



# County of Yolo

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AUDITOR-CONTROLLER and  
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August 2, 2010

Honorable Janet Gaard  
Judge of the Yolo Superior Court  
1100 Main Street, Suite 300  
Woodland, CA 95695

Dear Judge Gaard:

***Response to the 2009-10 Grand Jury Final Report  
Regarding Yolo County Department of Employment & Social Services***

In its final report the 2009-10 Grand Jury has requested that the Yolo County Auditor-Controller respond to certain findings and recommendations pertaining to the Yolo County Department of Employment and Social Services (DESS).

Specifically, the Grand Jury requested responses to Findings F-2 and F-5 and Recommendation 10-12. We believe, and have informed the Foreman accordingly, that the request contains typographical errors and that we should respond to Finding F-2 and Recommendation 10-10.

***Finding F-2: If properly used and managed, the new electronic time keeping system should help to reduce misuse of time reporting.***

Auditor-Controller's Response. We agree with this finding. The Auditor-Controller has always advocated the use of time sheets with supervisorial approval as a countywide timekeeping method. This system reduces abuse and errors in time reporting. However, certain county departments have chosen the less burdensome method of reporting time by exception, which is more prone to abuse and errors.

The electronic timekeeping system that the county was considering would help to reduce misuse of time. However, due to current severe budget constraints, this plan is on hold. As an alternative, the County Information Technology Department is developing and piloting an absence management program which may be useful to DESS.

**Finding F-5: HR did not exercise due diligence regarding the MQ for newly-hired or transferring DESS employees.**

Auditor-Controller Response: This finding pertains to an area outside of the purview and expertise of the Auditor-Controller. The County Human Resources Department is responding to this finding.

**Recommendation 10-10: Conduct an audit regarding DESS use of XTE.**

Auditor-Controller Response: 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.

**Recommendation 10-12: Enforce the written rules for cellular phone use and telecommuting.**

Auditor-Controller Response: This recommendation pertains to an area outside of the purview and expertise of the Auditor-Controller. The County Administrator is responding to this recommendation.

We appreciate the opportunity to provide responses to the Grand Jury Final Report.

Sincerely,

Howard Newens  
Auditor-Controller and  
Treasurer-Tax Collector

Cc: Members, Yolo County Board of Supervisors  
Patrick Blacklock, Yolo County Administrator