



The CEO Report

December 19, 2017

Human Resources Update

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Classification and Compensation Study Update:

The first phase of the County's classification and compensation is now underway. The entire study will be comprised of four phases and is expected to take approximately 12 months to complete. Phase One includes a review of 50 employee classifications representing all bargaining units as well as a review of the current system being used to assign salary grades.

The Work of Leadership:

On December 20, 2017, representatives from the County's seven leadership project teams will be making their first presentations to the Mendocino County Executive Leadership Team (MCELT). These presentations will include updates on their work to date including the development of their short and long term project goals.

California Department of Human Resources (CalHR) Audit:

In November of 2015, Mendocino County officially transitioned Merit classifications in the Health and Human Services Agency (HHSA) and Child Support to Civil Service. During the week of November 27, 2017, Cooperative Personnel Services (CPS), on behalf of CalHR, completed a two day, on-site audit to assess Mendocino County's compliance with the six federal merit principles related to our hiring and employment practices. They looked into recruitment and testing, retention and compensation, training, disciplinary processes, Equal Employment Opportunity (EEO) concerns and fair treatment issues. In an exit meeting with the on-site reviewers, they indicated the County was found to be compliant in all six areas and will receive the final report within the next few weeks. During the meeting, they complimented the County's recruitment files, new employee orientation, employee discipline process, and the employee training program.

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Mendocino County Holiday Schedule

All County offices will be closed December 25, 2017, and January 1, 2018. Attached to this report is the press release issued to provide detailed holiday closure information for the following offices: Agriculture, Air Quality, Auditor-Controller, County Counsel, Health and Human Services Agency, Human Resources, Library, Retirement Association, Museum, Planning and Building Services, Probation, Public Defender, Sheriff-Coroner and Treasurer/Tax Collector. The public is urged to call a department's office number in advance to confirm the availability of services during the winter holiday. Please visit the County's website at www.mendocinocounty.org for departmental contact information.



*Check out Mendocino County's
Career Page, powered by NEOGOV.
www.governmentjobs.com/careers/mendocinoca*

Request for Proposal (RFP) Update

Information Technology Master Plan Update:

The final contract for the Information Technology Master Plan between the County of Mendocino and ClientFirst was approved on December 5, 2017. An IT Master Plan kick-off meeting occurred on December 12, 2017, where representatives from all County departments were invited to attend and learn more about the project. ClientFirst will be meeting with each department to conduct a needs assessment in mid-January. Upon completion of the needs assessments, ClientFirst will move forward with conducting an inventory of technology, the research and development of a preliminary plan, hold planning and prioritization workshops and create a final report and presentations which will be made to County Executive Management and to the County Board of Supervisors. Future dates have only been selected for the needs assessments; however, the estimated time frame for project completion is 6 months



RFQ# 57-17 Architectural/Engineering Services for the Mendocino County Jail Replacement Special Needs Housing Unit and Visitors Center

- Issued on September 12, 2017
- RFQ Submission Deadline was October 27, 2017
- Evaluation process complete
- Proceeding with contract negotiations; final contract will be presented to the Board of Supervisors for consideration
- Final contract will be on the December 19, 2017, Board of Supervisors Agenda for consideration/approval.

HHSA Update

Foster Family Fall Festival Event:

Health and Human Services hosted their annual Foster Family Event on November 9, 2017, bringing together foster families and children from around the County. This Fall Festival included potato sack races, cake walks, and arts and crafts. Children were able to make turkey pinecones, homemade placemats, and compete in donut eating contests. Dinner was provided for all attendees as well as a safe, laughter-filled atmosphere to relax and enjoy Fall. Staff members were able to share in the fun with many of the foster children and their caregivers. It is these interactions and opportunities that provide foster families with a wonderful start to their holiday season.



HHSA Fire Recovery Support:

HHSA is supporting the Redwood Fire Recovery related work in multiple ways:

- Community Outreach Unit is leading the effort to set up longer-term case management in partnership with North Coast Opportunities and the Ukiah Valley Conference Center. A press release with specifics will be available shortly.
- Environmental Health is working with Planning and Building Services and state and national agencies to protect our residents during fire debris clean up.
- Many HHSA staff provided the required County presence during Stage 1 of debris removal.

Cobblestone Contract Administration Implementation



www.cobblestonesystems.com

The County's new contract management software system, CobblestoneSystems – Contract Insight Enterprise Edition, implementation is underway. The installation of the software was completed last week. The County's project team will then begin implementation and training with the vendor. It is anticipated that one department will be selected to beta test the system prior to full implementation throughout the County. The software will be a major improvement in writing, processing and tracking contracts. The system will eventually include a web portal that will allow public access to approved contracts.



For more information on the County's Cannabis Program, please visit:
www.mendocinocounty.org/cannabis

Cannabis Update

On December 14, 2017, County staff had an introductory meeting with executive staff for Michael Baker International, the consultant for the Overlay Zones, Exemptions and/or Exclusion Zones Working Group. A plan going forward for this group and their work with the consultant was discussed.

The Cannabis Working Groups are expected to resume meetings in January, 2018.

The past meetings have been audio recorded and are available on the County website at:

<https://www.mendocinocounty.org/business/cannabis-permits-and-licenses-/cannabis-track-and-trace-program/cannabis-working-groups>

Library Update

The Mendocino County Library is pleased to announce the reopening of the Coast Community Library. The seismic retrofitting is complete and the Coast Community Branch resumed regular operating hours on Monday, December 4, 2017. In celebration of the reopening of the Coast Community Library, the Library will host a New Book Festival on Sunday, January 7, 2018 from 1-4 pm. The Library will have entertainment, crafts, prizes, food and over 500 new items will be available for check out. Every person who checks out an item will receive a Mendocino County Book Festival Bag.



Mendocino County libraries offer a number of services and programs. For more information on what is going on at your local branch visit:
www.mendocinocounty.org/government/library

The Mendocino County Library is pleased to announce the Winter Reading Program. A fun way to beat the winter blues, come to the library, pick up a Winter Reading Log and spend the winter curled up with a good book. The Winter Reading Program kicks off on the first day of Winter, December 21, 2017, and will run until February 2, 2018, Groundhog Day. The Winter Reading Program is open for all ages. Come to any of our branches after December 21, 2017, to pick up your log and enjoy the winter reading.

At the request of the Chief Executive Officer to provide library services during the Christmas week closure and to assist during these past few months filled with such turmoil in our County, the Mendocino County Libraries will have various branch hours during the week of December 25-20, 2017, for our community to still access library resources. For a complete list of days and times the branches will be open, please visit our website at:

<https://www.mendocinocounty.org/government/library/holidays-closures-1962>

Animal Shelter Update

Animal Shelter to Host Spay and Neuter Day for Feral Cats:

On Tuesday, December 12, 2017, Animal Care Services and the Care-A-Van will held a no-cost spay and neuter clinic for feral cats at the Animal Shelter located at 298 Plant Road, Ukiah.

Feral cats are the same species as pet cats, but they live outdoors and can't be socialized with people. Sterilizing feral cats is essential to a program called Trap-Neuter-Return, which ends the breeding cycle and makes feral cat's better neighbors.

Approximately 21 feral cats were altered. The local rescue group, SNAP, assisted in the Spay and Neuter Day.

Puppy Play Area:

The puppy play area is currently being redone. The improvements include: a new concrete surface that replaces a dirt and wood shaving surface, a new fence which will be either aluminum or steel and replaces a wooden fence and sun screens for overtop that will provide protection from the elements.

The improvements were recommended by the UC Davis Assessment that was conducted in March, 2017. The project greatly improves the aesthetics & reduces the transmissions of zoonotic diseases.

Outcome Statistics:

From November 1-30, 2017, 26 dogs were adopted, 24 cats were adopted, 91 animals were transferred to rescue organizations and 49 animals were returned to their owners. The live release rate was 92%.



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

www.mendoanimalshelter.com



Website Update for Fire Recovery

A page dedicated to Fire Recovery was recently added to the County's website. This new webpage provides citizens with important information regarding debris removal, services, financial help, rebuilding, housing, community meetings, news, and information regarding preparing for upcoming winter weather. Please visit the webpage at:

<https://www.mendocinocounty.org/recover>

Additionally, a webpage has been designed to support the new campaign, "Mendocino Strong." The webpage is:

<https://www.mendocinocounty.org/community/mendocino-strong>

Included on this page are links on how to donate, volunteer and get involved in the fire recovery phase. Visitors to this website will also find a direct link to the recovery page mentioned above.

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

Upcoming Board Meetings

Regular Meeting December 18, 2017

Regular Meeting December 19, 2017

December						
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

County Holiday December 25, 2017

County Holiday January 1, 2018

	Regular Board Meeting
	Standing Committee Meeting
	County Holiday
	CSAC Annual Meeting

Boards and Commissions Vacancies*

Board Name	Position
Mendocino County Tourism Commission	Various Vacancies
Gualala Municipal Advisory Council	Various Vacancies
Mendocino County Employees' Retirement Board	5 th Member
Mendocino County Historical Review Board	Member
Potter Valley Cemetery District	Trustee

* Anticipated vacancies for December, 2017

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. Press Release dated December 13, 2017, regarding County Winter Holiday Department Schedules
2. Ongoing list of Boards and Commissions vacancies

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MENDOCINO COUNTY EXECUTIVE OFFICE

NEWS RELEASE

CONTACT: Executive Office (707) 463-4441

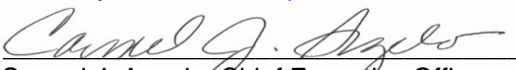
TO: MENDOCINO COUNTY NEWS MEDIA
FR: MENDOCINO COUNTY EXECUTIVE OFFICE
Ukiah, California... **December 13, 2017**

MENDOCINO COUNTY WINTER HOLIDAY DEPARTMENT SCHEDULES

All County offices will be closed December 25, 2017 and January 1, 2018. The following offices will be closed to the public on the days identified below:

DEPARTMENT	CLOSED
Agriculture	December 26-29
Air Quality	December 26
Auditor-Controller	December 26-27
County Counsel	December 26-29
Executive Office	December 26-29
Health & Human Services Agency	December 26-29 All emergency services will still be provided 24 hours a day. Some divisions will remain open during the above dates. Please visit HHS's website for specific division schedules at: https://www.mendocinocounty.org/government/health-and-human-services-agency
Human Resources	December 26-29
Library (All Branches and Bookmobile)	Ukiah Branch: December 26 and December 29-31 Willits Branch: December 26 and December 29-31 Round Valley: December 26-28 and December 31 Fort Bragg: December 26-28 and December 31 Coast Community: Will be open normal operating hours. Please visit the Library's website for hours: https://www.mendocinocounty.org/government/library/branches
Retirement Association	December 26-29
Museum	December 24 and December 27-31.
Planning & Building Services	December 26
Public Defender	December 26-29
Treasurer/Tax Collector	December 26-27
UC Cooperative Extension	December 26-29

The public is urged to call a department's office number in advance to confirm the availability of services. Please visit the County's website at <https://www.mendocinocounty.org/> for departmental contact information.

Released by: 
Carmel J. Angelo, Chief Executive Officer

501 Low Gap Rd, Rm 1010
Ukiah CA 95482

Office: 707-463-4441
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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: November 15, 2017

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

Mendocino County Tourism Commission (4)

-- Various --

Gualala Municipal Advisory Council (2)

-- Various --

Mendocino County Employees' Retirement Association Board (1)

-- 5th Member --

Mendocino County Historical Review Board (1)

-- Member --

Potter Valley 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 (707) 463-4441.

LAST DATE FOR FILING: November 30, 2017 or until filled.

CARMEL J. ANGELO
Clerk of the Board of Supervisors

By: _____
Deputy

PLEASE KEEP POSTED THROUGH: December 5, 2017.



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

APPOINTMENTS TO BOARDS AND COMMISSIONS
NOVEMBER 15, 2017

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 for information on specific categorical areas and District vacancies.

BOARD/ COMMISSION	POSITION CATEGORY	SEATS OPEN
(a) Airport Land Use Commission	(Various)	(2)
(b) Air Quality Management District Hearing Board	(Various)	(2)
(c) Animal Care and Control Appeals and Advisory Board	(Various)	(3)
(d) Assessment Appeals Board	(Alternate Member)	(1)
(e) Behavioral Health Advisory Board	(Various)	(2)
(f) Child Care Planning Council	(Various)	(3)
(g) Community Development Commission	(Tenant Commissioner - Coastal)	(1)
(h) Fish Rock Cemetery District	(Trustee)	(1)
(i) Gualala Municipal Advisory Council (GMAC)	(Member)	(1)
(j) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(6)
(k) Hopland Cemetery District	(Trustee)	(4)
(l) Hopland Municipal Advisory Council	(Alternate)	(1)
(m) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(4)
(n) Laytonville Municipal Advisory Council	(Alternate)	(1)
(o) Little River Airport Advisory Committee	(Various)	(14)
(p) Mendocino County Business Improvement District	(Various)	(4)
(q) North Coast Resource Partnership - Technical Review	(Mendocino Representative)	(1)
(r) Policy Council on Children and Youth (PCCY)	(Various)	(12)
(s) Westport - Ten Mile Cemetery District	(Trustee)	(1)
(t) Workforce Development Board	(Various)	(4)