



The CEO Report

July 21, 2020

Inside This Issue

- 1-2 Human Resources Update
- 3 Information Services Update
- 4 Health and Human Services Agency Update
- 4 RFP/RFQ Update
- 5 Planning and Building – Cannabis Update
- 5 Cultural Services Agency Update
- 6 Animal Care Services Update
- 7 Upcoming Meetings and Dates of Interest
- 7 Boards and Commissions
- 7 Attachments

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Human Resources Update

COVID-19 Response and Statistics

The importance of wellbeing at the County of Mendocino is more important than ever given the current circumstances. We will all benefit immensely by continuing to put a strong focus on our overall health - not just physically, but emotionally, financially, and mentally during these challenging times. MCWOW has developed a new Wellness & EAP COVID-19 Resources page designed to provide resources that help you focus on your wellbeing as we all continue to fight COVID-19. Visit the webpage here: www.mendocinocounty.org/human-resources/mcwowcovid19

COVID-19 Leave Update

County employees have used the following Emergency Paid Sick Leave, Emergency FMLA (for childcare), and Advanced Sick Leave since the availability of the benefits on April 1, 2020:

Emergency Paid Sick Leave (EPSL) for Employee Personal use only:

- Currently on sick leave: 20
- Returned to work from sick leave: 20
- Total employees: 40

FMLA/EPSL for Child Care Reasons:

- Continuous leave: 11
- Intermittent Leave: 15
- Returned from FMLA: 34
- Total employees: 60

Advanced Sick Leave:

- Total employees: 14

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.

Human Resources Update - Continued

Mendocino County Working on Wellness (MCWOW)

2020 Incentive Program

MCWOW is happy to announce the 2020 Wellness Incentive Program. This year is anything but normal, and we had to make some modifications to this year's Wellness Incentive Program. The qualification period this year is from July 1 - November 15, 2020, and staff will have two requirements to complete to qualify for the incentive:

1. Complete the online Health Assessment Questionnaire
2. Participate in the Health Trails Challenge (and earn 600 virtual miles)

For more information visit www.mendocinocounty.org/hr/mcwow

VirginPulse

MCWOW is pleased to announce some positive changes this year with our wellness program via a new partnership with VirginPulse. The VirginPulse website is very user friendly, allows you to track your incentive program progress, and offers a personalized experience with topics that interests you specifically. Registering for a new account is quick and easy and all staff who wish to participate will have to register this year. We have all seen uncertain times this year, but we trust these positive changes will help everyone enhance their wellness during this pandemic. You can sign up for a new account by visiting the MCWOW website and clicking on the VirginPulse icon.



www.mendocinocounty.org/hr/mcwow

Health Trails Challenge (Incentive Program Requirement)

Registration opened July 6, 2020, for the new Health Trails Challenge. Health Trails is an online, individual or team-based, wellness challenge where you and your teammates can track healthy behaviors (such as exercise minutes, water or produce consumption, read daily tips and track healthy habits) as you take the path to better health and earn virtual miles as you move along the trail. As a requirement of the Wellness Incentive Program, everyone must travel 600 virtual miles by November 1, 2020, to be eligible for the \$500 Wellness Incentive in 2021. Register online by logging into VirginPulse and clicking on the 'Programs' option.

Health Benefits

Human Resources is in the early planning stages for the 2020 Health Plan Open Enrollment Period. This year the Benefits team will be hosting a virtual Open Enrollment. Dates and details will be coming in the next couple of months.

Lactation Policy

The County adopted a Lactation Accommodation Policy on June 10, 2020. The policy can be found on the County website Policy Manual at <https://www.mendocinocounty.org/government/executive-office/policy-manual>

Information Services Update

Information Services continues to prioritize and implement initiatives through the IT Master Plan that was adopted by the Board of Supervisors in November 2018. The Information Services team is continuously evaluating the County's technology needs. Listed below are highlights from active projects with the intention of providing an expanded list in the coming months.

Cybersecurity Training

Cybersecurity training was identified as a priority initiative in the IT Master Plan. In June 2020, Information Services kicked off a countywide cybersecurity training campaign intended to educate all staff about the type of cyber-attacks that exist as they are our first line of defense. As of June 30, 2020, 30% of County employees have completed the training.

MUNIS Upgrade

The current version of the County's finance system MUNIS, 11.3, is approaching end of support. The time has come for Information Services, in conjunction with MUNIS vendor Tyler technologies, to move the County to the next version. MUNIS version 19.3 will be installed in the County test system at the end of July 2020. The new version offers functionality that will assist with several of the initiatives identified as priorities in the IT Master Plan, including budget process review and improvements, and purchasing enhancements. This new version represents a significant change, and will require countywide staff training. Information Services is developing a training plan to determine an anticipated go-live date tentatively scheduled for FY 20/21, early Q2.

Property Tax Software System Project

Information Services, in conjunction with Harris Technologies and Client First Consulting, is actively and aggressively moving toward replacing our antiquated mainframe based Property Tax System with a modern solution, Aumentum. To date, Mendocino County has provided 10 years of historical data and fresh snapshots of our current tax year, which Harris engineers have successfully imported into their Aumentum platform. County stakeholders have been reviewing this data, and have been impressed with the overall presentation of our legacy data in the new system. The second conversion of this legacy/current data is available as of July 2020, and will contain more detail.

Information Services is in the process of building the production environment and the current schedule calls for hosting the third conversion on our servers by the end of July 2020. The County is also actively perusing modifications to our original agreement in order to bring the Aumentum Public Portal online in time for our initial go-live date. The Public Portal will provide a level of on-line service to taxpayers far greater than has been available before. Every effort is being made to launch this application on our anticipated go-live date, November 10, 2020.

Pt. Arena Radar Ring Expansion

The Office of Emergency Services (OES) acquired funding through a Homeland Security grant for the Pt. Arena Radar Ring Expansion project. This funding only covered a portion of the project and the balance of the project has been funded through the Information Technology Master Plan. Information Services continues to work with Nokia to complete installation. The project team is meeting weekly and on track for project completion by July 2020.

Criminal Justice Software

Justware is the software the County uses for managing criminal justice based court cases for the District Attorney, Public Defender, and Probation departments. Justware announced end of life of their product for June 30, 2021. Additionally, the Courts are moving to a new system independent of this end of life announcement. Information Services is working with the Executive Office and stakeholder departments to determine a replacement solution.

Health and Human Services Update

Tammy Moss Chandler, Director for Health and Human Services (HHSa) submits the attached Agency Status Report to update the Board of Supervisors on the services being provided by HHSa.



www.mendocinocounty.org/government/health-human-services-agency

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

RFQ# 11-20 Construction Management Services-Facilities

- Issued on May 1, 2020
- Submission deadline was May 21, 2020
- Received responses from five qualified CM Firms who are now pre-qualified for three years. The review panel selected AECOM of Sacramento to negotiate a contract for the Measure B CRT project. Currently negotiating scope of services for that CM Contract at rates established in the RFQ.

RFB# 13-20 DOT Video Security- Point Arena Yard

- Issued on June 9, 2020
- Submission deadline was June 29, 2020
- Low Bid from Fort Bragg Electric of \$23,470. In the process of executing contract.

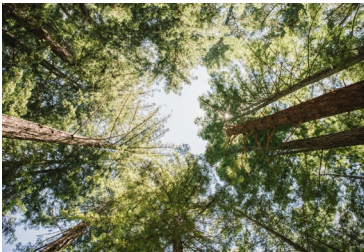
RFB# 14-20 DOT Video Security- Laytonville Yard

- Issued on June 9, 2020
- Submission deadline was June 29, 2020
- Low Bid from Fort Bragg Electric of \$24,992. In the process of executing contract.





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



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

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

Planning and Building – Cannabis Update

During the Board of Supervisors meeting on July 14, 2020, the Board requested that the Department of Planning and Building Services provide a report regarding the Cannabis Cultivation Ordinance and communications with California Department of Fish and Wildlife (CDFW) and California Department of Food and Agriculture (CDFA). Attached is the Memorandum dated July 21, 2020, and supporting documentation from Brent Schultz, Planning and Building Services Director.

Cultural Services Agency

Library

The Mendocino County Library continues to provide services during this closure. We provide online and telephone assistance and reference for the public during the week. The Mendocino County Library is pleased to announce that the Summer Reading Program has begun with this summer's theme of "Dig Deeper: Read, Investigate, Discover." Summer Reading is open for all ages and ends on August 10, 2020. Please check out the website for more details:
<https://www.mendolibrary.org/locations/library-calendar/summer-reading-program>

The Mendocino County Library is also offering Artistworks, an online program offering music lessons by world-class musicians.

The Mendocino County Library continues to offer curbside pickup for materials and is now accepting returns. Please visit the website for more details. <https://www.mendolibrary.org/home>

Museum

The Mendocino County Museum is now open for limited hours with restrictions. Please visit the website for times and days:
<https://www.mendocinocounty.org/government/cultural-services-agency/museum>

The Museum also has a new exhibit, Wonacott the Photographer: In Your Town. This exhibit is a pictorial tour of the rugged evolving lifestyle of early Mendocino County from 1915-1950.

Parks

Mendocino County Parks are open with restrictions. Please visit the website for more details about the County Park near you.
<https://www.mendocinocounty.org/government/cultural-services-agency/parks>

Animal Care Services Update

Income Statistics

June 1, 2020, through June 30, 2020

- No animals received for quarantine at the Animal Shelter
- No dead animal received for disposal
- 25 feral cats received
- No animals received for rabies specimen testing
- Two owned animals received by Animal Control or Police/owner in custody
- No owned animals impounded in the field or came in over the counter
- 20 owner surrendered animals received
- 73 stray animals received from by Animal Control, Police or came in over the counter from citizens
- Total of 120 animals received at the Animal Shelter

Outcome Statistics

June 1, 2020, through June 30, 2020

- 31 cats adopted
- 17 dogs adopted
- One "other" animal adopted
- No ill/failure to thrive animal(s) died or euthanized at shelter
- One dead animal disposal
- No animals sent off to laboratory for rabies testing
- Three owner/surrender animal euthanized
- Eight animals euthanized due to illness, suffering or behavior
- Five trap, neuter and return to field cats
- 21 return to owner animals
- Five animals transferred to other rescue organizations
- A total of 92 animals departed the Animal Shelter

Ukiah Homeless Encampment Outreach Moving Fair

Animal Care Services participated & assisted 16 customers and 22 pets at the Moving Fair event, June 3-4, 2020, by providing the following medical, microchip & dog licensing services:

- 17 rabies vaccinations administered
- 17 other animal vaccinations administered
- 18 dog licenses issued
- Nine microchips implanted
- Five flea and tick treatments rendered
- Four dog and cat spay surgeries and four dog and cat neuter surgeries were performed on June 7, 2020, at the Animal Care Services Clinic.

Free Microchips

Animal Care Services applied and received 200 free microchips from the Humane Society of the United States. The microchips will be used for low income spay and neuter animal owners.



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

Upcoming Board Meetings

Regular Meeting	August 4, 2020
Regular Meeting	August 18, 2020

July						
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	

Boards and Commissions Vacancies*

Board Name	Position
Behavioral Health Advisory Board	Fourth District Representative
Covelo Public Cemetery District	Trustee
Hopland Cemetery District	Trustee
Redwood Valley Municipal Advisory Council	Member
Redwood Valley Municipal Advisory Council	Alternate
Laytonville Municipal Advisory Council	Member
Mendocino County Climate Action Advisory Committee	Third District Representative

* 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.

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Regular Board Meeting



County Holiday

Attachments

1. Position Justification Report
2. Vacancy and Recruitment Update
3. Health and Human Services Agency Status Report
4. Memorandum from Planning and Building Services
5. Ongoing list of Boards and Commissions Vacancies

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JUSTIFICATION OF FILLED POSITIONS						
<i>June 2020</i>						
DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
Assessor-Clerk-Recorder (Assessor)	Assistant Assessor	85	Ukiah	5/14/2020	This position is essential to keep the day to day operations in the Assessors Office functioning.	5/31/2020
Assessor-Clerk-Recorder (Assessor)	Senior Auditor/Appraiser	80	Ukiah	1/16/2020	This position is essential to keep the day to day operations in the Clerk Recorders Office functioning.	5/31/2020
HHSA (Administration)	Administrative Secretary	4185	Ukiah	2/12/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Account Specialist II	717	Ukiah	3/22/2019	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Eligibility Specialist I	742	Ukiah	1/2/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Eligibility Specialist I	745	Ukiah	1/2/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Eligibility Specialist I	767	Ukiah	1/2/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Eligibility Specialist I	789	Ukiah	1/16/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Eligibility Specialist I	3977	Ukiah	1/2/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Eligibility Specialist I	3985	Ukiah	1/2/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Eligibility Specialist I	3987	Ukiah	1/2/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Employment and Training Worker III	2572	Ukiah	11/22/2019	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Senior Program Manager	4318	Fort Bragg	11/22/2019	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Social Worker Assistant II	2658	Fort Bragg	12/11/2019	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Social Worker III	1191	Ukiah	2/4/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Social Worker III	3973	Ukiah	8/14/2019	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Social Worker IV-A	826	Ukiah	9/24/2019	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
HHSA (Social Services)	Vocational Assistant	4055	Willits	3/20/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	5/31/2020
Probation (Juvenile Hall)	Juvenile Corrections Officer	436	Ukiah	2/21/2020	Juvenile Hall is mandated by Title 15 regulations to maintain specific staffing levels. With the absence of this position, Juvenile Hall is below the mandated levels. This position is necessary to minimize personnel working extended shifts and mandatory overtime to meet coverage needs.	5/31/2020

JUSTIFICATION OF FILLED POSITIONS						
<i>June 2020</i>						
DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
Cultural Services Agency (Museum)	Senior Program Specialist	4258	Ukiah	3/6/2020	This position will provide daily oversight of park operations, oversee public interactions and potential partnerships, and provide weekly presence at Parks; will also assist the Museum with projects including grants and lease issues.	6/14/2020
Executive Office (Facilities & Fleet)	Facility Project Specialist II	3992	Ukiah	1/7/2020	Position will work on capital projects county-wide; if not filled, projects requested and approved may be significantly delayed.	6/14/2020

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 14-20, June 14-27, 2020																
DEPARTMENT/OFFICE	FUND	TOTAL ALLOCATED FTE POSITIONS	VACANT FTE POSITIONS	VACANCY RATE (All Vacant Regardless of Recruitment Status)	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE* (Positions in Recruitment)	NEW HIRES SINCE 7/1/19	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	--
Agriculture Total:		9.00	3.00	33.3%	1	11.1%	5	1	0	0	0	0	0	0	6	0
AIR QUALITY	3270	9.00	3.00	33.3%	--	0.0%	--	1	--	--	--	--	--	--	6	--
Air Quality Total:		9.00	3.00	33.3%	0	0.0%	0	1	0	0	0	0	0	0	6	0
ANIMAL CARE	1100	13.00	2.00	15.4%	1	7.7%	1	--	1	--	--	2	--	--	10	--
Animal Care Total:		13.00	2.00	15.4%	1	7.7%	1	0	1	0	0	2	0	0	10	0
ASSESSOR-CLERK-RECORDER (ASSESSOR)	1100	20.00	4.00	20.0%	2	10.0%	2	1	1	--	--	--	--	--	16	--
ASSESSOR-CLERK-RECORDER (CLERK RECORDER)	1100	3.00	1.00	33.3%	--	0.0%	--	1	--	--	--	--	--	--	2	--
ASSESSOR-CLERK-RECORDER (COUNTY CLERK-ELECTION)	1100	3.00	1.00	33.3%	1	33.3%	4	1	--	--	--	--	--	--	2	--
ASSESSOR-CLERK-RECORDER (MICROGRAPHICS)	1218	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
Assessor-Clerk-Recorder Total:		27.00	6.00	22.2%	3	11.1%	6	3	1	0	0	0	0	0	21	0
AUDITOR-CONTROLLER	1100	12.00	0.00	0.0%	--	0.0%	2	1	1	--	--	--	--	--	12	--
Auditor-Controller Total:		12.00	0.00	0.0%	0	0.0%	2	1	1	0	0	0	0	0	12	0
BOARD OF SUPERVISORS	1100	5.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	5	--
Board of Supervisors Total:		5.00	0.00	;	0	0.0%	0	0	0	0	0	0	0	0	5	0
CHILD SUPPORT SERVICES	1100	36.00	16.00	44.4%	2	5.6%	4	9	8	--	--	--	--	--	20	--
Child Support Services Total:		36.00	16.00	44.4%	2	5.6%	4	9	8	0	0	0	0	0	20	0
COUNTY COUNSEL	1100	12.00	0.00	0.0%	--	0.0%	1	2	1	--	--	--	--	--	12	--
County Counsel Total:		12.00	0.00	0.0%	0	0.0%	1	2	1	0	0	0	0	0	12	0
CULTURAL SERVICES AGENCY (LIBRARY)	1205	36.50	6.00	16.4%	--	0.0%	3	3	4	--	5	7	--	1	16	4
CULTURAL SERVICES AGENCY (MUSEUM)	1100	5.00	0.00	0.0%	--	0.0%	--	--	1	--	--	--	--	--	1	4
Cultural Services Agency Total:		41.50	6.00	14.5%	0	0.0%	3	3	5	0	5	7	0	1	17	8
DISTRICT ATTORNEY	1100	46.00	7.00	15.2%	3	6.5%	8	11	2	--	--	4	--	--	35	--
DISTRICT ATTORNEY (ANTI DRUG ABUSE)	4650	3.00	0.00	0.0%	--	0.0%	1	1	1	--	--	--	--	--	3	--
DISTRICT ATTORNEY (RAPE PROSECUTION)	4480	1.00	1.00	100.0%	--	0.0%	--	1	--	--	--	--	--	--	1	--
DISTRICT ATTORNEY (VICTIM WITNESS)	4640	5.00	2.00	40.0%	1	20.0%	--	--	1	--	--	--	--	--	3	--
District Attorney Total:		55.00	10.00	18.2%	4	7.3%	9	13	4	0	0	4	0	0	42	0

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 14-20, June 14-27, 2020																
DEPARTMENT/OFFICE	FUND	TOTAL ALLOCATED FTE POSITIONS	VACANT FTE POSITIONS	VACANCY RATE <i>(All Vacant Regardless of Recruitment Status)</i>	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE* <i>(Positions in Recruitment)</i>	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	12.00	2.00	16.7%	1	8.3%	2	2	--	--	--	--	--	--	11	--
EXECUTIVE OFFICE (CENTRAL SERVICES)	1100	5.00	1.00	20.0%	--	0.0%	--	1	--	--	--	--	--	--	5	--
EXECUTIVE OFFICE (CLERK OF THE BOARD)	1100	3.00	0.00	0.0%	1	33.3%	1	1	--	--	--	--	--	--	3	--
EXECUTIVE OFFICE (DISASTER RECOVERY)	1225	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
EXECUTIVE OFFICE (FACILITIES & FLEET)	1100	33.80	6.80	20.1%	1	3.0%	9	3	--	--	--	2	--	--	24	1
EXECUTIVE OFFICE (GARAGE)	1100	3.00	0.00	0.0%	--	0.0%	2	--	--	--	--	--	--	--	3	--
EXECUTIVE OFFICE (GENERAL LIABILITY)	7130	2.50	1.00	40.0%	--	0.0%	--	1	--	--	--	--	--	--	2	--
EXECUTIVE OFFICE (INFORMATION SERVICES)	1100	25.00	2.00	8.0%	4	16.0%	3	3	--	--	--	--	--	--	23	--
<i>Executive Office Total:</i>		<i>85.30</i>	<i>12.80</i>	<i>15.0%</i>	<i>7</i>	<i>8.2%</i>	<i>17</i>	<i>11</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>72</i>	<i>1</i>
FARM ADVISOR	1100	3.00	1.00	33.3%	1	33.3%	--	1	--	--	--	--	--	--	2	--
<i>Farm Advisor Total:</i>		<i>3.00</i>	<i>1.00</i>	<i>33.3%</i>	<i>1</i>	<i>33.3%</i>	<i>0</i>	<i>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	7.00	30.4%	2	8.7%	2	2	1	--	--	--	--	--	16	--
HHSA (ALCOHOL/OTHER DRUG PROGRAM)	1100	35.00	17.00	48.6%	5	14.3%	5	7	2	--	--	1	--	--	17	--
HHSA (CGAP-DFC GRANT)	4260	1.00	0.00	0.0%	--	0.0%	--	1	1	--	--	--	--	--	1	--
HHSA (EMERGENCY MEDICAL SERVICE)	1100	1.00	1.00	100.0%	--	0.0%	--	--	--	--	--	--	--	--	--	--
HHSA (ENVIRONMENTAL HEALTH)	1100	22.60	3.00	13.3%	--	0.0%	3	4	2	--	--	--	--	--	20	--
HHSA (MENTAL HEALTH)	1221	62.00	32.00	51.6%	7	11.3%	3	7	--	--	--	--	--	--	30	--
HHSA (MENTAL HEALTH TREATMENT ACT - MEASURE B)	1224	1.25	0.25	20.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
HHSA (PUBLIC HEALTH)	1100	24.00	5.00	20.8%	3	12.5%	1	1	4	--	--	1	--	--	17	1
HHSA (PUBLIC HEALTH BIOTERRORISM AS)	4780	2.00	1.00	50.0%	1	50.0%	--	1	1	--	--	--	--	--	1	--
HHSA (PUBLIC HEALTH CCS)	1100	8.00	1.00	12.5%	--	0.0%	--	--	1	--	--	--	--	--	7	--
HHSA (PUBLIC HEALTH NURSING)	1100	22.00	5.00	22.7%	4	18.2%	5	2	2	--	--	1	--	--	12	3
HHSA (PUBLIC HEALTH TOBACCO ED)	4530	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
HHSA (PUBLIC HEALTH WIC)	4180	14.20	4.40	31.0%	--	0.0%	1	--	--	--	--	1	--	--	9	--
HHSA (SOCIAL SERVICES)	1100	404.00	92.00	22.8%	80	19.8%	48	38	30	--	--	37	--	--	245	31
<i>HHSA Total:</i>		<i>621.05</i>	<i>168.65</i>	<i>27.2%</i>	<i>102</i>	<i>16.4%</i>	<i>68</i>	<i>63</i>	<i>44</i>	<i>0</i>	<i>0</i>	<i>41</i>	<i>0</i>	<i>0</i>	<i>377</i>	<i>35</i>

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 14-20, June 14-27, 2020																
DEPARTMENT/OFFICE	FUND	TOTAL ALLOCATED FTE POSITIONS	VACANT FTE POSITIONS	VACANCY RATE <i>(All Vacant Regardless of Recruitment Status)</i>	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE* <i>(Positions in Recruitment)</i>	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	4.00	21.1%	--	0.0%	--	3	1	--	--	--	--	--	15	--
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	--
<i>Human Resources Total:</i>		<i>24.00</i>	<i>5.00</i>	<i>20.8%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>3</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>19</i>	<i>0</i>
PLANNING AND BUILDING	1100	42.50	4.50	10.6%	6	14.1%	7	7	6	--	--	8	--	--	30	--
PLANNING AND BUILDING (CANNABIS PROGRAM)	1100	8.00	6.00	75.0%	6	75.0%	--	3	--	--	--	--	--	--	2	--
<i>Planning and Building Total:</i>		<i>50.50</i>	<i>10.50</i>	<i>20.8%</i>	<i>12</i>	<i>23.8%</i>	<i>7</i>	<i>10</i>	<i>6</i>	<i>0</i>	<i>0</i>	<i>8</i>	<i>0</i>	<i>0</i>	<i>32</i>	<i>0</i>
PROBATION	1100	49.00	11.00	22.4%	2	4.1%	3	1	2	--	--	2	--	--	33	3
PROBATION (JUVENILE HALL)	1100	28.80	10.00	34.7%	--	0.0%	6	5	--	--	--	--	--	--	19	--
<i>Probation Total:</i>		<i>77.80</i>	<i>21.00</i>	<i>27.0%</i>	<i>2</i>	<i>2.6%</i>	<i>9</i>	<i>6</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>52</i>	<i>3</i>
PUBLIC DEFENDER	1100	24.00	3.00	12.5%	--	0.0%	3	4	--	--	--	2	--	--	19	--
PUBLIC DEFENDER (ALTERNATE DEFENDER)	1100	6.50	1.00	15.4%	--	0.0%	--	--	--	--	--	--	--	--	6	--
<i>Public Defender Total:</i>		<i>30.50</i>	<i>4.00</i>	<i>13.1%</i>	<i>0</i>	<i>0.0%</i>	<i>3</i>	<i>4</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>25</i>	<i>0</i>
RETIREMENT	1100	5.00	0.00	0.0%	--	0.0%	1	1	--	-	-	-	-	-	5	--
<i>Retirement Total:</i>		<i>5.00</i>	<i>0.00</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>5</i>	<i>0</i>
SHERIFF-CORONER	1100	113.00	19.00	16.8%	9	8.0%	11	23	3	--	--	9	--	--	74	12
SHERIFF-CORONER (COPS PROGRAM AB3229)	1210	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
SHERIFF-CORONER (JAIL)	1100	73.00	8.00	11.0%	6	8.2%	8	10	1	--	--	--	--	--	65	--
SHERIFF-CORONER (OFFICE OF EMERGENCY SERVICES)	1100	2.00	1.00	50.0%	1	50.0%	2	2	--	--	--	--	--	--	1	--
<i>Sheriff-Coroner Total:</i>		<i>189.00</i>	<i>28.00</i>	<i>14.8%</i>	<i>16</i>	<i>8.5%</i>	<i>21</i>	<i>35</i>	<i>4</i>	<i>0</i>	<i>0</i>	<i>9</i>	<i>0</i>	<i>0</i>	<i>141</i>	<i>12</i>
TRANSPORTATION	1200	92.80	20.80	22.4%	1	1.1%	7	8	3	4	3	11	5	4	38	7
TRANSPORTATION (ENGINEERING & TECHNICAL ASSIST)	1100	6.00	1.00	16.7%	--	0.0%	1	3	1	--	--	--	--	--	5	--
<i>Transportation Total:</i>		<i>98.80</i>	<i>21.80</i>	<i>22.1%</i>	<i>1</i>	<i>1.0%</i>	<i>8</i>	<i>11</i>	<i>4</i>	<i>4</i>	<i>3</i>	<i>11</i>	<i>5</i>	<i>4</i>	<i>43</i>	<i>7</i>
TREASURER-TAX COLLECTOR	1100	6.00	1.00	16.7%	--	0.0%	1	3	--	--	--	--	--	--	5	--
TREASURER-TAX COLLECTOR (COURT AB233 PROGRAM)	1100	6.00	2.00	33.3%	1	16.7%	--	--	--	--	--	--	--	--	4	--
<i>Treasurer-Tax Collector Total:</i>		<i>12.00</i>	<i>3.00</i>	<i>25.0%</i>	<i>1</i>	<i>8.3%</i>	<i>1</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>9</i>	<i>0</i>
COUNTYWIDE TOTAL:		1416.45	321.75	22.7%	153	10.8%	166	181	82	4	8	88	5	5	928	66



Health and Human Services Agency Status Report July 1, 2020

Behavioral Health & Recovery Services

- Continues to provide Substance Use Disorder Treatment services to clients via telephone, telehealth, limited in-person contact, and continues to provide drug testing services. Medi-Cal Expansion for Substance Use Treatment – Organized Delivery System is still on schedule to begin July 1, 2020.
- The County and contracted providers continue to provide mental health services through the use of telephone and telehealth for counseling and medication services; face-to-face and crisis services are provided while adhering to social distancing requirements and using Personal Protective Equipment.
- Continues to operate a Warm Line staffed by employees trained in crisis-response; providing telephone-based emotional support for Mendocino County residents who are feeling stressed, isolated, or overwhelmed. The Warm Line is currently available Monday - Saturday from 7:30 am to 6:00 pm at 1-707-472-2311 or toll free at 1-833-955-2510.

Social Services

Adult and Aging Services

- Continues to facilitate the Great Plates Delivered program with a current end date of July 10th, 2020. CalOES has requested a 30 day extension from FEMA to run this program through August 10th, 2020. This a meal delivery service for Mendocino County's older adults. Great Plates Delivered has two purposes: 1. To help seniors (65+) and other adults (60-64) at High Risk from COVID-19, (having documented exposure to COVID-19 or underlying health condition) to stay home and stay healthy by receiving three restaurant-provided nutritious meals a day. 2. To provide essential economic stimulus to local businesses struggling to stay afloat during the COVID-19 crisis. As of June 25th, 2020, the Great Plates program is delivering 720 meals a day and overall 29,154 meals have been delivered since the beginning of the program. Seniors interested in applying for this program can contact Mendocino County

Adult & Aging Services at 707-463-7900 or toll free at 1-877-327-1799.
Seniors can also apply online at mendocinocounty.org/greatplates.

- Public Authority – Continues IHSS provider orientation trainings and fingerprinting, while maintaining all social distancing protocol.
- Continues to track COVID-19 calls from In Home Supportive Services (IHSS) clients and respond to emergent needs within 24 hours.
- Continues to distribute gloves and masks to all essential IHSS Workers.
- Continues to provide critical essential services to clients.

Family and Children's Services

- Continues to facilitate family visits between children in foster care and their parents, siblings and other relatives virtually through phone and/or video conference. In-person visits are arranged, if appropriate, on a case-by-case basis after an assessment to ensure the health and safety of all visiting parties, supervising staff and the foster caregivers.
- Continues to support children, young adults and families involved in our dependency system through constant contact with their social worker and/or other Family and Children's Services staff via telephone and video conferencing.
- Dependency court hearings continue to occur and Family Dependency Drug Court hearings have resumed since May 6th, 2020.
- Continues to provide mandated services to respond to child abuse and neglect referrals and meet the needs of clients, while maintaining the safety and protection of all individuals. Social Workers conducting abuse and neglect investigations are provided with Personal Protective Equipment to wear and have also been provided with guidelines from the State to safely conduct investigations while still ensuring child safety.

Employee & Family Assistance Services

- Continues to process program applications and verifications received electronically, by mail, fax, or e-mail, as well as documents received from our drop-boxes outside of our Ukiah and Fort Bragg offices. All applications are screened for emergency services, and any required interviews are completed by telephone.
- The deadline for families to apply for the Pandemic EBT (P-EBT) program was extended to July 15, 2020. This program is for children eligible for free or reduced priced school meals and whose school facilities have been closed due to COVID-19. The program can provide up to \$365 in food benefits for each eligible child. To learn more about this program or to apply, visit www.cdss.ca.gov/pandemic-ebt.
- The Department of Health Care Services has extended the delay in processing of annual Medi-Cal Redeterminations and reported changes in circumstances to avoid loss of Medi-Cal coverage for Medi-Cal beneficiaries.

EFAS continues to focus attention on application processing, which has resulted in a 60% decrease in outstanding applications since March.

- Emergency allotments for CalFresh have been approved by the Food and Nutrition Services (FNS) through the benefit month of July 2020. Emergency allotments are a supplement to bring a household's CalFresh issuance up to the maximum amount for the household size, regardless of income. The California Department of Social Services must request the emergency allotments each month, and the actual issuance will happen in the month after the benefit month. The automated issuance that took place on June 14, 2020 (May's allotment) resulted in \$675,534 of additional CalFresh benefits issued to Mendocino County households. The next emergency allotment issuances will take place on July 12, 2020 and August 16, 2020.
- Continues to exempt CalWORKs months from counting on a recipient's 48-month time limit through the month of August under a Good Cause Exemption.

Advocacy and Collaboration Team (ACT)

- Continues to manage the local implementation of California's Project Roomkey, which provides motel rooms to high-risk unhoused individuals who meet specific criteria as a protection from COVID-19 spread. To date, this program has worked closely with community partners to shelter and case-manage 227 high-risk homeless adults and 29 children in local motels. The local match required for this program is at least 25% of total project costs. As of July 1, 2020, local funding is no longer available to fully support the program. As a result, 104 adults will exit the program effective July 1, 2020.
- Working with community partners, the ACT Team visited homeless encampments at the beginning of the Shelter-in-Place order, to inform residents of safety protocols, while screening for high risk criteria, including taking note of people over the age of 65. The Ukiah encampment was re-screened on April 22, 2020. HHSA staff worked collaboratively with the City of Ukiah and the Ukiah Police Department to support the City of Ukiah's efforts to address public health and safety issues at the encampment, and to subsequently disband the encampment on June 8, 2020. Prior to disbandment, HHSA staff coordinated a collaborative event with community service providers to offer support to over 50 homeless individuals on site at the encampment on June 3 and 4. This successful on-site outreach event, with multiple collaborative partners from various sectors of the community, was the first of its kind in Mendocino County.
- Continues to work collaboratively with the Board of the Continuum of Care to utilize pandemic-related funding to support the local implementation of Project Roomkey, as well as critical needs of our homeless individuals countywide, including those fleeing domestic violence.
- Continues to prepare and distribute a weekly resource guide, entitled "Resources - What We Know Now", to community-based organizations and interested individuals county wide. This document is translated into Spanish, updated

weekly and is posted on the County's COVID-19 website, and is also shared on numerous local organization websites and social media accounts.

- Working collaboratively with First5 Mendocino, Project Sanctuary, Adventist Health, and Redwood Community Services, ACT Team staff facilitates the development of printed materials designed to reach individuals and families struggling with stress, mental health, substance abuse, and/or domestic violence. 10,000 cards were printed and distributed to grocery stores and through school meal programs countywide. The newest edition of this publication focuses on substance abuse.

Public Health

- Leads the Public Health response to COVID-19, including maintenance of the Department Operations Center, which tracks COVID-19 cases within the county; conducts thorough contact tracing to slow spread; facilitates COVID-19 testing via Optum Serve, in addition to other targeted testing according to public health need; monitors public concerns and questions regarding COVID-19 in our county via social media, press conferences and the Call Center; secures Personal Protective Equipment, tests and relevant couriers; collaborates with different labs in the region to ensure testing continues at the rate necessary; and researches and secures available emergency funding.
- Maintains other communicable disease interventions during COVID-19 incident oversight.
- Continues Women Infant & Children (WIC) services over the phone, providing nutrition assistance to income eligible parents, pregnant and breastfeeding women county-wide. There is a project underway to conduct video appointments (Tele-WIC) which is still under evaluation by State WIC.
- Community Wellness staff assists key essential services to help ensure maximum performance surrounding the COVID-19 pandemic in addition to continuing to complete program requirements and reports for prevention programs. Community Wellness also participates in community outreach via KGUA radio, touching on timely topics such as COVID-19 updates, immunizations, etc.
- Healthy Families Mendocino Home Visiting June enrollments on the North and South Coasts brought the number of participant families to 38. Our home visitors report that while many families have begun to 'normalize' the COVID experience, stress persists in an increasingly fragile domestic economy. 15 enrolled families were eligible under the CalWORKs Home Visiting Program grant to receive material support (up to \$500 per family) for goods supporting family health and financial wellness. One family requested a double stroller that allows the mother to more easily get to her volunteer job site. Another family has recently achieved their goal of moving into their own income-based housing and reports that "things are really starting to come together" as the father completed DUI training and regained his license. Healthy Families Mendocino continues to teach parenting skills and reinforce COVID-19 precautions. In June, Healthy Families Mendocino

provided 36 home visits, 22 tele-visits, 22 curriculum/material drops offs and 75 text check-ins.



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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MEMORANDUM

DATE: JULY 21, 2020

TO: CEO CARMEL ANGELO AND THE HONORABLE BOARD OF SUPERVISORS

FROM: BRENT SCHULTZ, PLANNING AND BUILDING SERVICES DIRECTOR

SUBJECT: CANNABIS CULTIVATION ORDINANCE — CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE AND CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE REPORT

Communications with California Department of Fish and Wildlife (CDFW) — Referral Process for Sensitive Species Review

Over the course of the last 2+ years, County staff has been working with CDFW to develop a policy agreement pursuant to 10A.17.100(A)(2), which requires consultation with CDFW for each application related to a defined, objective set of criteria that applications can be reviewed against to avoid impacts to sensitive species and natural communities. The intent of this section of the ordinance allows for the development of a mutual policy between the County and CDFW, which if established, would not require CDFW consultation on all Phase 1 and Phase 2 applications. This would reduce the formal, lengthy referral consultation to CDFW, currently creating a significant bottleneck in issuing cultivation permits. Phase 3, as presently written, requires that CDFW is sent all referrals for Sensitive Species review.

In the past few weeks, County and CDFW staff have discussed developing a “Pilot Policy” agreement. County and CDFW staff are arranging a meeting for the end of July to continue discussions regarding the Draft Sensitive Species Pilot Policy. Staff is also working on prioritizing active applications and refining the referral process to maximize efficiency. Staff estimates that by late summer, the County and CDFW may be able to finalize a Pilot Policy allowing County staff to complete Sensitive Species review with the goal to not need to refer all applications to CDFW. This Pilot Policy, however, would not eliminate the considerable amount of work required to complete Sensitive Species review; it would simply allow the County to have control over when the review would be completed. There is no estimate presently of the time required to complete a Sensitive Species review. It may create a significant workload for which no cost recovery has been identified or considered.

Even if County staff conducted the Sensitive Species review, there will be cultivation sites that will not demonstrate a “less than a significant impact” to Sensitive Species which is required within 10A.17.100(A)(2). Without a way to condition the cultivation sites, applications will be denied.

California Environmental Quality Act (CEQA) Issues: Communications with California Department of Food and Agriculture (CDFA) – Cal Cannabis Licensing Division

Background

Over one year ago, CDFA requested that Mendocino County provide site specific CEQA information, which would ultimately be in the form of a CEQA Checklist (referred to informally as “Appendix G”) to support each Mendocino County cannabis cultivator’s Annual State Cannabis Cultivation License application. This process was never anticipated when the Cannabis Ordinance was adopted by the County in 2017.

PBS has worked this last year with CDFA to develop the CEQA Checklist. CDFA requires that for every ministerial County Cannabis Cultivation Permit issued, a CEQA Checklist must be completed in order to document the evaluation of the site and activities to demonstrate that the environmental impact is within the scope of the Program’s Mitigated Negative Declaration (MND), in accordance with Section 15168(c)(4) of the State CEQA Guidelines. The CEQA Checklist is required to be reviewed and approved by CDFA prior to the applicant receiving an Annual State Cannabis Cultivation License. Alternatively, without the County providing a CEQA Checklist the applicant will be responsible for the preparation of an environmental document in compliance with CEQA that can be approved or certified by CDFA. Many County Cannabis Cultivation permit holders have provisional licenses from CDFA/Cal Cannabis, which expire on January 1, 2022.

Current Efforts

County staff and CDFA representatives have a final CEQA Checklist template form, of which the County has provided two (2) completed samples to CDFA for review. In late June 2020, CDFA reviewed these sample CEQA Checklists and are requiring substantial additional information for the “Project Description” on each cultivation site (Attachment A to this memorandum – May 29, 2019 Memo from CDFA to Local Agencies). The Annual State Cannabis Cultivation License application and the County issued Cannabis Cultivation Permit application materials have never required this level of detail for the project description that CDFA is now requesting; therefore, a site specific and unique project description would need to be created for each application and requires information that is not contained in County permit records. County staff has determined that completing a CEQA Checklist for each cultivation site, including the comprehensive project description—to the satisfaction of CDFA—is the functional equivalent (in regard to staff time) of a discretionary permit, but with no cost recovery.

County staff estimates that one completed CEQA Checklist, as required by CDFA, with a detailed project description will take County staff 16-40 hours to complete per application. This includes research, writing and review, prior to providing the checklist to the applicant so they can attach it to their Annual State Cannabis Cultivation License application. Mendocino County has issued approximately 275 permits. Staff estimates, writing and issuing 275 CEQA Checklists could require 11,000+ staff hours at a cost of hundreds of thousands of dollars, without a mechanism for cost recovery nor would it guarantee approval for an Annual State Cannabis Cultivation License. This particular level of review was never contemplated when the original ordinance was adopted.

Summary

There is no quick solution for our current ministerial ordinance and process difficulties. Even with the Pilot Policy for the Sensitive Species review with CDFW, staff time and cost associated with the review is still not known. Over 800+ applications have yet to receive their Sensitive Species review, which is required per 10A.17.100(A)(2). Furthermore, PBS is unable to quantify how many applicants are actually capable of demonstrating a less than significant impact for each component of the checklist, given that mitigations cannot be applied to alter the determination.

CDFA will not issue an Annual State Cannabis Cultivation License, without site specific CEQA. The County’s CEQA Checklist solution, can only be written for permitted individuals within our Cannabis Cultivation Permitting Program, who have gone through all the reviews and referral processes outlined within our ordinance. Based on our discussions with CDFA, they require a comprehensive project description within each CEQA Checklist which PBS staff estimate will take 16-40 hours to complete per application. This is the

functional equivalent (in regard to staff time) of completing site specific review as would be done under a discretionary permit, but with no cost recovery.

The CDFW Sensitive Species review Pilot Policy and the CDFA CEQA Checklist solution both require significant staff time to complete. Presently, there is no identified cost recovery method under our current ministerial program. These processes will also be difficult for our permittees and applicants to navigate, with no guarantee that their cultivation sites will ultimately pass site specific environmental review. Furthermore, because Provisional State Licenses expire January 1, 2022, PBS staff has no confidence that sufficient time remains for active permittees and applicants in the County's Cannabis Cultivation Permitting Program to obtain all necessary approvals for an Annual State Cannabis Cultivation License to be issued.

Attachment

- A. CDFA May 26, 2019 Memo to Local Agencies—CEQA Practice Recommendations from CDFA for Cannabis Licensing—Project Description Content—Version 2

Memorandum

To: Local Jurisdictions Developing Cannabis
Licensing or Permitting Programs

Date: May 29, 2019

Place: Sacramento

Phone: (916) 263-0801

From: **Department of Food and Agriculture –** 1220 N Street, Suite 400
Sacramento, CA 95814

Subject: **CEQA Practice Recommendations from CDFA for Cannabis Licensing –
Project Description Content – Version 2**

CDFA Review of CEQA Documents

Before CDFA can grant an annual license for a project permitted by a local jurisdiction, CDFA must make an independent evaluation of the document prepared for the project in compliance with the California Environmental Quality Act (CEQA), or documentation provided by the applicant as evidence of exemption from CEQA. To conduct this evaluation, CDFA must have a complete description of the proposed project that provides information about the project site, including existing conditions and facilities, proposed facilities and improvements (both on and off site), and the construction methods and operations practices of the proposed project.

CDFA can complete its review more quickly and efficiently when applicants provide as much of the information needed by CDFA to complete an independent evaluation of the proposed project as is available. This will translate into faster issuance of licenses for qualified applications.

Project Description Information Requested

When submitting an application for a cultivation license to CDFA, the local jurisdiction or applicant should provide a project description that contains the following information:

- **Project Location** – Indicate the precise location and boundaries of the proposed project. At a minimum, provide an address and the location of the project on an appropriately scaled map (i.e., one that shows both the specific

location of the project and enough surrounding area to allow CDFA to understand its general location). CDFA prefers applicants to provide this information on a topographic map or aerial photograph.

- **Description of Project Site** – Provide a premises map and a property diagram showing the location of all existing structures and facilities, and all proposed structures and facilities, labeled so reviewers can distinguish the existing features from proposed features. Applicants may attach the proposed premises and property diagram submitted with their application to satisfy this requirement, provided the diagram delineates those details described above. Also provide the following information about the project site:
 - Description of existing topographic conditions on the project site and surrounding areas (is the project site generally flat, gently sloped, or steeply sloped);
 - Description of current land uses on the project site and any existing buildings and structures;
 - Description of any natural features or habitats on the project site (e.g., wetlands, stream channels, forested areas); and
 - Description of land uses surrounding the project site.
- **Required Site Improvements (Construction Activities)** – The project description should include details of all improvements that will be made to the project property as part of the proposed project. This should include the following information, as relevant:
 - Any new small or accessory structures that will be constructed, including the location (on the premises map), dimensions, purpose, how long their construction is expected to last, and what types of equipment will be used for each;
 - Any modifications or improvements to existing buildings or facilities that will be completed, including the nature of the improvements;
 - Any new facilities, including infrastructure improvements or upgrades, whether those improvements are located on the project site or off site (e.g., extension of water line);
 - Any grading that will be required and the anticipated amounts of cut and fill; and
 - Where construction equipment and materials storage (staging) areas will be located, where appropriate.
- **Description of Project Operations** – Provide the following information about project operations:

- Number of employees;
- Number of daily trips for delivery of materials or supplies and shipment of product;
- The source(s) of water for irrigation, processing, and domestic use;
- The method for treatment of wastewater generated by the project; and
- The source of energy used in operation of the project, and a list of all energy management and efficiency features included in the project.

Should project operation details (e.g., source(s) of water, method(s) for treatment of wastewater, source(s) of energy) be described in other portions of the application and/or attachments, applicants may direct reviewers to where these details have been provided. However, for reviewer efficiency purposes, applicants are encouraged to provide a complete project description that includes those details pertaining to proposed operations.

- **Environmental Commitments** – Describe any environmental commitments regarding project construction or operations that the applicant proposes, including those required by ordinance and any others included voluntarily. Environmental commitments could be related to energy efficiency, water efficiency, noise abatement, lighting, or other aspects of the project that may reduce the impacts of the project on the environment.
- **Other Required Permits and Approvals** - A list of other environmental permits that may be required or have been obtained (e.g., annual cultivation license from CDFA, water right permit from State Water Resources Control Board (SWRCB) for diversion of surface waters, proof of enrollment in enrollment in or exemption from either the SWRCB or Regional Water Quality Control Board program for water quality protection, Lake or Streambed Alteration Agreement from California Department of Fish and Wildlife).

Examples

To assist local jurisdictions, CDFA has provided two examples of project descriptions and maps that meet its needs. Attachment A includes a sample of project description text and maps for an urban site, and Attachment B includes the same for a rural site. In addition, Attachment C is a form which can be used to complete a project description meeting CDFA's needs.

ATTACHMENT A

Example Project Description – Urban Site

Project Description for the Green Times Cannabis Cultivation Licensing Project Submitted to the City of Toledo Valley, California

Project Location

The subject property is a ±0.99-acre developed parcel located at 8711 Older Creek Drive in Toledo Valley, Toledo County, California (Figure 1). The property is on the southeast side of Older Creek Drive, north of Older Creek Road.

Description of Project Site

The project site contains an existing ±12,000-square-foot, flat-roof commercial-industrial warehouse building within the Toledo Valley Business Park, at the site of the former Toledo Valley Army Depot (Figure 2). The main driveway and parking area are on the northeast side of the building. Records indicate the building was constructed in 1990.

The project site is in a heavily developed commercial-industrial area, and the site is relatively flat and almost entirely paved. There is existing landscaping on the street side of the property, including a row of non-native ornamental trees and shrubs. The applicant is not proposing to make changes to this landscaping. The site does not contain any natural vegetation or water bodies.

The site is surrounded by warehouse/industrial development. Farther to the northeast, there are UP Railroad tracks. There is no nearby residential zoning or residential dwellings. The site is not within 600 feet of a K-12 school or a neighborhood park or community park.

The proposed project would be located on a parcel with a general plan designation of Light Industrial and a zoning of Light Industrial. The proposed use is consistent with these designations.

Required Site Improvements and Construction Activities

The applicant proposes to cultivate cannabis within the entirety of the existing building. Cultivation would take place within the main building and would not be visible from the public right-of-way. The applicant proposes principally interior modifications, to be completed primarily using hand-held tools and machinery. However, the following exterior modifications would also be required:

- Construction of one new building that would serve as an auxiliary storage space;
- Installation of a six-foot-high fence, topped with barbed wire, around the entire exterior of the parcel for security, as required by City ordinance;

- Upgrades to utilities and lighting;
- Modification of signage, per City ordinance; and
- Re-stripping of parking lot to accommodate required parking spaces, per City ordinance.

Figure 3 provides a site plan of the proposed site improvements. The main entrance will be on the northeast side of the building facing the parking lot area. The exterior of the building is mainly stucco with tan colors. There is an existing monument sign in the front. Modification of this sign to meet City ordinance requirements is proposed.

No grading of the project site would be required. All utility connections are already present on the site; however, the City of Toledo Valley indicates that expansion of the water service would be required to provide irrigation lines to the appropriate portions of the building. Construction of the expanded pipeline would take place entirely within the project parcel.

Some structural improvements may be needed to bring it into compliance with existing California Building Code requirements. These would include installation of fire sprinklers and smoke detectors and upgrading of insulation to meet current standards. Roofing material may be modified to allow the addition of solar panels, as described below.

Construction workers and equipment would be staged in the existing parking area, which is currently striped for 17 existing parking spaces. Following completion of construction, the parking lot would be restriped to allow 19 parking spaces, per City ordinance.

Construction is anticipated to take three weeks and would involve the use of the following equipment:

- 1 Backhoe
- 1 Dump truck
- 1 Water truck

Project Operations

Operations for the proposed project would involve cultivation of cannabis within the existing building. Vendors would access the site from Older Creek Drive and supplies would be brought in through the roll-up door. The operation would employ 7-10 staff on two shifts, 6:00 a.m.-2 p.m. and 2 p.m.-10 p.m., so no employee travel would occur during peak hours.

Project operations are anticipated to generate the following traffic:

- 20 employee work trips (one home-to-work and one work-to-home) per day,

- 5 trips for material and supplies delivery per day, and
- 2 trips for shipment of finished product per day.

Water, wastewater, electricity, and natural gas services are in place to serve the site, along with communications connections and solid waste collection. Services would be obtained from the following providers:

- Water: City of Toledo Valley
- Wastewater: City of Toledo Valley
- Electricity: Toledo Valley Municipal Utility District
- Natural gas: Public Gas and Electric
- Solid waste: United Waste Collection
- Communications: Infinity Telecom Services

Nighttime lighting would be added to the parking area and motion-activated security lighting would be installed at entrances to the building. Security fencing would also be installed around the entire property, with a code-locked gate to control vehicle access.

Environmental Commitments

The applicant would install multiple charcoal filters throughout the building to minimize the impacts of odor created by growing cannabis plants on neighboring land uses. Additionally, carbon filters would be used to continuously scrub the air of offensive odors, where filtered air would undergo a multi-step cleansing process. A filtration system utilizing high-pressure flexi-ducts and industry standard “virgin carbon” filters would be installed to eliminate odor.

The applicant would install solar panels on the roof of the building to generate approximately 50% of the project’s energy needs from this renewable source. In addition, the electrical service provider for the site, Toledo Valley Municipal Utility District, obtains 33% of its power from renewable sources.

All exterior lighting would be shielded and directed onto the site, such that the light source cannot be seen by persons on adjacent properties or from the public right-of-way.

Other Required Permits and Approvals

- **City of Toledo Valley Business Permit:** Per City ordinance, all cannabis-related businesses, in addition to obtaining all required land use approvals under the Planning and Development Code (Title 17), must also obtain a business permit from the City pursuant to City Code Title 5, Chapter 5.150. Among other things, the business permit regulates the final canopy size and requires a final security plan, lighting plan, odor control plan, community relations plan, business plan

and information on employees and owners for each business permitted by the city.

- **California Department of Food and Agriculture Annual Cultivation License:** Per Business and Professions Code, Division 10, Chapter 2, Section 26012(2), the applicant is also required to obtain an annual cultivation license from the California Department of Food and Agriculture.
- **California Department of Fish and Wildlife:** The applicant is required to contact CDFW to determine whether a Lake and Streambed Alteration Agreement is required for the project, and to obtain one if CDFW deems it to be necessary. Attached is a letter from CDFW indicating that the project does not require an LSAA because no surface waters would be affected by the project.
- **State Water Resources Control Board/Central Valley Regional Water Quality Control Board:** The application is required to obtain proof of enrollment in or exemption from either the SWRCB or RWQCB program for water quality protection. The project has obtained an exemption from the Central Valley Regional Water Quality Control Board.

ATTACHMENT B

Example Project Description – Rural Site

Project Description for the Ever Green Growers Cannabis Cultivation Licensing Project -- Submitted to Smith County, California

Project Location

The subject property is a 2.4-acre property located at 12345 Stones Throw Road south of Jonestown, Smith County, California (Figure 1). The property is on the west side of Stones Throw Road, south of Granite Drive. Stones Throw Road intersects with Forest Drive, which provides access to State Route 7 approximately 3 miles northeast of the site.

Description of Project Site

The property contains a house and garage and several smaller accessory structures, such as sheds and a shop (Figure 2). In addition, one 1,000 square-foot commercial building on a concrete-slab foundation, which is permitted for use as a garden nursery, is present at the back of the lot. The parcel gains access from the east side of Stones Throw Drive and has a circular, gravel driveway that allows on-site traffic to access the back (northeast) portion of the lot.

The project area is rural and lightly forested with some smaller landscaping around the residence. The property slopes upward from the road toward the back, where the project facilities would be constructed. Stones Throw Creek, a perennial stream, is located adjacent to the property on the south.

The site is surrounded by rural residential uses. The entire area is zoned Rural Residential: 2 acres. Smith County's rural residential zoning "is intended to encourage local small-scale food production (farming)" (Smith County General Plan Land Use Element). While the project does not entail the farming of food, the scale of the proposed cannabis cultivation is small and thus conforms to the intended use of the General Plan Land Use Designation. The proposed use is also consistent with the RR:2 intended uses.

Water for irrigation and domestic uses on the site is currently provided from an existing well. Wastewater treatment is provided by an existing on-site septic system. The site is not within 600 feet of a K-12 school, a neighborhood park, or a community park.

Required Site Improvements and Construction Activities

The applicant proposes to construct and operate a small, mixed-light medical cannabis cultivation facility. Cultivation would take place within the existing 1,000-square-foot commercial nursery building and another 3,000-square-foot commercial building that

would be constructed on the northeast (back) portion of the site. The following construction activities would be required:

- Delivery and assembly of one 3,000-square-foot prefabricated building on a concrete foundation;
- Interior improvements to both buildings to support cannabis cultivation, including odor-management equipment, heating/ventilation/air conditioning (HVAC) equipment, windows with light-exclusion tarps;
- Installation of utility connections, security fencing, and external security lighting around the building;
- Construction of a new diversion on Stones Throw Creek;
- Construction of a new water diversion from Stones Throw Creek to a new 2,500-gallon water storage tank adjacent to the new cultivation building;
- Extension of the wastewater collection system to the new cultivation building;
- Installation of a 2-foot x 3-foot wooden sign at the driveway entrance to the street, in accordance with County ordinance;
- Installation of landscaping around the building;
- Installation of solar panels on the existing residence; and
- Grading and paving of a turnaround area adjoining the existing gravel access drive to accommodate 5 vehicles (2 for employees, 1 for deliveries, 2 for visitors).

Figure 3 provides a site plan of the proposed site improvements. Modifications to the existing building would principally be to the interior of the structure. The new building would be brought to the site disassembled by truck and would be assembled on site and placed on a concrete pad foundation, poured on site.

The project area would require grading to expand the gravel access road into a turnout and parking area, and to level the building site. Engineering calculations indicate that the dirt removed from the northeastern portion of the building site would be used as fill at the southwestern portion, for a net balance of soil on site. All utility services are available at the existing residence; however, a new diversion from Stones Throw Creek would carry water to a new 2,500-gallon water tank adjacent to the new cultivation building to provide irrigation water. The facility would operate on solar power with electrical backup (connected to the residential service). Emergency power would be provided by a diesel generator. No off-site utility improvements would be required because the property extends to the creek. Construction workers and equipment would be staged on the existing parking lot.

Construction is anticipated to take 8-10 weeks and would involve the use of the following equipment:

- 2 flatbed trucks (building delivery)
- 1 forklift
- 1 dozer
- 1 backhoe
- 1 water truck
- 1 concrete mixer

Project Operations

Operations for the proposed project would involve mixed-light cannabis cultivation within the two buildings. The operation would employ 2-4 staff on two shifts, 6:00 a.m.-2 p.m. and 2 p.m.-10 p.m., with variable hours as business requires.

Project operations are anticipated to generate the following traffic:

- 4 employee work trips (one home-to-work and one work-to-home trip per employee) per day,
- 1 trip for material and supplies delivery per day, and
- 8-10 trips per week for shipment of finished product, seasonally (three times per year).

Domestic water, septic system, electricity, and propane services are available to serve the site, along with communications connections and solid waste collection. Services would be obtained from the following providers:

- Water: Smith County
- Wastewater: onsite septic system
- Electricity: Public Gas and Electric
- Propane: Gas-R-Us
- Solid waste: United Waste Collection
- Communications: Acme Telecom Services

Nighttime lighting would not be added to the parking area, but motion-activated security lighting would be installed around the buildings. Security fencing would also be installed around the entire property, with a code-locked gate at the turnaround to control vehicle access.

Environmental Commitments

The applicant would install multiple charcoal filters throughout the cultivation building to minimize the impacts of odor created by growing cannabis plants on neighboring land uses, per Smith County regulations.

The applicant would install solar panels on the roof of the existing residence to generate approximately 90% of the project's energy needs from this renewable source. In addition, the electrical service provider for the site, Public Gas and Electric, obtains 50% of its power from renewable sources.

All exterior lighting would be shielded and directed downward onto the site, to comply with Smith County's Dark Sky Ordinance.

Water quality protection measures, per Smith County regulations, would be in place during construction to prevent spills or storm runoff from flowing off the work site. Similar measures would be installed permanently.

Other Required Permits and Approvals

- **Smith County Business Permit:** Per County ordinance, all cannabis-related businesses, in addition to obtaining all required land use approvals under the Planning and Development Code (Title 17), must also obtain a business permit under County Code Title 5, Chapter 5.150. Among other things, the business permit regulates the final canopy size and requires a final security plan, lighting plan, and odor control plan.
- **California Department of Food and Agriculture Annual Cultivation License:** Per Business and Professions Code, Division 10, Chapter 2, Section 26012(2), the applicant is also required to obtain an annual cultivation license from the California Department of Food and Agriculture.
- **California Department of Fish and Wildlife:** The applicant is required to contact CDFW to determine whether a Lake or Streambed Alteration Agreement is required for the project, and to obtain one if CDFW deems it to be necessary. This project will require an LSAA because of the proposed diversion on Stones Throw Creek.
- **State Water Resources Control Board/Central Valley Regional Water Quality Control Board:** The applicant is required to obtain a Small Irrigation Use Registration from the State Water Resources Control Board for the proposed diversion and storage of water. The application is also required to obtain proof of enrollment in or exemption from either the SWRCB or RWQCB program for water quality protection. The project applicant has enrolled in the SWRCB's water quality protection program.

- **Smith Valley Air Quality Management District:** Permit for the operation of the diesel-powered emergency generator.

ATTACHMENT C

Project Description Preparation Form

Lead Agency:

Applicant Entity/Business Name:

License Type(s):

Date:

1. Source(s) of Information:

Identify Sources: *Indicate the document(s) or other sources of information reviewed to complete this form.*

2. Project Location:

Describe Project Location: *Provide additional detailed information about the project location, including street address or latitude/longitude; city, county, ZIP code; and nearest cross streets.*

Maps Included: *Provide location map and premises maps that indicate specific location and surrounding area; topographic or aerial map preferred.*

3. Description of Project Site:

General Topographic Features (slopes and other features): *Describe topographic features on the project site and surrounding properties.*

Natural Features (general vegetation types, presence of streams and wetlands, forested areas): *Describe any natural features on the project site.*

Existing Land Uses/Zoning: *Describe existing land uses and zoning on the project site.*

Existing Constructed Features (buildings, facilities, and other improvements): *Describe all existing constructed features on the project site.*

Surrounding Land Uses (including sensitive uses): *Describe land uses on surrounding parcels.*

4. Required Site Improvements and Construction Activities:

Site Improvements: *Describe any required site improvements, including features contained in required plans such as lighting plan, security plan, neighborhood plan, hazardous materials plan.*

Construction Activities:

5. Operation and Maintenance Activities:

Hours of Operation/Work Shifts: *Describe hours and shifts.*

Number of employees (total and by shift): *Describe number of employees.*

Estimated Daily Trip Generation: *Identify daily vehicle trips, including work trips, materials delivery, and product shipments.*

Source(s) of Water: *Name all sources of water, and indicate whether a new or amended water right must be obtained from the State Water Resources Control Board.*

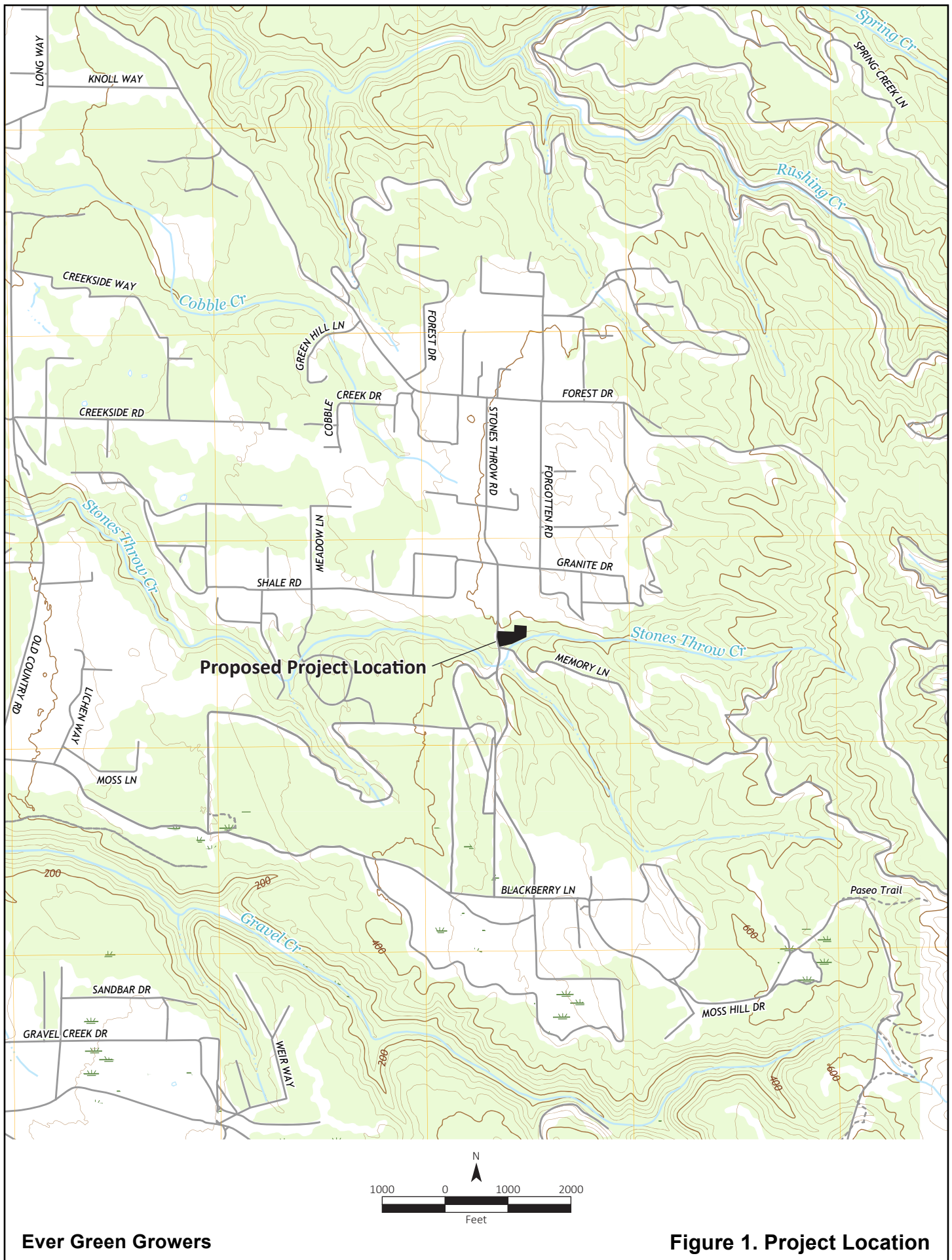
Wastewater Treatment Facilities: *Describe facilities for treatment of wastewater (e.g., leach field, City wastewater collection facilities).*

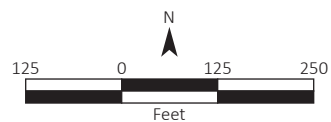
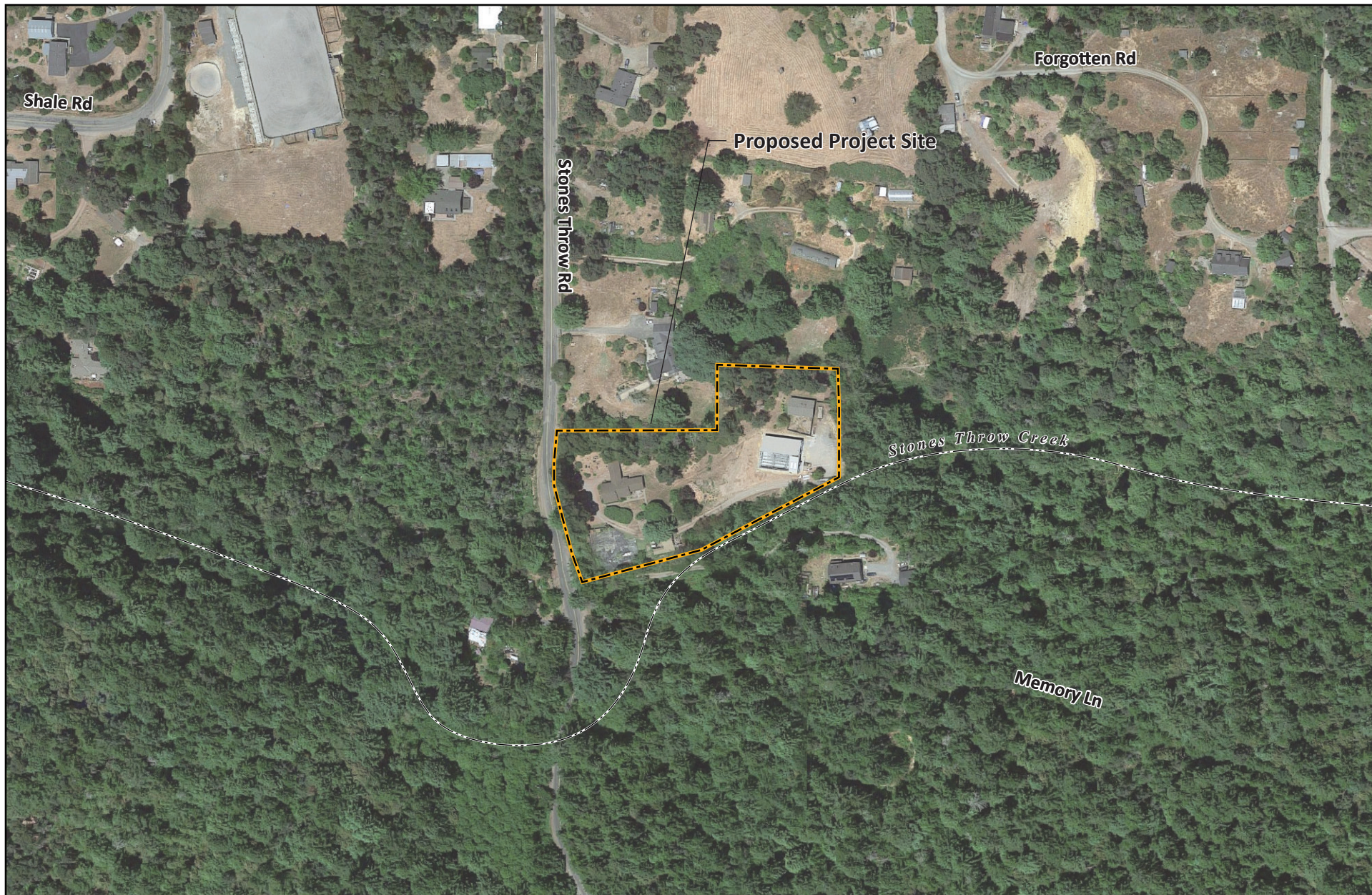
Source(s) of Power: *Name all sources of power.*

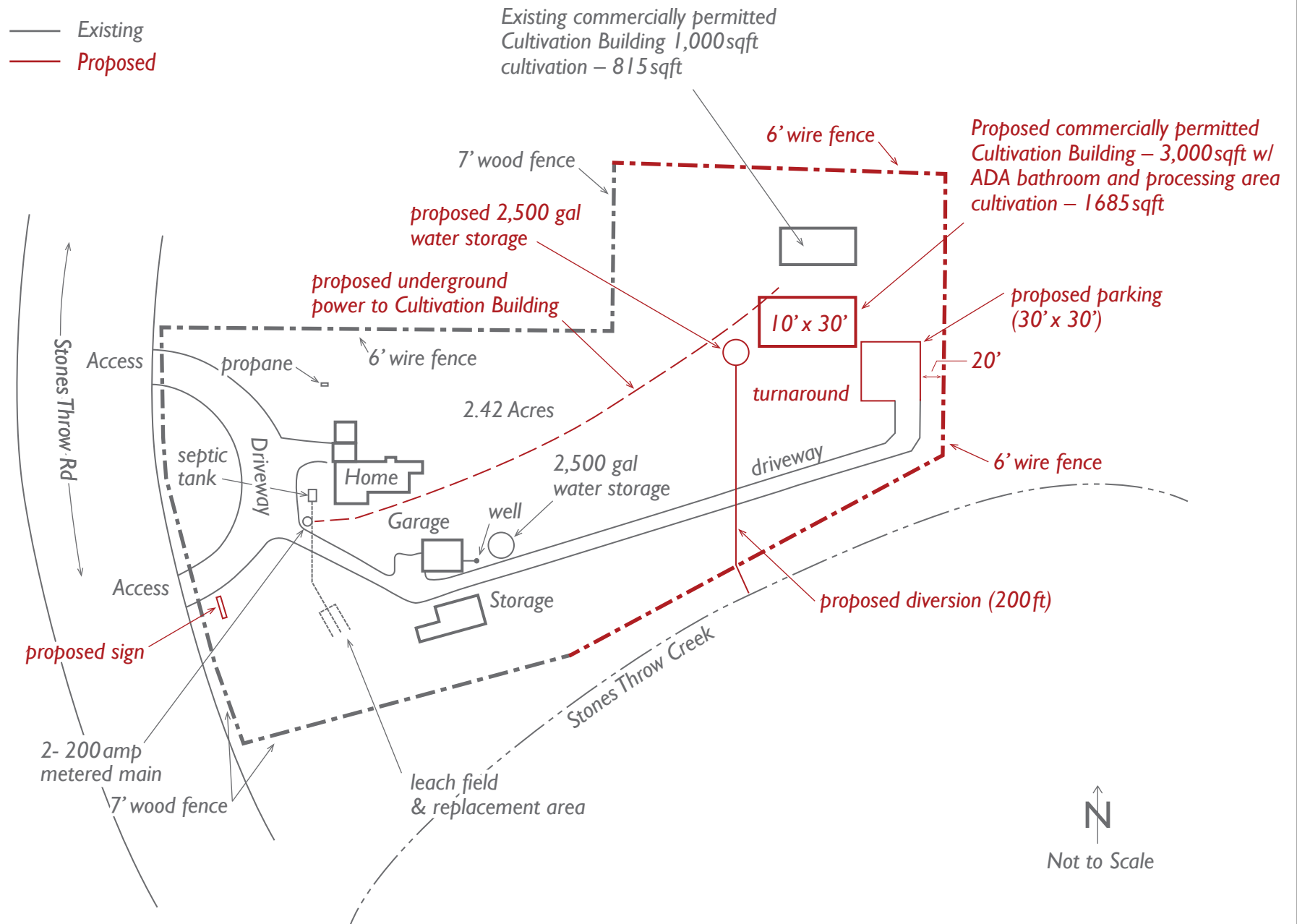
- 6. Environmental Commitments:** *List any environmental commitments agreed to by the applicant related to the protection of biological or cultural resources, energy efficiency, water efficiency, noise abatement, lighting, or other aspects of the project that may reduce impacts on the environment.*

- 7. Environmental Permits Required** (List all required federal, state, and local permits required):

Agency	Permit	Status
California Department of Food and Agriculture, CalCannabis	Annual Cultivation License	
California Department of Fish and Wildlife	Section 1602 Lake or Streambed Alteration Agreement	
State Water Resources Control Board / Regional Water Quality Control Board	Water quality protection program	









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
County Counsel

Date Posted: July 13, 2020

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

- Behavioral Health Advisory Board..... (1)
-- Fourth District Representative--
- Covelo Public Cemetery District (1)
-- Trustee--
- Hopland Cemetery District..... (1)
-- Trustee--
- Redwood Valley Municipal Advisory Council (1)
-- Member--
- Redwood Valley Municipal Advisory Council (1)
-- Alternate--
- Laytonville Municipal Advisory Council (1)
-- Member--
- Mendocino County Climate Action Advisory Committee (1)
-- Third District Representative--

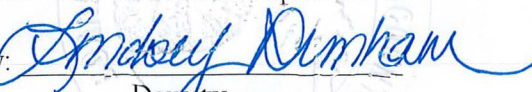
Please note:

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: August 3rd, 2020, or until filled.

CARMEL J. ANGELO
Clerk of the Board of Supervisors

By: 
Deputy

PLEASE KEEP POSTED THROUGH: August 4th, 2020



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

CHRISTIAN M. CURTIS
County Counsel

APPOINTMENTS TO BOARDS AND COMMISSIONS JULY 13, 2020

The Board of Supervisors is actively seeking candidates to fill the following vacancies. Please consult with the Executive Office or visit <http://www.mendocinocounty.org> for information on specific categorical areas and District vacancies.

BOARD / COMMISSION	POSITION / CATEGORY	SEATS OPEN
Aiport Land Use Commission	(Planning Commission Representative)	(1)
Air Quality Management District Hearing Board	(Various)	(4)
Archaeological Commission of Mendocino County	(Industry Representative)	(1)
Assessment Appeals Board	(Alternate Member)	(2)
Behavioral Health Advisory Board	(Various District Representatives)	(4)
Child Care Planning Council	(Various)	(4)
Community Development Commission	(Various)	(2)
County Commission on Medical Care/Partnership Health Plan of California	(Director)	(1)
Covelo Public Cemetery District	(Trustee)	(2)
Emergency Medical Care Committee	(Various)	(2)
First 5 Mendocino	(County Representative)	(1)
Fish Rock Cemetery District	(Trustee)	(1)
Health and Human Services Agency Advisory Board (HHSA)	(Various)	(5)
Hopland Cemetery District	(Trustee)	(1)
Hopland Municipal Advisory Council	(Member)	(1)
In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(8)
Law Library Board of Trustees	(BOS Chair or Ex-Officio)	(1)
Laytonville Municipal Advisory Council	(Member)	(1)
Little River Airport Advisory Committee	(Various)	(12)
Mendocino County Business Improvement District	(Various)	(2)
Mendocino County Climate Action Advisory Committee	(Member)	(1)
Mendocino County Employees' Retirement Association Board	(Various)	(2)
Mendocino County Fish and Game Commission	(First District Representative)	(1)
Mendocino County Resource Conservation District	(Long-Term Director)	(3)
Mendocino Historical Review Board	(Member)	(2)
Mendocino – Little River Cemetery District	(Trustee)	(1)
North Coast Resource Partnership	(Alternate Mendocino Rep to the Tech Review Comm.)	(1)
Policy Council on Children and Youth (PCCY)	(Various)	(26)
Redwood Valley Municipal Advisory Council	(Various)	(3)
Round Valley Municipal Advisory Council	(Alternate)	(2)
Russian River Cemetery District	(Trustee)	(3)
Westport Municipal Advisory Council	(Member)	(1)
Westport-Ten Mile Cemetery District	(Trustee)	(1)