

COUNTY ADMINISTRATOR'S OFFICE

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July 23, 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 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

The CAO agrees with the finding.

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

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.

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

The CAO agrees with the finding.

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

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.

Respectfully,



Birgitta E. Corsello
County Administrator, Solano County

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
Patrick Duterte, Director of Health and Social Services, Solano County
Ira Rosenthal, Director of Information Technology, Solano County
Grand Jury Office