



The CEO Report

September 1, 2020

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Human Resources Update

COVID-19 Response and Statistics

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: 12
- Returned to work from sick leave: 38
- Total employees: 50

FMLA/EPSL for Child Care Reasons:

- Continuous leave: 0
- Intermittent Leave: 7
- Returned from FMLA: 53
- Total employees: 60

Advanced Sick Leave:

- Total employees: 14

Call Center Staffing

Since the beginning of the County's response to the COVID-19 pandemic emergency, the County's Call Center has been staffed through County employees volunteering to be scheduled for shifts to take calls. The Call Center is critical in the COVID-19 emergency response to provide the public with information and assistance during a time of crisis. We are thankful for all those employees who have risen to the challenge and volunteered to serve the public in this way. Human Resources is responsible for providing personnel to support the declared emergency and it has been increasingly difficult to obtain enough volunteers to staff the Call Center.

Departments are now required to provide Human Resources a list of employees that equals 10% of available staff who are not assigned to respond to the COVID-19 emergency, providing public safety or mandated services. Those staff assigned to the COVID-19 response include: working in the DOC, contact tracing, or directly supporting the COVID response. The Call Center is especially in need of bilingual employees. Employees being called to assist as Disaster Service Workers are required to work as assigned, but we will make every effort to accommodate staff and department needs. We appreciate each department's attention to this critical need in responding to the COVID-19 emergency, as we realize that all departments are experiencing numerous challenges during this pandemic.

Human Resources Update - Continued

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.



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

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.

RFQ# 20-20 Ammunition

- Issued on August 12, 2020
- Submission deadline in August 26, 2020

RFQ# 21-20 Ford Interceptor SUVs-SO

- Issued on August 12, 2020
- Submission deadline is August 26, 2020

RFQ#23-20 Chevrolet Vehicle-SO

- Issued on August 18, 2020
- Submission deadline is September 2, 2020

RFQ# 24-20 Ancillary Parts for Microwave Phase I Repeater Project

- Issued on August 19, 2020
- Submission deadline is September 3, 2020



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.

Technology Advisory Committee

Technology governance was identified as a key initiative in the IT Master Plan, with the intention of providing a collaborative forum for major decisions, planning, internal communication and department/staff training regarding such matters. In accordance with the IT Master Plan, Information Services has assembled a Technology Advisory Committee. Participants of this committee consist of representatives from the Executive Office, Information Services and key County departments.

Technology Advisory Committee members will assist Information Services in achieving the technology goals of the County by:

- Serving as a liaison between their respective departments and Information Services
- Identifying and promote areas of technology-related inter-departmental cooperation within the County
- Reviewing technology priorities
- Assisting in defining technology Disaster Recovery and Business Continuity requirements and priorities

Information Services hosted the first Technology Advisory Committee Meeting on July 23, 2020, via zoom and will continue to meet quarterly. Information Services is identifying a list of priorities to be discussed with the committee at the next meeting.

Property Tax Software System Project

Information Services, in conjunction with Aumentum Technologies (owned by Harris Technologies) and Client First Consulting, is actively and aggressively moving toward replacing the antiquated mainframe based Property Tax Software System with a modern solution, Aumentum. To date, Mendocino County has provided 10 years of historical data and fresh snapshots of the current tax year. The Aumentum engineers have successfully delivered the historical data in the 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 corrected data discrepancies identified by the County and a second round of training sessions were successfully conducted. The third conversion delivery is scheduled for late August at which time Aumentum Technologies will also be conducting remote training.

Information Services is actively working with the Aumentum Deployment Team to build and configure new County servers for the Aumentum software prior to the third data conversion delivery. At that time, County stakeholders will be able to conduct testing and training for the third data conversion delivery on County servers. The County is also working to implement Aumentum Public Portal to assure that the online tax bill payment functionality will go live on our anticipated system go-live date, November 10, 2020. Additional Public Portal functionality will be implemented in stages following the initial go-live date, we expect staff and taxpayers will appreciate the enhanced functionality that will be available in early 2021.



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

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.

Cultural Services Agency

Library

The Mendocino County Library continues to provide services during this closure, including online and telephone assistance and reference for the public during the week.

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

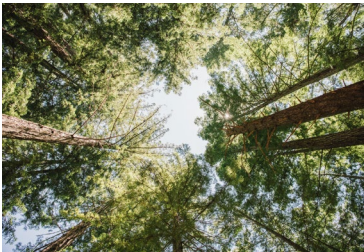
The Mendocino County Library continues to offer curbside pickup for materials and is now accepting returns. Please visit the website for more details. <https://www.mendolibrary.org/home>

Museum

The Mendocino County Museum is currently closed due to State guidelines. Please follow the Museum's Facebook page for virtual tours, exhibits and updates: <https://www.facebook.com/MendocinoCountyMuseum/>

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>



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

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

Emergency Projects

The following items have been identified as emergency projects and the CEO has authorized the projects be expedited and completed.

Jail Gate:

On August 6, 2020, while jail personnel were receiving a delivery of soil from Northern Aggregates, the delivery truck caught a part of the chain link gate and bent the gate and supporting structure. After evaluation of the damages, it was determined that a replacement gate was necessary. Facilities were able to manipulate the gate so it could be closed and secured pending installation of the new gate. This is a secured area of the jail compound and also a fire lane and thus requires the gate to be easily accessible and working properly. Estimated project costs are under \$6,000.

San Hedrin Power Line:

During a pre-construction meeting for the power pole replacement project for the San Hedrin Power Line, it was noted that there is tree/brush clearing that will need to take place on the access road as well as six to eight large trees that will need to be fell along the power line itself. These large trees are approximately 100 feet tall and are in proximity of the power lines. These trees are in decline and are a hazard to the integrity of the power line. They also pose a risk to the power line if they fall and come in contact, as they can further damage the power line and new poles being installed or they could start a wild land fire.

Because of the power pole replacement project, the line will need to be de-energized, creating an opportune time to have a tree crew come in to complete this hazardous work at the same time as the power pole replacement is being completed. This is scheduled to begin within a few weeks.

Due to the time line, hazardous conditions and the potential risk involved, Facilities are proceeding as rapidly as possible in getting a professional tree crew engaged to complete this portion. Estimated project costs are under \$40,000.

Public Health HVAC Unit #18:

Operational issues have been encountered with Public Health HVAC Unit #18. Because of the age of this unit, it has coolant that is no longer allowed in California. This will need to be removed and replaced with California compliant coolant. If only repairs are made, a Contractor will not guarantee that additional repairs will not be needed. The Contractor's evaluation and Facilities recommendation is this machine needs to be fully replaced.

Based on the location of this unit and the COVID-19 response at the Public Health Building, this unit will need to be replaced as an emergency to expedite replacement. Estimated project costs are under \$25,000.

Water Damage to Administration Center Roof

As a result of the August 17, 2020 storm event that hit California, a portion of the Planning and Building and Environmental Health offices, at 860 N Bush Street, in Ukiah, were flooded due to rain penetrating the exposed roof currently midway through replacement. Staff have been relocated to other areas of the building or have been working from home while repairs are underway. In conjunction with the roofing contractor, areas have been tested for asbestos and mold, and any effected areas have been remediated. Staff are expected to return to their offices by Wednesday, September 2, 2020.

Animal Care Services Update

Income Statistics

August 1, 2020, through August 27, 2020

- Three animal impounded for quarantine at the Animal Shelter
- Three dead animals received for disposal
- 12 feral cats received
- Two animals received for rabies specimen testing
- 10 owned animals received by Animal Control or Police/owner in custody
- No shelter animals returned by adopter
- 64 stray animals impounded in the field by Animal Control, Police or came in over the counter from citizens
- Total of 96 animals received at the Animal Shelter

Outcome Statistics

August 1, 2020, through August 27, 2020

- 21 cats adopted
- 13 dogs adopted
- No "other" animals adopted/auctioned off
- One ill/failure to thrive animal died
- Four dead animal disposals
- Two animals sent to laboratory for rabies testing
- One owner/surrender animals euthanized
- Nine trap, neuter and return to field cats
- 20 return to owner animals
- Two animals transferred to other rescue organizations
- A total of 82 animals departed the Animal Shelter

Feral Cat Spay & Neuter Event

On August 22 and 23, 2020, Animal Care Services held a "Spay & Neuter Catathon" at the Ukiah Animal Shelter. A total of 91 cats were sterilized.

A big thank you goes out to DVM Charlotte Burns, Animal Care Services employees Bliss Seiferd, Jessica Harris, Sarah O'Rourke, and the loyal volunteers that assist Animal Care Services in observing the cats when they come out of anesthesia. Also, thank you to Anderson Valley Animal Rescue and SNAP of Ukiah for covering the cost of the event.



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

Upcoming Board Meetings

Regular Meeting	September 22, 2020
Regular Meeting	October 6, 2020
Regular Meeting	October 20, 2020

Dates of Interest

County Holiday	September 7, 2020
County Holiday	October 12, 2020

Boards and Commissions Vacancies*

Board Name	Position
Assessment Appeals Board	Member
Mendocino – Little River Cemetery District	Trustee
Mendocino County Fish and Game Commission	Member at Large (Coastal)

* 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.

Attachments

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

September						
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			

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



Regular Board Meeting



County Holiday

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JUSTIFICATION OF FILLED POSITIONS						
July 2020						
DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
Assessor	Auditor/Appraiser	3570	Ukiah	5/6/2020	This position is essential to keep the day to day operations in the Assessor's Office functioning.	6/28/2020
Executive Office - Clerk of the Board	Deputy Clerk of the Board of Supervisors I	4078	Ukiah	5/27/2020	If not filled, employees will continue to work out of class and make seek other opportunities if not moved into a permanent position. This operation is already short staffed and must maintain consistent employees in order to function effectively and serve the Board of Supervisors.	6/28/2020
Executive Office - Information Services	Network Systems Analyst II	2766	Ukiah	5/27/2020	Position provides lead planning, installation and configuration of the County's complex IT systems. Position provides advanced professional expertise and technical support; is responsible for maintaining County network infrastructure; provides support for the Sheriff's Office IT operations.	6/28/2020
Executive Office - Information Services	Network Systems Analyst II	4010	Ukiah	5/27/2020	Position provides lead planning, installation and configuration of the County's complex IT systems. Position provides advanced professional expertise and technical support; is responsible for maintaining County network infrastructure; provides support for the Sheriff's Office IT operations.	6/28/2020
HHSA (Social Services)	Staff Assistant III	4321	Ukiah	6/26/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	6/28/2020
HHSA (Social Services)	Supervising Legal Secretary	2097	Ukiah	3/20/2020	Risk of not meeting State and Federal Mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	6/28/2020
Public Defender	Public Defender Investigator	2378	Ukiah	3/4/2020	Due to staffing shortages, the current investigators are unable to perform all necessary duties; if the position is not filled a certain amount of work will not be able to be performed timely, causing a delay in the investigations and court hearings.	6/28/2020
Child Support Services	Staff Assistant III	4292	Ukiah	6/17/2020	Position supports Legal Division of Child Support including Court case support, legal document service, which is an integral part of the service Child Support Services provides.	7/12/2020
District Attorney - Victim/Witness Assistance	Victim/Witness Advocate	21	Ukiah	5/27/2020	Provides State mandated services to victims and witnesses of crime. In addition, the position will meet the Mass Victimization Advocate Objectives: develop a comprehensive crisis response/mass victimization assistance plan; develop victim assistance crisis response protocols; conduct outreach and education; attend Crisis Response Advocate Training.	7/12/2020
HHSA (Social Services)	Staff Assistant III	4040	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.	7/12/2020

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 16-20, July 12-25, 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 7/1/20	SEPARATIONS SINCE 7/1/20	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%	--	--	--	--	--	--	--	--	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>0</i>	<i>0</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	3.00	33.3%	--	0.0%	--	--	--	--	--	--	--	--	6	--
<i>Air Quality Total:</i>		<i>9.00</i>	<i>3.00</i>	<i>33.3%</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>6</i>	<i>0</i>
ANIMAL CARE	1100	13.00	4.00	30.8%	1	7.7%	--	2	1	--	--	1	--	--	9	--
<i>Animal Care Total:</i>		<i>13.00</i>	<i>4.00</i>	<i>30.8%</i>	<i>1</i>	<i>7.7%</i>	<i>0</i>	<i>2</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>9</i>	<i>0</i>
ASSESSOR-CLERK-RECORDER (ASSESSOR)	1100	21.00	5.00	23.8%	3	14.3%	--	--	--	--	--	--	--	--	16	--
ASSESSOR-CLERK-RECORDER (CLERK RECORDER)	1100	3.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	3	--
ASSESSOR-CLERK-RECORDER (COUNTY CLERK-ELECTION)	1100	3.00	1.00	33.3%	1	33.3%	--	--	--	--	--	--	--	--	2	--
<i>Assessor-Clerk-Recorder Total:</i>		<i>27.00</i>	<i>6.00</i>	<i>22.2%</i>	<i>4</i>	<i>14.8%</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>21</i>	<i>0</i>
AUDITOR-CONTROLLER	1100	12.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	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>0</i>	<i>0</i>	<i>0</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>;</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	15.00	41.7%	--	0.0%	--	--	7	--	--	--	--	--	21	--
<i>Child Support Services Total:</i>		<i>36.00</i>	<i>15.00</i>	<i>41.7%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0</i>	<i>7</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>21</i>	<i>0</i>
COUNTY COUNSEL	1100	12.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	12	--
<i>County Counsel Total:</i>		<i>12.00</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>12</i>	<i>0</i>
CULTURAL SERVICES AGENCY (LIBRARY)	1205	36.50	6.00	16.4%	--	0.0%	--	--	1	--	5	7	--	1	16	4
CULTURAL SERVICES AGENCY (MUSEUM)	1100	5.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	4
<i>Cultural Services Agency Total:</i>		<i>41.50</i>	<i>6.00</i>	<i>14.5%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>5</i>	<i>7</i>	<i>0</i>	<i>1</i>	<i>17</i>	<i>8</i>
DISTRICT ATTORNEY	1100	46.00	8.00	17.4%	1	2.2%	--	1	--	--	--	4	--	--	34	--
DISTRICT ATTORNEY (ANTI DRUG ABUSE)	4650	3.00	1.00	33.3%	1	33.3%	--	1	--	--	--	--	--	--	2	--
DISTRICT ATTORNEY (RAPE PROSECUTION)	4480	1.00	1.00	100.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
DISTRICT ATTORNEY (VICTIM WITNESS)	4640	5.00	1.00	20.0%	1	20.0%	--	--	--	--	--	--	--	--	4	--
<i>District Attorney Total:</i>		<i>55.00</i>	<i>11.00</i>	<i>20.0%</i>	<i>3</i>	<i>5.5%</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>4</i>	<i>0</i>	<i>0</i>	<i>41</i>	<i>0</i>

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 16-20, July 12-25, 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 7/1/20	SEPARATIONS SINCE 7/1/20	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%	--	--	--	--	--	--	--	--	11	--
EXECUTIVE OFFICE (CENTRAL SERVICES)	1100	6.00	3.00	50.0%	4	66.7%	--	--	--	--	--	--	--	--	4	--
EXECUTIVE OFFICE (CLERK OF THE BOARD)	1100	3.00	0.00	0.0%	1	33.3%	--	--	--	--	--	--	--	--	3	--
EXECUTIVE OFFICE (DISASTER RECOVERY)	1225	2.00	1.00	50.0%	1	50.0%	--	--	--	--	--	--	--	--	1	--
EXECUTIVE OFFICE (FACILITIES & FLEET)	1100	33.80	7.80	23.1%	1	3.0%	--	1	1	--	--	2	--	--	23	1
EXECUTIVE OFFICE (GARAGE)	1100	3.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	3	--
EXECUTIVE OFFICE (GENERAL LIABILITY)	7130	2.50	1.00	40.0%	--	0.0%	--	--	--	--	--	--	--	--	2	--
EXECUTIVE OFFICE (INFORMATION SERVICES)	1100	25.00	2.00	8.0%	3	12.0%	--	--	--	--	--	--	--	--	23	--
<i>Executive Office Total:</i>		<i>87.30</i>	<i>16.80</i>	<i>19.2%</i>	<i>11</i>	<i>12.6%</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>70</i>	<i>1</i>
FARM ADVISOR	1100	3.00	1.00	33.3%	1	33.3%	--	--	--	--	--	--	--	--	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>0</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	22.00	7.00	31.8%	2	9.1%	--	--	--	--	--	--	--	--	15	--
HHSA (ALCOHOL/OTHER DRUG PROGRAM)	1100	35.00	16.00	45.7%	5	14.3%	--	--	1	--	--	1	--	--	18	--
HHSA (CGAP-DFC GRANT)	4260	1.00	0.00	0.0%	--	0.0%	--	--	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%	--	--	1	--	--	--	--	--	20	--
HHSA (MENTAL HEALTH)	1221	62.00	32.00	51.6%	7	11.3%	--	--	--	--	--	--	--	--	30	--
HHSA (MENTAL HEALTH TREATMENT ACT - MEASURE B)	1224	1.25	0.25	20.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
HHSA (PUBLIC HEALTH)	1100	26.00	6.00	23.1%	2	7.7%	--	--	4	--	--	1	--	--	18	1
HHSA (PUBLIC HEALTH BIOTERRORISM AS)	4780	2.00	1.00	50.0%	--	0.0%	--	--	1	--	--	--	--	--	1	--
HHSA (PUBLIC HEALTH CCS)	1100	7.00	1.00	14.3%	1	14.3%	--	--	--	--	--	--	--	--	6	--
HHSA (PUBLIC HEALTH NURSING)	1100	22.00	6.00	27.3%	4	18.2%	--	--	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	--	--	9	--
HHSA (SOCIAL SERVICES)	1100	404.00	90.00	22.3%	86	21.3%	2	1	27	--	--	37	--	--	246	31
<i>HHSA Total:</i>		<i>621.05</i>	<i>167.65</i>	<i>27.0%</i>	<i>107</i>	<i>17.2%</i>	<i>2</i>	<i>1</i>	<i>37</i>	<i>0</i>	<i>0</i>	<i>41</i>	<i>0</i>	<i>0</i>	<i>378</i>	<i>35</i>

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE																
Pay Period 16-20, July 12-25, 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 7/1/20	SEPARATIONS SINCE 7/1/20	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%	--	--	--	--	--	--	--	--	14	--
HUMAN RESOURCES (EMPLOYEE WELLNESS)	1100	1.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	1	--
HUMAN RESOURCES (HEALTH BENEFITS)	7150	4.00	0.00	0.0%	--	0.0%	--	--	--	--	--	--	--	--	4	--
<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>0</i>	<i>0</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	5.50	12.9%	3	7.1%	--	1	4	--	--	7	--	--	30	--
PLANNING AND BUILDING (CANNABIS PROGRAM)	1100	8.00	6.00	75.0%	6	75.0%	--	--	--	--	--	--	--	--	2	--
<i>Planning and Building Total:</i>		<i>50.50</i>	<i>11.50</i>	<i>22.8%</i>	<i>9</i>	<i>17.8%</i>	<i>0</i>	<i>1</i>	<i>4</i>	<i>0</i>	<i>0</i>	<i>7</i>	<i>0</i>	<i>0</i>	<i>32</i>	<i>0</i>
PROBATION	1100	47.00	9.00	19.1%	4	8.5%	--	--	1	--	--	2	--	--	33	3
PROBATION (JUVENILE HALL)	1100	25.00	6.00	24.0%	--	0.0%	--	--	--	--	--	--	--	--	19	--
<i>Probation Total:</i>		<i>72.00</i>	<i>15.00</i>	<i>20.8%</i>	<i>4</i>	<i>5.6%</i>	<i>0</i>	<i>0</i>	<i>1</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	2.00	8.3%	1	4.2%	1	--	--	--	--	2	--	--	20	--
PUBLIC DEFENDER (ALTERNATE DEFENDER)	1100	6.50	1.00	15.4%	--	0.0%	--	--	--	--	--	--	--	--	6	--
<i>Public Defender Total:</i>		<i>30.50</i>	<i>3.00</i>	<i>9.8%</i>	<i>1</i>	<i>3.3%</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>26</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%	10	8.8%	--	--	2	--	--	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%	4	5.5%	--	--	1	--	--	--	--	--	65	--
SHERIFF-CORONER (OFFICE OF EMERGENCY SERVICES)	1100	2.00	1.00	50.0%	1	50.0%	--	--	--	--	--	--	--	--	1	--
<i>Sheriff-Coroner Total:</i>		<i>189.00</i>	<i>28.00</i>	<i>14.8%</i>	<i>15</i>	<i>7.9%</i>	<i>0</i>	<i>0</i>	<i>3</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	21.80	23.5%	1	1.1%	--	1	5	4	3	11	5	4	37	7
TRANSPORTATION (ENGINEERING & TECHNICAL ASSIST)	1100	6.00	1.00	16.7%	1	16.7%	--	--	--	--	--	--	--	--	5	--
<i>Transportation Total:</i>		<i>98.80</i>	<i>22.80</i>	<i>23.1%</i>	<i>2</i>	<i>2.0%</i>	<i>0</i>	<i>1</i>	<i>5</i>	<i>4</i>	<i>3</i>	<i>11</i>	<i>5</i>	<i>4</i>	<i>42</i>	<i>7</i>
TREASURER-TAX COLLECTOR	1100	6.00	1.00	16.7%	1	16.7%	--	--	--	--	--	--	--	--	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>2</i>	<i>16.7%</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>9</i>	<i>0</i>
COUNTYWIDE TOTAL:		1412.65	321.75	22.8%	161	11.4%	4	9	60	4	8	86	5	5	926	66



Health and Human Services Agency Status Report

August 24, 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 began on 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 August 9th, 2020. This is 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 August 24th 2020, the Great Plates program is delivering 850 meals a day and overall 74,076 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. Most visitation has resumed in-person after a case-by-case and visit-by-visit assessment to ensure the health and safety of all visiting parties, supervising staff and foster caregivers. Visits through video and/or phone continue as a supplement to in-person visitation or in lieu of in-person visitation if there are health concerns.
- Continues to support children, young adults and families involved in our dependency system through regular monthly contacts with their social worker. Monthly contacts are resuming in-person rather than by video due to expiration of state waivers. Staff are provided with gloves, masks and hand sanitizer in order to maintain safety for staff and clients.
- 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.
- Assessing and checking in with all clients who are in wildfire evacuation zones throughout the state to ensure safety and provide support and resources if needed.

Employee & Family Assistance Services (EFAS)

- 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 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. We processed over 2500 Medi-Cal applications between March and July of 2020.
- This year's Open Enrollment to purchase health insurance through Covered California will run from November 1, 2020 to January 31, 2021. You can apply for Medi-Cal at any time during the year.
- As a reminder, California has a COVID-19 Presumptive Eligibility Program through qualified hospital or clinic providers that covers the cost of testing for uninsured individuals or for those with private insurance that does not cover these services. All Medi-Cal enrollees are able to receive medically necessary services for COVID-19, including those beneficiaries with restricted scope coverage.
- Emergency allotments for CalFresh have been approved by the Food and Nutrition Services (FNS) through the benefit month of September 2020. Emergency allotments are a supplement to bring a household's CalFresh issuance up to the maximum amount for the household size. 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 next emergency allotment issuances will take place on September 19, 2020 and October 18, 2020.

- Maintained 20,733 active cases for public assistance benefits, including CalWORKs, CalFresh, and Medi-Cal.
- Provided payments through the CalWORKs Housing Support program to continue supporting 16 families in permanent housing and 21 families in temporary lodging.

Advocacy and Collaboration Team (ACT)

- The ACT Team worked closely with the CEO's Office to provide programmatic input into the application process for Project Homekey - a project that will provide over 50 units of permanent and transitional housing to homeless individuals, if successfully funded by the State. ACT Team staff facilitated a process for seeking input from potential community-based partners, as well as presented the project for consideration and support from the Mendocino County Homeless Services Continuum of Care.
- The ACT Team managed the local implementation of California's Project Roomkey, which provided 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 31, 2020, local funding is no longer available to fully support the program and the program has largely concluded, with the exception of five very high-risk individuals still receiving housing support through the program. Final outcomes data for the project will be provided in a future report.
- Working with community partners, the ACT Team worked collaboratively with CalTrans and the California Highway Patrol to address an unsafe homeless encampment situation near the Talmage Bridge in early August.
- ACT Team staff continue 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.
- Working collaboratively with First5 Mendocino, Project Sanctuary, Adventist Health, and Redwood Community Services, ACT Team staff facilitated 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.
- In July, Healthy Families Mendocino Home Visitors provided 37 home visits, 14 tele-visits, 20 curriculum/materials drops offs, 75 text check-ins and 222 secondary activities, such as referrals, cards and letters, and curriculum mailings. In August, the program started to roll out a virtual visit pilot using 12 new Galaxy Tablets for ZOOM visits.
- The majority of Mendocino County's Oral Health Program work plan was to take place in school settings. During 2019-2020, 24 schools participated in school-based programs. The number of children screened, linked or provided preventative services including dental sealants and fluoride through school-based programs was 4,019. Since March, stalled by COVID-19, work in schools has not been possible. In June, we developed a flier, Oral Health during COVID-19, in English and Spanish. 800 were inserted into lunch bags for elementary students in Fort Bragg. Ukiah Unified School District asked for a short blurb about oral health that they could post in various locations.
- Community Wellness staff participates in community outreach via KGUA radio, engaging our community and providing important information on timely topics such as COVID-19 updates, immunizations, etc. Wellness staff also assist 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.
- All Healthy Families Mendocino Registered Nurses and other staff have been deployed to work as COVID-19 contact tracers, assisting Mendocino County in virus containment, and/or Registered Nurses for testing sites and the Mendocino County COVID-19 Call Center.



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: August 12, 2020

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

Assessment Appeals Board..... (1)
-- Member--

Mendocino - Little River Cemetery District (1)
-- Trustee--

Mendocino County Fish and Game Commission (1)
-- Member At Large - Coastal--

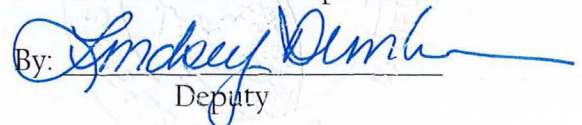
Please note:

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 31st, 2020, or until filled.

CARMEL J. ANGELO
Clerk of the Board of Supervisors

By: 
Deputy

PLEASE KEEP POSTED THROUGH: September 1st, 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 AUGUST 12, 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
Air Quality Management District Hearing Board	(Various)	(3)
Archaeological Commission of Mendocino County	(Industry Representative)	(1)
Assessment Appeals Board	(Various)	(3)
Behavioral Health Advisory Board	(Various District Representatives)	(2)
Child Care Planning Council	(Various)	(4)
Community Development Commission	(Various)	(2)
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)	(2)
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 Employees' Retirement Association Board	(Various)	(2)
Mendocino County Fish and Game Commission	(Coastal Member at Large)	(1)
Mendocino County Resource Conservation District	(Long-Term Director)	(1)
Mendocino Historical Review Board	(Member)	(2)
Mendocino - Little River Cemetery District	(Trustee)	(2)
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)	(2)
Round Valley Municipal Advisory Council	(Alternate)	(2)
Russian River Cemetery District	(Trustee)	(1)
Westport Municipal Advisory Council	(Member)	(1)
Westport-Ten Mile Cemetery District	(Trustee)	(1)