

**A REPORT BY  
THE 2015-2016 CONTRA COSTA COUNTY CIVIL GRAND JURY**  
725 Court Street  
Martinez, California 94553

**Report 1601**

**COMPLIANCE AND CONTINUITY  
REPORT**

Contact:  
Michael Simmons  
Grand Jury Foreperson  
925-957-5638

## **COMPLIANCE AND CONTINUITY REPORT**

The Contra Costa County Civil Grand Jury is impaneled annually to investigate city and county government, special districts and certain non-profit corporations to ensure that their functions are performed in a lawful, economical and efficient manner. Findings and recommendations developed from these investigations are contained in the reports signed by the Grand Jury Foreperson and the Grand Jury Judge. Responses to these reports must be made within certain time constraints and in accordance with specific formats pursuant to 933 and 933.05 of the California Penal Code. These responses to recommendations must include one of the following legally permitted options:

- The recommendation has been implemented.
- The recommendation has not yet been implemented, but will be implemented in the future.
- The recommendation requires further analysis.
- The recommendation will not be implemented because it is not warranted or is not reasonable.

The 2015-2016 Grand Jury reviewed 13 reports from the 2014-2015 Grand Jury. There were 31 letters, with copy of applicable report, mailed out to the different entities from whom responses were required. These 13 reports made a cumulative total of 78 recommendations to the various 31 recipients, of which 53 responses (68%) stated that the recommendation(s) have been or will shortly be implemented and 17 (22%) responses stated the recommendation required further analysis. For further explanation and clarification of subject responses to recommendations, refer to their full responses posted online. Responses to the 2014-2015 Grand Jury reports are posted on the Contra Costa County Grand Jury website in their entirety and can be viewed at:

<http://www.cc-courts.org/index.cfm?fuseaction=Page.ViewPage&pageId=7346>

The Grand Jury believes it is important for future Grand Juries to continue to review these responses and to be vigilant in seeing that recommendations that have been accepted have been carried out. In this manner, the commitment and hard work of past and future Grand Juries will result in positive changes for the citizens of Contra Costa County.

## TABLE OF CONTENTS

<b>REPORT</b>	<b>TITLE</b>	<b>Page</b>
1502	UNDERUTILIZATION OF CALFRESH IN CONTRA COSTA COUNTY	3
1503	TIME FOR A NEW LOOK AT PENSION COSTS	6
1504	AVERTING BAY AREA RAPID TRANSIT DISTRICT STRIKES	8
1505	RICHMOND HOUSING AUTHORITY	10
1506	OFFICE OF THE PUBLIC GUARDIAN	12
1507	OPPORTUNITIES FOR CHANGE IN THE COUNTY HEALTH AND HUMAN SERVICES SYSTEM	15
1508	THE UNDERUTILIZATION OF THE MARSH CREEK DETENTION FACILITY	16
1509	THE BENEFITS OF THE CALIFORNIA CONNECTIONS TO SUCCESS ACT TO CONTRA COSTA COUNTY	17
1510	COMMUNITY COURTS	19
1511	COUNTY TIMEKEEPING PRACTICES	21
1512	THE RODEO-HERCULES FIRE DISTRICT CHIEF'S EMPLOYMENT AGREEMENT	24
1513	RALPH M. BROWN ACT	25
1514	WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT	28

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1502  
UNDERUTILIZATION OF CALFRESH IN CONTRA COSTA COUNTY**

***Recommendation #1: The County should organize an event to educate select city managers, economic development officers and local Chambers of Commerce Representatives about (a) the economic gains to be realized from increased CalFresh participation, and (b) how to sponsor their own local enrollment events, after identifying funds to do so.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #2: The County should recruit representatives of local businesses, such as business associations and/or Chambers of Commerce, area farmers markets, and cities with high concentrations of prospective CalFresh recipients for membership in the CalFresh Partners Group.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #3: The County should issue a press release announcing May as CalFresh month and emphasizing the economic gains for local businesses that result from increased CalFresh participation. In addition to other local newspapers, the press release should be sent to the Contra Costa County edition of the Chamber Link, the weekly newsletter of the Association of Chambers of Commerce, which reaches over 10,000 recipients in Contra Costa County.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #4: The County should extend CalFresh enrollment outreach to schools, senior centers, and senior housing, either directly or through the CalFresh Partners Group, after identifying funds to do so.***

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #5: After identifying the necessary funds, the County should return budgeted FTE staffing for EHSD to last year's levels, and use County temps as necessary to meet and maintain that staffing level after determining the legality of doing so.***

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation requires further analysis.

***Recommendation #6: After identifying the necessary funds, the County should fast-track the current project to streamline the recruitment and hiring processes by Human Resources, after considering the various legal requirements governing the County's recruitment and hiring.***

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation has been implemented.

***Recommendation #7: Within 60 days, the County should correct the signage at office locations with CalFresh information and application intake capability to include the hours of operation and notice of CalFresh (or "Food Stamps") presence outside of the building, and directions to CalFresh information or service (preferably bilingual) inside the office if no greeter or knowledgeable receptionist is present.***

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation has not yet been implemented, but will be implemented in the future.

**Recommendation #8: The County through its Department of Information and Technology should (a) prioritize the resolution of firewall issues that currently prevent remote access of existing CalFresh applications; (b) support EHSD’s expansion of the text messaging system, “PROMPTLY” to CalFresh; (c) investigate feasibility of internet-based communication modes such as Skype for EHSD, (d) add a link to 511 to the CalFresh website, and (e) mention 511 in the menu options in the automated telephone answering system, after identifying funds to do so.**

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation has not yet been implemented, but will be implemented in the future.

**Recommendation #9: The County should schedule a series of meetings between those departments that administer need-based programs to explicitly encourage increased cross-program referrals.**

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation has not yet been implemented, but will be implemented in the future.

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1503  
TIME FOR A NEW LOOK AT PENSION COSTS**

**The County Could Save Nearly \$100 Million a Year through a Sensible  
and Fair Approach to Pension Reform**

***Recommendation #1: The County Board of Supervisors and the Board of Directors of CCCFPD should establish a task force to review all options available to reduce the burden of the County and CCCFPD’s pension obligations, including efforts to bring about a reform in California public pension law. The task force should:***

- ***Confirm with the County’s or CCCERS’s actuaries what level of potential savings in pension costs could be achieved through negotiations with employees hired before 2013 for reductions in pension benefits for future employment periods.***
- ***Review with qualified legal counsel what strategies are available to seek a change or clarification in California law to assure changes to future pension benefits for current employees are proper subjects of collective bargaining. Such strategies might include participation in a state ballot initiative, the filing of “friend of court” legal briefs, sponsoring clarifying language for the Meyers-Milias-Brown Act, or including changes to future pension benefits for current employees as a subject for collective bargaining negotiations.***
- ***Recommend what limits the Boards should establish as a matter of policy on any such reductions in future pension benefits for current employees, such as a minimum benefit tied to PEPPRA rates as set for in this report.***
- ***Recommend a policy for keeping the County’s and CCCFPD’s employee groups informed of the Boards’ intentions on any strategies for change so as to assure employees that any changes would be subject to collective bargaining and minimums set forth in the Boards’ minimum benefit policy.***
- ***Recommend a policy for keeping County citizens fully informed of the potential costs of any changes in pension benefits negotiated with the County’s and CCCFPD’s employee groups.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #2: The task force should be formed within 90 days and be required to report back to the Boards with its recommendations within 90-120 days.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #3: Establish a special web page on the County web site where citizens can easily track by means of a pension “dashboard” the costs and size of the County’s and CCCFPD pension obligations and the progress on its plans to reduce their costs.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1504  
 AVERTING BAY AREA RAPID TRANSIT DISTRICT STRIKES**

**Putting the Riders First**

***Recommendation #1: BART Board of Directors should adopt a negotiation method that is built on trust, communication and transparency.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
BART Board of Directors	The recommendation has been implemented.

***Recommendation #2: BART Board of Directors should immediately re-open negotiations with their labor unions to agree on the process for future negotiations.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
BART Board of Directors	The recommendation requires further analysis.

***Recommendation #3: BART Board of Directors should review and negotiate the use of an independent arbitrator during labor negotiations, who can decide any major financial and work rule issues pursuant to the baseball style arbitration process.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
BART Board of Directors	The recommendation requires further analysis.

***Recommendation #4: BART Board of Directors should monitor the implementation of the recommendations made in Agreement Dynamics Inc.'s report that it has chosen to adopt.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
BART Board of Directors	The recommendation has been implemented.

***Recommendation #5: Contra Costa County Board of Supervisors should adopt a plan to mitigate the effects of any future BART strikes on county residents.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation requires further analysis.

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1505  
RICHMOND HOUSING AUTHORITY**

**Managing the Agency**

***Recommendation #1: After identifying the space needs, and identifying and allocating the funding necessary to do so, RHA should move the Executive Director and staff, except the Finance Department, to the same work location.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Richmond Housing Authority Board of Commissioners	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #2: After identifying and allocating the funding necessary to do so, RHA should consider hiring an experienced front-line manager to supervise employees who work in its HCV program.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Richmond Housing Authority Board of Commissioners	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #3: After identifying and allocating the funding necessary to do so, RHA should develop and make available a written policy for staff to use in implementing the LIPH and HCV Programs.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Richmond Housing Authority Board of Commissioners	The recommendation has been implemented.

***Recommendation #4: After identifying and allocating the funding necessary to do so, RHA should develop and provide its staff with a Policy and Procedures manual concerning RHA’s policies, procedures, and expectations for staff performance.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Richmond Housing Authority Board of Commissioners	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #5: All employees should receive annual performance evaluations.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Richmond Housing Authority Board of Commissioners	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #6: After identifying and allocating the funding necessary to do so, all RHA employees should receive ongoing training in customer service and quality control procedures.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Richmond Housing Authority Board of Commissioners	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #7: RHA should establish and enforce standards for timely responses to customer complaints, including, but not limited to those complaints related to building maintenance and safety/security concerns.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Richmond Housing Authority Board of Commissioners	The recommendation has been implemented.

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1506  
OFFICE OF THE PUBLIC GUARDIAN**

**Caring for Those Who Can No Longer Care for Themselves**

***Recommendation #1: The Contra Costa County Public Administrator should update its Public Guardian Policy and Procedures Manual to comply with California law and California Judicial Council’s report on best practices by June 30, 2016.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #2: To comply with California law, the Contra Costa County Public Guardian should accept all referrals for probate conservatees when there is an imminent threat to the person’s health or the safety of the person’s estate, regardless of whether the person is in or going to be placed in a supervised living arrangement.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #3: To comply with California law, the Contra Costa County Public Guardian should begin an investigation within two business days after receiving a referral alleging that a person’s health is in imminent danger or that there is an imminent threat to the safety of a person’s estate.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #4: To comply with California law, the Contra Costa County Public Guardian should establish a policy of keeping a probate conservatee in his or her own residence if that is the least restrictive living arrangement in which the conservatee can be safe.***

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #5: To comply with California law, the Contra Costa Public Guardian should ensure that all deputy conservators meet certification requirements, as required by the State of California, by June 30, 2016.***

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #6: The Board should consider separating LPS and probate public guardians.***

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #7: The Board should consider placing the probate conservatorships with Adult Protective Services in the Employment and Human Service Department's Aging and Adult Services Unit.***

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #8: The Contra Costa County Public Guardian should follow California Judicial Council's best practices by requiring deputy conservators to meet with each probate conservatee at least once a month and to keep a log of such visits.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #9: The Contra Costa County Public Guardian should adopt a line item to its budget specifically for the needs of probate conservatees before the Public Guardian has access to their assets.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1507  
OPPORTUNITIES FOR CHANGE IN THE COUNTY HEALTH AND  
HUMAN SERVICES SYSTEM**

**Merging the Healthcare System with a Larger Private or Public System  
Merging the County Health and Human Services Departments**

<b><i>Recommendation #1: The County should consider merging or partnering the healthcare system with a larger private or public healthcare system that would provide administrative oversight, broader access to physician specialists, clinics and hospitals, and increased healthcare options.</i></b>	
<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation requires further analysis.

<b><i>Recommendation #2: If the County is successful merging the healthcare system, the County should consider merging the two primary departments that would remain in Contra Costa Health Services- Pubic Health and Behavioral/Mental Health- with the Employment and Human Services Department, creating a Health and Human Services Department. The County should find funding to commission a report outlining the full benefits and detriments of merging EHSD with Public Health and Behavioral/Mental Health Services.</i></b>	
<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation requires further analysis.

<b><i>Recommendation #3: If the County is successful merging the healthcare system, the county should consider merging CCHS' Environmental Health and Hazardous Materials Program with the Department of Conservation and Development and merging Emergency Medical Services with the Contra Costa Fire Protection District.</i></b>	
<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation requires further analysis.

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1508  
THE UNDERUTILIZATION OF THE MARSH CREEK DETENTION  
FACILITY**

**Overcrowding at the Martinez Detention Facility**

***Recommendation #1: The SO should consider ways to fund the restoration of MCDF Wings A and B.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
The Contra Costa County Sheriff's Office	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #2: The SO should consider providing medical staffing 24-hours a day, seven days a week and a pharmacy at the MCDF, and ways to fund such staffing and the pharmacy.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
The Contra Costa County Sheriff's Office	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #3: Once Recommendations 1-2 have been accomplished, the SO should consider broadening the classification of MCDF inmates so that the facility will be fully utilized.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
The Contra Costa County Sheriff's Office	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #4: If the State does not award SB 863 jail construction funds to the County, the SO should consider alternative plans and associated funding methods to reduce inmate occupancy at the Martinez Detention Facility.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
The Contra Costa County Sheriff's Office	The recommendation requires further analysis.

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1509  
THE BENEFITS OF THE CALIFORNIA CONNECTIONS TO  
SUCCESS ACT TO CONTRA COSTA COUNTY**

**Its impact on Foster Youth Who are Aging Out and Emancipated**

***Recommendation #1: Contra Costa County Children and Family Services should continue to pro-actively inform foster care youth about “AB’s 12’s” programs.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation has been implemented.

***Recommendation #2: Contra Costa County Children and Family Services Program should consider establishing more local housing options for aging out and emancipated youth, and identify funds to do so.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #3: Contra Costa County Children and Family Services Program should continue to provide scholarship opportunities for youth so that they can have financial support while being trained or educated.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation has been implemented.

***Recommendation #4: The County should continue to support the dedicated and professional skills offered by the ILSP service providers.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation has been implemented.

***Recommendation #5: The County should maintain the Gold Mine database to monitor the progress and outcomes for County foster youth served by the County programs in order to help make future funding decisions about support services for foster youth.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation has been implemented.

# CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1510 COMMUNITY COURTS

## Unburdening the Traditional Court System

***Recommendation #1: The city should consider establishing a Community Court.***

RESPONDENT	RESPONSES
City of Antioch	The recommendation will not be implemented because it is not warranted or is not reasonable.
City of Brentwood	The recommendation will not be implemented because it is not warranted or is not reasonable.
City of Clayton	The recommendation has been implemented.
Town of Danville	The recommendation has been implemented.
City of El Cerrito	The recommendation will not be implemented because it is not warranted or is not reasonable.
City of Hercules	The recommendation will not be implemented because it is not warranted or is not reasonable.
City of Lafayette	The recommendation has not yet been implemented, but will be implemented in the future.
City of Martinez	The recommendation has not yet been implemented, but will be implemented in the future.
Town of Moraga	The recommendation has not yet been implemented, but will be implemented in the future.
City of Oakley	The recommendation has not yet been implemented, but will be implemented in the future.
City of Orinda	The recommendation has not yet been implemented, but will be implemented in the future.
City of Pinole	The recommendation will not be implemented because it is not warranted or is not reasonable.

City of Pleasant Hill	The recommendation requires further analysis.
City of Richmond	The recommendation has not yet been implemented, but will be implemented in the future.
City of San Pablo	The recommendation will not be implemented because it is not warranted or is not reasonable.

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1511  
COUNTY TIMEKEEPING PRACTICES**

**Need for Accuracy in Recording Time and Remedies for Inaccuracy**

***Recommendation #1: The County should require timesheets or the system of time reporting to include a signed attestation of accuracy from the reporting employee and employee’s supervisor or manager.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation has been implemented.

***Recommendation #2: The County should require department supervisors or managers to periodically review attendance and time records to ensure both accuracy and completeness.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation has been implemented.

***Recommendation #3: The Auditor-Controller’s Office should consider codifying timekeeping and pay code procedures for each department, and identifying funds to do so.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Auditor-Controller	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #4: The County should make timekeeping and pay code procedures promulgated by the Auditor-Controller’s Office, along with associated training, available to all payroll clerks and included in the new employee orientation.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #5: The County should direct all departments to place salaried employees' schedules in the Time Schedule Collection Website as required in the March 6, 2014 bulletin from the office of the Auditor-Controller.***

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation has been implemented.

***Recommendation #6: The Auditor-Controller's Office should explore possible ways to reduce the number of pay codes to a more manageable level.***

RESPONDENT	RESPONSES
Contra Costa County Auditor-Controller	The recommendation has been implemented.

***Recommendation #7: The county should consider developing whistleblower procedures for employees reporting suspected timekeeping fraud, posting these procedures on the County's intranet, and identifying funds to carry out these activities.***

RESPONDENT	RESPONSES
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #8: The Auditor-Controller's Office should consider including timekeeping practices in operational audits and recommending corrective action for all timekeeping deficiencies identified and identifying funds to carry out these activities.***

RESPONDENT	RESPONSES
Contra Costa County Auditor-Controller	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #9: The County should adopt a semi-monthly pay cycle for all employees which will eliminate the need for an option to take a monthly advance.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Contra Costa County Board of Supervisors	The recommendation will not be implemented because it is not warranted or is not reasonable.

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1512  
THE RODEO-HERCULES FIRE DISTRICT CHIEF’S EMPLOYMENT  
AGREEMENT**

**A Question of Transparency**

***Recommendation #1: The RHFD Board should attempt to re-open negotiations with the chief concerning his current employment agreement with RHFD to allow for proper notice under the Brown Act.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
RHFD Board of Directors	The recommendation requires further analysis.

***Recommendation #2: The RHFD Board should properly identify all items on its agendas and include accurate descriptions of each agenda item.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
RHFD Board of Directors	The recommendation has been implemented.

***Recommendation #3: The RHFD Board should record each director’s vote on reportable actions from closed session in the meeting minutes of every Board meeting.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
RHFD Board of Directors	The recommendation has been implemented.

***Recommendation #4: The RHFD Board members should receive training on the Brown Act immediately upon taking office and no less than every two years afterward.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
RHFD Board of Directors	The recommendation has not yet been implemented, but will be implemented in the future.

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1513  
RALPH M. BROWN ACT**

**“The People of the State Do Not Yield Their Sovereignty to the  
Agencies Which Serve Them”**

***Recommendation #1: Rodeo-Hercules Fire District, Reclamation District 799, and WCCUSD should have annual training in the Brown Act for its board members and support staff.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Rodeo-Hercules Fire Protection District	The recommendation requires further analysis.
West Contra Costa Unified School District	The recommendation has not yet been implemented, but will be implemented in the future.
Reclamation District 799	The recommendation has not yet been implemented, but will be implemented in the future.

***Recommendation #2: Rodeo-Hercules Fire District should have annual training concerning how to draft agendas that comply with the Brown Act.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Rodeo-Hercules Fire Protection District	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #3: Rodeo-Hercules Fire District should consider maintaining a website of the District’s minutes and agendas, and identify funds to do so.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Rodeo-Hercules Fire Protection District	The recommendation requires further analysis.

***Recommendation #4: Rodeo-Hercules Fire District, Reclamation District 799, and WCCUSD should have a link for citizens to post concerns about possible Brown Act infractions, and identify funds to do so.***

RESPONDENT	RESPONSES
Rodeo-Hercules Fire Protection District	The recommendation requires further analysis.

***Recommendation #5: Rodeo-Hercules Fire District, Reclamation District 799, and WCCUSD should have a link to an organization such as The First Amendment Coalition (thefirstamendmentcoalition.org) for both Cure and Correct and Cease and Desist letters, with instructions, and identify funds to do so.***

RESPONDENT	RESPONSES
Rodeo-Hercules Fire Protection District	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #6: Rodeo-Hercules Fire District, Reclamation District 799, and WCCUSD Boards should consider voting to extend the review period for contracts involving large financial commitments.***

RESPONDENT	RESPONSES
Rodeo-Hercules Fire Protection District	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #7: Rodeo-Hercules Fire District, Reclamation District 799, and WCCUSD should have sufficient hard copies of supporting documents of items to be discussed in closed sessions before the closed sessions begin, and the ability to make and distribute sufficient copies if necessary.***

RESPONDENT	RESPONSES
Rodeo-Hercules Fire Protection District	The recommendation will not be implemented because it is not warranted or is not reasonable.

***Recommendation #8: Rodeo-Hercules Fire District should consider conducting its closed sessions prior to the beginning of an evening meeting rather than the end because members of the public are less likely to be present to comment at a late hour on matters reported out of a closed session.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
Rodeo-Hercules Fire Protection District	The recommendation requires further analysis.

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT – 1514  
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT:**

**Bond Program & Citizens’ Bond Oversight Committee  
A Case Study in Stymied Oversight**

***Recommendation #1: The School Board should eliminate the following six member positions from CBOC at the expiration of their terms, to eliminate any concerns about conflicts of interest.***

- *Five members, one recommended by each member of the Board of Education*
- *One member representing the Contra Costa Building and Construction Trades Council*

<b>RESPONDENT</b>	<b>RESPONSES</b>
WCCUSD School Board of Education	The recommendation requires further analysis.

***Recommendation #2: The School Board should change the School Board discretionary category of “Public Employees Union Local 1” to that of an “at large” position from the general community in order to allow for a greater pool of qualified candidates to apply.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
WCCUSD School Board of Education	The recommendation requires further analysis.

***Recommendation #3: The School Board should create an independent selection committee to select new nominees for CBOC, comprised of the CBOC Chair and a designated appointee from CBOC, two members from the Board of Education, and School Superintendent or designee, for a committee of five. Selection should be based on merit and be a transparent process to ensure public confidence in this vital selection process.***

<b>RESPONDENT</b>	<b>RESPONSES</b>
WCCUSD School Board of Education	The recommendation requires further analysis.

***Recommendation #4: WCCUSD should provide CBOC members with complete, detailed and comprehensive financial data relating to the expenditure of bond revenues and items put to vote on the board agenda at least 7 days in advance of the board meetings, in order to permit meaningful and effective review and oversight.***

RESPONDENT	RESPONSES
WCCUSD School Board of Education	The recommendation has been implemented.

***Recommendation #5: WCCUSD should allow CBOC full access to the CBOC website.***

RESPONDENT	RESPONSES
WCCUSD School Board of Education	The recommendation has been implemented.

***Recommendation #6: WCCUSD should not change or add items to CBOC’s website without the permission of the CBOC Chair.***

RESPONDENT	RESPONSES
WCCUSD School Board of Education	The recommendation has been implemented.

***Recommendation #7: WCCUSD should provide CBOC with accurate, understandable and timely financial and non-financial reports concerning bond-funded projects as well as other relevant information requested on the bond construction program as least monthly.***

RESPONDENT	RESPONSES
WCCUSD School Board of Education	The recommendation has been implemented.

***Recommendation #8: WCCUSD should provide CBOC with a comprehensive master plan for the school construction projects within the next three months and as requested by CBOC.***

RESPONDENT	RESPONSES
WCCUSD School Board of Education	The recommendation has not yet been implemented, but will be implemented in the future.

**Recommendation #9: WCCUSD should provide timely and comprehensive training to all new CBOC members on a timely basis. The following training materials, at a minimum, should be provided to all new CBOC members within one week of their appointment:**

- (a) California League of Bond Oversight Committee recommended Best Practices**
- (b) San Diego County Taxpayers Association “Oversight Committee Best Practices” Guide**
- (c) California Coalition for Adequate School Housing “Proposition 39 - Best Practices Handbook”**
- (d) Little Hoover Commission 2009 Report “Bond Spending: Expanding and Enhancing Oversight”**
- (e) California League of Cities “A Guide to The Ralph M. Brown Act”**
- (f) State Controller’s Office 2011 Audit Report on the Los Angeles Community College District’s bond construction program**

<b>RESPONDENT</b>	<b>RESPONSES</b>
WCCUSD School Board of Education	The recommendation has been implemented.

**Recommendation #10: The School Board should follow all of its policies.**

<b>RESPONDENT</b>	<b>RESPONSES</b>
WCCUSD School Board of Education	The recommendation has been implemented.

**Recommendation #11: The School Board should ensure that the CBOC contains a member from each category required by California Education Code Section 15282.**

<b>RESPONDENT</b>	<b>RESPONSES</b>
WCCUSD School Board of Education	The recommendation has not yet been implemented, but will be implemented in the future.