



MENDOCINO COUNTY CHIEF EXECUTIVE OFFICER
CARMEL J. ANGELO
REPORT TO THE BOARD
AUGUST 20, 2019

The CEO Report

August 20, 2019

Human Resources Update

Inside This Issue

- 1 Human Resources Update
- 2 HHSA Update
- 3 RFP/RFQ Update
- 3 Emergency Projects
- 3 Off Site Board Meeting
- 4 Employee Recognition
- 4 Cultural Services Agency Update
- 5 Animal Shelter Update
- 6 Upcoming Meetings and Dates of Interest
- 6 Boards and Commissions
- 6 Attachments

Labor

Negotiations continue with our general employees represented by SEIU, our public attorneys represented by Teamsters, In Home Health Services represented by SEIU, and our Confidential Employees Bargaining Unit. The opening negotiation meeting with Deputy Sheriffs Association and Mendocino County Probation Employees Association was August 15, 2019.

Supervisor's Academy

The fall courses of Supervisor's Academy will begin August 14 and 15, 2019. The first class is High Performance Organization Training.

Leadership

The Mendocino-Humboldt Annual Joint Leadership training will be held on September 6, 2019, at the Benbow Inn. Patrick Donadio, communications expert and author of "Communicating with Impact" will be the speaker for this event. Leading more effectively, clear communications, and powerful presentations will be some of the topics covered during this leadership session.

The next quarterly Expanded Leadership Team meeting will be held on September 11, 2019, 3:00 p.m. – 5:00 p.m. in the Board Chambers. We are pleased to announce that Jendi Coursey will be the guest speaker. Her topic will be "Turning Negativity Around: Communicating with Compassion & Curiosity".

Vacancy List

Attached to this report is a Justification of Filled Positions and 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 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.

Contact Information:

Office: (707) 463-4441

Fax: (707) 463-5649

Email:

ceo@mendocinocounty.org

Website:

www.mendocinocounty.org

Health and Human Services Update

CalFresh Expansion to SSI/SSP Recipients

CalFresh, known federally as the Supplemental Nutrition Assistance Program or SNAP, provides monthly food benefits to individuals and families with low income and provides economic benefits to communities. As announced in the May CEO Report, a new change to State regulations gave many low-income elderly and disabled residents of Mendocino County who receive income from the Supplemental Security Income/State Supplemental Program (SSI/SSP) potential eligibility to CalFresh. This policy change was effective June 1, 2019.

Counties statewide saw a dramatic increase in the number of households applying for CalFresh benefits in the months of May and June, of up to four times their normal application rates. Mendocino County has seen a significant surge in numbers as well. May 2019 saw the number of applications increase by over 50%, from 480 applications in May 2018, to 746 applications received in May 2019. June applications more than doubled from the previous year, from 383 to 904. While CalFresh caseloads have seen a steady decrease over the last five years, the Expansion project has resulted in a caseload increase beginning in the month of June.

Additional outreach efforts will be ongoing, with radio ads and radio scripts being prepared by and sent out from the State starting in August. HHSA hopes these ads will encourage more of the County's SSI/SSP residents to apply for Cal Fresh benefits, since it is estimated that over 3,000 Mendocino County residents are currently receiving SSI/SSP.

Individuals or families can apply for CalFresh benefits in person at 764 S. Franklin Street, Fort Bragg, and 737 S. State Street, Ukiah or electronically at c4yourself.com or getcalfresh.org. CalFresh recipients with questions about their case can call the coastal office at (707) 962-1000 or inland office at (707) 463-7700.

Willow Terrace Apartments Update

Willow Terrace is a 37-unit apartment complex developed using Mental Health Services Act funding for Full Service Partnership clients. The complex was fully leased within the first week of being open, with two tenants deciding that the apartment was not a good fit at this time, choosing to vacate within the first two months. This turnover is expected by housing units of this type and Rural Communities Housing Development Corporation (RCHD) commented that it has been less than the other housing units they operate. RCHDC has further commented that the "move in" process was very smooth and well supported; one of the best in their experience.



The complex was built with three office spaces and a community room on site for use by mental health providers to have direct services available (all tenants are offered intensive wraparound services) and for complex wide activities, which include weekly community meetings to share information and fun get-togethers such as ice cream socials. Behavioral Health staff were present during business hours every day of the first month of move in to help support any transition challenges. Upon lease signing, tenants were provided a laundry basket full of various household items and additional donations have been made available for tenants such as brooms, pots and pans, sheets, plates, flatware, and home decor.

13% of tenants are Transition Age Youth (16-25 yrs), 79% of tenants are Adults (26-59 yrs), 8% of tenants are Older Adults (60 yrs +). 63% of tenants are male, 37% female. At least 10% of tenants were referred from the Coast service providers. More coast individuals were eligible but chose not to move inland.

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

RFB# 31-19 Avila Center Gates & Fence Project (Executive Office)

- Issued date was July 10, 2019
- Submission deadline was July 21, 2019
- Moving forward with the evaluation process

RFP# 30-19 Aegis Upgrade DELL (Re-issued) (Executive Office)

- Issued date was July 10, 2019
- Submission deadline was July 18, 2019
- Moving forward with the evaluation process

RFP# DR-19-04 Economic Recovery Coordinator (Executive Office/Recovery)

- Issued date was June 27, 2019
- Submission deadline was August 2, 2019
- Moving forward with the evaluation process

RFP/RFQ# 23-19 Architectural/Engineering/Environmental Services for Mendocino County Psychiatric Health Facility (PHF), Crisis Stabilization Unit(CSU), and Crisis Residential Treatment (CRT) Facilities (Executive Office/Measure B)

- Issued date was June 19, 2019
- Submission deadline is August 16, 2019

RFB# 27-19 Treasurer-Tax Collector Remodel

- Issued date was June 14, 2019
- Submission deadline was July 11, 2019
- Moving forward with the evaluation process



Emergency Projects

An HVAC unit (HVAC Unit #3) in the jail housing unit is not maintaining temperatures. The unit, on Jail Building II, is 28 years old. An emergency replacement of this equipment is under way, with an estimated replacement cost of \$22,000.

Off Site Board Meeting Update

In discussion with Planning and Building Services, the CEO had tentatively identified October 22, 2019, as a potential date to hold an off site Board meeting in the Coastal area of the County. However, key staff will not be available on that date due to pre-arranged vacations. Additionally, off site Board meetings require certain logistical requirements which limits locations for use (historically, the Fort Bragg Town Hall has been used as the meeting venue - and that location has a scheduling conflict on that date as well). Therefore, the CEO is recommending that the Board authorize the coordination of an off site meeting on the Coast on November 5, 2019, with the location to be determined. Staff will research options regarding location and other necessary details and provide an update to the Board at a later date.

Employee Recognition Program



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

The County of Mendocino recognizes the importance of motivating and rewarding employees. The Leadership Initiative's Employee Engagement Work team developed a County-wide Employee Recognition Program, which launched in February of 2019. Thirty-two County employees were recognized in the month of May, June and July for their outstanding contributions to the organization. The Employee Recognition Program attachment includes the list of employees that received awards and information on the award categories.

Congratulations to the County employees recognized in the months of May, June and July!

Cultural Services Agency Update

Library

The Mendocino County Library is continuing its series of readings by Linda Pack. Linda will be visiting the Ukiah Branch to read selections from "The Soul of the Night", by Chet Raymo on Sunday, August 25, 2019, from 3:00 p.m. – 4:00 p.m. The Mendocino County Libraries will be celebrating National Library Card Sign Up Month in September. Check your local branch for activities. The new Outreach Van is staying busy providing pop up library visits throughout the County. If interested in having a pop up library come to your community, school, or neighborhood please go to the library outreach page on the website to request a visit:

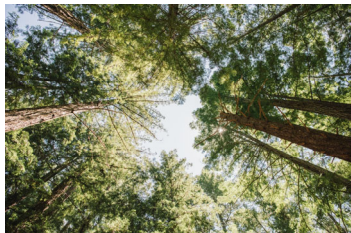
<https://www.mendolibrary.org/services/outreach>

Museum

The Mendocino County Museum will be having special weekend hours in celebration of the Roots of Motive Powers Steam Up Festival, September 7 - 8, 2019. The Museum will be open from 10:00 a.m. – 4:00 p.m., on those dates, and admission will be free.

Parks

Mendocino County is currently conducting a Parks Needs Assessment at all of the County Parks. The public is encouraged to participate. Surveys will be available online and via paper form, along with in person meetings that will be conducted to learn what the community wants from the County Parks.



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

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

Animal Care Services – End of FY 2018-19 Statistics

Animals Received

- 2,049 living & deceased animals were impounded at the shelter – **a reduction of 477 less animals from FY2017-18**
- 1,248 animals were categorized as stray (no microchip, no dog license, no rabies tag or no name tag on the animal at time of impound)
- 360 animals were surrendered by their owners
- 24 animals were quarantined at the Animal Shelter for biting
- 178 feral cats were impounded

Animals Outcomed

- 2,044 living & deceased animals were outcomed from the shelter
- 312 cats adopted
- 385 dogs adopted
- 558 animals were reunited with their owners
- 270 animals were transferred to animal rescue organizations
- 139 feral cats were trapped, altered & released
- 244 shelter & owner surrendered animals were euthanized due to illness, injury or aggression
- **Animal Care Services had a 87.5% live release rate**



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

www.mendoanimalshelter.com

Dog Licensing

- 10,729 dog licenses were sold

Volunteering

- **298 volunteers performed 4,117 hours of volunteering at Animal Care Services**

Clinic & Caravan

- 610 dogs were neutered
- 652 dogs were spayed
- 822 cats were neutered
- 983 cats were spayed
- **3,059 total spay & neuter surgeries performed**
- 2,627 rabies vaccinations given / 2,903 other medical vaccinations given
- **5,530 total vaccinations given**

Upcoming Board Meetings

Regular Meeting	August 20, 2019
Regular Meeting	August 27, 2019
Regular Meeting	September 10, 2019
Regular Meeting	September 17, 2019
Standing Committee	September 23, 2019

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





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					

Dates of Interest

County Holiday	September 2, 2019
RCRC Annual Meeting	September 25-27, 2019

Boards and Commissions Vacancies*

Board Name	Position
Animal Care and Controls Appeals Advisory Board	Licensed Veterinarian
Animal Care and Controls Appeals Advisory Board	Public-at-Large Representative
Assessment Appeals Board	Board Member
Fish Rock Cemetery District	Trustee
In-Home Supportive Services Advisory Board	Current or Former IHSS Recipient
Westport-Ten Mile Cemetery District	Trustee

	Regular Board Meeting
	Standing Committee
	County Holiday
	RCRC Annual Meeting

* 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. Employee Recognition Program Information
4. Letter dated August 16, 2019, from City of Ukiah regarding Exclusive Operating Area (EOA)
5. Ongoing list of Boards and Commissions vacancies

Follow us on Facebook
County of Mendocino



Follow us on Twitter



@countymendocino

JUSTIFICATION OF FILLED POSITIONS

July 2019

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
Agriculture	Staff Assistant II	472	Ukiah	3/29/2019	Current Incumbent moving to a different office. New hire will take on vacating incumbent's duties. If not, accomplishment of duties will be delayed. Other staff will have to take up duties. This will slow office down and contracts will suffer.	7/14/2019
Assessor	Real Property Appraiser II	83	Ukiah	5/23/2019	The Assessor's office has been short-handed for the past 2 years. We have a back log of 2 to 3 years of work that needs to be completed. With only one Real Property Appraiser II, the department is still short-handed.	7/14/2019
Assessor	Real Property Appraiser II	0088	Ukiah	4/16/2019	This position is essential to keep the day to day operations in the Assessor's office functioning.	7/28/2019
Assessor	Staff Assistant II	123	Ukiah	5/23/2019	This position processes all of our Voter Registration Cards mail, online and through the State's VoteCal Portal, assists candidates in filing their candidate paperwork making sure each candidate has completed the required documents, assists customers both on the phone and at the counter, processes all vital record and certified copy orders, assists the public in using the computer terminals, verifies bond paper usage (used exclusively for certified copies of birth, death and marriage certificates) and inventory, as well as election and clerk supply inventories.	7/14/2019
Executive Office (Facilities & Fleet)	Custodian	2148	Ukiah	3/19/2019	Need to fill vacancy to replace custodian to keep up with the custodial duties countywide. If not approved it will impact the custodial service to departments countywide.	7/14/2019
Executive Office (Facilities & Fleet)	Facility Project Specialist II	3992	Ukiah	10/15/2018	Projects requested and approved may not be worked on during FY 18/19.	7/14/2019
HHSA (Mental Health)	Mental Health Rehabilitation Specialist	3729	Ukiah	5/12/2016	Positions are needed to meet State and Federal mandates in supporting Agency services to the public. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	7/14/2019
HHSA (Social Services)	Account Specialist II	3816	Ukiah	5/7/2019	In support of Federal and State mandates, this position: Processes general accounts payable, including voucher distribution, reconciliation, payments and recording. Processes payments and verifies program integrity for the 449 process. This position will move to its own position number July 1, 2019 when during the budget process this position will be added and another position will be deleted.	7/14/2019

JUSTIFICATION OF FILLED POSITIONS

July 2019

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
HHS (Social Services)	Department Analyst II	2673	Ukiah	5/8/2019	The position vacated by the lateral transfer inputs maintenance work orders, coordinates/tracks repairs & modification projects, coordinates purchases of furnishings, responds to building/safety maintenance/urgent issues, keeps inventories, distributes keys, coordinates and oversees the movement of furniture and equipment, and backs up the Safety Coordinator. Without this person, repairs modifications, moves, work orders, etc. would not be performed timely to keep work spaces safe and functional.	7/14/2019
HHS (Social Services)	Eligibility Specialist Supervisor	799	Ukiah	3/12/2019	The Eligibility Specialist Supervisor plans, organizes, and supervises the work of a unit determining eligibility of applicants and recipients for public assistance programs. With increasing workloads and staffing levels, this position is a crucial part of our eligibility team. A list of duties associated with this position includes, but is not limited to: plans, assigns, supervises and reviews the work of Eligibility Specialists, selects, trains, evaluates, and disciplines subordinate staff, represents the department at meetings, attends conferences, and participates in studies and research projects as assigned and interviews complainants and addresses performance and personnel problems. This is a fully funded position.	7/14/2019
HHS (Social Services)	Eligibility Specialist Supervisor	1011	Ukiah	5/23/2019	The eligibility supervisor plans, organizes, and supervises the work of a unit determining eligibility of applicants and recipients for public assistance programs. With increasing caseloads and staffing levels, this position is a crucial part of our eligibility team. We need to provide this support to our staff in order to maintain the appropriate level of customer service and service delivery to our community.	7/14/2019
HHS (Social Services)	Health Program Eligibility Worker	3770	Ukiah	2/19/2019	Health Program Eligibility Worker will provide support as a WIC Nutritionist Assistant (WNA) to our participants doing basic nutrition assessment and providing food instruments accordingly. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	7/28/2019
HHS (Social Services)	Licensed Vocational Nurse	3493	Ukiah	6/5/2019	This position is in our IHSS unit in Willits and will be monitoring para-medical case load for compliance and providing IHSS case management. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	7/14/2019

JUSTIFICATION OF FILLED POSITIONS

July 2019

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
HHSA (Social Services)	Licensed Vocational Nurse	4045	Ukiah	6/5/2019	This position will be reviewing medical charts and medications provided to our conservatees in the PAPGPC unit. They will also be providing nursing case management. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	7/14/2019
HHSA (Social Services)	Program Administrator	3634	Ukiah	4/26/2019	This position is responsible for the oversight of the HOME Team Unit and is an integral part of the Mendocino County Homeless Services Continuum of Care. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	7/28/2019
HHSA (Social Services)	Program Specialist I	4173	Ukiah	3/12/2019	This position facilitates mandated Child and Family Team meetings, which are very complex, regulated meetings that address child abuse/neglect issues and help determine the plan for the family, whether the child needs to be removed from the home, can be returned to the home, safety planning whether dependency proceedings need to be initiated and whether a case is ready for closure.	7/14/2019
HHSA (Social Services)	Screeener	1325	Fort Bragg	3/12/2019	The EFAS division is understaffed in the Fort Bragg Office and has been since 11/29/18. Under filling the Account Specialist II with a Screener position will provide the following reception and clerical coverage. Filling this position would maintain staffing support levels in dealing with the current demands of proper service delivery to the public. This is a fully funded position. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	7/28/2019
HHSA (Social Services)	Screeener	2362	Ukiah	7/11/2019	Position needed to meet state & federal requirements. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	7/28/2019
HHSA (Social Services)	Social Worker I	3271	Ukiah	8/15/2018	To meet Federal, State and County requirements to protect children from abuse and neglect. After completing initial training, this position will handle voluntary and dependency court cases, investigate referrals of abuse and neglect and provide on-call, after hours response services for immediate child abuse and neglect situations.	7/14/2019
HHSA (Social Services)	Social Worker I	4188	Ukiah	12/5/2018	This is a position in our IHSS program which is needed to fulfill the Federal and State mandates. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	7/14/2019

JUSTIFICATION OF FILLED POSITIONS

July 2019

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
HHSA (Social Services)	Social Worker I	2636	Ukiah	1/18/2019	To meet federal, state and county requirements to protect children from abuse and neglect, including investigations and all aspects of case work as well as on-call after hours response services for immediate child abuse and neglect situations.	7/14/2019
HHSA (Social Services)	Social Worker I	1877	Ukiah	11/28/2018	To meet federal, state and county requirements to protect children from abuse and neglect, including investigations and all aspects of case work as well as on-call after hours response services for immediate child abuse and neglect situations. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	7/28/2019
HHSA (Social Services)	Social Worker III	774	Ukiah	11/28/2018	To meet federal, state and county requirements to protect children from abuse and neglect, including investigations and all aspects of case work as well as on-call after hours response services for immediate child abuse and neglect situations.	7/14/2019
HHSA (Social Services)	Social Worker IV-B	2723	Ukiah	11/28/2018	To meet federal, state and county requirements to protect children from abuse and neglect, including investigations and all aspects of case work as well as on-call after hours response services for immediate child abuse and neglect situations.	7/14/2019
HHSA (Social Services)	Social Worker IV-C	795	Ukiah	11/2/2018	To meet federal, state and county requirements to protect children from abuse and neglect, including investigations and all aspects of case work as well as on-call after hours response services for immediate child abuse and neglect situations. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	7/14/2019
HHSA (Social Services)	Emergency Services Specialist	4259	Ukiah	6/20/2018	This position was created to replace Program Specialist, so as to reflect the duties of the job more accurately. Coordinator and Manager will have to spend much more time making sure the critical tasks are done and many tasks won't happen.	7/14/2019
Human Resources	Staff Assistant III	3541	Ukiah	4/26/2019	Current incumbent transferring to another department leaving front desk reception and general office clerical support understaffed. Existing staff F4:F24f will be required to provide coverage of front desk, main phone, and daily clerical duties, resulting in delays in other areas and possible staff overtime.	7/14/2019

JUSTIFICATION OF FILLED POSITIONS*July 2019*

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
Planning and Building	Staff Assistant II	4027	Ukiah	7/15/2019	Position needs to be filled for the appropriate function of the Department specifically related to customer service and permit issuance. Should the position not be approved there will be a 8-10 week delay in processing permits, applications, and other department responsibilities. The public's ability to contact staff for questions, comments and concerns will also be delayed. Phone calls will be sent directly to voicemail, and addressed when time permits. Senior staff is working front counter resulting in a delay to Board Priorities and Objectives along with contract management.	7/28/2019

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE															
Pay Period 16-19, July 14 - July 27, 2019															
DEPARTMENT/OFFICE	FUND	TOTAL FUNDED ALLOCATED FTE POSITIONS	VACANT FUNDED FTE POSITIONS	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE*	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	1	11.1%	5	1	--	--	--	--	--	--	6	--
<i>Agriculture Total:</i>		<i>9.00</i>	<i>3.00</i>	<i>1</i>	<i>11.1%</i>	<i>5</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>6</i>	<i>0</i>
AIR QUALITY	3270	9.00	2.00	--	0.0%	--	--	--	--	--	--	--	--	7	--
<i>Air Quality Total:</i>		<i>9.00</i>	<i>2.00</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>7</i>	<i>0</i>
ANIMAL CARE	1100	13.00	2.00	--	0.0%	1	--	--	--	--	2	--	--	10	--
<i>Animal Care Total:</i>		<i>13.00</i>	<i>2.00</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>10</i>	<i>0</i>
ASSESSOR-CLERK-RECORDER (ASSESSOR)	1100	19.00	4.00	2	10.5%	--	--	--	--	--	--	--	--	15	--
ASSESSOR-CLERK-RECORDER (CLERK RECORDER)	1100	3.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	3	--
ASSESSOR-CLERK-RECORDER (COUNTY CLERK-ELECTION)	1100	3.00	1.00	1	33.3%	1	--	--	--	--	--	--	--	2	--
ASSESSOR-CLERK-RECORDER (MICROGRAPHICS)	1218	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
<i>Assessor-Clerk-Recorder Total:</i>		<i>26.00</i>	<i>5.00</i>	<i>3</i>	<i>11.5%</i>	<i>1</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	3	25.0%	--	--	--	--	--	--	--	--	12	--
<i>Auditor-Controller Total:</i>		<i>12.00</i>	<i>0.00</i>	<i>3</i>	<i>25.0%</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%	--	--	--	--	--	--	--	--	5	--
<i>Board of Supervisors Total:</i>		<i>5.00</i>	<i>0.00</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	6.00	4	11.1%	4	--	2	--	--	--	--	--	30	--
<i>Child Support Services Total:</i>		<i>36.00</i>	<i>6.00</i>	<i>4</i>	<i>11.1%</i>	<i>4</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>30</i>	<i>0</i>
COUNTY COUNSEL	1100	12.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	12	--
<i>County Counsel Total:</i>		<i>12.00</i>	<i>0.00</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	5.00	1	2.7%	--	--	--	--	3	7	--	1	17	5
CULTURAL SERVICES AGENCY (MUSEUM)	1100	5.00	1.00	1	20.0%	--	--	--	--	--	--	--	--	1	3
<i>Cultural Services Agency Total:</i>		<i>41.50</i>	<i>6.00</i>	<i>2</i>	<i>4.8%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>3</i>	<i>7</i>	<i>0</i>	<i>1</i>	<i>18</i>	<i>8</i>
DISTRICT ATTORNEY	1100	44.00	4.00	1	2.3%	--	--	--	--	--	5	--	--	35	--
DISTRICT ATTORNEY (ANTI DRUG ABUSE)	4650	3.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	3	--
DISTRICT ATTORNEY (RAPE PROSECUTION)	4480	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
DISTRICT ATTORNEY (VICTIM WITNESS)	4640	5.00	2.00	2	40.0%	--	--	--	--	--	--	--	--	3	--
<i>District Attorney Total:</i>		<i>53.00</i>	<i>6.00</i>	<i>3</i>	<i>5.7%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>5</i>	<i>0</i>	<i>0</i>	<i>42</i>	<i>0</i>

*Rates based on positions currently in recruitment

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE															
Pay Period 16-19, July 14 - July 27, 2019															
DEPARTMENT/OFFICE	FUND	TOTAL FUNDED ALLOCATED FTE POSITIONS	VACANT FUNDED FTE POSITIONS	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE*	NEW HIRES SINCE 7/1/19	SEPARATIONS SINCE 7/1/19	EMPLOYEES ON LEAVE	EMPLOYEES IN BOONVILLE	EMPLOYEES IN COVELO	EMPLOYEES IN FORT BRAGG	EMPLOYEES IN LAYTONVILLE	EMPLOYEES IN POINT ARENA	EMPLOYEES IN UKIAH	EMPLOYEES IN WILLITS
EXECUTIVE OFFICE	1100	13.00	4.00	2	15.4%	--	--	--	--	--	--	--	--	9	--
EXECUTIVE OFFICE (CENTRAL SERVICES)	1100	5.00	2.00	2	40.0%	--	--	--	--	--	--	--	--	4	--
EXECUTIVE OFFICE (CLERK OF THE BOARD)	1100	3.00	1.00	1	33.3%	--	--	--	--	--	--	--	--	2	--
EXECUTIVE OFFICE (DISASTER RECOVERY)	1225	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
EXECUTIVE OFFICE (FACILITIES & FLEET)	1100	33.80	9.80	2	5.9%	2	1	2	--	--	2	--	--	21	1
EXECUTIVE OFFICE (GARAGE)	1100	3.00	1.00	1	33.3%	--	--	--	--	--	--	--	--	2	--
EXECUTIVE OFFICE (GENERAL LIABILITY)	7130	2.50	0.00	--	0.0%	--	--	--	--	--	--	--	--	3	--
EXECUTIVE OFFICE (INFORMATION SERVICES)	1100	25.00	5.00	2	8.0%	--	1	--	--	--	--	--	--	20	--
Executive Office Total:		86.30	22.80	10	11.6%	2	2	2	0	0	2	0	0	62	1
FARM ADVISOR	1100	3.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	3	--
Farm Advisor Total:		3.00	0.00	0	0.0%	0	0	0	0	0	0	0	0	3	0
HHSa (ADMINISTRATION)	1100	23.00	7.00	2	8.7%	--	--	--	--	--	--	--	--	16	--
HHSa (ALCOHOL/OTHER DRUG PROGRAM)	1100	35.00	14.00	8	22.9%	--	--	2	--	--	--	--	--	19	--
HHSa (CGAP-DFC GRANT)	4260	1.00	0.00	1	100.0%	--	--	--	--	--	--	--	--	1	--
HHSa (EMERGENCY MEDICAL SERVICE)	1100	1.00	1.00	--	0.0%	--	--	--	--	--	--	--	--	--	--
HHSa (ENVIRONMENTAL HEALTH)	1100	22.60	3.00	1	4.4%	--	--	--	--	--	--	--	--	20	--
HHSa (MENTAL HEALTH)	1221	59.00	25.00	8	13.6%	1	--	1	--	--	--	--	--	35	--
HHSa (PUBLIC HEALTH)	1100	24.00	7.00	3	12.5%	--	--	--	--	--	1	--	--	15	1
HHSa (PUBLIC HEALTH BIOTERRORISM AS)	4780	2.00	0.00	--	0.0%	--	-	1	--	--	--	--	--	2	--
HHSa (PUBLIC HEALTH CCS)	1100	8.00	2.00	1	12.5%	--	--	--	--	--	--	--	--	6	--
HHSa (PUBLIC HEALTH NURSING)	1100	22.00	8.00	5	22.7%	1	--	--	--	--	2	--	--	9	3
HHSa (PUBLIC HEALTH TOBACCO ED)	4530	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
HHSa (PUBLIC HEALTH WIC)	4180	14.20	5.00	1	7.0%	--	--	--	--	--	2	--	--	8	--
HHSa (SOCIAL SERVICES)	1100	404.00	95.00	63	15.6%	3	5	10	--	--	37	--	--	241	32
HHSa Total:		616.80	167.00	93	15.1%	5	5	14	0	0	42	0	0	373	36

*Rates based on positions currently in recruitment

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE															
Pay Period 16-19, July 14 - July 27, 2019															
DEPARTMENT/OFFICE	FUND	TOTAL FUNDED ALLOCATED FTE POSITIONS	VACANT FUNDED FTE POSITIONS	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE*	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	1.00	1	5.3%	--	--	1	--	--	--	--	--	18	--
HUMAN RESOURCES (EMPLOYEE WELLNESS)	1100	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
HUMAN RESOURCES (HEALTH BENEFITS)	7150	4.00	1.00	--	0.0%	--	--	1	--	--	--	--	--	3	--
Human Resources Total:		24.00	2.00	1	4.2%	0	0	2	0	0	0	0	0	22	0
PLANNING AND BUILDING	1100	41.00	4.00	2	4.9%	--	--	2	--	--	9	--	--	29	--
PLANNING AND BUILDING (CANNABIS PROGRAM)	1100	8.00	3.00	--	0.0%	--	--	--	--	--	--	--	--	5	--
Planning and Building Total:		49.00	7.00	2	4.1%	0	0	2	0	0	9	0	0	34	0
PROBATION	1100	49.00	13.00	3	6.1%	--	--	--	--	--	2	--	--	31	3
PROBATION (JUVENILE HALL)	1100	28.80	11.80	4	13.9%	--	1	4	--	--	--	--	--	17	--
Probation Total:		77.80	24.80	7	9.0%	0	1	4	0	0	2	0	0	48	3
PUBLIC DEFENDER	1100	24.00	3.00	1	4.2%	--	--	2	--	--	2	--	--	19	--
PUBLIC DEFENDER (ALTERNATE DEFENDER)	1100	6.50	1.00	--	0.0%	--	--	--	--	--	--	--	--	6	--
Public Defender Total:		30.50	4.00	1	3.3%	0	0	2	0	0	2	0	0	25	0
RETIREMENT	1100	5.00	0.00	--	0.0%	--	--	--	-	-	-	-	-	5	--
Retirement Total:		5.00	0.00	0	0.0%	0	0	0	0	0	0	0	0	5	0
SHERIFF-CORONER	1100	113.00	12.00	14	12.4%	--	4	2	--	--	10	--	1	77	14
SHERIFF-CORONER (COPS PROGRAM AB3229)	1210	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
SHERIFF-CORONER (JAIL)	1100	73.00	3.00	8	11.0%	1	1	4	--	--	--	--	--	70	--
SHERIFF-CORONER (OFFICE OF EMERGENCY SERVICES)	1100	2.00	0.00	--	0.0%	1	--	--	--	--	--	--	--	2	--
Sheriff-Coroner Total:		189.00	15.00	22	11.6%	2	5	6	0	0	10	0	1	150	14
TRANSPORTATION	1200	92.80	20.00	11	11.9%	--	--	1	4	4	10	4	4	40	7
TRANSPORTATION (ENGINEERING & TECHNICAL ASSIST)	1100	6.00	1.00	--	0.0%	--	1	1	--	--	--	--	--	5	--
Transportation Total:		98.80	21.00	11	11.1%	0	1	2	4	4	10	4	4	45	7
TREASURER-TAX COLLECTOR	1100	6.00	1.00	1	16.7%	--	--	--	--	--	--	--	--	5	--
TREASURER-TAX COLLECTOR (COURT AB233 PROGRAM)	1100	6.00	1.00	--	0.0%	--	--	1	--	--	--	--	--	5	--
Treasurer-Tax Collector Total:		12.00	2.00	1	8.3%	0	0	1	0	0	0	0	0	10	0
COUNTYWIDE TOTAL:		1408.70	295.60	164	11.6%	20	15	37	4	7	91	4	6	940	69

*Rates based on positions currently in recruitment

Employee Recognition Program



The County of Mendocino recognizes the importance of motivating and rewarding employees. The Leadership Initiative's Employee Engagement Work team developed a County-wide Employee Recognition Program. Managers and supervisors nominate employees for awards in the following category:

- **Trailblazer** – innovators transforming the organization by adding value through new solutions.
- **Team Player** – individuals who value the team's success above their own individual successes.
- **Rockstar** – excellence in the workplace and outstanding practices in managing and achieving results.
- **Customer Hero** – employees who are fully committed to provide excellent customer service.
- **Leader of the Pack** – employees who demonstrate leadership at all levels in the workforce.

Congratulations to the County employees who were recognized in May, June and July for their outstanding contributions and commitment to public service.

Trailblazer

Team Player

Emma Saucedo
Chela Ruano
Tiffany Montesonti
Meave Johnson
Julie Smallcomb
Julianna Chapman
Tiffany Montesonti
Carolyn Peckham
Laura Hegenbart
Danelle Fierro
Danielle Fitts
Lilian Chavoya
Darlene Betts

Customer Hero

Robin Meloche
Sam McManus
Kathleen Grider

Leader of the Pack

Theresa Bloyd
Anne Nava
Navin Bhandari
Karen Lovato

Rockstar

Jessica Christensen
Patti Cloman
Kristie Watson
Gina Bartolomie
PJ Kennedy
Michael Butusov
Sarah Miles
Debbie Turner
Alwyn Falkenberg
Christina Gutierrez
Martin Kaye
Angie Lewis





August 16, 2019

Mendocino County Executive Office
Attn: Carmel Angelo, CEO
501 Low Gap Rd., Rm. 1010
Ukiah, CA 95482

Dear Ms. Angelo,

At their August 7, 2019 meeting, the City Council of Ukiah opted to exercise the City's retained administration of emergency medical services (EMS) under Health and Safety Code Section 1797.201. The City of Ukiah currently administers 9-1-1 emergency dispatch services (receipt and call processing services), 9-1-1 first response services (pre-transport stabilization services), and emergency ambulance services, within the city limits of Ukiah. As a result, the City of Ukiah will not be participating in the County's proposed exclusive operating area (EOA), and has directed city staff to begin investigating the procurement of ambulance services for the City and to make recommendations to the City Council. Please note, this direction does not preclude consideration of a collaborative option with the County if agreement can be reached under an alternate approach.

Please notify all of your bidders that the City of Ukiah is not part of the County's EOA and corresponding request for bidders.

Sincerely,

Doug Hutchison
Fire Chief
Ukiah Valley Fire Authority

Sage Sangiacomo
City Manager
City of Ukiah

Cc:
Tammy Moss-Chandler
Janelle Rau
Bryan Cleaver
John McCowen
Katharine Elliott



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

KATHARINE L. ELLIOTT
County Counsel

Date Posted: August 13, 2019

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

Animal Care and Control Appeals Advisory Board (2)
-- Various --

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

Fish Rock Cemetery District (1)
-- Trustee--

In-Home Supportive Services Advisory Council (1)
--Current or Former IHSS Recipient --

Westport-Ten Mile Cemetery District (1)
-- Trustee--

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: September 9th, 2019, or until filled.

CARMEL J. ANGELO
Clerk of the Board of Supervisors

By: _____
Deputy

PLEASE KEEP POSTED THROUGH: September 10th, 2019



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

KATHARINE L. ELLIOTT
County Counsel

APPOINTMENTS TO BOARDS AND COMMISSIONS AUGUST 13, 2019

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
(a) Air Quality Management District Hearing Board	(Various)	(5)
(b) Animal Care and Control Appeals and Advisory Board	(Various)	(5)
(c) Archaeological Commission of Mendocino County	(Various)	(2)
(d) Assessment Appeals Board	(Various)	(3)
(e) Child Care Planning Council	(Various)	(7)
(f) Community Development Commission	(Various)	(6)
(g) Covelo Public Cemetery District	(Trustee)	(1)
(h) Emergency Medical Care Committee	(Various)	(13)
(i) First 5 Mendocino	(Various)	(2)
(j) Fish Rock Cemetary District	(Trustee)	(1)
(k) Gualala Municipal Advisory Council (GMAC)	(Member)	(2)
(l) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(8)
(m) Hopland Cemetery District	(Trustee)	(3)
(n) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(6)
(o) Law Library Board of Trustees	(Trustee)	(1)
(p) Laytonville Muicipal Advisory Council	(Member)	(1)
(q) Little River Airport Advisory Committee	(Various)	(10)
(r) Mendocino Council of Governments (MCOG)	(Alternate Mendocino County BOS Representative)	(1)
(s) Mendocino County Business Improvement District	(Inland Area Representative)	(1)
(t) Mendocino County Climate Action Advisory Committee	(Various)	(13)
(u) Mendocino County Resource Conservation District	(Long-Term Director)	(2)
(v) Mendocino County Tourism Commission	(Various)	(2)
(w) Mendocino Historical Review Board	(Member)	(1)
(x) Museum Advisory Board	(Various)	(2)
(y) North Coast Resource Partnership	(Alternate Mendocino Rep to the Tech Review Comm.)	(1)
(z) Policy Council on Children and Youth (PCCY)	(Various)	(12)
(aa) Potter Valley Cemetery District	(Trustee)	(1)
(ab) Round Valley Municipal Advisory Council	(Various)	(10)
(ac) Sonoma Mendocino Economic Development District	(Director)	(1)
(ad) Westport Municipal Advisory Council	(Member)	(1)
(ae) Westport-Ten Mile Cemetery District	(Trustee)	(1)