



# The CEO Report

September 17, 2019

## Human Resources Update

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### Labor

Memorandums of Understanding with our general employees represented by SEIU and our public attorneys represented by Teamsters have been ratified and were approved by the Board on August 20, 2019. Negotiations continue with In Home Health Services represented by SEIU and our Confidential Employees Bargaining Unit, Deputy Sheriffs Association, Mendocino County Department Head Association and the Mendocino County Probation Employees Association. On September 18, 2019, the County will be opening negotiations with the Management Association and the Mendocino County Law Enforcement Management Association.

### Supervisor's Academy

The next fall courses of the Supervisor's Academy will be "Leading with Effective Communication" and "Building Trust in Teams." These courses will be held on September 25 and 26, 2019.

### Leadership

The Mendocino-Humboldt Annual Joint Leadership training was held on September 6, 2019, at the Benbow Inn. Patrick Donadio, communications expert and author of "Communicating with IMPACT" was the speaker for this event. Leading more effectively, clear communications, and powerful presentations were some of the topics covered during this leadership session. There were 78 employees in attendance from Mendocino and Humboldt Counties.

The next quarterly Expanded Leadership Team meeting was held on September 11, 2019, from 3:00 p.m. – 5:00 p.m. in the Board Chambers. We are pleased to announce that Jendi Coursey was our 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.

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## Health and Human Services Update

### Public Health Partners with GASP to Tackle Elevated Youth Tobacco use in Mendocino County

According to the 2016 Healthy Stores, Healthy Communities statewide survey, 22% of youth in Mendocino County use (any) tobacco, compared to 13.8% in California. 37% of 11th-grade youth in the County use alcohol before the age of 15, compared to 29% statewide. On Wednesday, August 28, 2019, in the Ukiah Civic Center Chambers, There were 19 off-sale alcohol/tobacco retail outlet stores in Ukiah honored by the Responsible Alcohol/tobacco Merchant Award (RAMA) program and the Go Away Smokers Please (GASP) youth through Mendocino County Health and Human Services Agency Public Health Tobacco Control Program. Mayor Mulheren attended, along with members of the Ukiah City Council and other government officials.



This honor is presented to store owners and managers who comply with state and local regulations as well as best practices regarding window advertising, product placement, and regulation signage for alcohol and tobacco/vape products. The program's goal is to lessen the influence of alcohol and tobacco products on youth, to restrict their sales to minors, and to create a healthier store environment for the entire community. About 70% of stores surveyed had more than the city's allowable 25% limit of advertising on their clear doors and windows. GASP youth followed up with store "makeover" suggestions, and were met with cooperation from storeowners and managers. Advertisements were removed, products relocated, and regulation signs were placed where customers would see them. Of the 21 Ukiah stores, 20 completed the makeover.

### Suicide Prevention Week

Between 2015 and 2017, Mendocino County experienced an average of 21.3 deaths by suicide. This number is more than double the state's average and significantly higher than the national average, according to [www.healthymendocino.org](http://www.healthymendocino.org). Suicide Prevention Week is recognized annually in the week surrounding World Suicide Prevention Day, which was Tuesday, September 10, 2019. Suicide Prevention Week is a time to raise awareness of the prevalence and risk factors for suicide, and to encourage those struggling with suicidal thoughts to seek help. Health & Human Services Agency (HHSA), Behavioral Health and Recovery Services (BHRS), will recognize Suicide Prevention Week with the 7th Annual Storyboard Tour. BHRS collects individuals' experiences with suicide; either personal thoughts, loss of a loved one, or other experiences that are expressed through art, poetry, stories, and song. These are displayed visually on trifold storyboards that BHRS staff take to various communities each year with a presentation on the risk factors of suicide and the strategies to seek help, or support someone seeking help. The 2019 Suicide Prevention Week Story Board Tour will be presented in Ukiah, Fort Bragg, Covelo, and Willits. Suicide Prevention materials and BHRS staff will also be available at seven sites around the County. BHRS is committed to increasing the Suicide Prevention skills of our community. If you are interested in scheduling a suicide prevention training or would like to host storyboards, please contact Robin Meloche at [melocher@mendocinocounty.org](mailto:melocher@mendocinocounty.org) or (707)472-2332.



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

### **RFQ# 33-19 MCSO Patrol Vehicle**

- Issued on September 6, 2019
- Submission deadline is September 20, 2019

### **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
- Moving forward with the evaluation process

### **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

### **Willits Library HVAC**

A 16 year old HVAC unit at the Willits library is leaking past the condensation catch pan, causing water intrusion and damage to the ceiling, equipment, and furniture within the building. Replacement of this unit and repair of the water damage has been deemed an emergency. A cost estimate for the unit replacement is \$23,000; this work will take place as soon as possible. Additional costs will be incurred to repair the damaged ceiling; lead and asbestos testing has been ordered to assist in development of proper protocols and scope of work.

### **San Hedrin Power Line**

On September 3, 2019, County staff were notified by PG&E that a section of the County's power line to San Hedrin was in need of immediate repair. The work was deemed to be an emergency, and PG&E de-energized the line on Saturday, September 7, 2019, for contractors to complete the necessary repairs. The cost of these repairs is estimated at \$10,000.

## Budget Update

Over the Labor Day weekend, the Auditor-Controller, Lloyd Weer, closed Fiscal Year end 2018/19. As a standard part of annual year close, the Auditor-Controller reviews all account balances. This year, the Auditor-Controller noticed that an additional \$600,000 of Community Corrections Partnership (CCP), 2011 Growth Realignment Funds were deposited, but were not reported to the Board of Supervisors to accept into the Mendocino County Budget for Community Corrections Partnership Funds. Reporting is the responsibility of the CCP Chair.

Additionally, the Sheriff's Office had approximately \$400,000 in denied CCP claims that were eligible for CCP funding. As part of closing the Fiscal Year 2018/19, the Auditor-Controller and the CEO allocated this additional \$400,000 to the Sheriff's Office. This has been standard practice annually so it is not uncommon for the Auditor-Controller to identify appropriate funding for a General Fund Department.



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

## Cannabis Enterprise Zone Plan Update

Given Board Direction at the August 27, 2019 meeting, Planning and Building Services (PBS) staff will do the following:

- Have a kick-off meeting with key stakeholders including manufacturing and processing firms, those with permits and those in permit process.
- At the kick-off meeting, explain enterprise/innovation zone concept and the Board's conditions by which the zone would function. Hold one meeting in each of the Supervisorial Districts. Such meeting would be publicly noticed.
- PBS staff would then take input from those in attendance on which functional area they were interested in including scaling up to a 10,000 square foot cultivation site, or co-locating to a one - 10 acre site, manufacturing, processing, etc. Staff will solicit stakeholders at these meetings for the best sites to operate an Enterprise Zone.
- PBS staff would then compile the information received from stakeholder meetings and present an Enterprise Zone Plan to the Cannabis Economic Development Ad Hoc.
- PBS staff would then work with the Cannabis Economic Development Ad Hoc to prepare a report to the Board with a final recommendation on the Enterprise Zone Plan.



## Cultural Services Agency Update

### Library

The Mendocino County Library is celebrating National Library Card Sign Up Month in September. Each Branch will be hosting their own version of an Open House to celebrate and introduce the public to all the wonderful services our libraries provide and all the great resources that can be accessed with a Mendocino County Library Card. Check your local branch for more information. The Mendocino County Library will also be bringing awareness to Banned Book Week, from September 22 - September 28, 2019. The Mendocino County Library will host an adult program, *Challenged and Censored*, selected readings from banned books, by Linda Pack, with lively discussions to follow. Please check your local branch for dates and times. 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 visit the library outreach page on our website to request a visit at:

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

### Museum

The Mendocino County Museum provides great destinations for field trips for all traditional and non-traditional schools. Please visit our website if interested in arranging a field trip at:

<https://www.mendocinocounty.org/government/cultural-services-agency/museum/tours>

Remember, admission is free with a Mendocino County Library Card.

### Parks

Mendocino County is currently conducting a Parks Needs Assessment at all our County Parks. The public is encouraged to participate as 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 our County Parks.



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

[www.mendocinocounty.org/government/cultural-services-agency](http://www.mendocinocounty.org/government/cultural-services-agency)



## Animal Care Services Update

### Income Statistics

August 1, 2019, through August 31, 2019

- Two animals impounded for quarantine at the Animal Shelter
- Three dead animal disposal requests received
- 24 feral cats received
- One Police Custody
- One animal received for rabies specimen testing
- 28 owned animals received by Animal Control or Police due to owner in custody
- 29 owner surrendered animal(s) received
- Zero shelter animals returned by adopter
- 130 stray animal(s) impounded in the field by Animal Control, Police or came in over the counter from citizens
- Total of 218 animals received at 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)

### Outcome Statistics

August 1, 2019, through August 31, 2019

- 62 cats adopted
- 40 dogs adopted
- Seven other animals adopted
- Four animals auctioned
- Three ill/failure to thrive animals died
- Three dead animal disposals
- 22 total animals euthanized
- Two sent to laboratory
- Two owner/surrender euthanasia
- 26 trap, neuter and return to field cats
- 40 return to owner animals
- 16 animals transferred to other rescue organizations
- Total of 227 animals departed the Animal Shelter

## Upcoming Board Meetings

Regular Meeting	September 17, 2019
Standing Committee	September 23, 2019
Regular Meeting	October 1, 2019
Standing Committee	October 21, 2019
Regular Meeting	October 22, 2019

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





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

## Dates of Interest

RCRC Annual Meeting	September 25-27, 2019
County Holiday	October 14, 2019

## Boards and Commissions Vacancies\*

Board Name	Position
Assessment Appeals Board	Board Member
Fish Rock Cemetery District	Trustee
Mendocino County Business Improvement District	At Large Member
Mendocino County Tourism Commission	Food/Beverage Business Member
Museum Advisory Board	Mendocino County Historical Society Representative
Noyo Harbor District	Commissioner

	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. Ongoing list of Boards and Commissions vacancies

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# JUSTIFICATION OF FILLED POSITIONS

August 2019

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
Executive Office (Facilities & Fleet)	Building Maintenance Mechanic II	1508	Ukiah	5/9/2019	Maintain efficiencies of the maintenance service request and routine maintenance countywide.	8/25/2019
Executive Office (Facilities & Fleet)	Staff Assistant II	146	Ukiah	7/3/2019	Avoid delays on fleet service request and fleet operations countywide.	8/25/2019
HHSA (Alcohol/Other Drug Program)	Substance Abuse Counselor II	3699	Fort Bragg	5/7/2019	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/25/2019
HHSA (Environmental Health)	Staff Assistant II	1347	Ukiah	6/5/2019	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/11/2019
HHSA (Social Services)	Department Application Specialist	3599	Ukiah	6/5/2019	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/11/2019
HHSA (Social Services)	Eligibility Specialist I	708	Ukiah	11/19/2018	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/25/2019
HHSA (Social Services)	Eligibility Specialist I	789	Ukiah	5/7/2019	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/25/2019
HHSA (Social Services)	Eligibility Specialist I	790	Ukiah	9/6/2018	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/25/2019
HHSA (Social Services)	Eligibility Specialist I	2234	Ukiah	11/19/2018	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/25/2019
HHSA (Social Services)	Eligibility Specialist I	3977	Ukiah	3/22/2019	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/25/2019
HHSA (Social Services)	Eligibility Specialist I	3978	Ukiah	3/26/2019	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/25/2019
HHSA (Social Services)	Employment & Training Worker I	2547	Ukiah	4/16/2019	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/25/2019
HHSA (Social Services)	Employment & Training Worker I	2549	Ukiah	5/9/2019	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/25/2019
HHSA (Social Services)	Screeener	1815	Ukiah	11/28/2018	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/11/2019
HHSA (Social Services)	Social Worker I	2724	Ukiah	12/20/2018	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/25/2019
HHSA (Social Services)	Social Worker II	2721	Ukiah	1/18/2019	Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	8/11/2019



## JUSTIFICATION OF FILLED POSITIONS

August 2019

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
Planning and Building	Code Enforcement Officer I	3605	Ukiah	7/15/2019	There will be a continued delay in site inspections and a lack in enforcement. The cannabis enforcement team will continue to have recurring CTO and overtime plus strained schedules which could result in early resignations.	8/25/2019
Probation	Deputy Probation Officer I	463	Ukiah	6/18/2019	Services will be delayed or not provided and may fall below state mandated level of service.	8/25/2019
Public Defender	Deputy Public Defender I	3201	Ukiah	5/23/2019	The Public Defender's Office already has one vacancy and this will make two. Staff will be put in a situation where they will not be able to process/prepare for cases as needed as time constraints will occur. Existing clients may need to have continuations which will affect the Court's and District Attorney's offices as well.	8/11/2019
Sheriff-Coroner	Deputy Sheriff-Coroner I	295	Fort Bragg	5/7/2018	Reductions to the sworn field deputy staff increases overtime costs, leads to extended service times, and diminishes the Sheriff Office's capacity to proactively ensure safety within Mendocino County.	8/25/2019
Sheriff-Coroner	Deputy Sheriff-Coroner I	3022	Ukiah	7/22/2019	Reductions to the sworn field deputy staff increases overtime costs, leads to extended service times, and diminishes the Sheriff Office's capacity to proactively ensure safety within Mendocino County.	8/25/2019
Sheriff-Coroner	Deputy Sheriff-Coroner II	332	Ukiah	8/27/2018	Reductions to the sworn field deputy staff increases overtime costs, leads to extended service times, and diminishes the Sheriff Office's capacity to proactively ensure safety within Mendocino County.	8/11/2019
Sheriff-Coroner (Jail)	Corrections Deputy	378	Ukiah	7/22/2019	This is an open position, and staffing is needed. This will assist in providing regular coverage and reducing overtime expenses.	8/25/2019
Sheriff-Coroner (Jail)	Corrections Deputy	394	Ukiah	6/18/2019	This is an open position, and staffing is needed. This will assist in providing regular coverage and reducing overtime expenses.	8/25/2019
Sheriff-Coroner (Jail)	Corrections Deputy	397	Ukiah	7/22/2019	This is an open position, and staffing is needed. This will assist in providing regular coverage and reducing overtime expenses.	8/25/2019

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE															
Pay Period 18-19, August 11 - August 24, 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	20.00	4.00	2	10.0%	1	--	--	--	--	--	--	--	16	--
ASSESSOR-CLERK-RECORDER (CLERK RECORDER)	1100	3.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	3	--
ASSESSOR-CLERK-RECORDER (COUNTY CLERK-ELECTION)	1100	3.00	2.00	2	66.7%	1	--	--	--	--	--	--	--	2	--
ASSESSOR-CLERK-RECORDER (MICROGRAPHICS)	1218	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
<i>Assessor-Clerk-Recorder Total:</i>		<i>27.00</i>	<i>6.00</i>	<i>4</i>	<i>14.8%</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>22</i>	<i>0</i>
AUDITOR-CONTROLLER	1100	12.00	1.00	3	25.0%	--	--	2	--	--	--	--	--	11	--
<i>Auditor-Controller Total:</i>		<i>12.00</i>	<i>1.00</i>	<i>3</i>	<i>25.0%</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>11</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	7.00	1	2.8%	4	1	2	--	--	--	--	--	29	--
<i>Child Support Services Total:</i>		<i>36.00</i>	<i>7.00</i>	<i>1</i>	<i>2.8%</i>	<i>4</i>	<i>1</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>29</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	16	5
CULTURAL SERVICES AGENCY (MUSEUM)	1100	5.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	4
<i>Cultural Services Agency Total:</i>		<i>41.50</i>	<i>5.00</i>	<i>1</i>	<i>2.4%</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>17</i>	<i>9</i>
DISTRICT ATTORNEY	1100	44.00	5.00	1	2.3%	--	1	1	--	--	6	--	--	34	--
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>7.00</i>	<i>3</i>	<i>5.7%</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>6</i>	<i>0</i>	<i>0</i>	<i>41</i>	<i>0</i>

\*Rates based on positions currently in recruitment

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE															
Pay Period 18-19, August 11 - August 24, 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	3.00	1	7.7%	--	--	--	--	--	--	--	--	10	--
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	10.80	1	3.0%	2	2	2	--	--	2	--	--	20	1
EXECUTIVE OFFICE (GARAGE)	1100	3.00	1.00	--	0.0%	--	--	--	--	--	--	--	--	2	--
EXECUTIVE OFFICE (GENERAL LIABILITY)	7130	2.50	0.00	1	40.0%	--	--	--	--	--	--	--	--	3	--
EXECUTIVE OFFICE (INFORMATION SERVICES)	1100	25.00	5.00	2	8.0%	--	1	--	--	--	--	--	--	20	--
Executive Office Total:		86.30	22.80	8	9.3%	2	3	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	6.00	2	8.7%	--	--	--	--	--	--	--	--	17	--
HHSA (ALCOHOL/OTHER DRUG PROGRAM)	1100	35.00	16.00	5	14.3%	--	--	1	--	--	--	--	--	19	--
HHSA (CGAP-DFC GRANT)	4260	1.00	1.00	--	0.0%	--	1	--	--	--	--	--	--	--	--
HHSA (EMERGENCY MEDICAL SERVICE)	1100	1.00	1.00	--	0.0%	--	--	--	--	--	--	--	--	--	--
HHSA (ENVIRONMENTAL HEALTH)	1100	22.60	2.00	--	0.0%	1	--	--	--	--	--	--	--	21	--
HHSA (MENTAL HEALTH)	1221	59.00	28.00	8	13.6%	2	1	--	--	--	--	--	--	34	--
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	--	--	--	--	--	1	--
HHSA (PUBLIC HEALTH WIC)	4180	14.20	4.00	1	7.0%	1	--	--	--	--	2	--	--	9	--
HHSA (SOCIAL SERVICES)	1100	404.00	91.00	55	13.6%	9	7	8	--	--	37	--	--	244	33
HHSA Total:		616.80	166.00	80	13.0%	14	9	11	0	0	42	0	0	377	37

\*Rates based on positions currently in recruitment

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE															
Pay Period 18-19, August 11 - August 24, 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	3.00	1	5.3%	--	2	--	--	--	--	--	--	16	--
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	4.00	1	4.2%	0	2	1	0	0	0	0	0	20	0
PLANNING AND BUILDING	1100	41.00	3.00	2	4.9%	1	--	1	--	--	9	--	--	29	--
PLANNING AND BUILDING (CANNABIS PROGRAM)	1100	8.00	3.00	--	0.0%	--	--	--	--	--	--	--	--	5	--
Planning and Building Total:		49.00	6.00	2	4.1%	1	0	1	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	3	10.4%	--	1	2	--	--	--	--	--	17	--
Probation Total:		77.80	24.80	6	7.7%	0	1	2	0	0	2	0	0	48	3
PUBLIC DEFENDER	1100	24.00	2.00	--	0.0%	--	--	2	--	--	2	--	--	20	--
PUBLIC DEFENDER (ALTERNATE DEFENDER)	1100	6.50	1.00	--	0.0%	--	--	--	--	--	--	--	--	6	--
Public Defender Total:		30.50	3.00	0	0.0%	0	0	2	0	0	2	0	0	26	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	10.00	14	12.4%	1	4	--	--	--	10	--	1	79	14
SHERIFF-CORONER (COPS PROGRAM AB3229)	1210	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
SHERIFF-CORONER (JAIL)	1100	73.00	4.00	4	5.5%	1	1	5	--	--	--	--	--	69	--
SHERIFF-CORONER (OFFICE OF EMERGENCY SERVICES)	1100	2.00	0.00	--	0.0%	1	1	--	--	--	--	--	--	1	--
Sheriff-Coroner Total:		189.00	14.00	18	9.5%	3	6	5	0	0	10	0	1	150	14
TRANSPORTATION	1200	92.80	21.00	11	11.9%	--	--	2	4	4	10	4	4	40	7
TRANSPORTATION (ENGINEERING & TECHNICAL ASSIST)	1100	6.00	0.00	--	0.0%	--	1	1	--	--	--	--	--	6	--
Transportation Total:		98.80	21.00	11	11.1%	0	1	3	4	4	10	4	4	46	7
TREASURER-TAX COLLECTOR	1100	6.00	0.00	1	16.7%	--	--	--	--	--	--	--	--	6	--
TREASURER-TAX COLLECTOR (COURT AB233 PROGRAM)	1100	6.00	1.00	--	0.0%	--	--	1	--	--	--	--	--	5	--
Treasurer-Tax Collector Total:		12.00	1.00	1	8.3%	0	0	1	0	0	0	0	0	11	0
COUNTYWIDE TOTAL:		1409.70	295.60	140	9.9%	32	25	33	4	7	92	4	6	942	71

\*Rates based on positions currently in recruitment



# 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: September 9, 2019

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

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

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

Mendocino County Business Improvement District Advisory Board..... (1)  
-- At Large Member --

Mendocino County Tourism Commission..... (1)  
-- Food/Beverage Business Member--

Museum Advisory Board..... (1)  
-- Mendocino County Historical Society Representative--

Noyo Harbor District ..... (1)  
--Commissioner --

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: October 2<sup>nd</sup>, 2019, or until filled.

CARMEL J. ANGELO  
Clerk of the Board of Supervisors

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

PLEASE KEEP POSTED THROUGH: October 3<sup>rd</sup>, 2019





# VACANCIES

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

**CARRE BROWN**  
First District

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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  
SEPTEMBER 9, 2019**

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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 <http://www.mendocinocounty.org> for information on specific categorical areas and District vacancies.

<b>BOARD/ COMMISSION</b>	<b>POSITION CATEGORY</b>	<b>SEATS OPEN</b>
(a) Air Quality Management District Hearing Board	(Various)	(5)
(b) Archaeological Commission of Mendocino County	(Various)	(2)
(c) Assessment Appeals Board	(Various)	(3)
(d) Child Care Planning Council	(Various)	(6)
(e) Community Development Commission	(Various)	(6)
(f) Covelo Public Cemetery District	(Trustee)	(1)
(g) Emergency Medical Care Committee	(Various)	(13)
(h) First 5 Mendocino	(Various)	(2)
(i) Fish Rock Cemetery District	(Trustee)	(3)
(j) Gualala Municipal Advisory Council (GMAC)	(Various)	(2)
(k) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(8)
(l) Hopland Cemetery District	(Trustee)	(3)
(m) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(6)
(n) Law Library Board of Trustees	(Trustee)	(1)
(o) Laytonville Municipal Advisory Council	(Member)	(1)
(p) Little River Airport Advisory Committee	(Various)	(10)
(q) Mendocino Council of Governments (MCOG)	(Alternate Mendocino County BOS Representative)	(1)
(r) Mendocino County Business Improvement District	(Various)	(2)
(s) Mendocino County Climate Action Advisory Committee	(Member)	(8)
(t) Mendocino County Planning Commission	(4th District Member)	(1)
(u) Mendocino County Resource Conservation District	(Long-Term Director)	(2)
(v) Mendocino County Tourism Commission	(Various)	(3)
(w) Mendocino Historical Review Board	(Member)	(1)
(x) Museum Advisory Board	(Various)	(3)
(y) North Coast Resource Partnership	(Alternate Mendocino Rep to the Tech Review Comm.)	(1)
(z) Noyo Harbor District	(Commissioner)	(1)
(aa) Policy Council on Children and Youth (PCCY)	(Various)	(11)
(ab) Potter Valley Cemetery District	(Trustee)	(1)
(ac) Round Valley Municipal Advisory Council	(Member/Alternate)	(10)
(ad) Sonoma Mendocino Economic Development District	( Director)	(1)
(ae) Westport Municipal Advisory Council	(Member)	(1)
(af) Westport Ten Mile Cemetery District	(Trustee)	(1)