



# The CEO Report

July 24, 2018

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## Human Resources Update

### Wellness

MCWOW is happy to report that 541 employees have scheduled their Biometric Screening appointment to date and are participating in the Incentive Program to earn \$500 off their 2019 health plan premiums. Biometric Screening appointments are booked for July but there are many appointments still available in August and September. Visit [www.mendocinocounty.org/hr/mcwow](http://www.mendocinocounty.org/hr/mcwow) to learn more about the Incentive Program. Appointments can be made on the HealthFitness website portal as well.

### Leadership

The next scheduled Mendocino County Executive Leadership Team (MCELT) meeting is July 26, 2018, and all seven leadership work teams will be presenting on their progress. MCELT is looking forward to hearing the updates on the teams' six and 18 month goals and are very proud of the continued work of leadership from all team members.

The Leadership Reading Group will be reading *The Culture Code: The Secrets of Highly Successful Groups*, by Daniel Coyle. The reading group will begin meeting in August on this new book; please stay tuned for more information. If you are interested in joining the reading group, please contact Cherie Johnson in the Human Resources Department.

### Vacancy List

Human Resources is working on a revision to the Vacancy Report that includes additional information as requested by the Board of Supervisors. The new report should be included in the August CEO report.

## Information Technology Master Plan Update

County IT has prioritized a list of critical replacement needs and has moved forward with individual projects. Please refer to the attached list of projects for the status. Weekly meetings regarding the development of the IT Master Plan and the progress of the priority projects will continue. The Executive Office is working on financing options and hopes to have more information at the First Quarter Budget Report.

## Cobblestone Contract Administration Implementation

The County's contract management software system, Cobblestone Systems – Contract Insight Enterprise Edition, has been configured by Executive Office staff. An initial test department has been selected and contract staff is currently in training and testing. All County departments will be phased into the system and full implementation is expected by December 31, 2018.

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### Contact Information:

Office: (707) 463-4441

Fax: (707) 463-5649

Email:

[ceo@mendocinocounty.org](mailto:ceo@mendocinocounty.org)

Website:

[www.mendocinocounty.org](http://www.mendocinocounty.org)

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## HHSA Update

### August is Breastfeeding Month

BreastStart Mendocino is the local source for support and information by trained breastfeeding specialists provided to breastfeeding mothers and their families. Bilingual HHSA WIC Employees and Peer Counselors answer the phone to provide immediate help to nursing moms. Call 1-855-855-MILK (6455).



Many new parents wonder about the safety of cannabis use by breastfeeding moms. There is no known safe level of use. However, research continues. "Mother to Baby" is dedicated to providing evidence-based information. Ask the experts anonymously by calling 866-626-6847 or texting 855-999-3525.

### HHSA In-Home Supportive Services Grand Jury Report

The Health and Human Services Agency (HHSA) In-Home Supportive Services program (IHSS) recently responded to the May 2018 Grand Jury investigation. IHSS provides in-home care to enable elderly and disabled individuals to stay safely in their homes. The providers are screened and trained by the County, but paid by the State. Overall, the Grand Jury report found that the program is functioning well and made recommendations about increasing public awareness of the program. In response, IHSS has already begun to increase its website presence.

The Grand Jury originally decided to investigate the program due to concern that the Mendocino County program ranked last out of the 58 California counties after a random review by the State in 2016. Since that review, the HHSA IHSS program has improved to 97% compliance, due largely to the hard work of line, supervisory, and management staff to revise work flows and administrative processes to run the program more efficiently.

The entire Grand Jury report and response to findings can be found at:

<https://www.mendocinocounty.org/government/grand-jury/2017-2018-reports>

### Fighting Homelessness in Mendocino County

On July 2, 2018, a broad countywide coalition gathered to address the issue of homelessness in Mendocino County. HHSA's Housing Options for Mendocino (HOME) Team, in partnership with the Mendocino County Homeless Services Continuum of Care (MCHSCoC), invited Kitchen Table Consulting facilitator Miles Gordon to work with local community members, service providers, law enforcement agencies and government leaders from Ukiah, Willits and Fort Bragg to formulate an action plan building on the findings and recommendations from Dr. Robert G. Marbut's March 2018 report: "Homelessness Needs Assessments and Actions Steps for Mendocino County."



The coalition committed to creating and implementing a plan that: (1) Addresses the root causes of homelessness; (2) Uses accurate data that is based on common definitions and language; (3) Emphasizes stakeholder and community education; (4) Utilizes diverse approaches; (5) Incorporates case management and continuing support; and (6) Minimizes negative community impacts.

The group will reconvene in early August to continue their work. Coalition members include Project Sanctuary, Ford Street Program, Redwood Community Services, Mendocino Coast Hospitality Center, the City of Fort Bragg, Manzanita Services, the Mendocino County Office of Education, the City of Willits, MCHC Health Centers, the Veteran's Administration, the City of Ukiah, the Mendocino County Community Development Commission, North Coast Opportunities, and the Mendocino County Health and Human Services Agency. Find the link to the Robert Marbut Consulting report at: <https://www.mendocinocounty.org/home/showdocument?id=20042>

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

### **RFP# 04-18 Office Supplies (Executive Office/Central Services)**

- Issue date was March 1, 2018
- Submission Deadline was April 19, 2018
- Moving forward with the evaluation process

### **RFP# DR-18-03 Disaster Recovery Technical Support (Executive Office/Recovery)**

- Issue date was June 12, 2018
- Submission deadline is June 29, 2018
- Moving forward with the evaluation process

### **RFP# DR-18-04 Recovery Grant Research and Grant Writing (Executive Office/Recovery)**

- Issue date was June 1, 2018
- Submission deadline is June 22, 2018
- Moving forward with the evaluation process

### **RFP# DR-18-05 Disaster Recovery Project Management (Executive Office/Recovery)**

- Issue date was June 12, 2018
- Submission deadline is June 29, 2018
- Moving forward with the evaluation process

### **RFP# PBS 18-002 CDBG Consultant Services (Planning & Building)**

- Issue date was June 1, 2018
- Submission deadline is June 22, 2018
- Moving forward with the evaluation process

### **RFQ# 10-18 Copy Paper (Executive Office/Central Services)**

- Issue date was June 1, 2018
- Submission deadline is June 27, 2018
- Moving forward with the evaluation process

### **RFP# 15-18 Sheriff Pursuit Vehicle Build Services (Executive Office/Central Services)**

- Issue date was June 1, 2018
- Submission deadline is June 28, 2018
- Moving forward with the evaluation process

### **RFP# 26-18 Alarm Monitoring Services (Executive Office/Facilities and Fleet Division)**

- Issue date was June 26, 2018
- Submission deadline is July 24, 2018





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

[www.mendoanimalshelter.com](http://www.mendoanimalshelter.com)

## Animal Shelter Update

### Income Statistics

June 1, 2018 through June 30, 2018

- 23 feral cats received
- 39 owner surrendered animals received
- 75 cats, 59 dogs, two livestock animals, four other stray type animals received
- 13 owned dogs received
- Two dogs from law enforcement received
- 10 dead animal disposal requests received
- Two cats & two dogs for rabies specimen testing received
- 231 total animals received

### Outcome Statistics

June 1, 2018 through June 30, 2018

- 24 dogs adopted
- 35 cats adopted
- One other animal adopted
- 48 animals transferred to rescue organizations
- 13 feral cats trapped-neutered-released
- 40 animals were returned to owners
- Two owner-surrendered animals euthanized
- Nine shelter cats and nine shelter dogs euthanized
- 194 total animals outcomed
- Live release rate of approximately 91%

## Library Update

The Mendocino County Library is pleased to announce two new online databases in conjunction with the California State Library. We offer *Britannica School* and *Britannica Esoclar* designed for K-12<sup>th</sup> grade students. This wonderful research tool helps teach information literacy skills. These databases are available on our new Library website at [www.mendolibrary.org](http://www.mendolibrary.org).



For more information, visit the Library's website at:

[www.mendolibrary.org](http://www.mendolibrary.org)

From June 16, 2018 through August 13, 2018, all Mendocino County Library Branches will host a socks and baby wipes drive for families affected by the Mendocino Lake Complex Fire. New, unopened socks and unopened, non-expired baby wipes will be accepted at all branches. Donations dropped off will be given to the Mendocino Lake Complex Fire Relief Donation Center to help fire survivor families.

Summer Reading is happening right now at all Library Branches and there is still time join in. The Fratello Marionettes will be performing at all five of our Library Branches August 2-4, 2018, in celebration of Summer Reading. Check your local branch for times and the plethora of wonderful programs to celebrate reading.

## Upcoming Board Meetings

Regular Meeting	July 24, 2018
Regular Meeting	August 7, 2018
Standing Committee Meeting	August 13, 2018
Regular Meeting	August 21, 2018

## Dates of Interest

NACo Annual Conference	July 13-16, 2018
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## Boards and Commissions Vacancies\*

Board Name	Position
Air Quality Management District – Hearing Board	Public Member
Cemetery District of the Redwoods	Various
Health and Human Services Agency	Community Health Representative
Museum Advisory Board	City of Willits 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.

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				

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



Standing Committee Meeting



County Holiday



NACo Annual Conference

## Attachments

1. Information Technology Master Plan Update
2. Ongoing list of Boards and Commissions vacancies

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# Information Technology Master Plan Update

County IT has prioritized a list of critical replacement needs and has moved forward with the individual projects identified below. County IT, Sheriff's Office IT and ClientFirst are continuing to meet weekly regarding the development of the IT Master Plan and the progress of the priority projects.

## **Assessment & Improvement of Cannabis Processes – Permit/Lic TRAKIT & Tax (Aumentum)**

- Contract with ClientFirst finalized
- Initial meetings with departments held June 27, 2018 through June 29, 2018
- Additional department meetings scheduled for August 2018

## **County Network Upgrade (Core Switch)**

- Design complete
- RFQ 23-18 issued and closed
- PO issued June 19, 2018

## **County Dell SAN & Disk Space Expansion**

- RFQ 13-18 issued and awarded
- PO issued May 3, 2018
- Equipment received

## **Technology Support for the EOC**

- Initial needs assessment complete
- Project manager has identified priorities
- Initial equipment orders placed and received
- Phase I of County network installation complete
- Phase II needs assessment in process

## **Property Backup System (IBM)**

- RFQ 11-18 issued and awarded
- PO issued May 17, 2018

## **Microwave battery replacement**

- RFQ 05-18 issued and awarded
- Batteries have been received
- Installation completed June 2018
- Project is complete

## **Sheriff's Office Network Switch Upgrades**

- Design complete
- RFQ 20-18 issued and awarded
- PO issued June 6, 2018
- Equipment received
- Installation and configuration in process

## **Sheriff's Office Aegis Server Replacement**

- RFQ 06-18 issued and awarded

- PO issued April 21, 2018
- Equipment received
- Installation and configuration in process

**Sheriff's Office Structured Connectivity System & Cabling Bid**

- Initial site visit held April 24, 2018



# VACANCY NOTICE

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

**CARRE BROWN**  
First District

**JOHN MCCOWEN**  
Second District

**GEORGEANNE CROSKEY**  
Third District

**DAN GJERDE**  
Fourth District

**DAN HAMBURG**  
Fifth District

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

**KATHARINE L. ELLIOTT**  
County Counsel

Date Posted: July 13, 2018

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

Air Quality Management District – Hearing Board .....(1)

Public Member

Cemetery District of the Redwoods .....(2)

Various

Health and Human Services Agency Advisory Board .....(1)

Community Health Representative

Museum Advisory Board .....(1)

City of Willits 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 (707) 463-4441.

**LAST DATE FOR FILING: July 23, 2018, or until filled.**

**CARMEL J. ANGELO**  
Clerk of the Board of Supervisors

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

**PLEASE KEEP POSTED THROUGH: July 24, 2018.**



# VACANCIES

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

**CARRE BROWN**  
First District

**JOHN MCCOWEN**  
Second District

**GEORGEANNE CROSKEY**  
Third District

**DAN GJERDE**  
Fourth District

**DAN HAMBURG**  
Fifth District

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

**KATHARINE L. ELLIOTT**  
County Counsel

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**APPOINTMENTS TO BOARDS AND COMMISSIONS**  
**JULY 13, 2018**

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

<b>BOARD/ COMMISSION</b>	<b>POSITION CATEGORY</b>	<b>SEATS OPEN</b>
(a) Airport Land Use Commission	(Various)	(2)
(b) Air Quality Management District Hearing Board	(Various)	(3)
(c) Animal Care and Control Appeals and Advisory Board	(Various)	(3)
(d) Assessment Appeals Board	(Alternate)	(1)
(e) Behavioral Health Advisory Board	(Various)	(2)
(f) Child Care Planning Council	(Various)	(5)
(g) Civil Service Commission	(Member)	(1)
(h) Community Development Commission	(Tenant Commissioner (Coastal))	(1)
(i) Fish Rock Cemetery District	(Trustee)	(1)
(j) Gualala Municipal Advisory Council (GMAC)	(Alternate)	(1)
(k) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(7)
(l) Hopland Cemetery District	(Various)	(3)
(m) Hopland Municipal Advisory Council	(Alternate)	(1)
(n) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(7)
(o) Little River Airport Advisory Committee	(Various)	(10)
(p) Mendocino County Business Improvement District	(Inland Area Representative)	(1)
(q) Mendocino County Fish and Game	(Member at Large (Coastal))	(1)
(r) Mendocino Historical Review Board	(Member)	(1)
(s) Mendocino - Little River Cemetery District	(Trustee)	(1)
(t) Museum Advisory Board	(City of Willits Representative)	(1)
(u) Policy Council on Children and Youth (PCCY)	(Various)	(12)
(v) Redevelopment/Successor Agency Oversight Board	(Various)	(2)
(w) Westport Municipal Advisory Council	(Member)	(1)