

**FILED**

**MAY 3 6 2000**

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF TRINITY  
BY: DONNA REGNANI, DEPUTY CLERK *DR*

**TRINITY COUNTY GRAND JURY**

**1999-2000**

**HEALTH AND HUMAN SERVICES COMMITTEE  
FINAL REPORT**

**RESPONSE TO A CITIZEN'S COMPLAINT**

**This report was approved  
On May 4, 2000**

**1999-2000 TRINITY COUNTY GRAND JURY  
HEALTH and HUMAN SERVICES COMMITTEE  
FINAL REPORT**

**RESPONSE TO A CITIZEN COMPLAINT**

**PURPOSE:**

The Trinity County Grand Jury is empowered to investigate all complaints received from citizens of Trinity County.

**BACKGROUND:**

The Health and Human Services Committee of the Grand Jury received an anonymous complaint concerning a social worker who has foster children from Trinity County in his home. The complaint alleged that this is a conflict of interest or against the law.

**METHODOLOGY:**

The Health and Human Services Committee interviewed the Social Worker in question, his present and previous Supervisor and the County Counsel.

**FINDING #1:**

There was not a law prohibiting a social worker from having foster children. There is a Memorandum of Understanding (M.O.U.) between the State and Trinity County dated July 1, 1995 stating that the County shall not issue a foster care license in a case such as this and "The County shall refer all such cases to the regional office for licensure by the state."

The Trinity County Health and Human Services Department has had changes in personnel since 1995 and none of the present employees knew of the M.O.U. They are aware of it now and have sent the licensing information to the regional office in Chico for review.

**RECOMMENDATION #1:**

None.

**FINDING #2:**

There is a problem tracking and disseminating information received from outside sources. A contract or M.O.U. may be in the approval process for up to four months, in which time it may be forgotten or placed in some obscure file. The approval process may include routing to the Board of Supervisors at which time it may or may not be put on an

upcoming agenda. The approval process may also include the County Counsel, Treasurer, Auditor or any other Department involved. At any step in the approval process it may be rerouted to the Board of Supervisors or other departments.

The Health and Human Services Department now has a database of all past and present county and intercounty M.O.U's, grant allocation contracts and personal services contracts. They are also working with the Auditor's office on an on-going basis to ensure that the Health and Human Services Department has copies of all approved contracts.

**RECOMMENDATION #2:**

The Grand Jury recommends that all county departments without a tracking system follow the example of the Health and Human Services Department and establish an appropriate tracking and filing system for their department.

**FINDING #3:**

There are new employees at the Health and Human Services Department with apparently no formal training in departmental procedures. Training appears to primarily consist of on the job training.

**RECOMMENDATION #3:**

A more structured, formal training program for newly assigned employees, as well as periodic "in service" training for all employees, should be established, implemented and monitored.

**30-DAY RESPONSE REQUESTED FROM:** Trinity County Board of Supervisors; Health and Human Services Department; County Counsel; County Administrative Officer.



# TRINITY COUNTY

OFFICE OF THE COUNTY COUNSEL  
Post Office Box 1428 Weaverville, California 96093  
Phone: (530) 623-1382 FAX (530) 623-4222

DAVID R. HAMMER  
County Counsel

RECEIVED

June 2, 2000

JUN - 2 2000

The Honorable John K. Letton, Presiding Judge  
Superior Court

SUPERIOR COURT  
JUDGE'S CHAMBERS

Re: Response to 1999-2000 Grand Jury Health and Human Services Committee Final Report – Response to Citizen's Complaint

Dear Judge Letton:

The Grand Jury has requested a response from me as County Counsel. Pursuant to Penal Code Section 933.05, I respond as follows:

**Finding #1:** I agree.

**Recommendation #1:** None required.

**Finding #2:** I agree.

**Recommendation #2:**

The recommendation is being implemented by the County Administrative Officer, County Counsel, and the County Auditor. All contracts will be entered into a computer, and a calendaring system to track the dates for review, termination, and other relevant dates is being developed.

**Finding #3:**


I do not have sufficient information to agree or disagree with the finding as to all new employees within the Health and Human Services Department. I work with the employees within Child Protective Services, who do receive formal training, in addition to on-the-job training.

**Recommendation #3:**

I have no authority to implement the recommendation nor to evaluate whether it is warranted or not warranted.

Thank you for the opportunity to provide this response.

Very truly yours,

  
David R. Hammer  
County Counsel

DRH/pt



# TRINITY COUNTY

## OFFICE OF THE COUNTY ADMINISTRATOR

Administration — Human Resources — Risk Management

Grant Management — Information & Technology

P. O. Box 1613 Weaverville, CA 96093-1613

County Administrator Phone: (530) 623-1382

Human Resources Phone (530) 623-1325 FAX (530) 623-4222

JEANNIE NIX-TEMPLE, County Administrative Officer

To: Honorable John K. Letton, Presiding Judge of the Superior Court

From: *Jeannie Nix-Temple*  
Jeannie Nix-Temple, County Administrative Officer

Date: August 7, 2000

RE: Response To a Citizen Complaint

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AUG - 9 2000

SUPERIOR COURT  
JUDGE'S CHAMBERS

As the county administrative officer, I have been asked to respond to the Trinity County Grand Jury's Health and Human Services Committee report on a response to a citizen's complaint. My response is as follows:

### Recommendation #2

I agree.

### Recommendation #3

I agree. I have found that it is an awesome job to provide training to new and continuing employees on county procedures. We are doing this on a countywide basis to cover policies. On the issue of contract procedures, Health and Human services should be commended for their attention to this. The County Auditor, the Board Clerk and the CAO's office are attempting to organize all contracts within the county.

I thank the Grand Jury for your recommendations on this issue.



## Trinity County Health and Human Services Department

Linda Wright, Director  
Donald E. Krouse, MD, Health Officer  
#1 Industrial Park Way, P.O. Box 1470  
Weaverville, CA 96093-1470  
Phone: (530) 623-1265 or (800) 851-5658  
Fax: (530)-623-1250

**Date:** August 3, 2000  
**To:** John K. Letton  
Presiding Judge of the Superior Court  
*Linda Wright*  
**From:** Linda Wright, Director  
Trinity County Health and Human Services  
**Re:** 1999-2000 Trinity County Grand Jury Report  
*Response to a Citizen's Complaint*

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AUG - 3 2000  
SUPERIOR COURT  
JUDGE S. CHAMBERS

The following is my response to the 1999-2000 Grand Jury Health and Human Services Committee's Final Report regarding response to a citizen's complaint.

### Recommendation #1:

I concur with the Grand Jury's recommendation. We will continue with the present practices.

### Recommendation #2:

I agree. Health and Human Services will continue to maintain a data base with accompanying files to track all contracts, MOU's personal service agreements and allocation related contracts.

### Recommendation #3:

I concur with the Grand Jury's recommendation. New employee's receive orientation provided by the county personnel department as well as a departmental orientation conducted by the Director. Increased effort will be made to ensure that these orientations are provided in a timely manner. There will also be a "refresher" provided annually at a full staff meeting

### Conclusion:

I would like to express my appreciation for the conscientious review performed by the Grand Jury Health and Human Services Committee. We are dedicated to ensuring that programs are administered efficiently and in adherence to required mandates.



# TRINITY COUNTY

## BOARD OF SUPERVISORS

P.O. Drawer 1613 (530) 623-1217

WEAVERVILLE, CALIFORNIA 96093

*Dero B. Forslund, Clerk*

*Jeannie Nix-Temple, County Administrative Officer*

August 10, 2000

To: The Honorable John K. Letton, Presiding Judge Superior Court

From: The Board of Supervisors

Re: Response to 1999/2000 Grand Jury Health and Human Services Committee  
Response to Citizen's Complaint (Foster Children)

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SUPERIOR COURT  
JUDGE'S CHAMBERS

Dear Judge Letton:

The Grand Jury has requested a response from the Board of Supervisors and we responded as follows:

**Finding #1:**

We agree and except findings as true.

**Recommendation #1:**

None at this time; awaiting review by State's Regional Office.

**Finding #2:**

We agree on a continuation and improvement of present day tracking process.

**Recommendation #2:**

We agree and concur on recommendations.

**Finding #3:**

We agree with findings.

**Recommendation #3:**

We concur with recommendation and find that the Director has intentions to improve orientations and annual refresher updates.

Very Truly Yours,

R. Berry Stewart  
Vice-Chairman, Board of Supervisors,  
County of Trinity

DATE: November 9, 2000

APPROVED: Ralph Modine

CHAIRMAN-Board of Supervisors