



# The CEO Report

April 9, 2019

## Human Resources Update

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### Supervisors Academy

The next classes in the Department Supervisor Skills Academy, "County Employee Policies/Procedures and Time Management Essentials", will take place on April 10 and 11, 2019. Visit Human Resources training page for more information:

<https://www.mendocinocounty.org/government/human-resources/countywide-employee-trainings>

### Wellness

Mendocino County's Working on Wellness Program was one of 15 programs honored to receive the 2018 CSAC Challenge Award in the area of government finance, administration and technology. These unique awards recognize the innovative and creative spirit of California county governments as they find innovative, effective and cost-saving ways to provide programs and services to their citizens.

CSAC came to Mendocino County on March 26, 2019 to film a promotional video about our program. They interviewed our Chief Executive Officer, Wellness Coordinator and five staff that have been actively participating in the program. The video will spotlight the Mendocino County Working on Wellness among County governments. We are very proud of the commitment by our staff to create a healthy culture here in Mendocino County.

### Compensation Study

Representatives from KOFF and Associates will provide an informational overview of their preliminary results of the County-wide compensation study to the Board of Supervisors at their meeting on April 16, 2019.

### Vacancy List

Attached to this report is a vacancy and recruitment update provided by Human Resources. This report includes additional information as requested by the Board of Supervisors and includes all funded allocated positions, all vacant funded positions, all positions approved to be filled and in some stage of the recruitment process, all new hires (excluding extra help), all separations, and the number of employees on leave for each budget unit. The report will contain cumulative information for the current fiscal year and will be updated monthly.

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## Health and Human Services Update

### Home Safe Program

The California Department of Social Services has approved a funding allocation for the Mendocino County Health and Human Services Agency, Adult and Aging Services, to implement a pilot project called "Home Safe." The Home Safe allocation was awarded to Mendocino County through a competitive process, in which only 24 counties in California were awarded funds. The Home Safe program is a three-year pilot project to provide short term assistance to Adult Protective Services (APS) clients who are experiencing homelessness or are at risk of homelessness due to elder or dependent adult abuse, neglect, self-neglect, or financial exploitation.



Adult and Aging Services strategies to support housing stability for APS clients include; short-term financial assistance, legal services, eviction prevention, heavy cleaning and landlord mediation, among other services. Home Safe is an opportunity to develop innovative strategies to assist some of the most vulnerable individuals in our community. HHS is currently in the planning phase of the project and services are projected to begin on July 1, 2019.

### Family Dependency Drug Court March 2019 Graduation

On March 21, 2019, Mendocino County Family and Children’s Services honored twelve graduates of the Family Dependency Drug Court (FDDC) program. Graduation is held semiannually, the March 2019 graduation being one of the largest groups FDDC has had in the last few years. The theme presented by Honorable Judge Riemenschneider was "taking your time." This is the last graduation he will preside over before retiring. Several of the graduates were able to speak to the theme encouraging one other to "not rush the process" and "embrace lifelong change."



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

On February 19, 2019, Coastal Valley's Emergency Medical Services Agency (CVEMSA) and Mendocino County released a Request for Proposals (RFP) for the first-ever Exclusive Operating Area (EOA) for ambulance services within the County.

As part of this process, Mendocino County and CVEMSA continue to work with the City of Ukiah to follow the Memorandum of Understanding (MOU) adopted by the City and the County in May 2018. On February 28, 2019, the City of Ukiah introduced a letter to Mendocino County to express concerns regarding the MOU. After the first Meet and Confer on March 11, 2019, the MOU was updated with a Letter of Agreement (LOA) dated March 14, 2019. The County and CVEMSA met with the City of Ukiah again on April 1, 2019, where the City and CVEMSA clarified concerns expressed by the City regarding response time standards.

A revised timeline has been developed to accommodate the submission of changes to the State Emergency Medical Services Authority (EMSA) as it will take up to one month for the State to review and approve Addendums to the RFP. The revision adjusts the EOA implementation date from March 2020 to July 2020. The revised timeline was provided via an Addendum posted on both websites in direct coordination between the County and CVEMSA under the approval and direction of California's EMS Authority on April 2, 2019.

The RFP and related documents to identify an EOA provider for ambulance services in Mendocino County can be found on CVEMSA's webpage and on the Mendocino County Executive Office webpage under "Open RFP Quotes & Bids" at <https://www.mendocinocounty.org/government/executiveoffice/open-rfp-quotes-bids>.



## County Counsel/Executive Office Update

### Email Retention Policy

The Executive Office and County Counsel will be presenting an item to the Board of Supervisors in the near future addressing email retention values/schedules. Currently, employees manually delete emails when they are no longer needed. In order to improve efficiencies, as well as to have consistency in retention, we will be presenting an email retention policy that recommends automatic deletion of emails after a set period of time, along with protocols for preserving emails that need to be saved for a longer period of time. This policy will substantially reduce staff time currently dedicated to email searches related to litigation and Public Records Act requests. The Executive Office/Information Services Division will have a training and implementation plan that will also be in place prior to the policy adoption.

### Public Records Act Requests

The Executive Office and County Counsel will also be bringing an item to the Board regarding a possible ordinance to address fees under the Public Records Act. Currently, those fees only capture direct costs of duplication and not staff time or other expenses incurred in responding. The Public Records Act requests involving large amounts of staff time, where we provide an electronic response with no cost recovery, are increasing. We will be asking the Board to consider an ordinance to increase fees to cover the expense of providing these materials.



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

## Cultural Services Agency Update

The Cultural Services Agency will be conducting an All Staff Training Day on April 11, 2019. All Mendocino County Libraries and the Bookmobile will be closed for the day and the County Museum will be closed until 1:30 p.m.

### Library

The Ukiah Branch Library is reopened and looks great. Thank you to all involved in this process as it really was wonderful team work to make it all happen. All library services are back to normal.



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

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



All Library branches will be celebrating National Library Week, April 7 - April 13, 2019.

The Coast Community Library was awarded a Book to Action Grant. The kick off for Book to Action programs is April 14, 2019, at 2:00 p.m. with a "Sunday @ the Library" talk by author, Dr. Gretchen Lebuhn titled, About Bees, Current Threats, What We Can Do! Free copies of The Bee-Friendly Garden will be provided by the grant.

The Willits Branch Library will begin Camp NaNoWriMo during the month of April, holding several programs to allow for writing. Each Saturday will begin a writing program, prompting creativity.

On April 23, 2019, from 6:00 p.m. - 7:00 p.m., the Fort Bragg Library will host author, Phil Zwerling, who will discuss his book, Eyes on Havana: The Memoir of An American Spy Betrayed by the CIA.

### Museum

The Mendocino County Museum opened a new exhibit from the National Archives, "Over Here: Americans at Home in World War I Special Exhibit from the National Archives." The Museum hosted the opening event on April 6, 2019, from 2:00 p.m. - 3:00 p.m. Open free to the public, the event featured live music from the era, performed by Linda Pack and Jack Leung. This exhibit runs through May 26, 2019.

On March 13, 2019, from 2:00 p.m. - 4:00 p.m., the Museum held a special program, "Knit for our Troops!". The Museum will hold a "Knit In" similar to the "Wool Brigades" during WWI. Completed scarves will be collected until May 31, 2019, and donated to Operation Gratitude.

On April 18, 2019, from 2:00 p.m. - 3:00 p.m., the Museum will show a documentary film on WWI, free to the public.

## Animal Shelter Update

### Income Statistics

March 1, 2019, through March 31, 2019

- One dead animal(s) disposal request received
- 20 feral cats received
- Five animals came in due to owner being in custody
- Four owned dogs received by Animal Control or Police due to owner in custody
- 25 owner surrendered animal(s) received
- One shelter animal returned by adopted
- 71 stray animal(s) impounded in the field by Animal Control, Police or came in over the counter from citizens
- Total of 127 animals received at the Animal Shelter

### Outcome Statistics

March 1, 2019, through March 31, 2019

- Seven cats adopted
- 35 dogs adopted
- One animal(s) died
- Six dead animal disposals
- 18 total euthanasia
- Two return to field cats
- Six trap, neuter and release cats
- 40 return to owner animals
- 14 animals transferred to other rescue organizations
- Total of 129 animals departed the Animal Shelter



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

### Cat Spay & Neuter Event

Animal Care Services held a Cat Spay & Neuter Event on March 24, 2019. The event was cosponsored with the Spay & Neuter Assistance Program (SNAP) from Ukiah, CA, Anderson Valley Animal Rescue (AVAR) from Boonville, CA, and Mendocino Community Cats from Ukiah, CA.

175 cats were spayed or neutered the day of the event. 107 of the 175 cats were female and 19 of them were either pregnant or in their heat cycle. 68 of the cats were male.

The cost of the event was split between Animal Care Services, Spay & Neuter Assistance Program and Anderson Valley Animal Rescue, each contributing \$3,076 for the surgeries, drugs, medications and general vaccinations. The Mendocino Community Cats contributed \$850 for all the cats to receive rabies vaccinations.

The Cat Spay & Neuter Event prevented the birth of 400 to 600 kittens for this birthing cycle. The immediate and impactful results from the event will be significantly few kittens coming into the Animal Shelter in the coming months, many less kittens that staff has to feed and care for, many less kittens having to go out for a one to two month fostering period with a volunteer and a huge cost savings for Animal Care Services.

## Upcoming Board Meetings

Regular Meeting	April 9, 2019
Standing Committee Meeting	April 15, 2019
Regular Meeting	April 16, 2019
Regular Meeting	April 23, 2019
Regular Meeting	May 7, 2019
Standing Committee Meeting	May 13, 2019
Regular Meeting	May 14, 2019
Regular Meeting	May 21, 2019

April						
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				

May						
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	

## Dates of Interest

CSAC Legislative Conference April 24-25, 2019

-  Regular Board Meeting
-  Standing Committee
-  County Holiday
-  CSAC Legislative Conference

## Attachments

- Vacancy and Recruitment Update

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**BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE**

Pay Period 07-19, March 10 - March 23, 2019

FUND	DEPARTMENT/OFFICE	TOTAL FUNDED ALLOCATED FTE POSITIONS	VACANT FUNDED FTE POSITIONS	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE*	NEW HIRES SINCE 7/1/18	SEPARATIONS SINCE 7/1/18	EMPLOYEES ON LEAVE
1100	AGRICULTURE	15.00	2.00	2	13.3%	4	1	1
1100	ANIMAL CARE	13.00	2.00	1	7.7%	1	1	0
1100	ASSESSOR-CLERK-RECORDER (ASSESSOR)	19.00	5.00	6	31.6%	4	6	0
1100	ASSESSOR-CLERK-RECORDER (CLERK RECORDER)	3.00	1.00	1	33.3%	1	2	0
1100	ASSESSOR-CLERK-RECORDER (COUNTY CLERK-ELECTION)	3.00	0.00	0	0.0%	1	0	0
1100	AUDITOR-CONTROLLER	12.00	0.00	1	8.3%	3	3	0
1100	BOARD OF SUPERVISORS	5.00	0.00	0	0.0%	0	0	0
1100	CHILD SUPPORT SERVICES	36.00	10.00	6	16.7%	2	5	1
1100	COUNTY COUNSEL	12.00	0.00	0	0.0%	1	1	0
1100	CULTURAL SERVICES AGENCY (MUSEUM)	5.00	1.00	0	0.0%	1	0	0
1100	DISTRICT ATTORNEY	44.00	5.00	2	4.5%	5	2	2
1100	EXECUTIVE OFFICE	12.00	2.00	1	8.3%	1	0	0
1100	EXECUTIVE OFFICE (CENTRAL SERVICES)	5.00	3.00	2	40.0%	0	3	1
1100	EXECUTIVE OFFICE (CLERK OF THE BOARD)	3.00	1.00	0	0.0%	0	1	0
1100	EXECUTIVE OFFICE (FACILITIES & FLEET)	33.80	4.80	3	8.9%	5	7	3
1100	EXECUTIVE OFFICE (GARAGE)	3.00	0.00	0	0.0%	0	0	0
1100	EXECUTIVE OFFICE (INFORMATION SERVICES)	21.00	0.00	0	0.0%	1	0	0
1100	FARM ADVISOR	3.00	0.00	0	0.0%	0	0	0
1100	HHSA (ADMINISTRATION)	23.00	8.00	2	8.7%	4	1	0
1100	HHSA (ALCOHOL/OTHER DRUG PROGRAM)	35.00	11.00	4	11.4%	2	5	1
1100	HHSA (EMERGENCY MEDICAL SERVICE)	1.00	1.00	0	0.0%	0	0	0
1100	HHSA (ENVIRONMENTAL HEALTH)	22.60	3.00	2	8.8%	1	1	0
1100	HHSA (PUBLIC HEALTH CCS)	9.00	3.00	1	11.1%	2	2	0
1100	HHSA (PUBLIC HEALTH NURSING)	24.00	10.00	6	25.0%	2	6	0
1100	HHSA (PUBLIC HEALTH)	17.00	2.00	0	0.0%	2	1	1
1100	HHSA (SOCIAL SERVICES)	404.00	97.00	78	19.3%	32	38	14
1100	HUMAN RESOURCES	19.00	1.00	0	0.0%	0	1	1
1100	HUMAN RESOURCES (EMPLOYEE WELLNESS)	1.00	0.00	0	0.0%	0	0	0
1100	PLANNING AND BUILDING	41.00	6.00	4	9.8%	6	6	3
1100	PLANNING AND BUILDING (CANNABIS PROGRAM)	2.00	1.00	1	50.0%	0	0	0
1100	PROBATION	49.00	11.00	4	8.2%	0	3	1
1100	PROBATION (JUVENILE HALL)	28.80	11.80	2	6.9%	4	10	2
1100	PUBLIC DEFENDER	24.00	1.00	0	0.0%	6	3	1
1100	PUBLIC DEFENDER (ALTERNATE DEFENDER)	6.50	0.00	0	0.0%	0	0	0
1100	RETIREMENT	5.00	1.00	1	20.0%	0	1	0
1100	SHERIFF-CORONER	113.00	17.00	17	15.0%	8	8	6
1100	SHERIFF-CORONER (JAIL)	73.00	1.00	7	9.6%	10	6	3
1100	SHERIFF-CORONER (OFFICE OF EMERGENCY SERVICES)	2.00	1.00	1	50.0%	0	0	0
1100	TRANSPORTATION (ENGINEERING & TECHNICAL ASSIST)	6.00	0.00	1	16.7%	0	1	0
1100	TREASURER-TAX COLLECTOR	6.00	0.00	0	0.0%	2	1	0
1100	TREASURER-TAX COLLECTOR (COURT AB233 PROGRAM)	6.00	1.00	0	0.0%	1	1	1
1200	TRANSPORTATION	92.80	26.00	11	11.9%	4	7	3
1205	CULTURAL SERVICES AGENCY (LIBRARY)	35.50	5.00	2	5.6%	8	7	0
1210	SHERIFF-CORONER (COPS PROGRAM AB3229)	1.00	0.00	0	0.0%	0	0	0
1218	ASSESSOR-CLERK-RECORDER (MICROGRAPHICS)	1.00	0.00	0	0.0%	0	0	0
1221	HHSA (MENTAL HEALTH)	62.00	35.00	13	21.0%	4	3	0
1225	EXECUTIVE OFFICE (DISASTER RECOVERY)	1.00	0.00	0	0.0%	0	0	0
3270	AIR QUALITY	9.00	2.00	0	0.0%	0	0	0
4180	HHSA (PUBLIC HEALTH WIC)	12.20	1.40	1	8.2%	2	0	1
4260	HHSA (CGAP-DFC GRANT)	1.00	0.00	0	0.0%	0	0	0

\*Rates based on positions currently in recruitment

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4480	DISTRICT ATTORNEY (RAPE PROSECUTION)	1.00	0.00	0	0.0%	0	0	0
4530	HHS (PUBLIC HEALTH TOBACCO ED)	1.00	0.00	0	0.0%	0	0	0
4640	DISTRICT ATTORNEY (VICTIM WITNESS)	4.00	0.00	0	0.0%	0	0	0
4650	DISTRICT ATTORNEY (ANTI DRUG ABUSE)	3.00	0.00	0	0.0%	0	0	0
4780	HHS (PUBLIC HEALTH BIOTERRORISM AS)	2.00	0.00	0	0.0%	1	0	0
7130	EXECUTIVE OFFICE (GENERAL LIABILITY)	2.50	0.00	0	0.0%	0	0	0
7150	HUMAN RESOURCES (HEALTH BENEFITS)	4.00	1.00	0	0.0%	0	0	0
<b>TOTAL:</b>		<b>1398.70</b>	<b>295.00</b>	<b>183</b>	<b>13.1%</b>	<b>131</b>	<b>144</b>	<b>46</b>

\*Rates based on positions currently in recruitment