



# The CEO Report

February 26, 2019

## Human Resources Update

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### Harassment Prevention Training

The County's biennial Harassment Prevention Training is taking place this month. This training is necessary in order to maintain compliance with AB1825 and County Policy 23. All employees who supervise others are required to attend harassment training during February 2019. This includes employees in temporary (Interim/Acting) supervisory assignments and extra help employees who supervise. Please contact Human Resources for more information.

### Wellness

MCWOW will launch a new wellness challenge in March called Keep America Active. This challenge runs from March 4, 2019 - May 26, 2019, and is a holistic lifestyle program that draws on the excitement of learning about new places and people by visiting famous landmarks across the United States. Participants earn points by tracking exercise and other wellness activities throughout their day. Employees and their covered dependents can compete individually or as part of a team. Participants who log 200 activity points will earn 40 Wellness Incentive points toward 2020 health plan discounts. To participate, register online by March 10, 2019, at [www.mendocinocounty.org/hr/mcwow](http://www.mendocinocounty.org/hr/mcwow).

### Compensation Study

Human Resources continues to work with KOFF and Associates on the County's compensation study. Human Resources staff is continuing to review classification match information submitted by KOFF to ensure comparison data is accurate. The study is progressing as scheduled and is on target for completion in April 2019.

### 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 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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## Health and Human Services Update

### **Social Services Responds to Early Issuance of February CalFresh Benefits**

The recent 2018-19 federal government shutdown significantly impacted CalFresh households receiving benefits through the Health and Human Services Agency. On January 9, 2019, the California Department of Social Services (CDSS) notified counties that February CalFresh benefits would be issued early in order to ensure that vulnerable families were not disadvantaged by the shutdown and potential lack of funding.

This early issuance affected 4,973 of the 6,055 households receiving benefits in Mendocino County. These households received their CalFresh benefits for the month of February between January 16 and January 20, 2019. Announcements were made through media outlets and posted in eligibility offices to ensure that recipients budgeted for this early issuance. Community Outreach partners were provided with information to share with their customers and engaged in a planning discussion to ensure community support was available.

While necessary to ensure continued benefits, the early issuance of February CalFresh had the unintended consequence of creating a gap in nutritional support. In order to mitigate this, CDSS, in partnership with stakeholders, made the decision to issue all continuing March CalFresh benefits on the individual date of March 1st, as opposed to the usual staggered issuance dates. Notification of this provision is planned to be released to clients through posters, press releases, and community partners. This will once again create an extended period between the March issuance and the April issuance of benefits. It is expected that benefits will resume normal issuance dates in April.

Health and Human Services Agency will continue to work with clients and partners in effort to meet the CalFresh needs of our community. For questions regarding CalFresh benefits, please contact the HHS Employment and Family Assistance Services office at 707-463-7700 or (877) 327-1711.



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

## Exclusive Operating Area (EOA) Request for Proposals (RFP) Update

RFP Number: 56-17

State Date: February 19, 2019, 2:30 p.m.

Close Date: May 28, 2019, 4:00 p.m.

The County of Mendocino and Coastal Valleys Emergency Medical Services Agency have released the first Request for Proposals (RFP) for the Exclusive Operating Area (EOA) for Mendocino County.

Request for Proposals: The County of Mendocino (County) is a political subdivision of the State of California. State law confers on the County's Local Emergency Medical Services Agency (LEMSA) authority to designate one or more emergency ambulance service providers. The County of Mendocino's LEMSA is Coastal Valleys EMS Agency. The County of Mendocino is conducting this procurement in cooperation with its LEMSA and is seeking a qualified ambulance service provider to deliver these and related services in accordance with the expectations set forth in the RFP.

The Executive Office, the County's Health and Human Services Agency and Coastal Valleys are working collaboratively to administer the RFP. The Executive Office will keep the Board of Supervisors informed as the competitive process proceeds. The full RFP can be found online at: <https://www.mendocinocounty.org/home/showdocument?id=27085>



## Cultural Services Agency Update

### Library

The Mendocino County Library is offering a "Blind Date with a Book" for February. This is a fun display that allows patrons to pick up a mystery book to take home for a "blind date".

Mendocino County Library card holders can now access *The New York Times* online for free with your library card; see the Library website for details.

The Ukiah Branch Library will be closed from March 10, 2019 through March 31, 2019, for renovations and remodeling. A temporary location for members of the public to access holds and return items will be located at 280 E. Standley, Ukiah, with limited hours. The Bookmobile will be available at that location on Fridays for patrons to visit. Please check out our website for more details at <https://www.mendolibrary.org>

### Museum

Make sure to stop by the Mendocino County Museum and check out the Vintage Toy Exhibit before it closes on March 18, 2019.

Also, don't miss your chance to participate in the Vintage Toy Making Craft on Saturday March 16, 2019, from 1:00 p.m. – 3:00 p.m. Visitors can make and take home a vintage whirly gig toy.

Stay tuned for two wonderful new exhibits that the Museum will be opening in March and April. These exhibits will highlight wonderful new acquisitions that showcase Mendocino County History and also honor the 100th year anniversary of WWI by celebrating home front.



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

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

## Animal Shelter Update

### Income Statistics

January 1, 2019 through January 31, 2019

- Nine feral cats received
- 33 owner surrendered animals received
- 31 cats, 133 dogs, two other stray type animal(s) received
- 10 owned dogs received by Animal Control, Law Enforcement or turned in at front counter
- One owned cat received by Animal Control, Law Enforcement or turned in at front counter
- Seven dead animal(s) disposal request received
- Two animal(s) for rabies specimen testing received
- 166 total animal(s) received



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

### Outcome Statistics

January 1, 2019 through January 31, 2019

- 45 dogs adopted
- 16 cats adopted
- 0 other animals adopted
- 15 animals transferred to rescue organizations
- Four feral cats trapped-neutered-released
- 53 animal(s) were returned to owners
- Eight owner-surrendered animal(s) euthanized
- 0 animals died while receiving medical treatment/care
- Seven shelter cats and nine shelter dogs euthanized due to illness, disease or behavior
- 166 total animals outcomed
- Live release rate of approximately 90%

### Mobile Spay & Neuter Caravan

The Mobile Spay & Neuter Caravan conducted a Spay & Neuter Clinic at the Hopland Reservation on January 20, 2019. A combination of 38 dogs and cats were altered that day. Funding was provided by the PetSmart Charities Grant that the local animal rescue organization SNAP of Ukiah received in December 2018.

### Fort Bragg Animal Shelter

On February 16, 2019, the Fort Bragg Animal Shelter officially opened. The Fort Bragg Shelter will be open from Tuesday through Saturday from 12:00 p.m. to 5:00 p.m. and closed to the public on Sunday, Monday and holidays. Business phone number is (707) 961-2491.

Staff will be working each day on site from roughly 8:30 a.m. to 5:00 p.m. Currently Animal Care Services has two full time employees working at the Fort Bragg Animal Shelter, Animal Shelter Supervisor Adrianna Vega and Animal Facility Attendant Jennifer Mullis. Animal Care Services is still in the process of searching and filling an extra-help Animal Facility Attendant position.

The Fort Bragg Animal Shelter can house approximately six (6) adoptable dogs, eight (8) lost and found dogs, nine (9) adoptable cats and six (6) lost and found cats. The Fort Bragg Animal Shelter offers the coastal residents the opportunity to adopt animals, look for lost and found animals, purchase or renew a dog license and in the near future sign up online for a required Volunteer Orientation class.

## Upcoming Board Meetings

Standing Committee Meeting	March 11, 2019
Regular Meeting	March 12, 2019
Regular Meeting	March 19, 2019
Regular Meeting	March 26, 2019

## Dates of Interest

NACo Legislative Conference March 2-6, 2019

## Boards and Commissions Vacancies\*

Board Name	Position
Hopland Municipal Advisory Council	Member
Gualala Municipal Advisory Council	Member
Mendocino County Resource Conservation District	Long Term Director
North Coast Railroad Authority	Mendocino Representative
Sonoma Mendocino Economic Development District	Director

\* 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.

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		

March						
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
-  Standing Committee
-  County Holiday
-  NACo Legislative Conference

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County of Mendocino

## Attachments

- Vacancy and Recruitment Update
- Ongoing list of Boards and Commissions vacancies
- Fort Bragg Animal Shelter Press Release

  
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@countymendocino

**BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE**

Pay Period 04-19, January 27 - February 9, 2019

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	2.00	0	3	1	1
AGRICULTURE (CANNABIS PROGRAM)	2.00	1.00	1	0	0	0
AIR QUALITY	9.00	2.00	0	0	0	0
ANIMAL CARE	13.00	1.00	1	1	1	0
ASSESSOR-CLERK-RECORDER (ASSESSOR)	19.00	5.00	5	4	6	0
ASSESSOR-CLERK-RECORDER (CLERK RECORDER)	3.00	0.00	0	1	1	0
ASSESSOR-CLERK-RECORDER (COUNTY CLERK-ELECTION)	3.00	1.00	0	0	0	0
ASSESSOR-CLERK-RECORDER (MICROGRAPHICS)	1.00	0.00	0	0	0	0
AUDITOR-CONTROLLER	12.00	0.00	1	3	3	0
BOARD OF SUPERVISORS	5.00	0.00	0	0	0	0
CHILD SUPPORT SERVICES	36.00	10.00	0	2	5	0
COUNTY COUNSEL	12.00	1.00	0	1	1	0
CULTURAL SERVICES AGENCY (LIBRARY)	35.50	5.50	3	7	6	0
CULTURAL SERVICES AGENCY (MUSEUM)	5.00	1.00	0	1	0	0
DISTRICT ATTORNEY	44.00	5.00	2	5	2	0
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	1	0	0	0
EXECUTIVE OFFICE (GENERAL LIABILITY)	2.50	0.00	0	0	0	0
EXECUTIVE OFFICE (GENERAL SERVICES)	5.00	2.00	3	0	2	1
EXECUTIVE OFFICE (INFORMATION SERVICES)	21.00	1.00	0	0	0	0
FARM ADVISOR	3.00	0.00	0	0	0	0
HHS (ADMINISTRATION)	23.00	10.00	2	4	1	0
HHS (ALCOHOL/OTHER DRUG PROGRAM)	35.00	12.00	7	2	5	1
HHS (CGAP-DFC GRANT)	1.00	0.00	0	0	0	0
HHS (EMERGENCY MEDICAL SERVICE)	1.00	1.00	0	0	0	0
HHS (ENVIRONMENTAL HEALTH)	22.60	4.00	2	0	1	0
HHS (MENTAL HEALTH)	62.00	34.00	13	3	3	0
HHS (PUBLIC HEALTH)	17.00	2.00	1	2	1	1
HHS (PUBLIC HEALTH BIOTERRORISM AS)	2.00	0.00	0	1	0	0
HHS (PUBLIC HEALTH CCS)	9.00	3.00	3	2	2	0
HHS (PUBLIC HEALTH NURSING)	24.00	12.00	6	1	6	0
HHS (PUBLIC HEALTH TOBACCO ED)	1.00	1.00	1	0	0	0
HHS (PUBLIC HEALTH WIC)	12.20	1.40	1	2	0	1
HHS (SOCIAL SERVICES)	404.00	86.00	71	29	27	10
HUMAN RESOURCES	19.00	1.00	0	0	1	1
HUMAN RESOURCES (EMPLOYEE WELLNESS)	1.00	0.00	0	0	0	0
HUMAN RESOURCES (HEALTH BENEFITS)	4.00	1.00	1	0	0	0
PLANNING AND BUILDING	41.00	8.00	5	4	6	4

## BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE

*Pay Period 04-19, January 27 - February 9, 2019*

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	3
PROBATION (JUVENILE HALL)	28.80	11.80	2	3	10	2
PUBLIC DEFENDER	24.00	1.00	0	6	3	0
PUBLIC DEFENDER (ALTERNATE DEFENDER)	6.50	0.00	0	0	0	0
RETIREMENT	5.00	0.00	1	0	0	0
SHERIFF-CORONER	113.00	14.00	12	8	6	4
SHERIFF-CORONER (COPS PROGRAM AB3229)	1.00	0.00	0	0	0	0
SHERIFF-CORONER (JAIL)	73.00	5.00	6	7	6	2
SHERIFF-CORONER (OFFICE OF EMERGENCY SERVICES)	2.00	1.00	1	0	0	0
TRANSPORTATION	92.80	24.00	19	3	4	1
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	1
<b>TOTAL:</b>	<b>1398.70</b>	<b>290.50</b>	<b>182</b>	<b>111</b>	<b>122</b>	<b>36</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: February 13, 2019

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

- Hopland Municipal Advisory Council ..... (3)  
-- Member--
- Gualala Municipal Advisory Council..... (1)  
-- Member--
- Mendocino County Resource Conservation District ..... (1)  
-- Long Term Director--
- North Coast Railroad Authority..... (1)  
-- Mendocino Representative--
- Sonoma Mendocino Economic Development District ..... (1)  
-- Director--

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 or (707) 463-4441.

LAST DATE FOR FILING: March 11, 2019, or until filled.

CARMEL J. ANGELO  
Clerk of the Board of Supervisors

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

PLEASE KEEP POSTED THROUGH: March 12, 2019



# 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**  
**FEBRUARY 13, 2019**

The Board of Supervisors is actively seeking candidates to fill the following vacancies. Please consult with the Executive Office or visit <http://www.co.mendocino.ca.us/bos/boardscommissions.htm> 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	(Planning Commission Representative(s))	(3)
(b) Air Quality Management District Hearing Board	(Various)	(5)
(c) Animal Care and Control Appeals and Advisory Board	(Various)	(3)
(d) Assessment Appeals Board	(Alternate)	(2)
(e) Behavioral Health Advisory Board	(2nd District Representative)	(1)
(f) Child Care Planning Council	(Various)	(5)
(g) Civil Service Commission	(District Three Representative)	(1)
(h) Community Development Commission	(Various)	(6)
(i) First Five Mendocino	(Various)	(2)
(j) Fish Rock Cemetary District	(Trustee)	(1)
(k) Gualala Municipal Advisory Council (GMAC)	(Various)	(3)
(l) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(7)
(m) Hopland Cemetery District	(Trustee)	(4)
(n) Hopland Municipal Advisory Council	(Member)	(3)
(o) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(9)
(p) LawLibrary Board of Trustees	(Trustee)	(2)
(q) Library Advisory Board	(5th District Member)	(1)
(r) Little River Airport Advisory Committee	(Various)	(10)
(s) Mendocion Council of Governments (MCOG)	(Public Appointee)	(1)
(t) Mendocino County Business Improvement District	(Inland Area Representative)	(1)
(u) Mendocino County Resource Conservation District	(Long Term Director)	(1)
(v) Mendocino County Tourism Commission	(Various)	(2)
(w) Museum Advisory Board	(Various)	(4)
(x) North Coast Railroad Authority	(Mendocino Rep)	(1)
(y) North Coast Resource Partnership	(Alt Mendocino Rep to the Tech ReviewComm.)	(1)
(z) Policy Council on Children and Youth (PCCY)	(Various)	(12)
(aa) Sonoma Mendocino Economic Development District	(Director)	(1)
(ab) Westport Municipal Advisory Council	(Member)	(2)



**MENDOCINO COUNTY EXECUTIVE OFFICE**

**NEWS RELEASE**

**CONTACT: Executive Office (707) 463-4441**

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TO: MENDOCINO COUNTY NEWS MEDIA  
FR: MENDOCINO COUNTY EXECUTIVE OFFICE

**Ukiah, California: February 11, 2019**

***Ribbon Cutting Ceremony for the Fort Bragg Animal Shelter***

The County of Mendocino will hold a ribbon cutting ceremony and open house for the newly re-opened Fort Bragg Animal Shelter on Saturday, February 16, 2019. The ceremony will take place at 1:00 p.m. at the Fort Bragg Animal Shelter, 19701 Summers Ln, in Fort Bragg, CA.

Remarking on the re-opening of the Animal Shelter, Fourth District Supervisor Dan Gjerde stated "I hope residents here on the Coast will stop by the County's Coast animal shelter. I'm grateful the County was able to re-establish this service on the Coast."

"The reopening of the coast shelter represents the priorities of residents and County government in ensuring humane care and treatment of animals," added Supervisor Ted Williams.

The Fort Bragg Animal Shelter's new regular hours will be Tuesday through Saturday from 12:00 p.m. to 5:00 p.m. To contact the Fort Bragg Shelter, please call 707-961-2491 or email Shelter Supervisor Adrianna Vega at [vegaa@mendocinocounty.org](mailto:vegaa@mendocinocounty.org).

For more information, please contact the Mendocino County Executive Office at (707) 463-4441.

Released by:   
Carmel J. Angelo  
Chief Executive Officer