

The CEO Report

Darcie Antle
January 23, 2024

Government

Departments

Residents

Business

January 2024 CEO Report

The Chief Executive Report for January 2024 will highlight the collective accomplishments of various departments, provide data-driven insights into day-to-day operations, and share success stories. Additionally, it will include the customary monthly updates carried over from December 2023.

Mendocino County Strategic Plan

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. The CEO report will align with the 4 priority areas that include; An Effective County Government, A Safe and Healthy County, A Thriving Economy, and A Prepared and Resilient County.

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

An Effective County Government Organization



Animal Services Agency

During the month of December 2023, **13** cats and **15** dogs were adopted, **13** animals were returned to their owners and **11** animals were

transferred to other animal rescue organizations.

Child Support Services

The Mendocino County Department of Child Support Services is currently serving **2894** families to obtain financial and medical support.



Environmental Health

In 2023, the department initiated the tracking of counter traffic, providing valuable insights into trends, volume, and program utilization. In Ukiah, an average of **11** visits per day was recorded, with peak hours between 11 am - 2 pm.

Thursdays emerged as the least visited day. Analysis revealed that **60%** of visits pertained to well and septic records, while **33%** were related to food facilities. This data-driven approach provides crucial information for resource allocation and program improvement, ensuring the department remains responsive to the community's needs.

Click [HERE](#) to read more!

Executive Office - Contracts Unit

The Contract Unit collaborates directly with various County departments to implement contracts and amendments, ensuring compliance with County policy. Below are several notable highlights that illustrate an overview of the contracts unit in the year 2023.

- Administered review processes in Cobblestone, the County's electronic contract management software system, for over **2,200** contract items, including contracts, amendments, and Exceptions to Bid.
- Provided over fifteen individual or group trainings for staff across all County departments.
- Began the process of updating the County's amendment routing and tracking procedure to allow for increased efficiency. This process included updates to over **500** existing amendment records.

Click [HERE](#) to read more!



Executive Office

During the June 6, 2023, Board of Supervisors meeting, the CEO was directed by General Consensus Of The Board to direct General Services Agency staff to report quarterly to the Board of Supervisors reduction in miles used by all departments and the reduction in

utilities used by all departments; direct the CEO and director of General Services Agency to return with a plan to the Board for facilities reduction with a developed team of department heads to report quarterly in the CEO's report.

Click [HERE](#) for the full report.

General Services Agency

Click [HERE](#) to view 2023 Accomplishments and monthly reporting for the General Services Agency.



Health Benefits

IRS form 1095-C, Employer-Provided Health Insurance Offer and Coverage will be mailed to employees by January 31. This form communicates information about the health

insurance coverage offered to County employees who are full-time employees for one or more months of the calendar year. For general questions or if an employee did not receive their form, the employee can contact health benefits staff by emailing [employee health benefits](#). For specific questions about the 1095-C form and tax filing, the employee should contact a tax professional.

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. Human Resources is happy to report the following updates:

Retention Survey Results: Mendocino County employees have the opportunity to give anonymous feedback at various stages of their employment: Upon hire, anniversary, and in the event of resignation or retirement. Look out for invitations from DecisionWise to make your voice heard.

Wellness Incentive Program: The Wellness Incentive Program for 2023 ended strong with a total of **459** employees completing the program requirements, which qualifies them for discounts in 2024 on their health care premiums.

Spring Nourish Challenge (March 4th – April 14th): Registration opens in February for the 2024 Nourish Wellness Challenge.

MCWOW Awards and Accolades: The American Heart Association has awarded the County of Mendocino national Silver Award level recognition for its commitments to employee health and well-being as measured in the Association's 2023 Workforce Well-being Scorecard™.

Workforce Development Program: There were **538** training seats filled by County employees across **109** trainings between July 1, 2023, and December 31, 2023. County employees can enhance their professional skills at a time convenient for them with online training.

Click [HERE](#) to read more!



Leadership Initiative

At its core, the purpose of the Leadership Development Initiative is to transform our organizational culture by cultivating "leaders at all levels" within the organization by engaging, developing, supporting, and utilizing our employees to their fullest potential.

UPCOMING LEADERSHIP ROUNDTABLE FOR MANAGERS

The Leadership Initiative is excited to announce a new upcoming series of Leadership Roundtable sessions in 2024, tailored specifically for our middle management team. These sessions represent a valuable opportunity for networking, gaining insights on key leadership topics, and sharing solutions to common challenges faced by middle management.

While these sessions have been developed with a voluntary spirit to encourage open dialogue, CEO Antle is particularly passionate about the transformative potential of these discussions and strongly encourages participation from every manager. Click [HERE](#) for more information!

EMPLOYEE RECOGNITION PROGRAM

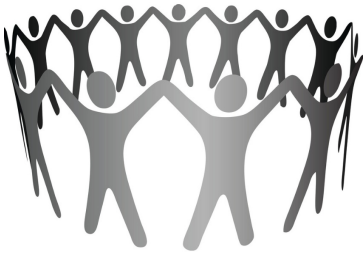
The County-wide Employee Recognition Program (developed by the Leadership Initiative's Employee Engagement Team) facilitates recognition in our organization both from supervisors/managers and amongst co-workers. Employee appreciation is a fundamental human need. When employees feel appreciated and recognized for their individual contributions they will be more connected to their work, their team, and our organization as a whole. When employees feel valued, they're more engaged, motivated, and likely to go the extra mile in their work. Click [HERE](#) for more information!

Library

In 2023, after surveying the community and having community discussions at each branch, the Mendocino County Library has created a Strategic Plan to guide the process of carrying out the mission of the Library. The mission is to enrich lives through free and equitable access to materials and programs centered on education, culture, and entertainment. The Library is on track to complete many tasks in 2024 such as starting Library by Mail to provide services to homebound patrons, creating a new floating Spanish language collection, applying for grants to maximize funding, completing replacements of all computers 5 years or older at all branches, and expanding the number of hotspots in the popular lending program.

Social Services

Mendocino County Department of Social Services



utilized the new O365 system to reorganize an old intranet system within a SharePoint Communication Site. This site acts as a department-wide communication platform also holding relevant documents, forms, and contacts DSS staff routinely access. Also, within the 2023 year, DSS Family & Children's Services (FCS) and Employment & Family Assistance Services (EFAS) launched

similar SharePoint Communication Sites with division-specific content. The launch of an Adults & Aging Services division site is slated for early 2024.

UC Cooperative Extension

The UC Cooperative Extension plays a vital role in the crop and livestock agricultural, forestry, and natural resources communities, aiding farmers and ranchers in enhancing their growing methods, addressing pest management issues, and promoting the development of livestock grazing crops and irrigation techniques that conserve water. Our 4-H Youth program builds future citizens and extends our science-based information with volunteer adults and teen leaders. Our volunteer programs, like Master Gardeners and California Naturalists increase our network of information providers. We also work in Community and Economic Development. With 64 offices spread across California, the University of California's Cooperative Extension serves as local hubs for solving agricultural and other challenges. Acting as a link between local concerns and the expertise of UC research, our county-based staff is deeply integrated into the community, residing and working in the areas they support.

Click [HERE](#) to read more!

A Safe and Healthy County



Animal Services Agency

The Animal Protection Unit worked **350** calls for service in December 2023, with **57** being categorized as a priority such as "biting animals, cruelty complaints, animals in distress, aggressive loose animals and Law Enforcement assist."

Behavioral Health & Recovery Services

In 2023, Behavioral Health and Recovery Services achieved significant milestones in successfully implementing various programs catering to the needs of the vulnerable community they serve. Some noteworthy accomplishments include the following:

- Implementation of **seven (7)** youth prevention groups focused on empowerment and prevention.
- Implemented **two (2)** Spanish-speaking substance misuse treatment groups.
- Started **three (3)** evening SUDT groups for folks working.
- Opened **two (2)** mental health wellness centers (Willits & Ukiah).
- Implemented additional care management to assist individuals in supported living units to help with independent living.

Click [HERE](#) to read more!



Environmental Health

Throughout 2023, the Consumer Protection Team conducted a comprehensive total of **897** routine inspections, **45** pre-opening and re-inspections, and **21** plan reviews for permitted facilities. The Hazmat program celebrated significant achievements with **750** comprehensive inspections, covering critical areas such as Aboveground Petroleum Storage Act (APSA), Underground Storage Tank Hazardous Materials Management Plans (UST HMMP), California Accidental Release Prevention (CalARP), and Hazardous Waste permits.

General Services Agency

Click [HERE](#) to view 2023 Accomplishments and monthly reporting for the General Services Agency.



Library

According to the Food and Research Action Center, only **1** in **6** California children who qualify for free or reduced-price lunches receive summer meals. Lunch at the Library is a program funded by the CA State Library created to provide free summer meals with library services to children in need. In 2023 two branches of the Mendocino County Library started participating in coordination with local meal providers. In the summer of 2024, five library branches including Ukiah, Fort Bragg, Coast Community, Round Valley, and Willits, will be participating! Fun and educational activities and games are provided by library staff for the students who attend lunch at the library.

Museum

The [Behind the Scenes Tour](#) series contributes to a safe and healthy community by providing access to a variety of Museum collections that are not currently on

display. This unique tour series brings together diverse community members and encourages connection and discussion about Mendocino County History. The [Coffee Break](#) Registration is the first event in an ongoing series of programs designed to encourage volunteerism at the Museum and invite participation in the interpretation and preservation of the Museum collections. This program series contributes to a Safe and Healthy Community by providing an opportunity to meet new people and to contribute talents and skills with the community.



Public Health

The primary goal of the Department of Public Health is to safeguard and promote the health and well-being of the residents of Mendocino County, in partnership with the community. Throughout the challenging COVID-19 pandemic in 2023, various divisions within

Public Health, such as Public Health Emergency Preparedness, Mendocino County Adolescent Health, Communicable Disease and Immunizations, and more, diligently carried out their responsibilities.

Click [HERE](#) to read more on key data-driven metrics that summarize the events and achievements of 2023.

Social Services

Mendocino County Department of Social Services is proud to serve the diverse needs of our communities through vital support and intervention programs. Our employees strive every day to make a positive impact on our most vulnerable residents and, we are proud to share some of our accomplishments for the 2023 year through this CEO report.

To stay up to date on program changes and updates, please follow us on [Facebook](#), [Instagram](#), and [LinkedIn](#)!

Click [HERE](#) to read more!

A Thriving Economy



Animal Services Agency

During the month of December 2023, **514** dog licenses and **52** non-commercial kennel licenses were sold resulting in **\$25,388** in revenue.

Child Support Services

A total of **\$431,446.75** in court-ordered child support was collected and distributed in the month of December. There are **711** dependent children receiving medical coverage.



Economic Development

The Economic Development Division is a new division of the Executive Office as of October 2023. To focus our efforts effectively, we studied past reports and plans, the General Plan, and the Board's Strategic Plan. We met with other county divisions, government agencies, organizations, and stakeholders to gain situational awareness. Identified key priorities for economic development in Mendocino County are housing (market rate and affordable), workforce development, living wage job creation, and infrastructure development and resiliency, all with climate awareness and equitable opportunity in focus.

Click [HERE](#) to read more!

Executive Office - Grants Unit

The Grants Division submitted over **\$118,000,000** in grant funding in the year 2023. The team began Phase I of rolling out Amplifund, the grants management software, and offered grants management training to county departments. Trainings will continue through February 2024.

Click [HERE](#) to read more!



Environmental Health

Mendocino County demonstrated its post-pandemic resilience by permitting **61** community events in 2023, ranging from the Apple Fair in Bonville to the Redwood Spring & Summer Fairs in Ukiah, along with various other large and small events. The Consumer Protection Team looks forward to continuing these community-building events in 2024.

General Services Agency

Click [HERE](#) to view 2023 Accomplishments and monthly reporting for the General Services Agency.

Library



The Mendocino County Library contributes to the economic well-being of our residents by providing free services such as those available through our online website. Learn new job skills with LinkedIn Learning, VetNow provides education and resume assistance, obtain career and test preparation through EBSCO LearningExpress, search for grants on GrantFinder, and use Pronunciator to learn a new language. Mendocino County residents can also access a wide selection of popular digital eBooks and audiobooks free from the Library. Contact your branch to find out about trainings to learn how to get started with [borrowing eBooks](#), audiobooks, and videos through Libby, Hoopla, the Palace Project, and Kanopy. These free events are suitable for new users and are open to all ages. An adult must accompany children under twelve. Please feel free to bring your smartphone, tablet, or laptop.

Museum

The chart below illustrates a rise in attendance from 2018 to 2023 at the Museum, indicating a thriving and engaged local community.

Mendocino County Museum Data

January 2018-December 2018 (pre-COVID)	January 2022-December 2022	January 2023-December 2023
Volunteer Hours: N/A	Volunteer Hours 1,1689	Volunteer Hours 1,537
Total Attendance 4,125	Total Attendance 4,590	Total Attendance 5,216
Admission Sales \$4,953	Admission Sales \$6,653	Admission Sales \$11,143



Planning and Building

The focus of the Department in 2023 has been process improvements for permits and entitlements, creating efficiencies throughout services, enhancing the customer service experience, and creating transparent metrics for the review. The newly created Department Metrics section of the PBS website is a compilation of the Planning, Building, and Code Enforcement Division processes, which is made possible by the implementation of new statuses, permit types, and actions recently added to the TRAKiT database. The metrics for December 2023 can be viewed [HERE](#).

Click [HERE](#) to read more!



Animal Services Agency

Two Animal Protections Officers attended the PC 832 Firearms course at the Santa Rosa Community College Law Enforcement Training Center in Windsor, CA in early December 2023. The course is a requirement under the State of California for Animal Control & Animal Protection Officers that authorizes officers to carry firearms and chemical immobilization guns.

Environmental Health

The Hazmat program underscored its commitment to community safety through **16** activations of the Hazmat Response Team (REHIT). These incidents showcased the team's proficiency in managing and mitigating hazardous material emergencies. Moreover, the Hazmat program proactively contributed to community safety by offering essential training sessions for local fire agencies and first responders on responding to hazardous material incidents and preparing for emergencies. As 2023 concludes, the Environmental Health Hazmat program remains dedicated to fostering a safer and healthier county, prepared to face environmental challenges in the future.



General Services Agency

Click [HERE](#) to view 2023 Accomplishments and monthly reporting for the General Services Agency.

Library

Each Mendocino County Library branch has a "Seed Library" which receives donations from local seed savers and seed companies. The Library provides seed "lending" to patrons and "checked out" **10,587** seed packets last fiscal year! In addition, the Library provides many programs demonstrating planting and saving seeds with the goal of providing our residents with information to promote a self-sustaining lifestyle. With more programs planned for 2024, we expect the seed libraries to continue to be popular and also encourage the use of library books and audiovisual materials related to gardening, healthy eating, and cooking.

Museum

The new Museum exhibit, [In the Field](#): Exploring Botany in Mendocino County, contributes to a prepared and resilient County by encouraging an



awareness of and appreciation for the unique plants of Mendocino County and their important historic role in our local economy and community.

Additional Information



Animal Services Agency

As a reminder to all dog owners in the county please make sure to license your dog(s) and make sure the dog(s) get their required rabies vaccinations in order for the owners to be in compliance with Chapter 10.12 Licensing & Permits. Please call [463-4427](tel:463-4427) for assistance in getting your dog(s) licensed.

General Services Agency

Project Summary



Library

January 6th - National Apple Tree Day

Social Services

Department of Social Services 2023 Employee Service Awards



COME & VISIT

Main Ukiah Campus:
501 Low Gap Road
Ukiah, CA 95482

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County Directory
Contact By Email



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Get News, Views,
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