

**RESPONSE TO GRAND JURY REPORT**

Report Title: Inspections of Custody and Corrections Facilities in Humboldt County

Report Date: July 21, 2020

Response by: Department of Human Resources

**FINDINGS**

- 1. The county agrees with the findings numbered \_\_\_\_\_.
- 2. The county partially agrees with the findings numbered \_\_\_\_\_.
- 3. The county disagrees with the findings numbered F2\_\_\_\_\_.

**RECOMMENDATIONS**

- 1. Recommendation numbered \_\_\_\_\_ has been implemented.
- 2. Recommendations numbered \_\_\_\_\_ will be implemented.
- 3. Recommendation numbered \_\_\_\_\_ is in the process of being implemented.
- 4. Recommendations numbered \_\_\_\_\_ require analysis.
- 5. Recommendation numbered R2\_\_\_\_\_ will not be implemented.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Number of pages attached: \_\_\_\_\_



# COUNTY OF HUMBOLDT

## Human Resources

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### INTEROFFICE MEMORANDUM

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**TO:** BOARD OF SUPERVISORS  
**FROM:** HUMAN RESOURCES  
**SUBJECT:** RESPONSE TO 2019-20 GRAND JURY REPORT "INSPECTIONS OF CUSTODY AND CORRECTIONS FACILITIES IN HUMBOLDT COUNTY"  
**DATE:** 8 / 25 / 20

In the Grand Jury Report, "*Inspections of Custody and Corrections Facilities in Humboldt County*," the Grand Jury has requested that Human Resources respond to Findings F2 and Recommendations R2. The Department of Human Resources is proposing the following response as detailed below.

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### FINDINGS

Finding F2: *Lengthy vetting, onboarding, recruitment and retention problems in both the Humboldt County Correctional Facility and Humboldt County Mental Health impede the effective delivery of mental health care.*

### **Response: Disagree**

Between 2018 and 2020, the Human Resources (HR) department reviewed the recruitment, hiring, and onboarding practices. HR took steps to mitigate the time between recruitments and created a streamlined recruitment process that allows departments to move through each recruitment quickly. Eligible candidates are placed on a Referred List, which is sent electronically to the department. When each recruitment is complete, candidates who pass the oral exam are considered eligible for hire.

In the past 24 months, three recruitments were conducted for Substance Abuse Counselor (SAC). Below are the timeframes associated with those recruitments:

- Substance Abuse Counselor I/II 1800188
  - Advertised 12/11/2018 – 1/21/2019

- Referred list sent 2/14/2019 (Total time from when the recruitment closed to when the referred list was provided to department: 17 business days)
  - Substance Abuse Counselor Trainee/I/II 1800298
    - Advertised 3/25/2019 – 4/15/2019
    - Referred list sent 6/24/2019 (Total time from when the recruitment closed to when the referred list was provided to department: 48 business days)
    - There were delays in department scheduling Oral Exams
  - Substance Abuse Counselor I/II 20-00051
    - Advertised 4/20/2020 – 5/18/2020
    - Oral Exams held 6/11/2020
    - As of July 29, 2020 the results are pending from the department
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## RECOMMENDATIONS

Recommendation R2: *The Humboldt County Civil Grand Jury recommends that the Humboldt County Human Resources Department and Department of Health and Human Services thoroughly examine and improve their effectiveness in hiring, onboarding, and recruitment processes to better fill vacancies. These changes should be implemented by January 1, 2021.*

**Response: This recommendation will not be implemented.**

Human Resources screens each applicant for Minimum Qualifications based on the education and experience requirements outlined in the board-adopted job classifications. The Department of Health Care Services currently recognizes three National Commission for Certifying Agencies (NCCA) accredited organizations to register and certify alcohol and other drug counselors in California. To be considered for inclusion in the list of counselor certifying organizations, you must apply to and become accredited by the NCCA. Therefore, there are additional considerations to have when screening for Minimum Qualifications.

After the Referred List is provided to the department, the department is responsible for moving candidates through the necessary screening and background process. Working in safety sensitive positions or locations (i.e. Correctional Facility, Juvenile Hall, etc.), requires eligible candidates to undergo a secondary level of screening, such as a background investigation, to fully vet the candidate before they can be hired. This secondary level of screening is completed by and within the department they are being hired into. Timeframes for those screenings are dependent on the department.

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