



Ventura County Probation Agency

Calvin C. Remington
Director/Chief Probation Officer

July 27, 2000

Mr. Harry Hufford
Chief Administrative Officer
County of Ventura
800 S. Victoria Avenue L#1940
Ventura, CA 93009

Response to the 1999-2000 Grant Jury Final Report Recommendations and Responses

Ventura County Ordinance No. 4088:

Recommendation #1: The budgets of the public safety departments and the allocation of proposed use of Proposition 172 monies should be reviewed annually by the Board of Supervisors as part of the overall budget process and in accordance with The California Budget Act.

Response: The recommendation requires further analysis.

I agree that the Board of Supervisors should review on an annual basis the allocation and proposed use of Proposition 172 funds as part of the overall budget process and in accordance with The California Budget Act. I also feel that the review should first occur with the CAO in conjunction with all Prop. 172 agencies. This would allow for a more concerted and planned approach to the expenditure of 172 funds. It is my understanding however, that the Board of Supervisors do review the use of Prop. 172 monies each year as part of the overall budget process.

Recommendation #3: The Board of Supervisors should rescind the constraints of Ordinance No. 4088 and reconsider the allocation of Proposition 172 funds to public safety agencies during their annual budgeting process.

Response: The recommendation will not be implemented.

The Board of Supervisors legally adopted Ventura County Ordinance No. 4088. It is my understanding of the ordinance that it cannot be rescinded without voter approval. It must be remembered that in late 1994, an initiative measure designed to ensure that Prop. 172 funds would be used to supplement the funding for public safety in Ventura

To: Harry Hufford, CAO
Date: July 27, 2000
Page: 2

County and qualified for the June 1995 primary election. Rather than place the measure on the ballot, the Board of Supervisors exercised its option to adopt a measure. The Board did so on May 16, 1995, by adopting Ordinance No. 4088.

Recommendation #4: The public safety departments should work together with the CAO and Board of Supervisors to ensure availability of funding for staffing of the Juvenile Justice Complex when it is completed.

Response: The recommendation has been implemented.

With the cooperation of Prop. 172 agencies and the CAO, the first step to ensure availability of funding for staffing of the new Juvenile Justice Complex occurred in the budget process for FY 2000-2001: \$1.3 million in Prop. 172 funds was set aside in a Board designation for staffing of Juvenile Justice Complex operations when it opens in September 2003. This was a good first step and the County must continue to be vigilant in setting aside Prop. 172 funds each budget year for this purpose.

Ventura County Juvenile Court Schools:

Recommendation #1: Repaint classrooms and halls where necessary. The physical facility should be maintained as well as possible even though the building may be replaced in three years.

Response: The recommendation has not yet been implemented but will be implemented in the future.

The Probation Agency agrees with the Grand Jury that the Clifton Tatum Center (CTC) must be maintained as well as possible until we move to the new juvenile justice complex. CTC staff, under the direction of the CTC Division Manager, will assess all classrooms and halls to determine the need for repainting. The assessment will be completed by August 15, 2000. Once completed, a plan will be developed between Probation and GSA. It is expected that some areas will be repainted by incarcerated youth under the direction of CTC or GSA staff. Other areas will be completed by GSA painting professionals. The project will be completed by January 1, 2001.

Recommendation #2: McBride School should attempt to replace outdated text materials. For example, encyclopedias on CDs should be considered as replacement for the outdated encyclopedias found in the classrooms.

Response: The recommendation has been implemented.

To: Harry Hufford, CAO
Date: July 27, 2000
Page: 3

Personal computers are available to all youth in the McBride School. All PCs now have Encarta Encyclopedia software. This resource is available on the CD-ROM and as information is updated or changes, it is downloaded to the PCs from the Internet. Encarta is now the primary research resource for all students in the McBride School. Hardbound resource information is available to students as a secondary research source.

Status Report on Ventura County Juvenile Justice Facilities Plan:

Recommendation #2: That personnel from Risk Management participate in the planning process for the new Juvenile Justice Facility.

Response: The recommendation has been implemented.

The Probation Agency agrees with the recommendation that Risk Management be included in the planning and design process for the new juvenile justice facility and we have taken steps to encourage their participation.

At the inception of the juvenile justice facility planning and design process, General Services Agency (GSA) was identified as an important participant. Various representatives from GSA have participated extensively in the master plan, schematic design, and design development phases of the project. To date, these phases have dealt primarily with the general floor plan layouts and mechanical systems design of the structure itself. Specific development of work space areas and the ergonomic relationships within them will come at a later phase of the design. GSA Risk Management has been contacted and has agreed to participate in the development of this phase of the design as soon as scheduled. This phase should be completed no later than September 30, 2000.

Assessment of Fees for Work Furlough Inmates:

Recommendation #1: That the Ventura County Probation Department monitor the financial means assessment and the process of appeal of those assessments to ensure compliance with the Penal Code.

Response: The recommendation has not yet been implemented.

The Probation Agency concurs with this recommendation. In order to comply with this recommendation, we will establish a procedure whereby the principal accountant or designee will review at random both the rate setting and the rate appeals as determined

To: Harry Hufford, CAO
Date: July 27, 2000
Page: 4

by the Collection Officer III. Additionally, we are evaluating the documents provided to new Work Furlough participants in order to determine the most appropriate point to inform them of their rights under Penal Code Section 1208.2 paragraph (1). These process changes will bring us into compliance with the Penal Code and will be implemented by September 1, 2000.

Recommendation#2: That Probation Department Work Furlough Program Policy and Procedure Manual reflect these changes and that those policies and procedures be available for review by any citizen.

Response: The recommendation has not yet been implemented.

We concur with this recommendation. In order to comply with this recommendation, we have designated a program staff person (Supervising Deputy Probation Officer) and a fiscal staff person (Collection Officer III) to review the existing Work Furlough Program Policy and Procedure Manual. They will be developing the necessary documents that reflect the changes for inclusion in the manual. Once completed, these documents will be reviewed/approved by the Work Furlough Division Manager and the Principal Accountant. Lastly, this manual will be maintained at all public locations within the Work Furlough complex. This task will be completed by September 1, 2000.

Recommendation #3: That the Senior Accountant, Probation Department, be charged with the task of internal oversight and that such oversight include an annual compliance review.

Response: The recommendation has not yet been implemented but will be implemented in the future.

We concur with this recommendation with one modification. We are recommending that a separation of responsibility exist between the task of internal oversight and an annual compliance audit. This will provide more checks and balance to the system. The internal oversight of all fiscally related issues at the Work Furlough Program is already the responsibility of the Agency's Principal Accountant. Although this staff member is not physically located on the Work Furlough complex, fulfillment of the responsibility is accomplished through a minimum of a weekly visit augmented with both telephone and e-mail communications. It is our position that internal oversight responsibility remain with the Principal Accountant. In terms of the annual compliance audit, we believe that this responsibility should be assigned to the Agency's Senior Accountant. Although this position is supervised by the Principal Accountant, this individual does not oversee any fiscal policies or procedures involving the Work Furlough Program and, therefore, could

To: Harry Hufford, CAO
Date: July 27, 2000
Page: 5

perform the audit with a higher degree of independence. For the same reason, the Senior Accountant currently is responsible for completing the monthly bank reconciliation on the outside Work Furlough checking account.

Sincerely,

A handwritten signature in black ink, appearing to read "Calvin C. Remington". The signature is fluid and cursive, with a long horizontal stroke at the end.

Calvin C. Remington
Director/Chief Probation Officer

CCR:nmw4