

COUNTY ADMINISTRATOR'S OFFICE

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To: Board of Supervisors
From: Birgitta Corsello, County Administrator
Date: December 3, 2012
Subject: Biweekly Update of Significant Issues

1. County Administrator's Update on Contracts

The County Administrator did sign any contracts of significance since the last Significant Issues update.

2. Recruitments for Courier and Office Assistant II

Since the layoffs beginning in 2009, Human Resources has made significant efforts to provide placement opportunities for laid off Solano County employees. The department has done extensive outreach to the laid off employees, offering them multiple opportunities to interview for all comparable classifications. At this time the department believes it has exhausted the re-employment list of viable candidates for the Courier and Office Assistant II classifications. (Laid off employees in other classifications are still contacted as positions become available.)

Currently, the County Administrator's Office has approved requisitions to fill 2 extra help Couriers positions and 14 regular Office Assistant II positions. It is the department's intent to open recruitments for Courier (Extra Help) and Office Assistant II (Regular). The recall list for Courier has one laid off employee and the department believes this individual is no longer interested in County employment as he accepted other employment. The recall lists for Office Assistant II have five laid off employees and the department believes that individuals have not been interested as one person retired, two moved out of state, one has been unavailable for work, and one for an unknown reason.

- Contact: Marc Fox, Director of Human Resources; 784-2552

3. WIB Awards Youth Service Contract to Solano Community College

On October 1, 2012, the Workforce Investment Board (WIB) entered into a nine-month contract, not to exceed \$56,250, with Solano Community College (SCC) to provide tutoring and leadership services for eligible WIB youth clients. SCC has launched this program as Project HYPE (Helping Youth Prepare and Excel). Press releases recently went out to local newspapers highlighting the program.

These SCC services will assist the WIB in providing youth with the tools necessary to complete and graduate high school, obtain their GED and the opportunity to enter post-secondary

education. The youth will also be exposed to tools necessary to make sound decisions about their career choices and expose them to opportunities that will prepare them for the future. SCC will be providing tutoring and/or leadership services to a total of 75 WIB youth participants.

These services will be offered on a flexible schedule from Monday through Friday at the Vallejo, Fairfield and Vacaville SCC campuses, based on the needs and availability of the WIA youth participants. The services will be geared toward both in-school and out-of-school youth between the ages of 16 and 21 and will be offered throughout the year at each campus with no significant breaks during the holiday and summer periods.

The College could be eligible for up to two additional 12-month extensions, based on several factors including satisfactory performance during this first year of the contract, availability of WIA funding, and approval by the WIB and the Board of Supervisors, .

- Contact: Robert Bloom, Workforce Investment Board - 863-3501

4. Local Enforcement Agency Recognized for Implementing a Successful Program

The Department of Resource Management, Environmental Health Services Division is the Local Enforcement Agency (LEA) for Solano County. The LEA is responsible for implementation of state laws and regulations at solid waste facilities, such as landfills and compost facilities, within Solano County. The California Department of Resources Recycling and Recovery (CalRecycle) recently completed its evaluation of the Solano County LEA for the time period of October 1, 2009 through July 31, 2012. This evaluation recognizes the Solano County LEA for implementing a successful program, and found that all inspections were conducted on time and all required permits or enforcement actions were issued.

- Contact: Terry Schmidtbauer, Environmental Health Manager, 784-3308

5. Update on Whistleblower Program

During the past year, the Auditor-Controller's Internal Audit Division continued to operate the County Whistleblower Program. The program includes a special hotline number (866) 384-TIPS and a website for the submission of reports. The reports received were reviewed by the Internal Audit Division of the Auditor-Controller's Office in cooperation with the Department Heads and the County Administrator as deemed appropriate.

From July 1, 2011 through June 30, 2012, the Whistleblower Program received 25 reports of perceived incidence of fraud, waste and abuse, or violations of policy or law. The reports were received in the following categories:

- violations of Law/County policy (12)
- timesheet fraud (5)
- unauthorized/inappropriate use of County property (3)
- other (5)

Fourteen of the cases were found to not have merit. Five of these cases were referred to the H&SS Special Investigations Bureau for further investigation into alleged Welfare fraud. All five were found to be without merit.

One case was found to be outside the jurisdiction of the County and was closed and referred to the governing board of the agency in question for their investigation and action.

Ten cases were found to have merit. The following is a summary of those cases.

<i>Complaint Allegation</i>	<i>Resolution</i>
County employee conducting a personal business on County time	Employee reprimanded by the Deputy Director for Mental Health. Mental Health supervisors instructed to improve supervision of employees
County employee coming to work late and taking long lunch breaks	Employee counseled by supervisor on management of time and informing supervisor on schedule changes/variations
Unauthorized use of a County vehicle – van identified in parking lot of Kaiser Fairfield clinic	Employee counseled by supervisor on approved uses of County vehicles
Unpermitted construction – demolition and replacement of a chimney	Building and Safety Division investigated and confirmed that no permit had been issued for the work. Homeowner contacted and permits issued post construction
County employee regularly takes time off without coordination or approval	Employee terminated for cause
Conflicts between case records and travel records for a Mental Health employee	Referred to County Compliance Officer for further investigation and corrective action; compliance case still pending
Doctor bringing his children to work at Vallejo Clinic	Employee counseled by supervisor; doctor now understands the rule and no longer brings children to work
Seven employees required to share a room designed for four people	Staff moved to alleviate congested work space
Cash and purchasing controls being violated in HSS Accounts Payable unit	Immediate changes made to improve cash controls; purchasing controls are being evaluated in the Master Internal Control Review currently in process
One employee being given overtime in preference to other staff	Policy changed so overtime is being offered to all staff on equal basis

In cases where fraud, waste or abuse was not found, the review by Auditor-Controller’s office or department management improved processes and controls. These improvements help to prevent future potential issues of fraud, waste and abuse.

The Whistleblower Program continues to demonstrate success in the identification of County-related matters in potential fraud, waste and abuse. The program continues to improve controls, and oversight throughout the County. The Whistleblower Program is a successful addition to the County’s efforts to ensure accountability by providing a process for employees and other County citizens to report perceived incidence of fraud, waste and abuse.

- Contact: Phyllis Taynton, Assistant Auditor-Controller, 784-6288