

NEVADA COUNTY BOARD OF SUPERVISORS RESPONSES TO

2020 Nevada County Civil Grand Jury Report

Report on responses to the 2018-2019 Grand Jury Report: Nevada County Request for Proposal and Procurement Practices

DATED August 11, 2020

In accordance with California Penal Code § 933.05(b), the Nevada County Board of Supervisors is responding to the Nevada County Civil Grand Jury FY 2019/20 Report entitled *Report on Responses to the 2018-2019 Grand Jury: Nevada County Request for Proposal and Procurement Practices*. The responses to findings and recommendations are based on examination of official county records, review of the responses by the County Executive Officer, County Counsel and representatives or testimony of the Board of Supervisors and County staff. The responses contained herein also represent the Nevada County Purchasing Agent response as requested by the Grand Jury.

A. RESPONSES TO FINDINGS

F1: The *Purchasing Policy* approved May 28, 2019, does not fully address the recommendations of the 2018-2019 Nevada County Grand Jury.

Agree

The Purchasing Policy does not fully address the recommendations of the 2018-2019 Nevada County Grand Jury Report because the County found some of the recommendations to not be warranted and other recommendations did not apply to the Purchasing Policy itself, such as providing staff training.

F2: The status of unresolved recommendations cannot be determined until the *Purchasing Procedures Manual* referenced in the new *Purchasing Policy* is released. The document had not been released as of April 2, 2020.

Partially Disagree

The *Purchasing Procedures Manual (PPM)* is an internal document used to establish communication and coordination between departments and purchasing. The PPM is a tool created for defining a series of steps to be followed in order to accomplish a purchasing function and to comply with the guiding principles of the Purchasing Policy. The manual has been completed

and is available for internal use as of July 13, 2020. Moreover, the status determination of several recommendations of the 2018-2019 Nevada County Grand Jury were not implemented because they were not warranted.

F4: Department and contract audits required by Resolution No. 98479 are not up to date.

Agree

F5: The Auditor-Controller's office continues to be understaffed.

Disagree

The Office of the Auditor-Controller currently has several vacant positions and anticipates several upcoming retirements. Human Resources is working with the Auditor-Controller on recruiting efforts to fill current and planned staff vacancies.

F6: The increased thresholds of the new Purchasing Policy have improved contract-processing efficiencies.

Agree

F7: *The Purchasing Policy, the Admin. Code, and Purchasing Procedures Manual* require periodic review to ensure continuous improvement.

Partially Disagree

While the *Purchasing Policy*, the *Administrative Code*, and *Purchasing Procedures Manual* do not specifically require periodic review, the Purchasing Agent will review the *Purchasing Policy*, and *Administrative Code*, *Title I, Chapter IV, Article I* on an annual basis. The Purchasing Agent will bring any recommended changes to the Board of Supervisors for consideration and approval. The *Purchasing Procedures Manual* will be reviewed periodically and modified as needed by the Purchasing Agent, or the Board of Supervisors when applicable, to update processes/procedures that ensure the implementation of best practices that promote continuous improvement.

B. RESPONSES TO RECOMMENDATIONS

R1: The BOS should ensure that the Purchasing Agent completes the *Purchasing Procedures Manual*.

The recommendation has been implemented.

The Purchasing Procedures Manual has been completed and is available for internal use as of July 13, 2020. The Purchasing Agent is overseen by the County Executive Officer who reports directly to the Board of Supervisors to ensure the operations of the County adhere to adopted policy and applicable regulations.

R2: The BOS should ensure that the Purchasing Agent provides appropriate training for County departments on the new *Purchasing Procedures Manual*.

The recommendation has been implemented.

All Department Heads and applicable staff have been trained. Training will continue a periodic basis.

R3: The BOS should ensure that the Auditor-Controller's office meets the requirements of Resolution No. 98479 with respect to audits of County departments and contracts.

The recommendation will not be implemented because it is not reasonable.

The Auditor-Controller is an elected officer of the County and the Board of Supervisors have no authority over the day-to-day operations under the purview of the Auditor-Controller. However, the Board of Supervisors will continue to allocate the necessary resources through the County's annual budget process.

R4: The BOS should ensure that the Purchasing Agent maintains best procurement practices by establishing a schedule of review and revision of the *Purchasing Policy*, *Purchasing Procedures Manual*, and the *Admin Code*.

The recommendation will not be implemented because it is not warranted.

The Purchasing Agent will review the *Purchasing Policy*, and *Administrative Code, Title I, Chapter IV, Article I* on an annual basis. The Purchasing Agent will bring any recommended changes to the Board of Supervisors for consideration and approval. The *Purchasing Procedures Manual* will be reviewed periodically and modified as needed by the Purchasing Agent, or the Board of Supervisors when applicable, to update processes/procedures that ensure the implementation of best practices that promote continuous improvement.