



## YOLO COUNTY CHAPTER

California Grand Jurors' Association

email: [cgjayolo@gmail.com](mailto:cgjayolo@gmail.com)

website: <http://groups.dcn.org/yolocgja>

May 31, 2013

Howard H. Newens  
Auditor-Controller  
County of Yolo  
PO Box 1268  
Woodland, CA 95776

Dear Auditor-Controller Newens,

I am writing to you as a Yolo County resident and President of the Yolo-CGJA, a Chapter of the California Grand Jury Association, composed of Yolo County residents who are previous grand jury members. Our goals are to support the grand jury system and promote local government accountability. One of our tasks is to follow up on prior Grand Jury recommendations to ascertain the status of their implementation.

The following pertains to the 2009-10 and 2010-11 Grand Jury reports on the Department of Employment and Social Services (DESS). You responded to recommendations indicating intent to take action. Although implementation might have occurred, the public at large and succeeding grand juries are not aware of it.

In its 2009-10 report, the Yolo County Grand Jury recommendation **10-10** was that the DESS:

“Conduct an audit regarding DESS use of XTE.”

Here is your response to recommendation **10-10**:

“We agree with this recommendation and have added this audit task to the countywide payroll audit which is in progress and scheduled to be completed in September 2010.”

In its 2010-11 report, the Yolo County Grand Jury recommendation **R-1** was that the DESS:

“Implement a standard employee time and attendance policy and procedure to report hours worked and leave taken on a daily basis which will alleviate the potential for fraud and will ensure an adequate audit trail exists. The system should provide for supervisorial approval.”

Here is your response to recommendation **R-1**:

“This recommendation will be implemented. We worked with the County Administrator (HR Division) and County Counsel to develop a uniform countywide policy on employee timekeeping that we expect the Board to approve on August 2, 2011.”

In its 2010-11 report, the Yolo County Grand Jury recommendation **R-2** was that the DESS:

“Implement a standard employee time and attendance policy and procedure to report hours worked and leave taken on a daily basis which will alleviate the potential for fraud and will ensure an adequate audit trail exists. The system should provide for supervisorial approval.”

Here is your response to recommendation **R-2**:

“The essence of this recommendation will be implemented. A comprehensive timekeeping system such as the Oracle’s Time and Labor module is cost prohibitive at this time, although it will be included in the list of long-term capital projects as part of a payroll system. In the meantime, the IT Department is working on an enhancement to the Absence Management system to provide for employee and supervisor certification of time worked and time not worked.”

Supporting documentation is online at <http://groups.dcn.org/yolocgja>, under the Specifics link.

**Please provide us with a specific update on your responses to these grand jury recommendations.**

We would appreciate your response by July 15, 2013. You may send your response electronically to: Barbara Sommer at [cgjayolo@gmail.com](mailto:cgjayolo@gmail.com). Please note that we will share this letter and your response with the current Yolo County Grand Jury, the advising judge, and the public.

Sincerely,

Barbara Sommer  
President, Yolo Chapter, CGJA  
530.756.7553