



# The CEO Report

September 14, 2021

## Human Resources Update

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### WELLNESS PROGRAM

#### **Biometric Health Screenings:**

Time is running out! We only have a handful of screening opportunities left for this year. Screenings provide vital information about your overall health and are worth 20,000 incentive points! Reserve your space by logging in to <https://join.virginpulse.com/mcwow> . Visit the [Benefits page](#) to learn more and schedule your FREE 20 minute appointment.

*\*\*As always, your health and wellness is very important to us, so these screenings will be provided in a safe manner adhering to all COVID restrictions and safety measures.*

#### **2021 Wellness Incentive Program:**

Participate in healthy behaviors and earn 48,000 points by November 15th to earn \$500 off your 2022 health plan premiums! Over 600 employees are currently participating in the Incentive Program, but there is still plenty of time to get started.

This year's required activities include a Biometric Health Screening (20,000 pts) and completing the online Health Risk Assessment (20,000 pts). Employees then have a range of activities to choose from to earn their remaining 8,000 points.

Visit MCWOW online for more details:

<https://www.mendocinocounty.org/government/human-resources/employee-health-insurance/employee-wellness-program-mcwow/wellness-incentive-program>

#### **2021 Flu Shots**

The flu season is just around the corner. Getting your flu shot this year is just as important as ever, and one of the most important things you can do for your health and others' – especially as we continue to deal with the recent surge of the COVID-19 pandemic.

MCWOW will be offering several FREE onsite flu shot clinics during the month of October at a location near you. To schedule your onsite appointment please use log in into your VirginPulse account here: [https://app.member.virginpulse.com/?redirect\\_fragment=%2Fhome#/benefits/programs/17986](https://app.member.virginpulse.com/?redirect_fragment=%2Fhome#/benefits/programs/17986)

Flu Shots are worth 2,000 incentive points for those participating in the 2021 Wellness Incentive Program.

Please note: If you are enrolled on the County health plan, you may also choose to have your free flu shot performed at a pharmacy for free.

## Human Resources Update Continued

### Fall Into Fitness Challenge (October 4 – 31, 2021)

Believe it or not, fall is just about here and that means it's almost time for pumpkins, cool weather, and flannel! Get in the habit of exercising, eating healthy, and managing stress before the cold weather tempts you to hibernate! As the pandemic drags on, it's increasingly important to take time for your own health and wellness. The goal of the challenge is to track your steps at least once a week during the 4 weeks of the challenge. Participate by yourself or on a team for added accountability, the choice is yours!

### Registration opens September 13, 2021

Log in to VirginPulse and click here to register:

[https://app.member.virginpulse.com/?redirect\\_fragment=%2Fhome#/benefits/programs/13713](https://app.member.virginpulse.com/?redirect_fragment=%2Fhome#/benefits/programs/13713)

### EARN INCENTIVE POINTS & WIN PRIZES!

Raffle prizes will be awarded at the conclusion of the challenge for those who actively participate each week. In addition, everyone who tracks steps at least once a week during the challenge will be awarded 3,200 Incentive points. Getting healthy while being rewarded! What a great way to launch the fall season!!

### WORKFORCE DEVELOPMENT PROGRAM

#### Technical Skills Trainings:

Human Resources has collaborated with Information Services to offer a variety of on-demand courses to assist employees with the improvement of their technical skills. Now you can enhance your technical skills at a time convenient for you!

Click on the below link to view the further details on each course:

<https://www.mendocinocounty.org/home/showpublisheddocument/39584/637436502718170000>

- Adobe Acrobat DC Essentials
- What's New in Office 2016
- Mastering Word
- Mastering Word Intermediate
- Mastering Word Advanced
- Mastering Excel: Basics
- Mastering Excel, Intermediate
- Excel: Creating Dashboards
- Excel: Introduction to PowerPivot
- Excel: Power Functions
- Excel for Project Management
- Mastering PowerPoint: Basics
- Power Up PowerPoint

To sign up, log in to [Target Solutions](#) with your County email address and password. Click on "Self Assign" and then select the Course(s) you would like to complete. *(If you have forgotten your password, enter your email address to reset your password)*

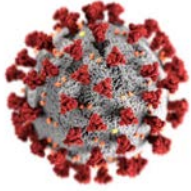
For more information, visit:

<https://www.mendocinocounty.org/government/human-resources/employee-health-insurance/employee-wellness-program-mcwow/wellness-classes>



For more information, visit:

<https://www.mendocinocounty.org/government/human-resources/employee-health-insurance/employee-wellness-program-mcwow/wellness-classes>



For more information, visit the County's COVID-19 website at: [www.mendocinocounty.org/community/novel-coronavirus](http://www.mendocinocounty.org/community/novel-coronavirus)

## Human Resources Update Continued

### COVID-19 RESPONSE AND STATISTICS:

Supplemental Paid Sick Leave (SPSL), mandated by the State of California, provides up to 80 hours of leave to County employees unable to work due to certain COVID-19 related reasons, including symptoms for themselves or for family members, attending vaccine appointments, vaccine-related symptoms and school or child care closures. County employees have used the following SPSL since the availability of the program on March 28, 2021, including retro requests that date back to January 1, 2021. This program ends September 30, 2021.

SPSL for Employee Use Only:

- 68 employees have requested

SPSL for Family Members:

- 14 employees have requested

SPSL for Vaccine and Related Symptoms:

- 61 employees have requested

Combination of COVID-related and Vaccine-related:

- 4 employees have requested

## Oak and August Complex Fire Recovery Update



For more information, visit: [www.mendocinocounty.org/community/mendocino-strong](http://www.mendocinocounty.org/community/mendocino-strong)

PG&E has extended the deadline to opt-in for its 2020 wildfire wood management work being conducted in Mendocino County. To ensure that eligible property owners have the opportunity to participate, the deadline to submit written opt-in authorization has been extended from August 24 to September 14, 2021.

In addition to phone calls and door knocks that have been conducted to inform property owners of this work, PG&E is sending letters and permission forms to property owners notifying them of the revised deadline to opt-in. Property owner questions should be directed to [wildfiresafety@pge.com](mailto:wildfiresafety@pge.com) or 1-877-295-4949.

Over the next few weeks, PG&E contractor crews will be conducting wood removal work. Although this work is taking place on private property, PG&E and its contractors will obtain all required ministerial permits, such as encroachment permits.

## Social Services of HHSa Update

The Social Services Department submits the attached status report, as Attachment 3, to update the Board of Supervisors on the services being provided by Social Services department.



For more information, visit:

[www.mendocinocounty.org/government/health-human-services-agency](http://www.mendocinocounty.org/government/health-human-services-agency)

## Agriculture Update

During the month of August the department is seeing the end of some of the seasonal trapping programs which means the Department of Agriculture has trappers out checking, monitoring, and pulling some of the traps set up around the County.

The crane on the County's weight truck has been temporarily fixed and staff have been busy testing and sealing platform scales for wineries and vineyards before harvest. Chardonnay Grapes are currently being harvested and delivered to the wineries in the County right now. Red Grape harvest may start this week.

The Crop Report is almost complete and should be going in front of the Board of Supervisor's soon. Gathering data for the cannabis supplement to the crop report had its difficulties which caused a delay in finishing the report. Office staff is busy working on the Annual Financial Statement and the Weights and Measures Annual Report.

## Transportation Update

The Department of Transportation submits the attached status report, as Attachment 4, to update the Board of Supervisors on the services being provided by the Department.



For more information, visit:

<https://www.mendocinocounty.org/government/mendocino-county-water-agency/drought-water-conservationagency/behavioral-health-and-recovery-services>

## Facilities and Fleet & Central Services Update

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



For more information, visit:

<https://www.mendocinocounty.org/government/executive-office/past-county-budgets>

## CEO Fiscal Team Update

The Executive Office Fiscal Team has held two trainings, so far, in August and early September. Turnout was very high for the Cobblestone contract software, with nearly sixty staff members attending the two sessions held on August 12, 2021. This was the first, large scale, training for Cobblestone to be performed by the Fiscal Team. Feedback has been very positive and future trainings continue to be developed from the input Team members have received. The second training, held on September 2, 2021, was intended for County staff with two years, or less, experience working with budget review in the County's enterprise resource planning system, Munis. An entry level training was given on how to produce basic reports that can be easily used, every month, to monitor the health of a department's budget. Both new and veteran staff attended both trainings, over Zoom. As everyone has continued to adapt to the online trainings, attendees have demonstrated an increased willingness to interact, whether by asking questions or networking out and answering a colleague's questions.

The next Cobblestone training is anticipated to occur on September 23, 2021, continuing to expand the user's knowledge of the County's contract tracking software. There is a very important meeting set for October 7, 2021, regarding the impact of GASB 87 on how the County will need to manage contracts on leases and rentals. The Auditor's Office has brought in Clifton Larson Allen, the firm that performs the County's outside audit, to conduct this workshop for all departmental fiscal, contract and budget managers.

## Budget Report Update

The County of Mendocino Auditor-Controller Office is still working diligently on closing out the prior 2020-21 Fiscal Year. The deadline for final accruals has passed and Fiscal Year 2020-21 is expected to close soon.



Legislative information, California Law, daily events and legislative publications can be viewed online at the official California Legislative Information website by visiting:

<http://leginfo.legislature.ca.gov/>

## Information Services Update

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

## American Rescue Plan Update

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021 and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recover Funds (SLFRF) program. The program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of Covid-19 and in their efforts to contain impacts on their communities, residents, and businesses, while addressing systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The allotment to Mendocino County is \$16,849,976, of which 50% was awarded on Friday August 6, 2021, and the remaining 50% will be awarded 12 months after the first allocation. The expenditure guidance is set forth by the Department of Treasury. The Fund may only be used to cover costs 1) to respond to the public health emergency or its negative economic impacts, 2) to respond to workers performing essential work during the Covid-19 public health emergency by providing premium pay to eligible workers, 3) for the provision of government services to the extent of the reduction in revenue due to the Covid-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency, 4) or to make necessary investments in water, sewer, or broadband infrastructure, and 5) be incurred during the period of March 3, 2021, to December 31, 2024, as long as the obligations are expended and projects are completed by December 31, 2026.

The recap below identifies projects which are eligible and obligated for ARPA funding.

Categories	FY 21-22 Eligible Projects	FY 21-22 Obligated Projects
Support Public Health COVID Response	\$ 1,683,116	\$ 933,116
Address Negative Economic Impacts	\$ 1,385,560	\$ 300,000
Water and Sewer Infrastructure	\$ 4,600,000	\$ 2,300,000
Broadband Infrastructure	\$ 3,500,000	
Indirect Expense per 2 CFR 200.141(f)	\$ 842,499	\$ 842,499
<b>Total</b>	<b>\$12,011,175</b>	<b>\$ 4,375,615</b>



For more information, visit:  
<https://mendocino.legistar.com/Calendar.aspx>



## PG&E Settlement Fund Update

The CEO Fiscal Team submits the attached updated PG&E proposed priority spend spreadsheet, as Attachment 7, to update the Board of Supervisors on the various PG&E Settlement Fund requests.

<https://www.mendocinocounty.org/home>



## Cannabis Program Update

The County of Mendocino Cannabis Program submits the Application Processing Update, as Attachment 8, to report out to the Board of Supervisors on the services being provided by the program.

## Board of Supervisors Directive Update

During Board of Supervisors meetings, the Clerk of the Board records the various consensus decisions and/or legislative actions that direct County staff and/or other agencies to follow up, research, or follow through on certain topics or issues.

Attached to this CEO report, as Attachment 9, is a draft list of all current directives as of September 10, 2021.

## Behavioral Health and Recovery Services Update

The Behavioral Health and Recovery Services (BHRS) office submits the attached status report, as Attachment 10, to update the Board of Supervisors on the services being provided by BHRS.

## Emergency Project

On August 7, 2021 County Facilities received a letter of "notification of third party caused conditions" from PG&E to address bear damaged equipment on one of our Sanhedrin power line poles. This is the only pole near the peak and supports PG&E's transformer that serves the Big Signal Peak microwave site. While we had a preliminary work plan to replace this pole as part our final phase of the County's Power Pole replacement project, this notice and the conditions identified require that the work be completed without delay as an emergency. The initial estimate for this work is \$78,000; while partial funding remains from earlier phases of the pole replacement project, the balance of funding to complete the work will need to be identified at first quarter.



For more information, visit:  
<https://www.mendocinocounty.org/government/health-and-human-services-agency/behavioral-health-and-recovery-services>

For more information, visit:  
<https://www.mendocinocounty.org/government/planning-building-services/cannabis-cultivation>

## Cultural Services Agency Update

### Libraries

#### County-wide

- Mechanic Shop Femme workshop series starts Sat. Sept 25th from 2:30-4 pm on Zoom with How the Heck Do I Buy a Used Car? Join Chaya of Mechanic Shop Femme to learn about the process from budgeting to negotiating so you end up with the car you want for a fair price and avoid buying a lemon. Email carrm@mendocinocounty.org for Zoom link.

#### Bookmobile & Outreach

- The Bookmobile is allowing two masked patrons on at a time to browse the collection as long as the weather permits that the windows and doors can be open.
- In celebration of Library Card Sign-Up month, staff will park the Outreach van in front of the County Government Center and “card” county employees to encourage them to sign up for cards if they don’t already have them.

#### Covelo

- Kids and adults gathered on the Round Valley Branch Library patio in August to mix ingredients using old-fashioned hand crank ice cream makers. Participants listened to stories about ice cream, worked on an ice cream craft, and enjoyed the fruits of their labor: ICE CREAM!!

#### Fort Bragg

- Fort Bragg branch staff will partner with Mendocino County Cookie Company to “card” passersby and sign up folks for library cards. The first 30 participants will get a hot drink certificate (funded by the Friends) and a free cookie.
- During Banned Books Week, Fort Bragg City Council will issue a proclamation honoring the library for defending against censorship and promoting the Right to Read.

#### Point Arena

- Coast Community Library Branch will host a zoom presentation “A Conversation with Carolyn Cook,” author and professor at the CA Institute of Integral Studies in San Francisco on September 23<sup>rd</sup> at 3:00 pm. Carolyn will speak about how libraries transform lives and strengthen communities.

#### Ukiah

- First Friday at the Ukiah Branch Library in August included whimsical artwork by Tamsen Donner, music by Steve and Sid, and a book sale by the Ukiah Valley Friends of the Library. The exhibit will remain on display through September.
- Ukiah Branch’s Social Justice Book Club met via zoom to talk about *How To Be an Anti-Racist* by Dr. Ibram X. Kendi.

#### Willits

- Willits Branch Library will hold a raffle for everyone who signs up for a library card in September and they will have a photo booth “I got carded at the Willits Library Branch” for patrons who want to appear on social media.
- Willits branch will host an outdoor craft program highlighting the Mexican folk art Amate bark painting.



For more information, visit the Cultural Services Agency’s website at:

[www.mendocinocounty.org/government/cultural-services-agency](http://www.mendocinocounty.org/government/cultural-services-agency)



## Cultural Services Agency Update Continued

### Museum

- The Mendocino County Museum will feature a new exhibit, **The Car Bombing of Judi Bari: A Community Remembers** September 18 - October 24, 2021. The museum will feature the never-before-seen bombed car and key evidence used in the trial. A quilt created as a fundraiser and a puppet used at a victory party to celebrate the outcome of their lawsuit against the FBI, in 2002, will be on display. The programming includes talks by Darryl Cherney who was in the car with Judi when it exploded, and Alicia Littletree Bales, an environmental activist.
- Cultural Services Agency Director, Deb Fader Samson will lead a book discussion via zoom on October 27<sup>th</sup> on Judi's book *Timber Wars*.

## Animal Care Services Update

### Income Statistics

August 1, 2021 through August, 31, 2021

- Two animals impounded for quarantine at the Animal Shelter
- Six dead animal received for disposal
- 15 feral cats received
- Two animal received for rabies specimen testing
- One owned animals received by Animal Control or Police/owner in custody
- 28 owned animals impounded in the field to Animal Control or Police
- 11 owner surrendered animals received
- No shelter animals were returned by adopter
- 75 stray animals impounded in the field by Animal Control, Police or came in over the counter from citizens
- Total of 140 animals received at the Animal Shelter

### Outcome Statistics

August 1, 2021 through August, 31, 2021

- 31 cats adopted
- 17 dogs adopted
- Other "other" animals adopted/auctioned off
- One ill/failure to thrive animal died
- Six dead animal disposals
- 11 animals euthanized
- Two animal sent to laboratory for rabies testing
- One owner/surrender animals euthanized
- 10 trap, neuter and return to field cats
- 36 return to owner animals
- One animals transferred to other rescue organizations
- A total of 116 animals departed 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)

## Upcoming Board Meetings

Regular Meeting	September 14, 2021
Limited Meeting	September 27, 2021
Regular Meeting	September 28, 2021
Standing Committee	October 18, 2021
Regular Meeting	October 19, 2021
Regular Meeting	October 26, 2021

## Dates of Interest

RCRC Annual Conference	September 29-30, 2021
County Holiday	October 11, 2021

## Attachments

1. Position Justification Report
2. Vacancy and Recruitment Update
3. Social Services of HHS Update
4. Transportation Update
5. Facilities and Fleet & Central Services Update
6. Information Services Update
7. PG&E Settlement Fund Update
8. Cannabis Program Update
9. Board of Supervisors Directives Update
10. Behavioral Health and Recovery Services Update

### Contact Information:

Office: (707) 463-4441

Fax: (707) 463-5649






Email: [ceo@mendocinocounty.org](mailto:ceo@mendocinocounty.org)

Website:

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

September						
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		

October						
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
-  County Holiday
-  Limited Meetings
-  Standing Committees
-  RCRC Conference

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JUSTIFICATION OF FILLED POSITIONS

Attachment 1

August 2021

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
County Counsel	Deputy County Counsel IV	4028	Ukiah	4/6/2021	This position provides legal advice to County boards, commissions, department heads, and officers. Attends board and commission meetings in capacity of legal advisor. If this request is not approved, there will be a lack of timely responses to legal advice/deadlines.	8/8/2021
Executive Office (Central Services)	Staff Assistant III	3643	Ukiah	6/25/2021	This position is vital to the central services team. This position assist the division with warehouse, stocking, daily office tasks, is back up for mail and preforms mail runs and processing when the mail tech in not available.	8/8/2021
HHSa (Mental Health)	Senior Department Analyst	4161	Ukiah	10/21/2019	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/8/2021
Planning and Building	Staff Assistant III	4423	Ukiah	7/1/2021	Position is necessary to avoid delays in permit processing, assistance at the front counter for permit intake, issuance, and online permitting.	8/8/2021
Probation	Deputy Probation Officer I	457	Ukiah	1/27/2021	This position is critical to Probation's ability to adequately supervise the assigned cases as well as written statutorily mandated reports in the interest of public safety. Not replacing this position would result in a decrease in staffing and significant increased workload assignments for remaining staff, which would inhibit ability to meet mandated supervision and court-related duties.	8/8/2021
Sheriff-Coroner	Deputy Sheriff-Coroner I	324	Ukiah	9/18/2020	Reductions in the sworn field deputy staff increases overtime costs, leads to extended service times, and diminishes the Sheriff Office's capacity to proactively ensure safety within Mendocino County.	8/8/2021
Sheriff-Coroner	Sheriff's Sergeant	922	Ukiah	5/19/2021	Position performs vital first-line supervision of personnel on a day-to-day basis and is necessary to give direction and monitor line-level staff. Position provides guidance and monitoring to Sheriff's Deputy-Coroners related to federal, state and local civil and criminal laws, as well as Sheriff's Office and County policies.	8/8/2021
Agriculture	Agriculture Measurement Standards Specialist I	4068	Ukiah	6/17/2021	Position will work to preserve and protect agriculture by performing the work required by county contracts, MOU's, grants and programs and will assist in maintaining a fair and equitable market place by inspecting weighing and measuring devices.	8/22/2021
County Counsel	Legal Assistant	4402	Ukiah	7/1/2021	This position was approved by the Board of Supervisors on June 22, 2021. The Legal Assistant position would create stability with our dedicated staff who have remained with our office. If not approved, current staff may end up seeking other employment to be compensated for their level of expertise.	8/22/2021

August 2021

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
HSA (Alcohol/Other Drug Program)	Substance Abuse Counselor I	3684	Ukiah	5/14/2021	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/22/2021
HSA (Public Health CCS)	Public Health Nurse	3850	Ukiah	1/27/2021	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/22/2021
Planning and Building	Senior Building Inspector	4420	Fort Bragg	7/7/2021	Position will help with increased workloads in the coast due to a rise in cannabis activity, fires, the pandemic and more. Should this position not be filled a prolonged delay could take place with permit issuance and approvals along with possible early resignations due to overextended workloads.	8/22/2021
Sheriff-Coroner (Jail)	Correction Officer	395	Ukiah	9/18/2020	Staffing in the jail, on a daily basis, requires a minimum number of corrections personnel.	8/22/2021
Social Services	Screeener	4361	Ukiah	7/7/2021	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/22/2021
Social Services	Social Worker II	4128	Willits	9/1/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/22/2021

Attachment 2

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 17-21, August 8, 2021 - August 21, 2021																
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%	--	0.0%	--	--	--	--	--	--	--	--	7	--
<i>Agriculture Total:</i>		<i>9.00</i>	<i>2.00</i>	<i>22.2%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>7</i>	<i>0</i>
AIR QUALITY	3270	9.00	3.00	33.3%	2	22.2%	--	--	--	--	--	--	--	--	6	--
<i>Air Quality Total:</i>		<i>9.00</i>	<i>3.00</i>	<i>33.3%</i>	<i>2</i>	<i>22.2%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>6</i>	<i>0</i>
ANIMAL CARE	1100	13.00	1.00	7.7%	--	0.0%	1	--	--	--	--	2	--	--	10	--
<i>Animal Care Total:</i>		<i>13.00</i>	<i>1.00</i>	<i>7.7%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>10</i>	<i>0</i>
ASSESSOR-CLERK-RECORDER (ASSESSOR)	1100	21.00	2.00	9.5%	2	9.5%	--	1	2	--	--	--	--	--	19	--
ASSESSOR-CLERK-RECORDER (CLERK RECORDER)	1100	4.00	1.00	25.0%	--	0.0%	--	--	--	--	--	--	--	--	3	--
ASSESSOR-CLERK-RECORDER (COUNTY CLERK-ELECTION)	1100	3.00	1.00	33.3%	1	33.3%	--	1	--	--	--	--	--	--	3	--
<i>Assessor-Clerk-Recorder Total:</i>		<i>28.00</i>	<i>4.00</i>	<i>14.3%</i>	<i>3</i>	<i>10.7%</i>	<i>0</i>	<i>2</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>25</i>	<i>0</i>
AUDITOR-CONTROLLER	1100	13.00	2.00	15.4%	1	7.7%	--	--	1	--	--	--	--	--	12	--
<i>Auditor-Controller Total:</i>		<i>13.00</i>	<i>2.00</i>	<i>15.4%</i>	<i>1</i>	<i>7.7%</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>12</i>	<i>0</i>
BOARD OF SUPERVISORS	1100	5.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	5	--
<i>Board of Supervisors Total:</i>		<i>5.00</i>	<i>0.00</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>5</i>	<i>0</i>
CANNABIS PROGRAM	1100	8.00	2.00	25.0%	13	162.5%	--	--	--	--	--	--	--	--	6	--
<i>Cannabis Program Total:</i>		<i>8.00</i>	<i>2.00</i>	<i>25.0%</i>	<i>13</i>	<i>162.5%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>6</i>	<i>0</i>
CHILD SUPPORT SERVICES	1100	34.00	12.00	35.3%	--	0.0%	--	--	--	--	--	--	--	--	22	--
<i>Child Support Services Total:</i>		<i>34.00</i>	<i>12.00</i>	<i>35.3%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>22</i>	<i>0</i>
COUNTY COUNSEL	1100	12.00	0.00	0.0%	1	8.3%	2	--	--	--	--	--	--	--	12	--
<i>County Counsel Total:</i>		<i>12.00</i>	<i>0.00</i>	<i>0.0%</i>	<i>1</i>	<i>8.3%</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>12</i>	<i>0</i>
CULTURAL SERVICES AGENCY (LIBRARY)	1205	36.50	5.70	15.6%	5	13.7%	1	--	1	--	4	6	--	2	17	5
CULTURAL SERVICES AGENCY (MUSEUM)	1100	4.00	1.00	25.0%	--	0.0%	--	--	--	--	--	--	--	--	--	3
<i>Cultural Services Agency Total:</i>		<i>40.50</i>	<i>6.70</i>	<i>16.5%</i>	<i>5</i>	<i>12.3%</i>	<i>1</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>4</i>	<i>6</i>	<i>0</i>	<i>2</i>	<i>17</i>	<i>8</i>
DISTRICT ATTORNEY	1100	46.00	7.00	15.2%	3	6.5%	1	1	5	--	--	5	--	--	34	--
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	1.00	20.0%	1	20.0%	--	1	--	--	--	--	--	--	4	--
<i>District Attorney Total:</i>		<i>55.00</i>	<i>8.00</i>	<i>14.5%</i>	<i>4</i>	<i>7.3%</i>	<i>1</i>	<i>2</i>	<i>5</i>	<i>0</i>	<i>0</i>	<i>5</i>	<i>0</i>	<i>0</i>	<i>42</i>	<i>0</i>

Attachment 2

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 17-21, August 8, 2021 - August 21, 2021																
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	3.00	18.8%	3	18.8%	1	1	3	--	--	--	--	--	15	--
EXECUTIVE OFFICE (CLERK OF THE BOARD)	1100	3.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	3	--
EXECUTIVE OFFICE (DISASTER RECOVERY)	1225	7.00	1.00	14.3%	--	0.0%	1	--	1	--	--	--	--	--	6	--
EXECUTIVE OFFICE (GENERAL LIABILITY)	7130	2.50	0.00	0.0%	--	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%	6	20.7%	--	--	--	--	--	--	--	--	24	--
<i>Executive Office Total:</i>		<i>60.50</i>	<i>10.00</i>	<i>16.5%</i>	<i>9</i>	<i>14.9%</i>	<i>2</i>	<i>1</i>	<i>4</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>53</i>	<i>0</i>
FARM ADVISOR	1100	3.00	1.00	33.3%	1	33.3%	--	--	--	--	--	--	--	--	2	--
<i>Farm Advisor Total:</i>		<i>3.00</i>	<i>1.00</i>	<i>33.3%</i>	<i>1</i>	<i>33.3%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>
GENERAL SERVICES AGENCY (CENTRAL SERVICES)	1100	8.00	2.00	25.0%	2	25.0%	1	--	--	--	--	--	--	--	6	--
GENERAL SERVICES AGENCY (FACILITIES & FLEET)	1100	39.80	9.00	22.6%	12	30.2%	--	1	3	--	--	1	--	--	29	1
GENERAL SERVICES AGENCY (GARAGE)	1100	3.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	3	--
<i>General Services Agency Total:</i>		<i>50.80</i>	<i>11.00</i>	<i>21.7%</i>	<i>14.00</i>	<i>27.6%</i>	<i>1.00</i>	<i>1.00</i>	<i>3.00</i>	<i>0.00</i>	<i>0.00</i>	<i>1.00</i>	<i>0.00</i>	<i>0.00</i>	<i>38.00</i>	<i>1.00</i>
HHSA (ALCOHOL/OTHER DRUG PROGRAM)	1100	35.00	17.00	48.6%	3	8.6%	--	1	3	--	--	2	--	--	16	--
HHSA (CGAP-DFC GRANT)	4260	1.00	1.00	100.0%	1	100.0%	--	1	--	--	--	--	--	--	0	--
HHSA (ENVIRONMENTAL HEALTH)	1100	22.60	5.60	24.8%	1	4.4%	--	2	2	--	--	3	--	--	14	--
HHSA (MENTAL HEALTH)	1221	57.00	28.00	49.1%	13	22.8%	--	1	--	--	--	1	--	--	28	--
HHSA (MENTAL HEALTH TREATMENT ACT - MEASURE B)	1224	1.25	1.25	100.0%	--	0.0%	--	--	--	--	--	--	--	--	--	--
HHSA (PUBLIC HEALTH)	1100	32.00	16.00	50.0%	6	18.8%	2	1	1	--	--	1	--	--	14	1
HHSA (PUBLIC HEALTH BIOTERRORISM AS)	4780	1.00	0.00	0.0%	1	100.0%	--	--	--	--	--	--	--	--	2	--
HHSA (PUBLIC HEALTH CCS)	1100	8.00	3.00	37.5%	1	12.5%	--	--	--	--	--	1	--	--	4	--
HHSA (PUBLIC HEALTH NURSING)	1100	27.00	13.00	48.1%	5	18.5%	--	--	--	--	--	1	--	--	12	2
HHSA (PUBLIC HEALTH TOBACCO ED)	4530	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
HHSA (PUBLIC HEALTH WIC)	4180	12.20	6.20	50.8%	2	16.4%	--	1	--	--	--	2	--	--	4	--
HHSA (TRANSITIONAL HOUSING)	1100	2.00	2.00	100.0%	2	100.0%	--	--	--	--	--	--	--	--	--	--
HHSA (WHOLE PERSON CARE)	1227	3.00	1.00	33.3%	--	0.0%	--	--	--	--	--	--	--	--	2	--
<i>HHSA Total:</i>		<i>203.05</i>	<i>94.05</i>	<i>46.3%</i>	<i>35</i>	<i>17.2%</i>	<i>2</i>	<i>7</i>	<i>6</i>	<i>0</i>	<i>0</i>	<i>11</i>	<i>0</i>	<i>0</i>	<i>97</i>	<i>3</i>

Attachment 2

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 17-21, August 8, 2021 - August 21, 2021																
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
HUMAN RESOURCES	1100	19.00	7.00	36.8%	2	10.5%	--	--	--	--	--	--	--	--	12	--
HUMAN RESOURCES (EMPLOYEE WELLNESS)	1100	2.00	0.00	0.0%	--	0.0%	--	--	1	--	--	--	--	--	2	--
<i>Human Resources Total:</i>		<i>21.00</i>	<i>7.00</i>	<i>33.3%</i>	<i>2</i>	<i>9.5%</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>14</i>	<i>0</i>
PLANNING AND BUILDING	1100	53.50	14.00	26.2%	16	29.9%	3	1	4	--	--	10	--	--	30	--
<i>Planning and Building Total:</i>		<i>53.50</i>	<i>14.00</i>	<i>26.2%</i>	<i>16</i>	<i>29.9%</i>	<i>3</i>	<i>1</i>	<i>4</i>	<i>0</i>	<i>0</i>	<i>10</i>	<i>0</i>	<i>0</i>	<i>30</i>	<i>0</i>
PROBATION	1100	47.00	10.00	21.3%	7	14.9%	1	1	2	--	--	3	--	--	32	2
PROBATION (JUVENILE HALL)	1100	25.00	9.00	36.0%	--	0.0%	1	1	2	--	--	--	--	--	16	--
<i>Probation Total:</i>		<i>72.00</i>	<i>19.00</i>	<i>26.4%</i>	<i>7</i>	<i>9.7%</i>	<i>2</i>	<i>2</i>	<i>4</i>	<i>0</i>	<i>0</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>48</i>	<i>2</i>
PUBLIC DEFENDER	1100	27.00	3.00	11.1%	3	11.1%	--	--	3	--	--	1	--	--	23	--
PUBLIC DEFENDER (ALTERNATE DEFENDER)	1100	7.50	2.00	26.7%	--	0.0%	1	--	--	--	--	--	--	--	6	--
<i>Public Defender Total:</i>		<i>34.50</i>	<i>5.00</i>	<i>14.5%</i>	<i>3</i>	<i>8.7%</i>	<i>1</i>	<i>0</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>29</i>	<i>0</i>
RETIREMENT	1100	6.00	1.00	16.7%	--	0.0%	--	--	--	--	--	--	--	--	5	--
<i>Retirement Total:</i>		<i>6.00</i>	<i>1.00</i>	<i>16.7%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>5</i>	<i>0</i>
SHERIFF-CORONER	1100	115.00	19.00	16.5%	17	14.8%	--	--	5	--	--	13	--	--	73	11
SHERIFF-CORONER (COPS PROGRAM AB3229)	1210	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
SHERIFF-CORONER (JAIL)	1100	73.00	13.00	17.8%	10	13.7%	--	--	2	--	--	--	--	--	60	--
SHERIFF-CORONER (OFFICE OF EMERGENCY SERVICES)	1100	2.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	2	--
<i>Sheriff-Coroner Total:</i>		<i>191.00</i>	<i>32.00</i>	<i>16.8%</i>	<i>27</i>	<i>14.1%</i>	<i>0</i>	<i>0</i>	<i>7</i>	<i>0</i>	<i>0</i>	<i>13</i>	<i>0</i>	<i>0</i>	<i>136</i>	<i>11</i>
SOCIAL SERVICES	1100	421.00	98.00	23.3%	93	22.1%	--	13	27	--	--	39	--	--	253	30
<i>Social Services Total:</i>		<i>421.00</i>	<i>98.00</i>	<i>23.3%</i>	<i>93</i>	<i>22.1%</i>	<i>0</i>	<i>13</i>	<i>27</i>	<i>0</i>	<i>0</i>	<i>39</i>	<i>0</i>	<i>0</i>	<i>253</i>	<i>30</i>
TRANSPORTATION	1200	92.80	28.80	31.0%	2	2.2%	1	--	3	3	3	8	2	4	37	7
TRANSPORTATION (ENGINEERING & TECHNICAL ASSIST)	1100	7.00	1.00	14.3%	1	14.3%	--	--	--	--	--	1	--	--	5	--
TRANSPORTATION (SOLID WASTE)	1100	2.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	2	--
<i>Transportation Total:</i>		<i>101.80</i>	<i>29.80</i>	<i>29.3%</i>	<i>3</i>	<i>2.9%</i>	<i>1</i>	<i>0</i>	<i>3</i>	<i>3</i>	<i>3</i>	<i>9</i>	<i>2</i>	<i>4</i>	<i>44</i>	<i>7</i>
TREASURER-TAX COLLECTOR	1100	6.00	1.00	16.7%	1	16.7%	--	--	--	--	--	--	--	--	5	--
TREASURER-TAX COLLECTOR (COURT AB233 PROGRAM)	1100	6.00	3.00	50.0%	1	16.7%	--	--	--	--	--	--	--	--	3	--
<i>Treasurer-Tax Collector Total:</i>		<i>12.00</i>	<i>4.00</i>	<i>33.3%</i>	<i>2</i>	<i>16.7%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>8</i>	<i>0</i>
<b>COUNTYWIDE TOTAL:</b>		<b>1456.65</b>	<b>366.55</b>	<b>25.2%</b>	<b>241</b>	<b>16.5%</b>	<b>17</b>	<b>29</b>	<b>71</b>	<b>3</b>	<b>7</b>	<b>100</b>	<b>2</b>	<b>6</b>	<b>921</b>	<b>62</b>



## **Social Services Status Report September 2021**

### ***Adult and Aging Services***

Despite the unique challenges we've faced this year, our In-Home Supportive Services (IHSS) team continues to provide outstanding customer service! Our IHSS team is committed to ensuring all initial applications and annual reassessments are completed on-time and in accordance with state mandated time lines. From July 2020 - June 2021, our IHSS team achieved a 99% state compliance rate for the timely completion of over 750 new applicants. Additionally, the overall annual reassessment compliance rate was 97.29% for fiscal year 2020 - 2021. This was a 6% increase from last year. Lastly, Mendocino County received a state ranking of #1 for having 100% of all new applicants processed within the 90 day time limit, during the month of July 2021. Each month, our IHSS team averages 180,000 hours of approved services to over 1700 IHSS recipients in Mendocino County. We are proud of our IHSS team and the extraordinary work they do. If you would like to learn more about our IHSS program or interested in becoming an IHSS provider, please contact the Adult and Aging Services division at [\(707\) 463-7900](tel:7074637900).

### ***Family and Children's Services***

Family & Children's Services (FCS) has launched a new Onboarding and Extended Training program, with the goal of enhancing employee retention through new employee support and training. The onboarding program began in June 2021, to integrate new employees with the department and provide them with the tools and information needed to become a successful and productive member of the team. Preboarding activities begin with contact via email and a telephone call, to welcome and guide new staff on their first day, and arranging a welcoming desk space. Onboarding continues through the first six days, including accompanying staff to various locations to complete new employee administrative tasks, providing a welcome card signed by staff, introducing the new employee to other staff and providing an office tour. In addition, the new employee is provided with a guidebook with training schedules and timeline for completion, QR code links to department and community resources and surveys to assess Onboarding and Extended Training effectiveness. County and department-specific required trainings for all new employees are completed during the Onboarding process.



Extended Training began in August 2021 and takes place after Onboarding, in three-hour daily sessions, for eight weeks. The focus of Extended Training includes an in-depth look into FCS programs, policies and procedures, best-practices in child welfare work, and an introduction to local community-based organizations and services. While geared primarily for new social workers, Extended Training is open to any FCS staff seeking to learn more about FCS programs or who need refresher trainings on specific topics. We look forward to assessing our new Onboarding and Extended Training program to determine the effectiveness in supporting and retaining staff.

### ***Employee & Family Assistance Services (EFAS)***

- The Department of Health Care Services has extended the delay in processing of annual Medi-Cal Redeterminations and reported changes in circumstances, to avoid loss of Medi-Cal coverage for Medi-Cal beneficiaries. EFAS continues to focus attention on application processing, to ensure health insurance is not a barrier to care for our community. Mendocino County's Medi-Cal caseload has grown by 11% since February 1, 2020, from 20,071 cases to 22,311 cases (38,972 persons).
- Emergency allotments for CalFresh were issued in the amount of \$1,199,441 in the month of August 2021. These allotments went above and beyond the regular monthly issuance, and every CalFresh household received at least \$95 in additional benefits. The next issuance of emergency allotments will occur on September 5, 2021.
- The temporary 15% increase to CalFresh allotments, via the Consolidated Appropriations Act of 2021, is set to end on September 30, 2021.
- Effective September 27, 2021, electronic applications for CalWORKs, CalFresh, and Medi-Cal will be submitted through the new online portal at [benefitscal.com](https://benefitscal.com). Until then, households can still apply electronically through [c4yourself.com](https://c4yourself.com). Electronic applications for CalFresh can also be submitted through [getcalfresh.org](https://getcalfresh.org).
- During the month of August 2021, the CalWORKs Housing Support Program provided \$39,557 in rental subsidies and interim housing to shelter CalWORKs households.

EFAS has successfully maintained CalWORKs, CalFresh, and Medi-Cal benefits for 39,308 Mendocino County residents.

### ***Advocacy and Collaboration Team (ACTeam)***

- Project Homekey at Live Oak Apartments has received 280 applications for prospective tenant households, and 71 adults, seniors, and children have moved into the newly remodeled apartment complex. Since the start of the project, 23 individuals have transitioned to permanent subsidized housing in other locations, thereby freeing up additional units for homeless households seeking to recover from homelessness. To learn more about Project Homekey, please visit our website at [www.projecthomekeymendocino.org](https://www.projecthomekeymendocino.org).

- ACTeam manages the local implementation of California's Project Roomkey, which provided motel rooms to high-risk unhoused individuals who met specific criteria as a protection from COVID-19 spread. Project Roomkey is currently not accepting any new participants, although 48 households remain in motel housing through this program. A community-based effort to provide intensive case management, through the "100 Day Challenge" is currently underway, with the goal of re-housing all Roomkey participants so that they do not return to homelessness.
- The Community Outreach unit works with local partners to help them navigate the CalFresh, Medi-Cal and Covered California programs, with a focus on families with children. The Outreach Unit provides CalFresh Advocate training to community partners and county staff. The Outreach Unit runs the Mendocino County Car Seat Safety Program, distributing seats, educating families, and providing installation assistance. Outreach Unit staff have been assisting families with applying for COVID related benefits and programs for housing, child care, unemployment, disability, and other benefit programs. The Outreach Unit convenes and facilitates meetings between County staff and community agencies to focus on children's health, safety and resource navigation.
- The Community Outreach unit has taken responsibility for the local implementation of 211, through a contracting relationship with United Way.
- ACTeam works collaboratively with the Mendocino County Homeless Services Continuum of Care (CoC) Board to utilize pandemic funding to support the pandemic-related needs of homeless service providers. The CoC issued a Request for Qualifications (RFQ) for a variety of direct homeless services, funded through several homelessness grants and allocations. Contracts are anticipated this fiscal year for emergency shelter, rapid re-housing services, street outreach, and other homeless-related direct services.



*Department of Transportation (MCDOT)*  
**Director's Report – September 14, 2021**

- **Update Request for Proposals for residential and commercial garbage, recyclable material and organic waste collection for County Solid Waste Franchise Area No. Two:** Mendocino County Department of Transportation (MCDOT) issued, in conjunction with the City of Fort Bragg, a Request for Proposals for residential and commercial garbage, recyclable material and organic waste collection for County Solid Waste Franchise Area No. Two on June 15, 2021, and accepted proposals until August 3, 2021. MCDOT received three proposals from Waste Management Collection and Recycling, Inc., Solid Wastes of Willits, Inc., and C&S Waste Solutions of California, Inc. (C&S). After a thorough analysis of all proposals, including technical proposals, qualifications, and proposed cost rates, as well as follow up interviews, the evaluation committee unanimously chose C&S as their recommended vendor. The City of Fort Bragg evaluation committee also chose C&S as their recommended vendor for solid waste collection services within the city limits. MCDOT staff is seeking authorization from the Board to enter into contract negotiations with C&S.

The following are highlights of the highest-ranked proposal submitted by C&S:

- Lowest overall program cost
- Proposed rates include bulky item collection, paper shredding events, two (2) CRV Centers (one Inland and one Coastal), and curbside holiday tree collection service – other companies proposed additional charges for some alternate services
- Strong Transition & Operations Plans
- Robust Diversion and Education & Outreach Programs
- All new bins, carts and vehicles will be purchased
- Seven (7) new high-efficiency split-body side load collection trucks which will reduce trips through neighborhoods, wear and tear on County roads and decrease emissions
- High-tech customer service and collection systems
- Targeted diversion programs overseen by full-time Waste Diversion Coordinator
- Diversion-based rate structure
- Transition team includes experienced Transition Advisor, former District Manager Bob Thornsberry, to ensure a seamless transition of services
- Existing Ukiah facility & proposed future Fort Bragg location for transfer station, equipment storage and maintenance, and customer service center – Proposed site will need to undergo separate land use entitlement and permitting processes through City of Fort Bragg Community Development Department and other applicable agencies
- Commitment to employ displaced staff from previous service provider

- **Fish Rock Road, County Road (CR) 122, at Milepost (MP) 17.35, 2019 Storm Damage (Federal Emergency Management Agency) Repair Project Construction Contract:** Pursuant to Board Resolution Number (No.) 21-046 (April 6, 2021), bids for Department of Transportation (DOT) Contract No. 210022, 2019 Storm Damage on Fish Rock Road, CR 122, at MP 17.35 were opened as scheduled on Tuesday, August 17, 2021. Gregg Simpson Trucking, of Ukiah, California, was deemed the apparent “low bidder” for this project with a bid of \$400,103.00. The Engineer’s Estimate for the contract was \$493,100.00.

Low Bid	\$400,103.00
Contingencies	\$32,505.00
Supplemental Work	<u>\$0.00</u>
Construction Contract Total	<u>\$432,608.00</u>
Cost of PS&E	<u>\$36,373.32</u>
Right of Way	<u>\$0.00</u>
Anticipated Construction Engineering	<u>\$64,891.00</u>
Anticipated Project Cost Total to Date	<u>\$533,872.32</u>

Working Days: 30

- **Update Community Water Supply Replacement in Response to Drought:** Pursuant to direction from the Board of Supervisors (BOS) at their special meeting on August 24, 2021, for Drought Response – the County Recovery Division has applied for grant funding and authorized staff to advertise and award contracts to accomplish Community Water Supply Replacement. Furthermore, at the BOS special meeting on August 24, 2021, the BOS did authorize up to \$1.5 million in “limited bid, informal contracting” to transfer potable water between the City of Ukiah and the City of Fort Bragg to meet needs in the unincorporated areas of the Central Coast before the awarding of grants.

Presently, we have contracted for approximately 10,000 gallons per day hauling to Fort Bragg using one truck with hopes of adding a second soon. Additional trucks are under consideration and the County would be interested in as many as four semi-tank trucks with a capacity of 5,000 gallons to 6,500 gallons per load. The projected minimum target need is approximately 950,000 gallons per month; we would like to have the trucking capacity to haul 45,000 to 49,000 gallons per business day. Specific quotes vary, but water transported from Ukiah to Fort Bragg is costing between 19 cents per gallon to 27 cents per gallon. Pursuant to BOS direction residential customers will not pay any part of County acquisition or transport cost and commercial customers will share in only 20% of transport costs, which is estimated to be a minimum of 4 cents per gallon based on current hauling quotes.

Tankers must be properly licensed Potable Water Haulers Pursuant to California Department of Public Health, Food and Drug Branch for this program.

# MENDOCINO COUNTY – FACILITIES AND FLEET & CENTRAL SERVICES DIVISIONS

## MONTHLY REPORT-OUT - CEO REPORT

### PROJECT AND OTHER UPDATES

#### FACILITIES & FLEET DIVISION

<b>Administrative Update</b>	<ul style="list-style-type: none"> <li>• Collaborating with Human Resources on recruitments with the goal to fill allocated positions.</li> <li>• Proposal for space planning analysis from Architectural Firms are due on September 23.             <ul style="list-style-type: none"> <li>◦ A space plan working group will review the proposals and recommend a firm for the Space Needs Assessment project and work with the selected firm to gather information from departments and the County's building sites.</li> <li>◦ The final report will be presented to the Board for review and consideration.</li> </ul> </li> <li>• Working with Sonoma Clean Power on conversion to evergreen services, pursuant to Board of Supervisors action on August 3, 2021; General Services staff will update the Board as progress is made.</li> </ul>
<b>Facility Maintenance and Operations</b>	<ul style="list-style-type: none"> <li>• San Hedrin Power Pole Replacement: Completed June 14-18, 2021. Phase 3 planning in progress with completion anticipated in Summer 2022.</li> <li>• Collaborating with USFS, PG&amp;E and the private communications service providers at Big Signal Peak (San Hedrin) develop a communications site master plan including electrical power services for this critical link in our public safety microwave communication network.</li> <li>• Spanish Mountain Repeater site upgrade has been completed.</li> <li>• Facilities staff are wrapping up the final details on the Board Chamber Remodel project, anticipating conclusion by the end of September.</li> <li>• Emergency water damage abatement and repairs at Public Health Break Room 192 at 1120 S. Dora Street, due to a sewer line back up within the building: On August 12, 2021, in response to a work order for drainage issues at the sink in the Public Health Break Room 192 at 1120 S. Dora Street, Facilities staff identified a plugged drain line and damage to the drain line below grade that has caused water damage to the wall cavity between break room 192 and the adjacent office/storage rooms 188 and 189. Wet drywall, flooring and cabinetry were found and associated microbial growth was observed on the back of the drywall where the leaking pipe was found. The project was declared an emergency by the Purchasing Agent. Facilities staff scheduled the County's on call Industrial Hygienist to conduct a microbial investigation August 16, 2021. Upon determination of the consultant of the presence of both microbial growth and asbestos containing materials in the affected areas, on an emergency basis, the rooms were contained and abatement and remediation work began on August 24, 2021. As of September 3, 2021, the abatement has been completed including removal of flooring and water damage drywall in three small rooms and we are in the process of identifying the source of the water leak in the drainage system and correcting the plumbing related problems. Without a complete assessment of the plumbing problems and the scope of work to correct them, a precise estimate is not possible. At this time Facilities has estimated a budget of \$100,000 with possible reimbursement from Risk due to the loss. Facilities staff will update the Board as more information becomes available.</li> <li>• Landscape water reductions implemented all County owned/leased sites with the exception of the Courthouse Magnolia trees and a native plant exhibit at the County Museum in Willits. Other exemptions for special circumstances will be granted on a case by case basis, with justification presented for General Services staff consideration.</li> <li>• County vehicle users will be encouraged to reduce the frequency of car washing and</li> </ul>

## PROJECT AND OTHER UPDATES

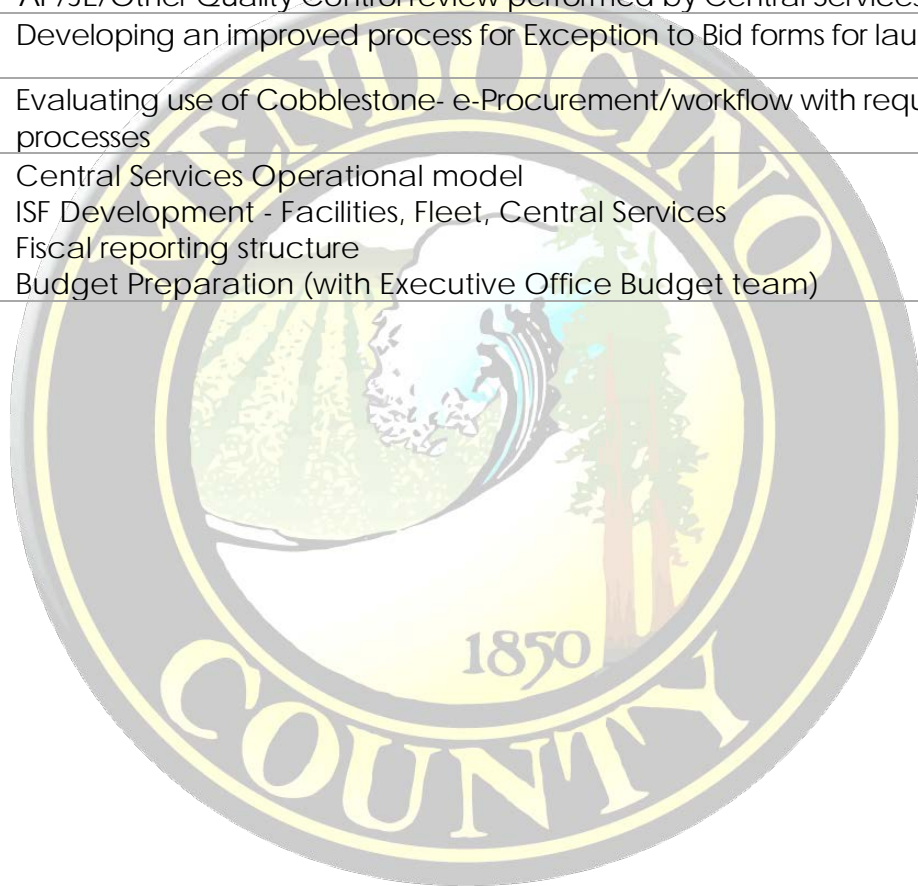
	<p>to use car wash facilities that utilize recycled water when possible.</p> <ul style="list-style-type: none"> <li>• PSPS generator deployment for critical facilities completed.</li> <li>• Willits Library broadband data wiring scope of work being developed for Bid. Due to the nature of the work requested, there is the possibility for an increase in scope.</li> <li>• Developing scope of work and budget for replacement Fiber Optic lines displaced by the new Jail Project.</li> <li>• 911 Bunker plans are being developed along with our application for the CDBG hazard mitigation grant. In addition to relocating data storage and communications equipment from the 911 basement, the project includes replacement of hazardous electrical panels and installation of a new generator for full building power. Consideration is being made as to how to approach the 911 Sheriff Dispatch Radio Console replacement funding source and process.</li> <li>• Sheriff's Office electrical panel replacement in progress.</li> <li>• Collaborating with Library staff regarding various space assessments either in progress and/or completed to determine the public project compliance and the ability to incorporate any of the information into the County's Space Needs Assessment. Facilities staff will update the Board as information is gathered.</li> <li>• Whitmore Lane – Large bee hive removed from ceiling area @ 8' long and was estimated to have been in place for more than three years. Facilities procured a consultant, who advised on bee relocation.</li> </ul>
Fleet Operations	<ul style="list-style-type: none"> <li>• PSPS temporary generator, air compressor and light tower deployed and staged.</li> <li>• Contractor walk through completed for Automotive Lift replacement. Bids came in higher due to unforeseen code requirements; alternate funding source was identified, project is proceeding.</li> <li>• Staff working on developing an up updated Vehicle replacement program, including the following: <ul style="list-style-type: none"> <li>○ Overview of the County's fleet during First Quarter Budget or sooner as data is gathered (number of vehicles by type, average miles driven, average age)</li> <li>○ Updated replacement categories (type/age/miles) along with comparison County/industry standards</li> <li>○ Potential funding models for vehicle replacement, including by type and funding source (potential interim funding solutions for this Fiscal Year, as well as long term)</li> <li>○ Consider an update re Policy No. 26 - Operation of County Vehicles and/or Mendocino County Code 3.12.</li> <li>○</li> </ul> </li> </ul>
<b>CAPITAL PROJECTS</b>	
	<ul style="list-style-type: none"> <li>• Measure B Project Updates: <ul style="list-style-type: none"> <li>○ Regional Behavioral Health Training Center remodel is complete and currently serving as an alternate care site for mental health clients. Facilities staff assisted with various logistics and ensured readiness of facility for occupancy.</li> <li>○ Crisis Residential Treatment Center (CRT) is well underway and nearing completion with casework, trim and finishes going in. On track for November occupancy.</li> </ul> </li> <li>• Whitmore Lane/Psychiatric Health Facility (PHF) Feasibility Study under way: <ul style="list-style-type: none"> <li>○ Continuing meetings with Nacht &amp; Lewis to discuss the operational needs of the PHF in relation to the physical space at the Whitmore Lane site. Study will also include review of other site constraints, proposed model for locating the PHF at the site and development of preliminary cost estimates and alternate site comparables.</li> </ul> </li> </ul>

## PROJECT AND OTHER UPDATES

	<ul style="list-style-type: none"> <li>o Meetings held bi-weekly to review status; timelines for project anticipated within the next month; staff will present to the Board when finalized.</li> <li>• SB 844 Jail Building 3 – Received state approval in April to proceed with construction documents – Architect is proceeding – projecting final submission for state review by the end of 2021.</li> </ul>
<b>CENTRAL SERVICES DIVISION</b>	
<b>Real Property</b>	<ul style="list-style-type: none"> <li>• Parks: <ul style="list-style-type: none"> <li>o Parks Administration Transition: Parks administration services and programs were transitioned to General Services on August 1. <ul style="list-style-type: none"> <li>▪ Currently recruiting for staffing resources to support the parks; during this time, Central Services staff are providing administrative support to parks.</li> <li>▪ Staff have updated documentation with relevant contact information.</li> </ul> </li> <li>o Parks Needs Assessment/Phase II: Central Services, Facilities and BluePoint Planning, the County's Parks Needs Assessment consultant, presented the the proposed approach and concept to the Board of Supervisors on August 31, 2021.</li> <li>o Russian River Parkway: Sonoma Regional Parks contacted the County with an interest to discuss a partnership and potential Memorandum of Understanding regarding the Russian River Parkway at County line and Geysers Rd. Preliminary discussions were held, with County Counsel and General Services working on details regarding potential collaboration. Staff will keep the Board posted as progress is made.</li> <li>o Low Gap Park: General Service's staff are exploring safe fire/fuel mitigation efforts during the peak of fire season, in addition to an overall fire and fuel mitigation effort throughout the park. Staff will keep the Board informed as options are identified and measure put in place.</li> <li>o Indian Creek Park: A caretaker has been procured as of July 14, 2021 and will be on site Thursdays through Mondays. Indian Creek was opened for overnight camping as of August 1, 2021.</li> </ul> </li> </ul>
<b>Requests for Proposals: Central Services Issued</b>	<p><b>RFP# 025-21 IS Microsoft 365 Integration and Implementation Services</b></p> <ul style="list-style-type: none"> <li>• Issued June 25, 2021</li> <li>• Submission deadline is July 30, 2021</li> <li>• Evaluation in process</li> <li>• Potential Demonstrations August 25, 2021</li> <li>• Scheduled Evaluations September 1, 2021</li> </ul>
<b>Requests for Proposals: Department Issued</b>	<p><b>RFP # 042-21 Space Need Assessment</b></p> <ul style="list-style-type: none"> <li>• Issued on August 27, 2021</li> <li>• Submission deadline: September 23, 2021</li> </ul> <p><b>RFB# 029-21 Garage Lift Replacement</b></p> <ul style="list-style-type: none"> <li>• Issued on May 21, 2021</li> <li>• Two proposal received</li> <li>• Contract Awarded</li> </ul> <p><b>RFB# 032-21 UPS Install at Courthouse Annex Building</b></p> <ul style="list-style-type: none"> <li>• Issued June 16, 2021</li> <li>• Three proposal received</li> <li>• Contract Awarded and Routing</li> </ul>

## PROJECT AND OTHER UPDATES

<b>Purchasing</b>	<ul style="list-style-type: none"> <li>• Ongoing development an improved Blanket Purchase Order Monitoring process for administering, reporting and monitoring.</li> <li>• Developing a Purchasing Education Program to launch in October 2021 County-wide.</li> <li>• Preparing to launch Procurement Efficiency Initiative in August or September 2021.</li> <li>• Launched InventoryCloud, automated inventory management program in June 2021.</li> <li>• Emergency Operations Center/Office of Emergency Services Logistics Support: Purchasing staff are assisting with the declared emergencies by means of Logistical Section Chief duties. Response to the declared drought/water emergency has included soliciting proposals for various services and/or goods, including hauling water from Ukiah to Fort Bragg. Efforts are underway, working collaboratively with the Incident Commander/Department of Transportation Director Howard Dashiell.</li> </ul>
<b>Operational Efficiencies and Quality Control</b>	<ul style="list-style-type: none"> <li>• Preparing to implement Phase II for Competitive Bidding to improve the quality and consistency of competitive bidding process that will ensure quality control.</li> <li>• County-wide contract Quality Control review transferred to Central Services in July 2021; review for overall contract consistency and compliance with Policy No. 1.</li> <li>• AP/JE/Other Quality Control review performed by Central Services effective July 2021.</li> </ul>
<b>Exception to Bid</b>	<ul style="list-style-type: none"> <li>• Developing an improved process for Exception to Bid forms for launch in August 2021.</li> </ul>
<b>Competitive Bidding</b>	<ul style="list-style-type: none"> <li>• Evaluating use of Cobblestone- e-Procurement/workflow with request for proposal processes</li> </ul>
<b>Long Term Planning</b>	<ul style="list-style-type: none"> <li>• Central Services Operational model</li> <li>• ISF Development - Facilities, Fleet, Central Services</li> <li>• Fiscal reporting structure</li> <li>• Budget Preparation (with Executive Office Budget team)</li> </ul>





## INFORMATION SERVICES DIVISION MONTHLY UPDATE

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**AUGUST 2021**

### **Administration Update**

#### Retirement Announcement

Information Services would like to congratulate the Information Services Division Manager, Cody Snider on his recent retirement. After 20 years with us, Cody has decided to move on to new adventures. Thank you for everything that you have brought to this department, to the County, and to all of us.

Congratulations Cody, you will be sorely missed.

#### Recruitment Update

The Information Services Division staff have been actively working with Human Resources on recruitments to fill allocated positions. With the recent retirement of the Information Services Division Manager, staff will continue to work closely with Deputy CEO, Steve Dunicliff, to address critical needs during this time of transition and strategically plan for the long-term needs.

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

The Information Services Division's 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. Staff is currently reviewing data sets that require an update once a year or once every two years and bringing these data sets current to 2021. GIS Program staff are currently working on updates to the County Facilities layer.

The Information Services Division's GIS Staff, create and maintain two (2) GIS Portals, one (1) on the County's Intranet for use by County Staff and one (1) on the internet for use by the public. Current activity includes the addition of a mapping application to display the existing Supervisor Districts along with 2010 population figures and a population density layer. The public can use this application to delineate and submit maps of their Community of Interest to the Redistricting Committee. GIS Program Staff are modifying this application on a continuing basis as new data from the Census Bureau and the State are released.

The GIS Coordinator is working with staff from County Counsel's office, Executive office and the Assessor-Clerk Recorder's office to plan and prepare for the 2021 redistricting of Supervisor Districts. GIS Program Staff will participate in the Citizen Advisory Commission's initial meeting and training session on September 1, 2021 to explain Census data and geography as well as pre and post data mapping tools.

GIS Program Staff in cooperation with Staff from the County's Office of Emergency Services, (OES) have converted the evacuation areas created by OES Staff into a GIS data layer that includes 2010 population counts for each evacuation area. GIS Program Staff have created an interactive map application for the evacuation areas on the County's Public GIS Portal. The population data for this application will be updated as per the 2020 Census data when that data is made available for geography at the Block level.

## INFORMATION SERVICES DIVISION MONTHLY UPDATE

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

### Public Safety Communications Update

The work crews for the Point Arena microwave repairs scheduled to arrive on September 13, 2021 have been delayed and rescheduled for October 11, 2021 due to contractor availability to replace the damaged equipment and finalize the south coast microwave loop. This includes replacing a damaged dish antenna at the Point Arena AT&T 10 mile site and new waterproof equipment cabinets at the Point Arena Air Force Radar site. Weather resistant equipment cabinets are being specified; the Information Services Division Communications staff have approved the proposed manufacturer design and configuration.

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

The vendor and Information Services Division staff have completed the MPLS data system final engineering and design review. Information Services Division staff are preparing a staging area for the vendor to configure and test all components in a simulated environment prior to taking the equipment to each microwave site. The vendor and Information Services Division staff will be staging, testing and configuring the MPLS system in its entirety the third week of September 2021. Once this is completed, the components will be installed in parallel with our existing equipment and then cut over to the new hardware, this will allow for minimal downtime and disruptions to public safety communications.

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

The Simulcast Repeater Upgrade Project is currently proceeding. Phase 1A system design was completed. The vendor is currently researching parts/materials delivery times and contractor availability for installation to begin. The funding required to finish this project has been approved by the Board of Supervisors and is anticipated to be received at first quarter budget. In preparation for receipt of the additional funding, Information Services Division staff have completed the phase 1B design and engineering process. Information Services Division staff are currently engineering scopes of work, documents and schematic diagrams are being prepared by the for vendor proposals.

### Operations Update

#### Operations Help Desk Metrics

August 2021 (0800 – 1700 Monday – Friday)

#### **Total Calls – 570**

- **Answered** – 485 (85.8%)
  - Avg. time to Answer – 23 seconds
- **Abandoned** (Long, Short) – 63 (11%), 10 (0.1%)
  - Avg. time to Abandon – 1.32 minutes
  - Short Abandons are calls that hang up within 6 seconds of calling
- **Voicemail** – 11 (1%)
- **Total call duration** – 29.46 hours

## INFORMATION SERVICES DIVISION MONTHLY UPDATE

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### **Overall Service Level – 93%**

#### General Update – Board Chambers

IS Operations Audio/Visual staff has completed the installation of equipment necessary for the technical operation of the Board Chambers. After a short period of quality testing, Operations will sign off on the use of the equipment for future meetings.

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

#### Property Tax Software System (Aumentum)

The Information Services Division received critical database training during this reporting period, giving the Aumentum group necessary insight into the data organization of the new Property Tax Software System. This training will allow for the creation of reports that will help in many aspects of the annual property tax cycle. Additionally, work has begun on the property tax sales module, allowing for improved tracking of defaulted tax sale properties.

#### Criminal Justice Software Upgrade

The Information Services Division has been actively perusing replacement software for case management due to the announced end of life of the existing platform, Justware. The kickoff of the District Attorney migration to the Karpel case management system is scheduled to begin in early September, and by the end of September the Public Defender, Probation, and the Alternate defender will be moving toward project kickoff.

#### Office 365 Electronic Mail Conversion – Phase I

The process of moving the county to Office 365 is continuing to move forward. Information Services and other county parties have been actively perusing assistance through the RFP process. This assistance is required due to the complexity of our current email setup. The vendors who have responded to our request have great experience in migrations off this type. Information Services can report at this time that the selection committee will be choosing a vendor in the very near future and a timeline for completion off this migration will be announced soon.

#### Cannabis Portal Metrics

The Information Services Division, in conjunction with the Cannabis Program, has finalized development of a web-enabled application that will assist Mendocino County residents who desire to apply and/or re-apply for cannabis-based applications. At this time, the Information Services Division can report the following metrics:

- Number of permits initiated = 238
- Submitted permits (including those reopened one or more times) = 99
- Submitted permits ready to be delivered to the Cannabis Program = 7
- Number of permits reopened and need to be resubmitted = 24
- Uploaded documents = 2838

# Attachment 7

Board of Supervisors Prioritized Spend

## PG&E - Funded per BOS Combined Method

INTERNAL WORKING DOCUMENT

Total One-Time PG&E Settlement = \$22,651,737

Moved Water Meters to ARPA and applied Carbon Reduction

Agency/Department	1-Time Funds	Funding Ask	Amended Funded per Combined Method, if Varying Amounts Took the Lowest
<b>Mendocino Fire Safe Council (MCFSC)</b>			
Basic MCFSC Operations		\$ 120,000	\$ 600,000
DSAFIE (Defensible Space Assistance)		\$ 650,000	\$ 650,000
Community Chipper Program		\$ 150,000	\$ 150,000
<b>Coastal Valley Emergency Medical Services (EMS)</b>			
CAD Integration		\$ 62,000	\$ 62,000
CAD Monthly Service/5 years	X	\$ 120,000	\$ 120,000
Image Trend	X	\$ 271,978	\$ 271,978
Pulse Point	X	\$ 62,500	\$ 62,500
Non-Transport Fire Service Equipment		\$ 300,000	\$ 300,000
EMS Transport Service Equipment		\$ 559,125	\$ 559,125
Training & Education Center	X	\$ 200,000	\$ 200,000
EMT/Paramedic Scholarships	X	\$ 100,000	\$ 100,000
JPA Assessment & Implementation	X	\$ 1,359,397	\$ 1,000,000
<b>Mendocino County Sheriff Office -Emergency Operations Center (EOC)</b>			
EOC Facility	X	\$ 500,000	\$ 500,000
Generator	X	\$ 58,000	\$ 58,000
Re-Engineer Equipment to EOC Facility	X	\$ 100,000	\$ 100,000
** Vehicle Replacement (including computer mobile devices)	X	\$ 1,100,000	\$ 1,100,000
** Radio Systems for Sworn Sheriff's Office Vehicles	X	\$ 286,110	\$ 286,110
<b>Mendocino County Department of Transportation (DOT)</b>			
Road & Bridge Repairs	X	\$ 1,400,318	\$ 1,400,318
Funding Assistance for Road Resurfacing & Widening Eastside Potter Valley Road-Time Sensitive by July 13, 2021	X	\$ 1,001,715	\$ 1,001,715
<b>Mendocino County Planning &amp; Building Services Department (PBS)</b>			
Reimbursement for Permits & Staff time from 2017 Disaster	X	\$ 412,899	\$ 412,899
<b>The Community Foundation of Mendocino County</b>			
Disaster Fund for Future Disasters in Mendocino County	X	\$ 1,500,000	\$ 500,000
<b>Resource Conservation District Mendocino County</b>			
Hazardous Tree Removal	X	\$ 500,000	\$ 500,000
Fire Restoration Road Improvements	X	\$ 500,000	\$ 500,000
CEQA Investments for 4 projects (\$10,000 per project)	X	\$ 40,000	\$ 40,000
<b>Prevention, Recovery, Resiliency &amp; Mitigation (PRRM)</b>			
County Cultural Responsiveness on Tribal Lands	X	\$ 15,000	\$ 15,000
Update General Plan Safety Element	X	\$ 41,457	\$ 41,457
Update Hazard Mitigation Plan	X	\$ 62,500	\$ 62,500
Ignition Resistance Construction Phase I	X	\$ 100,000	\$ 100,000
Mendocino County Early Warning Sirens-Local Match	X	\$ 43,054	\$ 43,054
Develop a Plan for Safe Emergency Ingress/Egress for Secondary Roads	X	\$ 250,000	\$ 250,000
Fire Hydrant Installation in Redwood Valley	X	\$ 250,000	\$ -
<b>Mendocino County Facilities &amp; Information Services</b>			
Emergency Infrastructure Microwave Hardening - Phase 2 (Sanel)	X	\$ 350,000	\$ 350,000
Park Hazards Mitigation	X	\$ 300,000	\$ 300,000
Microwave & Radio Communications Hardening Phase - 3 Radio Replacement	X	\$ 900,000	\$ 900,000
Fort Bragg Spur Microwave Ring Expansion	X	\$ 50,000	\$ 50,000
Big Signal Peak - Underground Test/Mapping/Distance/Meter	X	\$ 163,000	\$ 163,000
Microwave/Radio Towers Structural Analysis	X	\$ 100,000	\$ 100,000
Microwave Phase I (Repeaters) - Additional Funding	X	\$ 500,000	\$ 500,000
MC Sheriff Office Structured Connectivity - Station 1 Wiring	X	\$ 125,000	\$ 125,000
Disaster Recovery Planning	X	\$ 40,000	\$ 40,000
Disaster Recovery Site Implementation	X	\$ 250,000	\$ 250,000
<b>Redwood Valley-Calpella Fire District</b>			
Type 1 Structure Fire Truck	X	\$ 1,000,000	\$ 1,000,000
Type 3 Wildland Truck with 4-wheel drive	X	\$ 500,000	\$ 500,000
4 Warning Sirens and Poles	X	\$ 135,000	\$ 135,000

# Attachment 7

Board of Supervisors Prioritized Spend

## PG&E - Funded per BOS Combined Method

INTERNAL WORKING DOCUMENT

Total One-Time PG&E Settlement = \$22,651,737

Moved Water Meters to ARPA and applied Carbon Reduction

Agency/Department	1-Time Funds	Funding Ask	Amended Funded per Combined Method, if Varying Amounts Took the Lowest
Community Training for Sirens	X	\$ 2,500	\$ 2,500
Repair/Replace Firehouse Septic System	X	\$ 40,000	\$ 40,000
Repair and Resurface Firehouse Pavement	X	\$ 50,000	\$ 50,000
Update Firehouse Computers & Office Equipment	X	\$ 10,000	\$ 10,000
2 Bedroom Modular	X	\$ 100,000	\$ 100,000
Clean-up from 2017 Fire	X	\$ 75,000	\$ 75,000
Clean-up from 2020 Storm	X	\$ 20,000	\$ 20,000
Community Education	X	\$ 5,000	\$ 5,000
Fire Hydrants (Add/Replace)	X	\$ 500,000	\$ -
Locks for Fire Hydrants	X	\$ 150,000	\$ 150,000
Fire Training Structure			
Ohio Phase V - Modified	X	\$ 1,000,000	\$ 1,000,000
Mendocino County Library			
Purchase & Install Permanent Generators (at 5 Library Branches) - Carbon Reduction/Solar	X	\$ 580,000	\$ 500,000
Brooktrails Fire Department (BCS)			
Polaris UTV Side-by-side Rescue Vehicles	X	\$ 120,000	\$ 120,000
Potter Valley Volunteer Fire Department			
2008 International Type III Wild Land Fire Engine	X	\$ 209,000	\$ 209,000
Emergency Power Generator for Fire Station 631	X	\$ 19,776	\$ 19,776
Firefighting Equipment	X	\$ 76,400	\$ 76,400
Communications Upgrades since 2017	X	\$ 7,600	\$ 7,600
Emergency Supply Cache for Major Disasters	X	\$ 15,000	\$ 15,000
Water Tender for Remote Fire Responses	X	\$ 80,000	\$ 80,000
Washing Machine Extractor for PPE	X	\$ 8,000	\$ 8,000
Redwood Valley Water District			
Replace 2 Lake Pump Controls & Clean-up of Plumbing & Electrical	X	\$ 300,000	\$ 200,000
Metered Fire Hydrant Locks for 200 Hydrants	X	\$ 200,000	\$ -
United Disaster Relief of Northern California - Disaster Resource Center			
Forklift	X	\$ 10,000	\$ 10,000
Potter Valley Community Parks & Recreation			
New Well Installation	X	\$ 20,000	\$ 20,000
Well Pump	X	\$ 2,000	\$ 2,000
Pump House	X	\$ 2,500	\$ 2,500
30-12' Panels for Pens for Evacuated Livestock	X	\$ 6,000	\$ 6,000
Panel Trailer for Storage & Efficiency	X	\$ 2,500	\$ 2,500
60-7' T Posts	X	\$ 500	\$ 500
Carbon Reduction			
Carbon Reduction			\$ 1,500,000
Redwood Valley Grange No. 382			
Redwood Valley Grange No. 382			\$ 250,000
		<b>Total</b>	<b>\$ 19,881,432</b>
		Available Balance	\$ 2,770,305
Water Supply Replacement Grant Match**			\$ (960,000)
Coastal Water Transport Allocation**			\$ (1,500,000)
		Unallocated Balance	\$ 310,305

\*\*To be reimbursed by County when other funding options become available



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Cannabis Program  
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## PHASE ONE AND TWO REAPPLICATION PORTAL

The Phase One and Phase Two Reapplication Portal was opened on Monday, August 2, 2021 and will expire on October 30, 2021. The chart below shows the progress made through Tuesday, September 7, 2021.

Date	Submitted to Portal	Submitted to MCP	Reviewed by MCP	Determined Complete	Status Notifications Sent
<b>Week 1 Totals</b>	51	51	52	9	0
<b>August 7, 2021</b>	51	51	52	9	0
<b>Week 2 Totals</b>	41	32	6	1	51
<b>August 14, 2021</b>	92	83	58	10	51
<b>Week 3 Totals</b>	33	35	36	14	32
<b>August 21, 2021</b>	125	118	94	24	83
<b>Week 4 Totals</b>	20	0	25	9	0
<b>August 28, 2021</b>	145	118	119	33	83
<b>Week 5 Totals</b>	27	35	25	3	42
<b>September 4, 2021</b>	172	153	144	36	125
<b>Week 6 Totals</b>	2	18	12	6	0
<b>September 7, 2021</b>	174	171	156	42	125

To date, applicants have made 174 permit submissions, representing 100 different applications. Program staff have reviewed 171 permit applications and determined that 42 applications are complete.

## 30-DAY COURTESY NOTICES TO EXPIRED PERMIT HOLDERS

On July 15, 2021, Program staff implemented new renewal guidelines that include the issuance of courtesy notices to permit holders with annual cultivation permits nearing expiration. In an effort to bring persons with expired annual permits into compliance, staff issued seventy eight 30-day courtesy notices to persons with annual cultivation permits that had expired in 2018, 2019, and 2020.

## Attachment 8

Due to the exceptionally high volume of renewal applications received during the last week of the 30-day notice period, staff extended the renewal processing timeline to September 1, 2021. The table inserted below, provides a final summary of the 30-day courtesy notice project.

July 15, 2021, 30-Day Courtesy Notices	August 10, 2021	September 1, 2021
Approved	27	56
Received Incomplete	28	0
Hold (subject to correction timeline)	5	12
Not Received	16	0
Denied / Withdrawn	2	2
Expired (failed to complete application)	0	8
<b>Total</b>	<b>78</b>	<b>78</b>

An additional 80 courtesy notices were scheduled for September, to be sent to persons with annual cultivation permits that had expired in 2021. The 30-day courtesy notices were sent via email, and certified mail. Secondary reminder notices were sent via email to persons who had not responded in the first 15 days.

## LOCAL EQUITY ENTREPRENEUR PROGRAM (LEEP)

As of July 13, 2021 the County of Mendocino had received thirty (30) complete eligibility applications and had certified eleven (11) persons eligible for the grant program. On July 20, 2021, the Board of Supervisors directed Cannabis Program staff to amend the Local Equity Entrepreneur Program as follows:

- Increase the income threshold for eligibility to ‘moderate’;
- Simplify the grant applications; and
- Increase the direct grant funding opportunity from \$10,000 to \$50,000 awarded in two tranches of \$25,000 each.

The table inserted below provides a current LEEP update.

September 8, 2021	Eligibility Applicants	Direct Grant	Fee Waiver	Technical Assistance	Total Grant Applications
Approved Applicants	23	2	2	3	7
In Underwriting	26	7	9	4	20
Ineligible	3				
<b>Total Completed Applications</b>	<b>52</b>	<b>9</b>	<b>11</b>	<b>7</b>	<b>27</b>

Board Directives

Attachment 9

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
21-82	8/31/21	5D)	Discussion and Possible Action Including Adoption of Resolution Appointing Assistant Auditor-Controller Chamise Cubbinson as Mendocino County Auditor-Controller to Fill the Unexpired Term of Office Pursuant to California Government Code §25304 and Resolutions 17-189 (Sponsor: Auditor Controller)	GENERAL CONSENSUS OF THE BOARD to direct the Executive Office to work with the Auditors office to ensure adequate staffing, as needed; and for the Strategic Plan Ad Hoc to work with staff and bring back an item discussing the possibilities regarding the Auditor form of governance vs a Chief Financial Officer form of governance.	Executive Office/Auditor	IN PROCESS	Darcie Antle met with Auditor Controller and Assistant Auditor Chamise Cubbinson on 9/1/2021. Assistant Auditor could not find anyway the EO could assist. ACEO suggested a few areas but AA didn't think those areas would be helpful. She needs someone at a high level on entry level and would not consider promoting one of her team members up to a higher position etc. ACEO and fiscal team stand ready to assist.
21-81	8/31/21	6D)	Discussion and Possible Action Stating the Board's Intent to Address Government Code Section 29121 through the Budget Process and Mitigate Unnecessary Concern that Impedes a Department Head, Appointed or Elected Official's Ability to Perform their Duties (Sponsor: Supervisor Mulheren)	GENERAL CONSENSUS OF THE BOARD to direct the Chief Executive Officer to include a monthly report from the finance team within the CEO Report.	Executive Office	IN PROCESS	9-9-21: Will begin once the Auditor controller closes the FY 20/21 and July 2021
21-80	8/31/21	5C)	Discussion and Possible Action Including Acceptance of the Presentation of the Introduction of the Mendocino County Parks Needs Assessment Phase II by Blue Point Planning and Provide Direction to Consultant for Completion of Assessment (Sponsors: General Services Agency)	CREATION OF AN AD HOC COMMITTEE consisting of Supervisors Mulheren and McGourty to work with staff regarding the Parks Needs Assessment and to return to the Board at a later date with parks management options.	Board of Supervisors	IN PROCESS	
21-79	8/31/21	6A)	Discussion and Possible Action Including Acceptance of Update from the Drought Task Force Ad Hoc Committee (Sponsor: Drought Task Force Ad Hoc Committee of Supervisors Haschak and McGourty)	GENERAL CONSENSUS OF THE BOARD to Direct staff to return with an analysis regarding the amount of Transient Occupancy Tax funds received annually, where the funds came from, and how the funds were used in the last 10 years.	Executive Office/Treasurer-Tax Collector	IN PROCESS	9-9-21: Report ready through FY 19/20 waiting for Auditor Controller to close FY 20/21.
21-78	8/17/21	5A)	Discussion and Possible Action Including Appointment of an Ad Hoc Committee Regarding Responses to the 2021-2022 Grand Jury Report – Sponsor: County Counsel	FORMATION OF AN AD HOC COMMITTEE consisting of Supervisors Mulheren and Haschak to handle the referral of the Homelessness and Housing Grand Jury Reports	Board of Supervisors	IN PROCESS	
21-77	8/17/21	5A)	Discussion and Possible Action Including Appointment of an Ad Hoc Committee Regarding Responses to the 2021-2022 Grand Jury Report – Sponsor: County Counsel	GENERAL CONSENSUS OF THE BOARD to refer the Information Technology Grand Jury Report to the Information Technology Ad Hoc	Board of Supervisors	IN PROCESS	
21-76	8/17/21	3)	Public Expression	GENERAL CONSENSUS OF THE BOARD to direct Human Resources and the Executive Office to come back to the full Board with a presentation on staff recruitment and retention.	Executive Office/Human Resources	IN PROCESS	
21-75	8/3/21	5B)	Discussion and Possible Action Including Selection of Outside Counsel to Provide Legal Advice and Representation to the Mendocino County Sheriff's Office Regarding Areas in Which County Counsel Has a Conflict of Interest	GENERAL CONSENSUS OF THE BOARD to authorize the Sheriff to select one of the four listed attorneys for the scope of work articulated previously, and authorize the hiring of the Manning firm to represent the Sheriff, in the event that the he does not choose one of the four himself.	Sheriff	IN PROCESS	
21-74	8/3/21	5B)	Discussion and Possible Action Including Selection of Outside Counsel to Provide Legal Advice and Representation to the Mendocino County Sheriff's Office Regarding Areas in Which County Counsel Has a Conflict of Interest	GENERAL CONSENSUS OF THE BOARD to Direct staff to contract with counsel to provide Sheriff Kendall with a legal opinion in regards to the legality of the consolidation of Sheriff's IT department and the County's existing IS department.	County Counsel/Sheriff	IN PROCESS	
21-73	8/3/21	5B)	Discussion and Possible Action Including Selection of Outside Counsel to Provide Legal Advice and Representation to the Mendocino County Sheriff's Office Regarding Areas in Which County Counsel Has a Conflict of Interest	GENERAL CONSENSUS OF THE BOARD to Direct staff not to proceed with the consolidation of the Sheriff's IT department and the County's existing IS department until such time as a determination is made by way of an Attorney General opinion in regards to whether or not it is prohibited by the relevant government code sections.	County Counsel/Sheriff	IN PROCESS	
21-72	8/3/21	5A)	Discussion and Possible Action Including an Update Associated with the Novel Coronavirus (COVID-19); and Provide Possible Direction Regarding Essential Services in Mendocino County, Operational Preparation and Repsonse, and Associated Countywide Economic Impacts	GENERAL CONSENSUS OF THE BOARD to Direct the Mendocino County Human Resources Department to implement a policy regarding proof of COVID-19 vaccination for vaccinated employees and regular testing for unvaccinated employees, as an example for all other employers in Mendocino County.	Human Resources	IN PROCESS	
21-69	7/19/21	3)	Public Expression	GENERAL CONSENSUS OF THE BOARD to direct County Counsel to work with Environmental Health staff to bring an item back as soon as possible in regards to administerial permits related to chapter 22.18.	County Counsel/Environmental Health	IN PROCESS	



Board Directives

Attachment 9

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
21-66	6/22/21	5G)	Discussion and Possible Action Including Direction to Staff to Draft an Ordinance Making Amendments to Chapter 22.18 of the Mendocino County Code, Including, But Not Limited To, Imposing a Phased Cap on the Size of Cannabis Cultivation Sites Initially of One or Two Acres Per Parcel – Sponsor: County Counsel	GENERAL CONSENSUS OF THE BOARD to direct staff to return with an amended ordinance including language for reducing the cap on cannabis cultivation to 2 acres for a limited time, leaving a cap of 10 percent of the total parcel size in place, and returning by way of public hearings every three years beginning on January 1, 2023 to possibly increase the cap over time, with 5 acres possible on January 1, 2026 and up to ten acres maximum possible no sooner than January 1, 2029.	County Counsel	IN PROCESS	
21-65	6/22/21	4AX)	Adoption of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation Sites	GENERAL CONSENSUS OF THE BOARD: Direct County Counsel to make edits to the Memorandum previously released to the full Board regarding the effect of referenda on the Cannabis Ordinance.	County Counsel	IN PROCESS	
21-60	6/9/21	5A)	Noticed Public Hearing - Discussion and Possible Action Including Approval of the Mendocino County Proposed Budget for Fiscal Year (FY) 2021-22, Including All Recommended Actions and Adjustments – Sponsors: Executive Office and Auditor-Controller	GENERAL CONSENSUS OF THE BOARD to direct the Executive Office to present an updated Vehicle Replacement Plan/program, including timelines for implementation.	Executive Office	IN PROCESS	
21-57	6/8/2021	5E)	Noticed Public Hearing - Discussion and Possible Action to Approve the Mendocino County Proposed Budget for Fiscal Year (FY) 2021-22, Including All Recommended Actions and Adjustments – Sponsors: Executive Office and Auditor-Controller	GENERAL CONSENSUS OF THE BOARD to Direct staff to review the Boonville Fairgrounds as a potential site for Community Resource Center/public use during outage	Executive Office	IN PROCESS	
21-56	6/8/2021	5E)	Noticed Public Hearing - Discussion and Possible Action to Approve the Mendocino County Proposed Budget for Fiscal Year (FY) 2021-22, Including All Recommended Actions and Adjustments – Sponsors: Executive Office and Auditor-Controller	GENERAL CONSENSUS OF THE BOARD to Direct staff to return with an alternate plan for a Pilot Program utilizing both generator and solar options rather than relying on gas powered generators in the event of mass outages throughout the County	Executive Office	IN PROCESS	
21-49	5/11/21	4A)	Direction to Staff to Begin Fully Assessing, Billing and Collecting Cannabis Business Tax, in the Current Calendar Year, to Initially Focus Expanded Application on Unlawful Cannabis Cultivation Sites that are Subject to Other Enforcement Action; Further to Direct Treasurer Tax Collector, County Counsel and Code Enforcement to Provide a Report at the End of the Year with Recommendations (Sponsor: Supervisor Williams)	GENERAL CONSENSUS OF THE BOARD to direct staff to return at a future meeting with an agenda item regarding the minimum tax required for cannabis cultivation, including information regarding the appeals process of said cannabis tax.	Cannabis/Treasurer-Tax Collector	IN PROCESS	
21-46	5/4/21	5B)	Discussion and Possible Action Regarding Presentation of the Third Quarter Budget Report on the Status of County Departmental Budgets and Executive Office Recommendations for Fiscal Year (FY) 2020-21; and Adoption of Resolution Amending the FY 2020-21 Adopted Budget (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD to direct the Executive Office to work with Department Heads in developing suggestions for one time expenses that will reduce ongoing expenses.	Executive Office	IN PROCESS	
21-45	5/4/21	5B)	Discussion and Possible Action Regarding Presentation of the Third Quarter Budget Report on the Status of County Departmental Budgets and Executive Office Recommendations for Fiscal Year (FY) 2020-21; and Adoption of Resolution Amending the FY 2020-21 Adopted Budget (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD to Direct Staff to have all County-Wide Public Facing services/Permit Applications be made available online by the end of calendar year 2021, starting with PBS and Cannabis as a priority; further, that staff is directed to work with the IT Ad Hoc to prioritize the remaining public facing services/permit applications.	Cannabis	IN PROCESS	
21-44	5/4/21	5B)	Discussion and Possible Action Regarding Presentation of the Third Quarter Budget Report on the Status of County Departmental Budgets and Executive Office Recommendations for Fiscal Year (FY) 2020-21; and Adoption of Resolution Amending the FY 2020-21 Adopted Budget (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD to Direct PBS Staff to work with the Executive Office to bring back an estimation of the costs associated with bringing the Planning and Building Services permit program online	Planning & Building Services/Executive Office	IN PROCESS	
21-43	5/4/21	5B)	Discussion and Possible Action Regarding Presentation of the Third Quarter Budget Report on the Status of County Departmental Budgets and Executive Office Recommendations for Fiscal Year (FY) 2020-21; and Adoption of Resolution Amending the FY 2020-21 Adopted Budget (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD to Direct staff to consult with the Auditor, Treasurer-tax Collector, and Cannabis Program Manager and bring back a projection of impacts associated with a loss of cannabis revenue due to State sunseting of Provisional Licenses	Treasurer-Tax Collector/Cannabis/Auditor	IN PROCESS	

Board Directives

Attachment 9

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
21-41	4/28/21	3A)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Amending Mendocino County Code Chapter 6.36 and Chapter 20.243 Regarding Cannabis Facilities (continued from April 27, 2021) (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct staff to remove street limitations from cannabis farmers markets within section (8)(b) of the draft facilities ordinance	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.
21-40	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to uphold planning commission recommendation I from the April, 19, 2021 Memo to the BOS.	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.
21-39	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to uphold planning commission recommendation H from the April, 19, 2021 Memo to the BOS.	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.
21-38	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to uphold planning commission recommendation G from the April, 19, 2021 Memo to the BOS.	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.
21-37	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to uphold planning commission recommendation F from the April, 19, 2021 Memo to the BOS.	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.
21-36	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct staff to come back with a plan to curtail water hauling under phase one and a plan for enforcement regarding water hauling restrictions going forward	Planning & Building Services	IN PROCESS	
21-35	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD Direct staff to include language for a 2 year phase out of water hauling for cannabis cultivation for phase 1 applicants moving into phase 3, with the intent to have all water hauling phased out by the January 1, 2023.	Planning & Building Services	IN PROCESS	
21-34	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct staff to include the implementation of a tracking log regarding emergency water hauling for cannabis cultivation including information regarding gallonage, hauling company, source of water, and date.	Planning & Building Services	IN PROCESS	

Board Directives

Attachment 9

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
21-33	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct oak woodlands Ad Hoc to provide a status report on the oak woodlands ordinance to the full board within 60 days	Planning & Building Services	IN PROCESS	
21-32	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD direct staff to remove the allowances for small and medium indoor cannabis operations on Rural Residential, Rangeland, and Upland Residential parcels from Appendix A	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.
21-31	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD direct staff to bring back a future agenda item regarding hydrological studies and groundwater requirements for agricultural sites exceeding 1500 gallons of pumped water per day by water well	Planning & Building Services	IN PROCESS	
21-30	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct staff to notify phase 1 applicants to complete submittal of documents within 60 days.	Planning & Building Services	IN PROCESS	
21-29	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to accept Planning Commission recommendation to keep provisions in section 22.18.030 regarding cultivation exempt from a permit in Chapter 10A.17.	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.
21-28	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to incorporate a hydrological study requirement on new wells for cannabis cultivation.	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.
21-27	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to Direct staff to incorporate use permit process that would allow for up to ten percent of a parcel zoned for AG, and in Rangeland cases where existing disturbed soil is present, to be used for cannabis cultivation.	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.
21-26	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct staff to include language regarding discouragement of fencing unless deemed appropriate through the planning commission process, providing it is not deemed otherwise necessary.	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.

Board Directives

Attachment 9

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
21-25	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD direct staff to make amendments allowing outdoor cultivation on rangeland only on parcels previously cleared, tilled, with a history of crop cultivation and developed water irrigation system prior to 2015.	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.
21-23	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct staff to use the phase 1 slope restrictions for phase 1 applicants who reapply under phase 3, due to failing to secure a state annual license.	Planning & Building Services	IN PROCESS	Will be included in the next draft of the ordinance.
21-22	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct staff to make a deadline publicly available by the end of April for phase 1 applications/requests for information to be completed.	Planning & Building Services	IN PROCESS	
21-21	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	BY ORDER OF THE CHAIR to direct staff to provide regular reports to the Board regarding Cannabis.	Cannabis	IN PROCESS	
21-20	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	BY ORDER OF THE CHAIR direct staff to provide regular reports to the Board regarding Cannabis Code Enforcement monthly within the CEO Report, or on the regular agenda as needed.	Planning & Building Services	IN PROCESS	
21-17	3/23/21	5C)	Discussion and Possible Action Including Adoption of Resolution Adopting a New Classification - Director of Information Services (Chief Information Officer), Salary No. 6298; and Amending the Position Allocation Table as Follows: Budget Unit 1960, Add 1.0 FTE Director of Information Services (Chief Information Officer) (Sponsor: Human Resources)	GENERAL CONSENSUS OF THE BOARD: Direct staff to look into the titles of both the "Information Services" department and the proposed "Chief Information Officer" position and see if a switch in titles to include "Information Technology" would be less misleading.	Human Resources	IN PROCESS	
21-15	3/22/21	3B)	Discussion and Possible Action Regarding Presentation to the Board of Supervisors from Behavioral Health and Recovery Services on Status Report of Activities Related to the Mental Health Treatment Act Citizen's Oversight Committee Projects and Programs (Sponsor Health and Human Services Agency)	GENERAL CONSENSUS OF THE BOARD: Conduct an annual independent audit of Measure B Funds.	Auditor-Controller	IN PROCESS	
21-12	3/9/21	6B)	Supervisors' Reports Regarding Board Special Assignments, Standing and Ad Hoc Committee Meetings, and Other Items of General Interest	GENERAL CONSENSUS OF THE BOARD to include cannabis in the Crop Report going forward, and request an addendum regarding 2019 cannabis data to be reviewed by Supervisor McGourty and included on an upcoming Consent Calendar	Agriculture/Board of Supervisors	IN PROCESS	7-8-21: We worked with Cal Cannabis and the MCA to send cannabis production surveys. We had very limited results. We also reached out to the county auditor, the treasurer and Kristin Nevedal.

Board Directives

Attachment 9

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
21-09	3/9/21	5D)	Discussion and Possible Action Regarding Presentation of the Fiscal Year (FY) 2020-21 Mid-Year Budget Report on the Status of County Departmental Spending and Revenues For FY 2020-21 and Executive Office Recommendations; and Adoption of Resolution Amending the FY 2020-21 Adopted Budget (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD direct staff to bring back cost estimates for generator installation at publicly used county facilities for use during future PSPS events and to analyze internet installation options, including Starlink, at such facilities.	Executive Office	IN PROCESS	
21-07	3/9/21	5D)	Discussion and Possible Action Regarding Presentation of the Fiscal Year (FY) 2020-21 Mid-Year Budget Report on the Status of County Departmental Spending and Revenues For FY 2020-21 and Executive Office Recommendations; and Adoption of Resolution Amending the FY 2020-21 Adopted Budget (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD direct staff to provide analysis of how much the county is collecting from different entities, in order to determine how many of the cannabis tax payers are paying the minimum versus how many are paying a percentage of revenue	Auditor/Cannabis/Treasurer/PBS	IN PROCESS	
21-06	3/9/21	5D)	Discussion and Possible Action Regarding Presentation of the Fiscal Year (FY) 2020-21 Mid-Year Budget Report on the Status of County Departmental Spending and Revenues For FY 2020-21 and Executive Office Recommendations; and Adoption of Resolution Amending the FY 2020-21 Adopted Budget (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD to Direct the Executive Office, Planning and Building Services, and Auditor's Office to work together to clarify projections of the cannabis tax revenue based on the Planning Departments estimate of how many of these farms will make it to annual license stage.	Executive Office/Planning & Building Services/Auditor	IN PROCESS	
21-04	2/23/21	6B)	Supervisors' Reports Regarding Board Special Assignments, Standing and Ad Hoc Committee Meetings, and Other Items of General Interest	GENERAL CONSENSUS OF THE BOARD to include Measure B direction as a special topic on an upcoming agenda.	Health and Human Services Agency	IN PROCESS	
20-70	1/5/21	4O)	Adoption of Ordinance Amending Mendocino County Code Chapters 1.04, 1.08 and 16.30 Relating to Code Enforcement Procedures and Regulations, Including Administrative Penalty Increases Relating to Stormwater, Cannabis and Building Violations	DIRECTIVE: GENERAL CONSENSUS OF THE BOARD to direct staff to send 5 day notice via certified mail (in relation to agenda item 4o)	Planning & Building Services	IN PROCESS	
20-67	11/17/20	5C)	Discussion and Possible Action Regarding Presentation of the First Quarter Budget Report on the Status of County Departmental Spending and Revenues for Fiscal Year (FY) 2020-21 and Executive Office Recommendations for FY 2020-21 (Sponsor: Executive Office)	Approve recommendations with the exception of increased contribution to the health care plan and direct staff to bring back a comprehensive proposal to shore up health care plan.	Executive Office	IN PROCESS	Update to the BOS coming forward August 2021.
20-66	11/3/20	5G)	Discussion and Possible Action Including Adoption of Resolution of the Mendocino County Board of Supervisors Ratifying the Ordinance of the Ukiah Valley Fire District Adopting the 2019 Edition of the California Fire Code with Amendments, Regulating and Governing the Safeguarding of Life and Property from Fire and Explosion and for Providing for the Issuance of Permits, Repealing All Other Ordinances and Parts of Ordinances of the Ukiah Valley Fire District in Conflict Herewith (Sponsor: County Counsel)	BY ORDER OF THE CHAIR Agenda Item 5g) is tabled to a later date	County Counsel	IN PROCESS	
20-66	11/3/20	5G)	Discussion and Possible Action Including Adoption of Resolution of the Mendocino County Board of Supervisors Ratifying the Ordinance of the Ukiah Valley Fire District Adopting the 2019 Edition of the California Fire Code with Amendments, Regulating and Governing the Safeguarding of Life and Property from Fire and Explosion and for Providing for the Issuance of Permits, Repealing All Other Ordinances and Parts of Ordinances of the Ukiah Valley Fire District in Conflict Herewith (Sponsor: County Counsel)	GENERAL CONSENSUS OF THE BOARD to provide direction to staff and to the Districts to respond to concerns raised raised in public comment, to work on changes to District Ordinances and bring those back to the board in the future so that the Districts may take an action upon them.	County Counsel	IN PROCESS	
20-60	9/1/20	5N)	Discussion and Possible Action Including Adoption of Urgency Ordinance Enacting Temporary Restrictions on Covid-19 Pandemic Related Commercial and Residential Evictions (Sponsor: County Counsel)	GENERAL CONSENSUS OF THE BOARD to withdraw this item from the agenda and direct County Counsel to bring Item 5N back if it and when it appears appropriate to do so	County Counsel	IN PROCESS	
20-59	9/1/20	5I)	Discussion and Possible Action Regarding Presentation to the Board of Supervisors from the Mental Health Treatment Act Citizen's Oversight Committee on Progress Since the July 14, 2020 Update (Sponsor: Mental Health Treatment Act Citizen's Oversight Committee)	GENERAL CONSENSUS OF THE BOARD to form an ad hoc including Supervisors Williams and Haschak to work with Measure B staff and Measure B Committee as needed to develop a business plan and formulate a common set of goals, including the development of a PHF unit	Board of Supervisors	IN PROCESS	

Board Directives

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Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
20-58	8/18/20	4R)	Adoption of Resolution of the Mendocino County Board of Supervisors Ratifying Hopland Fire Protection District's Ordinance No. 20-1, amending "Fire Safety Ordinance" to adopt, by reference, and amend selected provisions, chapters, and appendices of the California Code of Regulations, Title 24, 2019 Edition of the California Fire Code, to Adopt Local Findings, and to Make Technical and Administrative Revisions to the Fire Safety Ordinance	GENERAL CONSENSUS OF THE BOARD to table item 4R), to a later date.	County Counsel	IN PROCESS	
20-57	8/18/20	4P)	Adoption of Resolution of the Mendocino County Board of Supervisors Ratifying the Ordinance of the Ukiah Valley Fire District adopting the 2019 Edition of the California Fire Code with Amendments, Regulating and Governing the Safeguarding of Life and Property from Fire and Explosion and for Providing for the Issuance of Permits, Repealing All Other Ordinances and Parts of Ordinances of the Ukiah Valley Fire District in Conflict Herewith	GENERAL CONSENSUS OF THE BOARD to table item 4P), to a later date.	County Counsel	IN PROCESS	
20-56	8/18/20	4O)	Adoption of Resolution of the Mendocino County Board of Supervisors Ratifying Redwood Valley-Calpella Fire Protection District's Ordinance No. 20-1, amending "Fire Safety Ordinance" to adopt, by reference, and amend selected provisions, chapters, and appendices of the California Code of Regulations, Title 24, 2019 Edition of the California Fire Code, to Adopt Local Findings, and to Make Technical and Administrative Revisions to the Fire Safety Ordinance	GENERAL CONSENSUS OF THE BOARD to table item 4O), to a later date.	County Counsel	IN PROCESS	
20-55	8/18/20	5A)	Discussion and Possible Action Including an Update Associated with the Novel Coronavirus (COVID-19), Including Possible Direction Regarding Essential Services in Mendocino County, Operational Preparation and Response, and Associated County-wide Economic Impacts (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD to appoint an ad hoc, consisting of Supervisors Brown and Gjerde, to work on staffing continuity issues related to COVID-19.	Board of Supervisors	IN PROCESS	
20-53	8/4/20	5B)	Discussion and Possible Action Including Direction to Staff Regarding the Potential Re-direction of the Cannabis Cultivation Permitting Program to a Land Use Ordinance and Direction to Staff Regarding Prioritizing Phase 1 and 2 Existing Permit Holders who Require a CEQA Checklist with a Cost Recovery System Identified in Response to Board Direction Received on June 16, 2020 (Sponsor: Planning and Building Services)	GENERAL CONSENSUS OF THE BOARD to form an Ad Hoc Committee, including Supervisors Williams and Gjerde, to work with the City of Fort Bragg on housing.	Board of Supervisors/Planning & Building	IN PROCESS	The agenda item title on this does not match the captured directive. Assuming the directive is correct, the Board approved a work plan for PBS on September 22 which put this item on hold.
	7/14/20	5F)	Discussion and Possible Action Including Direction to Staff on Potential Options to Streamline the Business License Process and Amend Regulations contained in Title 6 of County Code, "Business License Regulations," in Response to Board Direction Received January 7, 2020 to Chapter 6.04 of County Code in Response to Board Direction from January 7, 2020	GENERAL CONSENSUS OF THE BOARD to direct staff to proceed with Streamlining Actions 1 and 2 listed in the attached Memo titled "Mendocino County Code Chapter 6.04, Business Licenses."	Executive Office/Planning & Building/Treasurer-Tax Collector	IN PROCESS	
20-49	7/14/20	5F)	Discussion and Possible Action Including Direction to Staff on Potential Options to Streamline the Business License Process and Amend Regulations contained in Title 6 of County Code, "Business License Regulations," in Response to Board Direction Received January 7, 2020 to Chapter 6.04 of County Code in Response to Board Direction from January 7, 2020	GENERAL CONSENSUS OF THE BOARD to direct to Staff to proceed with streamlining Title 6 Regulations One and Two	Executive Office/Planning & Building/Treasurer-Tax Collector	IN PROCESS	In the PBS work plan approved on September 22, this item was prioritized for completion in the FY 2020-21 year. Cannabis workload and other priority projects are taking precedence at this time.
20-44	6/10/20	5B)	Noticed Public Hearing - Discussion and Possible Action to Approve the Mendocino County Proposed Budget for Fiscal Year (FY) 2020-21, Including All Recommended Actions and Adjustments (Sponsors: Executive Office and Auditor-Controller)	GENERAL CONSENSUS OF THE BOARD Direct Sheriff's Office to present an MOU between the County and Courts along with a cost analysis of the Donavan Room remodel to convert to a courtroom at Adopted on June 23, 2020	Sheriff	ON HOLD	The Sheriff prepared a follow-up item for Board consideration, but pulled it from the agenda after publication. The Sheriff intends to support updates of other expired County/Court MOUs before bringing this back to the Board.
20-41	6/9/20	5A)	Noticed Public Hearing - Discussion and Possible Action to Approve the Mendocino County Proposed Budget for Fiscal Year (FY) 2020-21, Including All Recommended Actions and Adjustments (Sponsors: Executive Office and Auditor-Controller)	BY ORDER OF THE CHAIR to review and possibly reduce amount of Agreement with Liebert Cassidy Whitmore for outside counsel related to labor negotiations	Executive Office	IN PROCESS	
20-40	6/9/20	5A)	Noticed Public Hearing - Discussion and Possible Action to Approve the Mendocino County Proposed Budget for Fiscal Year (FY) 2020-21, Including All Recommended Actions and Adjustments (Sponsors: Executive Office and Auditor-Controller)	GENERAL CONSENSUS OF THE BOARD to request clarification of terms from HHS regarding Sonoma County LEMSA Agreement to bring back to the Board as a separate agenda item	Health and Human Services Agency	IN PROCESS	

Board Directives

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Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
20-38	6/9/20	5A)	Noticed Public Hearing - Discussion and Possible Action to Approve the Mendocino County Proposed Budget for Fiscal Year (FY) 2020-21, Including All Recommended Actions and Adjustments (Sponsors: Executive Office and Auditor-Controller)	GENERAL CONSENSUS OF THE BOARD to reduce TOT expectations for the general fund from 4.5 million to 3.9 million	Executive Office	IN PROCESS	
20-37	6/9/20	5A)	Noticed Public Hearing - Discussion and Possible Action to Approve the Mendocino County Proposed Budget for Fiscal Year (FY) 2020-21, Including All Recommended Actions and Adjustments (Sponsors: Executive Office and Auditor-Controller)	GENERAL CONSENSUS OF THE BOARD to include line item for fire departments for the TOT collection at local campgrounds, totaling 65%	Executive Office	IN PROCESS	
20-33	5/5/20	5D)	Discussion And Possible Direction To Staff Regarding The Preparation Of Mendocino County's Fiscal Year (FY) 2020-21 Budget - Sponsor: Executive Office	GENERAL CONSENSUS OF THE BOARD to direct staff to return with proposal for how to handle illegal cannabis growers from an environmental and revenue perspective.	Planning & Building Services	IN PROCESS	
20-31	4/28/20	5B)	Discussion And Possible Action Including Adoption Of An Urgency Ordinance Deferring Remittance Of Returns And Taxes, Without Penalty, Pertaining To The Transient Occupancy Tax (Tot) And The Lodging Business Improvement District (Bid) Assessment Due By Non Agent Lodging Operators On April 30, 2020 Until July 31, 2020 - Sponsor: County Counsel	IT IS ORDERED that the Board of Supervisors adopts Urgency Ordinance deferring remittance of returns and taxes, without penalty, pertaining to the Transient Occupancy Tax (TOT) and the Lodging Business Improvement District (BID) Assessment due by non-agent lodging operators on April 30, 2020 until July 31, 2020.	County Counsel	IN PROCESS	
20-23	3/20/20	5A)	Discussion And Possible Action Including An Update Associated With The Novel Coronavirus (Covid-19), Including Possible Direction Regarding Essential Services In Mendocino County, Including Policies In Light Of The Covid-19 Pandemic And An Update On Temporary Closures And/or Reductions In County Facilities And/or Services - Sponsor: Executive Office	GENERAL CONSENSUS OF THE BOARD to direct to staff to prepare a letter of advocacy in relation to In Home Supportive Services during this emergency.	Executive Office	IN PROCESS	
20-21	3/10/2020	6A)	Discussion And Possible Action Including: 1) Direction To The Mendocino County Director Of Health And Human Services To Request Aggregate Patient Outcome Data From Redwood Quality Management (RQMC) And Subcontractors Disseminate With Trends Analysis; 2) Direction To The Chief Executive Officer To Return With Options Regarding A Request For Proposal Process For Adult Mental Health Services; And 3) Direction To The Chief Executive Officer To Return With Estimate Of Mental Health Funds Available For Repurpose To Meet Measure B Promises (Continued From The February 25, 2020, Board Of Supervisors Meeting) - Sponsor: Supervisor Williams	IT IS ORDERED that the Board of Supervisors 1) directs Mendocino County Director of Health and Human Services to request existing aggregate patient outcome data from Redwood Quality Management Company and subcontractors, with referral to Behavioral Health Advisory Board for analysis; 2) directs staff to consult with Behavioral Health Advisory Board and return with for request for proposal process for Adult Mental Health Services; and 3) directs CEO to return with estimate of Mental Health funds available for repurpose to meet Measure B promises.	Health and Human Services Agency	IN PROCESS	
20-19	3/10/20	5C)	Discussion And Possible Direction To Staff Regarding The Preparation Of Mendocino County's Fiscal Year (FY) 2020-21 Budget - Sponsor: Executive Office	GENERAL CONSENSUS OF THE BOARD to direct staff to fund the General Reserve level to 6.35% of prior year General Fund Appropriation per Policy #32, \$13,500,161, if funding is available.	Executive Office	IN PROCESS	
20-13	2/4/20	6C)	Discussion and Possible Action Regarding Implementation of Measure V, "Declaring Intentionally Killed and Left Standing Trees a Public Nuisance" (Sponsors: Supervisors Haschak and Williams)	The Board of Supervisors directs County Counsel to return on the March 24, 2020, Regular meeting with an enforcement plan, focused on mitigating expense; and affirm our intention to collaborate with industry to research compliance with willingness to fast track alternatives, where possible	County Counsel	IN PROCESS	
20-10	1/21/20	6C)	Discussion and Possible Action Regarding Formal Request for a Subsidy Price Estimate from Mendocino Coast Healthcare District (MCHD), Transferable to Adventist Health, for One Advanced Life Support (ALS) Ambulance to Be Used Primary for the 101 Corridor in Collaboration with Coastal Valleys EMS Agency, for 911 Responses and Inter-Facility Transfers, as Appropriate	Direct Coastal Valleys EMS to perform fiscal analysis of current system and potential enhancements.	Executive Office	IN PROCESS	
20-08	1/21/20	5C)	Discussion And Possible Action Including An Update On Energy Efficiency Project Identification Efforts Underway; And Provide Possible Direction To Staff To Conduct A Competitive Process To Procure A Contractor For Identification And Implementation Of Energy Efficiency Projects - Sponsor: Executive Office	Upon motion by Supervisor Gjerde, seconded by Supervisor Williams IT IS ORDERED that the Board of Supervisors directs staff to request Aircon to provide information they've produced to date, in their assessment of County buildings; and present any info, including information from AirCon with Sonoma's Sonoma Sustainability Division County for their assessment of County of Mendocino facilities for efficiency improvements that will have a payback within the life of the improvements; and including the payback on optional solar project	Executive Office	IN PROCESS	

**Board Directives**  
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Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
20-03	1/7/20	6B)	Discussion and Possible Action Regarding Board Priorities and Development of a Long Term Strategic Plan for Mendocino County to Address the County's Budget, Staffing, Mission Statement, and Operations and Issues Such As Fire Response, Homelessness, Cannabis, Housing and Economic Development (Sponsors: Supervisor Haschak and Supervisor Gjerde)	Direct staff to review existing County plans and consolidate those goals and objectives into a single draft document and bring that back to the board within the next 60 days.	Executive Office	IN PROCESS	01/13/2020 - Discussed at the Department Head meeting on January 8, 2020. Requested Department Heads to submit to the Executive Office.
20-01	1/7/20	5H)	Discussion and Possible Action Regarding Approval of Request from Mental Health Treatment Act Citizen's Advisory Committee for Board of Supervisors to Direct County Counsel to Conduct Legal Evaluation, Research Analysis, and Assessment of Adventist Health Partnership Legality; Including Restriction, Necessary Control, Implications, and Compliance Regarding the Possible Use of Public Tax Dollars to Fund Operations of a Private Entity (Sponsor: Mental Health Treatment Act Citizen's Advisory (Measure B) Committee)	Upon motion by Supervisor, seconded by Supervisor, IT IS ORDERED that County Counsel to review all questions raised in the City of Willits Resolution; and to Review Item #6 on Committee's List of Questions first before proceeding.	County Counsel	IN PROCESS	
D94	11/19/19	6A)	Discussion and Possible Action Including Direction for Health and Human Services to Author a Jobs for Homeless Initiative Plan with Supervisor Williams Targeted at Offering Employment Opportunities to Homeless Persons in Collaboration with Government Agencies and Private Industry; and Returning to Board of Supervisors for Approval - Sponsor: Supervisor Williams	Upon motion by Supervisor Williams, seconded by Supervisor Gjerde, IT IS ORDERED that the Board of Supervisors directs Health and Human Services to author a Jobs for Homeless Initiative plan with Supervisor Williams targeted at offering employment opportunities to homeless persons in collaboration with government agencies and private industry; and return to the Board of Supervisors for approval.	Health and Human Services Agency	IN PROCESS	
D95	11/19/19	5F)	Discussion And Possible Action Including Acceptance Of Presentation Regarding Emergency Medical Services (Ems) In Mendocino County, Including But Not Limited To Potential Local Emergency Medical Services Agency (Lemsa) Models - Sponsor: Health And Human Services Agency And Executive Office	Upon motion by Supervisor Williams, seconded by Supervisor Haschak, IT IS ORDERED that the Board of Supervisors accepts presentation regarding Emergency Medical Services in Mendocino County, including potential Local Emergency Medical Services Agency models; and directs staff to approach Sonoma County regarding a Joint Powers Agreement for EMS Services.	Health and Human Services Agency	IN PROCESS	
D84	11/12/19	6A)	Discussion and Possible Action Including Acceptance of Presentation from Zero Waste Mendo (Sponsors: Supervisor McCowen and Gjerde)	The Board of Supervisors accepts presentation from Zero Waste Mendo; and directs Executive Office to work with Zero Waste Mendo to prioritize auditing of the County Facilities and refers subject to Climate Action Advisory Council.	Executive Office	IN PROCESS	01/14/2020 - Waste audit scheduled for the week of January 27, 2020. 10/16/20 Waste audit was completed, draft report has been received. Pandemic and wildfires have kept effort on hold.
D82	11/12/19	6C)	Discussion and Possible Action Including Direction to Staff to Develop a Cannabis Cultivation Amnesty Transition Pathway	The Board of Supervisors directs the Executive Office to convene a regional county forum to identify and address state barriers to successful permitting and explore economic development through regional cooperative models; directs the Cannabis Cultivation ad hoc to work with staff and stakeholders and report to the Board within 60 days with recommendations for streamlining the cultivation ordinance; directs staff to develop an equity program application that prioritizes capital assistance to legacy growers to address environmental and building compliance issues and directs Cannabis Cultivation Ad Hoc committee to work with staff and stakeholders to develop criteria and timing for re-opening the permitting process for legacy growers who did not come forward in phase 1 except in Sunset zones.	Planning & Building Services	IN PROCESS	Cultivation adhoc working with staff. Kickoff meeting held at 2019 CSAC Conference. 01/13/2020 - Next meeting in January 2020.
D81	11/12/19	6D)	Discussion and Possible Action Including Direction to Staff to Author a Specification Document Outlining Document Digitalization Plan	The Board of Supervisors directs staff to author a specification document outlining document digitalization plan including equipment and personnel needs, tentative schedule, training, file naming convention, public access, redaction, redundant onsite storage and an associated cost analysis.	Executive Office	IN PROCESS	01/13/2020 - The Executive Office is meeting in mid January 2020 to kick start the discussions regarding County-wide digitization. October 2020: Further efforts are underway with Information Services and the Executive Office.



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Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
D95	11/5/19	5E)	Discussion and Possible Action including direction to staff regarding Board of Supervisors General Government Standing Committee referral of Adoption of any New Taxes in time for the March 2020 elections - Sponsor: Count Counsel and Government Committee	Upon motion by Supervisor Williams, seconded by Supervisor Haschak, IT IS ORDERED that the Board of Supervisors directs County Counsel to prepare an Ordinance to apply the Transient Occupancy Tax towards private campgrounds, with 75% revenue directed at local fire agencies, and 25% at the discretion of the Mendocino County Fire Chiefs Association recommendation annually on a general tax in unincorporated areas.	County Counsel	IN PROCESS	
D96	11/5/19	6D)	Discussion And Possible Action Including Direction To Staff To Establish Data Reporting And Charting Website - Sponsor: It Ad Hoc Committee: Supervisors Williams And Gjerde	Discussion and Possible Action including direction to staff to establish data reporting and charting website - Sponsor: IT and Ad Hoc Committee: Sponsor: IT Ad Hoc committee: Supervisor Williams and Gjerde.	Executive Office - Information Services	IN PROCESS	At the 12/17/19 BOS meeting, Supervisor Williams made mention of direction to staff from a previous meeting, with regard to directive posting stats. Here is the motion/direction he referenced from the 11-5-19 meeting in the town of Mendocino, item 6d): "Upon motion by Supervisor Williams, seconded by Supervisor Haschak, IT IS ORDERED that the Board of Supervisors directs staff to continue collaboration with IT Ad Hoc Committee to establish a data reporting and charting website with automated publication of key data, taking requests from department heads, Supervisors and the Executive Office" 01/13/2020 - Supervisor Williams working with IS staff on potential solutions.
D97	11/5/19	6B)	Discussion and Possible Action regrading recommendations of the Cannabis Economic Development Ad Hoc Committee - Sponsor: Cannabis Economic Development Ad Hoc committee (Supervisor Gjerde, and Williams	Upon motion by Supervisor Williams, seconded by Supervisor Haschak, IT IS ORDERED that the Board of Supervisors directs staff to continue pursuing the opportunities presented by the Cannabis Economic Development Ad Hoc Committee, following strategic plan addendum provided by Mendocino Cannabis Alliance, with an added focus of facilitating collectives.	Planning & Building Services	IN PROCESS	
D75	10/1/19	5E)	Discussion And Possible Action Including Board Direction To Staff Regarding Potential Amendment To Chapter 18.23 Of The Mendocino County Code (Class K Ordinance), To Remove The Square Foot Maximum Restrictions For Limited Density Rural Dwellings - Sponsor: Planning & Building Services	IT IS ORDERED that the Board of Supervisors provides direction to staff regarding an amendment to Chapter 18.23 of the Mendocino County Code, more commonly known as the Class K Ordinance to remove the square foot maximum restriction for limited density rural dwellings with sprinklers.	Planning & Building Services/County Counsel	IN PROCESS	01/14/2020 - Forecasted for the Board of Supervisors to consider in March.
D99	9/17/19	6B)	Discussion and Possible Action Including Direction to the Chief Executive Officer and County Counsel to Determine Feasibility of Transitioning the Chief Probation Officer to Report to the Board of Supervisors - Sponsor: Supervisor Williams	Upon motion by Supervisor Williams, seconded by Supervisor Haschak, IT IS ORDERED that the Board of Supervisors directs County Counsel and the Chief Executive Officer to draft an Ordinance regarding transitioning the Chief Probation Officer to report the Board of Supervisors and bring back to the Board of Supervisors for approval.	County Counsel	IN PROCESS	



## Behavioral Health and Recovery Services (BHRS) Update September 2021

### BHRS:

- All BHRS employees completed their mandatory annual HIPAA and Confidentiality Training. Health information related to mental health services and substance use disorder services are afforded a higher degree of confidentiality and must be protected against unauthorized uses or disclosures in accordance with the California Welfare and Institutions Code, CFR Part 2, Mental Health Law, and HIPAA.
- On August 23, 2021, in response to the COVID-19 pandemic crisis and at the request of Adventist Hospital, BHRS opened a crisis support site to house individuals awaiting transport to an out-of-area psychiatric facility. Redwood Community Services and Redwood Quality Management Services have stepped in to help with transporting individuals to an out-of-area psychiatric facility.

### Mental Health Program:

- The Mental Health Services Act unit of Behavioral Health and Recovery Services recently submitted their 3-Year plan to the Behavioral Health Advisory Board. The 3-Year plan, 2020-2023, is now being presented for Public Comment. The 3-Year plan can be viewed on our website: <https://www.mendocinocounty.org/government/health-and-human-services-agency/mental-health-services/mental-health-services-act>, in person, through appointment, or an electronic copy can be emailed. Please contact Rena Ford for public comment or email copies of the 3-Year plan at [FordRe@MendocinoCounty.org](mailto:FordRe@MendocinoCounty.org). Public comment can also be directed by mail to Behavioral Health and Recovery Services, Attn: Mental Health Services Act, 1120 S. Dora Street, Ukiah, CA 95482. The Public Comment Period ends on September 27, 2021, and members of the public are invited to attend the Behavioral Health Advisory Board Meeting to offer public comment on September 22, 2021, from 10:00 am to 12:00 pm, held remotely at the following link: <https://mendocinocounty.zoom.us/j/98557737710>. The next MHSA/QIC Forum is scheduled for October 13, 2021, from 3:00 pm – 5:00 pm held remotely at the following link: <https://mendocinocounty.zoom.us/j/89651491337>. We look forward to hearing from you!
- The transition of public conservator duties continues; facility and partnering agency notification letters have been sent, and staff are busy smoothing out all the internal processes.

### Measure B:

- **Crisis Residential Treatment** - Progress continues with the construction of the building. Interior finishing, including cabinets, trim, fixtures, blinds, and touch-up paint are the current activities. The scheduled completion date is November 30, 2021 (see photo on page 2).
- **Mobile Crisis Response Team** - One Mental Health Rehabilitation Specialist has been hired, trained, and responds to crises in partnership with Mendocino County Sheriff's Office. One new Mental Health Rehabilitation Specialist is being transferred to the team, and the Sheriff's Office and BHRS are working together on innovative ways to recruit additional staff.
- **Community Education Awareness Project** - The contract with the National Alliance on Mental Illness (NAMI) Mendocino was approved by the Board of Supervisors on August 31, 2021. NAMI Mendocino will begin the work to reduce stigma and discrimination, reduce reluctance to seek help or treatment, increase engagement, advocacy, and leadership skills and conduct a public education campaign.
- **Behavioral Health Regional Training Center** - There are still a few minor items left to finalize. Staff are ironing out the training facility reservation process.



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

### Substance Use Disorder Treatment (SUDT):

- A new counselor has been hired and is undergoing training in the Ukiah office.
- SUDT's adolescent treatment programs are facilitating weekly groups at Juvenile hall and are preparing to have school-based prevention, intervention, and counseling at the Mendocino Office of Education's New Beginnings site.

### Grants:

- Millions of federal dollars for mental health and substance use disorder services have been earmarked in our state, and we are busy applying for grants that fit our specific needs, including everything from mental health awareness campaigns to mobile crisis teams and improved technology.

### Recent Grants Applied for:

- California Department of Health Care Services – Crisis Care Mobile Units Program (CCMU)

### Meetings of Interest and Educational Opportunities:

MHSA Forum/QIC Meeting: Wednesday, October 13, 2021, 3:00 – 5:00 PM via Zoom:

<https://mendocinocounty.zoom.us/j/89651491337>.



**The Crisis Residential Treatment Facility** will provide a less restrictive but structured program as an alternative to hospitalization for individuals experiencing an acute psychiatric episode or crises who require 24-hour support to return to community living.