



CITY of LAGUNA WOODS

Bob Ring
Mayor

Milt Robbins
Mayor Pro Tem

Cynthia Conners
Councilmember

Bert Hack
Councilmember

Noel Hatch
Councilmember

Leslie A. Keane
City Manager

July 10, 2013

Thomas J. Borris
Presiding Judge of the Superior Court
700 Civic Center Drive West
Santa Ana, CA 92701

Dear Judge Borris:

The City of Laguna Woods appreciates the opportunity to provide its comments on Grand Jury Report “The Goal of Equal Employment Opportunity: NO VICTIMS”.

Finding 1 - Municipalities in Orange County cities are well-versed in EEO issues and maintain exemplary compliance strategies.

The City of Laguna Woods can only speak for itself. The City works closely with its risk pool – California Joint Powers Insurance Authority – to assure that employees have adequate training in employment related best practices.

Finding 5 - The County and several cities do not offer, or provide limited, training in harassment, discrimination, and retaliation, particularly for line staff.

Once again, the City of Laguna Woods can only speak for itself. The City has nine full time employees and four part time employees. All full time employees receive formal harassment/discrimination training at least every two years, regardless of whether or not they are supervisors. In addition, all employees – including part time employees – receive regular written training material several times a year. All employees also receive a copy of the City’s employee manual which contains sections on harassment, discrimination and the grievance procedures.

Recommendation 1 – All OC cities and County government shall include funding for training of management and supervision as required by law and ensure training for all employees every two to three years.

The City of Laguna Woods provides training in the area of personnel best practices and risk management through the California Joint Powers Insurance Authority. The City’s annual deposit to the pool covers this cost. The city manager’s office sends out training reminder notices and assures training is

accomplished. The City also encourages employees to attend training within their professional discipline, which also includes personal best practices issues.

Recommendation 2 – OC cities shall review SIR aggregate limits every five years to assess changes in risk management economies and insurance pool mix.

The City is a member of the California Joint Powers Insurance Authority; that agency provides full insurance and re-insurance coverage and the City contributes a pool deposit each year. The City's finance manager attends regular authority meetings to assure that the City's interests are represented in calculation of annual and retrospective deposits and the type of coverage provided. The City participates in several optional programs to assure that its needs are adequately covered. In its fiscal year 2013-14 budget, the City included funding to pay off its retrospective deposit – an additional pool deposit based on actual claims experience. In addition, the City maintains a \$500,000 risk management reserve in its General Fund, to cover unexpected costs.

Recommendation 3 – OC cities and the County of Orange government shall continue efforts to utilize best practices with respect to Harassment, Discrimination and Retaliation.

The City of Laguna Woods is committed to equitable, humane and non-threatening employment practices. During its 15 years, the City has never received a harassment complaint, or an employee grievance of any type.

Once again, the City of Laguna Woods appreciates the opportunity to comment on this Grand Jury report, and we thank them for their dedicated service on behalf of the residents of Orange County.

Sincerely,


Leslie A. Keane
City Manager