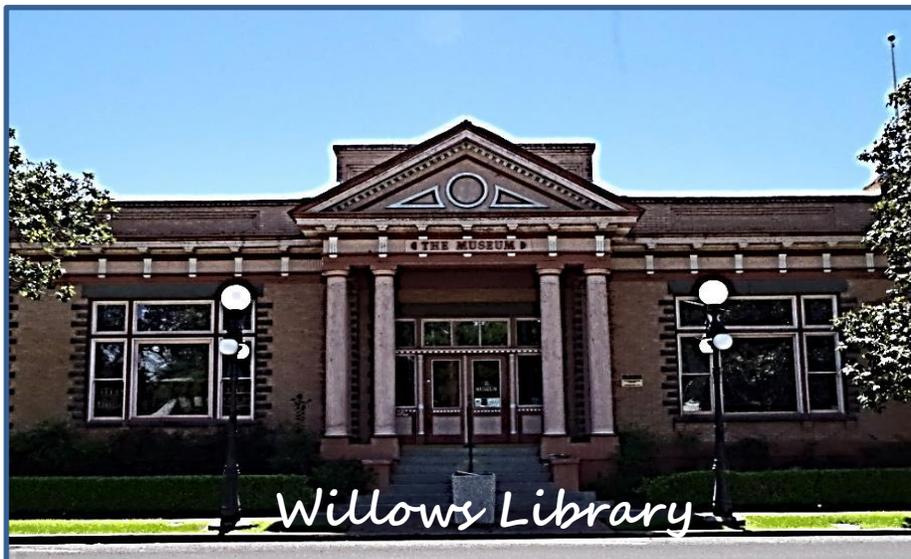
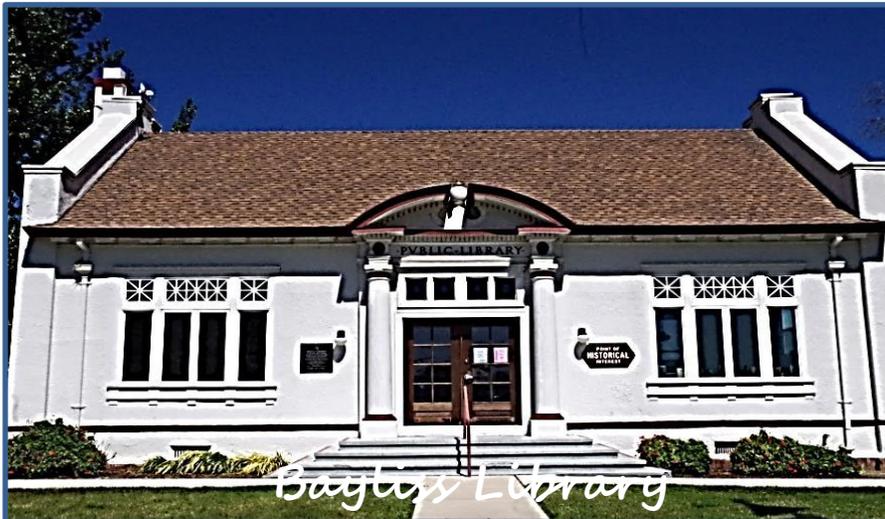
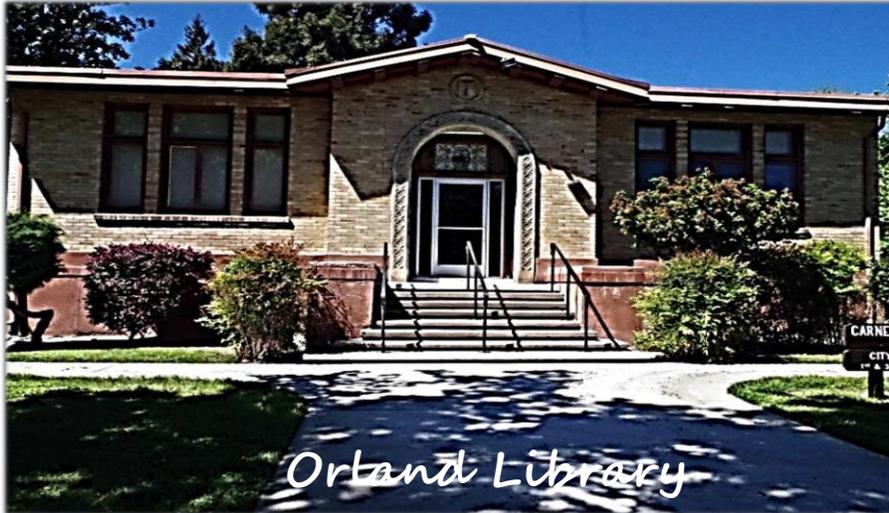


# 2012 – 2013 Glenn County Grand Jury Report



*Carnegie's Glenn County Legacy*

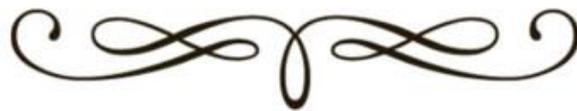
*“The most successful men in the end  
are those whose success is the result of  
steady accretion.”*



*Alexander Graham Bell*



2012-2013  
Glenn County  
Grand Jury



**FINAL REPORT  
OF THE  
FINDINGS AND RECOMMENDATIONS**

June 28, 2012

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# **GLENN COUNTY GRAND JURY**

P.O. Box 1023  
Willows, California 95988

June 28, 2013

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

Dear Judge Byrd:

On behalf of the 2012-2013 Glenn County Grand Jury, it is my privilege to submit our Final Grand Jury Report. After due deliberation and consideration of all the information provided to the Grand Jury, this report is ready for publication. It contains the Grand Jury's findings and recommendations regarding government agencies and fiscal matters within our jurisdiction.

The citizen- members who made up the 2012-2013 Grand Jury are a diverse group, each possessing unique professional experience and skills, worked well as a unit. Grand Jury members dedicated time and energy in conducting investigations, information analysis, and report writing.

The Grand Jury would like to express our gratitude to the many county employees and elected officials who supported our efforts this term. Special mention goes to Planning and Public Works Director John Linhart and his staff for assisting the Grand Jury in locating and moving into its new accommodations.

On a personal note, I wish to thank my fellow Grand Jurors for the dedication to duty they showed during the past year. I know we all take pride in the work done by the Glenn County Grand Jury. It has been a privilege for the members of the Grand Jury to serve the citizens of the county in our capacity as citizen-members of the Glenn County Grand Jury.

Sincerely,

Walter S. Ansel, Foreman  
2012-2013 Glenn County Grand Jury



# **2012-2013**

## **Glenn County Grand Jury Members**

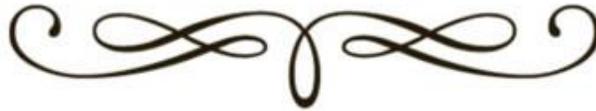
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<i>Walter Ansel</i>	<i>Foreman</i>
<i>Wally Cramer</i>	<i>Foreman Pro-Tem</i>
<i>Barbara Debeaord</i>	<i>Secretary</i>
<i>Shirley Boracci</i>	<i>Secretary Pro-Tem</i>
<i>Jacqueline Click</i>	
<i>Lorna Cox</i>	
<i>Andy Farrar</i>	
<i>Jeffrey Gray</i>	
<i>Gail Green</i>	
<i>Mary Jurdana</i>	
<i>Shellie Kirby</i>	
<i>Larry Maben</i>	
<i>Tom Mello</i>	
<i>Sheri Mendon</i>	
<i>Samuel Ruff</i>	
<i>Connie Scott</i>	
<i>Danely Trenado</i>	

# **Grand Jury Mission Statement**

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



## **Disclaimer**

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

# The Role of the Grand Jury

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The Grand Jury is primarily an investigative body created by the United States Constitution's Fifth Amendment and the California Constitution.

In California Grand Juries are impaneled annually and are officers of the Court, but work independently. Nineteen residents of Glenn County are selected after interviewing 30 to 40 applicants. Most of the work is done by committees, which include Public Safety, Schools, Public Works, Health Services, City/County Government and Finance. Other committee may be appointed as needed.

The Grand Jury and committees meet several times a month. The Grand Jury meets with county and city officials, visits local government facilities, and conducts research on matters of interest and concern. The proceedings of the Grand Jury are kept confidential. Jurors may not discuss the business of the Grand Jury with other individuals.

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

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

Glenn County Grand Jury Foreperson.

P.O. Box 1023

Willows, CA 95988

The Grand Jury chooses which complaints to investigate. The Grand Jury cannot investigate disputes between private parties.

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

# **Response Requirements and Instructions**

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

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

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

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

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

- (1) Public Agency: the governing body of any public agency must respond within 90 days. The response must be addressed to the presiding judge of the Superior Court.
- (2) Elective Officer or Agency Head: All elected officers or heads of agencies that are required to respond must do so within **60 days** to the presiding judge of the Superior Court, with an informational copy provided to the Board of Supervisors.

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

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

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

**Recommendations by the Grand Jury require action.**

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

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

# **Response Requirements and Instructions**

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- (3) The recommendation requires further analysis. If an entity or person reports in this manner, the law requires a detailed explanation of the analysis or study and time frame not to exceed 6 months. In this event, the analysis or study must be submitted to the director of the agency being investigated.
- (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation of the situation.

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

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

Mail or deliver all responses to:

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

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

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

# GLENN COUNTY GRAND JURY COMPLAINT FORM

*All information on this form is strictly confidential. This complaint should be prepared after attempts to correct the situation have been unsuccessful.*

**Mail to:** Foreperson, Glenn County Grand Jury  
P.O. Box 1023  
Willows, CA 95988

**Date:** \_\_\_\_\_

**Complainant:** \_\_\_\_\_  
Name: \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Agency of employment if employed by county

**Address:** \_\_\_\_\_  
Street: \_\_\_\_\_ City, State Zip \_\_\_\_\_

**Name of person or agency complainant is reporting:**

\_\_\_\_\_ Name Title Agency

\_\_\_\_\_ Address City, State Zip Telephone/Cell  
Number

**Complaint: Please provide dates, times and names of individuals involved as well as a complete narrative of your complaint as well as any documentation that support your complaint. Attach additional sheets if necessary.**

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Identify attempts made to correct this situation or issue as well as other agencies, person(s) contacted and approximate dates.

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Is there any additional information that you feel may be helpful in an investigation?

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**For Grand Jury Use Only:**

Date Received by Grand Jury: \_\_\_\_\_

Date Acknowledgement Letter Sent: \_\_\_\_\_

Committee Assigned: \_\_\_\_\_

Date Letter Given to Review Committee: \_\_\_\_\_

Date of Action: \_\_\_\_\_

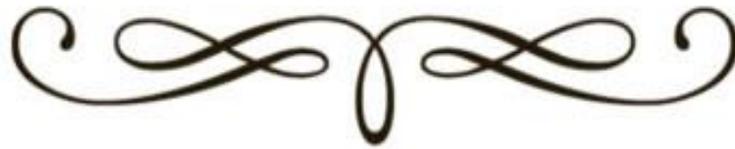
Summary of Action Taken: \_\_\_\_\_

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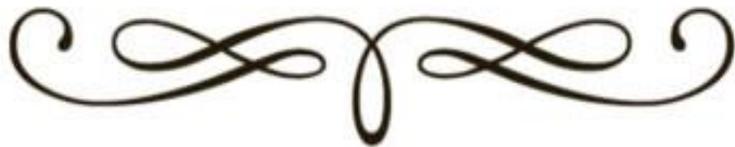
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*\*Form is available for use on the Glenn County Grand Jury Web page.\**



**2012-2013 Reports  
Of the  
Glenn County Grand Jury**



## 2012 – 2013 GLENN COUNTY GRAND JURY FINAL REPORT

### GLENN COUNTY JAIL

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#### **I. Purpose:**

In accordance with the Californian Penal Code 919(a) and (b) the Glenn County Grand Jury is required to conduct an annual inspection of all jail facilities within the county. The Grand Jury is to inquire and evaluate the conditions and management of these facilities and compile a report about their findings.

#### **II. Background:**

In September of 2012, members of the Glenn County Grand Jury performed an inspection of the Glenn County Jail. The members met with Sheriff Jones as well as a Lieutenant and Sergeant and other members of the staff. Prior to the walk through of the facility, the Lieutenant reviewed the current operations, staffing and safety precautions with the Grand Jury. The Grand Jury was also provided a menu by the facility cook that outlined the meal plan for the jail.

#### **III. Findings:**

The Grand Jury found the facilities visited to be clean, well maintained and in good order. The Grand Jury commends the pride, professionalism and courtesy exhibited to them by the management and staff. The kitchen was exceptionally clean, orderly and looked to be well maintained. The facility cook is doing an exceptional job meeting prescribed requirements and staying within the budget. The medical care/nursing is provided seven days a week and appeared to be efficient and organized. The library was adequately stocked and the jail staff monitors the types of material provided to ensure that they do not encourage gang involvement or violence. The inmates have regular clergy visits and are provided an area for services in the library.

#### **The Grand Jury found the following areas of concern:**

1. As noted in previous Grand Jury reports, there is need for another safety cell. These cells are padded and designed to hold inmates who may injure themselves or others. Currently there is only one safety cell which poses a problem when multiple inmates are brought in and are combative or want to hurt themselves. Having at least one more safety cell would go a long way to help ensure the safety of staff and inmates.
2. The sally port holding area needs to be expanded to accommodate the bigger transport vans. Expanding this area will provide better safety for the staff and inmates.

3. As the building ages many things require additional attention. There is a need for a maintenance person for the whole facility. More preventive maintenance could prevent costly breakdowns.
4. Transporting inmates for dental procedures requires at least two officers, leaving the facility shorthanded. The addition of a dental chair in the facility would enable dental professionals to come to the jail. It may be cost effective and would help avoid the understaffing concerns.
5. The biggest problem facing the Glenn County Jail is personnel understaffing. The Grand Jury has significant concerns regarding implementation of the 2011 Realignment Legislation AB 109. The law, effective October 1, 2011, mandates that individuals sentenced to non-serious, non-violent or non-sex offenses will serve their sentences in county jails instead of state prison. The realignment transferred the responsibility of supervising specific low-level inmates and parolees from the California Department of Corrections and Rehabilitation to counties. With this influx of inmates and added responsibility to the county facility, the correctional staff needs to be increased to effectively meet these requirements. Current staffing should be doubled based on the current inmate population. Another staffing issue is officers out on medical leave. Current officers on medical leave still retain employment with the facility leaving the jail shorthanded. The Grand Jury feels that with the implementation of AB 109 and the medical leave issue, staffing is the number concern for the Glenn County Jail and needs to be addressed.

#### **IV. Conclusions:**

The Glenn County Jail is being run as safely as could be expected despite being short staffed. The concerns noted in this report have been repeated by the Grand Jury for several years. Efforts by the Sherriff and his staff to maintain order under the ongoing budget constraints are commendable at a minimum but seeking additional funding or reducing costs must remain a top priority for our county government to ensure the ongoing officer and inmate safety.

The Glenn County Grand Jury would also like to congratulate the sheriff's department, the Innovation & Development Team from the Human Resources Agency and the Sherriff's Probation Departments for their Community Re-Entry Work Program (CREW). The County was awarded the California Counties Innovation Award. This program was honored for its innovation and creativity.

#### **V. Recommendations:**

1. In the interests of safety and security it is again recommended that improvements be prioritized and expedited.
2. The sally port (facility entrance portal) needs to be remodeled and updated to accommodate larger transportation vehicles.

3. Staffing remains a concern. The Glenn County Board of Supervisors must staff the jail facility sufficiently while officers are on medical leave.

**VI. Responses Required:**

Glenn County Sheriff  
Glenn County Board of Supervisors

## 2012 – 2013 GLENN COUNTY GRAND JURY FINAL REPORT

### JUVENILE HALL

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#### **I. Purpose:**

In accordance with the Californian Penal Code 919(a) and (b) the Glenn County Grand Jury must conduct an annual inspection of the juvenile hall within the county. The Grand Jury is to inquire and evaluate the conditions and management of these facilities and compile a report about their findings.

#### **II. Background:**

On January 16, 2013, the Glenn County Grand Jury visited the Jane Hahn Juvenile Hall. The Grand Jury met with the facility manager who was prepared to answer directed questions.

#### **III. Findings:**

The facility was organized and well maintained. The kitchen was clean and the facility cook offered nutritious meals while staying within the budget. The meals are cooked on site and with help of the juveniles. The booking room was well organized and at the time of booking, each juvenile is given a rulebook. Each juvenile must read and understand the rules before joining the main group. These rules are strictly followed.

The facility is monitored by a central computerized control room. The control room monitors each room in the facility. The outside recreation area is completely fenced and is well monitored. It has a basketball court and a grassy area.

The Grand Jury committee toured the Willow Glenn School inside the juvenile facility. The faculty appeared to be well trained and well prepared. We were given a binder that outlines the educational program. The curriculum strictly adheres to the California Department of Education requirements and prepares the student for the High School Exit Exam. All students attend class Monday through Friday. The faculty ensures each student obtains every possible credit from past and present school work. After reviewing each student's transcripts, a learning program is developed and implemented for the individual. The staff provides a positive experience for the students. Other programs called Alternative Education are available that prepare the juveniles for real-life situations.

The medical area is well equipped and maintained. The juveniles have access to medical, dental and mental care. Mental care is provided via telecommunications with qualified professionals. The staff indicated their biggest concern is providing more comprehensive mental care for children in need.

**IV. Conclusion:**

The Jane Hahn Juvenile Hall is being run in a safe and secure manner. The staff and management should be commended for ensuring the juveniles are kept safe and are provided many opportunities to improve their situation and their lives.

**V. Recommendations:**

The Glenn County Board of Supervisors would benefit the community by continuing to adequately fund this facility and look into providing more extensive mental health care to the juveniles.

**VI. Responses Required:**

Glenn County Board of Supervisors

**2012 – 2013 GLENN COUNTY GRAND JURY  
FINAL REPORT**

**BUTTE CITY COMMUNITY SERVICE DISTRICT**

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**I. Purpose:**

To evaluate the state of the Butte City Community Service District (BCCSD) and concerns with the vacancies on their Board of Directors. Additionally, the Special Districts Committee of the Grand Jury was interested in understanding the functions of the BCCSD and the number of residents they serve.

**II. Background:**

It had been brought to the attention of the Special Districts Committee (SDC) of the Grand Jury that the BCCSD was unable to function as a board, as there is not enough members to form a quorum. Additionally, it was suggested by the Glenn County Planning and Public Works Director, that the BCCSD's water pipelines were old, deteriorating, and in need of repairs.

**III. Findings:**

- A. Butte City Community Service District currently has three vacancies:
1. Vacancies due to the health of the board's vice president, (Gov. Code §1770(b)), one member resigning, and one member defaulting on his status as a board member by failing to attend three consecutive board meetings, (Gov. Code §1770(g)). This left the BCCSD board of directors with two active members, with an interim secretary.
  2. A Special District must have a board with a minimum of five members, (Gov. Code § 61040(a)). To convene as a board, a majority of board members must be present at the meetings. Since August of 2012, BCCSD has not been legally able to hold a board meeting.
  3. Two names were presented to the Board of Supervisors at a BCCSD board meeting on July 18, 2012 as possible members of the BCCSD board of directors. At this meeting, a majority of the BCCSD board of directors were present. BCCSD was seeking to present their names to the Board of Supervisors in August for approval as members of BCCSD board of directors. The District 5 Supervisor of the Glenn County Board of Supervisors suggested that the BCCSD board wait for further investigation into other options for the district. That action was approved by the BCCSD board.
  4. At the August 7, 2012 Glenn County Board of Supervisors meeting, the following was proposed by the District 5 Supervisor as requested by BCCSD, and approved by the Board of Supervisors:

*“Butte City Community Service District has requested the County bring forth options regarding the future of the District. Options include dissolving the District, partnering with other Community Service Districts, or broadening the candidacy requirements for Board members.” (See attachment 1)*

5. Several members of the SDC of the Grand Jury interviewed the District 5 Supervisor in March of 2013, and found that he had not been actively seeking options for BCCSD. He also did not mention whether or not he had sought the advice of Glenn County’s Local Agency Formation Commission (LAFCo), as suggested by the Board of Supervisors at the August 7, 2012 board meeting.
  6. Options suggested by the District 5 Supervisor for the BCCSD were the following:
    - a. Dissolve the Butte City Community Service District. Glenn County would then be responsible for serving and maintaining Butte City’s water and parks.
    - b. The current BCCSD board of directors would disband and the Glenn County Board of Supervisors would appoint themselves as the BCCSD Board of Directors, either temporarily or permanently, (Gov. Code §61121.) If this were the case, BCCSD may become a County Service Area.
    - c. Combine BCCSD with other Community Service Districts within the county with similar needs and services.
- B. Services and size of Butte City Community Service District:
1. BCCSD services and maintains three wells; two for potable water and one for irrigation of the city park. These wells are powered by electric pumps.
  2. BCCSD has a horizontal pressure water tank to store potable water, which is chlorinated and tested monthly to meet state health and safety codes.  
  
BCCSD delivers water to and maintains the water pipelines to approximately 42 customers at a flat rate of \$20.00 per month.
  3. BCCSD maintains the city park grounds and facility.
- C. State of Butte City Community Service District:
1. The underground pipelines delivering water to customers in Butte City are old and of unknown material. It is assumed by BCCSD that the pipes are either cast iron or ductile iron.
  2. BCCSD’s three wells are pumped with electric power pumps, with no backup generators available in case of a power failure.
  3. BCCSD has approximately \$55,000.00 in reserves.

#### **IV. Conclusions:**

Butte City Community Service District was formed as an independent community service district in 1964. Legally BCCSD is currently unable to hold board meetings as there are only two active directors and an interim secretary to the board. After holding separate interviews with the Planning and Public Works Director, and the current board members of the BCCSD, the Grand Jury Special Districts committee concluded:

- A. Administration issues are not being handled in a timely manner so that the current BCCSD board of directors can legally function.
- B. In reviewing CA.Gov. Codes§61241, 61242, and 62141, the Grand Jury Special Districts Committee concluded that the interim secretary to the BCCSD, cannot be appointed to the BCCSD as a board member. This individual can remain as the secretary if approved by the Board of Supervisors. The primary reason for this is that the secretary is at the service of the BCCSD board of directors and entitled to compensation for his/her services.
- C. The Board of Supervisors is the point of authority for BCCSD. The Board of Supervisors is looking into three different options for the BCCSD to determine what is best for the district's future and the citizens it serves.
- D. BCCSD is not prepared for an emergency such as a long-term power failure. If such occurs, the residents would be without water as there are no backup generators to operate the electric powered pumps to replenish the potable water supply.
- E. The underground pipelines that provide drinking water are old and in need of repair. They *may* not be delivering healthy drinking water to the citizens of the district. Cast iron and ductile iron pipes deteriorate and break down as they age. The inside walls of old metal pipes collect excess microbial growth along the interior walls, known as bio fouling or biofilm. This can be somewhat controlled by the chlorination process, but not completely.
- F. BCCSD is currently financially sound.

#### **V. Recommendations:**

1. It is recommended that the District 5 Supervisor consult with Glenn County's LAFCo agency and County Council to determine the future of BCCSD, keeping in mind the best interest of the community and weighing the benefits of each option, the impact on BCCSD and other similar Community Service Districts in the county. It is suggested that Board of Supervisor move forward with this issue in a timely manner as BCCSD are currently in code violations (Gov. Codes§ 61042(c) and 1780(g)), which states the vacancy must be filled within 90 days, or an election shall be called by the district board of directors.
2. It would be in the interest of the BCCSD to further investigate the possible purchase of a generator and pursue the grant options that have been offered to BCCSD. A generator could keep the one of the pumps of the BCCSD's wells operating and

provide the residents of Butte City with water for fire protection and drinking in case of a long term power failure.

3. Butte City's underground water pipelines are very old. The BCCSD board of directors *should know exactly* what material the pipelines are made of and the health of those pipes. Iron pipes deteriorate and corrode over time. Old cast iron and ductile iron pipes can also harbor unwanted bacteria in the form of biofilm that depletes the chlorine used to disinfect drinking water and maintain water quality. It is recommended that some form of testing be done on the underground pipes themselves to determine if biofilm build up is occurring and to what degree. At a minimum, water purity should be randomly tested at the consumer's faucets.
4. BCCSD is financially sound and that is to be commended. The Grand Jury recommends continued careful monitoring of their financial resources. Additionally, use their money only for the purposes deemed within the bounds of the district's needs; water and parks.

## **VI. Responses Required:**

Glenn County Board of Supervisors  
Butte City Community Service District

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"Safe Water Delivered Safely." *Water Quality and Health*. Chlorine Chemistry Division of the American Chemistry Council, 2013. Web. 24 Apr. 2013.  
<<http://www.waterandhealth.org/drinkingwater/safewater.html>>.

## CALIFORNIA GOVERNMENT CODES

61040

(a) A legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district's general manager.

(b) No person shall be a candidate for the board of directors unless he or she is a voter of the district or the proposed district. No person shall be a candidate for the board of directors that is elected by divisions or from divisions unless he or she is a voter of that division or proposed division.

61042

(c) Any vacancy in the office of a member elected to a board of directors shall be filled pursuant to Section 1780.

61122

In the case of a district which contains only unincorporated territory in more than one county, the district board may be elected or may be appointed by the boards of supervisors of the counties in which the district is located: If the district board is appointed by the boards of supervisors, the shall appoint directors according to the proportionate share of population of that portion of each county within the district, provided that each board of supervisors shall appoint at least one director.

61240

The board shall, at its first meeting or as soon thereafter as practicable, appoint by a majority vote:

- (a) A general manager.
- (b) A secretary, who may also be the general manager and act as treasure.
- (c) A secretary, who may also be the general manager and act as treasurer.

61241

A director shall not be general manager or secretary.

62141

The general and secretary shall each receive the compensation determined by the board and shall serve at its pleasure.

Section 1770

An office becomes vacant on the happening of any of the following events before the expiration of the term:

- (a) The death of the incumbent.
- (b) An adjudication pursuant to a quo warrant to proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his or her office for the remainder of his or her term. This subdivision shall not apply to offices created by the California Constitution nor to federal or state legislators.

(c) His or her resignation.

(g) His or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.

1778

A vacancy in any appointive office on the governing board of a special district shall be filled by appointment by the board of supervisors of the county in which the larger portion of the district is located unless, by the terms of the act under which the district is formed, another method of appointment is expressly provided.

1779

**A vacancy on any appointed governing board of a special district shall be filled by the appointing authority within 90 days immediately subsequent to its occurrence. If no action is taken for a period of 90 days immediately subsequent to a vacancy on such a board, the board of supervisors of the county in which the larger portion of the district is located shall have authority to fill the vacancy by appointment.**

**CAL. GOV. CODE § 1780: California Code - Section 1780**

**(a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.**

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

**(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.**

**(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.**

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

Butte City Community Service District's Formal Request to have the Board of Supervisors assist them.

# Attachment

## COUNTY OF GLENN AGENDA ITEM TRANSMITTAL

<b>MEETING DATE:</b> August 7, 2012		<b>BRIEF SUBJECT/ISSUE DESCRIPTION:</b>	
<u>Submitting Department(s):</u> Board of Supervisors		Community Service District Policy – Butte City Community Service District has requested the County bring forth options regarding the future of the District. Options include dissolving the District, partnering with other Community Service District or broadening the candidacy requirement for Board members.	
Contact: Leigh McDaniel			
Phone: 934-6400			
<b>AGENDA PLACEMENT</b>		<b>ATTACHMENTS</b>	<b>LEGAL/PERSONNEL/FISCAL</b>
<b>APPOINTMENT – Appearances by:</b> (Specify Name & Title)		<input checked="" type="checkbox"/> Board Report <input type="checkbox"/> Letter <input type="checkbox"/> Minute Order <input type="checkbox"/> Contract <input type="checkbox"/> Transfer <input type="checkbox"/> Grant App. <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Proclamation <input type="checkbox"/> Policy Update <input type="checkbox"/> Code Update <input type="checkbox"/> Other	<input type="checkbox"/> County Counsel <input type="checkbox"/> Personnel <input type="checkbox"/> Finance
Required ___ Minutes		<b>CLERK INSTRUCTIONS</b>	
<input checked="" type="checkbox"/> Business – No <input type="checkbox"/> Consent <input type="checkbox"/> Correspondence <input type="checkbox"/> Reports & Notices		<input type="checkbox"/> Return Minute Order <input type="checkbox"/> Return Certified Copy Of:	
<b>AFFECTED DEPARTMENT(S)</b>		<input type="checkbox"/> Other:	
<input type="checkbox"/> Receive Concurrence			

<b>PUBLIC HEARINGS &amp; COMMITTEE VACANCIES</b>		<b>LEGISLATION</b>		<b>FUNDING SOURCE/IMPACT</b>		<b>CONTRACTS, LEASES &amp; AGREEMENTS</b>	
<input type="checkbox"/> Published <input type="checkbox"/> Affidavit on File w/Clerk <input type="checkbox"/> Affected Parties Notified		<input type="checkbox"/> State <input type="checkbox"/> Federal Bill#: ___ <input type="checkbox"/> Latest Version of Bill <input type="checkbox"/> Draft Letter Attached <input type="checkbox"/> List of Supporters/Opposers <input type="checkbox"/> Statement of Relevance to County Interests <input type="checkbox"/> Description Attached		<input type="checkbox"/> General Fund Impact <input type="checkbox"/> Other: _____ <input type="checkbox"/> Budgeted <input type="checkbox"/> Transfer Attached <input type="checkbox"/> 4/5ths Vote Required <input type="checkbox"/> Contingency Request		<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Insurance Certificate <input type="checkbox"/> Contract Report  Date of Original Contract: Contract No.: Fiscal Year:	
<b>Committees:</b> <input type="checkbox"/> Vacancy Posted <input type="checkbox"/> Application Attached							

<b>RECOMMENDED ACTION/MOTION:</b> Recommendation of Supervisor McDaniel to direct staff to assist the District Five Supervisor to develop options for Butte City Community Service District.
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 \_\_\_\_\_  
 Department Head

**Reviewed By (if applicable):**  
 \_\_\_\_\_  
 Personnel Director  
 \_\_\_\_\_  
 Department of Finance

cc:

**2012 – 2013 GLENN COUNTY GRAND JURY  
FINAL REPORT**

**SPECIAL DISTRICTS  
SELECTED CEMETRIES IN GLENN COUNTY**

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**I. Purpose:**

The Glenn County Grand Jury Special District Committee (SDC) investigated various cemeteries based upon recordkeeping, plot sales and availability, as well as care and conditions of each cemetery's grounds within Glenn County. An interview with the Orland Cemetery District Supervisor provided insight on cemetery eligibility determination; how the Orland Cemetery District is funded, maintained; availability and plots sales; as well as future growth and recordkeeping.

**II. Background:**

1. In February of 2013 the SDC visited the following cemeteries:
  - Germantown – Artois
  - Elk Creek
  - Grindstone
  - Chrome
  - Newville
  - Graves – Orland
2. In April of 2013, the SDC interviewed the Superintendent of the Orland Cemetery District. This interview took place at the superintendent's office located at the Odd Fellows Cemetery on County Road P in Orland.

**III. Findings:**

**1. Cemetery Visits**

- a. Each cemetery visited is unique in its situation and the residents its district serves.
- b. Each cemetery was clean and well maintained.
- c. Each was fenced and the smaller cemeteries were gated. All were accessible to the public.

**2. Orland Cemetery District—Funding, Maintenance, and Record Keeping**

- a. The Orland Cemetery District (OCD) is comprised of the Odd Fellows, Catholic, Masonic, and Graves Cemeteries. The Catholic Cemetery is a public cemetery; which became part of the Orland Cemetery District in 1927, when the OCD was formed. The OCD is a multi-county district, as it includes a portion of Tehama County, north of Capay.

- b. The OCD is governed by a board of directors, with the Glenn County Board of Supervisors being their point of authority.
- c. The OCD is primarily a self-sufficient, non-profit business, funded mainly by sales of plots, vaults, liners, and other services. A small percent of property taxes are allotted to the district. OCD also receives money from the state and from grants.
- d. Each of the cemeteries visited in the OCD were very well maintained. The OCD has three full time employees and one part-time employee.
- e. Currently, records and maps of plots are kept on paper files, with some records stored electronically on the computer and backed up on a hard drive and flash drives. Sales of new unoccupied plots are recorded and filed on 3x5 index cards, with a receipt kept by the ODC, and a receipt given to the purchaser. Plot numbers of the deceased are recorded on a map and entered into the computer with the year and the name of the deceased. The paper files are stored in a small room at the OCD office that has walls made of cinder blocks and a metal door. This room may be somewhat fireproof. The computer files are backed up daily onto an external hard drive and onto portable flash drives. The Superintendent stores the flash drives off site for added safety of the records.
- f. The approximant number of vacant plots available at each of the following cemeteries:
  - Catholic: 35 – 40
  - Graves: 100
  - Masonic: 300 – 400
  - Odd Fellows: 2000 – 2500
- g. The OCD has 30 developed acres of land with no current room for expansion.
- h. In order for a person to be buried in one of the Orland cemeteries, the person must reside within the Orland Cemetery District, have a relative who resides within the district, or have a relative buried in the same cemetery that the deceased wishes to be buried.

#### **IV. Conclusions:**

The cemeteries visited of Glenn County are well maintained and in excellent condition. Each district has its own unique needs, fulfills them in regards to the location, and needs of the residents of their district.

The OCD currently has room to accommodate growth for 15-20 years. There are no current plans for expansion or purchase of new property.

Record storage in the OCD is managed to the best of its current ability, but is not up to modern standards in case of a disaster of nature or human error.

**V. Recommendations:**

It is recommended that the OCD's board of directors look into safer means to store their vital records of the deceased, maps of plots, and purchased plots. A virtual storage service should be considered to backup and store their important data, maps and records. This would alleviate the need for the superintendent to secure flash drives each night, and the possible failure of the external hard drive. This would be an added monthly cost to the district and a possible start up fee of \$5000.00 to scan existing files and maps; a cost that has previously been looked into by the Orland Cemetery District's board of directors, according to the site superintendent. These records are important to the residents the district serves now and those in the future.

It would be beneficial for all of the cemetery districts in the county to consider doing the same.

**VI. Responses Required:**

Orland Cemetery District Board of Directors  
Board of Supervisors

**2012 – 2013 GLENN COUNTY GRAND JURY  
FINAL REPORT**

**GLENN COUNTY BOARD OF SUPERVISORS**

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**I. Purpose:**

To gain insight and explanation on the issues and decisions that affect the residents of Glenn County made by the Glenn County Board of Supervisors.

**II. Background:**

Members of the Grand Jury met with the members of the Glenn County Board of Supervisors on an individual basis to inquire about the priorities, concerns, and progress made by this governing body.

The Board of Supervisors consists of five elected members each representing one of the five districts within Glenn County. Members are elected to four –year terms. The duties of the Board include: County policy making, administrative and legislative functions for the County government, reviewing/approving departmental budgets, budgetary authority for County departments, as well as to examine State and Federal regulations that affect Glenn County.

The Supervisors each responded to an identical list of questions and also had the opportunity to present additional concerns or issues to the Grand Jury.

**III. Status of previous recommendations:**

Conflict of Interest concerning County Council and Human Resources direction– Issue has been resolved and was no longer an investigative concern.

**Public Involvement** – Current elected Board members would like to hold evening meetings for public convenience to present information and concerns but is hesitant to commit due to the following issues: Competing against other evening meetings; Confusion of dates and times if meetings were to rotate between days and evenings; Conflicting schedules of current Board members.

**Streamlining** – The process of identifying and streamlining paperwork for ease of public convenience has been initiated, but due to community requirements, city codes and ordinances, and the differences in how fees are assessed in various functions within the county, no further progress has been made.

**Public Safety** – This remains a vital concern and priority, but budget restraints, slow process of recruitment and training of new officers, retirements, change in personnel, and state requirements forced a minimum amount of change in law enforcement coverage.

#### **IV. Findings:**

The recommendations made by the previous Grand Jury have been addressed as noted.

**Public Building Safety and Maintenance** – The general consensus is the County Board needs to address the maintenance and care of current aging facilities. The cost of new and replacement construction is prohibitive at this time.

**Balanced Budget** – Budget shortfalls have challenged the county to actively seek grants and other funding sources to attain a balanced budget.

**GLENN COUNTY LANDFILL CLOSURE** – The Glenn County Landfill is slated to close in 2015, and a decision must be made to provide an interim waste disposal site. A suggestion has been made to start a temporary transfer station with an additional property tax/fee to cover the expense.

**BUSINESS ENCOURAGEMENT** – Glenn County can and needs to be more aggressive in attracting new business. Simplifying or removing unnecessary restrictions and a review of fees and licenses would help make the County appear more business friendly.

**PUBLIC EDUCATION AND OPPORTUNITY** – Outreach programs sponsored by Glenn County Office of Education, FFA, 4H, and other public entities are effective and should be encouraged to continue their efforts in setting standards for the youth in Glenn County.

#### **V. Recommendations:**

1. Consider online forms and surveys for public input via the County web site, online media services or mailings to enable citizens to voice their opinion as an alternative to attending meetings.
2. Cities of Orland and Willows should continue to discuss streamlining licensing and permitting processes to further business opportunities in Glenn County. The goal would be to establish identical processes and paperwork throughout the county in order to simplify the process for prospective businesses. A separate fee and/or rate page can be attached by the local community as needed.

#### **VI. Responses required:**

Glenn County Board of Supervisors  
Willows City Council  
Orland City Council  
Glenn County Planning and Public Works

## 2012 - 2013 GLENN COUNTY GRAND JURY FINAL REPORT

### GLENN COUNTY DEPARTMENT OF PLANNING AND PUBLIC WORKS (Roads)

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#### **I. Purpose:**

To evaluate the Glenn County Road Department's policies and practices concerning road maintenance and improvements. The Grand Jury received no formal request for this inquiry.

#### **II. Background:**

It has been observed that over the past several years there has been a general deterioration of the county's roadways and roadside drainage systems. A meeting was held with the director of Planning and Public Works and the Road Department Manager to investigate various items of concern.

#### **III. Findings:**

1. Is there a policy for conversion of paved surface roads to graded gravel roads? Answer: There is currently a discussion of such conversions on roadways with little or no road base improvements and less than ten cars per day usage. To do so would require action by the County Board of Supervisors.
2. Is there a standard program for road and shoulder maintenance? Answer: There is no standard program. Priority is given to principal roads with the highest traffic counts that serve as collectors and primary transit ways as opposed to local feeders leading to the above. Additional supplemental federal funding is available for roads identified as "On-System" by the Federal Government thereby making repairs and refurbishment on those designated roads a bit more possible in tight budget years. Costs for maintenance of the "Off System" roadways are solely borne by the county.
3. What criteria are used for road improvement projects? With annual department funding running at less than two million dollars and about twenty five per cent of desired full funding, priority is given based on absolute need. There is no funding available for extensive improvement on minor traveled roadways.
4. What is the department policy concerning road side drainage? Answer: There appears to be little in the way of policy or action to maintain reliable road side drainage. Lack of funding pushes this item to a lower priority.
5. Who is responsible when road side drainage is impeded due to adjacent land leveling and irrigation / drainage ditch projects? Answer: To establish responsibility would require an ordinance developed by the Board of Supervisors requiring permitting for such

operations. This apparently has been examined before but no workable solution was found.

#### **IV. Conclusions:**

As was reported by the 2009 - 2010 Grand Jury, a shortage of funding and staff resulted in less than desirable road maintenance. The same conditions exist today with the same outcome. The department is to be commended for the job they are doing given the resources available to them. As the primary problem is funding related, the solutions lie mostly at the hands of county administration and the Board of Supervisors.

#### **V. Recommendations:**

1. Make restoration of adequate funding a priority as county revenues increase.
2. Make the respect for county road rights of way by adjacent land owners and irrigation/drainage districts a matter of enforced county policy to insure that drain water indeed drains away from the road shoulders.

#### **VI. Response Required:**

Glenn County Board of Supervisors

## 2012 - 2013 GLENN COUNTY GRAND JURY FINAL REPORT

### GLENN COUNTY DEPARTMENT OF PLANNING AND PUBLIC WORKS (Building permits)

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#### I. Purpose:

Review of Building Permit and Inspection Fees

#### II. Background:

As a function of the Grand Jury annual review of county offices and operations, the question of building and inspection fees was introduced as to how they are determined, how they are collected, do they cover costs of service, and is the department self-funded or funded through the county general fund? There was no complaint or formal request for this investigation.

#### III. Findings:

1. How are they determined? Fees for building permits and inspections are assessed through the use of the California 1997 Uniform Administrative Code. A copy of the Code and other pertinent information was furnished the committee by the Building Department Administration.
2. How are they collected? Fees are collected at time of issuance in the form of cash, check, or, to control transaction fees, credit cards limited to MasterCard or Visa.
3. Do fees cover costs of services? According to the Director, the total of fees collected fall somewhat short of the costs for the department but are in line with the parameters of the county budget.
4. Is the department self-funded or funded from the general fund? The department deposits all revenue into their own account held by the county finance office which functions as the bank for the department. General fund money that is needed to provide for the shortfall addressed in question three above also come through that account.

#### IV. Conclusions:

In the scope of this investigation it appears that this department functions in a manner that accommodates the needs of the public served. Budget restraints due to the current economy has placed limits on the department's ability to perform as efficiently as they would like but it appears that every effort is being made to perform their responsibilities and to meet the expectations of the building community.

**V. Recommendations:**

The department should continue to focus on ways to keep the process as cooperative and efficient as possible while still maintaining attention to the detail required to perform their responsibilities to the public.

**VI. Responses required:**

None

## 2012 – 2013 GLENN COUNTY GRAND JURY FINAL REPORT

### WALDEN ACADEMY

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#### I. Purpose:

To examine the functions of Walden Academy, a charter school, to see how it differs from a traditional public school. The Grand Jury received no formal request for this inquiry.

#### II. Background:

Walden Academy, instituted in 2011, is a relatively new school in the Glenn County community. It is located at 408 Pacific Avenue, Willows, California, on the north side of the intersection of Pacific Avenue and State Highway 162 (Wood Street). The Grand Jury feels that it should examine how the needs of the students are being met, particularly in the area of public safety.

#### III. Findings:

**Question:** How is Walden Academy structured that makes it different than a traditional public school?

**Answer:** Walden Academy operates under a charter granted by the Glenn County Office of Education, which has immediate oversight. The focus of its curriculum is on natural resources. It is governed by a board, the members of which are self-nominated, and elected by the families of the students registered to attend the school, one family, one vote. In addition to the regular board members, there is a member representing the community and one representing the staff.

**Question:** How is Walden Academy Funded?

**Answer:** Walden is presently funded by a Federal Block Grant, Federal, State, and Local funds allocated on a per-student basis, and local fund raisers.

**Question:** What is Walden's average daily attendance?

**Answer:** Walden averages about 150 students in daily attendance.

**Question:** Does Walden have meals available to its students? Is there adequate water on site for the students' needs?

**Answer:** At this stage meals are not made available, although the possibility of providing this service is being considered for the future. An estimated 30% of the student body could qualify for free or reduced meal support. There is water available to the students in drinking fountains, and there are bathrooms on site. There is a handicapped accessible bathroom on the Saint Monica side of the campus.

**Question:** Does Walden Academy fall under Field Act jurisdiction for building safety standards?

**Answer:** According to an opinion No. 96-1206, issued by Attorney General Dan Lungren, on March 19, 1997, charter schools are subject to Field Act standards only if that requirement is set forth in their charter petition. Walden Academy did not so specify, and thus would appear to be exempt.

**Question:** Does Walden Academy have adequate safety policies with respect to fire and other emergency conditions, including intruder alerts?

**Answer:** Walden has a written emergency preparedness procedures document, a written document for fire and emergency drills, and a written document for lockdown drill and procedure. Walden conducts fire drills monthly and a Fire Marshall's safety inspection has been done.

**Question:** What are Walden's facilities plans for the future?

**Answer:** Walden is growing, and the present facility presents some challenges. Walden is actively searching for a different facility that would give them more room and better organization than are possible at the present location.

#### **IV. Conclusions:**

Walden Academy is in a state of flux with regard to facilities. Potentially, this has a less than desirable effect on student and staff safety. The academy is presently housed mainly in the education wing of Saint Monica's Catholic Church, with the kindergarten and administrative offices located on the opposite side of Pacific Avenue. The street itself provides safety issues, both with the necessity of students and staff crossing the street and being exposed to traffic, and the simple fact that traffic of all sorts, including tankers loaded with anything from milk to gasoline, and trucks possibly carrying toxics have unsupervised access to and through the center of the campus.

There is neither an integrated bell system, nor an intercom. Walden's administration has policies and procedures which attempt to deal with these shortcomings, but in the Grand Jury's opinion, communications would be severely, perhaps disastrously, hampered in the event of a serious emergency.

#### **V. Recommendations:**

Ensure that any facilities used by Walden Academy meet or exceed all applicable current building code standards.

Make efforts to maximize the ability to communicate between all rooms of the present facility, and make absolutely certain that the current problem does not exist in any subsequent site for Walden Academy.

Maximize communication between Walden Academy and local emergency services. Establish and formalize emergency procedures between Walden and the appropriate agencies, such as local police and fire services.

#### **VI. Response Required:**

Walden Academy  
Glenn County Office of Education

## **2012-2013 GLENN COUNTY GRAND JURY FINAL REPORT**

### **STATUS OF PAST RECOMMENDATIONS: ORLAND CITY COUNCIL**

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#### **I. Former Issues:**

1. Orland Police Department was under staffed with two vacancies in August of 2012.
2. In 2012, the Orland Library space was deemed to be too small to meet the recommended architectural and American Library Association standards for a city of this size.

#### **II. Findings:**

A K9 Unit was added through fundraising efforts in the community which could not be fulfilled by the department budget. The Orland Police Department continues efforts to maintain staffing levels to cover the needs of the growing community through fundraising events and cooperative management efforts.

A 14% increase in square footage (800 sq. ft.) is currently in the construction process for the Orland City Library including new restrooms and an office. The Orland City Library has increased online access with wider band width for digital materials to help alleviate space requirements.

A new issue for the city of Orland is the debate regarding the lack of street signs that have become a danger to both pedestrians and traffic in the downtown area. The City Council, City Planning Commission, and local businesses will need to set standards that allow both safety and advertising in the downtown area.

#### **III. Response Required:**

Orland City Council  
Orland City Manager  
Orland Planning Commission  
Orland Chief of Police

## 2012 -2013 GLENN COUNTY GRAND JURY FINAL REPORT

### GLENN COUNTY PUBLIC LIBRARIES: ELK CREEK, ORLAND AND WILLOWS

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#### **I. Purpose:**

The purpose is to evaluate current usage, needs, and priorities of three Glenn County public libraries.

#### **II. Background:**

Both Orland and Willows City Libraries receive budget funds from their respective cities with a shared Library Director position. All three libraries have excellent functioning Friends of the Library Committees that are relied upon to further meet basic needs including money for books, materials, and supplies. Community donations enable the libraries to provide additional and highly beneficial services to the public.

#### **III. Findings:**

**Space** – Willows continues to have adequate space for the patrons needs at this time. The Orland Library has an expansion project of 14% currently under construction which will help in the future as the library expands to digital materials. This will be under the recommended architectural standard for a city the size of Orland. Elk Creek Library is quickly out-growing the current facility through generous donations and support from their Friends of the Library.

**Door Counts/Circulation** – Circulation has increased at all three libraries during the past year.

**Outreach** – Outreach for Orland and Willows is continuing in various ways such as story time, reading programs at the local elementary schools, and summer reading programs.

**Materials** – All three libraries rely heavily on donations and support from the Friends of the Library Committees. Through fundraising, they supply and generate funds for new books, supplies and projected budget shortfalls. Both Orland and Willows receive funding from their respective cities.

**Staffing** – Staffing is an on-going problem, especially in Willows due to the increasing number of patrons using the facility. Volunteers are always needed and are relied upon in all three sites.

#### **IV. Conclusions:**

Budget cuts, higher prices of materials and books, and staffing are a continuing worry. Expansion of the Orland Library and access to digital materials will help with meeting the patron's needs in their city.

#### **V. Recommendations:**

1. Continue to research/pursue grants and additional funding.
2. Continue the fine efforts to reach out to the community to help the citizens understand the importance of book donations, how they can benefit the Friends of the Library Committees, and continue community programs that enrich literacy.

#### **VI. Response required:**

None

## 2012 – 2013 GLENN COUNTY GRAND JURY FINAL REPORT

### Glenn County Health Services – Disaster Preparedness

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#### **I. Purpose:**

To determine the responsibilities and responses of the Glenn County Office of Emergency Services (GCOES), specifically the Glenn County Health Services (GCHS), in the event of a countywide disaster, and how the above named agencies would deal with the housing and medical attention of the frail and elderly citizens of Glenn County.

#### **II. Background:**

There is limited public knowledge of how the overall GCOES functions in a disaster situation. The GCOES includes Law Enforcement, Fire, Human Resources, Health Services and Public Works. The Grand Jury chose Health Services as the agency within the GCOES for this investigation.

#### **III. Findings:**

1. In a disaster Glenn County Health Services is responsible for the care and sheltering of the frail and elderly within the county. At this time GCHS has an agreement with West Haven Nursing home in Orland and Memorial Hall in Willows should a pandemic disaster occur. In the event of a pandemic disaster, the GCHS staff is prepared to set-up and maintain a county incident command center.
2. In the event of this type of disaster, the county maintains three medical supply trailers and a portable military type hospital with 10 or more beds that is currently located in Willows. These trailers can be transported where needed within the county.
3. Health Services, along with other county agencies, regularly undergoes disaster training dealing with various types of disasters through simulated exercises that may include classroom and table top exercises.
4. The County of Glenn currently posts disaster preparedness information on the county website with links and information at the following web address:  
**<http://norcalep.com/CountyGlenn/default.htm>**

#### **IV. Conclusions:**

Health Services is very proactive and is looking at options to help the department to respond to disasters effectively. This preparedness is a priority of the Glenn County Health Services Department.

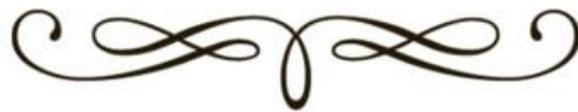
**V. Recommendations:**

1. In the event of a pandemic disaster, West Haven currently does not have the capacity to handle the large number of effected frail and elderly in the north county. The Grand Jury recommends that the county look for one other shelter to house this large segment of population.
2. The Grand Jury strongly recommends Health Services needs to perform a community outreach program to inform the public of the resources available during a large county disaster.

**Responses Required:**

Glenn County Health Services Department  
Glenn County Board of Supervisors

# Response Reports to the



# 2011-2012 Glenn County Grand Jury Final Report

# **RESPONSE TO THE GLENN COUNTY 2011 – 2012 GRAND JURY FINAL REPORT**

Glenn County Board Of Supervisors

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## **I. 2011-2012 Grand Jury Final Report Page 12**

### **II. Issue(s)**

**Conflict of interest** – The Grand Jury noted the issue of conflict of County Counsel also serving as the Interim Personnel Director.

**Rescheduling board meeting** – To facilitate a greater public attendance and input.

**Streamline licensing and permitting** – Willows and Orland collaboration to streamline processes.

### **III. Responses Required**

Glenn County Board of Supervisors  
Glenn County Counsel  
Willows City Council  
Orland City Council  
Glenn County Sheriff  
Planning and Public Works

### **IV. Responses Received**

Glenn County Counsel  
Orland City Council  
Glenn County Sheriff  
Planning and Public Works

### **V. Further Response Required**

A response to the 2011-2012 Grand Jury Report is required by the Glenn County Board of Supervisors.

# **RESPONSE TO THE Glenn County Grand Jury Final Report**

## **Human Resources Agency**

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### **I. 2011-2012 Grand Jury Final Report Page 16**

### **II. Former Issue**

**Code 39: Conflict of Interest** – Employee training and follow-up.

### **III. Findings**

The County Counsel and the Glenn County HRA Director responded to the concerns of the Grand Jury.

### **IV. Conclusions**

The Grand Jury highlighted the potential risk should there be an incident of conflict of interest due to one person directing two positions, County Counsel and the Interim Personnel Director. The County Board of Supervisors must also weigh in on the acceptance of that risk and procedures need to be closely followed by those involved to prevent a potentially costly problem.

### **V. New Recommendations**

None

### **VI. Response Required**

Glenn County Board of Supervisors response required.

# **RESPONSE TO THE Glenn County Grand Jury Final Report**

## **Glenn County Sheriff's Department Orland and Willows Police Departments**

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### **I. 2011-2012 Grand Jury Final Report – Page 19**

#### **II. Issue(s)**

Inadequate funding of the Sheriff's and City Police departments resulting in less than optimum law enforcement coverage and continually degraded facilities

#### **III. Responses Required**

Glenn County Sheriff's department  
Orland Police Department  
Willows Police Department

#### **IV. Responses Received**

Glenn County Sheriff's department  
Orland Police Department  
Willows Police Department

#### **V. Grand Jury Review Of Responses**

Public safety has been under funded for several years recently compounded by the States mandates and their related costs.

No further response required.

# **RESPONSE TO THE Glenn County Grand Jury Final Report Glenn County Jail Inspection**

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## **I. 2011-2012 Grand Jury Final Report Page 21**

### **II. Issue(s)**

Cost impact of AB109.

Increase pay structure of officers to slow the high turnover.

Inadequate building maintenance staffing.

The perpetual need for more officers.

### **III. Responses Required**

Glenn County Board of Supervisors

Glenn County Sheriff

### **IV. Responses Received**

Glenn County Sheriff

### **V. Grand Jury Review Of Responses**

The critical functions of this department whose primary focus is public safety is grossly underfunded.

### **VI. Further Response Required**

The Grand Jury prompts the County Board of Supervisors to redouble efforts to find or generate funds to aid the Sheriff in his efforts to increase public safety.

# **RESPONSE TO THE Glenn County Grand Jury Final Report**

## **Jane Hahn Juvenile Hall**

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**I. 2011-2012 Grand Jury Final Report Page 25**

**II. Issue(s)**

Staffing levels  
Budget

**III. Response Required**

Glenn County Board of Supervisors  
Glenn County Probation Department

**IV. Responses Received**

Glenn County Probation Department

**V. Grand Jury Review Of Responses**

Response accepted.  
No further response required.

# **RESPONSE TO THE Glenn County Grand Jury Final Report**

## **Glenn County Office of Education and Glenn County Board of Education**

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**I. 2011-2012 Grand Jury Final Report Page 26**

**II. Issue(S)**

Charter schools operate under the provisions of Policy BP9600

**III. Responses Required By**

Glenn County Office of Education  
Glenn County Board of Education

**IV. Responses Received**

Glenn County Office of Education  
Glenn County Board of Education

**V. Grand Jury Review Of Responses**

Response accepted  
No further response required

# **RESPONSE TO THE Glenn County Grand Jury Final Report**

## **Glenn County Office of Education**

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**I. 2011-2012 Grand Jury Final Report – Page 28**

**II. Issue(s)**

Lack of concise, one-stop review of approved and/or pending policies available to the public

**III. Responses Required By**

Glenn County Office of Education  
Glenn County Board of Education

**IV. Responses Received**

Glenn County Office of Education  
Glenn County Board of Education

**V. Grand Jury Review Of Responses**

Response accepted.  
No further response required.

# **RESPONSE TO THE Glenn County Grand Jury Final Report**

## **Willows/Orland Public Libraries**

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**I. 2011-2012 Grand Jury Final Report – Page 31**

**II. Issue(s)**

Funding for new books  
Funding for additional staff

**III. Responses Required By**

None

**IV. Responses Received**

None

**V. Findings**

The Library Director continues to work within the means available and including the help from volunteers, all Libraries and their outpost are operating above and beyond normal expectations.

**VI. Grand Jury Review Of Responses**

Response accepted

**VII. No Further Response Required.**