

TO: The Honorable Anthony Edwards, Presiding Judge of the Superior Court

FROM: Brian Muir, Auditor / Controller

CC: Kelly Frost, Deputy Clerk to the Board of Supervisors

SUBJECT: Response to Recommendations of 2004-05 Trinity County Grand Jury Report re:
Trinity County Board of Supervisors

DATE: July 26, 2005

The Grand Jury has requested a written response to their final report on Trinity County Board of Supervisors. In my capacity as Auditor/Controller my response is as follows:

Finding #1: County employees are paid once a month. This requires employees to anticipate approximately 10 days a month, in advance, as to how many hours they will work each particular month.

Employees are also on the "honor system" every day as to the time they arrive and leave in the morning and at lunch, as well as, the end of the day.

Response: I agree in part. County employees do have to anticipate how many hours they will work for the last 10 days of a month, and any discrepancies are corrected in the next month's payroll. However, County employees are not on the honor system. All time sheets are reviewed by department heads to verify their accuracy.

Recommendation #1: The county is fully computerized and should implement a two week pay schedule. By withholding a two week (2) period and paying the two week period actually worked, rather than paying an amount estimated by each employee, it would eliminate any possible errors.

The Grand Jury also sees the need for time clocks, rather than the "honor system". It wouldn't be necessary for each department to have one, if each building had one centrally located. This should be a "hand scan" machine such as those used at private businesses to avoid fraudulent usage. It has proved to be a considerable savings to the businesses and public entities that use them.

Recommendation #1: Implementation of changes in the payroll system is a decision of the Board of Supervisors through labor negotiations. I find it unusual that the Grand Jury would investigate perceived problems with the County's payroll system without speaking to anyone in the Auditor's office. Had they done so they would have learned that their recommended changes are a collective bargaining issue, and that eliminating the need to estimate hours at the end of each month through establishment of a payroll lag has been included in the County's bargaining position with the Union for several years. I agree with the establishment of a two week payroll lag. However, I disagree with changing from a monthly to a bi-weekly payroll. This is also a collective bargaining issue with a significant cost to the citizens due to the addition of fourteen payrolls per year.

Implementation of a county-wide time clock system is a decision of the Board of Supervisors. I recommend against incurring the expense since department heads currently provide adequate control by reviewing and approving time sheets, and time clocks would not work for the large number of employees on call or for those traveling.

**TO: The Honorable Anthony C. Edwards
Presiding Judge of the Superior Court**

**FROM: Howard R. Freeman, Chairman
Board of Supervisors**

**SUBJECT: Response to Recommendation of the 2004-2005 Grand Jury Report
Re: Trinity County Board of Supervisors**

DATE: September 20, 2005

The Grand Jury has requested a written response to their final report on "Trinity County Board of Supervisors".

RECOMMENDATION #1: Will not be implemented.

Implementation of a 2-week payroll lag is a collective bargaining issue and can only be put in place through successful labor negotiations. The establishment of a 2-week payroll lag has been part of the Board of Supervisors bargaining position with the Union for several years. Implementing a bi-monthly pay period does nothing to resolve County employees estimating their hours for the last 10 days of the month, but does add additional costs to producing payroll by adding 14 additional payrolls per year. Implementation of a county-wide time clock system is a decision of the Board of Supervisors and not a collective bargaining issue. Currently, Department Heads provide oversight by reviewing and approving time sheets. Although the Board of Supervisors will not currently implement this recommendation, if future analysis proves this to be a worthwhile investment, the Board can implement this recommendation at that time.