



MENDOCINO COUNTY CHIEF EXECUTIVE OFFICER
CARMEL J. ANGELO
REPORT TO THE BOARD
JANUARY 21, 2020

The CEO Report

January 21, 2020

Human Resources Update

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Civil Service Commission

For 2019, the Civil Service Commission had ten Regular Meetings and two Special Meetings. During these meetings, the Commission heard and made rulings on three Disciplinary Appeals, five Application Appeals, one Examination Appeal, seven Probation Period Extensions, and 11 Classification Studies.

Health Plan

The Affordable Care Act requires the County of Mendocino to offer health insurance coverage to all full-time employees and their dependents. Further, the County must send an annual statement to all employees who are eligible for coverage, describing the insurance available to them. The Internal Revenue Service created the 1095-C form to serve as that statement. The due date for providing the form to employees is March 2, 2020. Full-time employees who do not receive a 1095-C form should contact Human Resources, Benefits Administration at 234-6623.

Vacancy List

Attached to this report is an updated Justification of Filled Positions table and the Vacancy and Recruitment Update provided by Human Resources. These reports include 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, including positions in 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.

Juvenile Hall Update

At this time, the Executive Office is not recommending closure of Juvenile Hall. In partnership with Chief Probation Officer Izen Locatelli, concepts are being developed that may improve outcomes for delinquent youth while reducing the General Fund cost of operating the facility. Information will be shared with the Board of Supervisors after additional research confirms viability of one or more innovative concepts.

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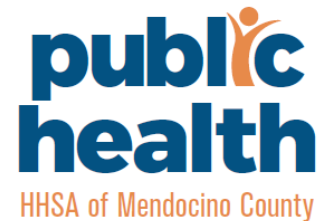
Website:

www.mendocinocounty.org

Health and Human Services Update

Inspired by Accreditation, Public Health hits radio waves

Mendocino County Public Health continues to work on achieving national Public Health Accreditation. Public Health Accreditation is a large-scale quality improvement project, which is currently voluntary in California, but some states are making it mandatory to complete. So far, 19 of the 58 counties in California, plus the State of California Department of Public Health, have achieved national Public Health Accreditation through the Public Health Accreditation Board (PHAB). In addition to Mendocino County's current work to submit over 220 documents that must meet or exceed the set of standards set by the accrediting board, each Public Health program needs to show continuous work on internal quality improvement and strategic plan goals. Of the p12 domains that are assessed by the accreditation board, one is Domain 3 - Inform and Educate. Informing and educating those we serve is largely done by the Public Health Community Wellness program, which works to reduce the use of tobacco and opioids, promote healthy nutrition and physical activity, and to facilitate gang prevention. Mendocino County Public Health provides health information to the public by a variety of channels, and recently started a monthly Public Health focused radio segment on KGUA Gualala. The program airs on the third Wednesday of each month at 9:00 a.m., and can also be streamed live online at kgua.org. Upcoming topics include Tobacco Prevention, Oral Health, CalFresh, and the Immunization Program.



CSAC MHSA Working Group

CSAC formed a working group to make recommendations regarding MHSA funding. There is a movement at the State level to revise MHSA guidelines which could reduce County funding and/or change what services MHSA will cover in the future.

The CEO sits on the working group and will keep the BOS informed as action is taken by the working group and the State. While there is not a lot of information about this at the local level, this is a serious issue that could have serious impacts to Mental Health services.



Check out Mendocino County's
Career Page, powered by NEOGOV.
www.governmentjobs.com/careers/mendocinoca

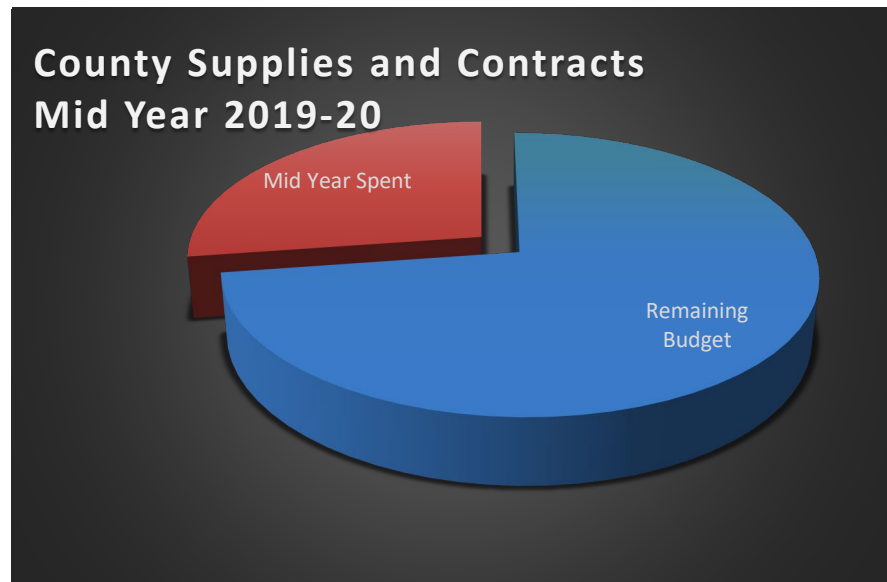
Budget Update

The following pie chart shows what has been expended and what is remaining for the General Fund, County Supplies and Contract expenses at the end of the 2nd Quarter (source, Munis YTD Budget Report).



Access the County's Transparency Portal, OpenGov at:

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



Budgeted	Spent	Percent Spent
\$43,832,584	\$11,967,400	27.30%

The total expenditure amount is an unadjusted expense, as of December 31, 2019. Encumbrances are not included in this table as well as expense items that are to be entered at end of year.

At budget adoption, the Board directed a 6% reduction in General Fund 2000 series (supplies and contracts), which the Executive Office and Auditor continue to monitor monthly. The above graph is a snapshot in time taken on December 31, 2019. This graph does not include any contracts that are set to be paid in the 3rd and 4th quarters nor any possible open invoices that still need to be applied to 2nd quarter.

As the County begins the budget process, please refer to the attached Fiscal Calendar as a reference for the Budget schedule for the next six months.

2017 Redwood Complex Fire Rebuilding Update

Below is Planning and Building Services data on the building permits as of January 7, 2020, in relation to rebuilding after the 2017 Redwood Complex Fire.

Building Permits Issued:
183 Building Permits issued
16 permits in queue

Breakdown of Permits Issued:
a) Single Family Residences: 82
b) Manufactured Homes: 53
c) Accessory Buildings (garages, sheds, barns): 48

Building Permits Finaled:
Total Permits Finaled: 118

Breakdown of Permits Finaled:
a) Single Family Residences: 42
b) Manufactured Homes: 43
c) Accessory Buildings: 33

Administrative Permits to Place RVs on Private Property:
Applied: 75
Issued: 71
Withdrawn: 2
On Hold: 1
Pending Review: 1



For more information, visit:

www.mendocinocounty.org/community/mendocino-strong

Golden State Finance Authority Grant Funds Update

The County received the Golden State Finance Authority's Residence Emergency Disaster Assistance grant funds in mid-2018 to assist County residents who have lost their homes or experienced financial loss that impaired their ability to maintain housing in the 2017 Redwood Complex disaster area. Three percent of the \$254,854 grant funds covered for North Coast Opportunities' administration of the grant. The remaining grant funds were distributed to 118 families--both homeowners and renters--from mid-2018 to December 31, 2019, via 129 checks. Other than FEMA's rental assistance program, this was the only other grant program available to assist renters. Below are the breakdown of the checks issued and their purposes.

Building Materials/ Construction: 27
Engineer Plans: 1
Permanent and Temporary power pole installation: 37
Septic Restoration: 5
Water Tank Replacement: 3
Rent for two months or up to \$2,500: 44
Mortgage Payments: 11
Partial Manufactured Home Cost: 1

Request for Proposal/Request for Qualifications Update (RFP/RFQ) Update

RFB# 20-19 Mental Health Rooms 381-383 Mold and Asbestos Remediation Project

- Issued on December 19, 2019
- Submission deadline January 21, 2020

RFB# 55-19 WISC Mold Remediation and Repair

- Issued on December 12, 2019
- Submission deadline January 16, 2020

RFB# 53-19 Administration Center HVAC Unit 22 Replacement

- Issued on December 2, 2019
- Submission deadline December 19, 2019
- Awarded to Reliance Enterprises in the amount of \$12,750

RFB# 50-19 Courthouse Annex HVAC Unit 1 Replacement

- Issued on November 26, 2019
- Submission deadline December 12, 2019
- Awarded to Reliance Enterprises in the amount of \$19,750

RFB# 48-49 Willits Library HVAC Unit Replacement

- Issued on November 26, 2019
- Submission deadline December 12, 2019
- Evaluation Stage

DR# 19-05 Local Hazard Mitigation Plan and General Plan Safety Element Consultant

- Issued on November 25, 2019
- Submission deadline January 3, 2020
- Evaluation Stage

RFB# 46-19 Department of Transportation Water Damage Repair

- Issued on November 8, 2019
- Submission deadline December 5, 2019
- Awarded to FRC, Inc. in the amount of \$34,000

RFB# 43-19 Sheriff Detectives – Donovan Room Flooring

- Issued on October 24, 2019
- Submission deadline was November 14, 2019
- Awarded to Ellis Flooring in the amount of \$19,951

BID# 42-19 Tax Collector's Remodel Rebid

- Issued on October 17, 2019
- Submission deadline November 19, 2019
- Awarded to DMR Builders in the amount of \$265,000 pending board approval

RFQ# 38-19 Toyota Truck (DOT)

- Issued date was October 7, 2019
- Submission deadline was October 22, 2019
- Truck has been purchased and delivered to the Department of Transportation.



Agriculture Update

The Agricultural Commissioner Sealer of Weights and Measures, in its effort to maintain a fair and equitable market place, registers and inspects weighing and measuring devices used to buy, sell, barter or trade. This is a list of the number of devices for measuring volume, distance or weight inspected by County weights and measures officials during Fiscal Year 2018/19, with the percentage of passing inspection. This information was reported by the County Agricultural Commissioner to the California Department of Food and Agriculture Division of Measurement Standards in December 2019.

Type of device	Quantity inspected	Compliance Percentage
MEASURING		
Electric sub meters	27	100
Electric Vehicle Sub meters	5	100
Fabric Meters	6	100
LPG meters	87	94.1
Retail Motor Fuel Meters	1234	98.7
taximeters	1	100
Vapor sub meters	54	100
Vehicle meters	20	100
Water sub meters	48	100
miscellaneous	1	100
WEIGHING		
Class II scales	4	100
Computing scales	350	97.7
Counter scales	160	93.8
Crane scales	6	100
Dormant	52	88.3
Hanging scales	20	95.1
Livestock scales	8	100
Prescription/ jewelry scales	31	93.4
vehicle	31	93.4
Miscellaneous weighing devices	13	100
Total devices inspected	2158	



Board Directives

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. The Executive Office maintains a tracking mechanism of all said directives with a status as to completion and/or necessary steps to follow through.

Attached is a list of all current directives as of January 14, 2020.



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/>

Regional Cannabis Update

On December 4, 2019, at the CSAC Annual Conference, Mendocino, Humboldt, Sonoma, Trinity and Del Norte counties met to discuss working together as a region to address State barriers to cannabis licensing. Two Supervisors from each County and the County Chief Administrative/Executive Officers participated. The North Coast Counties share many of the same issues with State resource agencies and State cannabis licensing agencies and believe together as a region they can affect change at a State level to help the cannabis industry. In 2020, the North Coast Counties consisting of Del Norte, Humboldt, Lake, Mendocino, Sonoma and Trinity will be forming a regional ad hoc to address problems around cannabis licensing and share best practices and lessons learned. On January 14, 2020, the County Chief Administrative/Executive Officers of the North Coast Counties met and Humboldt, Mendocino and Sonoma have created ad hocs to participate. Lake, Del Norte and Trinity will appoint ad hocs at their next Board of Supervisors meeting. The Chief Administrative/Executive Officers will be coordinating next steps and meeting dates for the regional ad hoc to begin work addressing state licensing issues.

Cultural Services Agency Update

Library

The Mendocino County Library would like to remind everyone as they begin to plan the gardens for the spring that they are a unique library system that offers Countywide seed libraries. Every one of the five branches and the Bookmobile has a seed library. Stop by your branch and sign up to access this wonderful resource of seed lending. Also, look for Mendocino County Seed Library at local County seed events.

Mendocino County Library- Round Valley Branch is part of the Rural Libraries Tour 2020, Poet Susan Wooldridge will be visiting the branch on February 21 at 3:00 pm to facilitate a writing workshop and to share her work.

Museum

Mendocino County Museum opened a new exhibit, "Natural Expressions: Art Inspired by Mendocino County." This exhibit highlights various works of art that have been inspired by Mendocino County nature and have natural elements included in the design. In addition, various crafts and programs will be held in conjunction with the exhibit. Please check the Museum website for more detail.

The Mendocino County Museum has opened the new Interactive/Education room. This room includes a touch table, Mendocino County Library Reading Corner, interactive crafts, and chances for exploration for children and families.

The Mendocino County Museum is now offering meeting room rental service. Please see our website for rules, agreement forms and fees: <https://www.mendocinocounty.org/government/cultural-services-agency/museum-meeting-room-reservations>



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

www.mendocinocounty.org/government/cultural-services-agency

Animal Care Services Update

Income Statistics

December 1, 2019, through December 31, 2019

- Four animals received for quarantine at the Animal Shelter
- Seven dead animals received for disposal
- Nine feral cats received
- One animal received for rabies specimen testing
- Five owned animals received by Animal Control or Police/owner in custody
- 13 owned animals impounded in the field or came in over the counter
- 14 owner surrendered animals received
- 92 stray animals received from by Animal Control, Police or came in over the counter from citizens
- Total of 145 animals received at the Animal Shelter

Outcome Statistics

November 1, 2019, through November 30, 2019

- 24 cats adopted
- 36 dogs adopted
- Two other animals adopted
- Two ill / failure to thrive animals died at shelter
- Seven dead animal disposals
- 11 ill, suffering and unsafe animals euthanized
- One animal sent off to laboratory for rabies testing
- One owner/surrender animals euthanized
- Nine trap, neuter and return to field cats
- 53 return to owner animals
- 39 animals transferred to other rescue organizations
- A total of 185 animal(s) departed the Animal Shelter

Bissell Adoption Event

On December 13 and 14, 2019, Animal Care Services participated in the Bissell Adoption Event. A total of 33 dogs and cats were adopted. The adopters only had to pay a \$25.00 adoption fee and \$25.00 for a dog license if they adopted a dog. The Bissell Corporation pays all the remaining adoption fees.

"At Cost" Rabies Vaccination & Microchip Clinic

Animal Care Services held an "At Cost" Rabies Vaccination & Microchip Clinic at the Ukiah Animal Shelter on December 19, 2019. A total of 29 rabies vaccinations were administered, 18 dog licenses were sold and 26 microchips were purchased & implanted.



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

www.mendoanimalshelter.com

Boards and Commissions Vacancies*

Board Name	Position
Archeological Commission of Mendocino County	Native American Representative
Archeological Commission of Mendocino County	Alternate Member
Behavioral Health Advisory Board	4 th District Representative
Law Library Board of Trustees	Trustee
Mendocino County Fish and Game Commission	Member at Large - Inland
Policy Council on Children and Youth (PCCY)	Representative of Private Nonprofit Serving Children & Youth
Policy Council on Children and Youth (PCCY)	Superintendent of County Office of Education, or Designee
Policy Council on Children and Youth (PCCY)	Representative of Local Child Abuse Council
Policy Council on Children and Youth (PCCY)	Member of the Community at Large
Policy Council on Children and Youth (PCCY)	Representative of Local Child Care Resource and Referral Agency
Policy Council on Children and Youth (PCCY)	Prosecuting Attorney of the County
Policy Council on Children and Youth (PCCY)	Representative of the Workforce Investment Board Youth Council
Policy Council on Children and Youth (PCCY)	Person Responsible for Management of Welfare of Public Social Services
Policy Council on Children and Youth (PCCY)	Person Responsible for Management of Children's Services
Policy Council on Children and Youth (PCCY)	Person Responsible for Management of Housing and Redevelopment
Policy Council on Children and Youth (PCCY)	The Presiding Judge of the County's Juvenile Court
Policy Council on Children and Youth (PCCY)	Representative of an Indian Child Welfare Agency
Policy Council on Children and Youth (PCCY)	Additional Member of the Community at Large



Stay plugged in and up-to-date with the latest Mendocino County News by visiting:
www.mendocinocounty.org.

* 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.

Upcoming Board Meetings

Regular Meeting	January 21, 2020
Regular Meeting	February 4, 2020
Regular Meeting	February 25, 2020

Dates of Interest

County Holiday	January 20, 2020
County Holiday	February 17, 2020
NACo Legislative Conference	February 29 – March 4, 2020

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	

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	29



Regular Board Meeting



County Holiday



NACo Legislative Conference

Attachments

1. Position Justification Report
2. Vacancy and Recruitment Update
3. Fiscal Calendar
4. Board Directives
5. Ongoing list of Boards and Commissions Vacancies

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JUSTIFICATION OF FILLED POSITIONS						
<i>December 2019</i>						
DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
Assessor	Real-Property Appraiser I	2790	Ukiah	9/30/2019	This position is essential to keep the day-to-day operations in the Assessor's office functioning.	12/1/2019
HHSa (Alcohol/Other Drug Program)	Staff Assistant III	3383	Ukiah	7/1/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/1/2019
HHSa (Mental Health)	Staff Assistant III	4096	Ukiah	2/19/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/1/2019
HHSa (Social Services)	Legal Clerk II	3774	Ukiah	3/19/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/1/2019
HHSa (Social Services)	Program Administrator	3893	Ukiah	9/13/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/1/2019
HHSa (Social Services)	Senior Health Program Eligibility Worker	4301	Ukiah	9/4/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/1/2019
HHSa (Social Services)	Senior Health Program Eligibility Worker	4302	Fort Bragg	9/4/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/1/2019
HHSa (Social Services)	Social Worker Assistant II	1695	Ukiah	7/14/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/1/2019
HHSa (Social Services)	Social Worker I	3289	Fort Bragg	7/14/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/1/2019
HHSa (Social Services)	Social Worker I	3975	Ukiah	2/8/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/1/2019
HHSa (Social Services)	Social Worker I	4127	Ukiah	7/14/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/1/2019
Probation	Deputy Probation Officer II	2992	Ukiah	7/18/2018	Lack of adequate personnel to supervise the adult caseload will result in insufficient supervision of individuals the court has deemed necessary to be supervised.	12/1/2019
Transportation	Heavy Equipment Mechanic	600	Ukiah	2/5/2019	Vacancy will negatively affect capabilities of the Road Maintenance Division. Equipment repairs and service will have to be out-sourced.	12/1/2019
Transportation	Road Maintenance Worker I	4193	Ukiah	11/5/2019	Vacancy will negatively affect road maintenance operations and our ability to meet state requirements.	12/1/2019

JUSTIFICATION OF FILLED POSITIONS						
<i>December 2019</i>						
DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
Transportation	Road Maintenance Worker I	4220	Ukiah	11/5/2019	Vacancy will negatively affect road maintenance operations and our ability to meet state requirements.	12/1/2019
Transportation	Road Maintenance Worker I	4225	Ukiah	4/16/2019	Vacancy will negatively affect road maintenance operations and our ability to meet state requirements.	12/1/2019
Transportation	Road Maintenance Worker I	4228	Ukiah	4/16/2019	Vacancy will negatively affect road maintenance operations and our ability to meet state requirements.	12/1/2019
Transportation	Road Maintenance Worker I	4230	Ukiah	11/5/2019	Vacancy will negatively affect road maintenance operations and our ability to meet state requirements.	12/1/2019
Transportation (Engineering & Technical)	Engineering Technician II	151	Ukiah	9/30/2019	The division will not be able to fulfill critical duties including airport maintenance, processing of land development applications and issuance of encroachment and transportation permits.	12/1/2019
Executive Office	Administrative Project Manager - Measure B	4285	Ukiah	3/25/2019	This position plans, coordinates, implements, and manages activities, projects, and contracts related to Mendocino County's Mental Health Treatment Act, and performs a variety of professional and programmatic work in support of assigned projects.	12/15/2019
HHSA (Social Services)	Employment and Training Worker III	2094	Ukiah	11/22/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/15/2019
HHSA (Social Services)	Employment and Training Worker III	3450	Willits	10/16/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/15/2019
HHSA (Social Services)	Social Worker I	2718	Ukiah	10/16/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/15/2019
HHSA (Social Services)	Social Worker II	3974	Ukiah	11/8/2017	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/15/2019
HHSA (Social Services)	Staff Assistant II	797	Ukiah	9/13/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/15/2019
HHSA (Social Services)	Welfare Investigator II	4324	Ukiah	8/29/2019	Risk of not meeting State and Federal mandates, overtime and/or assigning duties elsewhere working another employee out of class.	12/15/2019

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 1-20, November 17 - December 28, 2019																
DEPARTMENT/OFFICE	FUND	TOTAL FUNDED ALLOCATED FTE POSITIONS	VACANT FUNDED FTE POSITIONS	VACANCY RATE (All Vacant Funded Regardless of Recruitment Status)	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE* (Positions in Recruitment)	NEW HIRES SINCE 7/1/19	SEPARATIONS SINCE 7/1/19	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	3.00	33.3%	1	11.1%	5	1	--	--	--	--	--	--	6	--
<i>Agriculture Total:</i>		<i>9.00</i>	<i>3.00</i>	<i>33.3%</i>	<i>1</i>	<i>11.1%</i>	<i>5</i>	<i>1</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>
AIR QUALITY	3270	9.00	2.00	22.2%	--	0.0%	--	--	--	--	--	--	--	--	7	--
<i>Air Quality 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>
ANIMAL CARE	1100	13.00	2.00	15.4%	--	0.0%	1	--	--	--	--	2	--	--	10	--
<i>Animal Care Total:</i>		<i>13.00</i>	<i>2.00</i>	<i>15.4%</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	20.00	3.00	15.0%	1	5.0%	2	--	1	--	--	--	--	--	17	--
ASSESSOR-CLERK-RECORDER (CLERK RECORDER)	1100	3.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	3	--
ASSESSOR-CLERK-RECORDER (COUNTY CLERK-ELECTION)	1100	3.00	0.00	0.0%	1	33.3%	3	--	--	--	--	--	--	--	3	--
ASSESSOR-CLERK-RECORDER (MICROGRAPHICS)	1218	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
<i>Assessor-Clerk-Recorder Total:</i>		<i>27.00</i>	<i>3.00</i>	<i>11.1%</i>	<i>2</i>	<i>7.4%</i>	<i>5</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>24</i>	<i>0</i>
AUDITOR-CONTROLLER	1100	12.00	0.00	0.0%	--	0.0%	2	1	1	--	--	--	--	--	12	--
<i>Auditor-Controller Total:</i>		<i>12.00</i>	<i>0.00</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>2</i>	<i>1</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>
CHILD SUPPORT SERVICES	1100	36.00	11.00	30.6%	--	0.0%	4	5	2	--	--	--	--	--	25	--
<i>Child Support Services Total:</i>		<i>36.00</i>	<i>11.00</i>	<i>30.6%</i>	<i>0</i>	<i>0.0%</i>	<i>4</i>	<i>5</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>
COUNTY COUNSEL	1100	12.00	1.00	8.3%	1	8.3%	--	1	--	--	--	--	--	--	11	--
<i>County Counsel Total:</i>		<i>12.00</i>	<i>1.00</i>	<i>8.3%</i>	<i>1</i>	<i>8.3%</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>11</i>	<i>0</i>
CULTURAL SERVICES AGENCY (LIBRARY)	1205	35.50	4.00	11.3%	1	2.8%	1	1	--	--	3	7	--	1	17	5
CULTURAL SERVICES AGENCY (MUSEUM)	1100	5.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	4
<i>Cultural Services Agency Total:</i>		<i>40.50</i>	<i>4.00</i>	<i>9.9%</i>	<i>1</i>	<i>2.5%</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>3</i>	<i>7</i>	<i>0</i>	<i>1</i>	<i>18</i>	<i>9</i>
DISTRICT ATTORNEY	1100	46.00	13.00	28.3%	7	15.2%	1	8	3	--	--	1	--	--	32	--
DISTRICT ATTORNEY (ANTI DRUG ABUSE)	4650	3.00	1.00	33.3%	--	0.0%	--	1	--	--	--	--	--	--	2	--
DISTRICT ATTORNEY (RAPE PROSECUTION)	4480	1.00	1.00	100.0%	--	0.0%	--	1	--	--	--	--	--	--	0	--
DISTRICT ATTORNEY (VICTIM WITNESS)	4640	5.00	2.00	40.0%	3	60.0%	--	--	--	--	--	--	--	--	3	--
<i>District Attorney Total:</i>		<i>55.00</i>	<i>17.00</i>	<i>30.9%</i>	<i>10</i>	<i>18.2%</i>	<i>1</i>	<i>10</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>37</i>	<i>0</i>

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 1-20, November 17 - December 28, 2019																
DEPARTMENT/OFFICE	FUND	TOTAL FUNDED ALLOCATED FTE POSITIONS	VACANT FUNDED FTE POSITIONS	VACANCY RATE (All Vacant Funded Regardless of Recruitment Status)	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE* (Positions in Recruitment)	NEW HIRES SINCE 7/1/19	SEPARATIONS SINCE 7/1/19	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	13.00	2.00	15.4%	2	15.4%	1	--	--	--	--	--	--	--	11	--
EXECUTIVE OFFICE (CENTRAL SERVICES)	1100	5.00	1.00	20.0%	--	0.0%	--	--	--	--	--	--	--	--	5	--
EXECUTIVE OFFICE (CLERK OF THE BOARD)	1100	3.00	1.00	33.3%	1	33.3%	--	--	--	--	--	--	--	--	2	--
EXECUTIVE OFFICE (DISASTER RECOVERY)	1225	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
EXECUTIVE OFFICE (FACILITIES & FLEET)	1100	33.80	9.80	29.0%	4	11.8%	3	2	2	--	--	2	--	--	21	1
EXECUTIVE OFFICE (GARAGE)	1100	3.00	0.00	0.0%	--	0.0%	1	--	--	--	--	--	--	--	3	--
EXECUTIVE OFFICE (GENERAL LIABILITY)	7130	2.50	1.00	40.0%	1	40.0%	--	1	--	--	--	--	--	--	2	--
EXECUTIVE OFFICE (INFORMATION SERVICES)	1100	25.00	5.00	20.0%	3	12.0%	1	3	1	--	--	--	--	--	20	--
<i>Executive Office Total:</i>		<i>86.30</i>	<i>19.80</i>	<i>22.9%</i>	<i>11</i>	<i>12.7%</i>	<i>6</i>	<i>6</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>65</i>	<i>1</i>
FARM ADVISOR	1100	3.00	1.00	33.3%	--	0.0%	--	1	--	--	--	--	--	--	2	--
<i>Farm Advisor Total:</i>		<i>3.00</i>	<i>1.00</i>	<i>33.3%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>1</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>
HHSA (ADMINISTRATION)	1100	23.00	5.00	21.7%	1	4.3%	1	1	1	--	--	--	--	--	18	--
HHSA (ALCOHOL/OTHER DRUG PROGRAM)	1100	35.00	15.00	42.9%	5	14.3%	2	2	1	--	--	1	--	--	19	--
HHSA (CGAP-DFC GRANT)	4260	1.00	1.00	100.0%	1	100.0%	--	1	--	--	--	--	--	--	--	--
HHSA (EMERGENCY MEDICAL SERVICE)	1100	1.00	1.00	100.0%	--	0.0%	--	--	--	--	--	--	--	--	--	--
HHSA (ENVIRONMENTAL HEALTH)	1100	21.60	2.00	9.3%	2	9.3%	1	2	--	--	--	--	--	--	20	--
HHSA (MENTAL HEALTH)	1221	48.00	15.00	31.3%	7	14.6%	3	4	1	--	--	--	--	--	33	--
HHSA (PUBLIC HEALTH)	1100	24.00	6.00	25.0%	3	12.5%	1	--	1	--	--	1	--	--	17	--
HHSA (PUBLIC HEALTH BIOTERRORISM AS)	4780	2.00	0.00	0.0%	--	0.0%	--	-	1	--	--	--	--	--	2	--
HHSA (PUBLIC HEALTH CCS)	1100	8.00	2.00	25.0%	2	25.0%	--	--	--	--	--	--	--	--	6	--
HHSA (PUBLIC HEALTH NURSING)	1100	21.00	8.00	38.1%	6	28.6%	1	1	2	--	--	1	--	--	9	3
HHSA (PUBLIC HEALTH TOBACCO ED)	4530	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
HHSA (PUBLIC HEALTH WIC)	4180	14.20	4.00	28.2%	--	0.0%	1	--	1	--	--	2	--	--	9	--
HHSA (SOCIAL SERVICES)	1100	404.00	89.00	22.0%	76	18.8%	25	21	14	--	--	37	--	--	245	33
<i>HHSA Total:</i>		<i>603.80</i>	<i>148.00</i>	<i>24.5%</i>	<i>103</i>	<i>17.1%</i>	<i>35</i>	<i>32</i>	<i>22</i>	<i>0</i>	<i>0</i>	<i>42</i>	<i>0</i>	<i>0</i>	<i>379</i>	<i>36</i>

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 1-20, November 17 - December 28, 2019																
DEPARTMENT/OFFICE	FUND	TOTAL FUNDED ALLOCATED FTE POSITIONS	VACANT FUNDED FTE POSITIONS	VACANCY RATE (All Vacant Funded Regardless of Recruitment Status)	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE* (Positions in Recruitment)	NEW HIRES SINCE 7/1/19	SEPARATIONS SINCE 7/1/19	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	5.00	26.3%	--	0.0%	--	3	1	--	--	--	--	--	14	--
HUMAN RESOURCES (EMPLOYEE WELLNESS)	1100	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
HUMAN RESOURCES (HEALTH BENEFITS)	7150	4.00	1.00	25.0%	--	0.0%	--	--	--	--	--	--	--	--	3	--
Human Resources Total:		24.00	6.00	25.0%	0	0.0%	0	3	1	0	0	0	0	0	18	0
PLANNING AND BUILDING	1100	41.00	4.00	9.8%	5	12.2%	3	2	--	--	--	6	--	--	33	--
PLANNING AND BUILDING (CANNABIS PROGRAM)	1100	5.00	2.00	40.0%	--	0.0%	--	2	--	--	--	--	--	--	3	--
Planning and Building Total:		46.00	6.00	13.0%	5	10.9%	3	4	0	0	0	6	0	0	36	0
PROBATION	1100	42.00	3.00	7.1%	2	4.8%	3	1	3	--	--	2	--	--	33	3
PROBATION (JUVENILE HALL)	1100	19.00	2.00	10.5%	2	10.5%	3	3	1	--	--	--	--	--	18	--
Probation Total:		61.00	5.00	8.2%	4	6.6%	6	4	4	0	0	2	0	0	51	3
PUBLIC DEFENDER	1100	23.00	2.00	8.7%	3	13.0%	--	--	--	--	--	2	--	--	20	--
PUBLIC DEFENDER (ALTERNATE DEFENDER)	1100	5.50	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	6	--
Public Defender Total:		28.50	2.00	7.0%	3	10.5%	0	0	0	0	0	2	0	0	26	0
RETIREMENT	1100	5.00	0.00	0.0%	--	0.0%	--	--	--	-	-	-	-	-	5	--
Retirement Total:		5.00	0.00	0.0%	0	0.0%	0	0	0	0	0	0	0	0	5	0
SHERIFF-CORONER	1100	113.00	11.00	9.7%	9	8.0%	6	11	5	--	--	11	--	1	76	14
SHERIFF-CORONER (COPS PROGRAM AB3229)	1210	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
SHERIFF-CORONER (JAIL)	1100	73.00	6.00	8.2%	3	4.1%	5	5	2	--	--	--	--	--	67	--
SHERIFF-CORONER (OFFICE OF EMERGENCY SERVICES)	1100	2.00	1.00	50.0%	1	50.0%	1	1	--	--	--	--	--	--	1	--
Sheriff-Coroner Total:		189.00	18.00	9.5%	13	6.9%	12	17	7	0	0	11	0	1	145	14
TRANSPORTATION	1200	92.80	15.00	16.2%	1	1.1%	5	--	7	4	4	12	5	4	40	9
TRANSPORTATION (ENGINEERING & TECHNICAL ASSIST)	1100	6.00	0.00	0.0%	1	16.7%	1	2	--	--	--	--	--	--	5	--
Transportation Total:		98.80	15.00	15.2%	2	2.0%	6	2	7	4	4	12	5	4	45	9
TREASURER-TAX COLLECTOR	1100	6.00	1.00	16.7%	1	16.7%	--	1	1	--	--	--	--	--	5	--
TREASURER-TAX COLLECTOR (COURT AB233 PROGRAM)	1100	6.00	1.00	16.7%	--	0.0%	--	--	--	--	--	--	--	--	5	--
Treasurer-Tax Collector Total:		12.00	2.00	16.7%	1	8.3%	0	1	1	0	0	0	0	0	10	0
COUNTYWIDE TOTAL:		1375.90	265.80	19.3%	157	11.4%	87	89	52	4	7	87	5	6	937	72



FY2020-21 Fiscal Calendar

Date	Event	Time	Location or Remittance
January 2, 2020	Fee Hearing packets to be sent out		CEOBudget@mendocinocounty.org
January 14, 2020	Mid-Year Reprting instructions tranmitted		CEOBudget@mendocinocounty.org
January 23, 2020	Budget Prepartation/Training	TBD	IS Training Room
February	Narratives to be sent out		Meetings are scheduled and invites sent by Executive Office
February 7, 2020	Mid Year Reports due to EO	9:00 AM	CEOBudget@mendocinocounty.org
February 10, 2020	Fee Hearing-Departments to report on intent/volume	5:00 PM	CEOBudget@mendocinocounty.org
February 13, 2020	Budget Preparation/Training	TBD	IS Training Room
February 21, 2020	Vehicle, Facility Modification & Fixed Asset Requests Due	9:00 AM	facilities@mendocinocounty.org
March 1, 2019	3 rd Quarter reporting instructions transmitted	5:00 PM	Email to department fiscal staff
March 1, 2020	NCC Review in the first week of March AC, EO		
March 9, 2020	Budget Kick – Off Meeting	3:00 PM	Board Chambers
March 10, 2020	Mid-Year Report and Budget Workshop	TBD	Board Chambers
March 12, 2020	Munis Budget Training*-Bring Budgets	10:00-11:30 AM 2:00-3:30 PM	IS Training Room
March 13, 2020	Munis Budget Training	10:00-11:30 AM 2:00-3:30 PM	IS Training Room
March 16, 2020	Fee Hearing Packets due by departments to Budget Team	5:00 PM	CEOBudget@mendocinocounty.org
March 12-21, 2020	Budget Entered Into Munis	9:00 AM	Munis
March 20, 2020	3 rd Quarter Budget Projection Report Due	5:00 PM	CEOBudget@mendocinocounty.org
March 20, 2020	Fee Hearing-Departments to submit proposed fee changes to the EO, after Auditor review	5:00 PM	CEOBudget@mendocinocounty.org
March 21, 2020	Department Budget Entered Into Munis for 20/21	5:00 PM	
March 25, 2020	Cost Estimates for proposed Facility Modifications and Vehicle Requests returned to Departments	9:00 AM	Email to department fiscal staff
March 25, 2020	Narrative Template Distributed	9:00 AM	CEOBudget@mendocinocounty.org
March 30, 2020	Completed Proposed Budget, Facility Modifications, Vehicle Request, & Fixed Asset forms due to EO	9:00 AM	CEOBudget@mendocinocounty.org
April 2-3, 8-9 2020	Budget Conferences	Various	Conference Room C
April 15, 2020	Fee Hearing rehearsal	TBD	Conference Room C
April 13, 2020	3rd qtr budget due to EO	5:00 PM	CEOBudget@mendocinocounty.org
April 20, 2020	Fee Hearing	TBD	Board Chambers
April 30, 2020	3/4 Quarter year CAFR report due		Use for budget metric index
May 5, 2020	AM: 3 rd Quarter report presented to BOS PM: Budget Workshop	TBD	Board Chambers
May 8, 2020	Narratives Due		CEOBudget@mendocinocounty.org
June 9-10, 2020	Final Budget Public Hearing	TBD	Board Chambers
June 23, 2020	Resolution for Approval on Final 2020-21 Budget	TBD	Board Chambers

Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
20-04	1/7/2020	5K)	Discussion and Possible Action Including Formation of an Ad Hoc Committee to Participate in a North Coast Counties Regional Forum Regarding Cannabis Licensing (Sponsor: Executive Office)	BY ORDER OF THE CHAIR Supervisors Haschak and Williams are appointed to ad hoc committee to participate in north coast counties regional forum regarding cannabis licensing.	Board of Supervisors	IN PROCESS	01/13/2020 - Item in process. Regional meeting to be held January 2020.
20-03	1/7/2020	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.
20-02	1/7/2020	6A)	Supervisors' Reports Regarding Board Special Assignments, Standing and Ad Hoc Committee Meetings, and Other Items of General Interest	BY ORDER OF THE CHAIR, an agenda item to discuss the Fire and EMS Sustainability Ad Hoc shall be agendized as soon as possible.	Clerk of the Board	IN PROCESS	01/10/2020 - Item regarding Ambulance Services will be on 1/21/2020 BOS Agenda.
20-01	1/7/2020	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	01/10/2020 - Item regarding Ambulance Services will be on 1/21/2020 BOS Agenda.
D89	12/17/2019	5M)	Discussion and Possible Action Including Direction Regarding Potential Resources and Administrative Support for the Climate Action Advisory Committee (Sponsor: Executive Office)	Upon motion by Supervisor McCowen, seconded by Supervisor Gjerde, IT IS ORDERED that the Board of Supervisors directs staff to identify an additional \$5,000 to support the Climate Action Advisory Committee; re-affirms the Board's request for the Committee to recommend their preferred funding model; refers the option of having an intern through the local government commission to the Committee; and orders payments to Kitchen Table Consulting be capped at \$5,000.	Executive Office	IN PROCESS	01/13/2020 - Executive Office budget team will include request at Mid-year
D87	12/17/2019	5J)	Noticed Public Hearing - Discussion and Possible Action Including (1) Adoption of Resolution Certifying the Environmental Impact Report for the Mendocino County Integrated Wildlife Damage Management Program and Adopting Findings of Fact and a Statement of Overriding Considerations; and (2) Adoption of Resolution Adopting an Integrated Wildlife Damage Management Program (Sponsors: Agriculture and County Counsel)	Upon motion by Supervisor McCowen, seconded by Supervisor Gjerde, IT IS ORDERED that the Board of Supervisors adopt Resolution adopting an Integrated Wildlife Damage Management Program; and authorize Chair to sign same; with further direction to staff to incorporate on their website other organizations providing non-lethal services; and work with stakeholders on publicizing those programs.	Agriculture	IN PROCESS	01/13/2020 - Integrated Wildlife Damage Management Program webpage, including non-lethal information is under development by Ag department.

Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
D86	12/16/2019	5B)	Noticed Public Hearing - General Plan Amendments	The Board of Supervisors directs code enforcement to investigate a document first complaint regarding hack and squirt and return to the Board of Supervisors within 30 days; and create an ad hoc committee consisting of Supervisor Williams and Supervisor Haschak.	Planning and Building Services	IN PROCESS	
D84	11/12/2019	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.
D82	11/12/2019	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 and 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	11/12/2019	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 offsite 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.
	11/5/2019	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	
	11/5/2019	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.

Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
	11/5/2019	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 and Building Services	IN PROCESS	
D75	10/1/2019	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.
D77	10/1/2019	6D)	Discussion And Possible Action Including Directing County Counsel And The Planning & Building Services Director To Determine The Feasibility Of Using Satellite Imagery To Demilitarize Cannabis Code Enforcement And Collect Fees And/or Taxes From Non Permitted Cultivation (Sponsor: Supervisor Williams)	IT IS ORDERED that the Board of Supervisors directs County Counsel and Planning & Building Services Director to determine the feasibility of using satellite imagery to streamline cannabis code enforcement, collect fees and/or taxes from non permitted cultivation, and based on findings, consider reopening phase 1, if necessary, to bring cultivators into compliance; and direct Planning & Building Services Director to return with findings and fiscal analysis within sixty days.	Planning & Building Services/County Counsel	IN PROCESS	01/14/2020 - Staff continue investigations on process and pricing.
D78	10/1/2019	6C)	Discussion And Possible Action Including Affirmation Of The County's Duty To Implement And Defend Laws Created through the Initiative	IT IS ORDERED that the Board of Supervisors refers to the General Government Standing Committee the consideration of a policy requiring a fiscal analysis of future initiatives to be disclosed to voters prior to that initiative being placed on the ballot.	Board of Supervisors	IN PROCESS	01/13/2020 - the Board of Supervisors cleared this from Committee during their December 17, 2019, meeting.
D79	10/1/2019	6B)	Discussion And Possible Action Including Adoption Of What3Words Gcoding System For Emergencies And Recommend Same For Local Law Enforcement	IT IS ORDERED that the Board of Supervisors refers the potential adoption of What3words gcoding system to the Office of Emergency Services with a request to report back within sixty days.	Office of Emergency Services	IN PROCESS	01/13/2020 - Item in progress.
D72	8/20/2019	5G)	Discussion And Possible Action Including Acceptance Of The Mendocino County Annual Investment Report, Including Report Of Pooled Investments At June 30, 2019	GENERAL CONSENSUS OF THE BOARD that future investment reports shall be placed on the Consent Calendar.	Treasurer-Tax Collector	IN PROCESS	Partially complete 9/23/19 - General Government Committee: Executive Office believes most of this is complete. Ongoing.
D64	5/21/2019	7A)	Discussion And Possible Action Regarding Direction Given To The Air Pollution Control Officer To Work With Fire Agencies And Community Partners To Identify Barriers To Fire Fuel (Vegetation) Management And Develop A Plan To Streamline Air Quality Processes That Support Vegetation Management, Including Investigation Of The Feasibility Of Implementing A Unified Application And Payment Model For Burn Permitting	IT IS ORDERED that the Board of Supervisors forms an ad hoc committee consisting of Supervisors McCowen and Williams, to identify barriers to fire fuel management.	Air Quality Management District	IN PROCESS	Partially complete 9/23/19 - General Government Committee: Executive Office believes most of this is complete. Ongoing.

Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
D62	5/14/2019	6C)	Discussion And Possible Action To Direct Air Quality Management District (Air Quality) Staff To Identify Barriers To Fire Fuel (Vegetation) Management Through Controlled Burning, And Develop A Plan To Streamline Air Quality Processes That Support Vegetation Management Efforts	Air Pollution Control Officer is directed to work with fire agencies and community partners to identify barriers to fire fuel (vegetation) management and develop a plan to streamline Air Quality processes that support vegetation management efforts; and further to investigate feasibility of implementing a unified application and payment model.	Air Quality Management District	IN PROCESS	9/23/19 - General Government Committee: Air Pollution Control Officer has been working with fire agencies and the Board of Supervisors on this.
D53	4/16/2019	5B)	Discussion And Possible Action Including Acceptance Of Presentation Regarding Transportation Funding Including A Transportation Sales Tax Proposal And Discussion Of Existing Revenues (Countywide)	GENERAL CONSENSUS OF THE BOARD that staff shall present information concerning renewal of library sales tax and potential for a sales tax to support fire and EMS to the General Government Committee as part of the transportation sales tax item.	County Counsel	IN PROCESS	9/23/19 - General Government Committee: With County Counsel who is currently working on this.
D52	4/9/2019	5G)	Discussion And Possible Action Regarding Confirmation Of Proposed Goals And Priorities For Planning & Building Services In Fiscal Year 2019-20	GENERAL CONSENSUS OF THE BOARD that Executive Office Staff shall schedule an Economic Development Workshop. Supervisors McCowen and Williams shall work with staff to develop agenda.	Executive Office	IN PROCESS	With the Cannabis Economic Committee 9/23/19 - General Government Committee: this has shifted to the Cannabis Economic Development Committee. Chief Executive Officer to follow up.
D20	3/12/2019	6A)	Discussion And Possible Action Including Direction To Staff To Explore Feasibility Of Transitioning Our Local Emergency Medical Services Agency (LEMSA) Partnership With Sonoma County To Be A Joint Powers Authority	IT IS ORDERED that the Board of Supervisors Directs staff to begin discussions with Sonoma County regarding formation of a Joint Powers Authority to execute the partnership with our LEMSA.	Health & Human Services	IN PROCESS	9/23/19 - General Government Committee: ON HOLD due to discussions with Sonoma and Lake Counties. Once the assessment is completed, Sonoma County will determine whether they can work with Mendocino County on a JPA.
D11	2/26/2019	5D)	Discussion And Possible Action Including Adoption Of The Mendocino County Digital Infrastructure Plan 2019-2025, As Presented By The Economic Development And Financing Corporation (EDFC)	IT IS ORDERED that the Board of Supervisors adopts Mendocino County Digital Infrastructure Plan 2019-2025 as presented by the Economic Development and Financing Corporation, and directs that the two Board of Supervisors Representatives to Economic Development and Financing Corporation (Supervisors Williams and Haschak) work with County staff and EDFC staff to bring back suggested timeframes for milestones for implementing the plan.	Executive Office	IN PROCESS	The Board of Supervisors appointed an IT Ad Hoc; the IT Ad Hoc has been working with staff on various options related to the County's IT infrastructure. Additionally, the two Board representatives to EDFC have been working to prioritize milestones for implementation. At present, negotiations are still in process. 01/13/2020 - Item in progress. The Executive Office, along with Planning and Building Services, are working collaboratively on various aspects of County digital infrastructure. Further, during the January 7, 2020, Board of Supervisors meeting, direction was given to the Executive Office to analyze EDFC and the current funding structure.
D12	2/26/2019	5G)	Discussion And Possible Action Regarding Presentation From Aircon Energy Regarding Energy And Sustainability Services For County Owned Facilities, Including Results Of An Initial Feasibility Study	IT IS ORDERED that the Board of Supervisors receives presentation, including the results of an initial feasibility study from Aircon Energy, and provides direction that may include having Aircon Energy conduct a formal investment grade audit of County facilities and return to the Board to present final recommendations and options to implement and fund energy efficiency improvements.	Executive Office	IN PROCESS	9/23/19 - General Government Committee: This item is to return to the Board in January 2020.
D7	2/26/2019	5G)	Discussion And Possible Action Regarding Presentation From Aircon Energy Regarding Energy And Sustainability Services For County Owned Facilities, Including Results Of An Initial Feasibility Study	GENERAL CONSENSUS OF THE BOARD that AirCon will work with Sonoma County division of sustainability and that Supervisor Gjerde help facilitate that discussion	Board of Supervisors	IN PROCESS	9/23/19 - General Government Committee: Supervisor Gjerde met with County staff and AirCon. AirCon to give an update with more information within the next few months (by January 1, 2020).
D50	12/18/2018	6A)	Supervisors' Reports Regarding Board Special Assignments, Standing And Ad Hoc Committee Meetings, And Other Items Of General Interest	GENERAL CONSENSUS OF THE BOARD THAT staff should prepare a strategic planning item for early 2019 to help identify priorities/issues of new Board.	Executive Office	IN PROCESS	Staff continue to work on a strategic planning, item was continued for early 2020
D49	12/11/2018			GENERAL CONSENSUS OF THE BOARD that that the Chief Executive Office is authorized to work with interested parties regarding Solid Waste contract compliance issues and a potential site use Agreement for the Ukiah transfer station; and to work with those Supervisors most affected.	Executive Office	IN PROCESS	Currently being reviewed by the Ad Hoc. Director of Transportation is currently working on a request for proposal (RFP) to hire somebody for our solid waste issues. 9/23/19 - General Government Committee: We did not renew MSWA contract. DOT Director working on an rfp. Contract for Solid Waste Director services to support DOT Director will be considered by the Board on 12/16/19.

Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	Status	Progress/Updates
D48	12/4/2018	5A)	Noticed Public Hearing - Discussion And Possible Adoption Of Resolution Amending The Master Fee Schedule Effective March 4, 2019 For The Cultural Services Agency, Environmental Health, Juvenile Hall And Adult Probation - Sponsor: Executive Office	GENERAL CONSENSUS OF THE BOARD for staff to prepare a future agenda item regarding full cost recovery related to County Fees.	Executive Office	IN PROCESS	Item was bumped from 1/22/19 BOS meeting. Update provided to the Board through CEO report on 2/5/19.
D46	9/25/2018	5F)	Discussion And Possible Action Including Acceptance Of Transportation Director's Report Regarding Mountain View Road And Little River Airport Jet Fuel - Sponsor: Transportation	GENERAL CONSENSUS OF THE BOARD that Director of Transportation shall pursue grant options for fueling station at Little River Airport that would support EMS Services for the Mendocino Coast.	Transportation	IN PROCESS	Director of Transportation continues to research possible grants for Little River Airport
D45	9/11/2018	5F)	Discussion And Possible Action Including Introduction And Waive First Reading Of Ordinance Amending Chapter 6.04 Of The Mendocino County Code Regarding County Business License Requirements - Sponsor: Treasurer-Tax Collector, County Counsel And Executive Office	GENERAL CONSENSUS OF THE BOARD for staff to schedule a future agenda item to amend Business License Ordinance to include license exemption for "short term" events occurring on fairgrounds (short term shall be any event lasting less than 30 days) among other potential changes.	County Counsel	IN PROCESS	4/2/19 - Per Deputy County Counsel- Friday, April 5 last day of the initial comment period for Departments. Staff has met multiple times to discuss and develop changes to the ordinance based on Board Direction. Red lines to the ordinance are well on their way to completion. May 10 is the anticipated deadline for Departments to provide feedback on the red line. After comments are incorporated, we will prepare the documents needed to bring back the item to the Board. 9/23/19 - General Government Committee: County Counsel to receive update from Deputy County Counsel. Will bring item back in the future.
D31	4/24/2018	5C)	Discussion And Possible Action Regarding "Homelessness Needs Assessment And Action Steps For Mendocino County", A Report Of Data And Recommendations For Strategic Action Steps By Robert G. Marbut Jr., Ph.D. - Sponsor: Health & Human Services Agency	GENERAL CONSENSUS OF THE BOARD that staff shall continue outreach to the City Councils to endorse the strategic action in Dr. Marbut's report, particularly prioritizing the needs to throughout the County; providing meals prior to 9 am and after 5pm to avoid taking homeless away from programs that are helping; limiting it for to Resource see days; and for staff to provide a written report every two months; and an in-depth presentation to the Board of Supervisors every six months.	Health & Human Services	IN PROCESS	9/23/19 - General Government Committee Supervisor Gjerde met with County Staff and AirCon to give an update with more information within the next few months (by January 1, 2020).
D33	4/24/2018	5H)	Discussion And Possible Direction Regarding The Preparation Of Mendocino County's Fiscal Year (FY) 2018-19 Budget - Sponsor: Executive Office	GENERAL CONSENSUS OF THE BOARD that staff shall develop property liquidation options for the Willits Justice Center and County Courthouse in Ukiah.	Executive Office	IN PROCESS	Executive Office staff are in the process of a space analysis. The Willits Justice Center is include in that analysis.
D35	4/24/2018	5H)	Discussion And Possible Direction Regarding The Preparation Of Mendocino County's Fiscal Year (FY) 2018-19 Budget - Sponsor: Executive Office	GENERAL CONSENSUS OF THE BOARD that staff develop property acquisition options around the new County Courthouse in Ukiah.	Executive Office	IN PROCESS	Executive Office staff are in the process of a space analysis. The County Courthouse is included in that analysis.
D36	4/24/2018	5C)	Discussion And Possible Action Regarding "Homelessness Needs Assessment And Action Steps For Mendocino County", A Report Of Data And Recommendations For Strategic Action Steps By Robert G. Marbut Jr., Ph.D. - Sponsor: Health & Human Services Agency	Direction to staff to continue implementation of Marbut report in collaboration with our community partners.	Health & Human Services	IN PROCESS	Partially complete 9/23/19 - General Government Committee: CEO believes most of this is complete. Ongoing.
D40	5/23/2017	5A)	Discussion And Possible Action Regarding Informational Presentation On The Health & Human Services Agency Employee Survey Results And 2017 Goals - Sponsor: Health & Human Services Agency	GENERAL CONSENSUS OF THE BOARD that Health & Human Services staff shall incorporate a rewards program to recognize high achieving employees with a monetary or other benefit to encourage people to make suggestions that allow the County to improve work and/or services.	Health & Human Services Agency/Human Resources	IN PROCESS	Currently in Process. Health and Human Services Agency Director will be providing language.



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

CHRISTIAN M. CURTIS
Acting County Counsel

Date Posted: January 13, 2020

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

Policy Council on Children and Youth (PCCY)(13)

-- Various --

Mendocino County Fish and Game Commission(1)

-- Member at Large - Inland --

Law Library Board of Trustees(1)

-- Trustee --

Archeological Commission of Mendocino County(2)

-- Various --

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: January 27, 2020, or until filled.

CARMEL J. ANGELO
Clerk of the Board of Supervisors

By: _____
Deputy

PLEASE KEEP POSTED THROUGH: February 4, 2020



VACANCIES

MENDOCINO COUNTY
BOARD OF SUPERVISORS
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UKIAH, CA 95482

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TED WILLIAMS
Fifth District

CARMEL ANGELO
Chief Executive Officer/Clerk of the Board

CHRISTIAN M. CURTIS
Acting County Counsel

APPOINTMENTS TO BOARDS AND COMMISSIONS JANUARY 13, 2020

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 for information on specific categorical areas and District vacancies.

BOARD/ COMMISSION	POSITION CATEGORY	SEATS OPEN
(a) Air Quality Management District Hearing Board	(Various)	(5)
(b) Archaeological Commission of Mendocino County	(Various)	(4)
(c) Area Agency on Aging Governing Board	(At Large Member)	(1)
(d) Assessment Appeals Board	(Alternate Member)	(2)
(e) Behavioral Health Advisory Board	(Various District Representatives)	(3)
(f) Child Care Planning Council	(Various)	(4)
(g) Community Development Commission	(Various)	(5)
(h) Covelo Cemetery District	(Trustee)	(1)
(i) Emergency Medical Care Committee	(Various)	(5)
(j) First 5 Mendocino	(Various)	(2)
(k) Fish Rock Cemetery District	(Trustee)	(3)
(l) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(5)
(m) Hopland Cemetery District	(Trustee)	(3)
(n) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(8)
(o) Law Library Board of Trustees	(Trustee)	(2)
(p) Little River Airport Advisory Committee	(Various)	(10)
(q) Mendocino Council of Governments (MCOG) (LMAC)	(Public Appointee)	(1)
(r) Mendocino County Business Improvement District	(Various)	(2)
(s) Mendocino County Employees' Retirement Association Board	(Various)	(2)
(t) Mendocino County Fish and Game Commission	(Member at Large - Inland)	(1)
(u) Mendocino County Resource Conservation District	(Long-Term Director)	(1)
(v) Mendocino County Tourism Commission	(Various)	(3)
(w) Mendocino Historical Review Board	(Member)	(1)
(x) North Coast Resource Partnership	(Alternate Mendocino Rep to the Tech Review Comm.)	(1)
(y) Policy Council on Children and Youth (PCCY)	(Various)	(13)
(z) Potter Valley Cemetery District	(Trustee)	(1)
(aa) Redwood Valley Municipal Advisory Council	(Alternate)	(1)
(ab) Round Valley Municipal Advisory Council	(Alternate)	(3)
(ac) Sonoma Mendocino Economic Development District	(Various)	(4)
(ad) Westport Municipal Advisory Council (WMAC)	(Member)	(1)
(ae) Westport-Ten Mile Cemetery District	(Member)	(1)