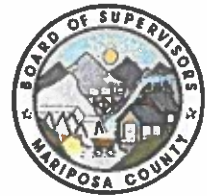




MARIPOSA COUNTY

Board of Supervisors



RESOLUTION - ACTION REQUESTED 2025-387

RECEIVED

SEP 25 2025

MEETING: September 16, 2025

TO: The Board of Supervisors

FROM: Joe Lynch, County Administrative Officer

MARIPOSA SUPERIOR COURT
ADMINISTRATION

RE: Approve a Response to the 2024-2025 Grand Jury Final Report; and Authorize the Board of Supervisors Chair to Sign the Response

RECOMMENDATION AND JUSTIFICATION

Approve a Response to the 2024-2025 Grand Jury Final Report; and Authorize the Board of Supervisors Chair to Sign the Response.

California Penal Code requires the Board of Supervisors, as the governing body of a public agency subject to the Grand Jury's reviewing authority, to comment to the Presiding Judge of the Superior Court on the findings and recommendations pertaining to the matters under the control of the governing body within ninety days after the Grand Jury submits its final report. Please see the attached response. For reference, the complete Grand Jury Report is also attached.

BACKGROUND AND HISTORY OF BOARD ACTIONS

The Board has responded to final reports from the Grand Jury as required.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

Do not approve. A new or modified response will need to be approved within the 90-day window allowed in California Penal Code.

FINANCIAL IMPACT

None

ATTACHMENTS

1. 2024-2025 Grand Jury Report Response - Board of Supervisors

VOTE RESULT

RESULT: Adopted (UNANIMOUS)

MOVER: District III Supervisor Danette Toso

SECONDER: District V Supervisor Miles Menetrey

AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District IV Supervisor Kiser

EXCUSED: District II Supervisor Shannon Poe

September 5, 2025

The Honorable Anita Starchman Bryant
Assistant Presiding Judge
Mariposa County Superior Court
5088 Bullion Street
Post Office Box 28
Mariposa, CA 95338

Re: Response to the Mariposa County 2024-2025 Grand Jury Report

Dear Judge Bryant,

This response is submitted with respect to the findings and recommendations of the Grand Jury. Please relay our gratitude to the volunteers who dedicated their time to the advancement of government accountability and building up public trust in Mariposa County.

The Board of Supervisors directly oversees all County departments and advisory boards not represented by another elected official, making individual responses from these individuals redundant and unnecessary. Accordingly, this response is made on behalf of the County Administrative Officer, County Counsel, Health and Human Services Agency Director, Building Interim Director, Planning Director, Director of Public Works and Transportation, and the Board itself as follows:

2024-25 Findings

F1: The detention center HVAC repair project has not been completed, which continues to pose a challenge to detention center management, contributing to uncomfortable environmental exposure for inmates, staff and visitors.

- The Board of Supervisors agrees.

F2: There is a high amount of overtime working hours within the detention facility staffing, which is caused by increased job duties, increasing demands of the incarcerated population and regulatory compliance.

- The Board of Supervisors agrees.

R1: Complete the HVAC system repair project in all areas that are necessary as soon as possible.

- The Board has taken concrete steps to advance this project by approving financing, awarding contracts, and authorizing construction management. Construction is

expected to begin later this year and will address the facility's HVAC system needs in full.

R2: Increase the detention facility's custodial staff by hiring additional personnel, in order to reduce the high amount of overtime hours within the department, and to minimize burnout and stress within the department.

- During the 2025-26 budgeting process, the Board approved the additional staffing requested by the Sheriff. Moving forward, the Board of Supervisors will continue to review and fulfill budget requests from the Sheriff, within available resources, to support efforts to reduce overtime and ensure consistent coverage, safe, secure operations, and reduced overtime.

Compliance & Continuity Report: Past Examination, Present Action

F2: Some respondents gave clear deadlines on when to complete projects and fulfill agreed upon recommendations from the 2023-2024 MCCGJ Final Report.

- The Board of Supervisors agrees.

R2: Respondents should provide updates on each of the agreed upon recommendations in which deadlines of completion were provided by respondents from the 2023-2024 MCCGJ Final Report to ensure deadlines were actually met.

- The Board of Supervisors agrees.

Continuity Report: Based on 2023-24 Findings & Recommendations

Workplace Culture, Training, and Organization

Board of Supervisors should give a status update on whether all department directors and managers are on schedule to provide a review of essential policies and procedures within the stated 12-month timeframe ending September 17, 2025, within three (3) months.

- All County departments maintain a process for regularly reviewing and updating policies and procedures, with annual reviews and regular updates often required by law. For example, the Sheriff's Office maintains updated law enforcement policies, and HHSA is required to regularly adopt and update policies under state and federal mandates.

This work is ongoing due to continually changing laws, regulations, and standards. As one example, the County's bereavement policy was updated this year to align with changes enacted by the State of California. Departments remain on track to continue this review process through the allotted timeframe.

Board of Supervisors should provide a status update on the County intent to reorganize the County Administrative Office and several departments to improve on the continuity and transparency of County departments, and whether it was completed in the 2024- 2025 fiscal year ending June 30, 2025, within three (3) months.

- On January 3, 2025, the County Administrative Officer position officially transitioned to a strong CAO model with Ordinance 2024-1193.
- In May 2025, the Internal Services Department was established, consolidating Human Resources, Information Technology, and Financial Management under the Assistant County Administrative Officer.
- The reorganization of the Development Services Department will continue when the new Development Services Director begins in December 2025.
- These structural adjustments reflect the Board of Supervisors' intent to strengthen coordination, oversight, and operational efficiency across County departments.

Board of Supervisors should provide a status update on the planned development of standardized training opportunities across all departments and establishment of the Internal Services Department within six (6) months.

- Mariposa County offers new employee orientation training as well as standard, required trainings through Vector Solutions. Additional trainings are available through Vector Solutions, as well as other organizations, depending on the type of job and associated necessary competencies.
- In May 2025, the Internal Services Department was established, consolidating Human Resources, Information Technology, and Financial Management under the Assistant County Administrative Officer.

Analysis of Fiscal Year 2023-2024

BOS should provide a detailed update whether an establishment of procedures for regular financial reviews, or "check-ins," has been implemented in the County, in order to be able to ensure that the County's fiscal year audit is on time, within (3) months.

- The Board of Supervisors agrees that regular financial reviews are essential to ensure proper fiscal oversight and has implemented the following measures:
 - Automated fiscal reports are provided to the Board of Supervisors monthly for review, and quarterly financial reports are presented at Board meetings by the County Administrative Office.
 - On January 9, 2025, the Board approved the most recent 2025 Financial Management Calendar to ensure consistent reporting and updates throughout the year. The original calendar was approved April 16, 2024 as part of this effort.

It should be noted that the Auditor is an elected official, and the Board cannot require check-ins with that office. These procedures, however, provide the Board with regular updates and support timely financial oversight.

Continued Technology and Software Lessons

BOS should provide a detailed update on the progress of the implementation of the Tyler permitting system, within (3) months.

- The Tyler permitting system went live in December 2024. Building & Planning are now fully utilizing the system, leading to improved client communication and significant improvements in turnaround times. Environmental Health is currently in the process of converting to Tyler and is estimated to go live in early 2026.

The Board should provide an update on the implementation of the Oracle Accounts Receivable Module within three (3) months.

- The Accounts Receivable module is live in Oracle and is being utilized by several departments, including the Agricultural Commissioner, County Fire, Auditor's office, and Health and Human Services Agency.

The Board should provide an update on the review process of private cell phones used for work activities within three (3) months.

- In 2023-2024, the Grand Jury requested that Mariposa County "review use of private cell phones for work activities." Last year, the Board stated that it partially agrees and that "Mariposa County has an Information Security Policy from 2012 which addresses the approval process and usage of personal equipment." The County then unnecessarily stated that it would review all personal equipment usage, which had not been required by the Grand Jury. As such, Mariposa County's response within this Continuity Report is that the Mariposa County Information Security Policy indicates that "For personal devices, the user must obtain prior approval from their Department Head before using the device to store and transmit County data."

Complaints and Code Compliance

The Board should provide an update on the Code Compliance Advisory Committee (CCAC) and the County's staff created Code Compliance Program recommendations, within three (3) months.

- The Code Compliance Advisory Committee (CCAC) advanced the Code Program Review for Fiscal Year 2024-25.
 - This included a January 10, 2025, joint Planning Commission/CCAC meeting where it was agreed to repeal Zoning Ordinance 17.144 Enforcement and move

it into Title 1 of Mariposa County Code. During this meeting a consensus was also reached about what the new enforcement code should include.

- In July of 2025 the Board of Supervisors directed the CAO to lead a Code Compliance ad-hoc committee to prepare draft enforcement code. The ad-hoc committee includes CCAC members, Planning Commission members and County staff support. Estimated completion is by end of 2025.
- The Tyler code compliance module workflows will be adjusted upon Board approval of the code enforcement ordinance.

The Board should provide an update on the reorganization, prepared by the County Administrative Office for the BOS, which is designed to address workload, workflow, complaints, and expected time of delivery of services, within three (3) months.

- The reorganization of the Development Services Department will continue when the new Development Services Director begins in December 2025. The Director will lead this effort, with support from the County Administrative Officer, to address workload, workflow, complaints, and expected service delivery timelines.
- The implementation of the Tyler permitting system is already improving client communication and supporting faster turnaround times for services.

Development Services: Environmental Health Division, Building Department, and Planning Department

Within three (3) months, the Board should provide an update on the implementation of a strategy to address the unmet staffing needs to build a team that supports the work of the department and on the progress of soliciting for a contract planning firm, which firm is to be available to assist in processing planning entitlement applications during times of any staffing gaps that may occur in the future for the Planning Department.

- Building on the efficiencies contributed by the new Tyler permitting system, the Planning Department has made several updates to strengthen operations and improve overall efficiency:
 - Key Planning positions have been filled or repurposed to strengthen department operations, and recruitment is underway for an additional planner.
 - During staffing gaps, contract planners are now readily used to help maintain efficiency in processing applications.
 - Reorganization of the Development Services Department will continue under the new Director beginning December 2025, who will oversee ongoing improvements and support efficient permitting processes.

Within three (3) months, The Board should provide an update whether the County Administrative Officer was able to complete the budget review as part of the organizational review within the specified timelines.

- The budget review will be undertaken once the new Development Services Director assumes their role in December 2025.

Within three (3) months, The Board should provide an update if the departments' written policies and procedures are reviewed on an annual basis to ensure that the policies and procedures remain viable based on any changes required due to state law changes or efficiencies garnered through the implementation of the Tyler permitting system.

- Policies and procedures were developed and documented during the implementation of the Tyler permitting system. Staff reviewed procedures weekly through June 2025 and now continue this work in biweekly meetings, ensuring policies are effective and reflect operational needs.
- All departmental policies are aligned with applicable local, state, and federal requirements governing operations.
- California building codes are reviewed and adopted on a three-year cycle, at which time Mariposa County Code Title 15 (Building and Construction) is also reviewed and modified as needed.
- Active participation with trade organizations such as the International Code Council (ICC) and the California Association of Building Officials provides ongoing exposure to pending legislation and best practices, supporting timely review and implementation of legislative changes.

Parallels Between County Government and JCFHD

Within three (3) months, The Board should provide an update on whether a clear plan for training has been developed so that all employees understand how to utilize the existing procedures for grievances, whistleblowing, and reports of non-compliance.

- The County reviews its grievance, whistleblower, and non-compliance procedures annually to ensure compliance with state requirements. External grievance processes comply with state law, while internal grievance processes are union-designated and reviewed regularly. Because these are union-driven and employees typically initiate grievances through their representatives, the County does not provide formal training on them.
- Whistleblower policy information and complaint forms are posted in all County breakrooms, with posters updated each January 1. The Employee Handbook also outlines the complaint process and protections against retaliation for reporting harassment.
- Human Resources staff are available to assist employees with grievance, whistleblower, or non-compliance processes, particularly for matters outside the union process.

These measures ensure that employees have access to policies, guidance, and support, while respecting the role of labor unions as the starting point for formal grievance processes.

Within three (3) months, The Board should provide an update on the results of the implementation of the review of contracts in the County, which has been assigned to the County Administrative Officer by the BOS.

- Mariposa County's process for reviewing contracts was approved in 2022 with Board resolution 2022-116 and amended by resolution 2024-566. A report of agreements prepared by the County Administrative Officer, agreements prepared by Department Heads, and all Software as a Service agreements is presented to the Board of Supervisors on a monthly basis.

Working with Grand Jury

Within three (3) months, The Board should provide an update on the results whether County Counsel was able to develop and provide educational material for Board of Supervisors, Directors and staff for how to effectively work with civil grand jury within the specified timeframe of six (6) months.

- County Counsel prepared a training document, "Rules of Engagement for County Employees Invited to Appear Before the Grand Jury," which outlines the Grand Jury's role and staff responsibilities when responding. The document is available on the County intranet, and employees were notified by email with instructions to review it.

COUNTY OF MARIPOSA:



Rosemarie Smallcombe, Chair
Board of Supervisors

ATTEST:



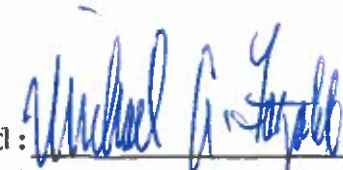
Danielle Bondshu
Clerk of the Board

APPROVED AS TO FORM:



Kevin Briggs
Acting County Counsel

Reviewed:



Honorable Michael A. Fagaide, Per PC933