

## The CEO Report

Darcie Antle  
September 24, 2024

Government

Departments

Residents

Business

### Civility in the Workplace

CEO Antle and Human Resources have been actively focusing on promoting civility in the workplace. Civility is a cornerstone of a positive work environment, where mutual respect, constructive communication, and effective conflict resolution are prioritized. These values are critical for fostering collaboration, reducing stress, and enhancing job satisfaction across all departments.

Here are the key areas we've been focusing on to support this initiative:

- Workshops and Training: Provide the opportunities to staff to attend regular workshops and training sessions focused on effective communication, conflict resolution, and interpersonal skills, please visit Human Resources link for current training opportunities: [HR Trainings](#)
- Clear Policies and Guidelines: Human Resources to develop and disseminate clear policies regarding acceptable behavior and the process for addressing incivility or harassment.
- Encourage Open Dialogue: Departments should create opportunities for staff to voice concerns and provide feedback in a safe and constructive manner.
- Lead by Example: Encourage leadership to model respectful behavior and reinforce the importance of civility through their actions.
- Support Resources: Human Resources has access to resources, such as counseling services or mediation, to help employees address and resolve conflicts.

By committing to these initiatives, we can strengthen our workplace culture and create an environment where every employee feels valued and supported.

In May 2022, the Mendocino County Board of Supervisors approved the first five-year strategic plan that will help guide the critical decisions the Board of Supervisors will face over the next five years with the ultimate goal of improving the quality of life for County residents. Departmental reporting will align with the strategic plan.

Click [HERE](#) to download the Strategic Plan.

## Departments and Divisions



### Agriculture

The recent Grange Fire demonstrates how fast a wildfire can spread and impact agricultural properties. The Ag Pass program identifies bona fide agricultural operators within the county to seek and gain verified identification and potential access to agricultural lands, which may be subject to evacuation orders due to fires or other emergencies.

Click [HERE](#) to read more...

### Animal Care Services

The Animal Care Services program areas include: Shelter, Clinic & Animal Protection Services; these programs provide animal education outreach, adoption, volunteer opportunities, fostering, lost & found services, feral cat trap-neuter-return programs, dog licensing, low cost spay & neuter, veterinary care, animal health education, rabies vaccinations, micro-chipping, impounding lost & stray animals, responding to injured-ill and suspected cruelty complaints and promoting responsible pet ownership.

Click [HERE](#) to read more...

### Behavioral Health & Recovery Services

September is Suicide Prevention Month and September 10th is World Suicide Prevention Day. Suicide prevention awareness is raised in September, as a time to recognize the risk factors for suicide, identify resources to respond to someone contemplating suicide, and to reduce stigma around experiencing suicidal thoughts and seeking treatment.

Suicide is the 10th leading cause of death in the United States. Knowing the warning signs of suicide can prevent suicide. September is a time to learn local resources and steps anyone can take to support themselves and others that are at risk for suicide. BHRS will attend and host several events throughout the



month to raise awareness of suicide prevention month and share resources.

Click [HERE](#) to read more...

## Child Support Services

The Mendocino County Department of Child Support Services strives to “Help Parents Invest in their Children”. Our mission is to serve children and their families by establishing parentage and enforcing support orders in a fair and equitable manner.

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## Employee Health Benefits

### New! October Health Benefits Trainings

In preparation for the upcoming Open Enrollment period, Employee Health Benefits and the health plan consultant, Alliant, are hosting a three-part web-based training called the Discovery Series. The trainings will be presented live but will also be recorded and posted to the Health Benefits website for later viewing. Topics to be discussed are the three health plans and Value Added Programs. View the informational flyer for the Discovery Series and [register here](#).

## Employee Wellness

MCWOW is pleased to announce two events in October for employees (and spouses/domestic partners on the health plan): The Walktober Fall Fitness Challenge and MCWOW Flu Shot Clinics.

Click [HERE](#) to read more...

## Environmental Health

In August, the Environmental Health Department provided essential services, assisting 60 customers and addressing a wide range of inquiries through both in-person and remote communication. Land Use inspectors processed over 100 permits, including building permits, site evaluations, and water well applications, ensuring compliance with local regulations and supporting community development. The Consumer Protection team conducted 61 facility inspections, safeguarding public health by reviewing temporary food booth applications, cottage food operations, and new facility plans. Meanwhile, Hazmat inspectors completed 40 critical inspections, including overseeing the removal of steel tanks to meet state-mandated safety standards and mitigate potential environmental risks.



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## Executive Office - Contracts Unit

The Contract Unit works directly with departments Countywide to execute contracts and amendments to ensure alignment with County Policy. All review/approval processes are administered through Cobblestone, an electronic contract review software platform. Specific reviewers/approvers are determined by the Mendocino County Purchasing, Leasing and Contracting Policy (Policy No. 1).

CONTRACT NUMBERS: Since April 1, 2024, the Contract Unit has administered review processes for over 700 contract items, including over 450 items with effective dates on or after July 1, 2024.

CONTRACT REVIEW TIMES: For items routed since May 1, 2024, the average review time as processed through Cobblestone was approximately nine (9) working days (not counting weekends or holidays). This timeframe is from the day the Department Head electronically approves execution of a contract to the day it's released from Cobblestone with County Counsel, Risk, and Executive Office signatures. It does not include any additional time required for departmental processes either before or after routing through Cobblestone (e.g., RFP administration, contract negotiation, vendor pre-approval and signing, or the time required to submit a contract to the Board of Supervisors for approval).



## Executive Office - Economic Development

The Economic Development Division is working on several projects across economic priorities: housing, workforce development, recreation, economic infrastructure, and regional initiatives.

Click [HERE](#) to read more...

## Executive Office - Grants Division

In July and August, Mendocino County was awarded a grant from the Federal Emergency Management Agency (FEMA)/California Governor's Office of Emergency Services (CalOES) for \$3,468,588. Additionally, the Grants Unit prepared one application totaling \$198,236 on behalf of Mendocino County.

The County received a notice of award on August 5th for a \$2.4 million BRIC grant from FEMA and \$1 million in matching funds from a CalOES Prepare CA Match grant. This grant, one of 120 nationwide awards, will address wildfire hazards in the Brooktrails/Sherwood Corridor, enhancing the County's wildfire preparedness and resilience.

Click [HERE](#) to read more...

## Facilities and Fleet

Facilities and Fleet's Mission: *To provide an accessible, efficient, safe, clean and comfortable working environment for all employees and general public who use our buildings and properties.*



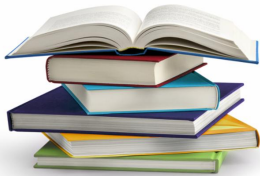
Facilities and Fleet maintains vital infrastructure and related services that enable County employees to serve the citizens of Mendocino County.

Click [HERE](#) for updates on telematics, County fleet and fuel consumption, County wide utility consumption, County wide printing, capital improvement projects, surplus sales, disaster/emergency preparedness activities, and facilities statistics.

## Human Resources

The function of Human Resources involves managing the recruitment, development, well-being, and performance of government employees, while also ensuring compliance with regulations and promoting the efficient delivery of public services.

Click [HERE](#) to read more...



## Library

This report highlights how Mendocino County libraries advance key County goals. Round Valley Branch's award as Library Journal's 2024 Best Small Library showcases Effective County Government. Willits Library promotes a Safe and Healthy Community with Senior Dance events, Ukiah Library boosts a Thriving Economy through Sashiko workshops, and Coast Community Library enhances a Prepared and Resilient County via emergency preparedness with Hubs & Routes.

Click [HERE](#) to read more...

## Museum

The Mendocino County Museum has been working closely with the Friends of the Mendocino County Museum to provide outreach, programs, and special events. Click [HERE](#) to see what is on the horizon at the Museum.

## Office of Emergency Services

This report provides an overview of the recent activities undertaken by the Office of Emergency Services (OES) from late July through early September 2024. During this period, OES has been actively engaged in emergency response efforts, public education, training, and inter-agency collaboration. Highlights include the activation of the Emergency Operations Center for the Grange Fire, community outreach at the Redwood Empire Fair, specialized training for dispatchers, and participation in key regional exercises and meetings. These efforts reflect OES's commitment to enhancing emergency preparedness and response capabilities across Mendocino County and the broader region.



Click [HERE](#) to read more...

## Planning and Building

The Planning and Building Services Department continues to work on the County's Strategic Plan objectives while focusing on four primary internal goals: establishing tools to measure success, documenting and improving Department procedures, enhancing the customer experience, and cultivating a structured and productive workplace culture.

The Department's tool for measuring basic performance criteria, and thereby measuring success, is monthly metric reports, which are posted monthly to the Planning and Building Services Department webpage. These reports quantify revenue vs. expense, applications received, workload inventory, and lead time for completion. The metrics are separated by Division.

Please go to <https://www.mendocinocounty.gov/departments/planning-building-services/metrics-and-permits> for the latest metrics.

Click [HERE](#) to read more...



## Prevention, Recovery, Resiliency, & Mitigation

In March 2024, the County began updating its 2015 Community Wildfire Protection Plan (CWPP) to address evolving wildfire risks. Partnering with SWCA Environmental

Consultants, the plan focuses on improving wildfire resilience and public safety. Key milestones include the first Core Team meeting in May, public outreach in October, and progress on the Ignition-Resistant Roof Program, which helps local homeowners reduce fire risks.

Click [HERE](#) to read more...

## Public Health

Public Health recognizes two important observances in September: Child Passenger Safety Awareness Week, from September 15-21, to promote the safety of children in vehicles, and Childhood Cancer Awareness Month, dedicated to raising awareness of pediatric cancer and supporting affected families.

Click [HERE](#) to read more...

## Social Services

The Social Services Outreach and Navigation Unit is partnering with Round Valley Library to provide monthly in-person assistance to the Covelo community.



MCDSS is thrilled to announce that our new Monthly Data Dashboard is posted on our website. With this new tool, we are reporting on multiple data points for Family & Children's Services, Adult & Aging Services, and Employment and Family Assistance Services.

The Family & Children's Services division provides Independent Living Skills classes and supports for youth who are currently in foster care or were on their 16th birthday. You can learn more about the ILS Program in this month's report.

The Employment & Family Assistance Services division has resumed processing Medi-Cal redeterminations after they were put on hold for the Public Health Emergency. The division has seen an impact from these changes and are available to assist affected households.

Click [HERE](#) to read more...

## UC Cooperative Extension

The University of California Cooperative Extension (UCCE) in Mendocino County provides research-based educational programs and resources to support the local community. Our team of expert advisors focuses on a range of areas including agriculture, natural resources, and youth development. Click [HERE](#) to read more...

[University of California Agriculture and Natural Resources 2021-22 Impact Report](#)



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