



# The CEO Report

March 15, 2022

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## CEO Carmel J. Angelo Retirement Letter

CEO Carmel J. Angelo submits the attached letter as **Attachment 1**, to the Board of Supervisors upon her retirement.

## Agriculture Update

The Department of Agriculture staff has been busy cleaning and repainting all the weight standards for the County. Staff is gearing up to have the standards recertified at the Sacramento Division of Measurement Standards.

Agricultural staff have been testing frost thermometers for the upcoming frost season.

Liquid Petroleum Gas container surveys will be taking place soon.

The EGVM (European Grape Vine Moth) project will be funded again this year. This means that the department will have Agricultural Field Inspectors out putting up and checking traps to make sure that these pests are not found in the County.

The Mendocino County Department of Agriculture will be extending the application date for year 2 of the Mendocino County Industrial Hemp Program until March 15, 2022. There will be an application process, State Department background checks and a mandatory class that all participants must attend. If anyone is interested in cultivating Industrial Hemp they are asked to email us and include their name and phone number so that we can send you all the announcements and information to apply for the Industrial Hemp Program.

Send your email to [agcomm@mendocinocounty.com](mailto:agcomm@mendocinocounty.com).

## Human Resources Update

### Vacancy List

Attached to this report, as **Attachment 2**, is an updated Vacancy and Recruitment Update provided by Human Resources. This report include additional information as requested by the Board of Supervisors and includes all vacant funded positions, all positions approved to be filled, including positions in the recruitment process, all new hires (excluding extra help), all separations, and the number of employees on leave for each budget unit. The report will contain cumulative information for the Current fiscal year and will be updated monthly.

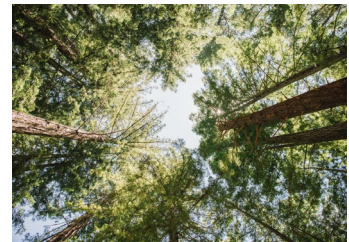


For more information, visit:

<https://www.mendocinocounty.org/government/health-and-human-services-agency/behavioral-health-and-recovery-services>

## Behavioral Health and Recovery Services Update

The Behavioral Health and Recovery Services (BHRS) Department submits the attached status report, as **Attachment 3**, to update the Board of Supervisors on the services provided by BHRS.



For more information, visit:

<https://www.mendocinocounty.org/government/planning-building-services/code-enforcement>

## Code Enforcement Update

A promotional recruitment for the remaining Code Enforcement Officer I (entry level) position vacancies was posted, which closed February 28<sup>th</sup> 2022. The Human Resources Department will review applications for the positions, after which interviews will take place.

The Code Enforcement Division continues to work on the Enhanced Cannabis Enforcement plan per the direction given by the Board of Supervisors.

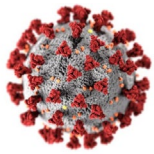
Code Enforcements submits a summary report as **Attachment 4**.



## Facilities and Fleet & Central Services Agency Update

[www.mendocinocounty.org](http://www.mendocinocounty.org)

The County of Mendocino Facilities and Fleet & Central Services Divisions submit the attached monthly report-out, as **Attachment 5**, to update the Board of Supervisors on the services provided by the divisions.



For more information, visit the County's COVID-19 website at: <https://www.mendocinocounty.org/community/novel-coronavirus>



For more information, visit: <https://www.mendocinocounty.org/government/social-services>



For more information, visit: <https://www.mendocinocounty.org/government/cultural-services-agency>

## Information Technology Update

The County of Mendocino Information Technology division submits the attached monthly report-out, as **Attachment 6**, to update the Board of Supervisors on the services being provided by the division.

## Public Health Update

The Department of Public Health submits the attached report, as **Attachment 7**, to update the Board of Supervisors on services provided by the department.

## Social Services Update

Social Services submits the attached status report, as **Attachment 8**, to update the Board of Supervisors on the services being provided by Social Services.

## Cultural Services Agency Update

### Library

All branches are distributing 2021 Federal and State income tax forms.

All branches are partnering with Mendocino County Public Health to distribute free COVID self-test kits to their communities. Please contact your local branch for the schedule.

Hotspots will be available soon to check out from all branches thanks to funding from the American Rescue Plan Act (ARPA) through the Emergency Connectivity Fund of the Federal Communications Commission.

The Library will be participating in a community-wide Book to Action project on the book Braiding Sweetgrass by Robin Wall Kimmerer, thanks to a \$6,000 grant from the Library Services and Technology Act through the State Library.

## Cultural Services Agency Update - Continued

### Coast Community

- Book Boogie Story Time launched on Facebook Live. Collectively, the Wednesday events at 10:30 a.m. have been viewed over 100 times, offering early literacy practices and recommendations to caregivers as well as activities for children.
- New Branch Manager Mellisa was interviewed by the local newspaper, the Independent Coast Observer. The article is featured in the March 3rd issue.
- Pajama Story Time has proved popular, with its first program garnering 624 views! This will be on Facebook Live the last Saturday of every month at 7:00 p.m.
- The branch offers a new Tech Help program every Thursday from 11:00 to noon.
- In April the branch will be participating in Point Arena's returning Fringe Festival, offering art and music activities including playing a Theremini, sidewalk chalk art, and using music to inspire Abstract Expressionist paintings.

Get your PJs on, and grab your stuffed animals--it's time for songs, a story, and relaxation techniques with Librarian Mellisa. 🐼🧘



To view this video, visit:  
<https://fb.watch/by8AAoqL7y/>

### Fort Bragg

- In February, staff Jennifer and Amie challenged patrons with a quiz in celebration of Black History month and awarded participants free drinks at the Mendocino Cookie Company.
- The BAM Poetry Reading on Zoom featured many local poets from across the county.
- In March Youth Librarian Kim will host an online Harry Potter Mystery for Kids; costumes encouraged, but black glasses required!

### Outreach

- On Saturday, March 19th, Outreach van and staff will be at the Alex Rorabaugh Center in Ukiah to participate in the Blue Zones Project, which focuses on healthy lifestyle choices.
- On Wednesday, March 23rd van and staff will hold a repeat event for the Ukiah Independent Study Education Program with a pop-up honor library, card station, and a Take and Make Grow Your Own Garden Kit.

### Round Valley

- On March 11, April 8, and May 13 Round Valley Branch staff will be at the Farmers' Market giving away garden 6-packs, soil, and seeds funded by Friends of the Round Valley Public Library.
- Staff will participate in Volunteer Market 2022 along with representatives of the Cemetery, Family Resource Center and Food Pantry, Fire Department, and Path to Wellness – Native WAY.
- Saturday Outdoor Story time continues for ages 0-7 at 11:00 a.m. February's themes included Lunar New Year, game day, and fairy houses! Join us!

## Cultural Services Agency Update - Continued

### Ukiah

- On March 4th the First Friday Art Walk will feature an exhibit of visually stunning vistas depicting the natural world around us by Volkhard Sturzbecher titled "Into the Wild." There will be live Celtic harp music by Suni Robin, a book sale, and Fairy Jar Take & Make kits will be available on a first come, first served basis.
- Take a walk on your lunch break and talk about books with us at Todd Grove Park every second Wednesday from 1-2 pm. We meet at the gazebo for Amble & Ramble, our walking book group.
- The Social Justice Book club will read *Pleasure Activism* by Adrienne Maree Brown for the discussion on April 7th. Please contact Melissa Carr at [carm@mendocinocounty.org](mailto:carm@mendocinocounty.org) for the Zoom link.
- Mother's Day Grab & Go Flower Dish Origami kit will be available for pick up after April 15th.
- Children's Librarian Sam will have an outreach table at the día de los niños, día de los libros event hosted by Al Punto at the Alex Thomas Plaza on April 30th.



For more information, visit:  
<https://www.mendocinocounty.org/government/cultural-services-agency>

### Willits

- Staff created a 12 question trivia quiz for President's Day and gave out small tokens.
- Watch the Seed Library's videos on tree collards and cover crops here: <https://www.facebook.com/WillitsLibrary/videos>
- History Professor and staff member Denise created a women's history slide show that's running on a loop covering major events and influential women in history.
- March 12-19 the branch will experience an "invasion" of little leprechauns! Participants will follow the feet to find the "Pot O' Gold" and win a prize.
- Window Mural-A mural highlighting National Poetry Week called "Poems to Mother Earth" will be installed the first week of April (5-9).
- April 3-9 is National Library Week and the staff will create Take 'N Make book crafts.
- The Creation Station will feature a "Get to Know Your Staff" display.
- Staff member Tobin will present a "Poetry in the Garden" video online for Earth Day during the week of April 12-16.
- To honor Earth Day, the Creation Station will feature a "Make Your Own Seed Starter" craft available April 11-23.
- Pollinator Demonstration Garden will debut on Earth Day, April 22nd!

### Museum

Museum Administration staff are working with City of Willits representatives, the Museum Advisory Board, and District 3 Supervisor John Haschak on a 5 year Museum Strategic Plan and will reach out to the public and many local agencies and businesses seeking input on the final product.



## Animal Care Services Update

### Income Statistics

February 1, 2022 through February 28, 2022

- 0 animal(s) impounded for quarantine at the Animal Shelter
- 2 dead animal(s) disposal request received
- 4 feral cats received
- 0 animal(s) received or rabies specimen testing
- 1 owned animal(s) received by Animal Control or Police due to owner in custody
- 1 owned animal(s) impounded in the field to Animal Control or Police
- 9 owned animal(s) surrendered / received at Animal Shelter or in the field
- by Animal Control or Police
- 1 shelter animal(s) returned by adopter
- 54 stray animal(s) impounded in the field by Animal Control, Police or came in over the counter from citizens
- Total of 72 animals received at the Animal Shelter



*To view pictures and bios of the Animal Shelter's wonderful adoptable cats and dogs, visit*

[www.mendoanimalshelter.com](http://www.mendoanimalshelter.com)

### Outcome Statistics

February 1, 2022 through February 28, 2022

- 8 cats adopted
- 9 dogs adopted
- 0 other animal(s) adopted
- 0 other animal(s) auctioned off
- 0 ill / failure to thrive animal(s) died
- 2 dead animal(s) disposals
- 15 total animal(s) euthanized
- 0 animal(s) sent off to laboratory
- 1 owner / surrender animal(s) euthanized
- 4 trap, neuter and return to field cats
- 22 return to owner animal(s)
- 5 animal(s) transferred to other rescue organizations
- Total of 66 animal(s) departed the Animal Shelter

## Upcoming Board Meetings

Regular Meeting	March 15
Regular Meeting	April 5
Standing Committee	April 18
Regular Meeting	April 19

## Boards and Commissions Vacancies\*

Board Name	Position
Archaeological Commission of Mendocino County	Native American Representative
Archaeological Commission of Mendocino County	Alternate Member
Area Agency on Aging – Governing Board	Mendocino County Supervisor or Designee
Policy Council on Children and Youth	Person Responsible for Management of Alcohol and Drug Programs
Policy Council on Children and Youth	Representative of the Arbor Drug Free Communities Coalition
Policy Council on Children and Youth	Member of a Civic Organization
Policy Council on Children and Youth	Representative of the PCCY/CAPC Coast Child Abuse Prevention
Policy Council on Children and Youth	Representative of a Community Based Mental Health Services Provider
Policy Council on Children and Youth	Representative from a Community Based Family/Youth Resource Center
Emergency Medical Care Committee	Mendocino County Office of Emergency Services Representative

\* Anticipated vacancies

Please note: Anticipated vacancies include expiring terms; the incumbent of the expiring term may apply for reappointment and/or may continue to serve in their capacity until replaced. California Government Code requires public noticing for all expiring terms regardless of the incumbent's intention to apply for reappointment.

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



Regular Board Meeting



Standing Committee Meeting

## Attachments:

1. CEO Angelo Retirement Letter
2. Vacancy and Recruitment Report
3. Behavioral Health & Recovery Services Report
4. Code Enforcement Report
5. Facilities & Fleet and Central Services Report
6. Information Technology Report
7. Public Health Report
8. Social Services Report

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# COUNTY OF MENDOCINO

## Executive Office

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March 14, 2022

To the Honorable Board of Supervisors:

On January 6, 2022, I announced my retirement from County service. As time quickly draws near, please note that March 19, 2022 marks my final day. I have enjoyed my tenure as your first female Chief Executive Officer (CEO) and the longest serving CEO in Mendocino County, only to be out-served by Chief Administrative Officer, Al Beltrami who became my friend & mentor in those early years.

There has not been a day that goes by, that I am not grateful for the opportunity to serve the Mendocino County community with the guidance & support of the Board of Supervisors, both past & present. Throughout these past twelve years, we have responded to numerous challenges ranging from wild fires requiring a coordinated emergency response between State & local staff, recruiting & training of disaster service workers, implementing prudent budget planning to ameliorate potential deficits and striving for adequate staffing levels for all departments along with equitable salary negotiations.

As I retire, I am mindful of the work that the County does that impacts our community, not the least of which, is the remnants of a worldwide COVID-19 pandemic. Also, there are never-ending challenges that accompanied the legalization of cannabis, the crisis of homelessness and ongoing lack of access to mental health services in areas of high need.

That being said, I am very proud of the work we did as a team to serve this community, even through the most difficult times. As a county team, we mitigated structural deficits, eliminated a \$120M OPEB liability, saved close to \$20M in Dedicated and General Reserves, purchased a hotel as permanent supportive housing for unhoused community members, built a mental health/public safety training center and a crisis residential center for our community members effected by mental illness, brought CSAC education and credentialing to our employees and many other worthwhile projects that will serve Mendocino County into the future.

Throughout the years, we focused on the Board's goals of fiscal stability, financial sustainability and organizational development. An example of organizational development that I am most proud of is the Leadership Initiative, started by a small group of 40 county heroes that wrote and presented a Leadership Philosophy to the Board of Supervisors and the whole County organization. This Leadership Initiative lives on today to serve our greatest asset, our employees. I believe it will be the Leadership Initiative that will carry this organization forward as the county embarks on implementing a strategic plan in the midst of future budgetary constraints, labor negotiations, community requests greater than county resources and many other ongoing and new challenges.



Retirement Letter

March 14, 2022

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As I leave, if I can give any words of caution, it is to save county dollars, not to spend them on non-mandated services. Your workforce is the most important asset as that is how the work of the county is accomplished. The workforce should be considered first before money is spent on community requests.

Another area I am concerned about is the ongoing public disillusionment with government. As the legislative body, it is critical to seek information, rather than listening to the vocal minority that defames county representatives for self-satisfaction and personal gain. These attacks damage the County's ability to recruit and retain good employees. Public comment & criticism come with the job of elected and appointed officials, but those constant false allegations make it difficult to promote a career in public service.

Lastly, as I retire, I am appreciative of and confident in the administrative team, department heads, staff and emerging county leaders that are currently serving Mendocino County today. Thank you!

Again, I leave with a grateful heart.

A handwritten signature in blue ink, reading "Carmel J. Angelo". The signature is fluid and cursive, with the first name "Carmel" being more prominent than the last name "Angelo".

Carmel J Angelo, Chief Executive Officer

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 03-22, January 23, 2022 - February 5, 2022																
DEPARTMENT/OFFICE	FUND	TOTAL ALLOCATED FTE POSITIONS	VACANT FTE POSITIONS	VACANCY RATE (All Vacant Regardless of Recruitment Status)	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE* (Positions in Recruitment)	NEW HIRES SINCE 7/1/21	SEPARATIONS SINCE 7/1/21	EMPLOYEES ON LEAVE	EMPLOYEES IN BOONVILLE	EMPLOYEES IN COVELO	EMPLOYEES IN FORT BRAGG	EMPLOYEES IN LAYTONVILLE	EMPLOYEES IN POINT ARENA	EMPLOYEES IN UKIAH	EMPLOYEES IN WILLITS
AGRICULTURE	1100	9.00	2.00	22.2%	1	11.1%	1	1	--	--	--	--	--	--	7	--
Agriculture Total:		9.00	2.00	22.2%	1	11.1%	1	1	0	0	0	0	0	0	7	0
AIR QUALITY	3270	9.00	5.00	55.6%	5	55.6%	2	1	--	--	--	--	--	--	4	--
Air Quality Total:		9.00	5.00	55.6%	5	55.6%	2	1	0	0	0	0	0	0	4	0
ANIMAL CARE	1100	18.00	4.00	22.2%	4	22.2%	3	--	--	--	--	2	--	--	12	--
Animal Care Total:		18.00	4.00	22.2%	4	22.2%	3	0	0	0	0	2	0	0	12	0
ASSESSOR-CLERK-RECORDER (ASSESSOR)	1100	23.00	5.00	21.7%	1	4.3%	1	2	--	--	--	--	--	--	18	--
ASSESSOR-CLERK-RECORDER (CLERK RECORDER)	1100	4.00	1.00	25.0%	2	50.0%	--	1	--	--	--	--	--	--	3	--
ASSESSOR-CLERK-RECORDER (COUNTY CLERK-ELECTION)	1100	3.00	1.00	33.3%	1	33.3%	1	2	--	--	--	--	--	--	2	--
Assessor-Clerk-Recorder Total:		30.00	7.00	23.3%	4	13.3%	2	5	0	0	0	0	0	0	23	0
AUDITOR-CONTROLLER	1100	13.00	3.00	23.1%	3	23.1%	--	1	--	--	--	--	--	--	10	--
Auditor-Controller Total:		13.00	3.00	23.1%	3	23.1%	0	1	0	0	0	0	0	0	10	0
BHRS (SUBSTANCE USE DISORDER TREATMENT)	1100	36.00	22.00	61.1%	7	19.4%	1	6	--	--	--	1	--	--	13	--
BHRS (MENTAL HEALTH)	1221	57.00	26.00	45.6%	13	22.8%	2	3	2	--	--	--	--	--	31	--
BHRS (MENTAL HEALTH TREATMENT ACT - MEASURE B)	1224	1.25	1.25	100.0%	1	80.0%	--	--	--	--	--	--	--	--	--	--
Behavioral Health Recovery Services Total:		94.25	49.25	52.3%	21	22.3%	3	9	2	0	0	1	0	0	44	0
BOARD OF SUPERVISORS	1100	5.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	5	--
Board of Supervisors Total:		5.00	0.00	0.0%	0	0.0%	0	0	0	0	0	0	0	0	5	0
CANNABIS PROGRAM	1100	22.00	15.00	68.2%	23	104.5%	1	--	--	--	--	--	--	--	7	--
Cannabis Program Total:		22.00	15.00	68.2%	23	104.5%	1	0	0	0	0	0	0	0	7	0
CHILD SUPPORT SERVICES	1100	34.00	12.00	35.3%	2	5.9%	--	--	--	--	--	--	--	--	22	--
Child Support Services Total:		34.00	12.00	35.3%	2	5.9%	0	0	0	0	0	0	0	0	22	0
COUNTY COUNSEL	1100	12.00	0.20	1.7%	--	0.0%	2	--	--	--	--	--	--	--	12	--
County Counsel Total:		12.00	0.20	1.7%	0	0.0%	2	0	0	0	0	0	0	0	12	0
CULTURAL SERVICES AGENCY (LIBRARY)	1205	36.50	6.70	18.4%	4	11.0%	4	3	--	--	4	6	--	2	16	5
CULTURAL SERVICES AGENCY (MUSEUM)	1100	5.00	2.20	44.0%	2	40.0%	--	--	--	--	--	--	--	--	--	3
Cultural Services Agency Total:		41.50	8.90	21.4%	6	14.5%	4	3	0	0	4	6	0	2	16	8
DISTRICT ATTORNEY	1100	46.00	7.00	15.2%	4	8.7%	4	4	--	--	--	4	--	--	35	--
DISTRICT ATTORNEY (ANTI DRUG ABUSE)	4650	3.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	3	--
DISTRICT ATTORNEY (RAPE PROSECUTION)	4480	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
DISTRICT ATTORNEY (VICTIM WITNESS)	4640	5.00	0.00	0.0%	--	0.0%	1	1	--	--	--	--	--	--	5	--
District Attorney Total:		55.00	7.00	12.7%	4	7.3%	5	5	0	0	0	4	0	0	44	0

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
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DEPARTMENT/OFFICE	FUND	TOTAL ALLOCATED FTE POSITIONS	VACANT FTE POSITIONS	VACANCY RATE (All Vacant Regardless of Recruitment Status)	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE* (Positions in Recruitment)	NEW HIRES SINCE 7/1/21	SEPARATIONS SINCE 7/1/21	EMPLOYEES ON LEAVE	EMPLOYEES IN BOONVILLE	EMPLOYEES IN COVELO	EMPLOYEES IN FORT BRAGG	EMPLOYEES IN LAYTONVILLE	EMPLOYEES IN POINT ARENA	EMPLOYEES IN UKIAH	EMPLOYEES IN WILLITS
EXECUTIVE OFFICE	1100	16.00	1.00	6.3%	3	18.8%	3	3	--	--	--	--	--	--	15	--
EXECUTIVE OFFICE (CLERK OF THE BOARD)	1100	3.00	1.00	33.3%	3	100.0%	--	1	--	--	--	--	--	--	2	--
EXECUTIVE OFFICE (DISASTER RECOVERY)	1225	7.00	1.00	14.3%	2	28.6%	3	--	--	--	--	--	--	--	6	--
EXECUTIVE OFFICE (GENERAL LIABILITY)	7130	2.50	0.50	20.0%	--	0.0%	--	--	--	--	--	--	--	--	3	--
EXECUTIVE OFFICE (HEALTH BENEFITS)	7150	3.00	1.00	33.3%	--	0.0%	--	--	--	--	--	--	--	--	2	--
EXECUTIVE OFFICE (INFORMATION SERVICES)	1100	29.00	5.00	17.2%	7	24.1%	2	2	--	--	--	--	--	--	24	--
Executive Office Total:		60.50	9.50	15.7%	15	24.8%	8	6	0	0	0	0	0	0	52	0
FARM ADVISOR	1100	3.00	2.00	66.7%	2	66.7%	--	--	--	--	--	--	--	--	1	--
Farm Advisor Total:		3.00	2.00	66.7%	2	66.7%	0	0	0	0	0	0	0	0	1	0
GENERAL SERVICES AGENCY (CENTRAL SERVICES)	1100	8.00	1.00	12.5%	2	25.0%	3	2	--	--	--	--	--	--	7	--
GENERAL SERVICES AGENCY (FACILITIES & FLEET)	1100	39.80	4.80	12.1%	10	25.1%	10	5	--	--	--	2	--	--	32	1
GENERAL SERVICES AGENCY (GARAGE)	1100	3.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	3	--
General Services Agency Total:		50.80	5.80	11.4%	12	23.6%	13	7	0	0	0	2	0	0	42	1
HUMAN RESOURCES	1100	19.00	2.00	10.5%	1	5.3%	6	2	--	--	--	--	--	--	17	--
HUMAN RESOURCES (EMPLOYEE WELLNESS)	1100	2.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	2	--
Human Resources Total:		21.00	2.00	9.5%	1	4.8%	6	2	0	0	0	0	0	0	19	0
PLANNING AND BUILDING	1100	59.50	10.00	16.8%	7	11.8%	14	3	--	--	--	11	--	--	39	--
Planning and Building Total:		59.50	10.00	16.8%	7	11.8%	14	3	0	0	0	11	0	0	39	0
PROBATION	1100	50.00	12.00	24.0%	5	10.0%	1	2	2	--	--	3	--	--	32	3
PROBATION (JUVENILE HALL)	1100	25.00	10.00	40.0%	3	12.0%	1	1	--	--	--	--	--	--	15	--
Probation Total:		75.00	22.00	29.3%	8	10.7%	2	3	2	0	0	3	0	0	47	3
PUBLIC DEFENDER	1100	27.00	5.00	18.5%	3	11.1%	5	5	2	--	--	1	--	--	21	--
PUBLIC DEFENDER (ALTERNATE DEFENDER)	1100	7.50	2.00	26.7%	--	0.0%	1	--	--	--	--	--	--	--	6	--
Public Defender Total:		34.50	7.00	20.3%	3	8.7%	6	5	2	0	0	1	0	0	27	0

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 03-22, January 23, 2022 - February 5, 2022																
DEPARTMENT/OFFICE	FUND	TOTAL ALLOCATED FTE POSITIONS	VACANT FTE POSITIONS	VACANCY RATE (All Vacant Regardless of Recruitment Status)	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE* (Positions in Recruitment)	NEW HIRES SINCE 7/1/21	SEPARATIONS SINCE 7/1/21	EMPLOYEES ON LEAVE	EMPLOYEES IN BOONVILLE	EMPLOYEES IN COVELO	EMPLOYEES IN FORT BRAGG	EMPLOYEES IN LAYTONVILLE	EMPLOYEES IN POINT ARENA	EMPLOYEES IN UKIAH	EMPLOYEES IN WILLITS
PUBLIC HEALTH (ENVIRONMENTAL HEALTH)	1100	22.60	5.60	24.8%	1	4.4%	1	3	1	--	--	3	--	--	15	--
PUBLIC HEALTH (CGAP-DFC GRANT)	4260	1.00	0.00	0.0%	--	0.0%	--	1	--	--	--	--	--	--	1	--
PUBLIC HEALTH (PUBLIC HEALTH)	1100	35.00	13.60	38.9%	7	20.0%	10	1	--	--	--	3	--	--	21	1
PUBLIC HEALTH (PUBLIC HEALTH BIOTERRORISM AS)	4780	1.00	0.00	0.0%	--	0.0%	--	1	--	--	--	--	--	--	1	--
PUBLIC HEALTH (PUBLIC HEALTH CCS)	1100	8.00	3.00	37.5%	2	25.0%	2	--	--	--	--	--	--	--	5	--
PUBLIC HEALTH (PUBLIC HEALTH NURSING)	1100	27.00	12.10	44.8%	5	18.5%	3	2	--	--	--	1	--	--	13	1
PUBLIC HEALTH (PUBLIC HEALTH TOBACCO ED)	4530	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
PUBLIC HEALTH (PUBLIC HEALTH WIC)	4180	12.20	4.70	38.5%	1	8.2%	2	1	--	--	--	2	--	--	6	--
PUBLIC HEALTH (TRANSITIONAL HOUSING)	1100	2.00	0.00	0.0%	--	0.0%	2	--	--	--	--	--	--	--	2	--
PUBLIC HEALTH (WHOLE PERSON CARE)	1227	3.00	1.00	33.3%	--	0.0%	--	--	--	--	--	--	--	--	2	--
Public Health Total:		112.80	40.00	35.5%	16	14.2%	20	9	1	0	0	9	0	0	67	2
RETIREMENT	1100	6.00	2.00	33.3%	3	50.0%	--	1	--	-	-	-	-	-	5	--
Retirement Total:		6.00	2.00	33.3%	3	50.0%	0	1	0	0	0	0	0	0	5	0
SHERIFF-CORONER	1100	111.00	17.20	15.5%	14	12.6%	4	6	5	--	--	13	--	--	69	12
SHERIFF-CORONER (COPS PROGRAM AB3229)	1210	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
SHERIFF-CORONER (JAIL)	1100	73.00	17.40	23.8%	11	15.1%	5	5	--	--	--	--	--	--	56	--
SHERIFF-CORONER (OFFICE OF EMERGENCY SERVICES)	1100	2.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	2	--
Sheriff-Coroner Total:		187.00	34.60	18.5%	25	13.4%	9	11	5	0	0	13	0	0	128	12
SOCIAL SERVICES	1100	420.00	111.20	26.5%	97	23.1%	17	39	10	--	--	40	--	--	241	28
Social Services Total:		420.00	111.20	26.5%	97	23.1%	17	39	10	0	0	40	0	0	241	28
TRANSPORTATION	1200	93.80	32.80	35.0%	18	19.2%	3	7	3	4	3	8	3	4	34	5
TRANSPORTATION (ENGINEERING & TECHNICAL ASSIST)	1100	7.00	2.00	28.6%	2	28.6%	1	--	--	--	--	1	--	--	4	--
TRANSPORTATION (SOLID WASTE)	1100	2.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	2	--
Transportation Total:		102.80	34.80	33.9%	20	19.5%	4	7	3	4	3	9	3	4	40	5
TREASURER-TAX COLLECTOR	1100	6.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	6	--
TREASURER-TAX COLLECTOR (COURT AB233 PROGRAM)	1100	6.00	3.00	50.0%	--	0.0%	--	1	--	--	--	--	--	--	3	--
Treasurer-Tax Collector Total:		12.00	3.00	25.0%	0	0.0%	0	1	0	0	0	0	0	0	9	0
COUNTYWIDE TOTAL:		1487.65	397.25	26.7%	282	19.0%	122	119	25	4	7	101	3	6	923	59



## Behavioral Health and Recovery Services (BHRS) Update March 2022

### Did you Know March is Gambler's Awareness Month?

- Problem Gambling is known as the Hidden Addiction. Unlike other addictions, problem gamblers do not display physical signs. While visible symptoms are minimal, problem gamblers are often depressed, anxious, and may have suicidal thoughts. They often neglect family and friends, run up large amounts of debt, and may be involved in illegal activity in order to fund their addiction.
- Gambling addiction is a diagnosable and treatable mental health disorder. For support you can reach out to County Mental Health, Beacon, or call 1-800-GAMBLER, chat to 800gambler.chat or text SUPPORT to 53342
- Studies on gambling show individuals with addictive gambling are more likely to be smokers, experience depression, and engage in binge drinking than others.
- Do you know the warning signs that you or someone you know might be struggling with gambling activity? A few are borrowing, lying or hiding, going over self-set limits, gambling when stressed, feeling antsy to gamble, work is affected by gambling, gambling after a loss... I just can't stop.

Sources:

[Problem Gambling Awareness Month](#)

### BHRS:

- **Mental Health Services Act** - We completed our audit review with the Department of Health Care Services (DHCS), and await our results. March and April will be filled with developing and processing contracts for the new fiscal year. We are happy to announce a new Program Specialist, Nicole Bochman, to the MHSA unit.
- **Mental Health** - Mental Health has been submitting documents for our Triennial Audit to DHCS and will be formally reviewed in early April. Mental Health was awarded a number of grants, and we will be organizing initial implementation activities.
- **Mental Health Student Services Act (MHSSA)** - This program increases prevention and early intervention access for students to promote student wellness and academic success. The partnership enhances and expands services to students and their families in school-based settings and around school and academic issues. Service providers leverage existing resources for student well-being with specialty mental health services and school resources to maximize resources for students and families. For more information call (707) 472-2388.

### Measure B:

- **Mobile Crisis Response** - Mobile Crisis is operational seven days a week 8 am to 6 pm. Recruitment continues to fill the vacancy on the coast. Grant awards will allow for increased funding to this program, including the purchase of vehicles.
- **Crisis Residential Treatment** - Continued progress towards finalizing licensing, recruiting staff, and preparing for accepting clients.
- **Community Education, Awareness, & Stigma Reduction** - NAMI is working with some community groups on outreach and education, as well as preparing for May is Mental Health Month activities.

**behavioral  
health &  
recovery services  
Mendocino County**



## Behavioral Health and Recovery Services (BHRS) Update Page 2

### Substance Use Disorder Treatment (SUDT):

- Substance Use Disorders Treatment continues to offer services to our community members. We have seen an increase in requests for services over the last month. Substance Use services are offered for all age groups with a variety of treatment options. Individuals needing services or needing support for a family member can reach out to our team for support and treatment recommendations and options. SUDT has been working with local Mental Health providers to bring SUDT services to clients where they are at. We are excited to add this additional service and hope to expand it over the next few months.

### Community Wellness:

- SUDT Prevention services continue to be provided in Willits High School, South Valley High School, and Arbor Youth Resource Center. Recently two new youth groups started at the Arbor Youth Resource Center: Talking Circle on Tuesdays at 4 pm and the LGBTQ2S+ Youth Advocates Friday Night Live on Wednesdays at 3:30 pm. These groups offer youth a safe place to collaborate and connect with other youth, develop adult partnerships, leadership skills, and advocate for a healthier community.

### Grants:

- Behavioral Health and Recovery Services recently received an award for a planning grant in the amount of \$150,000 to be used towards exploring the expansion of our continuum of care in Mendocino County.
- SUD Prevention is applying for and has been awarded grants to expand youth leadership and educational programs to more communities and will enhance Opioid use prevention and awareness-raising activities.

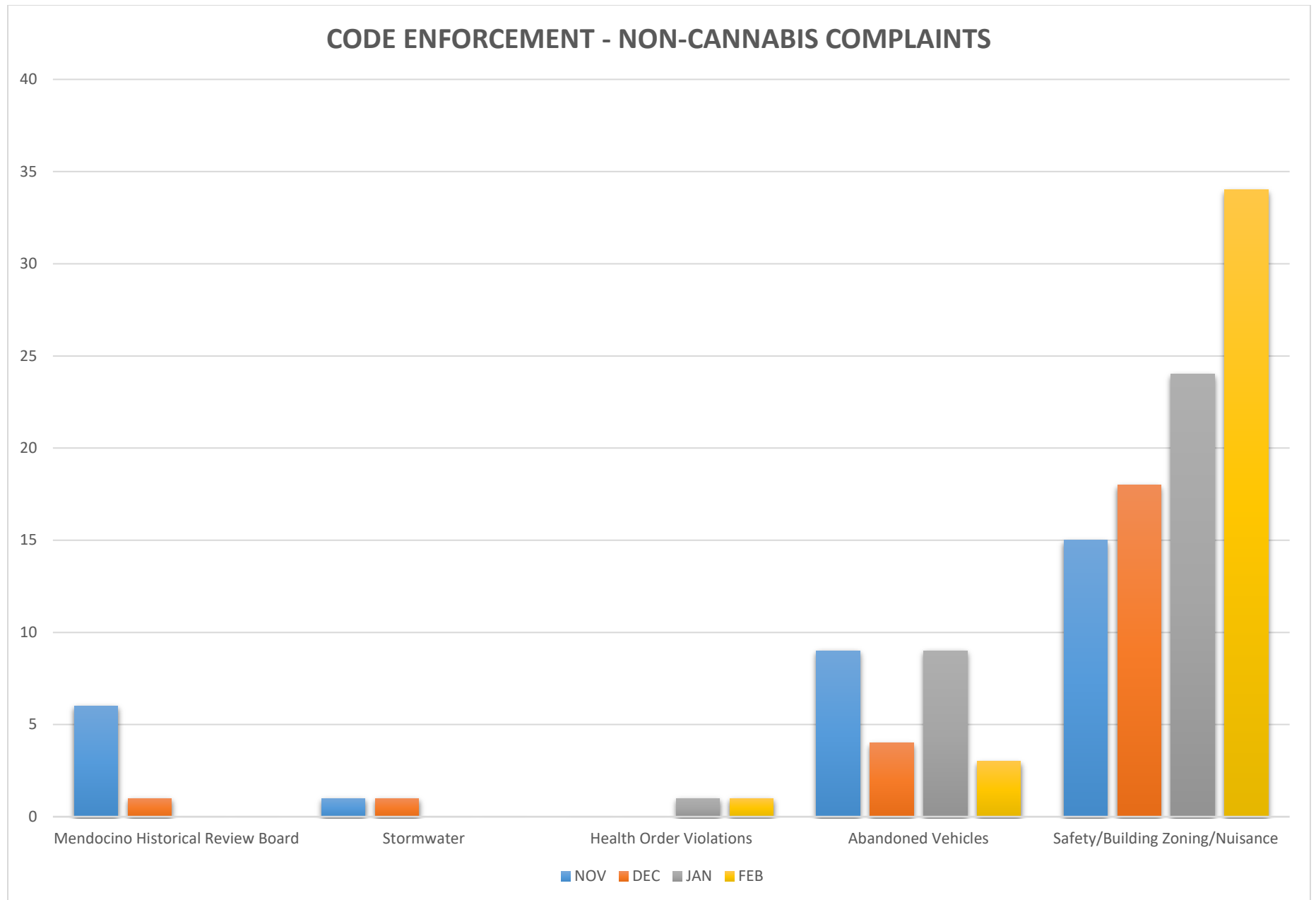
### Recent Grants Applied For:

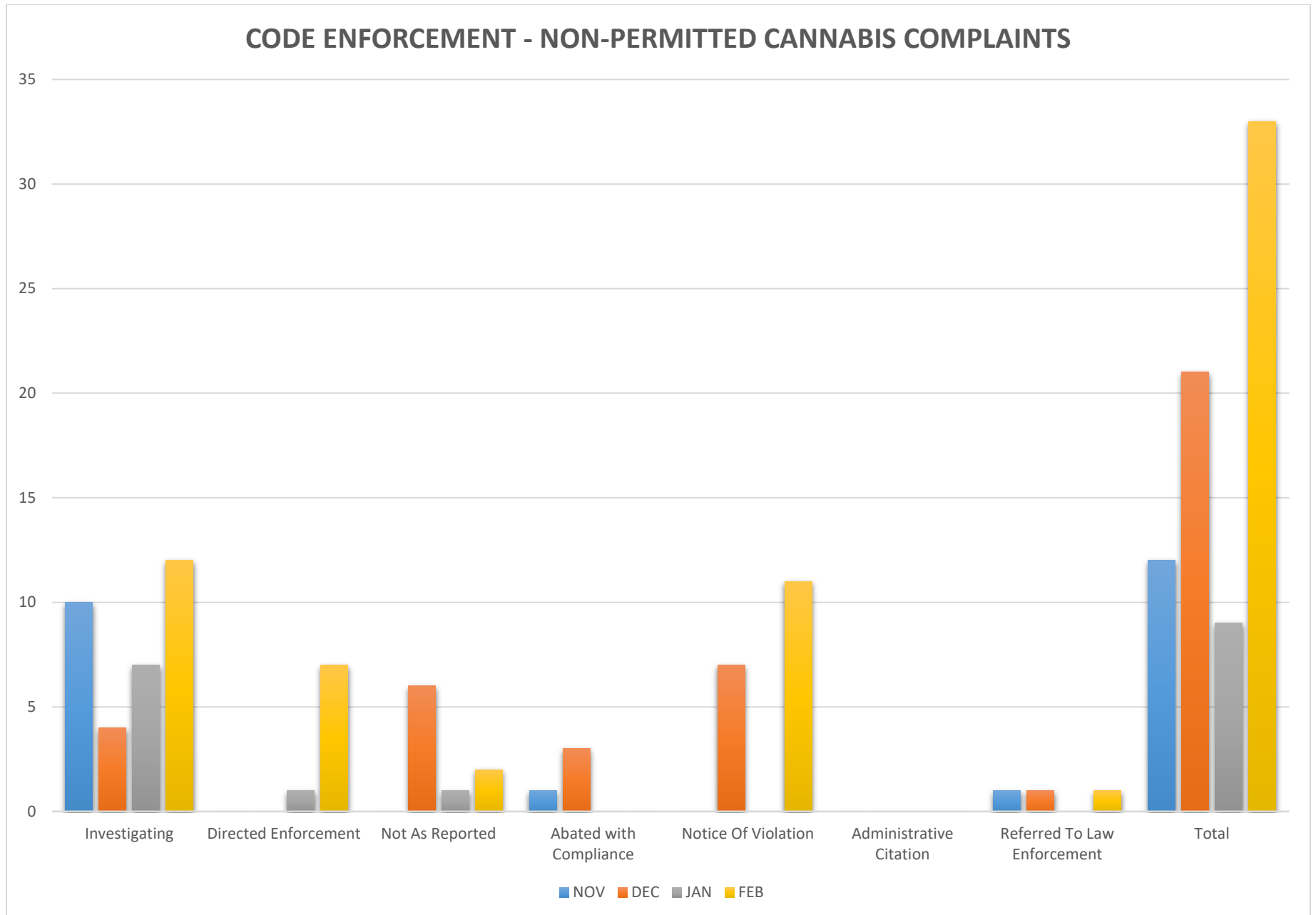
- At the moment, BHRS staff is awaiting announcements for six recent grant submissions. In February the department applied for two grants, one to bolster the department's testing and mask supplies in order to enhance our COVID-19 mitigation strategy, as well as a very exciting opportunity to partner on a mentored internship program with an institution in the California State University system. New grant application announcements are posted regularly and the department is presently reviewing several potential opportunities for the months to come.

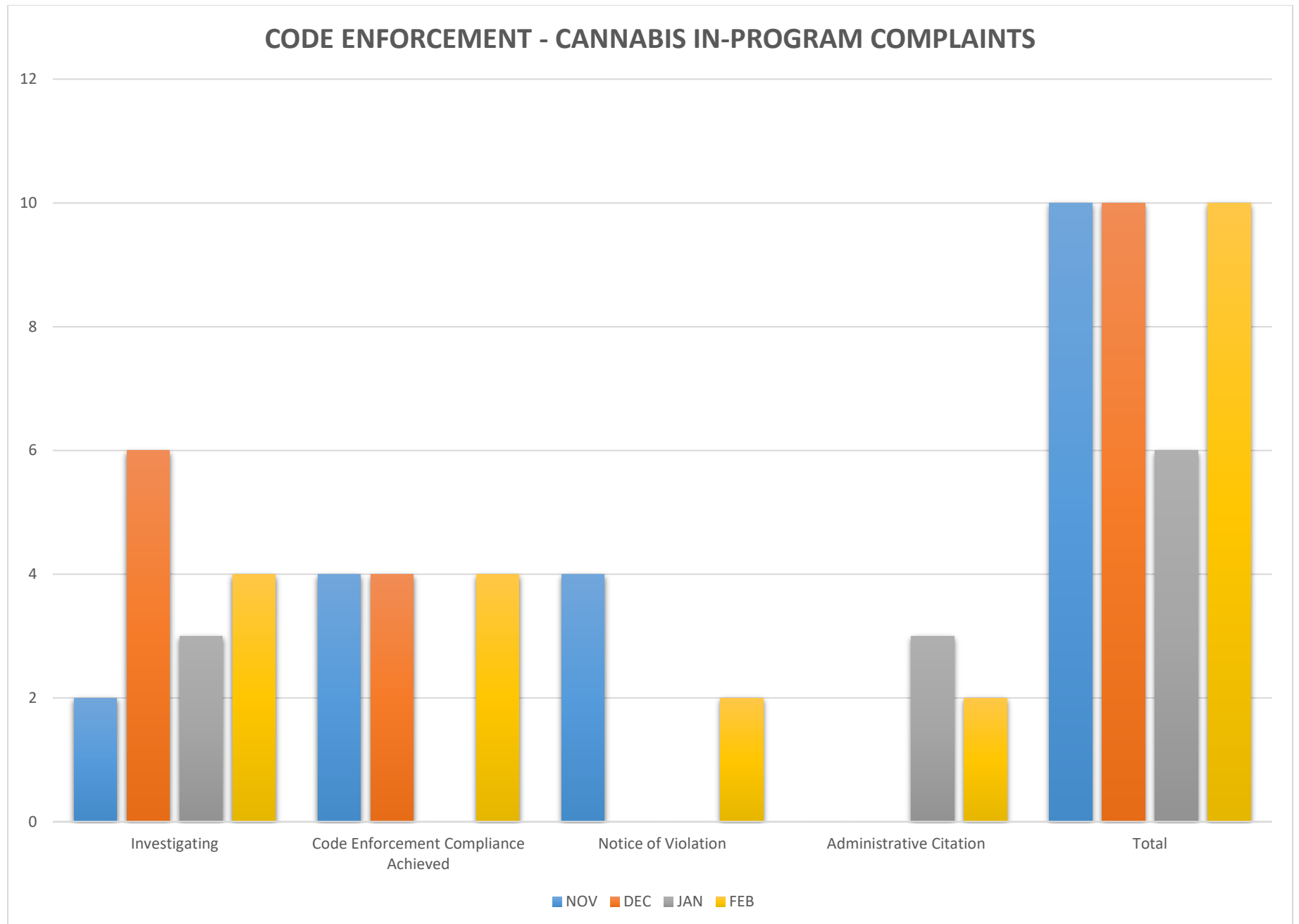
### Meetings of Interest and Educational Opportunities:

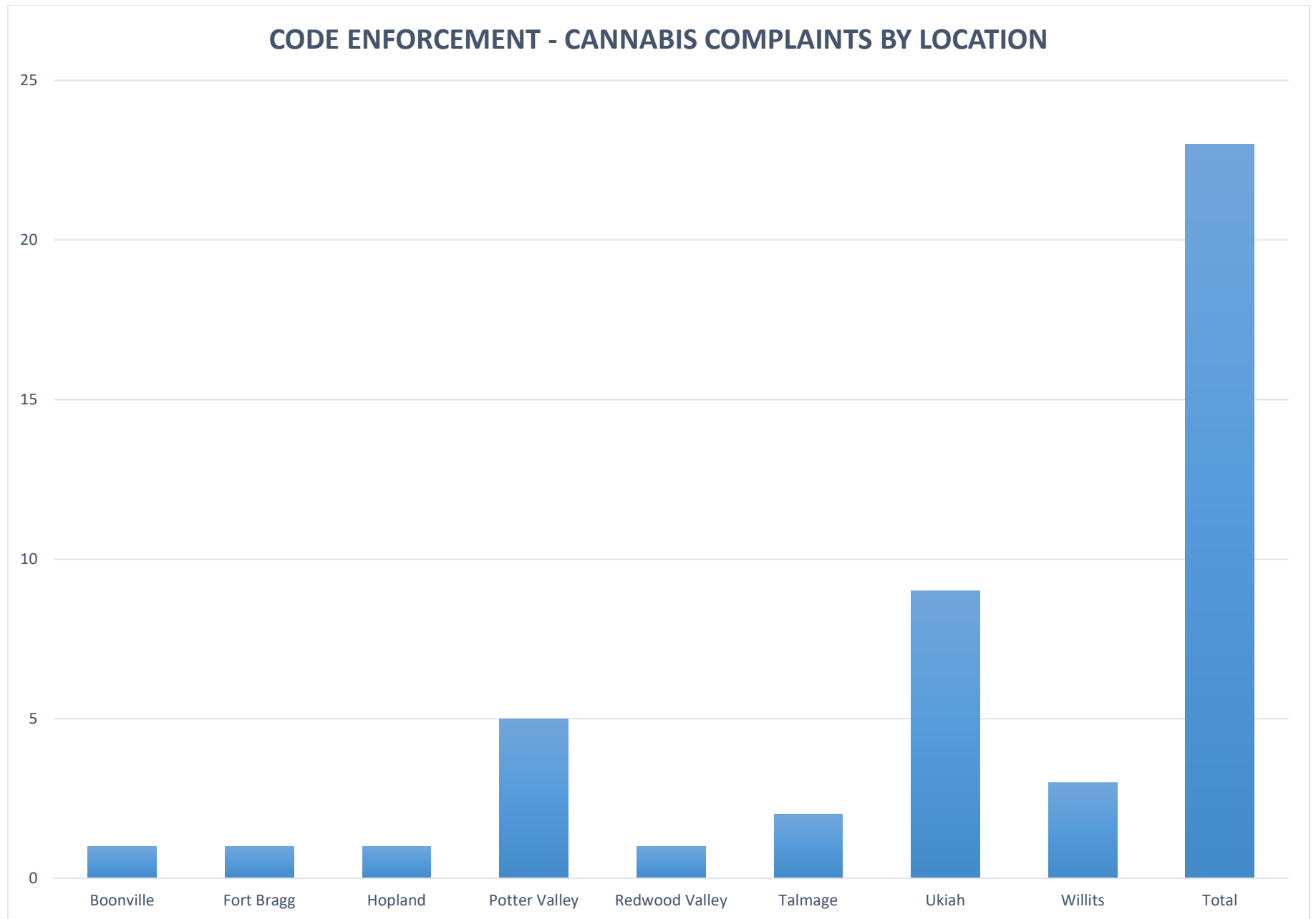
- The MHSA Forum/QIC Meeting previously scheduled for February 2, 2022, will be rescheduled. Reschedule date coming soon.
- Safe Rx Mendocino Opioid Safety Coalition meets monthly on the second Tuesday of the month at 10 am. Join them as they combat opioid misuse in Mendocino County: Join Zoom Meeting <https://mendocinocounty.zoom.us/j/98833021418>.

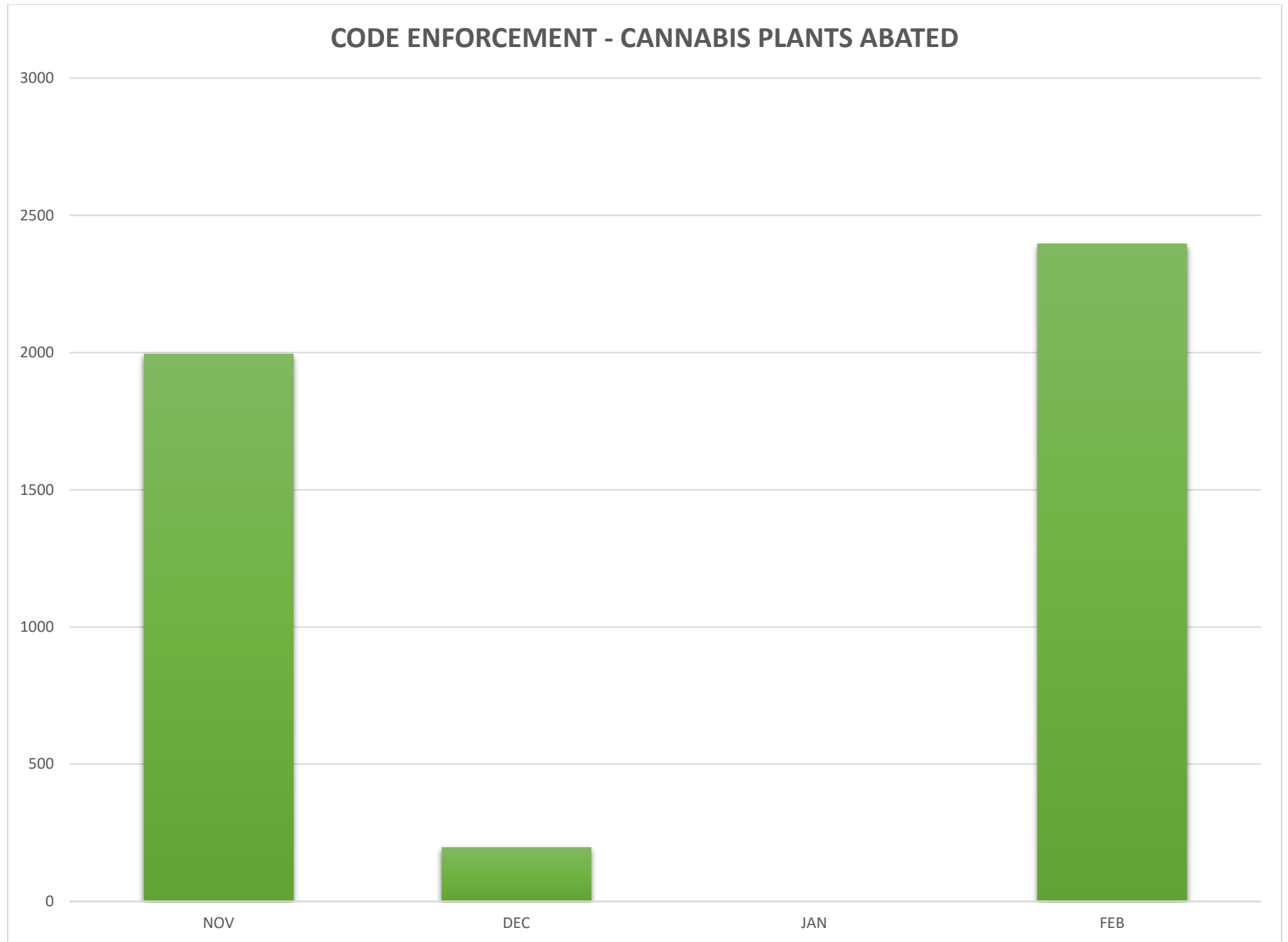


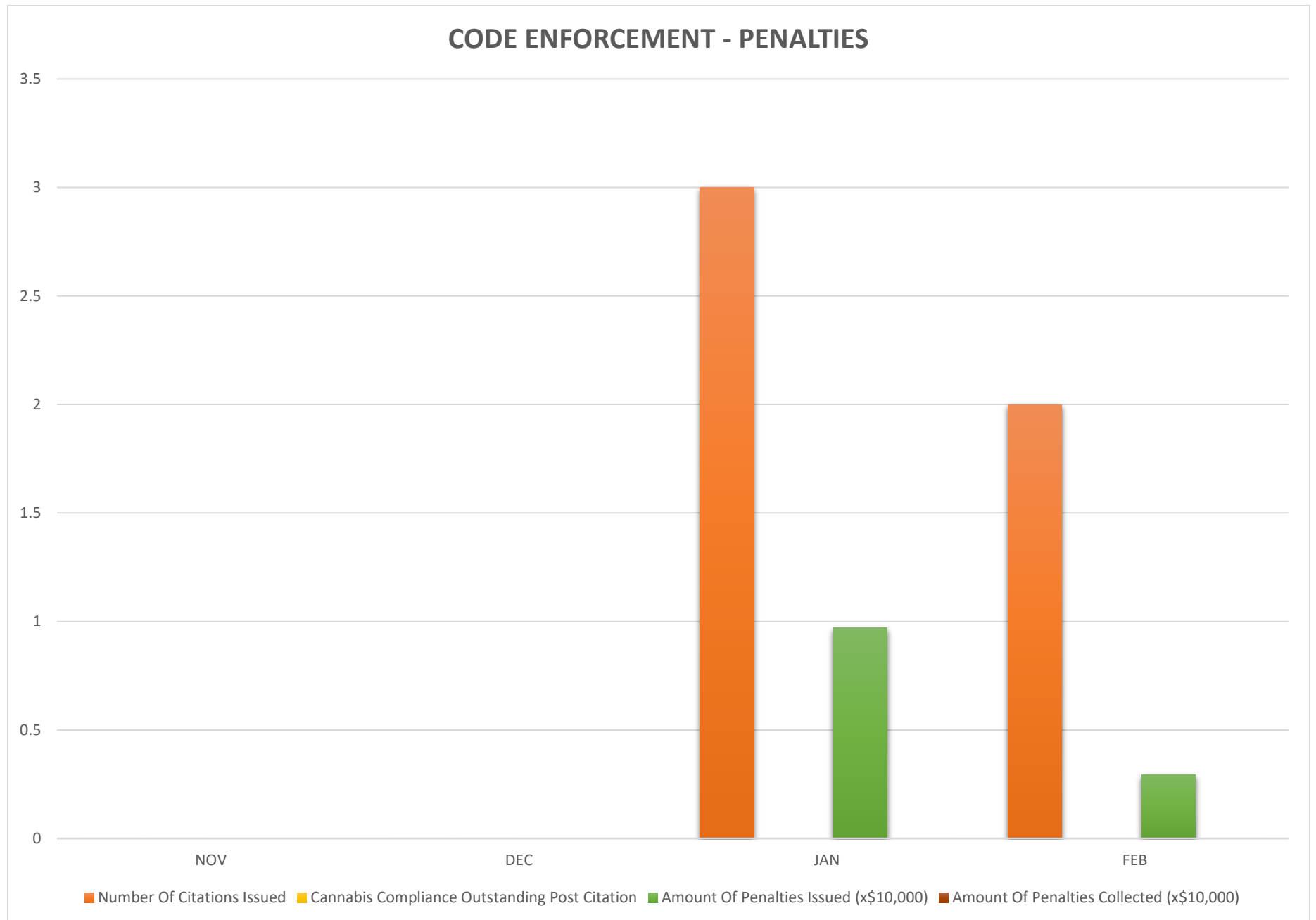














# MENDOCINO COUNTY – FACILITIES AND FLEET & CENTRAL SERVICES DIVISIONS

## MONTHLY REPORT-OUT - CEO REPORT

### **FEBRUARY - PROJECT AND OTHER UPDATES**

#### **FACILITIES & FLEET DIVISION**

<b>Administrative Update</b>	<ul style="list-style-type: none"> <li>• In collaboration with the Executive Office and other departments and contractors, facilities staff has submitted the final project applications for the \$5,404,000 in CDBG hazard mitigation grants allotted to Mendocino County last year.</li> <li>• The Space Utilization/Needs Assessment process with Nichols Melburg Rossetto Architects is under way, with questionnaires to gather specific building use and departmental data being issued in March.</li> <li>• Per board direction, Staff is negotiating a performance based Contract with Willdan to analyze county facilities for opportunities to enhance energy efficiency, power generation and electrification including vehicle charging and develop specific projects. Recommendations with specific project priorities and financing options will be presented for Board consideration and approval.</li> <li>• Facilities staff continues to meet with Library staff to coordinate grant opportunities available to the County Library system with facilities needs and Board direction for resiliency and carbon reduction.</li> <li>• Facilities staff is developing a Memorandum of Understanding (MOU) with Anderson Valley Senior Center for continued use of the Boonville Veterans Hall.</li> <li>• Facilities staff participates in regular and ongoing interdepartmental meetings with Information Services, the Sheriff's Office and Social Services to ensure that the County has a coordinated effort to maintain and improve systems and facilities required for critical county operations.</li> </ul>
<b>Facility Maintenance and Operations</b>	<ul style="list-style-type: none"> <li>• Staff coordinated urgent repairs to communications systems cabling on the remote sheriff's station in Point Arena.</li> <li>• Staff has commenced assisting other departments in the clearing of storage areas behind the Low Gap Road facilities overflow lot that will have obstructed access during the upcoming Jail addition.</li> <li>• Staff has established an on-call relationship with West Coast Fire and Water to ensure immediate response to homeless encampments encroaching on and threatening safety to Social Service facility in Ukiah.</li> <li>• Staff has commenced a Space Utilization and Facility Condition Analysis.</li> <li>• Staff has on-boarded a new administrative assistant and has commenced training on vital fiscal systems focusing on department bill back and utility tracking.</li> <li>• Building Maintenance work orders received – 1451 Fiscal Year to date.</li> <li>• Building Maintenance work orders completed – 1570 Fiscal Year to date.</li> <li>• Current open Building Maintenance work orders – 69.</li> </ul>

## FEBRUARY - PROJECT AND OTHER UPDATES

<b>Fleet Operations</b>	<ul style="list-style-type: none"> <li>Fleet Staff continues ongoing meetings with Enterprise Fleet Management systems for development of lease replacement model for County vehicle fleet with focus on fleet electrification and standardization with social services acting as pilot group. This project will update our aged fleet optimizing vehicle safety for staff while also increasing cost savings year to year on fleet vehicles. Report findings and recommendations will be presented to the Board of Supervisors during their March 15, 2022, Board of Supervisors meeting.</li> <li>Fleet Staff is exploring options for partnering with City of Ukiah, and Sonoma Clean power for installation of Electric Vehicle Charging Stations at County facilities with initial roll out at the Administration Center and Yokayo Complex on South State Street in Ukiah.</li> <li>GSA staff is working collaboratively with the County's Fiscal Team and LACO and Associates on the development and submission of a grant application through the California Energy Commission that targets innovation and installation of EV charging stations in rural Northern California. Staff are working diligently to put together an application package that demonstrates collaborations with Sonoma Clean Power, the City of Ukiah, and other agencies in Humboldt County. Our focus is on the installation of charging infrastructure and mobile charging alternatives spread widely throughout our rural region to fill major gaps in the charging network.</li> <li>Garage work orders – 581 Fiscal Year to date.</li> <li>Garage work orders completed – 577 Fiscal Year to date.</li> </ul>
<b>Facilities and Fleet planning activities in progress:</b>	<ul style="list-style-type: none"> <li>Five Year CIP (2017-2022) Update.</li> <li>ADA Plan update.</li> <li>Facility Safety Assessment.</li> <li>Energy Efficiency Analysis.</li> <li>Generator/E-power Plan.</li> <li>Facility Condition Analysis.</li> <li>Parks Needs Assessment (Phase II).</li> <li>Vehicle Replacement Plan/Program.</li> <li>Vehicle Leasing program analysis and options.</li> </ul>
<b>CAPITAL IMPROVEMENT PROJECTS</b>	
<b>Communications Site Hardening Projects funded by General Fund, PG&amp;E settlement funds and CDBG resiliency Grants</b>	<ul style="list-style-type: none"> <li>Sanhedrin Repeater Site Power Line Pole Replacement project third and final Phase is under contract and scheduled for completion in summer of 2022.</li> <li>The new 911 equipment shelter project plan is part of the Community Development Block Grant (CDBG) hazard mitigation grant application expected to be approved in spring of 2022. It is in design with procurement and bidding to follow.</li> <li>The county wide repeater site hardening projects at Sanel Mountain and Sanhedrin Big Signal Peak will focus on back-up power, site access, waterproofing, fire hardening and equipment cooling and will be proceeding upon approval of the CDBG hazard mitigation grant applications.</li> </ul>
<b>Jail Expansion Readiness Projects</b>	<ul style="list-style-type: none"> <li>The design for the Parking Improvement Project along Low Gap Road between Probation and General Services is complete and will be out to bid in March 2022 for completion prior to start of the Jail Expansion Project.</li> <li>The West Campus Fiber optic build-out to extend the 10 gig fiber to each of the jail facilities and the General Services Agency building prior to beginning the Jail Expansion Project is in design and will be ready for bid in March of 2022.</li> </ul>
<b>Emergency Projects</b>	<ul style="list-style-type: none"> <li>Emergency hazardous tree removal at the Point Arena Veterans Hall is complete with the support of the City of Point Arena. Staff will collaborate with them to complete the required Coastal Development Permits.</li> <li>Emergency Roof re-coating under way at the Point Arena Air Force Base repeater site and will be completed by the end of March 2022.</li> <li>Emergency hazardous tree removal will begin soon at Bower Park Based on a detailed arborists report.</li> </ul>

## FEBRUARY - PROJECT AND OTHER UPDATES

	<ul style="list-style-type: none"> <li>Emergency Mold removal will begin soon at the Fort Bragg Vets Hall, currently drafting contract.</li> <li>Emergency HVAC system replacement will begin soon at Fort Bragg Vets Hall, awaiting quotes from 2 vendors.</li> </ul>
<b>Other Projects of Note</b>	<ul style="list-style-type: none"> <li>Construction Contract for the Veterans Services Building Accessibility Project and notice to proceed has been issued. Work is scheduled to begin March 2022 and is expected to complete this spring.</li> <li>Initial feasibility work and design for construction of a facility for the pretrial release program for the Jail is in process.</li> <li>Design for new cooling equipment for the Administration Center server room is in the final stages with bidding planned for March of 2022.</li> </ul>
<b>Measure B Projects</b>	<ul style="list-style-type: none"> <li>The Crisis Residential Treatment Center and Regional Behavioral Health Training Center are complete with plans to open soon.</li> <li>The Psychiatric Health Facility feasibility study for the Whitmore Lane site is to be presented to the Board on January 25, as directed, the Architect and staff are proceeding with site investigations and program planning.</li> </ul>
<b>SB 844 Jail Expansion</b>	<ul style="list-style-type: none"> <li>The County's architect has submitted permit drawings for the Building 3 Jail Expansion Project to state Fire Marshall and Planning and Building Services for local plan check review. Staff continues work on the project financing and to issue the general contractor pre-qualification packet as well as project specifications and details. The project team anticipates bidding in the summer of 2022 subject to approvals by state and local oversight agencies.</li> </ul>

### CENTRAL SERVICES DIVISION

<b>Real Property</b>	<ul style="list-style-type: none"> <li>General Services Agency staff negotiated a lease for the Sheriff Office for space to store the donated mobile command unit. This lease was presented for Board of Supervisors consideration due to term and fiscal requirements.</li> <li>General Services Agency Staff is finalizing a surplus and sale of a portion of Road E (CR 233). County Department of Transportation has already abandoned the right of way. Anticipate final surplus and sale documents to be presented to the Board in early 2022.</li> <li>General Services Agency staff continue working on a potential lease of space for the GEO Day Reporting Center and Social Services/Family Center (co location). Staff are negotiating lease terms and occupancy details and will report to the Board as progress is made.</li> </ul>
<b>Parks</b>	<ul style="list-style-type: none"> <li>Staff is coordinating proposals from contractors to perform a clean-up of the former caretaker's area at Bower Park. This clean up has been a work in progress for several years; the area is a public nuisance and unsafe; Facilities will be proceeding with abatement efforts and present a contract to the Board once the scope of work and cost estimates are received. This is an unfunded project, and therefore, will require an appropriation increase.</li> <li>PG&amp;E has contacted the County with their routine maintenance line clearance work. Staff has reviewed the plan, with the tree work authorization presented to the Board for approval at their January 4, 2022, meeting.</li> <li>Parks Needs Assessment Phase II <ul style="list-style-type: none"> <li>General Services Agency and the County's Parks Needs Assessment consultants presented the phase II proposed project plan on August 31, 2021. The Board appointed an ad hoc of Supervisors Mulheren and McGourty.</li> <li>Staff and the consultants met with the ad hoc Next Steps: <ul style="list-style-type: none"> <li>Ad hoc members have met and assessed potential annual maintenance costs funding options.</li> <li>Consultants to have provided information regarding projected maintenance costs.</li> <li>Ad hoc and GSA have met with stakeholders regarding various access areas and partnerships with various parks.</li> </ul> </li> </ul> </li> </ul>

## FEBRUARY - PROJECT AND OTHER UPDATES

	<ul style="list-style-type: none"> <li>▪ County Staff researched options regarding surplus or decommissioning various access areas.</li> <li>▪ The Group has convened monthly; the results of the assessment, along with recommendations associated with proceeding with a Parks Master Plan, will be presented to the Board during their March 15, 2022, Board of Supervisors Meeting.</li> </ul> <p>Other parks considerations:</p> <ul style="list-style-type: none"> <li>○ Vegetation management and Fuel Mitigation plan.</li> <li>○ Coordinating and considering outside development interests.</li> <li>○ Concession agreements.</li> </ul>
Online Bidding Resources:	<p><b>Counting online bidding information can be found here:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Open RFPs, RFQs, Bids</a></li> <li>• <a href="#">Mendocino County - Planet Bids</a></li> </ul>
Requests for Proposals: Central Services Issued	<p><b>RFQ 002-22 Testing, Inspection and Plan Review Services</b></p> <ul style="list-style-type: none"> <li>• Issued on 1/21/2022</li> <li>• Proposal deadline 2/15/2022</li> </ul> <p><b>RFQ 006-22 Jail Kitchen Equipment</b></p> <ul style="list-style-type: none"> <li>• Issued on 1/24/2022</li> <li>• Proposal deadline 2/3/2022</li> </ul> <p><b>RFB 008-22 Solar Photovoltaic System for Project Homekey Phase II at Live Oak Apartments</b></p> <ul style="list-style-type: none"> <li>• Issued on 1/25/2022</li> <li>• Proposal deadline 2/9/2022</li> </ul> <p><b>RFQ 009-22 Polairs Side by Side ATV</b></p> <ul style="list-style-type: none"> <li>• Issued on 1/27/2022</li> <li>• Proposal deadline 2/10/2022</li> </ul> <p><b>BID 014-22 Site Improvements for Jail Expansion Project</b></p> <ul style="list-style-type: none"> <li>• Issued on 2/15/2022</li> <li>• Proposal deadline 3/17/2022</li> </ul> <p><b>RFQ 018-22 Cordless Power Tools</b></p> <ul style="list-style-type: none"> <li>• Issued on 2/25/2022</li> <li>• Proposal deadline 3/11/2022</li> </ul>
Requests for Proposals: Department Issued	<p><b>RFP 043-21 Mental Health Water Damage Reconstruction</b></p> <ul style="list-style-type: none"> <li>• Issued on November 9, 2021.</li> <li>• Proposal deadline December 2, 2021</li> </ul> <p><b>RFP 044-21 Evaluator for Mendocino County Tobacco Control Program</b></p> <ul style="list-style-type: none"> <li>• Issued on November 22, 2021.</li> <li>• Proposal deadline December 29, 2021</li> </ul> <p><b>RFP 042-21 Wildlife Exclusionary Services</b></p> <ul style="list-style-type: none"> <li>• Issued on December 1, 2021</li> <li>• Proposal deadline February 1, 2022</li> </ul> <p><b>RFP 047-21 Sheriff's Office Network Switches</b></p> <ul style="list-style-type: none"> <li>• Issued on December 21, 2021</li> <li>• Proposal deadline January 6, 2022</li> </ul> <p><b>RFB 007-22 Building for Homekey Phase II Project at Live Oak Apartments</b></p> <ul style="list-style-type: none"> <li>• Issued on January 25, 2022</li> <li>• Proposal deadline February 3, 2022</li> </ul> <p><b>RFQ 004-22 Information Technology Project Management and On Call Technical Assistance Services</b></p> <ul style="list-style-type: none"> <li>• Issued on February 4, 2022</li> <li>• Proposal deadline March 2, 2022</li> </ul>

**FEBRUARY - PROJECT AND OTHER UPDATES**

	<b>RFP 015-22 Social Services Indigent cremation services</b> <ul style="list-style-type: none"><li>• Issued on February 9, 2022</li><li>• Proposal deadline February 18, 2022</li></ul> <b>RFP 013-22 Mental Health Services Act (MHSA) Innovation Project: Healthy Living Community</b> <ul style="list-style-type: none"><li>• Issued on February 15, 2022</li><li>• Proposal deadline March 14, 2022</li></ul>
<b>Agency Wide Long Range Planning Efforts:</b>	<ul style="list-style-type: none"><li>• GSA Operational model.</li><li>• ISF Development- Facilities, Fleet and Central Services.</li><li>• Fiscal reporting structure.</li><li>• Budget Preparation (with Executive Office Budget Team).</li></ul>

# INFORMATION TECHNOLOGY

## MONTHLY UPDATE

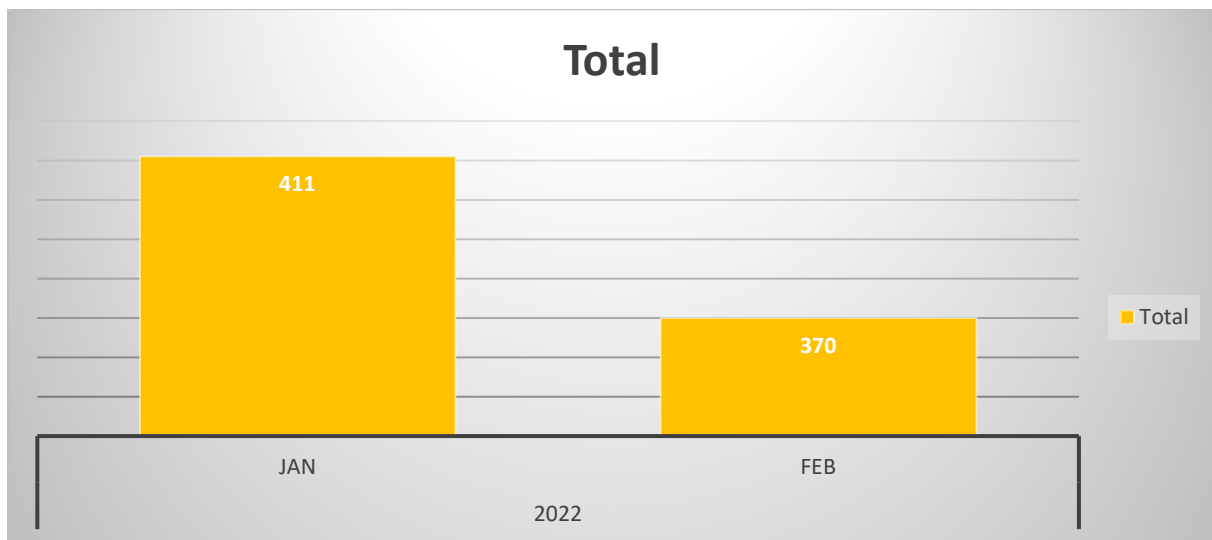
### FEBRUARY 2022

#### Administration Update

In February new staff were welcomed to the County's technology team. An Administrative Assistant was hired to support the department including activities such as contract administration, reporting and providing administrative support for various IT Master Plan projects. A new Systems Administrator was hired by Social Services to meet and maintain the departments growing needs. A new Network Administrator is also anticipated to join the team in early March. This position will join the network team responsible for maintaining the County network infrastructure. On February 8, 2022, the Board of Supervisors approved classifications presented by Human Resources for the Business Systems Analysts and Senior Business Systems Analyst and approved the addition of these positions to the County position allocation table. Information Technology staff are actively working with Human Resources on the recruitments for these new position and continue efforts towards filling all allocated positions.

#### Operations Update

##### Helpdesk Metrics



##### Helpdesk Call totals 02/01/22 – 02/28/2022

##### **Total Calls – 418**

- **Answered** – 365 (87.3%)
  - Avg. time to Answer – 20 seconds
- **Abandoned** (Long, Short) – 43(12%), 10 (2.7%)
  - Avg. time to Abandon – 1minute 16seconds
  - Short Abandons are calls that hang up within 6 seconds of calling
- **Voicemail** – 10 (2.7%)
- **Total call duration** – 20.14 hours
- **Overall Service Level** – 95%



## INFORMATION TECHNOLOGY MONTHLY UPDATE

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### **Geographic Information System (GIS) Update**

Information Technology GIS staff, create and maintain the SDE Geo Database, a centralized source for the most up to date County GIS data for use with GIS stations in Departments throughout the County. Annual updates to the Parcel, Williamson Act Lands and the Timber Production Zone layers have been completed.

Information Technology GIS staff, create and maintain two GIS Portals, one on the County's Intranet for use by County Staff and one on the Internet for use by the Public. Current activity includes recent updates to the Parcel, Williamson Act Lands, Timber Production Zones and Hospital District layers.

Information Technology GIS Staff, create and maintain the GIS data layers in the Sheriff's dispatch system. GIS Staff complete monthly updates to Geo Database.

Information Technology GIS staff are working under a Service Level Agreement with the Mendocino-Lake College District to assist the District in their Redistricting process. To date one draft map along with the required demographic data has been completed.

Staff in the County's GIS Program have worked with staff from LACO Engineering to upload required map data into Cal Fire's website application, for Mendocino County's submission to the Cal Fire Grant Program

### **Public Safety Communications Update**

#### Public Safety Communications South Coast Loop and Pt Arena Radar

The Point Arena microwave repairs and installation to replace the damaged Microwave equipment and finalize completion the south coast microwave loop are nearly completed. All Point Arena site Microwave and MPLS equipment has been installed into the new weather resistant cabinets. Finalizing the new Microwave system alarms and system monitoring is being completed this month. Manufacturer supplied product, operations and management training on this new Microwave and MPLS system for County staff is being scheduled as soon as possible pending vendor training staff availability. This project has experienced several delays due to COVID.

#### Public Safety Communications Microwave Radio System MPLS Project Update

The new Nokia MPLS equipment installations at all County Communications sites have been successfully completed and Data services have been migrated over to the new system. County Data services are fully operational on the new MPLS system. Migration of the existing repeater systems audio circuits to the new systems are proceeding on schedule. The required new Microwave and MPLS Data DC power systems have been successfully installed and cut over at the Ukiah and Laughlin ATT sites. County Information Technology (IT) staff are currently cutting over the legacy audio circuits for the City, County, State and Federal allied Public Safety agencies that transport radio traffic over the County Microwave System.

#### Public Safety Communications Microwave Radio System Simulcast Repeater Upgrade Project Update

The Simulcast Repeater Upgrade project is currently proceeding on schedule. All ancillary parts and materials have arrived and Repeater installations at eight (8) sites have been completed on schedule. Currently the new County Fire Simulcast North and South Inland systems are operational on the new

## INFORMATION TECHNOLOGY MONTHLY UPDATE

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repeaters with substantial positive feedback being received from several Fire Departments in the inland areas. The funding required to complete phase 1B of this project has been approved by the Board of Supervisors and was appropriated during FY 2021-22 first quarter budget report. Information Technology staff have completed the phase 1B design and engineering process and are completing documents and diagrams required to complete the project.

### **Systems and Network Administration Update**

#### Systems Administration.

The systems administration team has dedicated a significant amount of resources towards active priority projects including the Electronic Mail Migration project, Aumentum property system and Munis finance system updates. County servers were patched mid-month and Windows updates have been approved to be pushed out to county computers.

#### Network Administration.

The network administration team side has been working with the public safety communications team to roll out IP based radio repeaters for the Public Safety Communications Microwave Radio System. Additionally, staff have been working on the pending CENIC network install for the Library.

### **Development and Business Applications Update**

#### Munis Upgrade – Finance System Upgrade and Improvements

On Friday, February 11<sup>th</sup> Information Technology, in conjunction with Munis vendor Tyler Technologies, completed a major upgrade to Munis version 19.3 to the County's finance system. Several trainings were conducted in preparation for this event to help the user community familiarize with this new environment and allow for testing. Information Technology are monitoring and working with Tyler Technologies on any issues reported from users resulting from this transition. Information Technology also continues to explore the addition of Executime for timekeeping improvements and Employee self-service.



*Public Health Department ~ Nursing Division ~ Home Visiting Program*

*Healthy Families Mendocino County* (HFMC) is a nationally recognized home visiting program supporting families with children from pregnancy through five years of age. This free, voluntary program pairs families with a trained nurse or community health specialist who listens to family needs and provide targeted support to build family well-being. Emphasis is on having fun while learning about child development, best parenting practices, and personal goal setting. This is the most critical period for child development and early intervention to reduce the risk of abuse, neglect and Adverse Childhood Events (ACEs)

With the support of the Board of Supervisors and FIRST 5 Mendocino, Healthy Families Mendocino County's Home Visiting Program was initiated in 2016 as an important tool to improve community health. As the COVID pandemic hit, 46 families were participating. The HFMC team adjusted its practice to continued meeting families safely in-person, as well as virtually, and served 84 families throughout the pandemic. Here are some of their stories:

- A women who is going into UCSF for a C-Section at 38 weeks. She lost her mother 3 months ago and wants support "to know I am doing the right things" Provided breastfeeding support and referral.
- A new mother who delivered preterm, tested positive for THC, and was referred to CPS. The infant is in Sacramento and the mother needs support and resources to remain at bedside in the NICU.
- A single mother who was raised in a series of foster homes, wants "something different for my daughter". Assessed for depression and connected to counseling.
- Family visited throughout the first year in a series of cars and couches – now securing stable housing for the first time through community resources

Healthy Families Mendocino County is now funded through State MCAH (Title V and Title XIX funds and through County Public Health funds).

## Mendocino County Social Services Status Report February 2022

As we finish out the first quarter of 2022 we are excited to share information on projects and programs serving our communities throughout Mendocino County.

We are pleased to serve our communities through:

- Adult & Aging Services (AAS)
- Family & Children's Services (FCS)
- Employment & Family Assistance Services (EFAS)

### *Exciting things are happening here!*

Family First Prevention Services Act (FFPSA) Part IV implemented as of 10/1/2021. The FFPSA was enacted to focus the current child welfare system toward keeping children safely with their families to avoid the trauma that results when children are placed in out-of-home care. Part IV includes new requirements for placing foster youth in child-care institutions (Short Term Residential Therapeutic Programs, group homes and Community Treatment Facilities) that must be met in order to receive federal funding assistance for the cost of the placement. These new requirements include: having an assessment by a Qualified Individual which supports placement in a child-care institution, additional case plan requirements, juvenile court oversight hearings regarding the placement, the facility having a trauma-informed treatment model, availability of nursing staff 24/7, integration of family members into the treatment process for the child, and a family based-after care/Wraparound support plan for at least six months post-discharge. Our Family & Children's Services division continues to modify services and processes to align with these new requirements to support positive outcomes for Mendocino County children and families.

The 2022 Point in Time Count (PIT) was conducted February 23, 2022 with the Mendocino County Homeless Services Continuum of Care (MCHSCoC) and community volunteers. This annual Point-In-Time count is mandated by the United States Department of Housing and Urban Development and is used to calculate allocations of homeless services funding in our community.

Adult & Aging Services filed **1,200 Veterans** claims resulting in more than **\$400,000** in benefits to local veterans and their families.

CalWORKs Housing Support assisted **75 families** with housing needs during the month of January.

Pro-ACT Training for Social Services Employees is providing vital training that will assist all staff in understanding how to de-escalate crisis situations safely.

Trainers John Flammang, Cerre Knox, and Tara Aponte have successfully led **88** Family & Children's Services and **2** Adult Services employees through this 2-day training.

A recent audit of our Temporary Assistance for Needy Families (TANF) and Work Incentive Nutritional Supplement (WINS) case files was conducted by the California Department of Social Services (CDSS) County Performance Monitoring Unit. Of a sample size of 121 cases, only one discrepancy was noted, and there were no error cases. These findings demonstrate the dedication of our staff in validating case data to ensure accurate reporting while providing benefits to our consumers.

The Adult and Aging Services, General Assistance unit transitioned to the California Statewide Automated Welfare System (CALSAWS). This new system expedites the enrollment process and allows clients to receive benefits more quickly.

### Mendocino County Social Services Vacancy Rate

**26.59%** Department Overall

- 32%** Family & Children's Services
- 25%** Adults & Aging Services
- 40.74%** Administration
- 23.08%** Employment & Family Assistance Services

\*Vacancy rate effective 2/22/22



### Mendocino County Social Services Filled Positions

**9** Department Overall

- 6** Employment & Family Assistance Services
- 3** Administration

\*Filled positions 1/1/22-2/28/22





## Family & Children's Services

### March is Social Work Appreciation Month!

Attachment 8



Nationally, March is Social Work Appreciation Month, a time to reflect, appreciate and learn more about the social work profession. This year's national theme is ***"The Time is Right for Social Work"*** to highlight the significant need for more social workers in both Family & Children's and Adults & Aging Services.

Social Workers provide vital supports for our families and children including:

- Receiving and investigating suspected child abuse/neglect reports
- Case management for voluntary and juvenile dependency court cases
- Providing intensive home-based services in the Wraparound program
- Assessing individuals interested in providing foster care through the Resource Family Approval program



**Funded Social Work positions open**

**14** Social Worker positions  
**2** Social Worker Supervisors

Being a social worker in the field of child welfare is rewarding for individuals who want to help children, youth and their families/caregivers and make a positive impact in the community. In addition, individuals interested in obtaining a Bachelor's and/or Master's degree in Social Work and working in the field of public child welfare can apply to the State's Title IV-E program, which operates at Schools of Social Work in 20 universities across the state, to receive monetary support for pursuing social work education. Currently in Family and Children's Services, seven staff are using this program to pursue degrees in Social Work.

For more information , please visit the California Social Work Education Center website: <https://calswec.berkeley.edu/programs-and-services/calswec-title-iv-e-program>

## Advocacy & Collaboration Team (ACTeam)

### Project Homekey - Live Oak Apartments

Since April 2021, the Live Oak Apartments (56 units) has housed seniors, veterans, individuals with complex medical conditions, and households parenting children.

Over the next decade, Live Oak Apartments will give hundreds of people in our community the opportunity to permanently recover from homelessness.

*"I feel supported, safe and accepted. It's a diverse and good culture."* Claudette

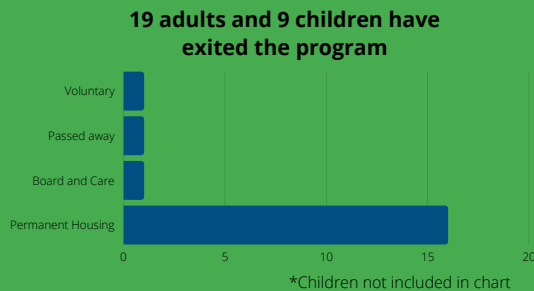


Homekey residents  
Patricia and Claudette

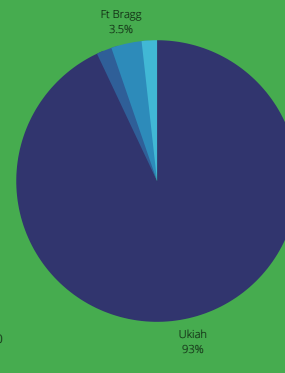
*"The best part is the staff and security. There is a security guard at night time, the rent is reasonable and the rooms are very good."* Patricia

**Residents served to date:**

**57** Adults  
**29** Children  
**Homekey waitlist:**  
**385** Adults  
**75** Children



**Original location of residents**



***This spring construction on Phase 2 remodel will begin providing 20 new units!***

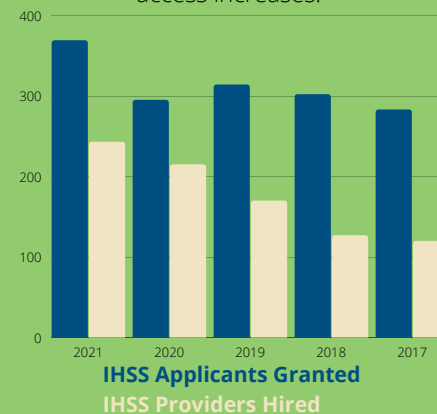
## Adult & Aging Services

***In-Home Support Services (IHSS) Provider Orientation online effective 4/1***

The IHSS Public Authority (PA) is responsible for the enrollment and provider orientation process for all potential IHSS providers. Potential providers are required to complete an employment application, Live Scan fingerprints for a Department of Justice background check, and attend orientation. Currently, applications must be submitted in person and orientations are offered once a week at our Ukiah, Willits and Fort Bragg offices. Registry Enrollment Video Appointment (REVA) is an online system used by 21 counties throughout the state to streamline the application and orientation process. Applicants are able to complete an application online, watch orientation videos at their own pace, and schedule an appointment for the Live Scan fingerprinting process. Because this is completed at the applicant's pace, it works well for people with busy schedules or those who don't live near one of our offices. We believe that the increased flexibility of the REVA application and orientation process will allow us to expand our outreach for potential providers.

***Our database allows us to match IHSS providers with clients to ensure the best care possible!***

With virtual IHSS Provider Orientation we anticipate an increase in new providers as access increases.



## Employment & Family Assistance Services

***Eligibility Specialist Practical Training Unit***

The expanded training program for new Eligibility Specialists has recently completed the first CalFresh curriculum section and begun to work on test cases. This phase provides practical learning using real-life scenarios to determine eligibility that is people-focused. The next section of curriculum presented will teach the Medi-Cal eligibility technical process utilizing the CalHEERS ( California Healthcare Eligibility, Enrollment, and Retention System) and Statewide MEDS (Medi-Cal Eligibility Data System) programs. Upon successful completion of this curriculum learners will then move on to practical lessons using test cases reinforcing their technical learning.

Each training section builds upon technical training in rules and regulations of the CalFresh and Medi-Cal programs, eligibility programs CALSAWS, Statewide MEDS and CALHEERS as well as test cases and case review preparing our Eligibility Specialist to best meet the needs of our community!

**5** Eligibility Specialist in training  
**2** Trainees are internal promotions



EFAS Deputy Director, Rachel Ebel-Elliott and Eligibility Specialist Supervisor, Steve Gornycz

*"We continually refine our training to best meet the needs of our community."* Rachel Ebel-Elliott