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August 6, 2013

Honorable Paul Beeman
Presiding Judge of the Superior Court
Solano Superior Court
600 Union Avenue
Fairfield, CA 94533

The Honorable Judge Beeman,

Re: Response to Grand Jury Report of May 24, 2013 – Solano County Performance Evaluations

Pursuant to Penal Code sections 933(c) and 933.05, the Solano County Board of Supervisors responds to Findings 1 and 5 and Recommendations 1 and 5 contained in the 2012/2013 Grand Jury Report of May 24, 2013 regarding Solano County Performance Evaluations.

Finding 1

The average length of time for the annual performance evaluations of those files that were examined for the Registrar of Voters Division between the last evaluation contained in the personnel file and the date of review was 46 months.

Response to Finding 1

Registrar of Voters: The Registrar of Voters disagrees partially with the finding. Of the three staff reviewed by the Grand Jury, one had a performance evaluation issued October 2012 and another had a performance evaluation issued November 2012. The third staff member's evaluation is scheduled for July 2013 corresponding to the employee's anniversary date.

Board of Supervisors: The Board of Supervisors agrees with the Registrar of Voter's response.

Recommendation 1

Registrar of Voters Division ensure that all staff receive performance evaluations annually as required by county policy and procedures and forwarded to the Department of Human Resources for inclusion in the individual personnel file.

Response to Recommendation 1

Registrar of Voters: This recommendation is being implemented. As stated in the Registrar of Voters response on August 14, 2012 to Recommendation #2 of the FY2011/2012 Grand Jury Report - Registrar of Voters, all ROV employees will receive performance evaluations at the time of their employment anniversary.

Board of Supervisors: The Board of Supervisors agrees with the Registrar of Voter's response to Recommendation 1 and has directed the County Administrator to ensure all employees receive timely performance evaluations.

Finding 2

The average length of time for the annual performance evaluations of those files that were examined for the Health and Human Services Department between the last evaluation contained in the personnel file and the date of review was 25.4 months.

Response to Finding 2

Health and Social Services: H&SS agrees with this finding.

Board of Supervisors: The Board of Supervisors agrees with the Director of Health and Social Services' response.

Recommendation 2

Health and Human Services Department ensure that all staff receive performance evaluations annually as required by county policy and procedures and forwarded to the Department of Human Resources for inclusion in the individual personnel file.

Response to Recommendation 2

Health and Social Services: The Director agrees with the Grand Jury's recommendation. Timely annual performance evaluations have been a part of the managers' annual performance appraisal. The Director will ensure that they will become a core part of the the managers' appraisals.

Board of Supervisors: The Board of Supervisors agrees with the Director of Health and Social services' response to Recommendation 2 that timely annual performance evaluations are part of the managers' performance appraisals.

Finding 3

The average length of time for the annual performance evaluations of those files that were examined for the Sheriff's Office between the last evaluation contained in the personnel file and the date of review was 21 months.

Response to Finding 3

Sheriff: The Sheriff agrees with the finding of the Grand Jury.

Board of Supervisors: The Board of Supervisors agrees with the Sheriff's response.

Recommendation 3

Sheriff's Office ensure that all staff receive performance evaluations annually as required by county policy and procedures and forwarded to the Department of Human Resources for inclusion in the individual personnel file.

Response to Recommendation 3

Sheriff: The Sheriff agrees with the recommendation of the Grand Jury. In an effort to implement corrective action and continuously improve our processes, the Sheriff's Office is working with the Human Resources Department to develop and implement a better tracking mechanism to ensure timely submission of annual performance evaluations.

Board of Supervisors: The Board of Supervisors agrees with the Sheriff's response to Recommendation 3 and is aware of the Sheriff's efforts to implement a better tracking method for future performance appraisals.

Finding 4

As a result of the random review of personnel files, it was found many individual personnel records were missing annual performance evaluations failing to comply with county policy and procedures.

Response to Finding 4

CAO: The CAO agrees with the finding.

Board of Supervisors: The Board of Supervisors agrees with the CAO's response.

Recommendation 4

Solano County departments ensure all personnel evaluations comply with county policy and procedures and are forwarded to the Department of Human Resources, in a timely manner, for inclusion in the individual personnel files.

Response to Recommendation 4

CAO: The CAO has implemented this recommendation. An analysis is being done to determine if there are performance evaluations that still need to be submitted to the Department of Human Resources for inclusion in personnel files and for department recordkeeping.

Board of Supervisors: The Board of Supervisors agrees with the CAO's response to Recommendation 4 and is aware of the efforts to implement a countywide tracking system for future performance appraisals to be submitted to the Department of Human Resources in a timely manner.

Finding 5

The Department of Human Resources does not have any mechanism to ensure all Solano County employees receive performance evaluations in compliance with county policy and procedures.

Response to Finding 5

Human Resources: The Director of Human Resources agrees with the finding that the Human Resources Department does not track performance evaluations and does not record performance evaluations into a centralized database. Historically, individual departments tracked the due dates when the employee's next performance evaluation is to be given. Completed performance evaluations are submitted to the Human Resources Department where they are filed in the employee's permanent personnel file.

CAO: The CAO agrees with the finding.

Board of Supervisors: The Board of Supervisors agrees with the Director of Human Resources and CAO's responses.

Recommendation 5

The Department of Human Resources' current automated system be upgraded to provide the capability to track personnel performance evaluations to ensure compliance with Solano County policy and procedures.

Response to Recommendation 5

Human Resources: This recommendation has been partially implemented. The existing Human Resources information system (PeopleSoft) does include fields for recording when an employee's performance evaluation is next to be completed, and when the employee's performance evaluation was last given. The Human Resources Department is working with all County departments to populate those fields so that departments can run their own monthly reports on upcoming and past-due performance evaluations.

Honorable Paul Beeman

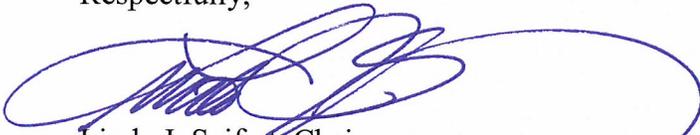
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CAO: This recommendation has been partially implemented. The Department of Human Resources is working with all Solano County departments to update PeopleSoft that will allow departments to run individual or departmental reports reflecting due dates for upcoming performance evaluations. These reports will serve as reminder to complete performance evaluations and ensure they are submitted timely to the Department of Human Resources and also as a means of tracking for the CAO.

Board of Supervisors: The Board of Supervisors agrees with the Department of Human Resources and the CAO's responses to Recommendation 4 and is aware of the efforts to implement a countywide tracking system for future performance appraisals to be submitted to the Department of Human Resources in a timely manner.

Respectfully,



Linda J. Seifert, Chair
Solano County Board of Supervisors

cc: Clerk of the Board, Solano County Board of Supervisors
Thomas A. Ferrara, Sheriff, Solano County
Dennis Bunting, County Counsel, Solano County
Marc A. Fox, Director of Human Resources, Solano County
Ann Edwards, Director of Health and Social Services, Solano County
Ira Rosenthal, Director of Information Technology, Solano County
Grand Jury Office