



A Tradition of Stewardship
A Commitment to Service

Board of Supervisors

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Bill Dodd
Chairman

August 9, 2011

The Honorable Diane Price
Presiding Judge
Superior Court of California, County of Napa
825 Brown Street
Napa, CA 94559

FILED

AUG 17 2011

Clerk of the Napa Superior Court
By: C. Brunner
Deputy

Dear Judge Price:

As required by Penal Code Section 933(c), enclosed is the response to the 2010-2011 Final Reports on Pesticide Use in Napa County, Department of Corrections/Jail, Napa County, Auditor-Controller and Napa County Juvenile Hall.

Grand Jury activity takes place over the course of a number of months. As such, their findings and recommendations often address issues which county departments have already identified as problems and to which solutions are in the process of being developed.

The Board acknowledges the members of the 2010-2011 Grand Jury for the time they have devoted in preparing their report.

Sincerely,

Handwritten signature of Bill Dodd in cursive.
Bill Dodd, Chairman
Napa County Board of Supervisors

Enclosure

cc: Foreman, 2011-2012 Grand Jury

Received
Napa Superior Court

AUG 17 2011

Court Executive Office

Brad Wagenknecht
District 1

Mark Luce
District 2

Diane Dillon
District 3

Bill Dodd
District 4

Keith Caldwell
District 5

Napa County
Responses to Grand Jury Report
Napa County's Financial Gatekeeper The Auditor-Controller
Fiscal Year 2010-2011

Responses to Findings:

Finding #1. The County does not provide formal training for grant procedures and application writing.

Response, County Executive Office. The County Executive Officer agrees with the finding in terms of countywide training, however, individual departments send employees to program-specific grant training.

Finding #3. Personal credit cards are being used for some purchases by Napa County employees.

Response, County Executive Officer. The County Executive Officer agrees with this finding.

Response, Purchasing Manager. The Purchasing Manager agrees with this finding.

Finding #4. The County is not using CAL-Card

Response, County Executive Officer. The County Executive Officer agrees with this finding.

Response, Purchasing Manager. The Purchasing Manager agrees with this finding.

Finding #5. The "Procure to Pay" process of PeopleSoft® is under-utilized.

Response, Information Technology Services. The Chief Information Officer agrees with this finding.

Response, Purchasing Manager. The Purchasing Manager agrees with this finding.

Finding #7. The Napa County Administration Building on Third Street is not in the current flood plain.

Response, Director of Public Works. The Director of Public Works agrees with this finding. The Napa County Administration Building located at 1195 Third Street in the City of Napa is not located within the 100 year flood way or within the 100 year flood plain.

Responses to Recommendations:

Recommendation #1 County departments start to use the CAL-Card

Response, County Executive Office. This recommendation requires further analysis. The Grand Jury has identified some of the advantages of using the CAL-Card, but has not addressed the risks, which we believe are potentially significant. Before deciding to utilize the CAL-Card, it is important to carefully evaluate the available alternatives and what safeguards can be put in place to insure that there is no abuse. If a decision is made to utilize CAL-Cards, it may be appropriate to limit both the number of employees authorized to use them and the purpose for which they can be used. The Auditor-Controller is in the process of developing a pilot CAL-Card program which she hopes to implement by the end of the calendar year. Information garnered from that pilot program will help us make a decision on whether or how to utilize CAL-Cards on a regular basis.

Response, Purchasing Manager. The Purchasing Manager agrees with the County Executive Officer.

Recommendation #2 The PeopleSoft® “Procure to Pay” process be fully configured and implemented for use by all County Departments by the end of the fiscal year 2011-2012.

Response, Information Technology Services. The recommendation has not yet been implemented, but will be implemented in the future. This has been a collective initiative of the Auditor-Controller, Chief Information Officer, and the Purchasing Manager. It is anticipated that implementation will occur by the end of fiscal year 2012-2013, pending available resources.

Response, Purchasing Manager. The Purchasing Manager agrees with the Chief Information Officer.