

# Solano County Health & Social Services Department



Mental Health Services  
Public Health Service  
Substance Abuse Services  
Child & Adult Resources and Services

Patrick O. Duterte, Director

Employment and  
Eligibility Services  
Children's Services  
Administrative Services

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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

Dear Judge Beeman:

RE: 2012-13 Grand Jury Report **Solano County Performance Evaluations**

Under Penal Code sections 933 and 933.05, the Health and Services Department (H&SS) responds to the following findings and recommendations that pertain to matters under its control.

Findings 1, 3, 4, and 5 pertain to matters outside of the control of the H&SS Department. Finding 2 applies to the Department of H&SS.

## **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**

H&SS agrees with this finding.

## **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**

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 managers' appraisals.

Respectfully submitted,

*for*  (S. Betz)  
Patrick O. Duterte, Director  
Health and Social Services Department

cc: Marc Fox, Director, Human Resources Department  
Birgitta Corsello, County Administrator  
Clerk of the Board of Supervisors  
Grand Jury Office