

August 9, 2018

Honorable Donald Byrd
Presiding Judge
Glenn County Superior Court
526 West Sycamore Street
Willows, CA 95988

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RE:2017-2018 Glenn County Grand Jury Report and Response
To Findings and Recommendations for the Measure B Citizens Bond Oversight Committee

Dear Sir:

This letter is in response to the report prepared by members of the Glenn County Grand Jury. The review investigated the Citizens Bond Oversight Committee's duties and responsibilities and the assurance the Committee is following their Bylaws by providing ongoing information to the Community.

Responses to the *Findings and Recommendations* by the Grand Jury follows:

<p><i>F1. CBOC Meetings and Expenditure Reports have not been completed as per Bylaw requirements.</i></p>	<p><i>R1. The Bylaws set by the Willows Unified School Board should be adhered to by the CBOC. Quarterly scheduled meetings to review the expenditures and progress should be held to comply with the Bylaws.</i></p>	<p>Response 1. In January 2017, the WUSD Board of Education approved a resolution to establish the CBOC and its Bylaws. As stated in the Grand Jury Report, the CBOC held four meetings in 2017. The first three meetings were held to review and discuss the CBOC Bylaws, members' duties and responsibilities, upcoming projects, and costs and expenses related to these projects. The meeting conducted on August 23, 2017 was held to discuss current and future projects and tentative timelines for completion. The approved and adopted Bylaws do not specifically call for "Quarterly scheduled meetings" but for only review of quarterly expenses.</p>
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<p>F2. CBOC Bylaws may appear contradictory in Section 3.1 and Section 6.1</p>	<p>R2. Clarify the Bylaws Sections 3.1 schedule of monthly meetings clarifying Section 6.1, schedule quarterly financial meetings, to coincide with the required quarterly review of expenditures as stated in Section 3.1.</p>	<p>Response 2. As implied in Response #1, meetings were held to coincide with the review of current and future projects and their related timelines for completion. The Bylaws, as passed by the Willows Unified School Board, do not mandate monthly meetings. As per Section 6.1 of the Bylaws "the Committee shall establish a schedule for the date and time of regular meetings to be held periodically to include an annual organizational meeting to be held annually."</p>
<p>F3. The Community has not been advised of the ongoing improvements on a regular basis.</p>	<p>R3. To ensure the information regarding the Measure B Citizens Bond reaches the broader public, it is recommended to adopt any policies that accomplish this goal such as using local newspapers, newsletters sent to schools as take-home-information, and the use of other available media.</p>	<p>Response 3. The CBOC is committed to ensuring the transparency of information related to the planned projects, and costs and expenditures associated with same, to the broader public. The CBOC meeting held January 30, 2018 agendaized, <i>Informing the Public About Projects</i>. Suggestions made by Committee Members on how to inform the public of the ongoing and completed projects included: mailings, newspaper ads, story to newspapers, social media postings, and information sent home with students. In addition, the District website provides links to the CPA audit, agendas and minutes, and expenditure reports. These suggestions were also presented to the WUSD Board via the Superintendent's report.</p> <p>Formalizing ways to reach the broader public is important to the CBOC. With projects completed and many in progress, information will be</p>

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		disseminated to all entities as quickly as possible.
<i>F4. The March 14, 2017 minutes state that three members were drawn for a three-year term and the remaining members for two year terms. The CBOC annual report given to the School Board on March 8, 2018, the current chairperson states his term to be two-years as per their March 14, 2017 minutes. The term for this person needs to be clarified.</i>	<i>R4. It is recommended the CBOC review their meetings and reports to bring transparency and accuracy of all information given to the public.</i>	Response 4. The March 14, 2017 minutes reflect that three members were drawn for a three-year term and the remaining members for two-year terms. The Chairperson was drawn for a three-year term (see Section 5.4 of Bylaws) and is Chairperson for a two-year term (see Section 9 of Bylaws). To further clarify, the current Chairperson will remain on the CBOC for a three year term as a member, and he will end his term as Chairperson after two years, unless he is re-elected to serve another term in that position.

The members of the Citizens Bond Oversight Committee are committed to doing their best for the citizens of Willows and the rural communities. Ensuring the District is spending money on what was promised to the voters is extremely important to each Member. If you have any questions or need further clarification on any matter, please contact Jim Lambert, Chairperson at jim.lambert@sbcglobal.net.

Sincerely,

Jim Lambert
CBOC Chairperson