

July 2, 2013

Barbara Sommer, President  
Yolo Chapter, CGJA

Dear Ms. Sommer:

Please accept this as my response to your letter of May 31, 2013 regarding past recommendations from the Yolo County Grand Jury to the Yolo County Department of Employment and Social Services. It is my understanding that you have also received a response from the Yolo County Auditor-Controller regarding those items that he responded to in past years.

**Recommendation 10-12**

**"Enforce the written rules for cellular phone use and telecommuting"**

Response:

The Department of Employment and Social Services is enforcing written rules for cellular phone use.

The Department of Employment and Social Services has no employees who are telecommuting.

**Recommendation R-1**

**"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."**

Response:

The Department of Employment and Social Services uses the approved county wide employee time and attendance recording system that provides for supervisorial approval, and appears to reduce the potential for fraud while providing an electronic audit trail.

I hope that these responses assist you in completing your review of these topics.

Please be aware that these recommendations are linked to various electronic processes that Yolo County utilizes to conduct business. As various updates or technology changes become available this department as well as Yolo County will engage in periodic review and updates of policy and procedures that are modified by changes in systems.

Sincerely yours,

Edmund C. Smith  
Interim Director