



The CEO Report

June 19, 2018

Human Resources Update

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Wellness:

The 2018 Biometric Health Screening season is officially here! Wellness Screenings began June 13, 2018, and will continue through August and September at locations around the County. To date, 500 people have scheduled their appointment so far and there are still plenty of appointments available. As a reminder, completing the Biometric Health Screening is one of the three requirements that must be completed in order to earn \$500 off your 2019 Health Plan Premiums. Don't miss out! Schedule your appointment on the HealthFitness website.

Leadership:

The Employee Engagement Team emailed the results for the County-wide Employee Engagement survey in early June. As promised, reports are available for the entire County as well as for departments/divisions meeting a minimum participation threshold and can be accessed on the Intranet site under Human Resources. The Team is continuing to analyze the reports to determine the most effective engagement programs. The Engagement Team will be working with MCELT and departments to implement engagement programs in late summer/early fall. All of the project teams continue to meet on a monthly basis and some bi-weekly. They are working very hard on the completion of their goals.

Training:

There are great opportunities to attend trainings provided by U.C. Davis, Mendocino College and our Employee Assistance Program, Magellan. For a listing of upcoming trainings, visit our link at:

<https://www.mendocinocounty.org/government/human-resources/countywide-employee-trainings>

Vacancy List:

Attached to this report is a list of all funded vacancies within the County that have been approved to fill and are in some stage of active recruitment. This list does not include unfunded positions, those of which have not been authorized to fill or any positions that departments are not trying to fill at this time.

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HHSA Update

CalFresh Outreach Grants Awarded

The goal of the program is to assist local residents in eating nutritious food. To accomplish this, Health and Human Services Agency (HHSA) partners with organizations that have a proven track record in working successfully with local residents.



www.cdss.ca.gov/food-nutrition/calfresh

After a competitive process, the following CalFresh Outreach Grants (federal funds) have been awarded: Action Network, Anderson Valley Health Center, Laytonville Healthy Start, Mendocino Community Health Clinics, North Coast Opportunities, Nuestra Alianza, Potter Valley Youth and Community Center, Redwood Coast Medical Services, Redwood Community Services, Round Valley Family Resource Center, and Safe Passage. These Outreach Grants provide funding for CalFresh Advocates, advertising, nutrition education, and outreach booths at public events.

HHSA is looking forward to working with these organizations to improve the health, wellness, and financial security of our community.

Public Guardian Audit Receives “Perfect” Results

In April, 2018, the Social Security Administration (SSA) conducted its triennial audit of the Social Security Representative Payee program within HHSA’s Public Guardian Unit. In the words of the Auditor, the audited records were “perfect.” The Auditor found all ledgers accurate and all required receipts on file.



Each SSA audit reviews the following areas:

- Financial review and recordkeeping documentation.
- Beneficiaries are interviewed to make sure that Public Guardian staff are prompt, courteous, and responsive to their needs.
- Proper titling of bank accounts, showing that the Representative Payee has only a fiduciary interest.
- Ensure no client is over the resource limit or has received improper payments.

The Mendocino County Public Guardian Unit currently serves over 60 Social Security beneficiaries. We are proud of the unit’s commitment and exceptional service to its clients.

Request for Proposal (RFP) Update

RFP# 01-18 Phase 2 of the UVB Groundwater Sustainability Plan Development Services (Water Agency)

- Issue date was January 29, 2018
- Submission deadline was February 26, 2018
- Evaluation process has been completed as of April 16, 2018
- Contract negotiations are currently in process

RFP# TC 2018-1 Investment Advisory and Management Services (Treasurer-Tax Collector)

- Issue date was March 16, 2018
- Submission deadline was April 13, 2018
- Moving forward with the evaluation process
- A contract will be presented to the Board on June 19, 2018

RFP# 04-18 Office Supplies (Executive Office/Central Services)

- Issue date was March 1, 2018
- Submission deadline was April 19, 2018
- Moving forward with the evaluation process

RFP# DR-18-03 Disaster Recovery Technical Support (Executive Office/Recovery)

- Issue date was June 12, 2018
- Submission deadline is June 29, 2018

RFP# DR-18-04 Recovery Grant Research and Grant Writing (Executive Office/Recovery)

- Issue date was June 1, 2018
- Submission deadline is June 22, 2018

RFP# DR-18-05 Disaster Recovery Project Management (Executive Office/Recovery)

- Issue date was June 12, 2018
- Submission deadline is June 29, 2018

RFP# PBS 18-002 CDBG Consultant Services (Planning & Building)

- Issue date was June 1, 2018
- Submission deadline is June 22, 2018

RFQ# 10-18 Copy Paper (Executive Office/Central Services)

- Issue date was June 1, 2018
- Submission deadline is June 27, 2018

RFP# 15-18 Sheriff Pursuit Vehicle Build Services (Executive Office/Central Services)

- Issue date was June 1, 2018
- Submission deadline is June 28, 2018





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

www.mendoanimalshelter.com

Animal Shelter Update

Income Statistics:

May 1, 2018 through May 31, 2018

- 11 feral cats received
- 39 owner surrendered animals received
- 61 cats, 119 dogs, 7 livestock animals, 4 other
- 4 dead animal disposal request
- 187 total stray animals received

Outcome Statistics:

May 1, 2018 through May 31, 2018

- 43 dogs adopted
- 14 cats adopted
- Six other animals adopted
- 53 animals transferred to rescue organizations
- Seven feral cats returned to wild
- 48 animals were returned to owners
- Four owner-surrendered animals euthanized
- 11 shelter cats and 10 shelter dogs euthanized
- 209 total animals outcomed
- Live release rate of approximately 90%

Bissell Adoption Event:

Animal Care Services participated in the Bissell Adoption Event on Saturday May 5, 2018. The event was held nationwide with well over 100 animal shelters participating. The Bissell Company pays all the adoption fees for dogs and cats that are adopted on this day. Animal Care Services adopted out nine dogs and six cats the day of the event.

Fort Bragg Animal Shelter

The Fort Bragg Shelter is almost at 100% completion. Facilities and IT have completed the necessary work. Staff is determining what equipment and supplies need to be purchased. It is anticipated that equipment will be moved and caging of animals will begin in the next month.

A Shelter Supervisor was hired for the Fort Bragg Shelter and has been training at the Ukiah Shelter for the last three to four weeks. Recruitment closed on June 11, 2018, for two other positions and interviews will be held in the near future. Upon hiring, the new employees will receive approximately six to eight weeks of training at the Ukiah Shelter.

Library Update

The Mendocino County Library is pleased to announce the launch of their new Library website, in conjunction with the County website. Mendocino County Library has its own website that will allow patrons to access more information from the library at their fingertips. Please visit the new site at www.mendolibrary.org or click on the Library button on the County website to explore all the wonderful Library services.

The Library kicks off their Summer Reading Program. This year's theme is "Libraries Rock". Stop by your local branch to sign up and learn about all the wonderful programs.

The Library is honored to be chosen as one of the public institutions nationwide to be awarded the NEA (National Endowment of Art) Big Read Grant. Our Library will kick off the Big Read Program this fall. Please stay tuned for more information to come and visit the NEA Big Read grant awardees website at www.arts.gov/national-initiatives/nea-big-read.



For more information, visit the Library's website at:

www.mendolibrary.org

Museum Update

The Mendocino County Museum is working hard behind the scenes organizing its collection and planning wonderful new exhibits for the fall and winter seasons. Please make sure to visit the County Museum in Willits to see the "Art Remembered" exhibit, celebrating 45 years of the Mendocino County Museum.



For more information, please visit the Museum's website at:

www.mendocinocounty.org/government/museum

Emergency Projects

The following emergency projects have been identified and are being addressed by staff:

Main Jail Sewer Line Emergency Repairs (CI 922)

The sewer line was backed up over the weekend of May 12, 2018, with foreign material. County staff was unable to clear the blockage. A contractor was called in after hours to excavate and remove the blockage, backfill and replace. Total estimated cost is \$15,000. Funding will be from the 1710 budget allocation for "Unanticipated Capital Projects".

Congressman Huffman's Office/Recovery Building Emergency HVAC Replacement (CI 923)

The HVAC unit stopped working the week of May 23, 2018. The County has received estimates and is proceeding with contracts under emergency provisions. Funding will be from the 1710 budget allocation for "County Wide HVAC System Upgrades and Replacement".

Cannabis Update

Below is an update on the status of the cannabis working groups.

Track and Trace:

- The group is meeting bi-monthly and preparing recommendations regarding the County's local track and trace system.



For more information on the County's Cannabis Program, please visit:
www.mendocinocounty.org/cannabis

Building Requirements:

- The group is working on a FAQ list.
- The group also wants to recommend to the Board a reduction in Ag exempt building fees.

State Requirements/Ordinance Amendments:

- The group identified the top five issues for the state and local programs.
- The group completed the letter that went before the Board on February 6, 2018.
- The group provided feedback to County Counsel and Planning regarding microbusiness.
- An agenda item to expand the group's scope of work to include ordinance amendments will be coming to the Board in the future.

Overlay:

- Currently the Opt-In and Opt-Out subgroups are working with the consultant, Michael Baker International, and Planning staff.
- The Board received an update of the proposed Overlay frameworks from Michael Baker International on June 12, 2018.

Upcoming Board Meetings

Regular Meeting	June 19, 2018
Regular Meeting	July 10, 2018
Regular Meeting	July 24, 2018

Dates of Interest

County Holiday	July 4, 2018
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Boards and Commissions Vacancies*

Board Name	Position
Airport Land Use Commission	Various
Air Quality Management District – Hearing Board	Various
Child Care Planning Council	Various
Civil Service Commission	District 5 Member
Health and Human Services Agency	Children System of Care
In Home Support Services Advisory Council	Member
Mendocino-Little River Cemetery District	Trustee
Mendocino County Fish and Game Commission	Member (Coastal)
Redevelopment/Successor Agency Oversight Board	Various

* 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.

Attachments

1. County Vacancies
2. Information Technology Master Plan Update
3. Ongoing list of Boards and Commissions vacancies

June						
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

July						
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				

-  Regular Board Meeting
-  Standing Committee Meeting
-  County Holiday
-  NaCo Annual Conference
-  Budget Hearings

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FUNDED AND APPROVED VACANT POSITIONS AS OF 06/13/18

ALLOCATED CLASSIFICATION	POSITIONS IN ACTIVE RECRUITMENT
ACCT SPECIALIST II/III	3
ADMIN ANALYST II	1
ADMIN ASSISTANT	1
ANIMAL CONTROL OFFIC	1
ANIMAL FAC ATTENDANT	1
CHIEF PUB DEF INVEST	1
COOK	1
CORRECTIONS DEPUTY	1
DEP DIST ATTY III/IV	5
DEP SHERIFF COR II	6
DEPT ANALYST II	1
DIR PLANNING & BLDG	1
EH SPECIALIST II	1
ELIGIBILITY WKR II/III	19
EMPLOY & TRNG WK II/III	2
EQUIPMENT SUPERINTEN	1
HEAVY EQUIPMENT MECH	1
HLTH PRGM ELIG WKR	1
JUV. CORR. OFFICER	1
LIBRARY ASSISTANT	1
MH REHAB SPECIALIST	1
NUTRITIONIST	2
PLANNER III	1
PROBATION DIV MGR	1
PROG SPECIALIST II	1
PROGRAM ADMINISTRATOR	5
PROGRAM MANAGER	1
RD MAINT SUPERVISR I	2
RD MAINT WRK V LEAD	4
REGISTERED NURSE	1
REVENUE RECOVERY SP	1
ROAD MAINT. WRK IV	6
SA PROG & SERV MGR	1
SCREENER	3
SECRETARY	3

FUNDED AND APPROVED VACANT POSITIONS AS OF 06/13/18

ALLOCATED CLASSIFICATION	POSITIONS IN ACTIVE RECRUITMENT
SHERIFF'S SERGEANT	2
SHERIFF'S SVCS TECH	2
SOCIAL WKR ASST II	6
SOCIAL WKR SUP II-A	2
SOCIAL WORKER III/IV-B	13
SR DEPT ANALYST	2
SR ENGINEERING TECH	1
SR PH NURSE	1
SR PROG SPECIALIST	2
SR PROGRAM MANAGER	1
SR SUB ABUSE COUNSEL	2
STAFF ASSISTANT II/III	9
SUB ABUSE COUNSEL II	2
SUPERV THERAPIST	1
SUPERVISING PH NURSE	3
VOCATIONAL ASSISTANT	1
WELFARE INVESTGR II	1
TOTAL	134

Information Technology Master Plan Update

County IT has prioritized a list of critical replacement needs and has moved forward with the individual projects identified below. County IT, Sheriff's Office IT and ClientFirst are continuing to meet weekly regarding the development of the IT Master Plan and the progress of the priority projects.

Assessment & Improvement of Cannabis Processes – Permit/Lic TRAKIT & Tax (Aumentum)

- Contract with ClientFirst finalized
- Initial meetings with departments scheduled to begin end of June

County Network Upgrade (Core Switch)

- Design complete
- RFQ 23-18 issued and closed
- Evaluation of quotes received in process

County Dell SAN & Disk Space Expansion

- RFQ 13-18 issued and awarded
- PO issued May 3, 2018
- Equipment received

Technology Support for the EOC

- Initial needs assessment complete
- Project manager has identified priorities
- Initial equipment orders placed and partially received
- Phase I of County network installation in process

Property Backup System (IBM)

- RFQ 11-18 issued and awarded
- PO issued May 17, 2018

Microwave battery replacement

- RFQ 05-18 issued and awarded
- Batteries have been received
- Installation is estimated to be complete by the end of June

Firewall Software Upgrade

- Assessment completed and software upgrade applied
- Project is complete

Sheriff's Office Network Switch Upgrades

- Design complete
- RFQ 20-18 issued and awarded
- PO issued June 6, 2018

Sheriff's Office Aegis Server Replacement

- RFQ 06-18 issued and awarded
- PO issued April 21, 2018
- Equipment received pending installation

Sheriff's Office Structured Connectivity System & Cabling Bid

- Initial site visit held April 24, 2018



VACANCY NOTICE

MENDOCINO COUNTY
BOARD OF SUPERVISORS
501 LOW GAP ROAD, ROOM 1010
UKIAH, CA 95482

CARRE BROWN
First District

JOHN McCOWEN
Second District

GEORGEANNE CROSKEY
Third District

DAN GJERDE
Fourth District

DAN HAMBURG
Fifth District

CARMEL J. ANGELO
Chief Executive Officer/Clerk of the Board

KATHARINE L. ELLIOTT
County Counsel

Date Posted: June 12, 2018

NOTICE IS HEREBY GIVEN that there are vacancies on the following Board(s) and/or Commission(s):

- Airport Land Use Commission.....(2)
--Various--
- Air Quality Management District – Hearing Board.....(4)
--Various--
- Child Care Planning Council.....(2)
--Various--
- Civil Service Commission.....(1)
--District 5-Member--
- Health and Human Services Agency Advisory Board.....(1)
--Children System of Care--
- In-Home Support Services Advisory Council.....(1)
--Member--
- Mendocino – Little River Cemetery District.....(1)
--Trustee--
- Mendocino County Fish and Game Commission.....(1)
--Member (Coastal)--
- Redevelopment/Successor Agency Oversight Board.....(3)
--Various--

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.

If you are interested in serving on this Board, contact your Supervisor, or the Clerk of the Board of Supervisors, at 501 Low Gap Road, Room 1010, Ukiah, CA 95482 (707) 463-4441.

LAST DATE FOR FILING: July 9, 2018, or until filled.

CARMEL J. ANGELO
Clerk of the Board of Supervisors

By: _____
Deputy

PLEASE KEEP POSTED THROUGH: July 10, 2018



VACANCIES

**MENDOCINO COUNTY
BOARD OF SUPERVISORS**
501 LOW GAP ROAD, ROOM 1010
UKIAH, CA 95482

CARRE BROWN
First District

JOHN MCCOWEN
Second District

GEORGEANNE CROSKEY
Third District

DAN GJERDE
Fourth District

DAN HAMBURG
Fifth District

CARMEL ANGELO
Chief Executive Officer/Clerk of the Board

KATHARINE L. ELLIOTT
County Counsel

APPOINTMENTS TO BOARDS AND COMMISSIONS
JUNE 13, 2018

The Board of Supervisors is actively seeking candidates to fill the following vacancies. Please consult with the Executive Office or visit www.mendocinocounty.org/government/board-of-supervisors/boards-and-commissions for information on specific categorical areas and District vacancies.

BOARD/ COMMISSION	POSITION CATEGORY	SEATS OPEN
(a) Airport Land Use Commission	(Various)	(3)
(b) Air Quality Management District Hearing Board	(Various)	(6)
(c) Animal Care and Control Appeals and Advisory Board	(Various)	(3)
(d) Assessment Appeals Board	(Alternate)	(1)
(e) Behavioral Health Advisory Board	(Various)	(2)
(f) Child Care Planning Council	(Various)	(5)
(g) Civil Service Commission	(Member)	(2)
(h) Community Development Commission	(Tenant Commissioner (Coastal))	(1)
(i) Fish Rock Cemetery District	(Trustee)	(1)
(j) Gualala Municipal Advisory Council (GMAC)	(Alternate)	(1)
(k) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(8)
(l) Hopland Cemetery District	(Trustee)	(3)
(m) Hopland Municipal Advisory Council	(Various)	(2)
(n) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(7)
(o) Laytonville Municipal Advisory Council	(Member)	(1)
(p) Little River Airport Advisory Committee	(Various)	(10)
(q) Mendocino County Business Improvement District	(Inland Area Representative)	(1)
(r) Mendocino County Fish and Game	(Member at Large (Coastal))	(1)
(s) Mendocino County Planning Commission	(Member (At Large Timber Representative))	(1)
(t) Mendocino Historical Review Board	(Member)	(1)
(u) Mendocino - Little River Cemetery District	(Trustee)	(1)
(v) Policy Council on Children and Youth (PCCY)	(Trustee)	(12)
(w) Redevelopment/Successor Agency Oversight Board	(Various)	(3)
(x) Westport Municipal Advisory Council	(Member)	(1)