



# The CEO Report

July 11, 2017

## Update Regarding July 17, 2017 Board

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The Board of Supervisors meeting scheduled for July 17, 2017, at 1:30 p.m., will be canceled. The Assessment Appeals Board will meet as planned that day at 9:00 a.m. The Board of Supervisors will then meet on July 18, 2017, at 9:00 a.m., for a regularly scheduled meeting.

## Human Resources Update

### Leadership:

The Quarterly Expanded Leadership Team meeting on June 14, 2017, was a great success with approximately 60 attendees. This meeting was focused on the value of High Performance Organization training and team skills training. Karla Van Hagen (Executive Office/Clerk of the Board) and Justin Brandt (Department of Transportation) presented on what they learned from the High Performance Organization trainings and gave examples of leadership in action. A Team Skills training was provided by Steve Hixenbaugh from Mendocino College, with a large group activity. At the end of the meeting, Tammy Moss Chandler gave a brief description of our new Leadership Reading Group book, *The Five Dysfunctions of a Team*, by Patrick Lencioni. This is an excellent book about what makes teams work effectively and perfect timing with the formation of our new project teams. The Leadership Reading Group's next meeting is Thursday, July 13, 2017. Please contact Cherie Johnson for more information.

Since the beginning of the year, the Mendocino County Executive Leadership Team (MCELT) has been reviewing the important work of leadership that has taken place over the past several years and has identified existing challenges throughout the County organization. The project teams have been created in the areas of communication, operational processes, employee engagement, economic development, customer service, performance plans and recruitment and retention. The creation of these teams gained high interest with 70 employees requesting to be participants on one of the project teams. Project team introductory meetings will begin this month and additional training is planned for August.

### Wellness:

The Wellness Incentive Program is back and employees enrolled in the health plan have another opportunity to earn up to \$500 off their 2018 County Health Plan Premiums in two easy steps! To be eligible, simply attend one of the onsite Biometric Health Screenings and complete the online Health Assessment by November 1, 2017. For more information visit [www.mendocinocounty.org/hr](http://www.mendocinocounty.org/hr) or call MCWOW at 234-6610.

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## HHSA Update

### Mendocino County Tobacco Control Program:

The Tobacco Control Program (TCP) of Mendocino County Health and Human Services Agency (HHSA) strives to end all smoking. They use a broad range of strategies, one of which is the campaign to limit window advertisements on tobacco and alcohol retail stores to help prevent youth initiation to smoking. On June 22nd, 2017, the City of Fort Bragg signed a policy that decreases storefront advertisements to 20% of windows and glass doors from the previous limit of 33%.

TCP focuses on educating the public about vaping, electronic cigarettes and other emerging tobacco products. For county and statewide data, visit <http://healthystoreshealthycommunity.com/>.



Check out Mendocino County's Career Page, powered by NEOGOV. [www.governmentjobs.com/careers/mendocinoca](http://www.governmentjobs.com/careers/mendocinoca)

## Emergency Contract for Library

An emergency contract was issued for a leak at the County Library covering the time period of June 16, 2017 through August 30, 2017. Due to the emergency nature of the contract, it was issued without bidding. The contractor is SERVPRO of Mendocino County and the amount if for \$22,882.05. The contract covers emergency cleanup and repair of the facility due to a water leak at the Ukiah Library.

## Animal Shelter Update

### Community Event:

The Animal Shelter staff, volunteers and adoptable shelter dogs participated in the Black Bart parade in Redwood Valley on July 1, 2017.

### Advantage of Microchipping:

Animal Shelter staff members Lisa Penry and Sage Mountainfire were able to track down the owner of a dog that recently came into the shelter due to the dog having a microchip. The dog owner resides in North Carolina and the dog had been missing for three years. The dog will be reunited with the owner in the near future thanks to Karen Scheaffer from Orphan Dog Rescue in Lake County, who just happens to be leaving on a road trip to the East Coast this week.

### Outcome Statistics:

From January 1, 2017 through June 30, 2017, 250 dogs were adopted, 112 cats were adopted, 308 animals were transferred to rescue organizations and 246 animals were returned to their owners. The live release rate was 92%.



To view pictures and bios of the Animal Shelter's wonderful adoptable cats and dogs, visit [www.mendoanimalshelter.com](http://www.mendoanimalshelter.com)

## Department of Transportation – Encroachment Permits Available Online

The Board's Public Health, Safety and Resources Committee heard an update from the Department of Transportation during their July 10, 2017 meeting regarding the availability of County issued encroachment permits online/electronically. At a prior meeting, the Committee had requested staff to investigate a mechanism for the public to access permit documents electronically. Since that time it was discovered that the current permit portal on the Department of Planning & Building's website already provides access to encroachment permits. MCDOT is working with the appropriate County staff to provide this same access through the Department of Transportation's website.

## Library Update

All Library branches are celebrating Summer Reading; stop by any branch and pick up reading logs for adults, teens and children. All branches have events, performers and fun activities to celebrate reading.

The Round Valley Branch has a special program, "Buddy Reading." On the first Thursday of each month at 3:30 p.m., kids come to the Library to practice their reading. Volunteers from the community listen and provide help to kids as they read out loud from a wonderful selection of easy reader books added to the Library collection.

The Willits Branch has added a special summer program called "Willits Reads." Every Thursday a special guest is invited to the Library to recommend their favorite books for the "Willits Reads" Bookshelf. The books are available for patrons to check out and range from children's books to adults. The guest is then introduced during the themed story hour and reads the first book. So far, special guests have included the Brooktrails Fire Chief, Daryl, and his arson dog, Ashes, the rodeo Sweetheart contestants, Hailey and Keely, Willits Poultry 4-H member, Brian Bowles and his chicken, Jack. Each story hour is themed to reflect the special guest. A photograph of the guest is added to our Willits Reads Poster each week. This week, newly appointed Third District Board of Supervisor and Equine Veterinarian, Georgeanne Croskey, will be the guest.

The Fort Bragg Branch will feature a performance by Norcal Bats on Friday, July 28, 2017, at 2:00 p.m. On Saturday, July 29, 2017, at 2:00 p.m., the Fort Bragg Library will celebrate Harry Potter's birthday and will have a Harry Potter themed lock in from 7:00 – 11:00 p.m. for teens.

## Cannabis Update

The CEO discussed the Cannabis Program management with Nash Gonzales, Diane Curry, and Trent Taylor. After multiple discussions, the CEO plans to present an item to the Board of Supervisors recommending hiring a Cannabis Manager and to place the Cannabis Program in a stand-alone unit.

The Request for Proposal for a contractor to develop a cannabis zoning exemption/overlay closed on May 2, 2017. The RFP is currently pending, with intent to award. The Executive Office is in contract negotiations and will bring the final contract to the Board of Supervisors.

The County and SICPA held Track and Trace community outreach workshops on June 14 and 15, 2017, to discuss the new program, training, support and next steps for potential permittees. Over 300 people attended the events. The Cannabis Track and Trace Team are working on a Frequently Ask Questions (FAQ), to address questions and concerns from the workshops. The finalized FAQ will be posted online and emailed to attendees and subscribers of Canna Notes.

The Cannabis Working Group is coordinating a 3rd party inspector training session. In addition, the group is developing a 3rd party inspector manual.

The County has been actively working on streamlining the permitting processing, including activating a Cannabis Information Hotline, and development of cannabis webpage. Individuals with questions regarding cannabis are encouraged to call 1-844-421-WEED (9333) and visit [www.mendocinocounty.org/cannabis](http://www.mendocinocounty.org/cannabis). Interested parties can now subscribe to Canna Notes eNotifications online at: [www.mendocinocounty.org/community/enotification](http://www.mendocinocounty.org/community/enotification).



Mendocino County libraries offer a number of services and programs. For more information on what is going on at your local branch visit:

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



For more information on the County's Cannabis Program, please visit:

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

## Water Agency News

The Ukiah Valley Basin Groundwater Sustainability Agency will hold its next regular meeting on July 13, 2017, at 1:30 p.m., in the Board of Supervisors Chambers. For more information or to view the agenda please visit: [www.mendocinocounty.org/uvbgsa](http://www.mendocinocounty.org/uvbgsa).

The Water Agency will hold its first Technical Advisory Committee meeting for the development of the Coastal Mendocino County Storm Water Resource Plan on July 12, 2017, at 1:30 p.m. at the Fort Bragg City Hall.



## Grant Writer Interviews with Board Members

Resource Development Associates (RDA), the company the County is contracting with for grant writing research, has met with various County Department Heads regarding grant funding. RDA has prepared an initial summary of their findings and making a presentation to the Board in the next few months. Additionally, the representatives from RDA will be scheduling phone conferences with each of the Board members to discuss their ongoing grant search framework and landscape. Executive Office staff is working with RDA on dates for these phone conferences.

## Request for Proposal (RFP) Update

### RFP# 34-16, Medical Cannabis Inventory Tracking Software System

- Issued on August 26, 2016
- Submission Deadline was October 7, 2016
- Issued an award letter on February 10, 2017
- Contract approved on June 6, 2017

### RFP# PBS 16-004, Integrated Wildlife Damage Management Program

- Issued on October 21, 2016
- Submission Deadline was December 23, 2016
- Issued an award letter on April 28, 2017
- Department to draft contract

### RFP# 02-17, Sales Tax Audit and Consulting Services

- Issued on March 6, 2017
- RFP Submission Deadline was April 5, 2017
- Issued an award letter on May 10, 2017
- Contract on Board agenda for July 11, 2017

### RFP# 08-17, Information Technology Master Plan

- Issued on April 6, 2017
- RFP Submission Deadline was May 8, 2017
- Moving forward with the evaluation process

### RFP# 18-17, Cannabis Zoning Exemption Development

- Issued on March 31, 2017
- RFP Submission Deadline was May 2, 2017
- Moving forward with the evaluation process

### RFP# SO-2017-002 Medical Health Services for the Mendocino County Jail

- Issued on February 9, 2017
- Submission Deadline was April 7, 2017
- Process has been prolonged for further review to occur



## Emergency Work at Public Health



On June 19, water damage was found on carpeting within rooms 360, 361 and 362 at the County's Public Health Building on Dora. Staining and rust were observed on the carpeting in these locations, and microbial growth was observed within the walls on the backside of drywall. Facilities staff immediately close the area and contracted an Industrial Hygienist to determine the type of microbial growth and recommend a protocol for remediation. ServPro was brought in on an emergency contract to immediately clean and removed the mold.

The source of the leak was an open 1-1/4" copper HVAC drain line inside of the wall that had been covered during the previous remodel of the area many years before. With the source of the water intrusion identified, repairs are underway. Facilities staff will be utilized for the reconstruction work which will include sheet

## Mold Investigation at Planning and Building Facilities

On June 21, the Risk Management Division of the Executive Office conducted an investigation into the Mendocino County Grand Jury's allegations of mold intrusion at Planning and Building Services (PBS) facilities. The allegations were not specific to location, therefore the PBS facilities in both Ukiah and Fort Bragg were visually inspected for evidence of mold growth and on-site staff were interviewed to identify any areas of concern.



No staff concerns or evidence of mold growth or water intrusion were present at the Fir Street facility in Fort Bragg. However, it is possible the Grand Jury was referring to mold remediation work that was fully re-mediated several years ago in 2014. There have been no subsequent reports of mold intrusion or related issues at the facility.

Visual inspection and staff interviews at the Bush Street complex in Ukiah did not identify any "environmental violations" as alleged, but there were some follow up directives from the Risk Management Division to the Facilities Division. Dark colored areas on the exterior of the Administration Building should be pressure washed and sealed with anti-microbial sealant and paint. Areas that are unable to be cleaned should be remediated in consultation with a certified Industrial Hygienist. Additionally, plastic catch basins in the facility should be removed, and any and all roofing leaks to that portion of the facility should be repaired before the rainy season begins.

The Board of Supervisors has budgeted millions of dollars over the past three years to address critical deferred maintenance projects, including a roof replacement at the County's Administration Center on Low Gap Road. The first phase of this project was completed in the summer of 2016, with the remaining portions of the facility expected to be completed in 2017.

Mold concerns in any other County facility should be immediately referred to Risk Management and Facilities for evaluation and remediation as needed.

## Update Regarding County Compliance with the Retirement Laws

In response to questions raised during the July 10, 2017, Public Health, Safety and Resources Standing Committee meeting, LCW has provided Human Resources with the attached document entitled "County Compliance with the Retirement Laws" to clarify the laws and actions taken by Mendocino County.

## Boards and Commissions Vacancies\*

Board Name	Position
Child Care Planning Council	Member # 3 - Community Representative
Child Care Planning Council	Member # 4 - Discretionary Representative
Child Care Planning Council	Member # 8 - Parent/Consumer Representative
Child Care Planning Council	Member # 12 - Provider Representative
Child Care Planning Council	Member # 13 - Public Agency Representative
Health and Human Services Agency Advisory Board	3rd District Representative
In-Home Supportive Services Advisory Council	Current or Former IHSS Provider
Laytonville Municipal Advisory Council	Member
Mendocino County Business Improvement District Advisory Board	Inland Area Representative
Mendocino County Fish and Game Commission	2nd District Representative
Museum Advisory Board	Mendocino County Historical Society Representative
Westport Ten Mile Cemetery District	Trustee

\* Anticipated vacancies for July, 2017

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.



Legislative information, California Law, daily events and legislative publications can be viewed online at the official California Legislative Information website by visiting [www.leginfo.ca.gov](http://www.leginfo.ca.gov).

## Upcoming Board Meetings

Regular Meeting	July 11, 2017
Regular Meeting	July 17, 2017
Regular Meeting	July 18, 2017
Regular Meeting	August 1, 2017
Standing Committee Meeting	August 14, 2017
Regular Meeting	August 15, 2017

## Dates of Interest

Assessment Appeals Board	July 17, 2017
NACo Annual Conference	July 21-24, 2017

July						
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23	24	25	26	27	28	29
30	31					

  

August						
S	M	T	W	T	F	S
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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		

## Attachments

- Ongoing list of Boards and Commissions vacancies

	Regular Board Meeting
	Standing Committee Meeting
	Budget Hearings
	County Holiday
	NACo Annual Conference

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## County Compliance with the Retirement Laws

The information regarding County compliance with the retirement laws when approving salary increases for County employees is as follows:

### **The Laws**

#### **Government Code Section 23026**

California Government Code Section 23026 requires that counties that are subject to the 37 Act “shall make public at a regularly scheduled meeting of the board, all salary and benefit increases that affect” any represented or unrepresented employee of the County. The notice requirements for considering such increases are governed by Government Code section 54954.2 (the Brown Act) which provides posting requirements of “at least 72 hours before a regular meeting.”

Government Code Section 23026 further requires:

1. “An explanation of the financial impact that the proposed benefit change or salary increase will have on the funding status of the county retirement system.”
2. The Retirement Board is authorized to prepare an estimate of the actuarial impact of the salary or benefit increase.
3. Actuarial data prepared by the Retirement Board “shall be reported to the Board of Supervisors.”

This section also states that it “shall not limit or lessen the requirements” of Government Code section 7507.

#### **Government Code Section 7507**

Section 7507 requires that an actuary “provide a statement of the actuarial impact upon future annual costs, including normal cost and any additional accrued liability, before authorizing changes in public retirement plan benefits or other postemployment benefits.” Section 7507 requires that “the future costs of changes in public retirement plan benefits or other postemployment benefits, as determined by the actuary, shall be made public at a public meeting at least two weeks prior to adoption” of the changes.

### **The Actions Taken by Mendocino County**

Mendocino County has not negotiated or made any changes to “public retirement plan benefits or other postemployment benefits” in any recent labor negotiations including the negotiations for the current new MOUs and any of the existing MOUs. Therefore, Government Code section 7507 does not apply in any way to these negotiations or to any of the actions of the Board of Supervisors to provide increases in salaries and benefits for County employees. Further, the two week notice period provided in section 7507 does not apply. Mendocino County has complied with the proper notice requirement under the Brown Act in approving the negotiated salaries and benefits. Further, the resolutions approving those increases contained specific language that recognizes and incorporates the on-going fiduciary obligations of the Retirement Board as part of this process. Those Resolutions state in part:

*WHEREAS, an annual actuarial valuation has been performed and the economic assumptions regarding future salary increases was calculated; and*

*WHEREAS, the salary and benefits agreed upon will not have a negative impact on the funding status of the Mendocino County Employee’s Retirement Association as required by Government Code Section 23026;*

In accordance with the above, the County Board of Retirement performs an annual actuarial valuation that includes assumptions regarding future salary increases and this is adjusted annually as needed to ensure that the “salary and benefits agreed upon will not have a negative impact on the funding status of the Mendocino County Employee’s Retirement Association as required by Government Code Section 23026.”



# 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

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**APPOINTMENTS TO BOARDS AND COMMISSIONS**  
**JUNE 22, 2017**

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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](http://www.mendocinocounty.org/government/board-of-supervisors/boards-and-commissions) for information on specific categorical areas and District vacancies.

<b>BOARD/ COMMISSION</b>	<b>POSITION CATEGORY</b>	<b>SEATS OPEN</b>
(a) Airport Land Use Commission	(Various)	(2)
(b) Air Quality Management District Hearing Board	(Various)	(2)
(c) Alcohol and Drug Abuse Advisory Board	(Various)	(11)
(d) Animal Care and Control Appeals and Advisory Board	(Various)	(3)
(e) Assessment Appeals Board	(Alternate Board Member)	(1)
(f) Behavioral Health Advisory Board	(Various)	(3)
(g) Building Appeals Board	(Various)	(7)
(h) Child Care Planning Council	(Various)	(8)
(i) Community Development Commission	(Tenant Commissioner - Coastal)	(1)
(j) Commission on the Status of Women	(Under Review)	(15)
(k) Fish Rock Cemetery District	(Trustee)	(1)
(l) Gualala Municipal Advisory Council (GMAC)	(Member)	(1)
(m) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(7)
(n) Hopland Cemetery District	(Trustee)	(4)
(o) Hopland Municipal Advisory Council	(Alternate)	(1)
(p) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(4)
(q) Laytonville Municipal Advisory Council	(Member)	(3)
(r) Library Advisory Board	(Various)	(10)
(s) Little River Airport Advisory Committee	(Various)	(7)
(t) Mendocino County Business Improvement District	(Various)	(4)
(u) Mendocino County Employees' Retirement Association Board	(Member # 6)	(1)
(v) Mendocino County Fish and Game Commission	(2nd District Representative)	(1)
(w) Mendocino County Forest Council	(Public Members)	(4)
(x) Mendocino County Planning Commission	(3rd District Representative)	(1)
(y) Museum Advisory Board	(Historical Society Representative)	(1)
(z) North Coast Resource Partnership - Technical Review	(Mendocino Representative)	(1)
(aa) Policy Council on Children and Youth (PCCY)	(Various)	(15)
(bb) Westport Municipal Advisory Council	(Various)	(2)
(cc) Westport - Ten Mile Cemetery District	(Trustee)	(1)
(dd) Workforce Development Board	(Various)	(4)



# 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 22, 2017

NOTICE IS HEREBY GIVEN that the Mendocino County Executive Office is accepting applications for anticipated vacancies on the following Board or Commission:

- Child Care Planning Council .....(5)
  - Member # 3 - Community Representative --
  - Member # 4 - Discretionary Representative --
  - Member # 8 - Parent/Consumer Representative --
  - Member # 12 - Provider Representative --
  - Member # 13 - Public Agency Representative --
- Health and Human Services Agency Advisory Board..... (1)
  - 3<sup>rd</sup> District Representative--
- In-Home Supportive Services Advisory Council..... (1)
  - Current or Former IHSS Provider--
- Laytonville Municipal Advisory Council..... (1)
  - Member--
- Mendocino County Business Improvement District Advisory Board..... (1)
  - Inland Area Representative--
- Mendocino County Fish and Game Commission..... (1)
  - 2<sup>nd</sup> District Representative--
- Museum Advisory Board..... (1)
  - Mendocino County Historical Society Representative--
- Westport Ten Mile Cemetery District..... (1)
  - Trustee--

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 or Commission, contact your District Supervisor, or the Executive Office, at 501 Low Gap Road, Room 1010, Ukiah, CA 95482 (707) 463-4441.

LAST DATE FOR FILING: July 5, 2017, or until filled.

CARMEL J. ANGELO  
Clerk of the Board of Supervisors

By: \_\_\_\_\_  
Deputy

PLEASE KEEP POSTED THROUGH: July 11, 2017.