COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-3873
PHONE: (213) 974-8301 FAX: (213) 626-5427

WENDY L. WATANABE
AUDITOR-CONTROLLER

June 17, 2013

TO: Audit Committee

FROM: Wendy L. Watanabe
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS**

RECOMMENDATIONS

The Audit Committee recommend to the Board of Supervisors (Board) to extend the Los Angeles County Sybil Brand Commission for Institutional Inspections' (Commission) sunset review date to October 1, 2017.

The Executive Office of the Board of Supervisors - Commission Services (Commission Services) work with County Counsel to revise the County Code to include group home inspection activities as one of the Commission's responsibilities, as previously authorized by the Board, delete the inspection of toy loan facilities from the Commission's responsibilities, and clarify that each Commission member shall be paid $50 for each meeting, inspection, and/or authorized activity attended, not to exceed three events per week, and not to exceed a total of 156 events per year. The Executive Office had previously started to revise the County Code to make these changes in 2007 (Attachment II). However, those changes to the County Code were not completed pending a consultant's review of all County commissions that was completed in 2008.

BACKGROUND

The Board established and has continued the Commission pursuant to Los Angeles County Code Chapter 2.82. The Board approved the most recent sunset review date extension in May 2007.

The Commission conducts inspections, and advises on industrial and educational programs for both juvenile and adult inmates/detainees in County jail facilities, Probation camps, and juvenile halls. At least once each year, and more often if the

Commission deems necessary, or as directed by a judge of the Superior Court, members of the Commission visit and inspect County facilities operated by the Probation Department (Probation), Sheriff's Department (Sheriff's), Superior Court, and the Department of Children and Family Services (DCFS). The Commission inspects these facilities for administrative efficiency, physical condition, cleanliness, and comfort of the residents.

The Commission also inspects group homes where Probation and DCFS place their wards. However, the inspection of group homes is not included in the County Code as part of the Commission's duties. Although the Board authorized the Commission to inspect group homes, the County Code was never updated to include this function. We recommend that Commission Services work with County Counsel to revise the County Code to include the Commission's inspections of group homes. In addition, Commission Services should work with County Counsel to revise the County Code to delete the inspection of toy loan facilities from the Commission's responsibilities, because the Commission no longer performs these inspections.

The Commission consists of ten members, two from each Supervisorial district. The Commission meets at least weekly, with limits of three meetings per week and 156 meetings per year. Commission members are currently paid for all meetings, inspections, and activities attended, as authorized by the Board. However, the County Code has not been revised to reflect the Board's authorization. The County Code currently states that Commission members are only paid for each meeting attended, and does not indicate that Commission members may also be paid for each inspection or authorized activity. Commission Services should work with County Counsel to revise the County Code to state that each Commission member shall be paid $50 for each meeting, inspection, and other authorized activity they attend, not to exceed three events per week, and a total of 156 events per year.

As noted earlier, the Executive Office had previously started to revise the County Code to reflect these changes (Attachment II). However, those changes to the County Code were not completed pending a consultant's review of all County commissions that was completed in 2008.

From January 1, 2009 through March 31, 2012, the Commission met 153 times, with an average attendance of 5.1 (51%) members. The Commission receives staff support from the Executive Office, and does not have a separate budget. The Commission incurred $60,300 in expenses in Fiscal Year 2011-12, including stipends, staff support, and travel reimbursement.

JUSTIFICATION

During this review period, the Commission's accomplishments included the following:

- Conducted 1,026 inspections at County jails, lockups, Probation and correctional facilities, and group homes.

- Held monthly meetings with County department and State of California Community Care Licensing Division (CCLD) representatives to discuss inspection results, and actions taken by departments to resolve facility and group home noncompliance.

- Successfully advocated, in collaboration with DCFS and CCLD, to close one group home based on its noncompliance with requirements to maintain the home in good repair, develop/implement children's Needs and Services Plan, ensure children taking psychotropic medication were seen by the prescribing psychiatrists, etc.

- Advised the Sheriff's of repairs, security issues, and/or living condition problems at the Long Beach, Downey, and Inglewood Courthouses. As a result, the Sheriff's repaired damaged floors in the Long Beach Courthouse, light fixtures in the Downey Courthouse, and holding cell door locks in the Inglewood Courthouse.

- Awarded $2,100 in scholarships from the Sybil Brand Scholarship Program to seven foster youth/young adults to help them further their education. The Scholarship Program was started in 2007, and the scholarships are funded from monthly dues that have been agreed upon and paid by each Commissioner.

The Commission's objectives for the coming period are to:

- Continue working with County departments, Probation facilities, courthouses/jails, and CCLD to ensure the welfare and safety of people who are incarcerated or are wards of the court.

- Continue to improve youths' living conditions and emancipation life skills by conducting group home inspections, and sponsoring the Sybil Brand Scholarship Program.

- Increase distribution of the Sybil Brand Scholarship Program applications by asking Probation and DCFS representatives to distribute the applications, and advise the youths of the Scholarship Program during their visits/inspections of group homes and Probation camps.

Please call me if you have any questions, or your staff may contact Robert Smythe at (213) 253-0101.

WLW:JLS:RS

Attachments

c: Eleanor Montano, Chair, Sybil Brand Commission
Michele Jackson, County Counsel
Sachi A. Hamai, Executive Officer, Board of Supervisors
Angie Johnson, Chief, Commission Services

COMMISSION SUNSET REVIEW
SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS
REVIEW COMMENTS

Mission. (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

The Sybil Brand Commission for Institutional Inspections' (Commission) stated mission generally agrees with the ordinance creating the Commission. However, the County Code needs to be updated to include the Commission's group home inspection activities, and eliminate the toy loan inspection function.

Section 1. Relevance. (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The Commission conducts inspections, and advises on industrial and educational programs for both juvenile and adult inmates/detainees in County jails, Probation camps, group homes, and juvenile halls.

The Commission's mission appears to be **RELEVANT**.

Section 2. Meetings and Attendance. (Are required meetings held and is attendance satisfactory?)

The Commission is supposed to meet at least weekly, with a limit of three meetings per week and 156 meetings per year. From January 1, 2009 through March 31, 2012, the Commission met 153 times, with an average attendance of 5.1 (51%) members.

The Commission's meeting frequency and attendance are **SATISFACTORY**.

Sections 3 and 4. Accomplishments and Results. (Are listed accomplishments and results significant?)

During this review period, the Commission's accomplishments included the following:

- Conducted 1,026 inspections at County jails, lockups, Probation and correctional facilities, and group homes.
- Held monthly meetings with County department and State of California Community Care Licensing Division (CCLD) representatives to discuss inspection results, and actions taken by departments to resolve facility and group home noncompliance.

- Successfully advocated, in collaboration with the Department of Children and Family Services (DCFS) and CCLD, to close one group home based on its noncompliance with requirements to maintain the home in good repair, develop/implement children's Needs and Services Plan, ensure children taking psychotropic medication were seen by the prescribing psychiatrists, etc.

- Advised the Sheriff's Department (Sheriff's) of repairs, security issues, and/or living condition problems at the Long Beach, Downey, and Inglewood Courthouses. As a result, the Sheriff's repaired damaged floors in the Long Beach Courthouse, light fixtures in the Downey Courthouse, and holding cell door locks in the Inglewood Courthouse.

- Awarded $2,100 in scholarships from the Sybil Brand Scholarship Program to seven foster youth/young adults to help them further their education. The Scholarship Program was started in 2007, and the scholarships are funded from monthly dues that have been agreed upon and paid by each Commissioner.

The Commission's accomplishments and results are **SIGNIFICANT**.

Section 5. Objectives. (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

The Commission's objectives for the coming period are to:

- Continue working with County departments, Probation facilities, courthouses/jails, and CCLD to ensure the welfare and safety of people who are incarcerated or are wards of the court.

- Continue to improve youths' living conditions and emancipation life skills by conducting group home inspections, and sponsoring the Sybil Brand Scholarship Program.

- Increase distribution of the Sybil Brand Scholarship Program applications by asking Probation Department and DCFS representatives to distribute the applications, and advise the youths of the Scholarship Program during their visits/inspections of group homes and Probation camps.

The Commission's future objectives appear **RELEVANT**.

Section 6. Resources. (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

Commission members receive $50 for each meeting, inspection, and authorized activity attended, plus travel expenses. The Commission receives staff support from the Executive Office of the Board, and does not have a separate budget.

The Commission incurred $60,300 in expenses in Fiscal Year 2011-12, including stipends, staff support, and travel reimbursement.

The Commission's expenses appear to be **WARRANTED**.

Section 7. Recommendation.

EXTEND THE SUNSET REVIEW DATE FOR THE LOS ANGELES COUNTY SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS TO OCTOBER 1, 2017.

ANALYSIS

This ordinance amends Title 2 – Administration of the Los Angeles County Code relating to the Sybil Brand Commission for Institutional Inspections by:

- Clarifying that each commission member shall be paid $50 for each meeting, inspection, and/or authorized activity attended, as set forth in Section 2.82.050;
- Formally adding the inspection of Department of Children and Family Services and Probation group homes to the Commission's duties as set forth in Section 2.82.080; and
- Deleting the inspection of toy loan facilities from the Commission's responsibilities as set forth in Section 2.82.080.

RAYMOND G. FORTNER, JR.
County Counsel

By
JENNIFER A.D. LEHMAN
Sr. Deputy County Counsel
Law Enforcement Services Division

JADL:db

3/15/07 Requested
3/15/07 Revised

ORDINANCE NO.

An ordinance amending Title 2 - Administration of the Los Angeles County Code, relating to the Sybil Brand Commission for Institutional Inspections.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 2.82.050 is hereby amended to read as follows:

2.82.050 Compensation.

Each member of the commission shall be paid, for attendance at commission meetings, inspections, or for attending other approved activities on behalf of the commission. The commissioners shall receive $50 for each meeting, inspection, or activity attended, not to exceed three such events per week, and a total of 156 such events per year. The member authorized to preside at commission meetings under commission rules is authorized to approve attendance at such other non-meeting or inspection activities. ~~for each meeting of the commission attended by him, the compensation provided for him from time to time by the county salary ordinance. If no provisions for compensation are made in such salary ordinance, the members shall serve without compensation.~~

SECTION 2. Section 2.82.080 is hereby amended to read as follows:

2.82.080 Inspection of jails, probation and correctional facilities.

At least once each year and as more often as the commission may deem necessary or proper or as directed by a judge of the Superior Court, the members of the commission or of a committee of the commission shall visit and inspect each jail or lockup ~~in the county~~, ~~county~~ probation and correctional facility~~ies~~, and ~~toy loan facilities.~~ group home under contract with the county to provide residential placements to minors who are under the jurisdiction of the department of children and family services and/or the probation officer, which is located in the county.

[282050JLCC]