



MENDOCINO COUNTY CHIEF EXECUTIVE OFFICER  
CARMEL J. ANGELO  
REPORT TO THE BOARD  
OCTOBER 3, 2017

# The CEO Report

October 3, 2017

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## Human Resources Update

### Open Enrollment:

The Annual Health Plan Open Enrollment period is October 17, 2017 through December 1, 2017. Employees enrolled in the Mendocino County health plan have one opportunity during the annual Open Enrollment period to make changes to their health plan benefits without experiencing a qualifying life event. Employees who have previously opted out can enroll in the plan. All employees have an opportunity to enroll or re-enroll in voluntary plans such as the medical and/or dependent care flexible spending account (FSA) and voluntary life insurance plans. Employees not eligible for group air ambulance membership can purchase a membership at a discounted rate.

The Open Enrollment Fairs kick off the Open Enrollment period. The fairs offer every employee an opportunity to speak face to face with various health and wellness vendors, get questions answered and sign up or renew their benefits. All forms regarding Open Enrollment and any changes to the employee's health plan must be received in Human Resources Office by 5:00 p.m. on Friday, December 1, 2017. More information on Open Enrollment, including the fair schedule, can be found on the website at:

<https://www.mendocinocounty.org/government/human-resources/health-plan-enrollment>

### On-Site Flu Shots for County Employees:

MCWOW is once again providing on-site flu shots at no cost to all County employees during the month of October. Flu Shot clinics will be held in conference rooms throughout the Ukiah, Fort Bragg, and Willits locations. Don't miss this convenient opportunity to arm yourself against the flu bug this season! Each clinic has a limited number of free flu shots and they are sure to go fast. Contact HR for more information.

### Leadership:

The September 13, 2017 Expanded Leadership Team meeting was attended by 65 County employees. The meeting included presentations from Leadership Project Teams including an SEI Leadership presentation by Alan Flora and Tammy Moss Chandler, and a motivational success story on improving performance by Lynnette Mitchell, Kristina Bryce and Natasha Adams.

42 County employees participated in the Regional Development Leadership Event with Humboldt County on September 15, 2017. The event featured futurist, Dr. Mary O'Hara-Devereaux.

Leadership Project Teams continue to meet monthly and are building momentum as they work toward identifying important issues and projects. We are very proud of our team members and look forward to watching their progress.

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### 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)

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## HHSA Update

### HHSA Community Outreach:

During the month of October, HHSA will be collaborating with community partners to sponsor the CalFresh Challenge – a five-day experience during which you commit to eating on only \$5 per day, which is the average benefit amount for a CalFresh/Food Stamp recipient in California. This unusual and powerful exercise is designed to strengthen knowledge of the CalFresh/Food Stamp program, challenge a participant's shopping and cooking skills, and expose some members of the community to new ways of thinking about the way you eat.

In Mendocino County, over 12,000 low-income individuals are currently enrolled in the CalFresh/Food Stamp Program. Although they may not garner the most public attention, we know that most CalFresh recipients in Mendocino County are hard-working and engaged families who are struggling to make ends meet and/or who have fallen on hard times. Over 60% of CalFresh beneficiaries are children under the age of 18. The majority of people enrolled in CalFresh are members of working households, and a significant percentage of our CalFresh families include at least one senior. As we know, poverty is a pervasive and deeply influential challenge within our local communities.

The CalFresh Challenge lasts for five days, and if you participate, you can choose any five days during the month. During that time, you will choose meals based on a budget of \$5 per day – the average CalFresh benefit. You will need to make food shopping choices on a limited budget, and will experience how difficult it is to avoid hunger, afford nutritious foods, and stay healthy with very few resources. This will be a week of planning meals and making every dollar stretch.

We invite you to take this challenge with us, so that together we can speak from the perspective of the thousands in our community who struggle to live in suitable housing, pay their bills and provide a healthy diet for themselves and their families. Although five days doesn't begin to replicate the persistent and long-term struggle of those living in poverty, we hope the experience will provide community members with insight and knowledge that will be helpful in their own professional and personal work.

You can register online for the CalFresh Challenge at <http://www.healthymendocino.org/>, starting October 1. This year, everyone who takes the Challenge will be entered into a drawing for an Instant Pot!

### HHSA: Behavioral Health and Recovery Services:

October is National Substance Abuse Prevention Month - early intervention and education works.

In 2011, the government designated October as National Substance Abuse Prevention Month in order to raise awareness and lessen the stigma surrounding substance abuse and addiction. Drug abuse prevention is the **most effective method** of reducing the emotional and financial toll that results from illicit drug use and addiction. If you or a friend need help, contact Substance Use Disorder Treatment at 707-472-2637.



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

## Cannabis Update



*For more information on the County's Cannabis Program, please visit:*  
[www.mendocinocounty.org/cannabis](http://www.mendocinocounty.org/cannabis)

On September 20, 2017, the Executive Office hosted the second phone calls for the Cannabis Working Groups: Requirements for Building Use, Track and Trace, Overlay Zones, Exemptions and/or Exclusion Zones, and State License Requirements/Amendments to State Law. During those calls, key issues/topics were identified.

On September 27, 2017, the above Working Groups, with the exception of Overlay Zones, met in person at the Executive Office. A handful of participants attended the meeting via phone conference. The Working Groups made further progress on identifying issues to address and subgroups were developed to begin work on the key items. The Requirements for Building Use and Track and Trace groups will meet again on October 5, 2017. The State License Group has a tentative meeting date scheduled for October 26, 2017.

The meetings have been audio recorded and are available on the County website at:

<https://www.mendocinocounty.org/business/cannabis-permits-and-licenses-/cannabis-track-and-trace-program/cannabis-working-groups>

## Retroactive Start Date Contracts Require Board Approval

On September 27, 2017, a memo was sent out to all Elected Officials and Department Heads reminding them that all contracts must adhere to Mendocino County's Purchasing, Leasing & Contracting Policy, Policy No. 1. Effective immediately, any contract that has a retroactive start date will need Board of Supervisors' approval, regardless of the dollar amount of the contract; and requires noting "Retroactive" on the top of the routing sheet.

## Request for Proposal (RFP) Update

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

- Issue on October 21, 2016
- Submission deadline was December 23, 2016
- Issued an award letter on April 28, 2017
- Contract has been routed by Department
- Contract finalized and on October 3, 2017 Board of Supervisors Agenda for consideration/approval

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

- Issued on April 6, 2017
- RFP Submission Deadline is May 8, 2017
- Evaluation process complete
- Proceeding with contract negotiations; final contract will be presented to the Board of Supervisors for consideration

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

- Issued on March 31, 2017
- RFP Submission Deadline is May 2, 2017
- Negotiating with contractor is complete
- Contract finalized and on October 3, 2017 Board of Supervisors Agenda for consideration/approval

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

- Issue date was February 9, 2017
- Submission Deadline was April 7, 2017
- Recommendations to move forward with a contract award to be presented to the Board of Supervisors for consideration on September 19, 2017.
- On September 19, 2017, Board approved moving forward with contract award
- Department currently in contract negotiations with contractor; anticipate final contract to be presented for Board of Supervisors consideration and approval on October 17, 2017, Board Agenda.





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

[www.mendoanimalshelter.com](http://www.mendoanimalshelter.com)

## Animal Shelter Update

### Vaccination Event:

World Rabies Day was September 28, 2017. World Rabies Day aims to raise awareness about the impact of rabies on humans and animals, provide information and advice on how to prevent the disease and how individuals and organizations can help eliminate the main global sources. Investment in dog and cat vaccinations is the single most effective way of reducing the disease burden worldwide.

In order to promote rabies awareness Mendocino County Animal Care Services provided "no cost" rabies vaccines to owned dogs and cats on September 28, 2017, at the Animal Wellness Clinic, 298 Plant Rd in Ukiah. The vaccines were provided on a first come, first serve basis.

### Outcome Statistics:

From July 1, 2017 through September 25, 2017, 116 dogs were adopted, 126 cats were adopted, 162 animals were transferred to rescue organizations and 127 animals were returned to their owners. The live release rate was 87.25%.

## Cobblestone Contract Administration Implementation

As you may recall, the Board of Supervisors approved a contract with Cobblestone Systems Corp. for county wide contract administration software. The Executive Office will be working with departments on rolling out the implementation starting in mid-October, including bringing together a working group to determine strategies for implementation, determining the number of users, potential to import existing data, integration with the County's finance system, and other details associated with contract administration. The Executive Office will provide the Board with regular updates via the CEO Report as we progress through the implementation process. We do anticipate this being a fairly lengthy implementation process due to the volume of contracts and need to ensure that the data utilized is accurate and complete. It should also be noted that once implemented, this software system will also include a web interface that will allow public access to these public records in a user friendly manner which has been a long standing goal of this Board and the Executive Office.



*Stay plugged in and up-to-date with the latest Mendocino County News by visiting* [www.mendocinocounty.org](http://www.mendocinocounty.org).

## Broadband Update

The 2017 legislative session ended with discouraging news for broadband advocates. AB 1665 (The Internet for All Now Act) was actively opposed by our North Bay-North Coast Broadband Consortium (NBNCBC) after damaging industry amendments were added, including one that eliminates funding eligibility for our 4-county region. It is unclear if it could potentially apply to already-approved CPUC work plans and eliminate consortium reimbursements for planning in our county as well. The bill easily passed, although Senator McGuire voted "no." The NBNCBC Oversight committee wrote letters to Senator McGuire thanking him for his "no" vote, and to Governor Brown asking for a veto of the bill. Assemblymember Wood was a co-sponsor of the bill, and has expressed a desire to meet with broadband groups in the district to specifically discuss AB 1665 in more depth. SB 659 (Small Cell Bill) also passed, which takes away local government control in the leasing of public infrastructure/land for small cell deployments. The Board of Supervisors wrote a letter of opposition to this bill. And finally, AB 375 was a privacy bill which did not pass. It would have re-instated internet privacy protections for California residents which were reversed at the federal level.

In regards to the Rural Call Completion proceeding (which Mendocino is a party to), phase 2 is moving ahead, and the County Office of Emergency Services (OES) coordinator participated in the first Working Group meeting to discuss telecommunications outage reporting and plans to stay involved for any further meetings.

The NBNCBC coordinates activities with the Broadband Alliance of Mendocino County, which holds bi-monthly outreach meetings in Ukiah for discussion of broadband topics. The public is always invited to participate in person or via call-in, and encouraged to get involved. The next meeting will be on November 3, 2017, in Ukiah. More information can be found on [www.mendocinobroadband.org/](http://www.mendocinobroadband.org/)

Locally, more broadband options are becoming available to some residents as "fixed wireless" providers have been expanding services, especially along the coast. The challenge with fixed wireless is that not every household can be reached however. Contact the Alliance for more details on providers and locations. Further, if you live where Comcast and AT&T broadband is available, there are low-cost subscriptions available through Comcast's "Internet Essentials" and AT&T's "Internet Access" for about \$10/month to qualifying families. Don't let your children be at a disadvantage by lack of broadband - check their websites for applications and details. Cities are recognizing how important broadband is for the economic growth of their businesses, and having discussions on how to get better connectivity at affordable prices. The City of Fort Bragg has convened a "tech committee" to explore options for fiber connectivity for downtown businesses, and there have been new fiber business options in other areas (such as Gualala) as well. City leadership is often a crucial factor in these deployments.

The Long Valley Health Center launched a "tele-psychiatry" program in April 2017 and is one of the first to really have the program be successful. The clinic partners with UCSF for providers, and although patients were initially tentative about the process, follow up reports indicate a high level of comfort and satisfaction with their experience. The clinic reports that the UCSF team has been "incredible" and is as enthusiastic to be able to bring quality health care to a small rural community as are the local providers. Having high-speed broadband connectivity is as essential first requirement of such programs.



*For more information on the Broadband Alliance, please visit:*

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



## Library Update



*Mendocino County libraries offer a number of services and programs. For more information on what is going on at your local branch visit:*  
[www.mendocinocounty.org/government/library](http://www.mendocinocounty.org/government/library)

Mendocino County Library is pleased to announce the New Book Festival. Our 2<sup>nd</sup> New Book Festival will be held at the Fort Bragg Branch Library on Sunday, October 15, 2017, from 1-4pm. Over 1,000 new and popular books will be available. Bring your library card or get one that day to check out the latest adult fiction and non-fiction along with some popular young adult and children's books, DVDs, music CDs and audiobooks. Along with the hottest titles at the New Book Festival, the Library will have the Coast Celtic Band, Origami with Kathy Silva, snacks and fun giveaways. A fabulous book bag will be available for every library patron who checks out material with their card.

Mendocino County Library has partnered with Sonoma and Lake County to provide an additional online service for their patrons and is excited to announce the addition of Axis 360, an online resource that will provide additional choices for audiobook. Log into the Mendocino County Library website to learn more about Axis 360. To celebrate this additional resource, the Library will be offering a new device as one of the raffle prizes at the New Book Festival on the Coast.

Mendocino County Library will be celebrating Teen Read Week from October 8-14, 2017. Stop by one of the branches to learn all about Teen Read Week and pick up one of the latest Young Adult titles to enjoy.

Mendocino County Library will once again have a booth at the City of Ukiah's Pumpkinfest. Stop by on October 21 or 22, 2017 at the Mendocino County Library Booth to learn all about the wonderful services the Library offers and enjoy some good hearty pirate fun.

On November 8, 2017, all Mendocino County Libraries and Bookmobile locations will be closed for an All Staff Day. We will resume regular library hours on November 9, 2017. We thank all residents of Mendocino County for understanding the need for all library staff to get together for staff development. This allows us to continue to provide excellent library programs and services for our wonderful County.

## Upcoming Board Meetings

Regular Meeting	October 3, 2017
Standing Committee Meeting	October 16, 2017
Regular Meeting	October 17, 2017
Regular Meeting	November 7, 2017
Regular Meeting	November 13, 2017
Regular Meeting	November 14, 2017

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				

## Dates of Interest

County Holiday	October 9, 2017
County Holiday	November 10, 2017
County Holiday	November 23-24, 2017
CSAC Annual Meeting	November 27-30, 2017

November						
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		

## Boards and Commissions Vacancies\*

Board Name	Position
In-Home Supportive Services Advisory Council	Current or Former IHSS Recipient (two vacancies)

\* Anticipated vacancies for October, 2017

Please note: Anticipated vacancies include expiring terms; the incumbent of the expiring term may apply for reappointment and/or may continue to serve in their capacity until replaced. California Government Code requires public noticing for all expiring terms regardless of the incumbent's intention to apply for reappointment.

	Regular Board Meeting
	Standing Committee Meeting
	County Holiday
	CSAC Annual Meeting

## Attachments

1. Memo to Elected Officials and Department Heads dated September 26, 2017
2. Ongoing list of Boards and Commissions vacancies

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# COUNTY OF MENDOCINO

## Executive Office

CARMEL J. ANGELO  
CHIEF EXECUTIVE OFFICER  
CLERK OF THE BOARD

501 Low Gap Road, Room 1010  
Ukiah, CA 95482-3734

Email: [ceo@mendocinocounty.org](mailto:ceo@mendocinocounty.org)  
Website: [www.mendocinocounty.org](http://www.mendocinocounty.org)

Office: (707) 463-4441  
Facsimile: (707) 463-5649

### MEMORANDUM

DATE: September 26, 2017

TO: Elected Officials & Department Heads

FROM: Carmel J. Angelo, CEO

SUBJECT: Effective Immediately - Retroactive Contracts Require Board of Supervisors' Approval

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It is a violation of Mendocino County's Purchasing, Leasing & Contracting Policy, [Policy No. 1](#) for Departments to submit a contract with a retroactive start date.

Effective **immediately** - any contract received by our office with a retroactive start date will need Board of Supervisors' approval, regardless of the dollar amount of the contract; and requires noting "Retroactive" on the top of the routing sheet.

Excerpt from Policy 1:

#### 9.0 POLICY ACCOUNTABILITY

If a County department purchases goods or services contrary to this Policy, said purchases or contracts are void, of no effect, and do not obligate the County. A department making an unauthorized purchase may be required to appear before the Board of Supervisors to obtain retroactive approval of such expenditure. Willful failure of a County employee to comply with this purchasing policy could result in a Department Head being held personally liable as well as disciplinary action, including termination, pursuant to applicable policies. In addition to disciplinary action, criminal prosecution could also be warranted.

Attachment:

Mendocino County Policy No. 1, Purchasing, Leasing & Contracting Policy



# VACANCY NOTICE

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

**CARRE BROWN**  
First District

**JOHN MCCOWEN**  
Second District

**GEORGEANNE CROSKEY**  
Third District

**DAN GJERDE**  
Fourth District

**DAN HAMBURG**  
Fifth District

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

**KATHARINE L. ELLIOTT**  
County Counsel

Date Posted: September 19, 2017

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

In-Home Supportive Services Advisory Council .....(1)

-- Current or Former IHSS Recipient --

Please note:

Anticipated vacancies include expiring terms: the incumbent of the expiring term may apply for reappointment and/or may continue to serve in their capacity until replaced. California Government Code requires public noticing for all expiring terms regardless of the incumbent's intention to apply for reappointment.

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

**LAST DATE FOR FILING: September 27, 2017, or until filled.**

CARMEL J. ANGELO  
Clerk of the Board of Supervisors

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

**PLEASE KEEP POSTED THROUGH: October 3, 2017.**



# VACANCIES

## MENDOCINO COUNTY BOARD OF SUPERVISORS

501 LOW GAP ROAD, ROOM 1010  
UKIAH, CA 95482

**CARRE BROWN**  
First District

**JOHN MCCOWEN**  
Second District

**GEORGEANNE CROSKEY**  
Third District

**DAN GJERDE**  
Fourth District

**DAN HAMBURG**  
Fifth District

**CARMEL ANGELO**  
Chief Executive Officer/Clerk of the Board

**KATHARINE L. ELLIOTT**  
County Counsel

### APPOINTMENTS TO BOARDS AND COMMISSIONS SEPTEMBER 29, 2017

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

BOARD/ COMMISSION	POSITION CATEGORY	SEATS OPEN
(a) Airport Land Use Commission	(Various)	(2)
(b) Air Quality Management District Hearing Board	(Various)	(2)
(c) Alcohol and Drug Abuse Advisory Board	(Various)	(11)
(d) Animal Care and Control Appeals and Advisory Board	(Various)	(3)
(e) Assessment Appeals Board	(Alternate Member)	(1)
(f) Behavioral Health Advisory Board	(4th District Public Interest)	(1)
(g) Building Appeals Board	(Various)	(7)
(h) Child Care Planning Council	(Various)	(3)
(i) Community Development Commission	(Tenant Commissioner - Coastal)	(1)
(j) Commission on the Status of Women	(Under Review)	(15)
(k) Fish Rock Cemetery District	(Trustee)	(1)
(l) Gualala Municipal Advisory Council (GMAC)	(Member)	(1)
(m) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(7)
(n) Hopland Cemetery District	(Trustee)	(4)
(o) Hopland Municipal Advisory Council	(Alternate)	(1)
(p) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(8)
(q) Laytonville Municipal Advisory Council	(Alternate)	(1)
(r) Little River Airport Advisory Committee	(Various)	(7)
(s) Mendocino County Business Improvement District	(Various)	(4)
(t) Mendocino County Fish and Game Commission	(3rd District Representative)	(1)
(u) Mendocino County Forest Council	(Public Members)	(4)
(v) North Coast Resource Partnership - Technical Review	(Mendocino Representative)	(1)
(w) Policy Council on Children and Youth (PCCY)	(Various)	(13)
(x) Westport - Ten Mile Cemetery District	(Trustee)	(1)
(y) Workforce Development Board	(Various)	(4)