



# COUNTY COMMITTEE



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*Back row:* Rosalio “Rosie” Hinojos, Allen “Skip” Burt, Richard L. Skeate  
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## COUNTY COMMITTEE

### INTRODUCTION

This committee has responsibility for dealing with County government matters. It reviews agendas and notices of public hearings. Whenever possible, attend meetings randomly to ensure that the interest of the public is represented and that Government Code sections with regard to open meeting laws are being followed.

The following public officials and departments are within the purview of the County Committee:

- Airport
- Assessor/Recorder/County Clerk
- Auditor/Controller-Treasurer/Tax Collector
- Board of Directors
- Board of Supervisors
- Central Collections
- County Administrator
- County Clerk – Elections
- Data Processing
- General Services
  - Building – Grounds
  - Emergency Services
  - Garage
  - Printing
  - Purchasing
  - Real Estate
  - Risk Management
  - Human Resources – Civil Service
- Permit and Resource Management Department
  - Public Works
  - Water Agency

The following departments and agencies were visited and reviewed:

- Arrowhead Regional Medical Center
- Assessor/Recorder/County Clerk
- Board of Supervisors
- County Administrator

- County Audit Meetings
- Human Resources Department
- Mail Services/Printing/Purchasing
- Public Works – Solid Waste Management
- Public Works – Transportation
- Real Estate Services
- San Bernardino County Sheriff Department
- SANBAG
- Workforce Investment Board

Final Reports were issued on the following:

- Arrowhead Regional Medical Center - Pediatric Trauma Act
- SAFE Call Box Programs
- Workforce Investment Board

## **ARROWHEAD REGIONAL MEDICAL CENTER PEDIATRIC TRAUMA ACT**

### **BACKGROUND**

The Pediatric Trauma Act of 2006 authorizes a county to establish a Maddy Emergency Services Fund to be used to reimburse hospitals for patients who cannot pay for emergency medical services. The Maddy Emergency Services Fund was originally created by Senate Bill (SB) 12 in 1987.

### **FACTS**

The Pediatric Trauma Act was implemented in 2007. This fund was set up to collect revenue associated with implementation of SB 1773, Chapter 841 of the Statute of 2006. This allows counties to collect an additional two dollars for every ten dollars including various fines, penalties, forfeitures and primary violations collected by the San Bernardino Court and deposited into the Maddy Fund.

One of the Pediatric Trauma Centers in San Bernardino County is located at Arrowhead Regional Medical Center (ARMC). The other is Loma Linda University Children's Hospital (LLUCH).

In Fiscal Year 2008-2009, the Maddy Fund contained approximately \$95 million from the State of California.

The Inland Counties Emergency Medical Agency (ICEMA) is the local Emergency Medical Services Agency for the counties of San Bernardino, Inyo and Mono. ICEMA has the responsibility to ensure pediatric patients receive specialty-care in hospitals, such as trauma centers, and hospitals for the citizens of those counties. Revenues are recognized and budgeted directly within the ICEMA special revenue budget unit to cover anticipated program expenditures. The County of San Bernardino Board of Supervisors has approved an agreement with the ICEMA for \$312,179 in Emergency Medical Services Pediatric Trauma Funds. This fund was applied to new medical devices, training and safety equipment for ARMC. The funding averages \$300,000 to \$400,000 per year. ARMC spent all but \$18.00 on equipment and training to Pediatric Trauma.

In 2012, \$55 million was received from the Maddy Fund and given to several hospitals statewide, based on population. LLUCH received \$1.2 million for their Level One Trauma Center. Level One and Two Trauma Centers focus specifically on pediatric trauma patients. These two Levels are required to have additional pediatric specialties, and research and training facilities. Trauma Center designations include Levels One through Four. Pediatric Trauma Centers are designated only as Level One or Two. ARMC is working toward becoming a Level One Pediatric Trauma Unit.

State grants are difficult to obtain due to the fact that hospitals are based on Pediatric Trauma Center designated levels. When grants are approved and distributed within the state,

LLUCH (Level One facility) receives a larger grant. Smaller grants are given to hospitals which are a Level Two.

Maddy Fund Allocations are approved annually by the State Legislature and ARMC is anticipating the same amount that was distributed to them in 2011-2012. All monies received need to be approved by ICEMA to purchase equipment for pediatric trauma.

Riverside County and ARMC both refer special needs cases to LLUCH Trauma Center.

ARMC's emphasis is currently on upgrading staff training and facilities for Pediatric Trauma to treat victims of earthquakes, epidemics and other disasters.

## **CONCLUSION**

ARMC Pediatric Trauma is well run and all funds received are properly utilized.

In December 2012, the American Colleges of Emergency Physicians (ACEP) newsletter stated, "So far, 50 California counties have established Maddy Funds. Some of those counties have been aggressive about collections, accounting and distribution. But others have done a poor job of collections or accounting, which means that not all of the monies are properly distributed or distributed at all." In San Bernardino County, ARMC utilized the funds efficiently.

Maddy Funds were spent on equipment needed for the pediatric unit at the hospital. Examples of equipment include a hand-held ultrasound machine and three noninvasive ventilators.

ARMC utilized the Maddy Fund to purchase equipment to improve the quality of care for pediatric patients.

## **SAFE CALL BOX PROGRAM WHERE OUR DOLLAR\* GOES**

### **BACKGROUND**

The 2012-2013 Grand Jury conducted a study of San Bernardino County's Service Authority for Freeway Emergencies (SAFE) Call Box Program since little was known about it or how it functioned. With the proliferation of communication devices available to the motoring public, the continued need for call boxes was questioned. Also of concern was how the decline in call box usage affected the funds required to administer this program.

On January 1, 1986, Senate Bill 1199 was enacted to provide the basic format for the formation of SAFE Programs. It outlined governmental responsibilities, revenue generating policies and prescribed locations for call box placement. Call boxes enable traveling motorists to report an accident or obtain emergency assistance should they become stranded.

San Bernardino Associated Governments (SANBAG) was designated in 1986 as the agency to administer the SAFE Call Box Program for San Bernardino County. SANBAG is made up of mayors and city council members of the 24 cities within San Bernardino County, as well as all members of the San Bernardino County Board of Supervisors. The SAFE Call Box Program is funded by a \$1 fee\* that is assessed annually by the California Department of Motor Vehicles on all vehicles registered within the County.

### **METHODOLOGY**

Grand Jury members interviewed officials from SANBAG to discuss the structure, operations and expenditures of this program. In addition, the Professional Communications Network (PCN) Call Answering Center (CAC) and the California Highway Patrol Inland Communications Center (CHP-ICC) were toured to obtain an insight as to how SAFE Call Box calls were handled.

Grand Jury members also reviewed the California Streets and Highways Code, Section 2550-2559, which authorizes the formation of the agency to establish and maintain the SAFE Call Box Program. Other information reviewed included SANBAG's Budget for Fiscal Year 2012-2013 Report, SANBAG's Budget Appendix for Fiscal Year 2012-2013 Report, SANBAG's Web Page, Senate Bill 1199, enacted on January 1, 1986, and Senate Bill 565, enacted on October 8, 1991.

## FACTS

The SAFE Call Box Program is one of SANBAG's Air Quality and Mobility Programs. Although this report addresses only the SAFE Call Box Program, the other programs include Intelligent Transportation Systems, Rideshare and Commuter Services, Clean Fuels, and Freeway Service Patrol. The SAFE Call Box Program is administered by the Director of Management Services, SAFE Call Box Program Coordinator and two analysts. Outside contractors are hired on a competitive basis to provide the necessary services required to operate and maintain this program. This includes maintenance, knockdown recovery, call answering, and cellular services. In addition, liaison support from the CHP in Sacramento is also accomplished on a contract basis.

There are approximately 1,200 call boxes along 1,800 centerline highway miles throughout San Bernardino County. The spacing of call boxes range from one-quarter mile intervals in high volume traffic areas, to two mile intervals in more remote locations. Each call box contains a battery-powered, solar-charged cellular telephone which operates on a digital cellular signal. Each call box is equipped with a large antenna powered by solar energy, which provides a reliable power source, and will receive a cellular signal in areas where regular cell phones may not be able to receive a clear signal. Call boxes are in compliance with the Americans with Disabilities Act (ADA) and are equipped with Teletypewriter (TTY) devices to assist those motorists with hearing or speaking disabilities.

When a motorist opens the door to a call box, he/she has the option of utilizing the TTY device or the telephone to communicate with a CAC Dispatcher. Calls that involve an emergency such as fire, accidents and/or medical assistance are transferred to the CHP 911 Dispatch Center. All other calls requesting roadside assistance such as mechanical failure, flat tire or any other roadside problems are dispatched to an appropriate agency. The CAC has bilingual operators available should the motorist not speak English. Spanish translators are the most in demand. Other translators are available if the need arises.

Due to the broad availability of cell phones, as well as other personal communication devices that are now available to the motoring public, call box usage has declined drastically. During fiscal year 2007-2008, a total of 26,645 call box calls were placed as compared to a total of 15,969 for fiscal year 2011-2012. This represents a 40% decline in call box calls for this timeframe. These figures are based on SANBAG's Fiscal Year Summary Call Type Report, shown as Appendix A.

Revenue from SAFE vehicle registration fees for fiscal year 2010-2011 totaled \$1,628,049 and actual program expenditures for this same period totaled \$1,080,517. The funding surplus of \$547,532 was utilized to help fund other Air Quality and Mobility Programs. Senate Bill 565 allows for the use of SAFE funds, which are in excess of the amount needed for call box

programs, to be used for additional motorist aid services or support. The largest expenditure during this timeframe was for Professional Services, which totaled \$772,323 or approximately 71% of the total program expenditures. The line item for Advertising Expenditures indicates there were no funds spent in this category during this timeframe. Revenue and expenditure figures are based on SANBAG's Budget Fiscal Year 2012-2013 Report, shown as Appendices B and C, respectively.

Administrators of the SAFE Call Box Program realize call box usage is declining and are pursuing new technology that will continue to make the call box useful for the motoring public. New technologies being reviewed include retrofitting the call boxes to provide traffic census, pollution monitoring, hazardous weather detection monitoring, and closed circuit video surveillance.

## **FINDINGS**

1. The SAFE Call Box Program is not publicized adequately to inform the motoring public of its existence and/or its funding.

## **COMMENDATION**

The 2012-2013 Grand Jury wishes to commend SANBAG's SAFE Call Box Program for its exceptional management of the Program. With the decline in call box calls, they are being proactive in pursuing new technology to utilize the existing call boxes in ways that will continue to assist the motoring public. We also thank them for providing all requested documentation, some of which is included in this report, and for facilitating our visits to the PCN-CAC in Riverside and the CHP-ICC in Fontana. The staff at the PCN-CAC welcomed our visit and provided us with an excellent overview of their role in the administration of the SAFE Call Box Program. During our tour, we observed the operators handling incoming calls in a professional manner and negotiating through their video screens with little effort as they obtained the necessary information from the callers. It is safe to assume that not all motorists have communication devices available to them, or if they do, a clear signal may not always be available. This makes San Bernardino County's SAFE Call Box Program a vital public safety service.

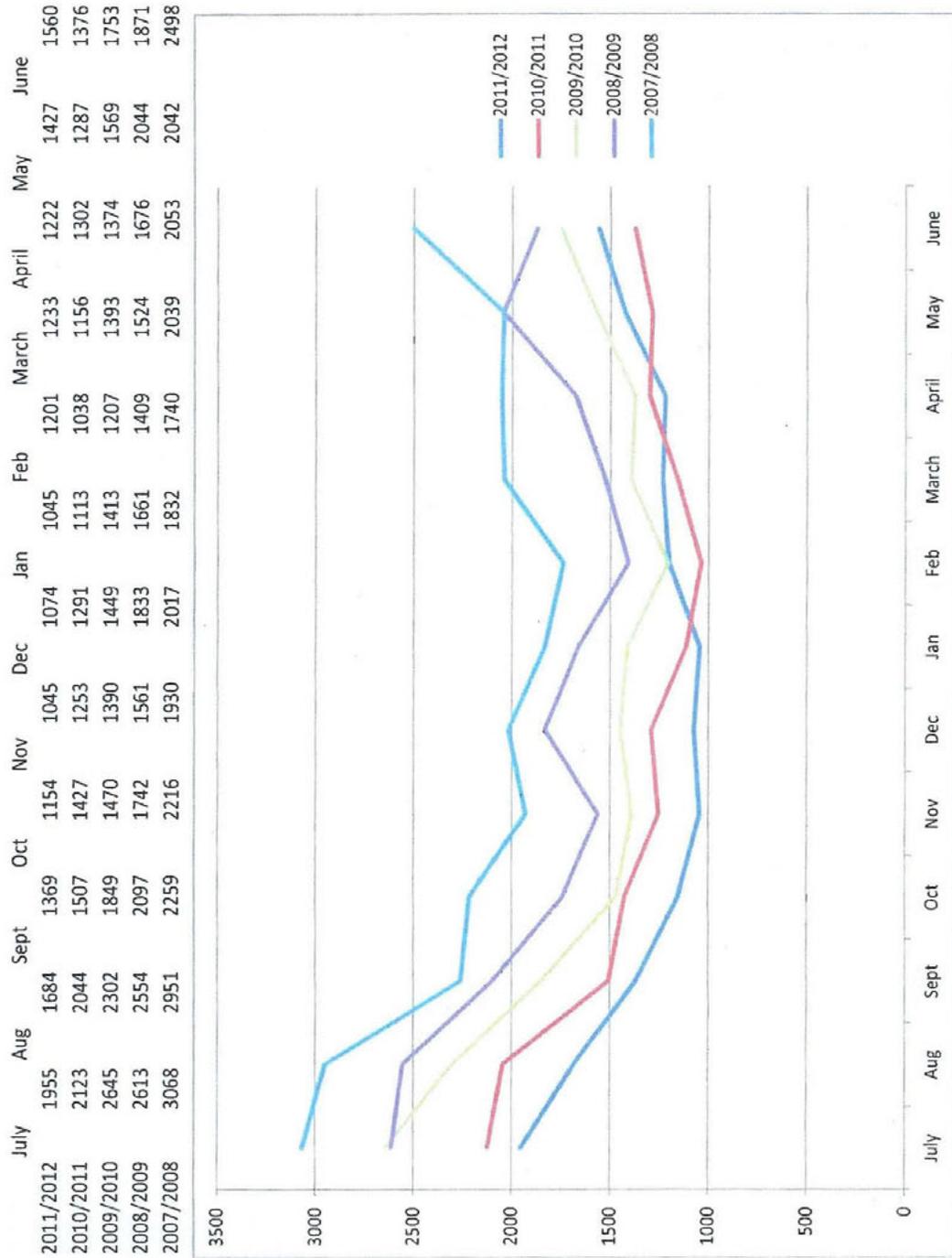
## **RECOMMENDATIONS**

- 13-3. Publicize, in conjunction with the California Department of Motor Vehicles, the SAFE Call Box Program with an informational card that is included with the yearly registration notice that is mailed to County motorists. (Finding 1)

13-4. Publicize, in conjunction with the California Department of Motor Vehicles, the SAFE Call Box Program with informational posters at all California Department of Motor Vehicles locations within San Bernardino County. (Finding 1)

<b><u>Responding Agency</u></b>	<b><u>Recommendations</u></b>	<b><u>Due Date</u></b>
SANBAG Director of Management Services	13-3 and 13-4	08/28/13

APPENDIX A



Number of Call Box Calls Monthly Over the Last 5 Fiscal Years

## APPENDIX B

San Bernardino Associated Governments			
<b>Estimated Revenues</b>			
Fiscal Year 2012/2013			
Category of Revenue	2010/2011 Actual	2011/2012 Revised Budget	2012/2013 Budget
<b>Grants and Other Revenue</b>			
Congestion Mitigation and Air Quality	16,587,911	32,836,066	18,392,359
Federal Demonstration Funds	-	5,311,818	10,972,781
Federal Transit Administration	773,387	-	-
Traffic Congestion Relief Program	3,177,999	4,883,104	7,494,743
Proposition 1B Traffic Light Synchronization	-	204,713	-
Corridor Mobility Improvement Account	99,437	2,918,220	16,154,591
Public Trans Modern, Improve & Svc Enhance Acct	-	-	70,069
Transportation Enhancement Activities	-	2,641,000	1,162,000
American Recovery and Reinvestment Act	35,993,841	26,030,000	35,327,985
Regional Improvement Program	3,910,365	26,150,000	34,484,882
Trade Corridor Improvement Fund	-	41,200,000	110,862,474
Surface Transportation Program	77,892	16,436,200	46,010,289
State Highway Operational & Protection Program	-	339,000	300,000
Interregional Improvement Program	1,880,924	36,000	1,719,075
Public Utilities Commission	-	-	800,000
Department of Energy	1,844,820	2,438,326	3,108,450
Sales Tax Revenue Bond Proceeds	-	62,175,000	-
California Energy Commission	-	2,336,033	-
Project National & Regional Significance	1,324,332	9,107,500	21,504,764
Planning, Programming and Monitoring	1,200,000	1,200,000	1,300,000
SAFE Vehicle Registration Fees	1,628,049	1,500,000	1,684,950
Freeway Service Patrol/State	1,670,547	1,329,163	1,420,178
Rail Asset	458,773	250,000	400,000
Local Funds/Reimbursements	20,749,293	56,140,750	68,692,429
Other Revenue	5,311,193	1,486,000	1,398,810
<i>Sub-Total</i>	<b>96,688,763</b>	<b>296,948,893</b>	<b>383,260,829</b>
<b>Local Transportation Fund</b>			
Administration	450,000	450,000	850,000
Planning	1,626,966	1,907,555	2,372,339
Rail	91,416	8,250,000	19,462,950
Pass-Through	55,315,442	50,198,404	43,264,662
<i>Sub-Total</i>	<b>57,483,824</b>	<b>60,805,959</b>	<b>65,949,951</b>
<b>State Transit Assistance Fund</b>			
Rail	1,568	1,090,322	3,597,946
Pass-Through	586,226	9,702,087	10,504,006
<i>Sub-Total</i>	<b>587,794</b>	<b>10,792,409</b>	<b>14,101,952</b>
<i>Category of Revenue Continued on Next Page</i>			
SANBAG Budget Fiscal Year 2012/2013			29

## APPENDIX C

<b>Task 0702 Call Box System</b>			
<b>Budget Detail</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Regular Full-Time Employees	54,786	63,814	48,816
Regular Part-Time Employees	1,100	-	-
Overtime	-	50	-
Fringe Allocation-General	47,533	55,677	44,540
Professional Services	772,323	369,500	685,000
Consulting Services	3,780	25,700	60,000
Program Management Fees	21,760	-	-
Legal Fees	1,615	4,000	-
Mountain Avenue Callbox	373	400	-
Maintenance-Motor Vehicles	-	120	120
Maintenance-Office Equipment	-	952,930	-
Maintenance-Call Boxes	-	159,650	-
Training/Membership	-	150	150
Postage	116	400	100
Travel Expense - Employee	393	4,150	4,150
Travel Expense-Mileage-Employee	211	620	620
Travel Expense-Mileage-Non-Employee	-	250	-
Advertising	-	1,000	-
Printing - External	-	500	500
Printing - Internal	-	150	150
Communications	95,245	136,077	92,000
Record/Equipment Storage	834	5,000	5,000
Office Expense	-	500	1,500
Meeting Expense	-	500	500
Indirect Allocation-General	77,303	99,279	83,112
Indirect Allocation-Project Management	3,145	-	-
<b>Total Expenditures</b>	<b>\$1,080,517</b>	<b>\$1,880,417</b>	<b>\$1,026,258</b>
<b>Funding Sources</b>			
SAFE-Vehicle Registration Fees			1,026,258
<b>Total Funding Sources</b>			<b>\$1,026,258</b>

## **SAN BERNARDINO COUNTY WORKFORCE INVESTMENT BOARD**

### **BACKGROUND**

The Workforce Investment Act (WIA) was signed into law on August 7, 1998. The WIA provides funding and the framework for a national workforce preparation and employment system designed to meet the needs of businesses, as well as job seekers and individuals who want to further their careers. Pursuant to the WIA, San Bernardino County was designated as a Local Workforce Investment Area (LWIA) for the operation of the workforce investment system.

The United States Department of Labor disburses the funds to the state which in turn provides the funds to the LWIA. The Governor of the State of California appointed the California Workforce Investment Board (State Board) to oversee the utilization of these funds at the state and local levels. The State Board's responsibilities include reviewing and approving Local Workforce Investment Act plans, certifying local Workforce Investment Boards (WIB), and ensuring the Boards comply with federal and state law membership requirements.

Under the WIA, the chief elected official establishes and the Governor certifies the local Workforce Investment Board. The WIB sets policy for the LWIA and provides for mandated programs in accordance with the WIA. The organizational structure for the San Bernardino County WIB was established by Resolution 2000-90 of the Board of Supervisors.

The San Bernardino County WIB, through the Department of Workforce Development (DWD), one of four departments within the San Bernardino County Economic Development Agency, operates programs which serve job seekers and businesses through three Employment Resource Centers (ERCs) located in San Bernardino, Rancho Cucamonga and Victorville. The DWD Executive Director operates under the direction of the WIB, as well as the DWD Economic Development Administrator. The WIB membership is comprised of 44 private business representatives and WIA mandated public partners who are appointed by the San Bernardino County Board of Supervisors. They are appointed for a two-year term and may be reappointed for additional two-year terms with no limit on the number of terms served.

The ERCs provide individuals with job training, job placement and the tools to strengthen their skills to achieve a higher quality of life. Other assistance provided to job seekers at each ERC includes skills assessment, job placement, vocational training,

resume and interview workshops, and career development mentoring. The goal is to assist job seekers in gaining the skills and training necessary to meet the needs of the local business community. The programs available at the ERCs continue to develop and grow depending on the needs of the businesses and their job seekers.

All programs provided by the WIB are funded by grants from the United States Department of Labor on a two-year funding cycle, with the latest being 2012-2014. Based on this funding, these programs are self-sufficient without funding provided by the County's General Fund. WIB programs include: the Adult Program, which serves anyone 18 years of age and over; the Dislocated Worker Program, designed for individuals who have been laid off; the Veterans Program, which trains and places recently-separated, as well as other veterans re-entering the work force; and the Youth Program, which provides programs for those between the ages of 14 and 21 who meet income requirements. Veterans are given first priority for assistance in reestablishing their careers as they return to the civilian workforce.

## **METHODOLOGY**

Grand Jury members conducted interviews with WIB members and staff, and reviewed the following WIB publications:

- Workforce Investment Act of 1998
- County of San Bernardino Workforce Investment Board Policy Manual
- United States Code, Title 29, Section 2832, Local Workforce Investment Boards
- The County of San Bernardino Local Workforce Investment Board and Youth Council By-Laws
- WIB 2010 – 2011 Annual Report
- WIB Trial Balance sheets for Fiscal Years ending June 30, 2011, June 30, 2012; and mid-year for January 7, 2013
- WIB Budgets for Fiscal Years 2010-2011, 2011-2012, and 2012-2013
- Single Audit Reports for Fiscal Years ending June 30, 2010 and June 30, 2011
- WIB Expenditure Reports for Fiscal Years ending June 30, 2011 and June 30, 2012
- Individual Training Account Transactions from July 1, 2011 to June 30, 2012 and July 1, 2012 to March 31, 2013
- San Bernardino County WIB Strategic Plan 2012-2017

- Board Chair and Board Member Best Practice Packet, published by Nonprofit Alliance (NPA) at Kellogg Community College
- “Make Good Use of the Treasurer and Finance Committee,” by Kate Barr, Executive Director of Nonprofits Assistance Fund.

Grand Jury members also attended a WIB general meeting on January 7, 2013, and toured the Employment Resource Center located in San Bernardino.

## **FACTS**

The State requires a monthly financial report accounting for the funding and allocations of the WIB programs. The County is also provided with monthly financial reports. Financial audits are completed on an annual basis with the latest audit having been completed for Fiscal Year ending June 30, 2011.

During their bi-monthly general meetings, WIB are provided a financial report detailing program expenditures by WIB staff, not the Fiscal/Contracts Committee. A general review of these reports is conducted with WIB staff, although not by line item. WIB members appear to review the reports to ensure the funds are being delivered appropriately to training programs. WIB staff prepares the annual budget, with little or no participation by WIB members. WIB member participation in the budget process is limited to review by the WIB Executive Committee. The Fiscal/Contracts Committee, which consists of six WIB members, does not participate in the WIB annual budgetary process. A special Fiscal/Contracts Committee meeting is held and WIB staff presents the prepared budget to committee members. Some members don't question the presented budget due to its being too confusing. However, other members will question how the funds are being spent and if they are on track to spend it. Neither the Fiscal/Contracts Committee nor the WIB reviews or approves any of the financial reports required by the State or County regarding program funding or expenditures. The WIB staff is responsible for filing all required WIB monthly financial reports.

Audit firms are selected by WIB staff and upon completion of an annual audit, only the audit's summary is reviewed by WIB members. WIB staff advises WIB members of any issues that may arise from a completed audit although in the past, only administrative issues have been noted and nothing regarding financial issues. The WIB staff also prepares all WIB financial reports required by the State and County, of which only a summary is reviewed by WIB members.

The United States Code, Title 29, Section 2832, Subdivision (d) states:

(A) Budget:

*“The local board shall develop a budget for the purpose of carrying out the duties of the local board under this section, subject to the approval of the chief elected official.”*

The County of San Bernardino Workforce Investment Board and Youth Council By-laws, Section 3.01, Section (F), states:

*“The WIB shall develop a budget and may employ staff, subject to the approval of the BOS (Board of Supervisors), to provide for the execution of duties assigned it through these By-laws.”*

Also, these By-laws describe the position of the Fiscal/Contracts Committee Chairperson as follows:

*“The Fiscal/Contracts Committee Chairperson, who shall be the Treasurer, shall oversee the Fiscal/Contracts Committee and keep the WIB informed of the WIB’s financial status.”*

The *Board Chair and Board Member Best Practice Packet* published by NPA, states in part:

*“In order for board members to effectively carry out their fiduciary responsibility, they must be able to read and understand the financial statements that will be published periodically (typically monthly) by management. The members of the finance committee generally have a deep understanding of financial statements. They also will perform a more detailed review of the various elements of the statements and report their findings back to the full board.”*

The “Make Good Use of the Treasurer and Finance Committee” article published by Kate Barr, Executive Director of Nonprofits Assistance Fund, states in part:

*“Finance committees participate in budget planning, recommend fiscal policies, and discuss financial statements in detail. Finance committee members should do more than just look at reports, though. They should use a financial lens to consider the organization’s plans and challenges. The best finance committees help the staff and boards think through financial questions and develop options.”*

## **FINDINGS**

1. WIB members do not participate in the preparation of its annual budget.

2. WIB members do not participate in preparing or approving its monthly County or State financial program status reports. The WIB staff assumes this responsibility.
3. Some members of the WIB Executive Committee are unaware of WIB financial reports, such as the Trial Balance Sheets for Fiscal Year ended June 30, 2011 and June 30, 2012.
4. WIB Executive Committee members review only the summary portion of annual audits conducted on their programs and administration expenditures. They depend on WIB staff to advise them of any audit issues.

**RECOMMENDATIONS**

- 13-5. WIB staff conduct annual budget preparation workshops to increase member knowledge of financial statement basics and to increase member participation in the budget process. (Finding 1)
- 13-6. The WIB members, in conjunction with WIB staff, devote time during Board meetings as necessary to review all required governmental program financial reports submitted by WIB staff. (Finding 2)
- 13-7. The WIB staff conduct periodic informational sessions for members to review and explain Trial Balance Sheets, as well as all financial statements. (Finding 3)
- 13-8. The WIB members and WIB staff conduct on an annual basis, an informational session to thoroughly review completed WIB audits. The WIB’s external auditors be required to also attend the session and provide their input on the completed audit. (Finding 4)

<b>Responding Agency</b>	<b>Recommendations</b>	<b>Due Date</b>
Workforce Investment Board Chair	13-5 through 13-8	08/28/13