



# The CEO Report

January 22, 2019

## Human Resources Update

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### Supervisors Academy

Human Resources will be kicking off our new Mendocino County Supervisor Skills Academy in February 2019. The Supervisor Skills Academy is a five month program which includes eight classes designed to help our supervisors develop and enhance their skills and gain the knowledge needed to be successful in their positions.

Instructors from Liebert Cassidy Whitmore, Mendocino College, Mendocino County Executive Leadership Team and others will train on the following topics: High Performance Organization, DiSC (workstyle assessment), Effective Communication, Teamwork & Building Trust, Time Management, County Employment Policies, Performance Management & the Evaluation Process, Facilitation Skills, and Managing Change.

After completion of all classes within a two-year period, attendees will receive a certificate presented by Human Resources and the Board of Supervisors recognizing their accomplishment.

Visit the Human Resources training page for more information: <https://www.mendocinocounty.org/government/human-resources/countywide-employee-trainings>

### Harassment Prevention Training

It is time for the County's biennial Harassment Prevention Training. Training will occur during the month of February 2019. This training is necessary in order to be compliant with AB1825 and County Policy #23. All employees who supervise others are required to attend harassment training during February 2019. This includes employees who are in temporary (Interim/Acting) supervisory assignments and extra help employees who supervise. Please contact Human Resources for more information.

In addition to the mandatory supervisors Harassment Prevention Training, all other County employees will be required to complete a one-time, one-hour harassment prevention training by the end of 2019. Details on this new requirement will be forthcoming in the next few weeks.

### Vacancy List

Attached to this report is a vacancy and recruitment update which replaces the funded vacancy list report previously provided by Human Resources. This new report includes additional information as requested by the Board of Supervisors and includes all funded allocated positions, all vacant funded positions, all positions approved to be filled and in some stage of the recruitment process, all new hires (excluding extra help), all separations, and the number of employees on leave for each budget unit. The report will contain cumulative information for the current fiscal year and will be updated monthly.

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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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## Health and Human Services Update

### Public Health Distributes Air Scrubbers to County Schools

After the most recent fire, Ukiah Unified School District Superintendent, Michelle Hutchins, reached out to County Public Health Officer, Dr. Gary Pace, to see how they could work together to address the issue of poor air quality and its effects on school-aged children.



The Mendocino County Public Health Emergency Preparedness Department had already planned to use surplus funds from the California Department of Public Health to purchase industrial air scrubbers to protect the health of the most vulnerable people in our county—the young, the infirm, and the elderly—in the event of future wildfires. Based on Superintendent Hutchins' request, Dr. Pace assured some of the scrubbers would be directed to county schools.

An air scrubber is a portable filtration system that removes particles, gasses, and/or chemicals from the air within a given area. These machines draw air in from the surrounding environment and pass it through a series of filters to remove contaminants.

Public Health will distribute the scrubbers to key community partners to maximize their benefit. Five units designed for use around children will be on permanent loan to the Office of Education for use in local schools to reduce students' exposure to air pollution. The scrubbers will be strategically placed in classrooms and/or gymnasiums for those with breathing issues or who have compromised immunity. The additional seven high-capacity units may be placed in shelters, libraries, rural health care facilities, and/or senior centers, depending on the situation.



Dr. Pace said, "We are excited to collaborate with the Air Quality Management District and the Office of Education to protect our children from the negative health effects from wildfire smoke. Since masks are not effective in preventing smoke exposure in youth, we are working with the schools on creating some clean-air rooms to help the most vulnerable people in the county—our kids."

Superintendent Hutchins said, "It is imperative that we work together to reduce risk and improve indoor air quality for our children who, when in school, occupy more densely populated space than any office, store, or governmental building."

This joint effort will help reduce the number of days a school may have to close, and will reduce the number of children who may be absent during any wildfire event that effects our area.

## Health and Human Services Update - Continued

### 2018 Annual Foster Care Holiday Event

The Mendocino County Health and Human Services Agency, Family & Children's Services held their annual Holiday Event for Foster Families on December 6, 2018. This annual event is held to support the dedicated Resource Families (foster parents) in our community who graciously open their homes to children and youth who cannot safely remain in their own homes, and to provide a special holiday event for our foster youth. This year's Holiday Event theme was "Winter Wonderland." In keeping with this, our games and craft activities reflected the themes of winter. The games this year included a Snoopy bingo game, pin the nose on Olaf, and snowman bowling, among others. The crafts included making gingerbread houses, snowflakes made from Popsicle sticks and buttons, and reindeer ornaments that were made from clear plastic bulbs and googly eyes. In addition, we had a fake snow station that provided a special "snow experience," a rarity in Mendocino County.

This year, over 42 resource families and 59 children and youth attended the event. Social Workers were able to meet with youth they are working with to ensure that they maintain connections through the holidays. They were also able to check in with youth and ensure ongoing support in a fun atmosphere that supports engagement and creates positive interactions. The families were treated to food and delicious desserts. Ten lucky resource parents received gift cards through a raffle drawing, with which County Chief Executive Officer, Carmel Angelo, and Second District Supervisor, John McCowen, cheerfully assisted. The event involved 49 volunteers from Family & Children's Services, including two staff family members. This effort takes six months to plan and coordinate, and is an event our resource families always look forward to and enjoy each year.



*Pictured above from left to right: Supervisor John McCowen, HHS Program Specialist II Carlos Jacinto, County CEO Carmel Angelo, HHS Program Administrator Bobby Brumack, and HHS Deputy Director Jena Conner*

### Emergency Purchase of Air Scrubbers

On November 8, 2018, the Camp Fire ignited in Butte County, and burned for 17 days. The smoke from this fire was so thick that the air quality in Mendocino County was deemed to be hazardous. Many County offices closed early on November 9, 2018, due to the conditions. As an emergency response, industrial air scrubbers were brought in to improve and maintain acceptable air quality in County buildings. The County is processing an invoice in the amount of \$41,404.71 for this equipment.



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

## Cultural Services Agency Update

### Library

The Fort Bragg Branch Library will be offering a new Book Club in partnership with Overtime Brewing. The Brew Pup Book Club will meet on Wednesday, January 23, 2019, 7:00 p.m. - 8:00 p.m., at Overtime Brewing Company, 190 E. Elm Street, Fort Bragg, and will be discussing, *Station Eleven*.



On Saturday, January 26, 2019, the Fort Bragg Branch Library will hold a "Wild about Owls" day with owl story time from 10:30 a.m. - 11:00 a.m., and from 2:00 p.m. - 3:00 p.m. Field Biologist, Mike Stephens, will discuss local owls and their habitats.

The Ukiah Branch Library will offer the program, Revitalment Book Talk and Workshop, hosted by Joan Tabb. This program will offer insight on a new approach to retirement. The workshop will be held on Sunday, January 27, 2019, 2:30 p.m. - 4:30 p.m. Registration is required; please contact 707-463-4490 to reserve your space.

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

[www.mendocinocounty.org/government/executive-office/parks](http://www.mendocinocounty.org/government/executive-office/parks)

### Museum

The Mendocino County Museum wants to meet the needs of the public and needs the public's help in answering their survey. The Museum is looking at hours of operation and if they accommodate the needs of our communities and residents. Please visit the Museum or Library Branches to fill out a hard copy. Community members may also complete the survey online by visiting the Museum's Facebook page or use the following link:

<https://www.mendocinocounty.org/government/cultural-services-agency/museum/museum-hours-and-admission/museum-hours-of-operation-survey>.

Please help the Museum determine if they are meeting your needs.

Come visit the Vintage Toy Exhibit, and remember admission is free with your Mendocino County Library Card. The Museum will be hosting Vintage Toy Making Workshops on Saturday, January 19, and February 16, 2019, from 1:00 p.m. - 3:00 p.m.



Check out Mendocino County's Career Page, powered by NEOGOV.

[www.governmentjobs.com/careers/mendocinoca](http://www.governmentjobs.com/careers/mendocinoca)

## Animal Shelter Update

### Income Statistics

December 1, 2018 through December 31, 2018

- Nine feral cats received
- 35 owner surrendered animals received
- 48 cats, 117 dogs, one livestock animal(s), two other stray type animals received
- Nine owned dogs received by Animal Control, Police or turned in at front counter
- Seven dead animal(s) disposal request received
- One animal for rabies specimen testing received
- 168 total animal(s) received

### Outcome Statistics

December 1, 2018 through December 31, 2018

- 41 dogs adopted
- 32 cats adopted
- Three other animal(s) adopted
- 20 animals transferred to rescue organizations
- One feral cats trapped-neutered-released
- 50 animal(s) were returned to owners
- Three owner-surrendered animal(s) euthanized
- One cat died while receiving medical treatment/care
- Six shelter cats & five shelter dogs euthanized due to illness, disease or behavior
- 173 total animals outcome; live release rate of approximately 93%

### Bissell Adoption Event

Animal Care Services and over 100 other Animal Shelters participated in a nationwide Bissell Animal Adoption Event on December 1, 2018. The Bissell Pet Foundation pays all the adoption fees for the adopted animals. 11 dogs and 13 cats were adopted the day of the event from Animal Care Services.

### PetSmart Grant (SNAP)

The local (SNAP) Spay Neuter Assistance Program organization of Ukiah was awarded a PetSmart Charities Grant of \$18,100 on December 10, 2018, to assist the owners of dogs and cats that reside on Tribal Reservations and Rancherias in spaying and neutering their pet animals. The grant requires that 255 owned animals be spayed or neutered within a one year time period.

Animal Care Services Mobile Spay & Neuter Caravan will be participating, assisting and coordinating future Spay & Neuter Clinic dates that will take place at the Tribal Reservations and Rancherias located in Mendocino County throughout 2019.

The PetSmart Charities grant financially assists the pet animal owners on the Reservations and Rancherias in getting their animals altered and vaccinated, thus resulting in healthier pet animals in the tribal communities.

### Feral Cats

On December 20, 2018, the Animal Care Services Clinic and Mobile Spay & Neuter Caravan staff held a Spay & Neuter Clinic specifically for Feral Cats at the Animal Shelter. The staff performed approximately 25 surgeries. These proactive, preventative surgeries greatly assist in significantly lowering the amount of kittens that will come into the shelter starting in January, February & March 2019. The event was sponsored by AVAR – Anderson Valley Animal Rescue of Boonville.



*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	January 22, 2019
Regular Meeting	February 5, 2019
Standing Committee Meeting	February 11, 2019
Regular Meeting	February 26, 2019

January						
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	January 21, 2019
County Holiday	February 18, 2019

February						
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		

## Boards and Commissions Vacancies\*

Board Name	Position
Anderson Valley Cemetery District	Trustee
Local Agency Formation Commission (LAFCO)	City Selection Committee Regular and Alternate
Mendocino Council of Governments (MCOG)	Public Appointee Regular and Alternate
Westport Municipal Advisory Council	Member

\* Anticipated vacancies

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

## Attachments

1. Vacancy and Recruitment Update
2. Ongoing list of Boards and Commissions vacancies

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*@countymendocino*

**BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE**

Pay Period 01-19, December 16 - December 29, 2018

DEPARTMENT/OFFICE	TOTAL FUNDED ALLOCATED FTE POSITIONS	VACANT FUNDED FTE POSITIONS	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	NEW HIRES SINCE 7/1/18	SEPARATIONS SINCE 7/1/18	EMPLOYEES ON LEAVE
AGRICULTURE	15.00	3.00	1	3	1	0
AGRICULTURE (CANNABIS PROGRAM)	2.00	2.00	1	0	0	0
AIR QUALITY	9.00	2.00	0	0	0	0
ANIMAL CARE	13.00	1.00	0	1	1	0
ASSESSOR-CLERK-RECORDER (ASSESSOR)	19.00	5.00	3	4	6	0
ASSESSOR-CLERK-RECORDER (CLERK RECORDER)	3.00	0.00	0	1	1	0
ASSESSOR-CLERK-RECORDER (COUNTY CLERK-ELECTION)	3.00	0.00	1	0	0	0
ASSESSOR-CLERK-RECORDER (MICROGRAPHICS)	1.00	0.00	0	0	0	0
AUDITOR-CONTROLLER	12.00	0.00	0	3	3	0
BOARD OF SUPERVISORS	5.00	0.00	0	0	0	0
CHILD SUPPORT SERVICES	36.00	10.00	0	2	4	1
COUNTY COUNSEL	12.00	0.00	1	0	0	0
CULTURAL SERVICES AGENCY (LIBRARY)	35.50	8.50	2	2	5	0
CULTURAL SERVICES AGENCY (MUSEUM)	5.00	1.00	0	1	0	0
DISTRICT ATTORNEY	44.00	5.00	2	5	2	1
DISTRICT ATTORNEY (ANTI DRUG ABUSE)	3.00	0.00	0	0	0	0
DISTRICT ATTORNEY (RAPE PROSECUTION)	1.00	0.00	0	0	0	0
DISTRICT ATTORNEY (VICTIM WITNESS)	4.00	0.00	0	0	0	0
EXECUTIVE OFFICE	12.00	2.00	1	1	0	0
EXECUTIVE OFFICE (BUILDINGS & GROUNDS)	33.80	4.80	5	2	5	3
EXECUTIVE OFFICE (CLERK OF THE BOARD)	3.00	1.00	1	0	1	0
EXECUTIVE OFFICE (DISASTER RECOVERY)	1.00	0.00	0	0	0	0
EXECUTIVE OFFICE (GARAGE)	3.00	0.00	0	0	0	0
EXECUTIVE OFFICE (GENERAL LIABILITY)	2.50	0.00	0	0	0	0
EXECUTIVE OFFICE (GENERAL SERVICES)	5.00	2.00	2	0	2	1
EXECUTIVE OFFICE (INFORMATION SERVICES)	21.00	0.00	1	0	0	0
FARM ADVISOR	3.00	0.00	0	0	0	0
HHSA (ADMINISTRATION)	21.00	9.00	3	3	1	0
HHSA (ALCOHOL/OTHER DRUG PROGRAM)	35.00	12.00	6	2	4	0
HHSA (CGAP-DFC GRANT)	1.00	0.00	0	0	0	0
HHSA (EMERGENCY MEDICAL SERVICE)	1.00	1.00	0	0	0	0
HHSA (ENVIRONMENTAL HEALTH)	22.60	4.00	1	0	1	0
HHSA (MENTAL HEALTH)	62.00	32.00	9	3	2	0
HHSA (PUBLIC HEALTH)	17.00	2.00	1	2	0	1
HHSA (PUBLIC HEALTH BIOTERRORISM AS)	2.00	0.00	0	1	0	0
HHSA (PUBLIC HEALTH CCS)	9.00	3.00	3	2	1	0
HHSA (PUBLIC HEALTH NURSING)	24.00	9.00	4	1	3	1
HHSA (PUBLIC HEALTH TOBACCO ED)	1.00	1.00	1	0	0	0
HHSA (PUBLIC HEALTH WIC)	12.20	1.40	0	2	0	1
HHSA (SOCIAL SERVICES)	404.00	92.00	73	17	24	9
HUMAN RESOURCES	21.00	4.00	1	0	1	0
HUMAN RESOURCES (EMPLOYEE WELLNESS)	1.00	0.00	0	0	0	0
HUMAN RESOURCES (HEALTH BENEFITS)	3.00	0.00	0	0	0	1
PLANNING AND BUILDING	41.00	5.00	4	4	4	3

## BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE

*Pay Period 01-19, December 16 - December 29, 2018*

DEPARTMENT/OFFICE	TOTAL FUNDED ALLOCATED FTE POSITIONS	VACANT FUNDED FTE POSITIONS	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	NEW HIRES SINCE 7/1/18	SEPARATIONS SINCE 7/1/18	EMPLOYEES ON LEAVE
PROBATION	49.00	11.00	4	0	3	2
PROBATION (JUVENILE HALL)	28.80	12.80	5	3	10	2
PUBLIC DEFENDER	24.00	0.00	0	6	2	0
PUBLIC DEFENDER (ALTERNATE DEFENDER)	6.50	0.00	0	0	0	0
RETIREMENT	5.00	0.00	0	0	0	0
SHERIFF-CORONER	112.00	10.00	14	8	5	3
SHERIFF-CORONER (COPS PROGRAM AB3229)	1.00	0.00	0	0	0	0
SHERIFF-CORONER (JAIL)	73.00	7.00	6	5	4	2
SHERIFF-CORONER (OFFICE OF EMERGENCY SERVICES)	2.00	1.00	1	0	0	0
TRANSPORTATION	92.80	24.00	15	2	3	2
TRANSPORTATION (ENGINEERING & TECHNICAL ASSIST)	6.00	0.00	0	0	1	0
TREASURER-TAX COLLECTOR	6.00	0.00	0	2	1	0
TREASURER-TAX COLLECTOR (COURT AB233 PROGRAM)	6.00	1.00	0	1	1	0
<b>TOTAL:</b>	<b>1396.70</b>	<b>289.50</b>	<b>172</b>	<b>89</b>	<b>102</b>	<b>33</b>



# VACANCY NOTICE

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

**CARRE BROWN**  
First District

**JOHN McCOWEN**  
Second District

**JOHN HASCHAK**  
Third District

**DAN GJERDE**  
Fourth District

**TED WILLIAMS**  
Fifth District

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

**KATHARINE L. ELLIOTT**  
County Counsel

Date Posted: January 15, 2019

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

- Anderson Valley Cemetery District.....(1)  
-- Trustee--
- Local Agency Formation Commission (LAFCO).....(2)  
-- City Selection Committee – (Regular and Alternate) --
- Mendocino Council of Governments (MCOG) .....(2)  
-- Public Appointee – (Regular and Alternate)--
- Westport Municipal Advisory Council .....(1)  
-- Member--

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: February 4, 2019, or until filled.**

CARMEL J. ANGELO  
Clerk of the Board of Supervisors

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

**PLEASE KEEP POSTED THROUGH: February 5, 2109**



# VACANCIES

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

**CARRE BROWN**  
First District

**JOHN MCCOWEN**  
Second District

**JOHN HASCHAK**  
Third District

**DAN GJERDE**  
Fourth District

**TED WILLIAMS**  
Fifth District

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

**KATHARINE L. ELLIOTT**  
County Counsel

**APPOINTMENTS TO BOARDS AND COMMISSIONS**  
**JANUARY 15, 2019**

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

<b>BOARD/ COMMISSION</b>	<b>POSITION CATEGORY</b>	<b>SEATS OPEN</b>
(a) Airport Land Use Commission	(Various)	(2)
(b) Air Quality Management District Hearing Board	(Various)	(5)
(c) Anderson Valley Cemetery District	(Trustee)	(1)
(d) Animal Care and Control Appeals and Advisory Board	(Various)	(3)
(e) Assessment Appeals Board	(Alternates)	(2)
(f) Behavioral Health Advisory Board	(Various)	(4)
(g) Child Care Planning Council	(Various)	(5)
(h) Civil Service Commission	(District Three Representative)	(1)
(i) Community Development Commission	(Various)	(6)
(j) First Five Mendocino	(General)	(2)
(k) Fish Rock Cemetary District	(Trustee)	(1)
(l) Gualala Municipal Advisory Council (GMAC)	(Various)	(2)
(m) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(8)
(n) Hopland Cemetery District	(Trustee)	(3)
(o) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(8)
(p) Law Library Board of Trustees	(Trustee)	(2)
(q) Library Advisory Board	(Various)	(2)
(r) Little River Airport Advisory Committee	(Various)	(10)
(s) Local Agency Formation Commission (LAFCO)	(City Selection Committee - Regular and Alt.)	(2)
(t) Mendocion Council of Governments (MCOG)	(Public and Public Alternate)	(2)
(u) Mendocino County Business Improvement District	(Inland Area Representative)	(1)
(v) Mendocino County Fish and Game Commission	(Various)	(2)
(w) Mendocino County Planning Commission	(Various)	(2)
(x) Mendocino County Tourism Commission	(Various)	(2)
(y) Mendocino Historical Review Board	(Member)	(1)
(z) Museum Advisory Board	(Various)	(4)
(aa) North Coast Resource Partnership	(Alt Mendocino Rep to the Tech Review Comm.)	(1)
(ab) Policy Council on Children and Youth (PCCY)	(Various)	(12)
(ac) Westport Municipal Advisory Council	(Member)	(3)