeless students enrolled in Tehama County schools for the 2016-2017 school year. This number is based on the McKinney-Vento legal definition of homelessness when indicated on student enrollment forms. The specialists working in the Foster and Homeless Youth department at TCDE believe the actual number of homeless youth in the county is much higher; homelessness or socio-economic hardships have a negative stigma, and paperwork may possibly be filled out incorrectly to cover this.



C/A 5.4 - C/A Homeless Students Enrolled - Unduplicated Count by School

| | | | | | |
|----------------|-----------|--------------|--|---------------|-----------------------|
| Academic Year: | 2016-2017 | LEA: | ALL | User ID: | skling 5210520 |
| View: | SNAPSHOT | School Type: | ALL | Created Date: | 8/22/2017 12:20:00 AM |
| As Of: | EOY2 | School: | Adult Education-0133140,Antelope Community Day-5114383,Antelope Elements-521472,Antelope | County: | Tehama |

| LEA Code | LEA Name | School Code | School Name | Grade Level | Total by Grade | Temporary Shelters | Hotels/Motels (110) | Temporarily Doubled Up | Temporarily Unsheltered |
|----------|----------|-------------|-------------|-------------|----------------|--------------------|---------------------|------------------------|-------------------------|
| | | TOTAL | | ALL | 506 | 15 | 28 | 446 | 17 |

By law, homeless youth have a right to:

- Enroll in school without proper documentation/immunization records
- Attend classes while educational records are being located and transferred
- Remain in their school of origin
- Enroll in school without giving a permanent address
- Receive transportation to and from school

Foster and homeless youth are entitled to:

- Access to the same educational opportunities and resources as other students
- Increased stability of school placements
- Immediate enrollment even when records are not available
- Timely transfer of student records
- Calculation of full or partial credit for coursework by schools the student has attended

Education placement decisions are to be determined by the youth’s best interest. Homeless youth or unaccompanied minors must be accorded specific protections, including immediate enrollment in school without proof of guardianship. Sometimes this does not occur.

The LCAP is a tool for local educational agencies to set goals, plan actions, and leverage resources to meet goals to improve student outcomes. Each school district has an LCAP, a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes and addresses state and local priorities, and provides an opportunity for local educational agencies (LEAs) to share how, what, and why programs and services are selected to meet their local needs.

Even unfunded mandates need to be followed, which in Tehama County includes funding for the 506 declared homeless youth. TCDE’s Foster and Homeless Youth department is in the process of writing a three-year \$75,000 grant to help offset the cost of meeting these students’ needs.

The United States Department of Education reports that “Under the McKinney-Vento Act, State educational agencies (SEAs) and local educational agencies (LEAs) must review and revise policies and procedures to remove barriers to a high-quality education for homeless children and youths. Every SEA must have an Office of the State Coordinator to oversee implementation of the Act, and every LEA must designate a local liaison able to carry out their duties to ensure that homeless students are identified and have a full and equal opportunity to succeed in school.”

Interviews with Unaccompanied Minors in Tehama County

Through interviews with a number of homeless and unaccompanied minors in Tehama County, the Grand Jury found that many of these students are unaware of their rights or how to access resources. In some cases high school students were allowed to enroll in school only if an affidavit was signed by an adult vouching that the homeless or unaccompanied minor student was staying in the adult's home. These students qualified for free lunches; however, immunization records were requested by the school. One student interviewed was denied attendance until immunization records were received. This student, who had never been immunized, went to TCHSA. The student was told by TCHSA that she had to pay for the immunizations even after she had explained that she was homeless and had no money. This student went to TCDSS to apply for assistance but left under the impression that she needed to wait until she was 18 years old to receive Medi-Cal or cash aid.

These homeless and unaccompanied minors also reported that they needed financial assistance to pay for a state I.D. and birth certificate, documents needed by TCDSS once they turn 18, but did not know of any programs to help them pay for these. TCDE Foster and Homeless Youth specialists told the Grand Jury there are programs to pay for these documents.

The Grand Jury found that TCDSS has programs to provide support to pregnant and parenting teens, such as CalLearn with the main goal of helping these students graduate from high school, but nothing specifically for homeless youth or unaccompanied minors.

California State University, Town Hall 2.0 Interview

In cooperation with Chico State graduate students, a team of peer mentors initiated the pilot project, Town Hall 2.0, at Salisbury High School in Red Bluff. The program was designed to provide young people from North State communities and Chico State University students the opportunity to interact and learn from one another. The goals are to provide all student participants with skills to collaborate, research, get involved with community engagement, and potentially encourage more young people to attend college and return to their communities to continue their civic work. The focus of this program at Salisbury is on homelessness in Tehama County with two sub-groups: homeless women and children, and homeless youth ages 14-24.

FINDINGS

- F1. A local stakeholders group was created and came together to form its own designation for a COC, a 501C3, non-profit, non-entity with certain responsibilities and a federal registry. Tehama County now has its own non-profit number and fiscal management for a COC.
- F2. A resolution was passed to work on all four recommendations from the 2016-2017 Grand Jury Final Report and was adopted by Council members and Board of Supervisors.
- F3. Sub-committees were formed within the stakeholders group with three focus areas:
 - Establish a One Stop Center for day service resources with staffed facilities and services.

- Temporary Housing: Permanent year-round shelter, transitional housing, and mental health institutional housing
- Permanent Housing

The stakeholders group is currently working with a real estate agent.

- F4. TCHSA has \$800,000 in grant funding for a brick and mortar solution for housing for individuals with mental health needs. *No Place Like Home* is a second potential source of \$500,000 grant funding parallel to the COC for homeless individuals with mental health issues.
- F5. TCHSA is currently funding a 10-year homeless plan; a hired consultant is reviewing all areas of homelessness to write the plan, which will be presented to elected local officials. Once this plan is complete, all resources will be published.
- F6. The Point-in-Time count, a snapshot of the homeless population, taken January 24, 2017 reported 12 homeless individuals under the age of 18 in Tehama County.
- F7. There were 506 declared homeless youth enrolled in Tehama County schools during the 2016-17 school year. SARB has lost track of 13 to 15 students from the 2016-2017 school year with “no clue” where these students are now.
- F8. Tehama County agencies have resources and assistance programs for homeless individuals who are over 18 years of age or for those who are pregnant or parenting teens.

RECOMMENDATIONS

- R1. Board of Supervisors and members of City Councils, as well as Chief Administrator and City Manager, need to align efforts and work together regarding the homeless situation in Tehama County.
- R2. Complete the 10-year plan, which may serve as a collective impact plan, by July 1, 2019.
- R3. Continue working with the hired consultant and real estate agent to secure property for temporary, permanent, and transitional housing for homeless individuals.
- R4. Promote and hold the LIFT event at a convenient location on the weekend or when homeless youth and unaccompanied minors are not in school.
- R5. Ensure that school districts are following McKinney-Vento Homeless Education Assistance Act and have a local liaison appointed to assist and inform homeless students of their rights and of county resources.
- R6. Encourage the stakeholders group to add homeless youth and unaccompanied minors ages 13-18 to their areas of focus.

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05, the Grand Jury requests responses as follows:

From the following individuals:

- The Grand Jury requires a response within 90 days from Bill Goodwin, Chief Administrator, 727 Oak St., Red Bluff, CA 96080 on R1, R3, R6.
- The Grand Jury requires a response within 90 days from Richard Crabtree, Red Bluff City Manager, 555 Washington St., Red Bluff, CA on R1, R3, R6.
- The Grand Jury requires a response within 90 days from Rich DuVarney, Tehama County Superintendent of Schools, 1135 Lincoln St., Red Bluff, CA 96080 on R5.

Invited responses:

The Grand Jury invites a response within 90 days from Executive Director, Foster & Homeless Youth Services, TCDE, 1135 Lincoln St., Red Bluff, CA 96080 on R4, R5, R6.

The Grand Jury invites a response within 90 days from Valerie S. Lucero, Executive Director, TCHSA, 818 Main St., Red Bluff, CA 96080 on R2, R3, R6

The Grand Jury invites a response within 90 days from Amanda Sharp, Executive Director, Tehama County Community Action Agency, 310 South Main St., Red Bluff, CA 96080 on R2, R3, R4, R6.

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| Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury. |
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Tehama County Grand Jury Jail Review



SUMMARY

Penal Code 919(b) stipulates that the Grand Jury shall inquire into the condition and management of the public prisons within the county, which includes both state and local correctional facilities. Members of the 2017-2018 Tehama County Grand Jury toured the county jail and conducted interviews as required.

The members of the Grand Jury found that the jail was:

- Operating at the maximum recommended capacity (191) as set by Board of State and Community Corrections (BSCC)
- Providing off-site work programs and housing opportunities to qualifying inmates (approximately 60 per day), which assists in acclimation and transition into the general population
- In need of additional sobering and safety cells
- Housing inmates for longer sentences than for which it was designed
- Meeting ADA requirements based on the age of the facility
- Providing inmates with the option to participate in the online General Educational Development (GED) program as well as obtaining online certifications
- Utilizing an inmate classification system that optimizes cell block facilities for housing purposes along with officer and inmate safety
- In the process of facilitating video arraignment capabilities and procedures
- Providing expanded training for jail administration and staff to maintain the necessary working knowledge of duties and operations

BACKGROUND

Civil Grand Juries are required to examine, evaluate, and report on physical and administrative conditions of public jails within their county. The County Jail, located at 502 Oak Street, was visited by members of the 2017-2018 Tehama County Grand Jury.

METHODOLOGY

The Grand Jury visited the jail facilities on December 12, 2017. The interview and tour were facilitated by senior jail personnel.

DISCUSSION

Condition

The jail is divided into two wings, the East wing, built in 1994, and the West wing, built in 1974. In general, the facility was clean and well maintained using inmate labor and two maintenance employees. It was noted that in the booking area, computer cords were not secured and created a hazard for employees.

Capacity

The Board of State and Community Corrections (BSCC) has rated the jail's capacity at 191 inmates. The average daily occupancy for 2017 was 191. In addition to these jail occupants, there are approximately 60 inmates per day assigned to alternative custody programs (see Programs below). As stated in the previous three Grand Jury reports, the average daily occupancy of the jail has been at or exceeded the rated capacity as set by BSCC.

The jail currently has one sobering cell and one safety cell (used for inmates with known or suspected mental health issues). The capacity of the sobering cell has been exceeded during large public events. The safety cell is designed for one occupant.

Intake

The Standard Operating Procedures for the intake process provides for the safety of the public, the detainee, the arresting officer, and jail staff.

Intake does not currently have a metal detector or body scanning device.



Entry to Sally Port

Meals / Nutrition

Hot meals are provided for breakfast and dinner. A bag lunch is provided. The meals are prepared by inmate staff supervised by an employee cook. There is a dietician on staff, and meals meet the State standards for caloric intake and nutritional value.

Identification of Inmates

A color coding system for inmate clothing identifies the classification of inmates.

Health

Trained medical staff is on duty 12 hours per day, seven days per week. For periods when staff is not available, emergency medical services (fire department, ambulance) are used or inmates may be transported by jail staff to the hospital.

There are no trained mental health personnel on staff. Mental health services are provided via a phone line available to inmates or through Tehama County Mental Health. The phone location provides limited privacy. These services are available based on the arrestee's health history taken at the time of booking or upon request.

Inmate Grievances

A written form is available for inmates to file grievances. It is a three-part process, after which the inmate can take the grievance to the County Sheriff if he/she is dissatisfied. Time frames are established for each level of the grievance process.

Inmate grievances are infrequent, and many are resolved at the lowest level.

Jail staff is currently looking into software that will allow the inmates to file a grievance through the inmate kiosk rather than written form. Inmates have access to Title 15 via the kiosk.

There is no database of previous grievances for reference.

Programs

The Tehama County Jail offers several programs to assist inmates with re-entry to public life. These programs include but are not limited to:

- General Education Development (GED)
- Alcoholics Anonymous and Narcotics Anonymous
- Parenting Inside Out
- Moral Reconciliation Training
- Alternatives to Violence
- Various religious services

In addition, inmates may be assigned to external programs such as:

- Work Release Education Program / Day Reporting Center
- Cabinet Shop
- Welding Shop
- Auto Shop
- Jail Farm



Work Release Education Program / Auto Shop

Staffing and Training

There are currently three shifts in the jail for staff. During the day there are a minimum of nine personnel on duty. There are six personnel on at night. There is a female staff member on duty at all times. Management at the jail believes the current level of staffing is adequate.

Jail staff receives a minimum of 24 hours training annually. There are additional training options available.

Transportation

The jail does not have a vehicle replacement plan. Vehicles are typically repurposed from the Sheriff's Office. Two new vans were purchased specifically for the jail. These vans are primarily used to transport inmates to and from court appearances.

Video conference court appearances have been approved by the Tehama County Superior Court, although it was stated that the transportation to and from the court has gone better than originally expected.

Management has identified software and a means of delivery to facilitate a video conference court appearance. The software is currently in the bid process.

New Facilities

Grant funds are in place, and there are plans to expand the current jail by 64 beds. There is no time limitation to start construction on the expansion. There is a five-year time frame from start to completion of the project.

FINDINGS

F1. Loose computer cords in the booking area and inmate computer room pose a hazard to employees and inmates.

F2. The West wing of the jail was constructed in 1974. The East wing of the jail was constructed in 1994. Based on those dates, the facility is meeting the ADA requirements for their respective build date.

F3. For this year and the previous three years, the average daily occupancy of the jail has been at or exceeded the rated capacity (191) as set by BSCC. In addition to the jail occupants, there are approximately 60 inmates per day assigned to alternative programs.

F4. The capacity of the sobering cell and the safety cell at times is not adequate.

F5. There is minimal use of produce from the jail farm in the meals served in the jail.

F6. Jail staff is in the process of facilitating video arraignment capabilities and procedures.

RECOMMENDATIONS

R1. Eliminate the hazard created by the computer cables and cords in the booking area and inmate computer room. (F1)

R2. Develop plans to repurpose vacated space created by the jail expansion to add additional sobering and safety cells. (F4)

R3. Utilize the jail farm to provide a larger portion of the meals served in the jail. (F5)

R4. Implement video arraignment prior to the end of 2018. (F6)

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05, the Grand Jury requests responses as follows:

From the following individuals:

The Grand Jury requires a response within 90 days from Tehama County Sheriff Dave Hencratt, P.O. Box 729, Red Bluff, CA 96080 on R1, R2, R3, and R4

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| Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury. |
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Tehama County Juvenile Detention Facility Review



Entry to Juvenile Detention Facility

SUMMARY

The Tehama County Juvenile Detention Facility is operated by the Tehama County Probation Department and was inspected by the Grand Jury under the authority of Penal Code section 925. Members of the current Tehama County Grand Jury toured the Juvenile Detention Facility on January 9, 2018.

The members of the Grand Jury found that the Juvenile Detention Facility is:

- Operating below its maximum capacity of 64 youths
- Housing youths from Glenn, Lake, Siskiyou, and Trinity Counties
- Charging \$100 per day for the out-of-county youths
- Using funds collected for out-of-county youths to offset operating costs and adding additional staff
- Partnering with the Tehama Senior Nutrition Program to provide 150 meals per day to senior citizens
- Offering several programs for the education and rehabilitation of the youths
- Providing expanded training for staff to maintain the necessary working knowledge of duties, operations, and programs

BACKGROUND

Civil Grand Juries are required to examine, evaluate, and report on physical and administrative conditions of public "prisons" within their county and are further authorized to investigate all other "departments or functions of the county." While the Juvenile Detention Facility is not a conventional jail or "prison," it is responsible for the confinement of troubled youths and consequently warrants active examination by the Grand Jury.

METHODOLOGY

The Juvenile Detention Facility, located at 1840 Walnut Street, was visited by members of the Tehama County Grand Jury. Probation department personnel were interviewed, and a tour was provided on January 9, 2018.

DISCUSSION

Condition

The Juvenile Detention Facility consists of three pods, two of which are currently in use. The classroom from pod 3 is currently in use. Facility staff is working to place the third pod into full operation.

Overall, the facility is well kept and in excellent condition.



Interior of a Juvenile Detention Facility pod

Capacity

The rated capacity for the facility is 64 beds. There are currently 27 youths in the facility. Approximately 50% of the youths are from Tehama County. The remainder of the youths are from Glenn, Lake, Siskiyou, and Trinity Counties. Tehama County collects a fee of \$100 per day for each out-of-county youth housed at the facility. This program has generated roughly \$500,000 in revenues for Tehama County.

The Prison Rape Elimination Act sets the standard ratio for youths to on duty staff. The addition of the out-of-county boarders has resulted in the need for additional staff; however, these costs have been offset by the fees collected from the counties.

Intake

The Standard Operating Procedures for the intake process provides for the safety of the public, the youth, the arresting officer, and facility staff.

Within 90 hours of intake, a Multi Assessment Treatment Team (MATT) evaluates the physical and mental status of each youth. Staff provides constant monitoring of each youth prior to the MATT evaluation and provides three levels of suicide screening.

Youths that are injured or under the influence of alcohol or drugs prior to intake are medically cleared at a hospital before going through the intake process.

Meals / Nutrition

The Juvenile Detention Facility provides a minimum of one hot meal per day typically served at lunch. Occasionally, a hot breakfast or dinner is served. All meals meet the caloric and nutritional values as mandated. Youths are given options for side dishes and provided with fresh fruit for snacks. This has reduced the amount of wasted food as documented in previous Grand Jury reports.

The Probation Department has partnered with the Tehama County Senior Nutrition Program to utilize Juvenile Detention Facility staff to provide up to 150 meals per day for the program. This partnership has created and funded one position at the Juvenile Detention Facility.

The Juvenile Detention Facility utilizes vegetables grown on-site for facility and Senior Nutrition Program meals.

Identification

The Juvenile Detention Facility utilizes a colored clothing system to easily identify access and privileges for each youth.

Physical and Mental Health

There is no on-site medical staff. Intake evaluations and sick-call requests are provided by a physician that visits three days per week. There is also an on-call doctor available.

There is an equipped exercise area for use by the youths.

The Probation Department contracts for mental health services at the facility. This contract provides for 10 hours per week of mental health services.

Grievances

There is a formal grievance process for the youths. Grievances are brought forward with the majority being resolved prior to reaching the Chief of Probation who has the final determination. It was stated that there were two grievances filed in the last six months.

Programs

The Juvenile Detention Facility offers several programs for the education and rehabilitation of the youths. These programs include:

- Moral Reconciliation Therapy – cognitive behavioral change
- Aggression Replacement Training
- Parent Project – class for the parents of the youths
- Key to Life – life skills, drug and alcohol counseling
- Changing ARMOR Program– Assessment, Responsibility, Motivation, Outlook, and Respect
- RESTORE - an alternative to the traditional judicial procedure in diverting youth before adjudication
- Makerspace Program – provides youths the opportunity to learn, using hands-on techniques with graphics design and 3D printing added to the program this year
- Rare Breeds – a once-per-month rewards program where youths are provided with the opportunity to work with animals and other recreational activities

Education

Each youth, upon entry to the facility, is given an assessment to determine his/her educational level. Curriculum is individualized to each youth based on assessments. The Tehama County Department of Education provides a principal, one instructor, and two aides for the educational program. Youths attend classes from 8:30 AM to 2:30 PM, Monday through Friday.

Career guidance and college preparation counseling is provided to youths by volunteer staff.

Staffing and Training

The Prison Rape Elimination Act sets the standards for staff to youth ratio. The Juvenile Detention Facility is currently staffed with one staff member per eight youths during the day and one staff member per 15 youths at night.

The required minimum training for Juvenile Detention staff is 24 hours annually. Field service employees and supervisors are required to attend 40 hours annually. In addition to the required training, staff is offered expanded training to maintain the necessary working knowledge of duties, operations, and programs.

FINDINGS

- F1. The Juvenile Detention Facility is well below its maximum capacity of 64. The current population is 27. Roughly 50% of the population is from Tehama County.
- F2. The Juvenile Detention Facility is housing youths from Glenn, Lake, Siskiyou, and Trinity Counties at a cost to the sending county of \$100 per day per youth.
- F3. The revenues generated by housing out-of-county youths has generated approximately \$500,000. These funds have been used to add additional staff and offset operating costs.

- F4. Each youth, once in the facility, is evaluated mentally and physically within 90 hours.
- F5. The Probation Department has partnered with the Tehama County Senior Nutrition Program adding one staff member to the Juvenile Detention Facility. The Juvenile Detention Facility provides approximately 150 meals for the Senior Nutrition Program daily.
- F6. The waste of food as identified in previous Grand Jury reports has been addressed.
- F7. Juvenile Detention Facility staff members are receiving more than the minimum required annual training resulting in more effective supervision of the youths.

RECOMMENDATIONS

- R1. Perform a cost analysis of the daily fee collected for housing out-of-county youths to determine if the fee is sufficient. (F2)

COMMENDATIONS

Recognize and commend the continued use of Makerspace and Rare Breeds programs

Commend the revenue generation and offsetting of costs to Tehama County by housing youths from Glenn, Lake, Siskiyou, and Trinity counties.

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05, the Grand Jury requests responses as follows:

From the following individuals:

- The Grand Jury requires a response within 90 days from Chief Probation Officer Richard Muench, PO Box 99, Red Bluff, CA 96080 on R1.

| |
|---|
| Reports of the Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury. |
|---|

Salt Creek Conservation Camp Report

SUMMARY

Penal Code 919(b) stipulates that the Grand Jury shall inquire into the condition and management of the public prisons within the county, which includes both state and local correctional facilities. Members of the 2017-2018 Tehama County Grand Jury toured the Salt Creek Conservation Camp and conducted interviews as required.

The members of the Grand Jury found:

- The camp is housing 100 inmates, well below the rated capacity of 120
- The camp is comprised of six 17-man fire crews
- The inmates are selected to the program by a classification process which excludes inmates with convictions for violent crimes
- Inmates from Salt Creek Conservation Camp provided 46,287 community service work hours in 2017
- Inmates from Salt Creek Conservation Camp provided 123,201 hours of firefighting work hours in 2017

BACKGROUND

Civil Grand Juries are required to examine, evaluate, and report on physical and administrative conditions of public jails within their county. Salt Creek Conservation Camp (SCCC), located west of Corning, was visited by members of the 2017-2018 Tehama County Grand Jury.

METHODOLOGY

The Grand Jury visited the SCCC facilities on February 15, 2018. The interview and tour were facilitated by California Department of Corrections and Rehabilitation (CDCR) and California Department of Forestry and Fire Protection (CALFIRE) staff.

DISCUSSION

The Salt Creek Conservation Camp was established in 1984. The camp is jointly operated by CDCR and CALFIRE. The primary mission of the camp is to provide inmate fire crews for suppression principally in the Tehama-Glenn Counties area. In addition to fire suppression, inmate hand crews provide a work force for flood control, conservation projects, and community services.

CDCR is responsible for the selection, supervision, care, and discipline of the inmates. CALFIRE maintains the camp, supervises work of the inmate fire crews, and is responsible for the custody of inmates on CALFIRE project activities.

Inmates

The designed capacity of the camp is 120 minimum custody male convicted felons. This represents six crews comprised of up to 17 men each. The remaining inmates serve as cooks, clerks, landscapers, dorm porters, camp maintenance workers, and skilled shop workers.

Inmate Selection

The inmates committed to the CDCR, are selected by a sophisticated classification system, trained at the California Correctional Center (CCC) in Susanville, and assigned to the Salt Creek Conservation Camp.

The selection process excludes inmates with any sex-related offense, murder, escape, arson, or history of violent crimes. Most of the inmates are committed for alcohol, drug, or property related crimes.

Housing

Inmates at camp live in open dormitories with a dining hall that is staffed with inmate cooks and supervised by CDCR employees. CDCR provides supervision of the inmates around the clock, seven days a week.

Community Services

During the 2017 calendar year the Salt Creek Conservation Camp crews, through project and conservation work provided state, federal, and local government agencies approximately 46,287 community work hours. In addition, inmate fire crews provided 123,201 hours in firefighting.

| |
|--|
| Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury. |
|--|

2017-2018 Tehama County Grand Jury Public Works/Roads and Bridges Committee Report

SUMMARY

The 2017-2018 Grand Jury chose to look at the Tehama County Public Works Department (TCPWD), specifically the Roads and Bridges Division, with an emphasis on roads. Several documents pertaining to road maintenance and repair, expenses, and budgets were consulted. Site visits and interviews were conducted to gather information.

Tehama County ranks 53rd of 58 counties in the state for road conditions as stated in the California Statewide Local Streets and Roads Assessment of 2016.

Due to slumping tax receipts and priority given to other government programs, funding has been declining for California county road issues. Tehama County has a Civil Trust Fund (CTF) that is designed to help defray costs, but it is unclear how this fund is administered. Cities within the county and Tehama County sometimes share costs on common roadways. The State Legislature has adopted new taxes and fees that are to go to road repair and maintenance. TCPWD is working on cost-saving measures and ways to be more efficient. The Grand Jury identified several areas that could improve efficiency.

BACKGROUND

The 2017-2018 Tehama County Grand Jury's decision to investigate the condition of local streets, rural roads, and bridges was prompted by the fact that the TCPWD, specifically the Roads and Bridges Division, had not been formally reviewed by the Grand Jury in the last ten years. In addition, the Grand Jury found there is no formal procedure on the Public Works website for complaints by county residents. An investigation was initiated to explore and observe the condition of the roads, streets, and bridges in the unincorporated areas of Tehama County.

The road-miles needing inspection prevented this committee from inspecting the condition of the bridges. There are 309 bridges in Tehama County. The 10-year estimated total need for bridges is \$136 million dollars. This is the 7th highest total of all California counties. The 10-year need for pavement rehabilitation is \$10 million dollars. These dollar figures were cited in the Tehama County Transportation Commission's Overall Work Program, Fiscal Year 2017-2018.

METHODOLOGY

Documents

The Grand Jury reviewed the following documents:

- County of Tehama, Required Supplementary Information, Infrastructure Assets Reported

Using the Modified Approach for the Year Ended June 30, 2016

- Tehama County Transportation Commission, Overall Work Program, Fiscal Year 2017 - 2018
- Five Year Recap of Road Maintenance Expenses by Year, 2013 - 2017
- Tehama County Public Works, Fund 1023011 Road, Fiscal Year 2017-2018 Budget Request
- Fact Sheets from SaveCaliforniaStreets.org
- Daily News Article written November 12, 2014 by Rich Green
- Explanation of California Senate Bill 1
- Photographs

Site Tours

The Grand Jury spent hours inspecting county streets and roads in the unincorporated areas surrounding Corning, Gerber, Paskenta, Proberta, Tehama, Flournoy, Los Molinos, Red Bluff, Vina, Manton, and Mineral. The majority of the roads were at higher risk or poor condition based on the California Statewide Local Streets and Roads Assessment of 2016 (See Attachments 1 and 2). There are two major washouts of a full lane of road on Lowrey Road (existing over five years) and Reeds Creek Road (existing over three years). The last article citing the Reeds Creek washout was published in November of 2014 in the Red Bluff Daily News (See Attachment 3).



Lowrey Road



Lowery Road



Reeds Creek Road



Reeds Creek Road

Interviews

During this investigation, the Grand Jury contacted the Tehama County Public Works Department, the office of the Tehama County Auditor-Controller, and Tehama County Sheriff's Department. Residents of Manton and Los Molinos were interviewed.

DISCUSSION

A lane-mile is a measure of the total length of traveled pavement surface. It is found by multiplying the centerline length (in miles) by the number of lanes. The City of Red Bluff is responsible for the maintenance of 130 lane-miles of roads. The City of Corning is responsible for 45 lane-miles of roads. TCPWD manages the remainder of the roads in Tehama County. According to the TCPWD website, the Roads Division inspects the roads every three years.

California's local street and road system continues to be in need of significant repair. According to the California Statewide Local Streets & Roads Needs Assessment 2016: "The conditions of California's local streets and roads are rolling off the edge of a cliff. On a scale of zero (failed) to 100 (excellent), the statewide average Pavement Condition Index (PCI) has deteriorated to 65 ("at risk" category) in 2016. Even more alarming, 52 of 58 counties are either at risk or have poor pavements." Tehama County's PCI as of 2016 was 53. The PCI puts 53 in the Higher Risk category which is 50 - 60. As of May 2018, TCPWD Roads Division reported the PCI for Tehama County has fallen to 50. The City of Red Bluff's PCI (per California Statewide Local Streets & Roads Needs Assessment 2016) was estimated to be in the Poor category which is 0 - 49 (See Attachment 2).

Tehama County Sheriff's Department personnel stated that road conditions have caused damage to patrol vehicles (especially in high speed pursuits), resulting in vehicles being out of commission until repaired.

Residents of Manton and the Los Molinos area expressed concerns because of a perceived lack of attention to roads and ditches which has resulted in flood damage during heavy precipitation.

TCPWD stated that poor road conditions are usually a result of inadequate or untimely maintenance rather than poor construction practices. All repairs are completed as considered necessary or when complaints are received. Long-time vacant positions within the Department may also contribute to this situation. In addition to deferred maintenance, deterioration is caused by increasing traffic volume and loads, weather (especially extreme heat or cold and heavy precipitation), the type and age of the pavement, and the soils and base materials under the roadway.

Typical preventative maintenance tasks include surface treatments such as chip sealing and slurry sealing, which are usually preceded by crack and pothole filling. For more serious or extensive damage, areas of asphalt must be removed. The subsurface must then be repaired before a new surface is laid.

According to the TCPWD, timely preventative maintenance is more effective in preserving our road assets than having to reconstruct roads after they have crumbled. The use of surface treatment can eliminate the need for expensive pavement patching or overlays and will add years to the life of existing pavement. TCPWD, Roads Division uses three types of surface treatments: slurry seal, chip seal, and cape seal. Depending on location, this can cost anywhere from \$2.00 - \$7.00 a square yard. If a thin overlay, which has structural value, is necessary, this can cost up to \$45.00 per square yard. If full reconstruction due to complete road failure is necessary, it can cost \$130.00 to \$175.00 per square yard. Assuming a typical road is 24 feet wide with two 12-foot travel lanes, full reconstruction could cost up to \$2,000,000.00 per mile.

A Civil Trust Fund, which dates back to 1981, contains deposits with the intention of ensuring that work gets done. For example: Payment for repairs for encroachment on a driveway. It has been described within the Department as an “accounting nightmare.”

The cities of Red Bluff and Corning each have their own Public Works Department/Street Department. Each city’s Street Department maintains and repairs city streets. For larger projects, requests are sent to respective City Councils to put out to bid. Tehama County has a Memorandum of Understanding (MOU) with the City of Red Bluff, as sometimes work is done on mutual roadways; however, Tehama County has no official way to back-bill the city for projects completed on their sections of road.

The Ongoing Funding Shortfall

During the investigation, the Grand Jury found that California county and city road departments are suffering from funding shortfalls. Tehama County’s Pavement Condition Index reports the county at higher risk, with Red Bluff specifically estimated to be poor.

Due to slumping tax receipts and the priority given to other government programs, funding for road maintenance has been declining. Under-funding has led to continued deterioration of city roads and roads in unincorporated areas of the county which will result in higher costs for road rehabilitation in future years. However, in April of 2017, the California Legislature passed Senate Bill 1 raising gas taxes and vehicle fees to generate tens of billions of dollars to repair the state’s roads. The tax increases took effect November 1, 2017, and the new vehicle fees began January 1, 2018. Fees on zero-emission vehicles will take effect July 1, 2020, according to the text of the bill. The bill is designed to raise a projected \$52.4 billion over 10 years. If the bill is not repealed, the next ten years could give Tehama County the opportunity to perform much more maintenance work.

Tehama County receives money for local roads from the federal government through several programs such as the Regional Surface Transportation Program. State gas taxes provide additional limited funds. The remainder comes from locally adopted sales taxes, traffic impact fees, developer fees, and other funds.

In a five-year recap of maintenance expenses, the costs fluctuate by year. In 2017, the grand total was \$9,377,946.00 (See Attachment 4).

Grants may be available and are written with the aid of Tehama County staff and not solely by TCPWD.

To reduce costs, the TCPWD is considering a proposal to rent road repair equipment instead of purchasing. They are also looking into a new pavement management system, a software program that includes training and the ability to track all roadways, repairs, striping, assessments of pavement condition, scheduling of work assignments, and setting limitations.

Other Tehama County Roads Division Issues

The Grand Jury found nothing on the County's website to explain to residents how to communicate road issues with the County.

FINDINGS

- F1. There is no formalized process for review of maintenance schedules, tracking of road repairs, striping, or locations. Some repairs are complaint-driven.
- F2. The current severity scale software to assess road damage or areas to repair is outdated.
- F3. The procedure that is in place to handle complaints or requests for road maintenance and repairs is not easily accessible causing public concern.
- F4. The position of Transportation Manager has been filled by an interim manager since May 2017. The position of Infrastructure Manager has been vacant since August 2017.
- F5. According to TCPWD, Roads Division, the Pavement Condition Index has fallen by three points in less than two years.
- F6. The Civil Trust Fund is considered an "accounting nightmare."

RECOMMENDATIONS

- R1. Create a formal computerized maintenance schedule and tracking system for road repairs and locations.
- R2. Create a page on the Public Works website for residents to register complaints with a specific response time.
- R3. Fill the positions for Transportation Manager and Infrastructure Manager. Require grant writing skills in the job description.
- R4. Create a plan on how the Roads Division will improve management of and follow-through on all road maintenance.

R5. Inspect the roads more frequently than every three years

R6. Clarify the use and administration of the Civil Trust Fund.

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05, the grand jury requests responses as follows:

From the following individuals:

- The Grand Jury requires a response within 90 days from the Director of Public Works, Mr. Tim McSorley, 9380 San Benito Ave, Gerber, California 96035-9701 on F1-F6 and R1-R6.

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

ATTACHMENTS



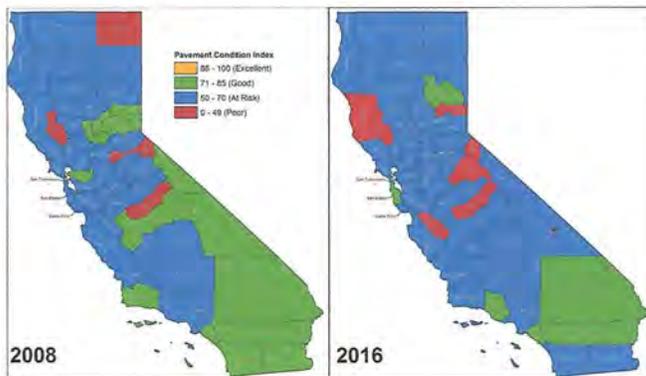
Investment decisions have been made without local pavement condition data. This biennial assessment provides a critical piece in providing policy makers with a more complete picture of California's transportation system funding needs.

The goal is to use the results to educate policymakers at all levels of government and the public about the infrastructure investments needed to provide California with a seamless, multi-modal transportation system. The findings provide a credible and defensible analysis to support a dedicated, stable funding source for maintaining the local system at an optimum level. The study also provides the rationale for the most effective and efficient investment of public funds, potentially saving taxpayers from paying significantly more to fix local streets and roads into the future.

This update surveyed all of California's 58 counties and 482 cities in 2016. The information captured data from more than 99 percent of the state's local streets and roads – a level of participation that makes clear the local interest in addressing the growing problems of crumbling streets and roads.

Pavements

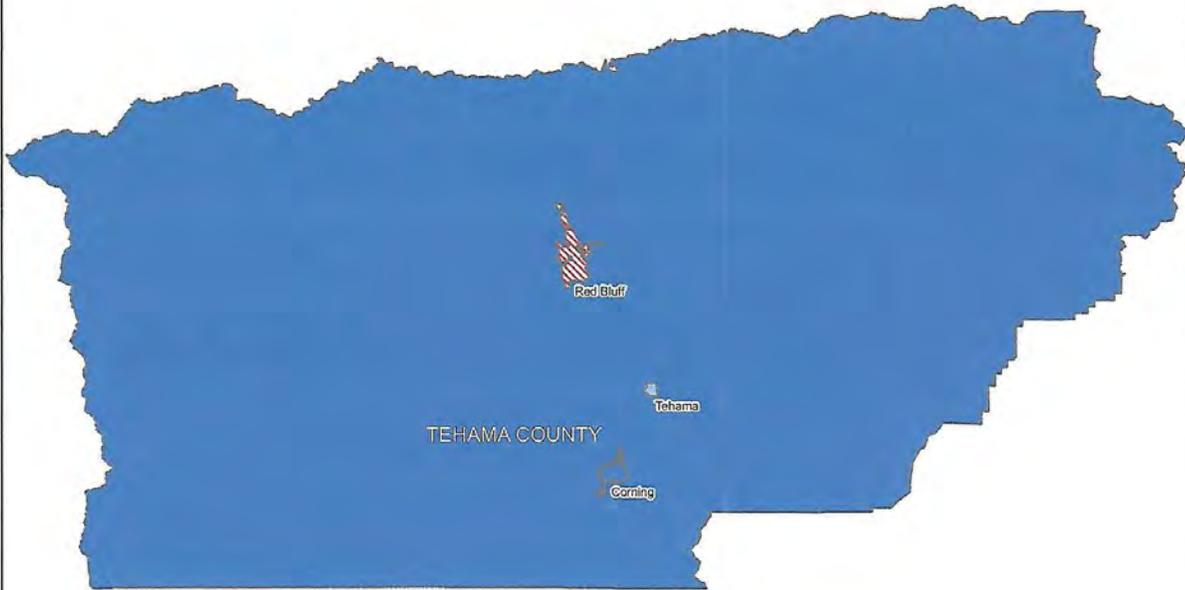
The conditions of California's local streets and roads are rolling off the edge of a cliff. On a scale of zero (failed) to 100 (excellent), the statewide average Pavement Condition Index (PCI) has deteriorated to 65 ("at risk" category) in 2016. Even more alarming, 52 of 58 counties are either at risk or have poor pavements (the maps illustrate the changes in condition since 2008). If the current funding remains the same, the unfunded backlog will swell from \$39 billion to \$59 billion by 2026.



www.SaveCaliforniaStreets.org

Executive Summary
2

Tehama County



Pavement Condition Index

| Reported | | Estimated | |
|---|------------------------|--|------------------------|
|  | Good (71-100) |  | Good (71-100) |
|  | At Lower Risk (61-70) |  | At Lower Risk (61-70) |
|  | At Higher Risk (50-60) |  | At Higher Risk (50-60) |
|  | Poor (0-49) |  | Poor (0-49) |



Attachment 2

57

(C) August 2016 NCE. GIS mapping data modified from US Census Bureau TIGER Cartographic Boundary Shapefiles (<http://www.census.gov/geo/maps-data/data/tiger.html>), accessed August 2016. Boundaries represent incorporated city limits from U.S. Census data and are approximate in shape and area.

By Rich Greene, Daily News

POSTED: 11/12/14, 3:38 AM PST | UPDATED: ON 11/12/20140 COMMENTS

Red Bluff >> Decades of erosion on Reeds Creek Road is causing safety concerns along the road, particularly in a stretch about a half-mile east of Johnson Road.

The Tehama County Board of Supervisors on Nov. 4 directed the Public Works Department to temporarily reduce traffic in the stretch to one-lane and move forward with a plan that would move the road about eight feet south.

The temporary closure of a lane includes barrier rails, restriping, yield signs and flashing beacons warning drivers of the upcoming condition.

Public Works Director Gary Antone showed the board various photos of Reeds Creek ranging from 1938 to the present.

The 1938 photo shows the creek fairly wide at that time with not much obstruction, but over the years massive amounts of growth have occurred in the channel.

Antone said as water moves eastward, it begins to swirl and move around into the area because of the obstruction and cut into the bank.

Antone said the directed plan would be around a 20-year fix to the tune of around \$50,000, contingent upon receiving a right-of-way agreement with one property owner.

A more permanent 100-year fix could cost between \$500,000 and \$750,000 as it would severely move the road, include extensive environmental reviews and right-of-way agreements.

Antone promoted the 20-year fix as buying enough time to work with the California Department of Fish and Wildlife and other agencies to see whether some types of cleanup efforts could be staged that would reduce the erosion impacts in the area.

The 20-year fix includes a dyke along the entire segment to move runoff from the area to a down drain in a safer location.

"We're paying very close attention to this whole stretch of Reeds Creek Road," Antone said.

Supervisor Sandy Bruce said the movement of propane, cattle and school children in the area in large trucks, trailers and buses has made safety a top priority.

Supervisor Dennis Garton was the lone vote against directing staff to a combination of a temporary one-lane closure and 20-year fix, saying the proposals were only exacerbating the problem.

"I don't know what the answer is, but I'm not in favor of any of it," he said.

Antone said his department preferred the 20-year fix because it provided a solution for a good amount of time, impacted the least amount of private land and provided an opportunity to work with wildlife officials for future erosion control.

Attachment 3

Figures below were from TCPWD:

| | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Various Rd Maint Proj | \$ 139,309 | \$ 32,346 | \$ 114,012 | \$ 150,797 | \$ 987,177 |
| Patching/Sealing | \$ 70,512 | \$ 25,324 | \$ 829,923 | \$ 997,494 | \$ 1,532,933 |
| Snow Removal | \$ 1,245,533 | \$ 1,010,375 | \$ 11,028 | \$ 67,925 | \$ 89,419 |
| Storm Damage Repair | \$ 127,200 | \$ - | \$ 378,803 | \$ 116,101 | \$ 235,784 |
| Misc Maint | \$ 3,021,563 | \$ 3,809,230 | \$ 2,858,453 | \$ 2,986,522 | \$ 2,513,507 |
| | <u>\$ 4,604,117</u> | <u>\$ 4,877,275</u> | <u>\$ 4,192,219</u> | <u>\$ 4,318,839</u> | <u>\$ 5,358,820</u> |
| Road Const Projects | \$ 4,549,060 | \$ 749,502 | \$ 4,119,700 | \$ 206,121 | \$1,492,620 |
| Bridge Const. Projects | \$ 5,840,323 | \$ 3,462,452 | \$ 4,523,230 | \$ 3,758,797 | \$2,526,506 |
| Grand Total | \$ 14,993,500 | \$ 9,089,229 | \$ 12,835,149 | \$ 8,283,757 | \$ 9,377,946 |

Attachment 4

2017-2018 Tehama County Grand Jury Continuity Committee

SUMMARY

The members of the 2017-2018 Tehama County Grand Jury Continuity Committee reviewed the four main topics of the 2016-2017 Tehama County Grand Jury Report to determine what actions, if any, had been taken based on the report recommendations, and if these actions were satisfactory. The Committee's primary resources to determine what actions were taken were the responses received from the 2016-2017 Grand Jury's requests for responses. The four main topics identified in the 2016-2017 final report are:

- Tehama County Audit Summary
- Tehama County Mosquito Vector Control District
- Tehama County Homeless
- Tehama County Grand Jury Inspections

METHODOLOGY

The Grand Jury Continuity Committee met once a month prior to the general meeting. During these meetings, the committee reviewed the 2016-2017 Final Report along with any responses and determined if the actions taken were satisfactory. This report will outline the four main topics listed in the Final Report including recommendations made by the 2016-2017 Grand Jury as well as the responses to them by the responsible parties.

DISCUSSION

This Discussion section is made up of excerpts of Recommendations and Requests for Responses from the 2016-2017 Grand Jury Final Report.

- **Tehama County Audit Summary**

1. Recommendations:

R1. Reference recommendations in Smith and Newell report of Tehama County Fiscal Audit, year ending June 30, 2016

R2. Reference recommendations on page 31 of Tehama County Assessment Practices Survey report by the California State Board of Equalization

2. Request for Responses:

- The Grand Jury Requires a response within 90 days from the Tehama County Auditor Controller, Leroy Anderson, 444 Oak Street, Room J, Red Bluff, CA 96080 on R1 and R2.

- The Grand Jury requires a response within 90 days from the Tehama County Sheriff, Dave Hencratt, P.O. Box 729, Red Bluff, CA 96080 on R1, “Civil Trust Fund”, specifically.
- The grand jury requires a response within 90 days from Dale Stroud, Tehama County Assessor’s Office, 444 Oak Street, Room B, Red Bluff, CA 96080 on R2.
- The Grand Jury requires a response within 90 days from Gary Anton, Tehama County Public Works Director 9380 San Benito Ave, Gerber, CA 96035-9701 on R1, “Deposits from others”, specifically.

• **Tehama County Mosquito Vector Control District**

1. Recommendations:

R1. Within 6 months, management should consider making one of the three Facebook pages “official” and merge the other two pages into it, creating one page the public can reference.

R2. Within 6 months, management should create an internet presence. A Facebook page (or other web based informational tool) created to better inform and educate the public about the general services of the TCMVCD. This should include the ability to “opt out” of being sprayed, request spraying, and provide general notice to areas being assessed for a possible spray.

R3. Within 4 months, management should create a control system to replace current loose leaf binder information. Said control system should mandate a yearly review and update as needed with multiple copies stored in more than one location.

2. Request for Responses:

- The Grand Jury requires a response within 90 days from the TCMVCD Board of Trustee, Tehama County, PO 1005, Red Bluff CA 96080 on R1-1. 2 and 3.

• **Tehama County Homeless**

1. Recommendations:

R1. The Grand Jury recommends the City Council place a member on the Continuum of Care Steering Committee by September 1, 2017.

R2. The Grand Jury recommends a task force be created by Oct 1, 2017. The task force should include at a minimum a representative of City Council, CoC, PATH, Community Action Agency, Law Enforcement, Faith Works, and any other interested parties to unify sheltering solutions, with the purpose of working towards ending homelessness in Tehama County.

R3. The Grand Jury recommends that this newly created Task Force, as one of its main priorities, establish a permanent homeless shelter.

R4. The Grand Jury encourages the City Council continue to grant financial support to groups that provide homeless services.

2. Request for Responses:

- The Grand Jury requires a response within 60 days from the Red Bluff City Council, P.O. Box 250, Red Bluff CA 96080 on R1, R2, R3, and R4.
- The Grand Jury requires a response within 90 days from the Tehama County Community Action Agency, C/O Amanda Sharp, P.O. Box 8263, Red Bluff CA. 96080 on R2 and R3.
- The Grand Jury invites a response within 90 days from the Tehama County Sheriff's Department C/O Dave Hencratt, P.O. Box 729, Red Bluff, CA 96080 on R2 and R3.
- The Grand Jury requires a response within 90 days from the Tehama County Board of Supervisors, P.O. Box 250, Red Bluff, CA 96080 on R2 and R3.

• **Tehama County Grand Jury Jail Inspection**

1. Recommendations:

Tehama County Jail-

R1. Before state funding expires, the Board of Supervisors should expedite expansion of the current jail facility. Passage of laws such as AB 109 and California Proposition 57, continue to create pressure on existing housing and the surrounding community. Tehama County was awarded \$20 million dollars in state funding to expand the jail facility. With the anticipated inmate population increase, it is recommended that a facility expansion consider more beds than the 64 beds previously planned. Without the needed jail expansion, many more inmates will have to be moved into off-site programs which would also require expansion.

R2. Jail administration should continue to pursue application and within six months implement use of web based tools such as SKYPE to reduce operational costs associated with transporting prisoners to court appearances.

Tehama County Juvenile Hall-

R1. Effect repairs or verify structural integrity in areas identified in F9 within 90 days.

2. Request for Responses:

Tehama County Jail-

- The Grand Jury requires a response within 90 days from the Tehama County Sheriff, Dave Hencratt, P.O. Box 729, Red Bluff CA 96080 on R1 and R2.

- The Grand Jury requires a response within 90 days from the Tehama County Board of Supervisors, PO Box 250, Red Bluff, CA on R1

Tehama County Juvenile Hall-

- The Grand Jury requires a response within 90 days from Chief Probation Officer Richard Muench, PO Box 99, Red Bluff, CA on R1
- The Grand Jury requires a response within 90 days from the Tehama County Board of Supervisors, PO Box 250, Red Bluff, CA on R1

FINDINGS

This Findings section is made up of the Responses to the 2016-2017 Grand Jury Request for Responses. The evaluation of these responses by the 2017-2018 Grand Jury is stated in the Adequately addressed line.

F1. Tehama County Audit Summary-

R1. Reference recommendations in Smith and Newell report of Tehama County Fiscal Audit, year ending June 30, 2016

Response: response received dated July 10, 2017 addressing recommendation

Adequately addressed: Yes

R2. Response received dated July 10, 2017 addressing recommendation however the response states "The Tehama County Auditor is not familiar with the practices and procedures of the Tehama County Assessor's Office referenced in the survey and, therefore, does not have a response to the recommendations made."

Adequately addressed: No

F2. Tehama County Mosquito Vector Control District-

R1., R2., and R3.: as listed above

Response: Letter received dated 8/11/17 addresses recommendations listed above

Adequately addressed: Yes

F3. Tehama County Homeless-

R1. The Grand Jury recommends the City Council place a member on the Continuum of Care Steering Committee by September 1, 2017.

Response: none

R2. The Grand Jury recommends a task force be created by Oct 1, 2017. The task force should include at a minimum a representative of City Council, CoC, PATH, Community Action Agency, Law Enforcement, Faith Works, and any other interested parties to unify sheltering solutions, with the purpose of working towards ending homelessness in Tehama County.

Response: Director of Social Services for Tehama county and Tehama County Community Action Agency Executive Director, Executive Director of Tehama County Health Services Agency have been working together to create work teams within both the Continuum of Care Steering Committee and Housing Committee as well as the Elder Services Coordinating Council housing workgroup. These entities developed a comprehensive list of stakeholders to the issue of homelessness and invited the stakeholders to participate in a multi-session strategic planning process. It is my affirmation that this new workgroup meets the recommendation made by the Grand Jury. There were 2 meetings scheduled: June 13, 2017 and August 2017. Outcomes of these meetings would have been to transcribe into a 3-5 year work plan to address issues of homelessness. The intent was to share this work plan with a project consultant for inclusion in a 10-year homelessness plan suitable for the use with HUD and other funders who require a detailed and formalized plan to address unified solutions and services for homeless people.

Adequately addressed: Yes

R3. The Grand Jury recommends that this newly created Task Force, as one of its main priorities, establish a permanent homeless shelter.

Response: Due to many possible priorities that may arise as a result of the group's process to solve the issues of homelessness in Tehama County the final priorities may or may not include establishment of a permanent homeless shelter.

Adequately addressed: Yes

R4. The Grand Jury encourages the City Council continue to grant financial support to groups that provide homeless services.

Response: none

F4. Tehama County Grand Jury Inspections-

1. Tehama County Jail-

R1 - Before state funding expires, the Board of Supervisors should expedite expansion of the current jail facility. Passage of laws such as AB 109 and California Proposition 57, continue to create pressure on existing housing and the surrounding community. Tehama County was awarded \$20 million dollars in state funding to expand the jail facility. With the anticipated inmate population increase, it is recommended that a facility expansion consider more beds than the 64 beds previously planned. Without the needed jail expansion, many more inmates will have to be moved into off-site programs which would also require expansion.

Response – While Sheriff Hencratt's response does not address the need for more than the originally planned 64 bed expansion he does state the TCSO is working with State, County and City officials to move the expansion project forward.

At the March 6 Red Bluff City Council meeting the proposal from Tehama County to Red Bluff City to purchase a portion of Madison Street was approved. This gives full ownership of the property for the proposed expansion to the County which is a requirement of the grant. The ex-

pansion project will now move into the architectural design phase which will take approximately two years.

Additionally, the funding does not expire. It does however, have a five year time frame from start of project to completion date.

Adequately addressed: Yes

R2 – Jail administration should continue to pursue application and within six months implement use of web based tools such as SKYPE8 to reduce operational costs associated with transporting prisoners to court appearances.

Response - Video arraignment has been approved by the Tehama Superior Court. The TCSO is in the bid process for a system that will facilitate the program.

Adequately addressed: Yes

2. Tehama County Juvenile Hall-

R1 – Effect repairs or verify structural integrity in identified areas (pod B corian counter, sally port block wall, hallway electrical panel cover).

Response - Upon inspection by 2017-18 LE Committee, all repairs have been made.

Adequately addressed: Yes

RECOMMENDATIONS

R1. In regard to F1-R2, the Grand Jury should reach out to The Tehama County Auditor to review its unfamiliarity with the practices and procedures of the Tehama County Assessor's Office referenced in the survey.

R2. In regard to F3 as relates to R1, the 2018 - 2019 Grand Jury should follow up with response request from the Red Bluff City Council.

R3. In regard to F3 as it relates to R4, the 2018 – 2019 Grand Jury should follow up with response request from the Red Bluff City Council.

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05, the Grand Jury requests responses as follows:

From the following individuals:

- The Grand Jury requires a response within 90 days from Dale Stroud, Tehama County Assessor's Office, 444 Oak Street, Room B, Red Bluff, CA 96080, on F1/R2.
- The Grand Jury requires a response within 90 days from the Red Bluff City Council, 555 Washington St., Red Bluff, CA 96080, on R2 and R3.

| |
|--|
| Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury. |
|--|

TEHAMA COUNTY CITIZEN COMPLAINTS

Any citizen of the county may address the Grand Jury to express concerns regarding all levels of misconduct by public officials or employees to inefficiencies in local government. Complaints can be submitted by either completing a Grand Jury Complaint Form or by writing a letter to the Grand Jury. Complaints are treated as confidential. The Grand Jury is not required to investigate any or all complaints but chooses which to investigate as part of its watchdog duties.

Complaint forms can be obtained as follows:

- Via the Superior Court of California County of Tehama website – (<https://www.co.tehama.ca.us/grand-jury>) then click on “Complaint Form”
- By calling (530) 527-3946 option 1 and leaving your name and address for a form to be mailed to, or a form can be picked up at the Courthouse upon request.

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

Tehama County Grand Jury
P. O. Box 1061
Red Bluff, CA 96080

The 2017 – 2018 Tehama County Grand Jury received and reviewed five complaints, two of which were holdovers from previous year(s). Note: all letters are acknowledged by mail with the understanding that each complaint is reviewed by the Grand Jury and its members.

**RESPONSES TO THE RECOMMENDATIONS OF THE 2016-2017
TEHAMA COUNTY GRAND JURY**

Each year the sitting Grand Jury reviews the previous year's final report to ensure all open items have been closed, and these reports are then included in the current report, so the public may review all report closures from the past year in one place.

The 2017-2018 Grand Jury decided to form a Continuity Committee that was tasked with the responsibility to follow up on the responses to the 2016-2017 Findings and Recommendations. That report is contained in this document.

Following are the responses to the 2016-2017 Grand Jury Report from:

- Tehama County Sheriff's Office
- Tehama County Probation Department
- Tehama County Mosquito Vector Control District
- Tehama County Department of Social Services
- Tehama County Assessor's Office
- Tehama County Public Works Department
- Tehama County Auditor-Controller

The Board of Supervisors is required to respond to the Grand Jury Final Report on certain items designated by the Grand Jury. Once all responses are compiled, the Board of Supervisors approves them at a Board meeting. The Board approves responses, not the report itself. The Judge has the final say that the report is complete.

Pursuant to Penal Code 933.05, all County entities responded in a timely manner; however, the Red Bluff City Council did not respond to recommendations as noted in the 2016 – 2017 Grand Jury Report.



TEHAMA COUNTY SHERIFF'S OFFICE

Dave Hencratt, Sheriff-Coroner

Mailing Address: P.O. Box 729, Red Bluff, CA 96080

Main Office: 22840 Antelope Blvd., Red Bluff, CA 96080
Jail/Dispatch: 502 Oak St., Red Bluff, CA 96080

(530) 529-7940 / (530) 529-7933 FAX
(530) 529-7900 / (530) 528-7614 FAX

August 14, 2017

RECEIVED
AUG 28 2017

Tehama County Grand Jury 2016-2017
P.O. Box 1061
Red Bluff, CA 96080

Honorable C. Todd Bottke
Judge of the Superior Court
County of Tehama
P.O. Box 248
Red Bluff, CA 96080

Re: Tehama County Sheriff's response to 2016-2017 final report (supplemental)

Dear Honorable Judge Bottke:

I am also pleased that the Grand Jury of 2016-2017 has expanded their interest in county government and community issues as in the homeless population of our county.

Response to R-1: Special District Committee Tehama County Audit Summary "Civil Trust Fund."

For years the Civil Trust Account was plagued with several issues the main of which was not being able to reconcile and balance the funds. The main factor was the software used to manage the fund was outdated and not compatible with the Auditor's Office system. Another factor in managing the trust is that the accounts within the trust are forever evolving.

We continued working with the County Auditor and based on their recommendation, we were able to purchase the Soft Code Civil Serve software program. The Tehama County Board of Supervisors approved the program in May of 2016. We implemented the program in August of 2016.

Since that time we have not experienced the past problems managing the trust. The trust remains solvent.

Response to R2: Forming a Homeless Task force.

I took office in January 2011. We conducted the first relocation efforts and cleanup of the homeless community that had established itself in the "Spider Island" area of Red Bluff.

Serving Our Community with P.R.I.D.E.
Professionalism, Respect, Integrity, Dedication, Equality

③

The Sheriff's Office is committed to keeping a balance between the rights of all Homeless people and the negative impact on the environment. We have established relationships with our law enforcement partners to manage the homeless population and continue to seek sheltering solutions. It has been our experience that most "homeless people" choose to live that lifestyle.

We do not disagree with the Grand Jury's recommendation to form a task force, but would find it very challenging to fund it given the current financial atmosphere of the County.

I would again thank the Grand Jury for their service

Sincerely,

A handwritten signature in black ink, appearing to read "DL", with a horizontal line extending to the right.

Dave Hencratt
Sheriff-Coroner

cc: County Administration

4



TEHAMA COUNTY SHERIFF'S OFFICE

Dave Hencratt, Sheriff-Coroner

Mailing Address: P.O. Box 729, Red Bluff, CA 96080

Main Office: 22840 Antelope Blvd., Red Bluff, CA 96080
Jail/Dispatch: 502 Oak St., Red Bluff, CA 96080

(530) 529-7940 / (530) 529-7933 FAX
(530) 529-7900 / (530) 528-7614 FAX

July 11, 2017

Tehama County Grand Jury 2016-2017
P.O. Box 1061
Red Bluff, CA 96080

RECEIVED
JUL 31 2017

Honorable C. Todd Bottke
Judge of the Superior Court
County of Tehama
P.O. Box 248
Red Bluff, CA 96080

Re: Tehama County Sheriff's response to 2016-2017 final report

Dear Honorable Judge Bottke:

Let me start by thanking all members of the Grand Jury for their hard work and dedication this past year. I was very glad to read and hear from staff the Grand Jury had a particular interest in inmate welfare, educational and work programs. I have received and thoroughly reviewed the 2016-2017 Tehama County Grand Jury Final Report and agree with all of the Grand Jury's findings. I am pleased to respond to items R1 and R2.

R1: We are dedicated to working with State, County and Red Bluff City officials in moving forward with the jail expansion project. I am pleased to report the process is evolving and I am optimistic the necessary agreements can be obtained to move the project forward.

R2: The Tehama County Sheriff's Office has been exploring the idea of video court appearances for our inmate population. We agree with the Grand Jury that implementation of a program like this would significantly reduce the cost of transporting inmates to and from the court. We are always willing to discuss this issue with the court. We are aware that there may be some significant legal issues regarding this process.

I would again thank the Grand Jury for their service. I was impressed with the Grand Jury's willingness to meet with staff and their desire to be thorough. We continue our dedication to meeting the needs of the community and the Office of the Sheriff/Coroner.

Sincerely,

Dave Hencratt
Sheriff/ Coroner

Serving Our Community with P.R.I.D.E.
Professionalism, Respect, Integrity, Dedication, Equality

5



**TEHAMA COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
PO BOX 1005**

**RED BLUFF, CALIFORNIA 96080
(530) 527-1676 tcmvcd1676@gmail.com**

August 7, 2017

Tehama County Grand Jury 2016-2017
PO Box 1061
Red Bluff, CA 96080

RECEIVED
AUG 11 2017

Honorable C. Todd Bottke
Judge of the Superior Court
County of Tehama
1740 Walnut Street
Red Bluff, CA 96080

RE: 2016-2017 Grand Jury Recommendations for Tehama County Mosquito and Vector Control District Response

Dear Honorable Judge Bottke and Grand Jury Members:

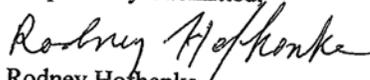
The Board of the Tehama County Mosquito and Vector Control District (TCMVCD) would like to thank the Grand Jury Special District Committee for their time and effort to inspect and understand our District Operations. The comments and recommendations are appreciated.

Recommendation #1 is in the process of being completed by staff. The three unofficial Facebook pages will be merged into one official TCMVCD page.

Recommendation #2 TCMVCD will have an internet presence with information on District boundaries, general services, mission statement, Vector borne diseases, proposed spraying and ability to contact the District with service requests or questions on any mosquito control operations.

Recommendation #3 TCMVCD staff is in the process of updating the operational manual and will be reviewed yearly. Two copies of the manual will be stored in 2 separate locked locations.

Respectfully Submitted,


Rodney Hofhenke
TCMVCD Board President

(27)



Social Services

Amanda Sharp, MBA, CGW, Director

415264 527-1411 • 415330 527-5410 • P.O. Box 1518 • 310 South Main Street • Red Bluff, CA 96080

www.tcdss.org

July 28, 2017

RECEIVED
AUG -2 2017

Honorable Judge C. Todd Bottke
Judge of the Superior Court
County of Tehama
1740 Walnut Street
Red Bluff, CA 96080

Re: 2016 – 2017 Grand Jury Report

The Department of Social services wishes to thank the Grand Jury for the thoroughness of their review of the issue of homelessness in Tehama County, specifically within the city of Red Bluff. We are pleased to respond as requested to two recommendations made by the Grand Jury.

R2. The Grand Jury recommends a task force be created by Oct 1, 2017. The task force should include at a minimum a representative of City Council, CoC, PATH, Community Action Agency, Law Enforcement, Faith Works, and any other interested parties to unify sheltering solutions, with the purpose of working towards ending homelessness in Tehama County.

Response: We are in agreement with this recommendation.

Director of Social Services for Tehama County and Tehama County Community Action Agency Executive Director, Amanda Sharp and Executive Director of Tehama County Health Services Agency, Valerie Lucero, have been working together to create work teams within both the Continuum of Care Steering Committee and Housing Committee as well as the Elder Services Coordinating Council Housing workgroup. These entities developed a comprehensive list of stakeholders to the issue of homelessness and invited the stakeholders to participate in a multi-session strategic planning process. It is my affirmation that this *new* workgroup meets the recommendation made by the Grand Jury. The first meeting was held on June 13, 2017 at the Red Bluff Community Center. The second meeting is scheduled to occur in August, 2017. The outcomes of these meetings will be transcribed into a 3-5 year workplan to address issues of homelessness. The intent is to share this workplan with a project consultant for inclusion in a 10-year homelessness plan suitable for use with HUD and other funders who require a detailed and formalized plan to address unified sheltering solutions and services for homeless people.

(20)

R3. The Grand Jury recommends that this newly created Task Force, as one of its main priorities, establish a permanent homeless shelter.

Response: We are in agreement with this recommendation.

For its part in the process of working with a taskforce/workgroup to address unified sheltering solutions, Tehama County Community Action Agency and Tehama County Department of Social Services agrees to bring forward the recommendation of the Grand Jury for a "priority to establish a permanent homeless shelter" in the priority-setting and workplan creation process. Many possible priorities may arise as a result of this group's process to solve the issues of homelessness in Tehama. The final priorities may or may not include establishment of a permanent homeless shelter.

Thanks again to the Grand Jury for their time and attention to important community issues.

Yours Sincerely,



Amanda Sharp, Director
Tehama County Department of Social Services

29

DALE STROUD
ASSESSOR

Office of County Assessor

COUNTY OF TEHAMA
P.O. BOX 428, RED BLUFF, CALIFORNIA 96080
TELEPHONE (530) 527-5931
FAX (530) 529-4019

July 24, 2017

RECEIVED
JUL 27 2017

The Honorable Judge C. Todd Bottke
Judge of the Superior Court
1740 Walnut Street
Red Bluff, California 96080

RE: Response to Grand Jury Pursuant to Penal Code Section 933.05(f)

Honorable Judge Bottke;

The Grand Jury has requested that I respond to a recommendation made by the State Board of Equalization. This recommendation was recommendation #7 (2).

The State seems to be of the opinion that when doing a business property audit there is no room for appraisal judgement. As indicated in my previous response to the state survey, I simply disagree. One of the most important factors of being a good appraiser is the judgement he/she acquires with experience. This judgment makes us recognize that appraisal is not an exact science. We know that a car, or any piece of equipment, might sell for one price one day and a different price another day depending on the ability of the buyer to negotiate a deal. So, when we look at the actual costs to one buyer and compare it to the market we conclude that the value is in the range of what typical buyers and sellers transactions are indicating. Once the audit is concluded and we determine that the audit value is in the range of the market value of all the property included in the audit we make a determination as to whether there is an escape or over assessment. If the value is in the range, we conclude no adjustment is needed. If the value is out of the range we will enroll the escape or the reduction depending on the audit result.

The second suggestion is that our activity is inadvertently denying the taxpayer the right to appeal the Audit is also misleading. At the conclusion of the Audit we send our audit results to the taxpayer so that they understand our position and their rights. If there is an issue at the conclusion of this communication a taxpayer would always have the ability to appeal. If there is no issue then there simply is nothing to appeal.

30

Thirdly, I think the Grand Jury and any reader of the SBE survey should understand that these surveys are meant to be helpful to promote assessment standards across the state. However, they are strictly advisory. In many instances in my 40 year career the State has made recommendations that Assessors, from various counties, have simply disagreed with. This appears to be one of those instances.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dale Stroud".

Dale Stroud, Tehama County Assessor

31



**COUNTY OF TEHAMA
DEPARTMENT OF PUBLIC WORKS**

9380 San Benito Avenue
Gerber, CA 96035-9701
(530) 385-1462
(530) 385-1189 Fax

Road Commissioner
Surveyor
Engineer
Public Transit
Flood Control & Water
Conservation District
Sanitation District No. 1

July 19, 2017

Honorable C. Todd Bottke, Supervising Judge
Tehama County Grand Jury
1740 Walnut Street
Red Bluff, CA 96080

RECEIVED
JUL 24 2017

RE: 2016-2017 Tehama County Grand Jury Report Response; Tehama County Department of Public Works

Honorable Judge Bottke:

Herein is the Tehama County Department of Public Works response to the findings and recommendations of the 2016-2017 Grand Jury Report regarding the "Deposits from Others" segment of the Smith and Newell Tehama County Fiscal Audit Management Letter, ending June 30, 2016.

FINDING F.1: Reference the open items in Smith and Newell report of Tehama County Fiscal Audit, year ending June 30, 2016.

RECOMMENDATION R.1: Reference recommendations in Smith and Newell report of Tehama County Fiscal Audit, year ending June 30, 2016.

PW RESPONSE:

Agree, that the "deposit from others" trust fund requires regular oversight to ensure that project deposits are either expended or returned in an expeditious manner. The current procedure implemented by Public Works is an effective method for dealing with these funds.

DISCUSSION:

The department collects fee deposits, which are held in a trust fund, in accordance with the Board of Supervisors adopted fee schedule, for various permits and land development activities proposed by private parties within the county. The amount of the fee varies depending upon the activity being undertaken. The funds are retained until the identified work is completed in compliance with county standards and processing requirements. The trust fund regularly receives and releases funds as the various projects are completed. Due to the multiple year time frame for many projects, and/or project delays, either by the project applicant or the county awaiting information from the applicant, funds can reside in the account for several years. As noted in the attached audit response from PW to Smith and Newell, for the year in question, the department performs an annual review of the trust fund to determine if there are any funds that can be expended, returned to the applicant, retained for projects that are still in process or have been extended, or if funds are being held as surety for work yet to be done.

Attached is the status of the trust fund as of June 30, 2017.

Respectfully,

Gary B. Antone, P.E., P.L.S.
Director of Public Works

cc: Kathy Lytle, Tehama County Administration

32



COUNTY OF TEHAMA
DEPARTMENT OF PUBLIC WORKS
9380 San Benito Avenue
Gerber, CA 96035-9701
(530) 385-1462
(530) 385-1189 Fax

Road Commissioner
Surveyor
Engineer
Public Transit
Flood Control & Water
Conservation District
Sanitation District No. 1

7/1/16 - 7/1/17 Trust Recap

| | <u>Road</u> | <u>Surveyor</u> |
|-------------------------|--------------|-----------------|
| Beginning Amount | \$144,492.88 | \$75,266.91 |
| Ending Amount | \$143,768.72 | \$78,176.75 |
| # Items Resolved | 6 | 25 |
| Value of Resolved Items | \$8,224.16 | \$13,460.16 |
| # Items in Process | 2 | 0 |
| # To State Fund * | 2 | 3 |

*Awaiting procedure from auditor's office

53

LEROY M. ANDERSON
Auditor-Controller



KRISTA K. PETERSON
Assistant Auditor-Controller

TEHAMA COUNTY AUDITOR-CONTROLLER

7/6/17

The Honorable Judge C. Todd Bottke
Judge of the Superior Court
1740 Walnut Street
Red Bluff, CA 96080

RECEIVED
JUL 10 2017

Re: 2017-2018 Grand Jury Response to Findings and Recommendation

Honorable Judge Bottke:

In regard to your request for a response to R1 and R2 of the Special District Committee Audit Summary, we offer the following:

R1. Recommendations for open items in Smith & Newell report of Tehama County Fiscal Audit year ending June 30, 2016.

Reconciliation of Civil Trust Funds

The Tehama County Auditor is aware of this issue regarding the Sheriff's Civil Trust Funds.

The Auditor's office has been working closely with the department as they implement new software, purchased by the Sheriff in September of 2016, which should provide timely and accurate reporting necessary to resolve this issue.

Deposits from Others

The Tehama County Auditor is also aware of this ongoing issue in the Public Works Department.

The Director of Public works has implemented processes that will hopefully prove to be adequate to satisfy Smith & Newell during their next audit.

R2. Recommendations for Tehama County Assessment Practices Survey report by the California State Board of Equalization.

The Tehama County Auditor is not familiar with the practices and procedures of the Tehama County Assessor's Office referenced in the survey and, therefore, does not have a response to the recommendations made.

Respectfully,


LeRoy M. Anderson
Tehama County Auditor - Controller

34

Summary of Agencies Visited by Past Grand Juries

| Agencies visited by Past Grand Juries in last 10 years | | | | | | | | | | |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Agencies Listed According to Grand Jury | | | | | | | | | | |
| Committee Responsibly | 17-18 | 16-17 | 15-16 | 14-15 | 13-14 | 12-13 | 11-12 | 10-11 | 09-10 | 08-09 |
| Commissions and Special Districts | | | | | | | | | | |
| Advisory Committee Red Bluff Community/Senior Center | | | | | | | | | | |
| Agricultural Commissioner | | | | | | | | | V.C. | |
| Agricultural Advisory Committee | | | | | | | | | | |
| Air Pollution Control District Hearing Board | | | | | | | | | V | |
| Air Pollution Control Officer | | | | | | V | | | V.C. | |
| Airport Land Use Commission | | | | | | | | | | |
| Building Inspection Board of Appeals | | | | | | | | | | |
| Cemetery Districts | | | | | | | | | | |
| Belle Mill Cemetery District | | | | | | | | | | |
| Corning Cemetery District | | | | | | | | C. | V.C. | |
| Kirkwood Cemetery District | | | | | | | | | | |
| Los Molinos Cemetery District | | | | | | | | | | |
| Manton Cemetery District | | | | | | | | | | |
| Paskenta Cemetery District | | | | | | | | | | |
| Red Bluff Cemetery District | | | | | | | | | | |
| Tehama Cemetery District | | | | | | | | | | |
| Vina Cemetery District | | | | | | | | | | |
| CMSP Governing Board (County Medical Seniors Program) | | | | | | | | | | |
| Cal Works Administrative Oversight Team | | | | | | | | | | |
| Commission on Aging Area Agency | | | | | | | | | | |
| Community Action Agency Tripartite Advisory Board | | | | | | | | | | |
| Community Service Districts | | | | | | | | | | |
| Gerber/Las Flores Community Serv. Dist. | | | | | | | | | | |
| Los Molinos Community Service District | | | | | | | | | | |
| Paskenta Community Service District | | | | | | | | | | |
| Rio Rancho Estates Community Serv. Dist. | | | | | | | | | | |
| Corning Health Care District | | | | | | | | | | |
| Corning Veteran's Services | | | V | | | | | | | |
| County Land Plan Committee | | | | | | | | | | |
| Fire Protection District (Capay) | | | | | | | | | | |
| Hardwood Advisory Committee | | | | | | | | | | |
| Heritage and Historical Records Commission | | | | | | | | | | |
| Indian Gaming Local Community Benefit Committee | | | | | | | V | | | |
| Irrigation Districts | | | | | | | | | | |
| Anderson/Cottonwood Irrigation District | | | | | | | | | | |
| Deer Creek Irrigation District | | | | | | | | | | |
| El Camino Irrigation District | | | | | | | | | | |
| Job Creation Task Force | | | | | | | | | | |

V=Routine Advisory C= Citizens Complaint

| Agencies visited by Past Grand Juries in last 10 years | | | | | | | | | | |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Agencies Listed According to Grand Jury | | | | | | | | | | |
| Committee Responsibly | 17-18 | 16-17 | 15-16 | 14-15 | 13-14 | 12-13 | 11-12 | 10-11 | 09-10 | 08-09 |
| Commissions and Special Districts | | | | | | | | | | |
| Local Agency Formation Commission (LAFCO) | | | | | | | | | | |
| Local Transportation Commission | | | | | | | | | | |
| Los Molinos Veterans Building House Committee | | | | | | | | | | |
| Red Bluff Veterans Building House Committee | | | | | | | | | | |
| Senior Center Joint Powers Agency | | | | | | | | | | |
| Tehama County Sanitary Landfill Agency | | | | | | | | | | |
| Tehama County Children and Families Commission | | | | | | | | | | |
| Tehama County Fish and Game Commission | | | | | | | | | | |
| Tehama County In-Home Supportive Services | | | | | | | | | | |
| Advisory Committee | | | | | | | | | | |
| Tehama County Mosquito and Vector Control District | | V | | | | | | | | |
| Tehama County Olive Fruit Pest Management District | | | | | | | | | | |
| Tehama County Resource Conservation District | | | | | | | | | | |
| Tehama County Resource Conservation Advisory Committee | | | | | | | | | | |
| Tri County Economic Development District | | | | | | | | | | |
| Board Directors | | | | | | | | | V | |
| Loan Administration Board | | | | | | | | | | |
| Water Districts | | | | | | | | | | |
| Corning Water District | | | | | | | | | | |
| Kirkwood Water District | | | | | | | | | | |
| Mineral County Water District | | | | | | | V | C | | |
| Proberta Water District | | | | | | | | | | |
| Rio Alto Water District | | | | | | | | | | |
| Sky View County Water District | | | | | | | | | | |
| Thomes Creek Water District | | | | | | | | | | |
| County/City Governments | | | | | | | | | | |
| Office of the Chief Administrator | | | | | | | | | V | |
| Administration/Risk Management | | | | | | | | | | |
| Facilities Maintenance | | | | | | | | | V | |
| Personnel/Risk Management | | | | | | | | | | |
| Purchasing Department | | | | | | | | | | |
| Assessor | V | V | V | | | | | | V.C. | |
| Auditor Controller | V | V | V | | | | | | | |
| Board of Supervisors | | | V | | | V | | | V.C. | |
| Clerk of the Board Of Elections | | | V | | | | | | | |
| County Clerk & Recorder | | | | | | | | C | V | |
| Corning Fire Department | | | | | | | | | V.C. | |
| Deferred Compensation Committee | | | | | | | | | | |
| General Plan Revision Project Advisory Committee | | | | | | | | | | |
| Planning Commission | | | | | | | | | | |

V=Routine Advisory C= Citizens Complaint

| Agencies visited by Past Grand Juries in last 10 years | | | | | | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Agencies Listed According to Grand Jury | | | | | | | | | | |
| Committee Responsibly | 17-18 | 16-17 | 15-16 | 14-15 | 13-14 | 12-13 | 11-12 | 10-11 | 09-10 | 08-09 |
| County/City Governments | | | | | | | | | | |
| Corning City Council/City Government | | | | | | | | | V.C | |
| Red Bluff City Council/City Government | | | | | | | | C | | |
| Red Bluff Fire Department | | | | | | | | | | |
| Shasta College I-5 Technology Center Site Selection | | | | | | | | | | |
| Advisory Committee | | | | | | | | | | |
| Tehama City Council/City Government | | | | | | | | | | |
| Tehama County Fire Department | | | V | | | | V | | | |
| Tehama County Interagency Coordination Council | | | | | | | | | | |
| Director | | | | | | | | | | |
| Tehama Local Development Corporation | | | | | | V | | | | |
| Tehama Local Development Corporation Advisory Committee | | | | | | | | | | |
| Treasurer Tax Collector | | | | | | | | | | |
| Treasury Oversight Committee | | | | | | | | | | |
| Farm Advisor | | | | | | | V | | | |
| Librarian/Library | | | V | | | | V | | | |
| School Districts | | | | | | | | | | |
| Antelope School District | | | | | | | | V | | |
| Coning Elementary School District | | | | | | | | | | |
| Corning Union High School District | | | | | | | | | | |
| Elkins School District | | | | | | | | | | |
| Evergreen School District | | | | | | | | | | |
| Flournoy School District | | | | | | | | V | | V |
| Gerber School District | | | | | | V | | | | |
| Kirkwood School District | | | | | | | V | V | | |
| Lassen View School District | | | | | | | | | | |
| Los Molinos Unified School District | | | | V | | | | C | | |
| Red Bluff Union Elementary School District | | | | | | | | | | |
| Red Bluff Joint Union High School District | C | | V | | V | | | | | |
| Reeds Creek School District | | | | | | V | | | | |
| Richfield School District | | | | | | | V | V | | |
| Tehama County Board Of Education | | | | | | | | | V.C. | |
| Tehama County Department of Education | C | | | C | | | | | V | |
| Tehama County Local Child Care Planning Council | | | | | | | | | V | |
| Tehama County Animal Care Center | | | | | | | V | | | |

V=Routine Advisory C= Citizens Complaint

| Agencies visited by Past Grand Juries in last 10 years | | | | | | | | | | |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Agencies Listed According to Grand Jury | | | | | | | | | | |
| Committee Responsibly | 17-18 | 16-17 | 15-16 | 14-15 | 13-14 | 12-13 | 11-12 | 10-11 | 09-10 | 08-09 |
| Commissions and Special Districts | | | | | | | | | | |
| Health and Welfare | | | | | | | | | | |
| Department of Social Services | | | | | | C | | | V | |
| Adult Services | | | | | | | | | V | |
| Adult Protective Services | | | | | | | | | V | |
| CalWorks | | | | | | | | | | |
| Child Welfare Service | V | | | | | V | | | V | |
| Foster Family Service | | | | | | | | | V | |
| Public Assistance/Eligibility Program | | | | | | | | | V | |
| MediCal/CMSP | | | | | | | | | V | |
| Food Stamps | | | | | | | | | V | |
| General Assistance | V | | | | | | | | V | |
| Special Circumstances/Emergency Need | | | | | | | | | V | |
| Social Security Advocate | | | | | | | | | V | |
| Environmental Health | | | | | | | | | | |
| Environmental Services Joint Powers Authority | | | | | | | | | | |
| Homelessness | V | V | | | | | | | | |
| Tehama County Health Officer | | | | | | | | | | |
| Tehama County Health Partnership | | | | | | | V | | | |
| Child Health and Disability Prevention Program and Public Health Nursing | | | | | | | | | | |
| Drug and Alcohol Services Advisory Board | | | | | | | | | | |
| Health Officer | | | | | | | | | | |
| Mental Health Center | | | V | | | | | | | |
| Health Center | | | | | | | | | | |
| Public Health Advisory Board | | | | | | | | | | |
| Social Services Transportation Advisory Council | | | | | | | | | | |
| Solid Waste Independent Hearing Panel | | | | | | | | | | |
| Tehama County Drug and Alcohol Advisory Board | | | | | | | | | | |
| Tehama County Mental Health Board | | | | | | | | | | |
| Law Enforcement | | | V | | | | | | | |
| 911 Response Program | | | | | | | | V | | |
| Animal Control | | | | | | | | V | | |
| Child Support Services | | | | | | V | | | | |
| Corning Police Department | | | | | | | | | V.C. | |
| Public Guardian/Public Administrator | | | | | V | | | | | |
| Coroner's Office | | | | | V | | | | | |
| County Counsel | | | V | | | | | | V | |
| District Attorney | | | V | | | | | | C | |
| Victim Witness | | | | | | | | | | |
| Welfare Fraud | | | | | | | | | | |

V=Routine Advisory C= Citizens Complaint

| Agencies visited by Past Grand Juries in last 10 years | | | | | | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Agencies Listed According to Grand Jury | | | | | | | | | | |
| Committee Responsibly | 17-18 | 16-17 | 15-16 | 14-15 | 13-14 | 12-13 | 11-12 | 10-11 | 09-10 | 08-09 |
| Commissions and Special Districts | | | | | | | | | | |
| Law Enforcement | | | | | | | | | | |
| Law Library Committee | | | | | | | | | | |
| Local Law Advisory Board | | | | | | | | | | |
| Local Law Enforcement Block Grant Advisory Committee | | | | | | | | | | |
| Neighborhood Watch | | | | | | | | | | |
| Probation Department | | | | | | | | | | |
| Tehama County Juvenile Hall | V | V | V | V | | | V | | | |
| Red Bluff Police Department | | | | | | | | | | |
| Ishi Conservation Camp | | | V | | | V | | | | |
| Juvenile Justice Coordinating Council | | | | | | | | | | |
| Salt Creek Conservation Camp | | | | | V | | | | | |
| Sheriff's Office of Emergency Services | | | | | | | | | | |
| Supplemental Law Enforcement Oversight Committee | | | | | | | | | | |
| Tehama County Sheriff's Department | | | C | C | | | | | | |
| Tehama County Jail | V | V | V.C | V | V | V.C. | V | | | |
| Weights and Measures Department | | | | | | | | | | |
| Public Works/Parks and Recreation | | | | | | V | | | | |
| Building Department | | | | | | | | | | |
| City of Red Bluff Parks and Recreation | | | V | | | | V | | | |
| Corning Public Works/Parks | | | V | | | | | | | |
| Director of Public Works | V | | | V | | | | | | |
| Freeway Emergencies Services Authority | | | | | | | | | | |
| Planning Department | | | | | | | | | | |
| Red Bluff Water and Sewer Department | | | | | | | | | | |
| Tehama County Building Official | | | | | | | | | | |
| Tehama County Landfill | | | | | | | | | | |
| Tehama County/Red Bluff Landfill Management Agency | | | | | | | | | | |
| Tehama County Parks and Recreation/Courthouse and Grounds | | | V | | | | | | | |
| Tehama County Public Works/Parks | | | | | | V | | | | |
| Antelope Park Committee (inactive) | | | | | | | | | | |
| Camp Tehama Committee | | | | | | | | | | |
| Cone Grove Park Committee | | | | | | | | | | |
| Gerber Park Committee | | | | | | | | | | |
| Mill Creek Park Committee | | | | | | | | | | |
| Norland Park Committee | | | | | | | | | | |
| Simpson-Finnel I Park Committee | | | | | | | | | | |
| Ridgeway Park Committee | | | | | | | | | | |
| Tehama County River Park (Woodson Bridge) | | | | | | | | | | |
| Tehama County Public Works Works/Roads and | | | | | | | | | | |
| Tehama County Public Works/Transportation | | | | | | | V | | | |
| Tehama County Sanitation District #1 | | | | | | | | | | |

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