



COUNTY ADMINISTRATIVE OFFICE  
MANAGEMENT & BUDGET TEAM  
COUNTY OF HUMBOLDT

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INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS  
FROM: AMY S. NILSEN, COUNTY ADMINISTRATIVE OFFICER  
SUBJECT: RESPONSES TO 2015-16 GRAND JURY REPORT BEST PRACTICES IN  
PURCHASING/PROCUREMENT  
DATE: SEPTEMBER 2, 2016

The 2015-16 Grand Jury has issued a report titled "Best Practices in Purchasing/Procurement," and I am recommending the Board of Supervisors issue the response below.

Recommendation No. R4: *The Humboldt County Civil Grand Jury supports the recommendation of the CAO's Mid-year Budget Review to consolidate the Auditor-Controller and Treasurer-Tax Collector office and remove Revenue Recovery from the County Administrative Office.*

**This recommendation has been implemented.**

The Board of Supervisors placed on the Nov. 2016 General Election Ballot Measures Q and R, regarding the creation of the Office of the Director of Finance (or Finance Department). Revenue Recovery was moved from the County Administrative Office to the Treasurer-Tax Collector's office at the beginning of Fiscal Year 2016-17

Recommendation No. R7: *The Board of Supervisors engage an outside firm to conduct a review and provide recommendations on how best to oversee a newly-established, unified Finance Department.*

**This recommendation will not be implemented.**

Humboldt County voters will decide whether to establish a Finance Department, as well as whether the director of that department will be appointed or elected. IF voters approve the Finance Department, and IF voters desire to have the director of this department be an elected official, the Board of Supervisors will have little authority over how that department head carries out their duties. If a Finance Director were to request outside assistance the Board would evaluate that request along with all other departmental requests.

Recommendation No. R8: *County databases and websites include user-friendly information relative to procurement staff contacts.*

**This recommendation has been implemented.**

County staff has included user-friendly information relative to procurement staff contacts on the county website.

Recommendation No. R9: *The Board of Supervisors create and fund a new position of Internal Auditor within the current Purchasing [Team] or in a newly formed Finance Department.*

**This recommendation has not been implemented, but may be implemented in the future when funding is available.**

While this recommendation has merit, it will only be implemented if the county has sufficient levels of increased ongoing funding available, and will be balanced against other community priorities.

Recommendation No. R10: *The Board of Supervisors engage a firm to conduct an outside audit review of procurement practices.*

**This recommendation will not be implemented.**

While this recommendation has merit, the Purchasing Team is currently undergoing a business process re-engineering with a consultant, KOA Hills, and as a result procurement practices have been reviewed on a departmental and county-wide level.