



# El Informe Del CEO

Noviembre 8, 2022

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## Oficina Ejecutiva Reporte Fiscal

### Fondos de Liquidación por Desastre de PG&E

Todas las agencias externas a las que se les adjudicaron contratos para los fondos de PG&E, este es un recordatorio para que verifiquen las fechas de vencimiento de los contratos, ya que algunos vencerán a fines de Diciembre. Si se requieren extensiones, comuníquese con el contacto que este listado en el contrato.

### Fondo de Asistencia Local y Consistencia Tribal

Fondo de Asistencia Local y Coherencia Tribal (LATCF): la semana pasada se notificó al Condado sobre la elegibilidad potencial para recibir financiamiento a través de los Fondos de Asistencia Local y Coherencia Tribal, un programa general de mejora de ingresos que brinda asistencia adicional a los condados elegibles para compartir ingresos y a los gobiernos tribales elegibles. La Oficina Ejecutiva está investigando la financiación y traerá información adicional cuando el Condado reciba aclaraciones sobre la legislación pendiente S.3011. El proyecto de ley S.3011 fue aprobado por el Senado el Otoño pasado, pero aún no ha sido aprobado por la Cámara y, de ser aprobado, haría que los fondos de LATCF se destinaran explícitamente a los condados de Pagos en lugar de Impuestos (PILT). El Condado se ha comunicado para obtener más aclaraciones sobre cómo las asignaciones de fondos pueden verse afectadas si la legislación se aprueba en la Cámara.

## Oficina de Servicios de Emergencia y Prevención, Recuperación, Resiliencia y Mitigación

El personal de OES y PRRM estuvo en el Pumpkin Fest de Ukiah como parte del Expo de Fuego y Seguridad, para distribuir materiales de preparaciones de desastres, inscribir a los residentes para recibir alertas de emergencia y ayudar a encontrar zonas de evacuación.

Los residentes del condado de Mendocino aún pueden registrarse para recibir alertas de emergencia y encontrar sus zonas de evacuación en: <https://mendoready.org/>



## Servicios de Recuperación y Salud Conductual

### Noviembre Trae Un Mes De Autoconciencia, Educación, Reconocimiento Y Sanación

Noviembre es el Mes Nacional de la Herencia Nativa Americana. Noviembre es un momento para honrar la cultura y el patrimonio de los Nativos Americanos. También es un momento para que la educación genere conciencia sobre la diversidad, la equidad y la inclusión y los desafíos que los pueblos originarios han enfrentado históricamente y en el presente.

El primer Miércoles de Noviembre es el Día Nacional de Concientización sobre el Estrés: 2 de Noviembre de 2022. El Día de Concientización sobre el Estrés es un período de 24 horas para reforzar el hecho de que no se está haciendo un favor al estresarse por situaciones que no puede controlar. Las formas de manejar el estrés incluyen, pero no se limitan a: Ejercicio, Nutrición, Gestión del Tiempo, Hablar, Reír, Espirar, Relajarse, Pasatiempos, Reducir/Defender el Consumo de Alcohol Y/O Sustancias.

El tercer Jueves de Noviembre es el "Great American Smokeout®": 17 de Noviembre de 2022. El "Great American Smokeout®" es un día para unir a miles de personas que fuman en todo el país para dar un paso importante hacia una vida más saludable y reducir el riesgo de cáncer.

El Departamento de Recuperación y Salud del Comportamiento presenta el informe adjunto, como **Anexo 1**, para informar a la Junta de Supervisores sobre los servicios adicionales proporcionados por el departamento.



## Inscripción Abierta – Plan de Salud

El período de Inscripción Abierta para el plan de salud del año 2023 es del 30 de Octubre al 19 de Noviembre de 2022. Este periodo es la única vez al año en que los empleados pueden hacer cambios a los beneficios de su plan de salud, como agregar o eliminar dependientes, cambiar su elección de plan, inscribirse en CompleteCare (anteriormente MERP) u optar en no participar debido a otra cobertura grupal, sin experimentar un evento calificador. Los empleados que hayan completado su período de prueba inicial antes del 31 de Diciembre de 2022 pueden inscribirse en una cuenta de gastos flexibles (FSA) para atención médica o de dependientes. La inscripción en una FSA no es automática y los empleados que desean participar deben inscribirse todos los años. Se anima a todos los empleados a revisar y actualizar a los beneficiarios del seguro de vida.

Para más información visite:  
<https://www.mendocinocounty.org/government/health-and-human-services-agency/behavioral-health-and-recovery-services>

Para el año del plan 2023, BenXcel es el nuevo portal de beneficios en línea para empleados. Los empleados deberán crear una nueva cuenta de usuario con BenXcel para ver sus beneficios actuales y dependientes cubiertos, y para solicitar los cambios deseados a partir del 1 de Enero de 2023.

A partir de Diciembre, se emitirán nuevas tarjetas de identificación de salud y farmacia. Los empleados deben usar sus nuevas tarjetas de identificación para los servicios recibidos a partir del 1 de Enero de 2023.

Para obtener ayuda con la Inscripción abierta o cualquier otra pregunta relacionada con el plan de salud, los empleados pueden comunicarse con el equipo de Beneficios de Salud para Empleados por correo electrónico:

[employeehealthbenefits@mendocinocounty.org](mailto:employeehealthbenefits@mendocinocounty.org) o por teléfono al 707-234-6604.

## Recursos Humanos

### Informe De Posiciones Vacantes

Durante la reunión del 20 de Septiembre de 2022, la Junta de Supervisores aceptó el informe del personal sobre posiciones vacantes más de 18 meses y los ahorros de costos para eliminar puestos vacantes que han estado vacantes durante 18 meses. Se proporcionaron instrucciones adicionales a la Oficina Ejecutiva para trabajar con los Jefes de Departamentos para proporcionar un plan para la eliminación de los puestos que han estado vacantes durante un mes, a menos que el Jefe de Departamento pueda proporcionar una justificación para mantener el puesto financiado, excluyendo los puestos de seguridad pública, posiciones no financiadas en general y posiciones generadoras de ingresos.

Recursos Humanos obtuvo la justificación del los Jefes de Departamentos para retener o eliminar puestos que han estado vacantes durante un mes y que no son puestos de seguridad pública, puestos sin fondos generales y puestos generadores de ingresos. Hubo 27 puestos identificados que eran elegibles para la eliminación, 2 puestos no financiados se eliminarán y los 25 puestos restantes tienen justificación para ser retenidos.



Para más información visite:  
<https://www.mendocinocounty.org/government/human-resources>

Recursos Humanos también realizó un análisis de las clasificaciones en los últimos 12 meses que han estado experimentando una alta tasa de abandono. La tasa de abandono se determina en cada clasificación tomando el número de puestos vacantes dividido por el número total de puestos asignados durante un período de los últimos 12 meses. 36 clasificaciones tuvieron una tasa de abandono del 38% o superior.

### Revisión De Especificaciones De Clase

Recursos Humanos ha sido solicitado por el Departamento de Servicios Sociales para revisar las especificaciones de clase y los salarios para el Vocacional Auxiliares y Auxiliares de Trabajador Social. Una vez que se revisan las especificaciones de la clase y aprobado por Recursos Humanos y Servicios Sociales, Servicios Cooperativos de Personal (CPS) que es contratado por RH, luego pasará al estudio de salarios. Al finalizar el estudio completo, Servicios Cooperativos de Personal, proporcionará un informe final a Recursos Humanos. Recursos humanos procederá al Servicio Civil para su clasificación modificaciones de especificaciones, y luego con la Junta de Supervisores si se recomiendan ajustes salariales.

Incluido en este informe como **Anexo 2**, se encuentra el Gráfico Trimestral de Reclutamiento, Actualización de posiciones de Auditor-Contralor, y el Informe de Tasa de Abandono para actualizar la Junta de Supervisores.

## Negociaciones Laborales

Adjunto a este informe como, **Adjunto 3**, se encuentra un informe actual sobre Negociaciones Laborales para actualizar la Junta de Supervisores.

## Programa de Asistencia a Microempresas y Pequeñas Subvenciones

Adjunto a este informe como **Anexo 4**, se encuentra el informe de facturación de Septiembre del Centro de Desarrollo de Negocios del Oeste para el Programa de Asistencia para Microempresas y Pequeñas Subvenciones del Condado de Mendocino para actualizar la Junta de Supervisores.

## Registro del Plan Estratégico de la Oficina Ejecutiva

La Oficina Ejecutiva presenta el registro de seguimiento adjunto como **Anexo 5**, para actualizar a la Junta de Supervisores sobre el progreso que está realizando la oficina hacia las metas del Plan Estratégico 2022-2027.

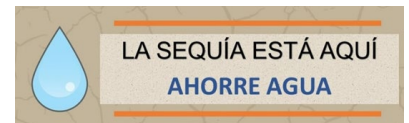


Para más información visite:  
<https://www.mendocinocounty.org/government/cultural-services-agency>

## Directivas de la Junta de Supervisores

Durante las reuniones de la Junta de Supervisores, el Secretario de la Junta registra las diversas decisiones de consenso y/o acciones legislativas que dirigen al personal del Condado y/u otras agencias a hacer un seguimiento, investigar o dar seguimiento a ciertos temas o cuestiones.

Adjunto a este informe del CEO, como **Anexo 6**, hay una lista preliminar de todas las directivas vigentes al 1 de Noviembre de 2022.



Para más información visite:  
<https://www.mendocinocounty.org/government/mendocino-county-water-agency/drought-water-conservation>

## Cumplimiento Del Código

Cumplimiento del Código envía un informe resumido de estadísticas como **Anexo 7**, para actualizar a la Junta de Supervisores sobre los servicios proporcionados por el departamento.

## Agencia de Servicios Culturales

La Agencia de Servicios Culturales presenta el informe actual, como **Anexo 8**, para actualizar los servicios de la Junta de Supervisores que proporciona y ofrece la Agencia.



## Agencia de Servicios Generales



For more information, visit:

<https://www.mendocinocounty.org/departments/executive-office/information-technology>



Para más información, visite:

<https://www.mendocinocounty.org/government/social-services>

Como se informó anteriormente a la Junta de Supervisores, debido a la pandemia y los efectos resultantes en la economía y los mercados en todo el mundo, predecir aumentos de costos en futuros proyectos de construcción se ha vuelto cada vez más difícil. La escalada de precios y las interrupciones en la cadena de suministro continúan siendo un problema con las estimaciones de proyectos de capital y los contratos de construcción resultantes. La experiencia reciente dentro de las estimaciones de proyectos de la Agencia de Servicios Generales en comparación con las ofertas recibidas ha revelado aumentos de más del 50 % (estimación versus ofertas recibidas). Esta tendencia tendrá un impacto en todos los proyectos capitales del Condado financiados en proceso, como lo demuestra el proyecto de Expansión de la Cárcel que se informó más recientemente a la Junta. Esta tendencia también requerirá que se consideren los proyectos identificados para el financiamiento de bonos externos (Expansión de la Cárcel, reemplazo de HVAC del Centro de Justicia de Fort Bragg, Reemplazo del Techo del Centro de Administración y Reemplazo del Techo de las Instalaciones Agrícolas). La Agencia de Servicios Generales está trabajando en estrecha colaboración con nuestros equipos de diseño en la preparación de estimaciones revisadas de ingenieros para mejorar los costos del proyecto de acuerdo con el costo alto de materiales y bienes. Las estimaciones de costos proyectadas que excedan los fondos disponibles se presentarán al Equipo Fiscal de la Oficina del Director Ejecutivo para su revisión, y los hallazgos se presentarán a la Junta para su consideración y posible acción, incluida la repriorización del uso del financiamiento del Bono, la desfinanciación de proyectos ya aprobados y /o utilización de reservas en su caso.

La Agencia de Servicios Generales presentan el informe mensual adjunto, como **Anexo 9**, para actualizar a la Junta de Supervisores sobre los servicios proporcionados por la agencia.

## Información de Tecnología

La división de Tecnología de Información presenta el informe mensual adjunto, como **Anexo 10**, para actualizar a la Junta de Supervisores sobre los servicios que brindan las divisiones.

## Servicios Sociales

El Departamento de Servicios Sociales presenta un informe, como **Anexo 11**, para actualizar a la Junta de Supervisores de los servicios que ofrece el departamento.

## Servicios De Cuidado De Animales

### Estadísticas de Ingresos

#### Octubre 1, 2022 – Octubre 23, 2022

- 1 animal incautado para cuarentena en el Refugio de Animales
- 2 solicitudes de disposición de animales fallecidos
- 3 gatos salvajes recibidos
- 1 animal recibido o prueba de muestra de rabia
- 0 animal adoptivo devuelto
- 2 animal(es) propio(s) recibido(s) por el Control de Animales o la Policía debido al dueño en custodia
- 42 animales propios incautados en el campo a Control de Animales o Policía
- 5 animales propios entregados/recibidos en el Refugio de Animales o en el campo por Control de Animales o Policía
- 0 animales de refugio devueltos por el adoptante
- 68 animales extraviados incautados en el campo por el Control de Animales, la Policía o entraron por el contador de ciudadanos
- Total de 124 animales recibidos en el Refugio de Animales

### Estadísticas de Resultados

#### Octubre 1, 2022 – Octubre 23, 2022

- 14 gatos adoptados
- 24 perros adoptados
- 1 otro animal adoptados
- 0 otros animales subastados
- 0 animal(es) enfermo(s) o con retraso en el desarrollo o fallecidos
- Eliminación de 1 animal fallecido
- 10 animales en total sacrificados
- 0 animales enviados a laboratorio
- 0 propietario/animal(es) entregado(s) sacrificado(s)
- 28 gatos atrapados, castrados y devueltos al campo
- 0 devolución al dueño del animal(es)
- 8 animales transferidos a otras organizaciones de rescate
- Un total de 86 animales partieron del refugio de animales



Para más información visite:

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

## Enlaces Sobre la Sequía/Agua

### Boletín Mensual De Sequía:

<https://us6.campaign-archive.com/?u=2f866397e2826da440e74cd0b&id=24c0a8e995>

### Sitio Web De La Agencia Del Agua:

<https://www.mendocinocounty.org/government/mendocino-county-water-agency>

### Sitio Web Sobre Sequía Y Conservación Del Agua:

<https://www.mendocinocounty.org/government/mendocino-county-water-agency/drought-water-conservation>

### Página De Financiación De La Sequía:

<https://www.mendocinocounty.org/government/drought-funding>

## Enlaces Sobre la Salud Publica

### Página de Facebook

[facebook.com/PublicHealthMendocinoCo](https://facebook.com/PublicHealthMendocinoCo)

### Tablero de Datos

[mendocinocounty.org/community/novel-coronavirus/covid-19-case-data](https://mendocinocounty.org/community/novel-coronavirus/covid-19-case-data)

### Página de Youtube:

[youtube.com/c/MendocinoCountyVideo/featured](https://youtube.com/c/MendocinoCountyVideo/featured)

## Próximas Reuniones

Junta Regular	Noviembre 8
Junta Regular	Diciembre 6
Comité Permanente	Diciembre 12
Junta Regular	Diciembre 13

## Fechas de Interés





Vacaciones del Condado	Noviembre 11
Conferencia Anual de CSAC	Noviembre 14-18
Vacaciones del Condado	Noviembre 24-25
Vacaciones del Condado	Diciembre 26
Cierre de la Oficina Ejecutiva	Diciembre 27-30

## Archivos Adjuntos

1. Servicios de Recuperación y Salud del Comportamiento
2. Recursos Humanos Informe Trimestral y Tasa de Abandono
3. Negociaciones Laborales
4. Programa de Asistencia a Microempresas y Pequeñas Subvenciones
5. Registro del Plan Estratégico de la Oficina Ejecutiva
6. Directivas de la Junta de Supervisores
7. Cumplimiento del Código
8. Agencia de Servicios Culturales
9. Agencia de Servicios Generales
10. Tecnología de la Información
11. Servicios Sociales

Noviembre						
D	L	M	M	J	V	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			

Diciembre						
D	L	M	M	J	V	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

	Junta Regular
	Vacaciones del Condado
	Comité Permanente
	CSAC

## Informe del CEO

El informe del director ejecutivo generalmente se presenta en la segunda reunión de la Junta de Supervisores. Se reserva espacio en cada reunión en caso de artículos urgentes.

### Información de Contacto:

Oficina: (707) 463-4441

Fax: (707) 463-5649

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

Sitio web:

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

Síguenos en Facebook

County of Mendocino



Síguenos en Twitter



@countymendocino



## Attachment 1

# Behavioral Health and Recovery Services (BHRS) Update November 2022

### November Brings a Month of Self-Awareness, Education, Recognition, and Healing:

- November is National Native American Heritage Month. November is a time to honor the culture and heritage of Native Americans. It is also a time for education to raise awareness about diversity, equity, and inclusion and the challenges the Native people have faced historically and in the present.
- The First Wednesday in November is National Stress Awareness Day: November 2, 2022. Stress Awareness Day is a 24-hour period of reinforcing the fact that you're not doing yourself a favor by stressing about situations you can't control. Ways to manage stress include, but are not limited to: Exercise, Nutrition, Time Management, Talking, Laughing, Breathing, Relaxation, Hobbies, Reduce/Stop alcohol and/or substance use.
- The third Thursday in November is The Great American Smokeout®: November 17, 2022. The Great AmericanSmokeout® is a day in joining thousands of people who smoke across the country in taking an important step towards a healthier life and reducing cancer risk.

## BHRS

### Mental Health

- **Mental Health & Mental Health Services Act Programs** - Mental Health, MHSA, and MHSSA- We are excited to bring trainings to providers and the community over the next several months. We will bring Motivational Interviewing training to behavioral health providers and partner agencies in October, Military Culture and Clinical Implications training for providers and the community in November, Traditional Medicine training for providers and the community in November, Latino/a/x culture in November, and a Street Crisis response training for field-based behavioral health staff and partners at the beginning of the new year. In addition, MHSA is preparing to release an RFP for the next Mental Health Services Act Three-Year Program and Expenditure Plan for 2023-2026. Details are coming soon; contracts awarded from this RFP will begin in the Fiscal Year 2023-24. MHSA has received the Fiscal Year data for FY 21/22 from service providers.
  - Community Services and Supports served 2,885 individuals with 16,452 services.
  - Prevention and Early Intervention programs served 3,401 individuals, with 18,298 services.
- **LPS Conservatorship** - A conservatorship established under the Lanterman-Petris-Short (LPS) Act to provide for individualized treatment, supervision, and placement of individuals who are gravely disabled as a result of a mental health disorder (Welfare and Institutions Code Section 5350).
  - *Grave Disability*: A condition in which a person, as a result of a mental health disorder, is unable to provide for his or her basic personal needs for food, clothing, or shelter.

Number of Clients Placed In and Out of County			
FY 22/23	Out of County	In County	Total Number of Clients
July 22	42	20	62
August 22	42	20	62
September 22	40	22	62

LPS Conservatorship (Mental Health) Placement Costs FY 22/23			
FY 22/23	Total Costs	General Funds	Realignment Funds
July 2022	\$259,822.77	\$0	\$250,952.52
August 2022	\$277,572.28	\$0	\$268,176.78
September 2022	\$279,754.25	\$0	\$271,740.08
<b>Total (YTD)</b>	<b>\$817,149.30</b>	<b>\$0</b>	<b>\$790,869.38</b>

**behavioral  
health &  
recovery services**  
**Mendocino County**





## Behavioral Health and Recovery Services (BHRS) Update Page 2

### Measure B:

- **Dual Response Mobile Crisis** - We had one Mental Health Rehabilitation Specialist leave the position this month and now have two full-time staff responding seven days a week. Hours vary throughout the week: 8:00 am - 6:30 pm Monday to Wednesday, 8:00 am - 7:00 pm Thursday, and 9:00 am - 7:00 pm Friday to Sunday. We continue to recruit to fill vacant positions.
  - FY 22-23 YTD call Responses: 196
  - Call Responses October to date: 21
- **Community Education, Awareness, & Stigma Reduction** - NAMI collaborated with Mendocino County Behavioral Health, Pinoleville Pomo Nation, and Consolidated Tribal Health for National Substance Abuse Prevention Month in October to bring educational memorial events to a different area of the County every Saturday. Collectively, they shared the common goals of raising awareness, battling stigma, and promoting community healing through recognizing lives lost to overdose in our County. Events included informational resources from local partners, Narcan distribution, and an interactive arboretum memorial. NAMI continues to look at ways to build capacity by expanding access to support groups and education programs on the coast and inland.

### Meetings of Interest and Educational Opportunities:

- Safe Rx Mendocino Opioid Safety Coalition meets regularly on the first Wednesday of every month from 9:30 am -11 am. The next scheduled meeting is November 2, 2022.
- Military Culture and Clinical Implications Training November 15, 2022, 9:00 am - 12:00 noon, at the Behavioral Health Regional Training Center registration coming soon.
- MHSA/QIC Joint meeting: December 8, 2022, at the Behavioral Health Regional Training Center, 8207 East Rd. Redwood Valley and via Zoom <https://mendocinocounty.zoom.us/j/89274203063>

### Substance Use Disorder Treatment (SUDT):

- **Community Wellness** - We are excited to welcome our new Program Administrator, Heather Armstrong, to the unit! As Heather completes orientation and onboarding, she will begin leading the grants, programs, and meetings associated with Community Wellness in coordination with the existing team.
  - Community Wellness is facilitating a listening session at Anderson Valley High School as a part of the Elevate Youth program. Elevate Youth is a program focused on youth activism in under-resourced communities that help youth to build their power and learn leadership skills. This program will be brought to Anderson Valley, Round Valley, and Point Arena communities.
  - The Friday Night Live Program is expanding to include additional schools. Students from Natives with a Purpose Yax Ja FNL chapter plan to attend the Friday Night Live Youth Summit in Anaheim this November.





## Behavioral Health and Recovery Services (BHRS) Update Page 3

### **Mendocino County Strategic Plan Goals: *Increase access to behavioral health services***

#### **1. Increase partnerships and collaboration with community partners, including Tribes and Latinx groups, and law enforcement to deliver services to people in need.**

- For FY 22/23, BHRS will be collaborating and partnering with Consolidated Tribal Health Clinic and Round Valley Indian Health Clinic, as well as Nuestra Alianza de Willits and Action Network for services to Native American and Latinx Communities. BHRS has relationships with multiple school districts to provide behavioral health and prevention resources to students, and we have several grants which will expand these relationships to additional school districts. In addition, NAMI has been working with the Native American Community and BHRS to collaborate and partner on additional resources and service needs. BHRS is looking for grants and other funding opportunities to expand opportunities to collaborate with Native American and Latinx communities.
- BHRS has MOUs with Law Enforcement and other criminal justice system partners to efficiently collaborate and deliver services to community members in need, such as Mobile Outreach and Prevention Services, Dual Response Mobile Crisis, Jail Discharge Planning, and Behavioral Health Probation and Jail services. BHRS is working to expand Dual Response Mobile Crisis and develop a Mental Health Diversion program. BHRS is looking for additional grants and other funding opportunities to expand collaborations with law enforcement and criminal justice system partners that increases opportunities for treatment and minimizes unnecessary law enforcement contact. (Funding provided by Mental Health Services Act, Measure B, Community Correction Partnership, and Grants BHRS is looking for additional funding to expand)

#### **2. Engage Community Health Workers, Promotores, and Community Health Representatives to communicate with under-resourced populations to help increase access to mental health services and reduce the associated stigma.**

- For FY 22/23, BHRS has contracted with multiple community-based organizations to improve connections, resources, and culturally responsive services to our outlying areas and under-resourced population. These relationships include Nuestra Alianza de Willits, Action Network, First Five Mendocino, Yuki Trails and Round Valley Indian Health Center, Laytonville Healthy Start Family Resource Center, Consolidated Tribal Health Project, Senior Centers, Family Resource Centers, school districts, and other service providers including BHRS Prevention, Community Wellness, and Mobile Outreach services. In addition, a contract with NAMI Mendocino to raise awareness and combat stigma. BHRS is looking for grants and other funding options to expand Community Health Workers, Promotores, and Community Health Representative resources. (Funding provided by Mental Health Services Act and grant funds for outreach to under-resourced populations to increase access to services. Measure B funds for NAMI Stigma Reduction Campaign. BHRS looking for additional funding to expand)

#### **3. Implement Measure B plans to create a Psychiatric Health Facility (PHF), Crisis Residential Treatment Facility (CRT), and Behavioral Health Regional Training Center.**

- The Crisis Residential Treatment Facility and Behavioral Health Regional Training Center are completed and operational. BHRS has developed advertisements and media material to increase the use of the facility. Psychiatric Health Facility is in the planning and demolition stages. BHRS and General Services Facility Staff have been working with Nacht & Lewis, AECOM, and Telecare on the PHF planning and construction. The facility is approved for construction at 131 Whitmore Lane, Ukiah. The projected completion date of construction is June 2025 (funding provided by Measure B).

## Behavioral Health and Recovery Services (BHRS) Update Page 4

### **4. Collaborate across County health and human services departments to secure additional grant funding from state and federal sources to address the County's behavioral health needs.**

- BHRS continues to research and apply for grant funds to increase programs and supports for behavioral health needs. In FY 21/22, BHRS applied for 35 grants and was awarded 32 grants. BHRS has worked with other County departments and community agencies in applying for grants. For FY 22/23, BHRS plans to continue applying for grants and also working with other County departments and community agencies. (Funding would be provided through grant funds)



## Salud del Comportamiento y Servicios de Recuperación (BHRS) Noviembre 2022

### Noviembre trae un mes de autoconciencia, educación, reconocimiento y sanación:

- Noviembre es el mes Nacional de la Herencia Nativa Americana. Noviembre es un momento para honrar la cultura y el patrimonio de los nativos americanos. También es un momento para que la educación genere conciencia sobre la diversidad, la equidad y la inclusión y los desafíos que los pueblos originarios han enfrentado históricamente y en el presente.
- El primer miércoles de noviembre es el día nacional de concientización sobre el estrés: 2 de noviembre de 2022. El día de concientización sobre el estrés es un período de 24 horas para reforzar el hecho de que no se está haciendo un favor al estresarse por situaciones que no puede controlar. Las formas de manejar el estrés incluyen, pero no se limitan a: ejercicio, nutrición, administración del tiempo, hablar, reír, respirar, relajarse, pasatiempos, reducir/detener el consumo de alcohol y/o sustancias.
- El tercer jueves de noviembre es "The Great American Smokeout®": 17 de noviembre de 2022. The Great AmericanSmokeout® es un día para unir a miles de personas que fuman en todo el país para dar un paso importante hacia una vida más saludable y reducir el riesgo de cáncer.

### BHRS

#### Salud Mental

- **Ley de Servicios de Salud Mental (MHSA)** - Estamos entusiasmados de brindar entrenamientos a los proveedores y la comunidad durante los próximos meses. Brindaremos entrenamiento en entrevistas motivacionales a proveedores de salud conductual y agencias asociadas en octubre, en cultura militar e implicaciones clínicas para proveedores y la comunidad en noviembre, en medicina tradicional para proveedores y la comunidad en noviembre, cultura latina/a/x en noviembre, y respuesta a "Street Crisis" para el personal y los socios de salud conductual en el campo a principios del nuevo año. Además, MHSA se está preparando para publicar una solicitud de propuestas para el próximo plan de gastos y programa de tres años de la Ley de Servicios de Salud Mental para 2023-2026. Los detalles llegarán pronto; los contratos adjudicados de estas propuestas comenzarán en el año fiscal 2023-24. MHSA ha recibido los datos del año fiscal para el año fiscal 21/22 de los proveedores de servicios.
  - Servicios y Apoyos Comunitarios atendió a 2,885 personas con 16,452 servicios.
  - Los programas de Prevención e Intervención Temprana atendieron a 3,401 personas, con 18,298 servicios.
- **Tutela LPS-** Una tutela establecida bajo la Ley Lanterman-Petris-Short (LPS) para brindar tratamiento individualizado, supervisión y colocación de personas gravemente discapacitadas como resultado de un trastorno de salud mental (Código de Bienestar e Instituciones, Sección 5350).
  - *Discapacidad grave:* una condición en la que una persona, como resultado de un trastorno de salud mental, no puede satisfacer sus necesidades personales básicas de alimentación, vestimenta o vivienda.

Número de Clientes Colocados Dentro y Fuera del Condado			
FY 22/23	Fuera del Condado	Dentro del Condado	Número Total de Clientes
Julio 2022	42	20	62
Agosto 2022	42	20	62
Septiembre 2022	40	22	62

Costos de Colocación de Tutela (Salud Mental) de LPS FY 22/23			
FY 22/23	Costos Totales	Fondos Generales	Fondos de realineación
Julio 2022	\$259,822.77	\$ 0	\$250,952.52
Agosto 2022	\$277,572.28	\$ 0	\$268,176.78
Septiembre 2022	\$279,754.25	\$ 0	\$271,740.08
<b>Total (hasta la fecha)</b>	<b>\$ 817,149.30</b>	<b>\$ 0</b>	<b>\$790,869.38</b>

**behavioral  
health &  
recovery services**  
Mendocino County





## Salud del Comportamiento y Servicios de Recuperación (BHRS) - Pagina 2

### Comité de Supervisión Ciudadana de la Ley de Tratamiento de Salud Mental (Measure B):

- **Respuesta Móvil a Crisis** - Tuvimos un especialista en rehabilitación de salud mental que dejó el puesto este mes y ahora tenemos dos empleados de tiempo completo que responden los siete días de la semana. El horario varía a lo largo de la semana: de 8:00 a. m. a 6:30 p. m. de lunes a miércoles, de 8:00 a. m. a 7:00 p. m. los jueves y de 9:00 a. m. a 7:00 p. m. de viernes a domingo. Seguimos reclutando para cubrir los puestos vacantes.
  - FY 22-23 YTD respuestas a la llamada: 196
  - Respuestas a llamadas de octubre a la fecha: 21
- **Educación comunitaria, concientización y reducción del estigma** - NAMI colaboró con Mendocino County Behavioral Health, Pinoleville Pomo Nation y Consolidated Tribal Health para el Mes Nacional de Prevención del Abuso de Sustancias en octubre para llevar eventos conmemorativos educativos a un área diferente del condado todos los sábados. Colectivamente, compartieron los objetivos comunes de crear conciencia, luchar contra el estigma y promover la curación comunitaria mediante el reconocimiento de las vidas perdidas por sobredosis en nuestro condado. Los eventos incluyeron recursos informativos de socios locales, distribución de Narcan y un memorial de arboreto interactivo. NAMI continúa buscando formas de desarrollar capacidades al expandir el acceso a grupos de apoyo y programas educativos en la costa y el interior.

### Reuniones de Interés y Oportunidades Educativas:

- Safe Rx Mendocino se reúne mensualmente el segundo martes del mes a las 10 am. Únase a ellos mientras luchan contra el uso indebido de opioides en el condado de Mendocino: Unase a la reunion: <https://mendocinocounty.zoom.us/j/98833021418>.
- Entrenamiento sobre cultura militar e implicaciones clínicas 15 de noviembre de 2022, de 9:00 a. m. a 12:00 p. m., en el centro de entrenamiento regional de salud conductual próximamente.
- Reunión conjunta MHSA/QIC: 8 de diciembre de 2022, en el Centro Regional de Entrenamiento de Salud del Comportamiento, 8207 East Rd. Redwood Valley y vía Zoom <https://mendocinocounty.zoom.us/j/89274203063>

### Tratamiento del trastorno por consumo de sustancias (SUDT):

- **Bienestar Comunitario**- ¡Nos complace dar la bienvenida a la unidad a nuestra nueva administradora del programa, Heather Armstrong! A medida que Heather complete la orientación y la incorporación, comenzará a liderar las subvenciones, los programas y las reuniones asociadas con Community Wellness en coordinación con el equipo existente.
  - Community Wellness está facilitando una sesión en Anderson Valley High School como parte del programa Elevate Youth. Elevate Youth es un programa centrado en el activismo juvenil en comunidades de escasos recursos que ayuda a los jóvenes a desarrollar su poder y aprender habilidades de liderazgo. Este programa se llevará a las comunidades de Anderson Valley, Round Valley y Point Arena.
  - El programa Friday Night Live se está expandiendo para incluir escuelas adicionales. Los estudiantes del capítulo Natives with a Purpose Yax Ja FNL planean asistir a la cumbre juvenil Friday Night Live en Anaheim este noviembre.





## Salud del Comportamiento y Servicios de Recuperación (BHRS) - Pagina 3

### Metas del Plan Estratégico del Condado de Mendocino: Aumentar el acceso a los servicios de salud conductual

#### 1. Aumentar las asociaciones y la colaboración con los socios de la comunidad, incluidos los grupos tribales y latinos, y las fuerzas del orden público para brindar servicios a las personas necesitadas.

- Para el año fiscal 22/23, BHRS colaborará y se asociará con Consolidated Tribal Health Clinic y Round Valley Indian Health Clinic, así como con Nuestra Alianza de Willits y Action Network para brindar servicios a las comunidades nativas americanas y latinx. BHRS tiene relaciones con varios distritos escolares para proporcionar recursos de prevención y salud conductual a los estudiantes, y tenemos varias subvenciones que ampliarán estas relaciones a distritos escolares adicionales. Además, NAMI ha estado trabajando con la Comunidad Nativa Americana y BHRS para colaborar y asociarse en recursos adicionales y necesidades de servicios. BHRS está buscando subvenciones y otras oportunidades de financiación para ampliar las oportunidades de colaboración con las comunidades nativas americanas y latinas.
- BHRS tiene memorandos de entendimiento con las fuerzas del orden y otros socios del sistema de justicia penal para colaborar de manera eficiente y brindar servicios a los miembros de la comunidad que los necesitan, como servicios móviles de alcance y prevención, crisis móvil de respuesta dual, planificación de descarga de la cárcel y servicios de libertad condicional y cárcel de salud conductual. BHRS está trabajando para expandir la crisis móvil de respuesta dual y desarrollar un programa de desviación de salud mental. BHRS está buscando subvenciones adicionales y otras oportunidades de financiación para ampliar las colaboraciones con los socios del sistema de justicia penal y las fuerzas del orden público que aumentan las oportunidades de tratamiento y minimizan el contacto innecesario con las fuerzas del orden. (Financiación proporcionada por la Ley de Servicios de Salud Mental, Medida B, Community Correction Partnership y Grants BHRS está buscando financiación adicional para expandirse)

#### 2. Involucrar a los trabajadores de salud comunitarios, promotores y representantes de salud comunitarios para comunicarse con las poblaciones de escasos recursos para ayudar a aumentar el acceso a los servicios de salud mental y reducir el estigma asociado.

- Para el año fiscal 22/23, BHRS ha contratado a varias organizaciones comunitarias para mejorar las conexiones, los recursos y los servicios culturalmente receptivos para nuestras áreas periféricas y la población de escasos recursos. Estas relaciones incluyen Nuestra Alianza de Willits, Action Network, First Five Mendocino, Yuki Trails y Round Valley Indian Health Center, Laytonville Healthy Start Family Resource Center, Consolidated Tribal Health Project, Senior Centers, Family Resource Centers, distritos escolares y otros proveedores de servicios, incluidos los servicios de prevención de BHRS, bienestar comunitario, y extensión móvil. Además, un contrato con NAMI Mendocino para crear conciencia y combatir el estigma. BHRS está buscando subvenciones y otras opciones de financiamiento para expandir los recursos de los Trabajadores de Salud Comunitaria, Promotores y Representantes de Salud Comunitaria. (Financiamiento proporcionado por la Ley de Servicios de Salud Mental y fondos de subvenciones para llegar a poblaciones de escasos recursos para aumentar el acceso a los servicios. Fondos de la Medida B para la Campaña de Reducción del Estigma de NAMI. BHRS busca fondos adicionales para expandirse)

#### 3. Implementar los planes de la Medida B para crear un Centro de Salud Psiquiátrica (PHF), un Centro de Tratamiento Residencial de Crisis (CRT) y un Centro de Entrenamiento Regional de Salud del Comportamiento.

- El Centro de Tratamiento Residencial de Crisis y el Centro de Entrenamiento Regional de Salud del Comportamiento están terminados y en funcionamiento. BHRS ha desarrollado anuncios y material de medios para aumentar el uso de las instalaciones. El Centro de Salud Psiquiátrica se encuentra en las etapas de planificación y demolición. El personal de BHRS y de las instalaciones de servicios generales ha estado trabajando con Nacht & Lewis, AECOM y Telecare en la planificación y construcción del PHF. La instalación está aprobada para su construcción en 131 Whitmore Lane, Ukiah. La fecha prevista de finalización de la construcción es junio de 2025 (financiamiento proporcionado por la Medida B).



## Salud del Comportamiento y Servicios de Recuperación (BHRS) - Pagina 4

### **4. Colaborar con todos los departamentos de salud y servicios humanos del condado para asegurar fondos de subvenciones adicionales de fuentes estatales y federales para abordar las necesidades de salud conductual del condado.**

- BHRS continúa investigando y solicitando fondos de subvenciones para aumentar los programas y apoyos para las necesidades de salud conductual. En el año fiscal 21/22, BHRS solicitó 35 subvenciones y recibió 32 subvenciones. BHRS ha trabajado con otros departamentos del condado y agencias comunitarias para solicitar subvenciones. Para el año fiscal 22/23, BHRS planea continuar solicitando subvenciones y también trabajar con otros departamentos del condado y agencias comunitarias. (La financiación se proporcionaría a través de fondos de subvención)

# QUARTERLY RECRUITMENT INFORMATION

July 1, 2022 through September 30, 2022



**Recruitments in Process:** Includes 24 in process recruitments carried over from 2nd quarter

**Requisitions Received:** Requisitions are submitted by departments to begin a recruitment or receive an established candidate list (referral)

**Applications Received:** All received during the reporting timeframe

**Examinations:** Count includes Written (8), Performance (2), Unassembled (91)

**Certification of Candidate:** A certification is an established candidate list sent to departments for interview and hire selection

**New Hires & Separations:** Includes 43 regular and 16 extra-help with 51 regular and 6 extra-help separated during reporting timeframe

Information on the Civil Service Commission and Rules may be found here—<https://www.mendocinocounty.org/government/human-resources/civil-service-commission>



# Attachment 2

## Mendocino County High-Churn Rate Classifications

Oct 2021 - Oct 2022

**Churn Rate for classifications of 5 or more allocated with >30% vacancies within last 12 months**

\*Vacancies include positions that were vacant prior to and within the last 12 months (as of Oct 2021)

\*\*HNSA denotes the 3 departments DSS, PH, BHRS that made up the agency

**Churn Rate = number of vacated positions divided by number of total allocated positions within last 12 months**

Classification	Allocated positions	# Vacant positions as of Oct 1, 2022	Current % Vacant	# Vacancies within last 12 months*	# Vacated positions within last 12 months only	Vacated within 12 months Rate	Churn Rate past 12 months	Department
Social Worker IV-C	5	4	80.0%	7	6	120.0%	140.0%	DSS
Administrative Assistant	13	4	30.8%	13	13	100.0%	100.0%	VARIOUS
Screeener	13	3	23.1%	13	13	100.0%	100.0%	DSS
Program Specialist II	17	2	11.8%	17	16	94.1%	100.0%	VARIOUS
Sr Public Health Nurse	8	4	50.0%	8	7	87.5%	100.0%	PH
Staff Assistant III	51	24	47.1%	46	32	62.7%	90.2%	VARIOUS
Planner II	10	2	20.0%	9	9	90.0%	90.0%	PBS/CANNABIS
Secretary	9	4	44.4%	8	8	88.9%	88.9%	VARIOUS
Administrative Secretary	8	5	62.5%	7	7	87.5%	87.5%	VARIOUS
Supervising Staff Assistant	7	5	71.4%	6	5	71.4%	85.7%	HNSA**
Employ & Training Worker II	10	0	0.0%	8	8	80.0%	80.0%	DSS
Mental Health Rehab Specialist	10	4	40.0%	8	4	40.0%	80.0%	BHRS
Account Specialist III	28	5	17.9%	22	20	71.4%	78.6%	VARIOUS
Sr Program Specialist	25	8	32.0%	19	15	60.0%	76.0%	HNSA**
Account Specialist II	8	3	37.5%	6	4	50.0%	75.0%	DSS
Social Worker Assistant II	44	22	50.0%	33	20	45.5%	75.0%	DSS
Staff Assistant II	22	5	22.7%	16	15	68.2%	72.7%	VARIOUS
Sr Department Analyst	23	2	8.7%	16	14	60.9%	69.6%	VARIOUS
Deputy Public Defender IV	12	3	25.0%	8	7	58.3%	66.7%	PUBLIC DEFENDER
Social Worker IV-B	57	16	28.1%	37	36	63.2%	64.9%	DSS
Code Enforcement Officer II	11	5	45.5%	7	7	63.6%	63.6%	PBS
Eligibility Specialist II	41	9	22.0%	24	16	39.0%	58.5%	DSS
Substance Abuse Counselor II	12	7	58.3%	7	3	25.0%	58.3%	BHRS
Juvenile Corrections Officer	19	6	31.6%	11	5	26.3%	57.9%	PROBATION
Road Maintenance Worker IV	39	17	43.6%	22	15	38.5%	56.4%	DOT
Corrections Deputy	51	19	37.3%	28	22	43.1%	54.9%	MCSCO
Deputy District Atty IV	15	4	26.7%	8	7	46.7%	53.3%	DA
Sr Program Manager	22	4	18.2%	11	10	45.5%	50.0%	HNSA**
Program Administrator	26	6	23.1%	13	9	34.6%	50.0%	VARIOUS
Eligibility Specialist III	27	6	22.2%	13	13	48.1%	48.1%	DSS
Legal Secretary II	28	6	21.4%	13	10	35.7%	46.4%	VARIOUS
Eligibility Specialist Supervisor	11	3	27.3%	5	5	45.5%	45.5%	DSS
Deputy Probation Officer II	28	9	32.1%	12	7	25.0%	42.9%	PROBATION
Planner III	12	0	0.0%	5	5	41.7%	41.7%	PBS/CANNABIS
Department Analyst II	18	1	5.6%	7	6	33.3%	38.9%	VARIOUS
Deputy Sheriff Coroner II	52	13	25.0%	20	16	30.8%	38.5%	MCSCO

## **Auditor-Controller Positions Update**

### **ACTTC Request and Needs:**

1. Allow ACTTC to use Sr. Admin Analyst, exclusively used by Executive Office
2. This person needs to perform high level analyst work 50% of the time and Treasury work 50% of the time
3. This person needs to supervise
4. No licensing and or certifications required
5. No treasury or investment experience required
6. Wants this person to be at-will

### **HR's work so far:**

1. Reviewed Sr. Admin Analyst class spec for relevance to ACTTC's use of the class – revision of the class specification (class spec) would be required because the current class spec does not cover significant duties requested by ACTTC
2. Drafted a revised version of Sr. Admin Analyst class spec to include treasury duties (majority of previously drafted Treasury Manager) and other specific analyst duties
3. Review of revised Sr. Admin Analyst class spec showed different levels of work within the class spec, higher levels of work identified in treasury related duties
  - a. Basically, combining the majority of duties of a manager class spec and an analyst class spec defaults to the higher level of work, which is a problem with the current Sr Admin Analyst class spec level of work.
  - b. Recommend considering a different class spec at the appropriate level of work.
4. Conducted a point-factoring of Sr. Admin Analyst, Treasury Manager (draft), and Program Administrator to determine significance of level of work among class specs
  - a. Point-factoring resulted in Sr. Admin Analyst with a lower score than both Treasury Manager and Program Administrator (tied)
5. ACTTC's request to have an at-will unrepresented classification for the work being requested is not justified as it does not meet the requirements in County Code, nor the requirement for Approved Local Merit System (ALMS) standards in California Code.
  - a. During a 2017 ALMS audit, HR's response to at-will appointment questions identified categories of employees in line with ALMS requirements reflected in County Code and those positions involved in County strategic planning, labor negotiations, and labor relations activities who could be at-will unrepresented.

### **HR recommendations at this time:**

1. Long-term solution: Since it's not appropriate to use the Sr. Admin Analyst for ACTTC, create a new classification, Supervising Treasury Analyst, to meet the combined treasury and analytical needs
  - a. Would require taking to Civil Service Commission (CSC) and Board of Supervisors(BOS) approval. CSC does not have a quorum for most of November, HR can survey the commissioners to see if a special meeting the last week of November could work. If the CSC meets then, the item can go to the BOS on December 13<sup>th</sup>.
  - b. There is no position available in ACTTC to underfill this position, highest level vacant position Deputy Treasurer Tax Collector. Adjustment to position allocation table is needed.
  - c. ACTTC org structure needs to be determined so that appropriate classifications can be allocated.
2. Short-term solution: Hire for extra help Program Administrator – can be recruited immediately
  - a. Program Administrator is the most appropriate current classification that could be used for what the ACTTC needs until a new class spec is created. This position provides for analytical work as well as program oversight.

## **Mendocino County 2022 Labor Update**

From the outset of negotiations over successor Memorandum of Understandings, the County has sought a “pause” on across the board increases for the year. The need for a pause is the result of several critical events.

First, the County is facing deficits due to (1) a nearly \$5 million shortfall in the County’s self-insured medical plans; (2) a \$3.5 million decline in anticipated cannabis tax revenues; and (3) sluggish growth in other revenue sources. Unfortunately, the Non-Departmental Revenue is not expected to rebound, with the County projecting further decreases in Cannabis Tax revenue, only marginal gains in Property Tax, and no gains in Sales Tax revenue.

Second, while the County made great strides since 2019 in bringing employees’ wages closer to market, these gains have outstripped the County’s revenues. The County paid its employees three (3) across-the-board wage increases, also known as cost-of-living adjustments or COLAs, totaling over 9% from 2019 to 2021. Looking at the surrounding labor market – the cities of Santa Rosa and Ukiah, and eight neighboring counties,<sup>1</sup> including the more affluent counties of Napa and Sonoma -- the median, across-the-board wage increase for that same period was 5.8%, meaning that Mendocino gave 3.2% above what its neighbors offered for COLAs.<sup>2</sup> Mendocino County was one of only three of those jurisdictions that chose to consistently provide COLAs throughout the pandemic, recognizing the sacrifices County employees were making during this difficult time. Additionally, based on a compensation study conducted by Koff & Associates in 2019, the County also gave special wage increases, commonly referred to as market adjustments, to employee classifications that the study identified as being particularly behind the market. As a result of both the COLAs and the Koff market adjustments, the County’s total compensation (salaries + benefits) went from being 7.5% *below* the market median in 2019 to being just over 3% *above* the median at the beginning of 2022.

Third, the County was asking for time to address the critical problem posed by the recurring shortfalls in the employee medical insurance program. The County has used that time wisely, as the County and its labor partners have agreed to fixing a significant structural problem with its health plan by moving from being self-funded to being fully funded to prevent any large claim or large amount of claims draining the County’s coffers. The County has also set aside \$4.6 million in ARPA funds to avoid using scarce general fund dollars to pay for the medical plan deficit. The County has also asked all employee organizations to participate in meet and confer with the mutual goal of developing lower cost health plan alternatives so that health plan costs remain affordable for employees and the County. Finally, the County has agreed to “freeze” health plan premium increases for all employees until Fiscal Year 23-24. Had the rates not been frozen, under

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<sup>1</sup> One labor organization’s contract provides that Mendocino County shall use the following agencies when conducting a salary survey: El Dorado County, Humboldt County, Lake County, Napa County, Nevada County, Sonoma County, Sutter County, Yolo County, and the cities of Santa Rosa and Ukiah.

<sup>2</sup> These figures compare miscellaneous, non-management employees, and omit safety classifications such as fire and police.

existing employee agreements they would have increased up to 16% in a year in which the County is not giving across the board pay increases.

Finally, while the wage increases due to the Koff study were, in many cases, up to 20% over three years, the Koff study also shifted the alignment of classes, resulting in compaction and changes to traditional relationships between classes. Other classes simply did not receive sufficient increases to enable the County to compete for talent. While the County is not offering across the board increases this year, it is actively working to fix these problems, conducting market studies for social worker classes, real property assessors, and many other classes.

Although the County has not been able to offer across the board increases, the County is offering a \$3000 one-time payment to every County employee to be paid from ARPA funds. This is equivalent to about 3% of salary for the many County workers. Unfortunately, ARPA funds cannot support base wage rates because such increases carry forward year to year, but the ARPA funds will not.

During the negotiations, the County has fielded many proposals for sources of funds to pay for an across-the-board pay increase. For example, two unions proposed cutting vacant positions; after extensive study, the County showed that aside from positions that have been recently vacated (and are therefore in current recruitments) or are public safety and revenue generating positions, such cuts would not yield material savings. Assertions have also been made that departments are not spending all the money that has been allocated to them; while the County awaits the Auditor Controller/Treasurer Tax Collector's close of the books for FY21-22, the information at our disposal currently does not suggest this has been the case. The County has provided labor partners with all the financial information it has at its disposal, all of which led the County to the conclusion that it cannot commit to a COLA for all County employees at this time. For example, in response to information requests from some labor partners, the County provided customized reports that show the County's FY 21/22 budget for salary and benefits is within a half of a percent of its actual expenditures for the same year – meaning it is unlikely that the County has overestimated expenses or undervalued revenues.<sup>3</sup>

Moreover, any "carry-over" from last year would, by definition, be one-time funds. Again, that increase to the base wages for years to come cannot be funded by one-time funding sources. For that reason, County Policy #32 prohibits General Fund Reserves being used to support recurring operating expenditures such as salaries.

Much has been made of the fact that the County has not closed its books on FY21-22, and therefore, the potential remains that revenues exceeded expectations or expenses were lower. While hope springs eternal, nothing the County has seen so far suggests this will be the case. In fact, the County is anticipating a shortfall in the first quarter of FY22-23.

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<sup>3</sup> This FY21/22 data compared the revised budget figures to the preliminary actuals for all general fund classifications, including public safety.



As the Unions have pointed out, budgeting is an inexact science. For example, projected revenues are just that – projected. Actual revenues could be higher or lower. Unexpected expenditures, such as the jail or the health deficit may arise; new opportunities for grants may arise. This is true in every city and county. However, the question the County must ask is whether there is a reasonable likelihood that money in the general fund will be available to fund across the board increases this year. To date, the County has not seen any evidence to support that view.

Many employees have pointed out that the County needs to raise wages in order to prevent attrition and to attract new talent. The County completely agrees. However, to do so, the County must repair the salary system and medical insurance and address other structural issues. The County remains committed to investing in its employees, retaining those with institutional knowledge, grooming future leaders, and recruiting top talent. By constraining salary increases this fiscal year, the County is seeking to ensure the sustainability of its workforce and safeguarding its ability to provide the public with core services.

During the calendar year 2022 all 8 Memorandum of Understandings with county employee labor organizations were due to expire:

- SEIU - Service Employees' International Union, Local 1021 – June 30, 2022
- Mendocino County Management Association – September 30, 2022
- Mendocino County Department Head Association – August 31, 2022
- MCPEA - Mendocino County Probation Employees' Association, Teamsters Local 856, September 30, 2022
- MCPAA - Mendocino County Public Attorneys' Association, Teamsters Local 856 – June 30, 2022
- Deputy Sheriffs' Association- June 30, 2022
- Mendocino County Law Enforcement Management Association – June 30, 2022
- Mendocino County Association of Confidential Employees – June 30, 2022

To date, three bargaining units have reached an agreement with the County: (1) the Deputy Sheriff's Association (DSA), (2) the Mendocino County Law Enforcement Management Association (MCLEMA); and (3) the Mendocino County Association of Confidential Employees (MCACE), in total approximate increase of \$200,000 annually due to special assignment increases and longevity increases. The remaining units are still at the bargaining table.

To build trust, the County shares the following answers to questions that commonly arise during the labor negotiation process.

### Frequently Asked Questions

- *How is the County spending its ARPA funds? And why isn't the County using ARPA funds to pay for wage increases?*
  - The County was awarded approximately \$16.8 million in American Rescue Plan Act (ARPA) funds. The federal government granted counties flexibility in choosing how they will spend their ARPA funds, provided the funding fits into one of the following four categories: responding to the public health and negative economic impacts of the pandemic; providing premium pay to essential workers; providing government services up to the amount of revenue lost due to the pandemic; and making necessary investments in water, sewer, and broadband infrastructure.
  - The Board's direction was to consider using \$10 million to provide core county services and infrastructure, with another \$300,000 being considered to maintain county parks. The remaining \$1.7 million could be used to hire new staff to pre-covid levels. The FY22/23 adopted budget allocated \$4.6 million to reduce the Health Plan deficit.
  - ARPA is not an ongoing source of revenue, whereas wage increases are ongoing expenses. For example, a 3% wage increase raises the base wage, not only in the year it is granted, but in every subsequent year.
- *We heard that the health plan costs are spiraling upwards. What is the County doing to control costs?*
  - The contracts the County has with its labor partners require the County pay 75% of the costs, and the employees contribute the other 25%. However, as health plan costs have risen, the County has taken on the additional burden by increasing its share of the cost. Since 2016, the County's contribution rate has both exceeded 75% and increased year over year – in FY 20/21 the County's share had increased to 83% of total health plan costs.
  - Rising costs are due to a variety of factors including increases in the number and severity of claims, COVID claims, employees delaying preventative screenings due to COVID, and the cost of medical providers doing business. Even a few people getting very sick can create deficits.
  - At one point this spring, the County expected a \$7 million shortfall for the health plan,<sup>4</sup> so the County took the extraordinary step to bypass the Request For

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<sup>4</sup> As of April 19, 2022, the County projected a ~\$5.7M deficit in the plan for FY21/22, not including an incurred but not reported loss (IBNR) of ~\$2.6M in FY20/21.

Proposal (RFP) process to look for fully insured health plans immediately. Ultimately, the County dedicated \$4.6 million in ARPA funds to address structural problems with the health plan.

- On October 4, 2022, the County's broker, Alliant Insurance Services, Inc., contracted with PRISM for a fully funded health plan that allows employees identical Anthem health care benefits and does not require any change in health care providers. Critically, this rate stability provides the County long term financial stability.
- *What is being done to ensure our communities are safe?*
  - The County's Board of Supervisors has placed a high priority on public safety, while striving to treat all employees equitably. The County must protect public safety staffing, and it has identified at least two ways to help attract and retain Sheriff's Office employees.
  - To help attract top talent, effective May 27, 2022, the Sheriff's Department is offering an innovative hiring bonus. Lateral transfers from other agencies will receive a one-time hiring bonus of \$20,000 upon successful completion of the probationary period.
  - Some have questioned why the County is expanding the jail now. As the Grand Jury recently reported, "The current County jail facilities have served Mendocino County since 1985 and are in need of major renovations. The jail campus has a history of long-standing deferred maintenance. Failure to address these repairs will increase costs and continue to expose the County to potential liabilities." Three prior Grand Jury reports have highlighted deferred maintenance as a long-time problem: 1999-00, 2004-05 and 2005-06. The Jail Expansion Project is costing more because construction costs have skyrocketed since the project costs were originally estimated. Even if the County deferred building the jail, this would not result in funds that could be used for wages. That's because the funds are from a state lease-revenue bond specifically for the design and construction of adult local criminal justice facilities. Mendocino County received \$25 million from the state to construct the new buildings, only requiring the County to pay for a portion of the project.
  - Expanding the jail will help with the Correctional Officer vacancies since the new jail has features that require less staff and thus may reduce officer burnout. As the Grand Jury reported on June 1, 2022, "[T]here are 42 budgeted [Correctional Officer, or "CO"] positions, with 14 vacancies. The COs work 12-hour shifts, five days a week and are frequently called in to work on their scheduled days off."
- *Is the County withholding information from labor partners?*
  - The County has provided far more information than is required by law: the Executive Office Fiscal Unit has created custom reports for the labor partners. This detailed information has been delivered to labor partners and the public. One

customized report concerned open positions, or job vacancies, which the County had to produce by hand because its software does not interface well between the human resources and payroll functions. Some believed that if there were budgeted open positions, eliminating them could free up some cash flow that could fund greater salary increases. However, the hand-produced reports illustrated that in most instances, the open positions were allocated, but not funded; and in the rare instance there was funding behind an open position, the funds came from special sources, so they were earmarked and could not be repurposed to fund other job classifications.

- In July, SEIU filed an Unfair Labor Practice Charge against the County for allegedly withholding information. However, SEIU has since withdrawn the charge.
- *Isn't it true that Mendocino County has a recruitment problem?*
  - By providing three years of 3% COLAs and other market-based increases, the Board has drastically improved the County's labor market position since a county-wide classification and compensation study was released in 2019. However, as many have observed, this is an employee-friendly time to look for new jobs and employers locally and nationally are facing problems recruiting candidates. The County's documented lack of affordable housing makes it especially difficult.
  - To help improve its recruitment efforts, the County will be conducting classification-specific surveys for jobs that pose significant recruitment challenges. The County is also committed to addressing internal wage alignment issues to prevent attrition, improve morale, and ensure that future wage increases are sustainable and equitable.
  - Mendocino County has a 3.1% unemployment rate with the State of California at 3.8%, which also represents not many are looking for employment.

## Attachment 4

West Business Development Center Vendor #1036  
Fort Bragg, CA 95437

Invoice No.: 1758

Invoice for Month: September 2022

Contract: PM-B22-097

Contract: PM-B22-097				Executive Director			Eco Dev Coordinator			Communications			Administration			Senior Advisor			TOTAL INVOICED	Total Staff		
Deliverables				Rate	Time	Total	Rate	Time	Total	Rate	Time	Total	Rate	Time	Total	Rate	Time	Total				
1	Economic Development Capacity																					
	Convene & attend (internal & external) ED stakeholder meetings				\$ 130.00	10.00	\$ 1,300.00	\$ 90.00		\$ -	\$ 90.00		\$ -	\$ 75.00		\$ -	\$ 175.00	3.00	\$ 525.00	\$ 1,825.00	13.00	
	Identify, & pursue relevant grant opportunities				\$ 130.00		\$ -	\$ 90.00	6.00	\$ 540.00	\$ 90.00		\$ -	\$ 75.00		\$ -	\$ 175.00		\$ -	\$ 540.00	6.00	
	Provide regular BOS and Committee reports-updates				\$ 130.00	3.00	\$ 390.00	\$ 90.00		\$ -	\$ 90.00		\$ -	\$ 75.00	2.00	\$ 150.00	\$ 175.00		\$ -	\$ 540.00	5.00	
	Establish & manage online ED portal				\$ 130.00		\$ -	\$ 90.00		\$ -	\$ 90.00	8.00	\$ 720.00	\$ 75.00		\$ -	\$ 175.00		\$ -	\$ 720.00	8.00	
	Create & manage quarterly ED newsletter				\$ 130.00		\$ -	\$ 90.00		\$ -	\$ 90.00	6.00	\$ 540.00	\$ 75.00	2.00	\$ 150.00	\$ 175.00		\$ -	\$ 690.00	8.00	
	Internal & External Economic Development Point-of-Contact				\$ 130.00		\$ -	\$ 90.00		\$ -	\$ 90.00		\$ -	\$ 75.00		\$ -	\$ 175.00	3.00	\$ 525.00	\$ 525.00	3.00	
	Economic Development Capacity Task Total:					13.00	\$ 1,690.00		6.00	\$ 540.00		14.00	\$ 1,260.00		4.00	\$ 300.00		6.00	\$ 1,050.00	\$ 4,840.00	43.00	
2	Business Recruitment & Retention																					
	Business recruitment & retention navigator				\$ 130.00	4.00	\$ 520.00	\$ 90.00		\$ -	\$ 90.00	4.00	\$ 360.00	\$ 75.00		\$ -	\$ 175.00		\$ -	\$ 880.00	8.00	
	Business development technical assistance				\$ 130.00	3.00	\$ 390.00	\$ 90.00		\$ -	\$ 90.00		\$ -	\$ 75.00		\$ -	\$ 175.00		\$ -	\$ 390.00	3.00	
	Business toolkit development				\$ 130.00		\$ -	\$ 90.00		\$ -	\$ 90.00		\$ -	\$ 75.00		\$ -	\$ 175.00		\$ -	\$ -	0.00	
	Business Recruitment & Retention Task Total:					7.00	\$ 910.00		0.00	\$ -		4.00	\$ 360.00		0.00	\$ -		0.00	\$ -	\$ 1,270.00	11.00	
3	Workforce Development																					
	Convene & collaborate with workforce stakeholders				\$ 130.00		\$ -	\$ 90.00	3.00	\$ 270.00	\$ 90.00		\$ -	\$ 75.00		\$ -	\$ 175.00		\$ -	\$ 270.00	3.00	
	Design & execute Mendocino Works campaign				\$ 130.00		\$ -	\$ 90.00		\$ -	\$ 90.00		\$ -	\$ 75.00		\$ -	\$ 175.00		\$ -	\$ -	0.00	
	Workforce Development Task Total:					0.00	\$ -		3.00	\$ 270.00		0.00	\$ -		0.00	\$ -		0.00	\$ -	\$ 270.00	3.00	
	Other Direct Costs																					
	Marketing/Media				\$ -																\$ -	
Conferences/Travel				\$ 218.13																\$ 218.13		
Other Direct Costs:				\$ 218.13																\$ 218.13		
Grand Total:				\$ 6,598.13																\$ 6,598.13	57.00	



## Attachment 4

### MONTHLY DETAIL FOR: Sept.

#### (1) Economic Development Capacity:

- Presented update to the County of Mendocino BOS on our Economic Development work and adoption of CERF partnership letter.
- Local jurisdictions economic development coordination: Craig Schlatter, Community Development (Ukiah) and Dusty Duley, Community Development (Willits) Sarah McCormick, Fort Bragg
- Presenting on blue economy with Mendo College and Noyo Center and part of organization team coordinating the creation of the virtual Redwood Regional Economic Summit (Sept. 22-23).
- Maintaining Blue Economy momentum by coordinating and convening monthly Noyo Ocean Collective (City of FB, Mendo College, Noyo Center, Sherwood tribe, Noyo Harbor district West Center).
- Convened climate action organizations to apply for Strategic Growth Council application. West would be the fiscal administrator of the grant. (Climate action Committee, Grassroots Alliance Coyote Valley Tribe, Noyo Center City of Ukiah)
- Coordinated with PBS Director Julia Krog to review SCP Geo Zone Program, strategize outreach and discuss potential digital/website improvements to planning services access
- Presented outreach concepts to the County Museum Board for better public engagement.
- Coordination and execution of redwood economic summit (Sept 22-23) Hosted 3 workshop sessions and 2 live in person events inland and coastal

#### Establish & manage online ED portal

- Developed new digital resources to highlight economic development activities in our region .
  - oCERF Regional Planning
  - oMendocino Blue Economy
- Expanded economic Development newsletter Content
  - oCity jurisdiction highlights/events
  - oFunding Opportunities

#### (2) Business Recruitment & Retention:

- Hosted successful Capital Summit (30 businesses /8 Lenders) event on Aug.10. The lending agencies spoke, and the participation was excellent -- Drafted support letter for, Wave Powered Desalination Demonstration Project Grant Application
- Coordinated with Sonoma Clean Power on strategic economic development opportunities (clean energy training/climate resilient power and housing alternative/vocational training /GeoZONE). Toured the Sonoma Clean Power (SCP) Energy Center in Santa Rosa.
  - oReceived technical briefing from SCP GeoThermal Director on strategic development pathway and economic development potential for Mendocino County
  - oSupporting the establishment of Mendocino County SCP site locations and outreach.
- Oneka Desalination project: support of permitting process and potential funding
- Initial engagements on Business expansion/Retention: LEEF industries, Rose HVAC

## Attachment 4

### (3) Workforce Development:

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- Collaborating on developing a training program for the next generation of sustainable home system service technicians with Sonoma Clean Power

### (4) Other Direct Costs:

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Travel to Santa Rosa for SCP meeting and to Ukiah for Redwood Economic Summit planning

## Mendocino County Strategic Plan 2022-27 Ad Hoc: J.Haschak and G. McGourty

INTERNAL DRAFT

<b><i>I. An Effective County Government/Team</i></b>	<b><i>Funding</i></b>	<b><i>Status</i></b>
<b>A. Define clear roles, responsibilities, and processes for government leadership</b>		
1. Make determinations about key roles for county governance, including the CEO/CAO and County elected officials.	Currently Funded	
2. Create operating agreements for how the Supervisors will work with one another and with the CAO/CEO, County elected officials, and Department Heads.	Currently Funded	
3. In collaboration, Supervisors, Department Heads, CAO/CEO, and other elected County leaders create a Code of Conduct that defines acceptable behavior and sets expectations for accountability.	Currently Funded	
4. Create groupings of departments with similar functions and assign Supervisors as liaisons with the Department Heads from those groups to conduct regular meetings that promote healthy communication and greater cooperation across departments.	Currently Funded	
5. Identify an organizational leader to work closely with Department Heads and CEO/CAO Office to guide the implementation of the strategic plan by establishing responsibilities, priorities, and annual budgets.	Keeping an eye out for \$\$ & Partners	
<b>B. Create a thriving organizational culture</b>		
1. Attract and retain the best employees by identifying why people join, stay, and leave County government and making needed improvements informed by annual surveys for current employees and exit interviews for all departing employees.	Currently Funded	The County implemented Anniversary and Exit surveys in June 2022, to get anonymous feedback from employees about their experiences working at the County.
2. Invest in employee professional growth and retention by continuing to offer high quality training, development, and leadership programs.	Currently Funded	Participating in NACo High Performance Leadership Academy CSAC training has been recently completed by several members of the fiscal team. One member is currently enrolled in NACO HP Leadership
3. Create a compensation and benefits philosophy, participate in salary surveys, and complete competitive market matching every two years. Adjust wages as appropriate.	Currently Funded	
4. Continue Department Heads meetings. Department Heads integrate the County's Leadership Philosophy into the development and implementation of management practices. Department Heads take accountability for ensuring that staff demonstrate effective leadership behaviors throughout the organization.	Currently Funded	Standing Department Head meetings are held on the first Wednesday of the month.
5. Strengthen the County's Leadership Initiative and High-Performance Organization culture through the implementation of projects, coaching, and performance improvement initiatives that promote leadership at all levels with support from senior leaders and the Board of Supervisors.		Participating in NACo High Performance Leadership Academy Members who have not yet attended CSAC trainings are encouraged to do so.

## Mendocino County Strategic Plan 2022-27 Ad Hoc: J.Haschak and G. McGourty

INTERNAL DRAFT

<b>C. Implement new approaches to demonstrate our commitment to Diversity, Equity, and Inclusion (DEI)</b>		
1. Adopt definitions and create a shared understanding of what diversity, equity, and inclusion mean.	Currently Funded	
2. Appoint an Equity Officer who will create a multi-year plan to address disparities in treatment of County employees due to race, ethnicity, and other protected classes.	Keeping and eye out for \$\$ & Partners	
3. Launch DEI training for County leadership, beginning with the Board of Supervisors and CAO/CEO. Provide coaching, toolkits, and other resources, as needed.	Keeping and eye out for \$\$ & Partners	Negotiations are currently in process for a DEI training in early 2023.
4. Broaden the list of organizations invited to contract with the County to include a more diverse set of organizations.	Currently Funded	
5. Develop a consultation policy with the ten federally recognized Tribes to build deeper working relationships.	Currently Funded	
6. Through the guidance of the Equity Officer, review existing processes and policies in every department to determine adverse impact against County residents who are Black, Indigenous, and People of Color in service delivery or access.	Currently Funded	
7. Boost pay premium for bilingual employees who use multiple languages in their positions.	Keeping an eye out for \$\$ & Partners	Negotiations are in process with the different Bargaining Units.
8. Implement strategic job outreach and recruitment efforts to attract a more diverse candidate pool.	Currently Funded	
<b>D. Improve operational efficiency by streamlining processes and implementing technology-based solutions</b>		
1. Redesign the hiring process to drastically reduce cycle time from open requisition to new employee start date.	Currently Funded	
2. Evaluate the existing portfolio of County software and applications based on pre-determined criteria including reliability and ease of use, among others. Identify and prioritize the software that needs to be updated and budget for it accordingly.	Currently Funded	Secured a grant that will fund the purchase and implementation of a county wide grants management software. Currently looking at software (Client First is coordinating) implementations to improve the payroll process, budget development, and budget book and transparency software.
3. Audit core processes for conducting business in every department to determine where technology can support organizational effectiveness and efficiencies. Perform a cost-benefit analysis of moving to a technology-based solution and prioritize investments across departments.	Currently Funded	Have assisted departments to implement a time saving upload for time entry as part of the payroll process.
4. Establish expectations for every department to complete a minimum of one process improvement project each year to improve efficiencies, reduce costs, and increase customer service.	Currently Funded	
<b>E. Implement practices that support a sustainable environment and responsible stewardship of natural resources</b>		

## Mendocino County Strategic Plan 2022-27 Ad Hoc: J.Haschak and G. McGourty

INTERNAL DRAFT

1. Strengthen internal communications to provide equitable access and increased understanding among County employees of organizational information, budgets, decisions, and emerging changes in direction.	Currently Funded	Trainings are held to education budget officers and other employees on the County's budget process. Several departments have been approached to participate in developing ZBB rollout for FY 2023-24.
2. Identify a Public Information Officer to build an inter-departmental communications team that increases information sharing with the public and conducts periodic public forums with the aim of improving community engagement and trust.	Keeping an eye out for \$\$ & Partners	
3. Simplify the County website for ease of use and access to information.	Currently Funded	Consolidation and re-organization of the County Website has started.
4. Offer all County communications, including the website, with a Spanish language option.	Currently Funded	Mendocino County Website has implemented a "Translate" option that translates the website into Spanish.
5. Offer automated and paper-driven processes to serve the needs of diverse communities.	Currently Funded	
6. Proactively initiate collaboration with local jurisdictions to advance priorities identified in the strategic plan.	Currently Funded	
<b>F. Assure financial sustainability of the County</b>		
1. Create a collective approach to grant funding, from research of funding opportunities to spending, with the expectation that all departments will collaborate.	Currently Funded	Secured a grant to fund a .85 FTE personnel costs for 5 years to help with grant funding
2. Identify new sources of money to align with the discretionary funding required to deliver on strategic initiatives.	Keeping an eye out for \$\$ & Partners	Continually searching for grants that may be applicable for various departments within the County
3. Annually, match the cost of implementing strategic planning objectives with available and anticipated funding to ensure that priorities can be achieved.	Keeping an eye out for \$\$ & Partners	Fiscal is always looking for, soliciting, and listening to, ideas that could improve the County's financial position.
<b>II. A Safe &amp; Healthy County/Team</b>		
<b>A. Provide a person-centered approach to help under-resourced individuals and families thrive</b>		
1. Enhance collaboration among departments to provide a one door approach to services so community members can access services from multiple departments through one point of entry.	Currently Funded	
2. In partnership with Family Resource Centers, Consolidated Tribal Health, and other local community-based organizations, design and implement approaches to providing individuals and families easier access to programs and services that match their needs, including providing both printed and online information and satellite offices.	Currently Funded	
3. Support community partners' efforts to achieve food security and improved nutrition among County residents.	Currently Funded	
4. Increase access to services and resources to enable older adults to age in place.	Currently Funded	



## Mendocino County Strategic Plan 2022-27 Ad Hoc: J.Haschak and G. McGourty

INTERNAL DRAFT

<b>B. Deliver culturally relevant public health services that focus on prevention and are guided by social determinants of health</b>		
1. Review public health programs to be sure they are based on sound research, lead to positive results, and focus on prevention.	Currently Funded	
2. Develop a strategy for how best to engage Community Health Workers (CHWs) to conduct culturally responsive interventions throughout the County and to build the public health professional workforce.	Currently Funded	
3. Fill open requisitions to ensure adequate staffing for effective program delivery.	Keeping an eye out for \$\$ & Partners	
4. Implement the Public Health Department's six strategic priorities to improve emergency preparedness, external communication, immunizations, organizational culture, prevention, and collaboration among staff and community partners.	Keeping an eye out for \$\$ & Partners	
<b>C. Increase access to behavioral health services nt public health services that focus on prevention and are guided by social determinants of health</b>		
1. Increase partnerships and collaboration with community partners, including Tribes and Latinx groups, and law enforcement to deliver services to people in need.	Currently Funded	
2. Engage Community Health Workers, Promotores, and Community Health Representatives to communicate with under-resourced populations to help increase access to mental health services and reduce the associated stigma.	Currently Funded	
3. Implement Measure B plans to create a Psychiatric Health Facility (PHF), Crisis Residential Treatment Facility (CRT), and Behavioral Health Regional Training Center.	Currently Funded	CRT opened on April 25, 2022. Behavioral Health Regional Training Center opened on April 26, 2022.
4. Collaborate across County health and human services departments to secure additional grant funding from state and federal sources to address the County's behavioral health needs.	Currently Funded	
<b>D. Help people feel safe in their communities</b>  <b>BOS: J. Haschak &amp; M. Mulheren</b> <b>Task Force: B. Bourassa &amp; K S. Ford</b> <b>Potential Partners: Jenine Miller, BHRS, Rich Molinari, Animal Care Services, Jeffrey Aaron, PD, Social Services, CSA, DOT</b>		
1. Continue to develop and implement innovative approaches for law enforcement organizations and criminal justice partners to work in coordination with other County departments and community-based organizations to reduce recidivism and incarceration.	Currently Funded	
2. In collaboration with schools, nonprofits, employers, Tribes, and other organizations, continue to implement multiple types of collaborative community-oriented law enforcement solutions based on best practices in public safety to increase citizen engagement and understanding.	Keeping an eye out for \$\$ & Partners	
3. Identify and implement strategies that prevent youth entry into the criminal justice system.	Keeping an eye out for \$\$ & Partners	

## Mendocino County Strategic Plan 2022-27 Ad Hoc: J.Haschak and G. McGourty

INTERNAL DRAFT

<b>E. Implement practices that support a sustainable environment and responsible stewardship of natural resources</b>		
1. Develop a strategy for a sustainable water supply that includes the identification of potential new sources of water, expansion of existing surface water delivery systems, and storage.	Currently Funded	<p>Develop a strategy for a sustainable water supply that includes the identification of potential new sources of water, expansion of existing surface water delivery systems, and storage.</p> <p>In process – following are a few of the steps taken to date</p> <ul style="list-style-type: none"> <li>•Drought Ad Hoc was merged into Public Health, Safety, and Resource Standing Committee</li> <li>•Multiple surveys have been sent to water purveyors to identify needs</li> <li>•BOS appropriated for FY22/23, \$250,000 of the PG&amp;E Disaster Settlement funds, which were earmarked for drought, to hire a consultant and to help create a Mendocino County Water Resource Team and to work in connection with the UC Extension</li> <li>•Multiple grants have been obtained by various agencies throughout Mendocino County to help with strategies for sustainable water supplies</li> </ul>
2. Reduce the carbon footprint of County facilities and operations by installing solar microgrids, purchasing electric vehicles, reducing the use of fossil fuels, installing electric charging stations in select County parking lots, and implementing other practices.	Keeping an eye out for \$\$ & Partners	
3. Support sustainable forestry, agriculture, and landscapes as a County policy with a focus on lowering carbon emissions.	Currently Funded	
4. Collaborate with local Tribes to incorporate Tribal perspectives on environmental management, integrating Tribal traditions to inform natural resource conservation practices, long-term stewardship, and maintenance of our resources.	Keeping an eye out for \$\$ & Partners	
<b>III. A Thriving Economy/Team</b>		
<b>A. Support a vibrant economy</b>		
1. Collaborate with economic development partners, including local jurisdictions and Tribes, to identify actions the County can take to support their business development, expansion, and attraction goals.	Currently Funded	
2. Implement policies and practices to make it easier for businesses to start-up and expand.	Currently Funded	
3. Support policies to encourage legal cannabis cultivation operations, while ensuring aggressive code enforcement for unpermitted cannabis facilities.	Keeping and eye out for \$\$ & Partners	
<b>B. Support increased housing stock at a range of affordability levels</b>		

## Mendocino County Strategic Plan 2022-27 Ad Hoc: J.Haschak and G. McGourty

INTERNAL DRAFT

1. Explore the creation of a workforce housing initiative and other creative programs to enable County employees to be able to afford to live in Mendocino County.	Currently Funded	
2. Identify one County executive with the responsibility to implement a wide array of housing programs, including market-rate housing and housing for unsheltered residents, as well as to identify and acquire additional State and Federal grants.	Keeping an eye out for \$\$ & Partners	
3. Interview developers and housing industry stakeholders and develop a plan to reduce barriers and time relative to permitting, as allowed within the parameters of California State laws.	Currently Funded	
4. Work with water and sewer districts to identify and prioritize expansion of services where needed to facilitate the increased density of housing development.	Currently Funded	
5. Discover and implement strategies to provide permanent and temporary housing opportunities and supportive services for people who are unhoused.	Keeping an eye out for \$\$ & Partners	
6. Implement online permitting processes and record searching functions to streamline construction and provide the County with additional sources of revenue.	Keeping an eye out for \$\$ & Partners	
7. Create forums and dialog with County residents about the value of and need for housing and commercial opportunities.	Currently Funded	
<b>C. Ensure that affordable and reliable broadband communication is available to all County residents</b>		
1. Identify a County employee to serve as the Broadband Manager to advance and coordinate multiple broadband initiatives with partner organizations, including identifying funding sources, obtaining funding, developing strategies, mobilizing resources, and managing negotiations.	Keeping an eye out for \$\$ & Partners	Steve Dunncliff and Tony Rakes have been working on this Sara Pierce on the fiscal component/grants
2. Partner with Broadband Alliance of Mendocino County, cell companies, Tribes, and others to improve access to broadband, wireless, and cell services.	Keeping an eye out for \$\$ & Partners	Steve Dunncliff and Tony Rakes have been working on this Sara Pierce on the fiscal component/grants
<b>IV. A Prepared and Resilient County/YTeam</b>		
<b>A. Increase disaster/emergency preparedness and resiliency</b>		
1. Revise the County's Emergency Operations Plan to be consistent with current County ordinances and emergency powers and implement accordingly to ensure 24/7 readiness of the County's Emergency Operations Center (EOC).	Currently Funded	
2. Develop a site for a permanent EOC, supplemented by mobile and/or satellite facilities, with necessary, up-to-date equipment.	Keeping an eye out for \$\$ & Partners	OES has submitted a grant application to purchase a van and required equipment to operate as a mobile facility. Grant has not been awarded, we are awaiting to see if this has been awarded.

## Mendocino County Strategic Plan 2022-27 Ad Hoc: J.Haschak and G. McGourty

INTERNAL DRAFT

3. Provide ongoing training to ensure that existing employees are prepared to seamlessly operate the EOC at any time.	Keeping an eye out for \$\$ & Partners	MCSO and the EO held 1 EOC training with all EOC staff on 6/16/2022. OES conducted a virtual EOC meeting on 8/28/2022.
4. Coordinate with community disaster response organizations, Tribes, and other community- and faith-based organizations to post social media messages, provide training programs, and conduct public meetings in English and Spanish throughout the County on the topic of emergency preparedness.	Keeping an eye out for \$\$ & Partners	
5. Develop a comprehensive wildfire management plan for the County.	Keeping an eye out for \$\$ & Partners	
<b>B. Ensure access to rural fire protection and emergency medical services</b>		
1. Support recruitment efforts of firefighters for paid and volunteer fire departments.	Currently Funded	
2. Work with the Mendocino County Fire Safe Council to develop Neighborhood Fire Safe Councils in communities throughout the County.	Currently Funded	This is continual - MCFSC was awarded \$600,000 over 5 years for operation. The EO Budget Team has prioritized funding of the FSC, in the past.
3. Seek funding to increase the number of available ambulances with advanced life support features.	Keeping an eye out for \$\$ & Partners	
<b>C. Improve and maintain transportation and road systems/access routes</b>		
1. Identify supplemental funding sources to implement priority road system improvements.	Keeping an eye out for \$\$ & Partners	
2. Determine the feasibility of increasing Mendocino Transit Authority routes and access points and implement changes accordingly.	Currently Funded	
3. Encourage the development of road associations through public education and support.	Currently Funded	
4. Identify, prioritize, and pursue funding for secondary emergency access routes for areas with single in and out access to improve disaster response.	Keeping an eye out for \$\$ & Partners	

Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	IN PROCESS	Progress/Updates
22-27c	10/4/2022	4G)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION TO STAFF REGARDING CANNABIS AD HOC RECOMMENDATIONS; ACCEPTANCE OF FINAL REPORT OUT OF THE CANNABIS AD HOC COMMITTEE; AND DISBANDMENT OF THE CANNABIS AD HOC COMMITTEE - SPONSOR: SUPERVISOR HASCHAK AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to refer Cannabis Ad Hoc Memo Points 8, 9, 11, and 12 to the General Government Committee	Cannabis	IN PROCESS	
22-27b	10/4/2022	4G)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION TO STAFF REGARDING CANNABIS AD HOC RECOMMENDATIONS; ACCEPTANCE OF FINAL REPORT OUT OF THE CANNABIS AD HOC COMMITTEE; AND DISBANDMENT OF THE CANNABIS AD HOC COMMITTEE - SPONSOR: SUPERVISOR HASCHAK AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to refer Cannabis Ad Hoc Memo Point 3 to the General Government Standing Committee.	Cannabis	IN PROCESS	
22-27a	10/4/2022	4G)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION TO STAFF REGARDING CANNABIS AD HOC RECOMMENDATIONS; ACCEPTANCE OF FINAL REPORT OUT OF THE CANNABIS AD HOC COMMITTEE; AND DISBANDMENT OF THE CANNABIS AD HOC COMMITTEE - SPONSOR: SUPERVISOR HASCHAK AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct staff to ensure an expeditious approach to reviewing applications, not get lost in minutia, take actions that don't result in clawback of funds, and be as reasonable as possible.	Cannabis	IN PROCESS	
22-26	10/4/2022	4D)	DISCUSSION AND POSSIBLE ACTION INCLUDING RECOMMENDATION FROM THE MENDOCINO COUNTY PUBLIC HEALTH DEPARTMENT TO THE MENDOCINO COUNTY BAARD OF SUPERVISORS TO ESTABLISH A PUBLIC HEALTH ADVISORY BOARD - SPONSORS: PUBLIC HEALTH	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct Assistant County Counsel Scott to revise Article 3 Section 1 of the draft bylaws to include that at least one member of the public from each Supervisorial District be appointed.	County Counsel	IN PROCESS	
22-25d	9/20/2022	4E)	DISCUSSION AND POSSIBLE ACTION INCLUDING REVIEW AND DIRECTION TO STAFF ON THE SPACE NEEDS ASSESSMENT OF COUNTY OWNED FACILITIES - SPONSOR: GENERAL SERVICES AGENCY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct staff to look into the current child support services building and proceed with analysis regarding the purchase of that building.	General Services Agency	IN PROCESS	11/1/22 - General Services Agency is coordinating meetings with stakeholders to discuss historical aspects associated with building acquisition.
22-25c	9/20/2022	4E)	DISCUSSION AND POSSIBLE ACTION INCLUDING REVIEW AND DIRECTION TO STAFF ON THE SPACE NEEDS ASSESSMENT OF COUNTY OWNED FACILITIES - SPONSOR: GENERAL SERVICES AGENCY	Board Directive: GENERAL CONSENSUS OF THE BOARD to relocate the Fort Bragg Public Health Office to the Avala center or another suitable location in Fort Bragg.	General Services Agency	IN PROCESS	11/1/22 - General Services Agency is coordinating meetings with stakeholders to discuss space options for Public Health operations; goal is to have a plan in place by January 2023.
22-25b	9/20/2022	4E)	DISCUSSION AND POSSIBLE ACTION INCLUDING REVIEW AND DIRECTION TO STAFF ON THE SPACE NEEDS ASSESSMENT OF COUNTY OWNED FACILITIES - SPONSOR: GENERAL SERVICES AGENCY	Board Directive: GENERAL CONSENSUS OF THE BOARD to relocate the Cannabis Department to the Willits Justice Center.	General Services Agency	IN PROCESS	11/1/22 - The General Services Agency, Executive Office, IT and Cannabis department have been working on details associated with relocation of Cannabis operations to the Willits Justice Center. Relocation is anticipated to occur in mid November.
22-25e	9/20/2022	4E)	DISCUSSION AND POSSIBLE ACTION INCLUDING REVIEW AND DIRECTION TO STAFF ON THE SPACE NEEDS ASSESSMENT OF COUNTY OWNED FACILITIES - SPONSOR: GENERAL SERVICES AGENCY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct staff to proceed with using Building 35 as the new location for the EOC.	General Services Agency	IN PROCESS	11/1/22 - General Services Agency has prepared the building for occupancy and relocation of the EOC. Anticipate EOC relocation the week of November 7, 2022.
22-24d	9/20/2022	4A)	DISCUSSION AND POSSIBLE ACTION INCLUDING ACCEPTANCE OF PRESENTATION FROM CLIFTON LARSON ALLEN LLP (CLA) REGARDING FISCAL YEAR (FY) 2020/2021 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) - SPONSORS: BUDGET AD HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: BY ORDER OF THE CHAIR direct staff to invite former Auditor-Controller Lloyd Weer to assist in discerning what transpired to get the County into the current financial position it is in with regards to the health plan deficit.	Auditor/Controller/Treasure r-Tax Collector	IN PROCESS	
22-24c	9/20/2022	4A)	DISCUSSION AND POSSIBLE ACTION INCLUDING ACCEPTANCE OF PRESENTATION FROM CLIFTON LARSON ALLEN LLP (CLA) REGARDING FISCAL YEAR (FY) 2020/2021 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) - SPONSORS: BUDGET AD HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct County Counsel to look into whether or not proper procedure was followed by the Auditor-Controller when taking funds from the treasury to cover the health plan deficit.	County Counsel	IN PROCESS	
22-24b	9/20/2022	4A)	DISCUSSION AND POSSIBLE ACTION INCLUDING ACCEPTANCE OF PRESENTATION FROM CLIFTON LARSON ALLEN LLP (CLA) REGARDING FISCAL YEAR (FY) 2020/2021 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) - SPONSORS: BUDGET AD HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct the Budget Ad Hoc to work with the Executive Office Fiscal team to look at the option of using any other available ARPA funds to pay down any additional debt in healthcare plan and return back to the full Board with information.	Budget Ad Hoc/Executive Office	IN PROCESS	10/27/2022 - Part of CEO report on 11/1 will show ARPA funding is fully obligated
22-24a	9/20/2022	4A)	DISCUSSION AND POSSIBLE ACTION INCLUDING ACCEPTANCE OF PRESENTATION FROM CLIFTON LARSON ALLEN LLP (CLA) REGARDING FISCAL YEAR (FY) 2020/2021 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) - SPONSORS: BUDGET AD HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	GENERAL CONSENSUS OF THE BOARD to direct staff to bring back current health insurance deficit information along with the PRISMHealth item.	Human Resources/Executive Office	IN PROCESS	



Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	IN PROCESS	Progress/Updates
22-23p	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct the Budget Ad Hoc to work with the CEO and Auditor-Controller/Tax Collector regarding the resource requests and status updates listed in the Agenda Summary.	Executive Office/Auditor/Controller/Treasurer-Tax Collector	IN PROCESS	
22-23p	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct County Counsel to develop and include a notice that there will be a decrease in payment for invoices submitted late via boilerplate language on contracts going forward.	County Counsel	IN PROCESS	
22-23o	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct CEO to work with the Department Heads and their fiscal units to work with outside vendors on timely, accurate invoicing.	Executive Office	IN PROCESS	
22-23n	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct the Budget Ad Hoc and CEO to look at financial reporting from other counties and return with an example or model.	Executive Office	IN PROCESS	10/27/2022 - In process - working with RGS and Client First.
22-23m	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD direct CEO to notify Department Heads that they are expected to keep financial dept records up to date so Auditor-Controller Treasurer-Tax Collector and Board of Supervisors can generate accurate reports, and if they cant - to explain why	Executive Office	IN PROCESS	
22-23i	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: BY ORDER OF THE CHAIR, direct the Budget Ad Hoc to do trial run to determine if a consultant can generate a report and return to full board with information regarding where the data is located and what results are possible, as well as what the burden on the Auditor-Controller Treasurer-Tax Collector may be.	Budget Ad Hoc	IN PROCESS	
22-23k	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD direct the Auditor-Controller Treasurer-Tax Collector to develop and provide report on the revenue and expense actuals vs budget.	Auditor/Controller/Treasurer-Tax Collector	IN PROCESS	
22-23j	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: BY ORDER OF THE CHAIR, direct the CEO to work with Department Heads to ensure that the Auditor-Controller Treasurer-Tax Collector gets the information they need in a timely manner, on a monthly basis.	Executive Office	IN PROCESS	
22-23i	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: BY ORDER OF THE CHAIR, direct Budget Ad Hoc to work with Auditor-Controller Treasurer-Tax Collector to obtain information regarding any data, formulas, documentation utilized in preparing annual reports, including adjustments, beyond what is in Tyler Munis.	Budget Ad Hoc/Auditor/Controller/Treasurer-Tax Collector	IN PROCESS	
22-23g	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct Budget Ad Hoc to work with the AuditorController Treasurer-Tax Collector and CEO regarding a host-compliance software request for proposal (RFP) and return to the full Board with a plan at a future meeting.	Budget Ad Hoc/Auditor/Controller/Treasurer-Tax Collector / Executive Office	IN PROCESS	

Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	IN PROCESS	Progress/Updates
22-23f	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct the Budget Ad Hoc to work with the Auditor-Controller Treasurer-Tax Collector /CEO on transient occupancy tax audit.	Executive Office/Auditor/Controller/Treasurer-Tax Collector	IN PROCESS	
22-23e	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct the Budget Ad Hoc to work with AuditorController Treasurer-Tax Collector to compile a list of mandated functions of the Auditor-Controller/TreasurerTax Collector and determine what functions are/are not being met.	Budget Ad Hoc/Auditor/Controller/Treasurer-Tax Collector	IN PROCESS	
22-23d	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct Human Resources (HR) to compile a list of all positions, previous positions, vacant positions, and open positions within the Auditor-Controller/TreasurerTax Collectors Office.	Human Resources	IN PROCESS	
22-23c	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct Information Technology (IT) to submit a written list of functions that the Auditor and Assessor are unable to perform due to software.	Information Technology	IN PROCESS	
22-23b	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct Budget Ad Hoc to work with CSAC and RCRC to identify which Financial Data is the most important to have.	Budget Ad Hoc	IN PROCESS	
22-23a	9/13/2022	4B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION FOR AUDITOR--CONTROLLER/TREASURER TAX COLLECTOR TO PROVIDE FINANCIAL INFORMATION REQUEST RESPONSES TO BOARD OF SUPERVISORS BY AGREED UPON TIMEFRAMES - SPONSOR: BUDGET AD-HOC OF SUPERVISOR WILLIAMS AND SUPERVISOR MCGOURTY	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct staff to use the term "Chief Accounting Officer" per government code 26881 throughout our financial documentation.		IN PROCESS	
22-22	8/16/2022	4H)	CHIEF EXECUTIVE OFFICER'S REPORT- SPONSOR: EXECUTIVE OFFICE	Board Directive: GENERAL CONSENSUS OF THE BOARD to direct the Executive Office to bring an item regarding monthly financial reports back to full Board on September 13, 2022.	Executive Office	IN PROCESS	
22-21	8/16/2022	AGENDA ITEM NO. 6 - REPORT OUT OF CLOSED SESSION		Board Directive: GENERAL CONSENSUS OF THE BOARD to Direct staff to come back with a future agenda item regarding a plan to close out positions that are general fund, have been vacant for more than 18 months, are not public safety, and not revenue generating.	Human Resources	IN PROCESS	

Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	IN PROCESS	Progress/Updates
22-20	8/16/2022	4G)	DISCUSSION AND POSSIBLE ACTION INCLUDING APPOINTMENT OF AN AD HOC COMMITTEE REGARDING RESPONSES TO THE 2021-2022 GRAND JURY REPORTS - SPONSORS: COUNTY COUNSEL	<p>Board Directive: FORMATION OF AN AD HOC COMMITTEE comprised of Supervisors Mulheren and Haschak to craft a response to the "Measure B Re-Examined" Grand Jury Report.</p> <p>Board Directive: FORMATION OF AN AD HOC COMMITTEE comprised of Supervisors Haschak and McGourty to craft a response to the "Cannabis Equity Grant Program" Grand Jury Report.</p> <p>Board Directive: FORMATION OF AN AD HOC COMMITTEE comprised of Supervisor Mulheren to craft a response to the "Programs of Last Resort" Grand Jury Report.</p> <p>Board Directive: FORMATION OF AN AD HOC COMMITTEE comprised of Supervisors Haschak and Gjerde to craft a response to the "Mendocino County Jail" Grand Jury Report.</p> <p>Board Directive: FORMATION OF AN AD HOC COMMITTEE comprised of Supervisor Mulheren to craft a response to the "Community Corrections Partnership" Grand Jury Report.</p> <p>Board Directive: FORMATION OF AN AD HOC COMMITTEE comprised of Supervisor McGourty to craft a response to the "Redwood Valley County Water District" Grand Jury Report.</p>	County Counsel	IN PROCESS	
22-19	8/16/2022	Agenda Item #3 - Consent Calendar		<p>GENERAL CONSENSUS OF THE BOARD to direct the Cannabis Department to retrieve invoicing from 4Front Partners and make it available to the Board and the Public.</p> <p>Board Directive: GENERAL CONSENSUS OF THE BOARD to refer the topic of Cannabis to the General Government Committee.</p>	Cannabis	IN PROCESS	
22-16	7/12/2022	5B)	DISCUTION AND POSSIBLE ACTION REGARDING BOARD AD HOC COMMITTEES INCLUDING DISBANDING AD HOC COMMITTEES TIHAT HAVE CONCLUDED BUSINESS PURSUANT TO BOARD OF SUPERVISORS RULES OF PROCEDURE - RULE NO. 31- SPONSOR: SUPERVISOR WILLIAMS	<p>FORMATION OF AN AD HOC COMMITTEE comprised of Supervisors Haschak and McGourty regarding the implementation of the Strategic Plan.</p> <p>FORMATION OF AN AD HOC COMMITTEE comprised of Supervisors Haschak and McGourty to work on transitional Cannabis issues while a more permanent solution is being created.</p> <p>FORMATION OF AN AD HOC COMMITTEE comprised of Supervisors McGourty and Mulheren regarding drought in Mendocino County in 2022/23</p>	Board of Supervisors	IN PROCESS	
22-15	7/12/2022	Agenda Item #3 - Consent Calendar		GENERAL CONSENSUS OF THE BOARD to direct counsel to return with a plan for funding public records research through grants on August 2, 2022	County Counsel	IN PROCESS	

# Attachment 6

Internal Document Only

## Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	IN PROCESS	Progress/Updates
22-13	6/21/2022	4B)	DIRECTION AND POSSIBLE ACTION INCLUDING DIRECTION TO STAFF REGARDING THE CONSOLIDATION OF THE OFFICES OF THE AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR - SPONSOR: COUNTY COUNSEL	FORMATION OF AN AD HOC COMMITTEE consisting of Chair Williams and Supervisor McGourty to work on the Fiscal Year 2022-23 Budget Process.  GENERAL CONSENSUS OF THE BOARD to direct County Counsel to prepare an ordinance to move up the consolidation date for the offices and return with an item regarding the possibility of appointing Acting Auditor-Controller Chamise Cubbison to both positions in the interim until an ordinance is adopted and effective.	Auditor/Controller/ Board of Supervisors/ County Counsel	IN PROCESS	
22-12	6/21/2022	3P)	ADOPTION OF RESOLUTION APPROVING THE MENDOCINO COUNTY FINAL BUDGET FOR FISCAL YEAR 2022-23 IN ACCORDANCE WITH THE AUDITOR'S SUMMARY TABULATION SHEET - SPONSOR: AUDITOR CONTROLLER	GENERAL CONSENSUS OF THE BOARD to Direct staff to return with an item providing information regarding paying market rate for state funded positions.	Auditor/Controller	IN PROCESS	
22-11	6/8/2022	5B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION TO STAFF REGARDING TEMPORARY CAMPING FOR PROFIT ON PRIVATE PROPERTY- SPONSORS: SUPERVISOR WILLIAMS, SUPERVISOR MCGOURTY, AND BUILDING SERVICES	GENERAL CONSENSUS OF THE BOARD to Direct staff to deprioritize sites that do not pose a risk to public safety.	Planning and Building	IN PROCESS	8-15-22 PBS is Incorporating the recommendations from the Board into the Inland Zoning Code update as it relates to temporary camping for profit. In regards to enforcement, the direction is an on-going directive and determination is made by Code Enforcement on a case by case basis as to whether it meets the directive criteria to be deprioritized. 10-31-22: No change from 8-15-22.
22-10	6/7/2022	4A)	DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MENDOCINO COUNTY PROPOSED BUDGET FOR FISCAL YEAR (FY) 2022-23, INCLUDING ALL RECOMMENDED ACTIONS AND ADJUSTMENTS - SPONSOR: EXECUTIVE OFFICE AND AUDITOR/CONTROLLER	GENERAL CONSENSUS OF THE BOARD to Direct the CEO to prioritize enhanced code enforcement and return with a revised plan in the future after watching trends into the complaints of cannabis, as well as hiring.	Executive Office	IN PROCESS	
22-09	5/17/2022	5B)	DISCUSSION AND POSSIBLE ACTION INCLUDING DIRECTION TO STAFF REGARDING MENDOCINO COUNTY BROADBAND PLANNING- SPONSOR: SUPERVISOR WILLIAMS	GENERAL CONSENSUS OF THE BOARD to direct Planning and Building staff to work with Jeff Tyrell to get up to speed on project specifics and timelines and ensure that the existing project will support the type of review and return to the Board if any additional approvals are needed.	Planning and Building	IN PROCESS	8-15-22 PBS has assisted Jeff Tyrell in response to questionnaire but has not received further contact regarding review of the project specifics and timelines. PBS has been invited to attend the Broadband Alliance Quarterly Public Outreach Meeting held on September 2, 2022. 10-31-22 PBS attended the Public Outreach Meeting on September 2, 2022. No reportable updates.
22-08	5/17/2022	3T)	APPROVAL OF THE COUNTY OF MENDOCINO CANNABIS DEPARTMENT UPDATE - SPONSOR: CANNABIS	GENERAL CONSENSUS OF THE BOARD to direct staff to return with an answer as to whether the current cannabis ordinance process is as streamlined as possible, and if not, provide recommendations on more streamlined versions with pros and cons.	Cannabis	IN PROCESS	
22-06	5/3/2022	4F)	DISCUSSION AND POSSIBLE ACTION INCLUDING INTRODUCTION AND WAIVE READING OF ORDINANCE REPEALING AND REPLACING IN ITS ENTIRETY MENDOCINO COUNTY CODE TITLE 9A- SOLID WASTE, AND AMENDING MENDOCINO COUNTY CODE CHAPTER 18.25 - REGULATIONS FOR COLLECTING AND LOADING RECYCLABLE MATERIALS IN DEVELOPMENT PROJECTS, AND CHAPTER 18.35 - CONSTRUCTION AND DEMOLITION RECYCLING AND REUSE (COUNTYWIDE) - SPONSOR: SOLID WASTE	Direct Solid Waste to provide direction to each department to add a compost or food waste bin to their breakroom and that paper towel receptacles be converted to mixed waste organics receptacles.	Solid Waste	IN PROCESS	
22-05	4/19/2022	5D)	SUPERVISORS' REPORTS REGARDING BOARD SPECIAL ASSIGNMENTS, STANDING AND AD HOC COMMITTEE MEETINGS, AND OTHER ITEMS OF GENERAL INTEREST	GENERAL CONSENSUS OF THE BOARD to direct the Cannabis Program Director to submit in writing, the second meeting of each month, an update on cannabis program statistics, in a format to be decided by the Cannabis Program Director and Cannabis Ad Hoc.	Cannabis/Cannabis Ad Hoc	IN PROCESS	
22-04	4/5/2022	3G)	APPROVAL OF TRANSMISSION OF A LETTER OF SUPPORT FOR SB 1281 - SPONSOR: SUPERVISOR WILLIAMS	BY ORDER OF THE CHAIR the item was continued to April 19th, 2022	Board of Supervisors	IN PROCESS	
21-104		5D)		GENERAL CONSENSUS OF THE BOARD to direct staff to create online option for fee/permit payment.		IN PROCESS	
21-102	12/14/2021	5F)		GENERAL CONSENSUS OF THE BOARD to Direct the Sheriff Office to provide a brief presentation and update in January regarding the \$600,000 awarded by the State towards illegal Cannabis cultivation, and then quarterly thereafter.	Sheriff	IN PROCESS	

## Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	IN PROCESS	Progress/Updates
21-100	12/7/2021	8B)	Discussion and Possible Action Including Adoption of a Resolution Authorizing the County Cannabis Program Director to Submit a Grant Application and Agreement to the Governor's Office of Business and Economic Development for the Cannabis Equity Grants Program for Local Jurisdictions Fiscal Year 2021-2022 for an Amount up to \$5 Million Dollars for Purposes of Funding the Mendocino County Local Equity Program for an Additional Year, And Approving the Reallocation of Five Thousand (\$5,000) from the Cannabis Program Budget; And Allocation of One-Hundred Thousand Dollars (\$100,000) of Cannabis Business Tax in the Fiscal Year 2021-2022 as a Grant Match Upon Grant Award (Sponsor: Cannabis)	GENERAL CONSENSUS OF THE BOARD to Direct County Counsel to work with Cannabis Program and the Auditors office to expedite the check process and return with an update at the next Board of Supervisors Meeting.	Cannabis/County Counsel/Auditor	IN PROCESS	02-15-2022 Was awarded \$2.9 million award for the local equity grant program.
21-99	12/7/2021	4F)	Direction to Staff to Allocate Cannabis Business Tax Revenue with Clarity in Manner Approved by Voters (Sponsors: Supervisor Williams and Supervisor McGourty)	BY ORDER OF THE CHAIR: direct the drought ad hoc to continue looking for funding for the water agency within state grant options.	Board of Supervisors	IN PROCESS	
21-95	11/16/2021	5E)	Discussion and Possible Action Including the Acceptance of Presentation Related to the Application Submittal for a Disaster Recovery Multi-Family Housing Program Grant (Grant No. 20-DRMHP-0006) Awarded to the County in the Amount of \$6,443,278, to Fund Recovery Needs Related to the Federal Emergency Management Agency's Major Disaster Declaration DR-4344 in October 2017 - Sponsor: Planning and Building Services	GENERAL CONSENSUS OF THE BOARD: Board interested in facilitating workforce housing and including workforce housing that would include the broadest possible spectrum on the median area income.	Board of Supervisors/Planning & Building	IN PROCESS	12-6-21: New Directive. PBS has not yet been contacted regarding any pending discussions on facilitation of workforce housing. 6/24/22: No Change 10-31-22: No Change
21-89	10/26/2021	4M)	Approval of Fifth Amendment to BOS Agreement 17-131 with NaphCare Inc. in the Amount of \$3,484,847.76 for a New Agreement Total of \$19,105,009.38 for Medical Health Services for the Mendocino County Sheriff's Office (MCSO) Jail with a New Term End Date of December 31, 2022 – Sponsor: Sheriff-Coroner	GENERAL CONSENSUS OF THE BOARD to direct that the item come back as a regular item with an informational report regarding a performance evaluation of the contractor, and if they do not have sufficient past performance records, set something up for future performance.	Sheriff	IN PROCESS	Item tentatively scheduled to come before the Board on 11-16-21.
21-84	9/14/21	5H)	Chief Executive Officer's Report (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD to request that the Auditors Office provide the Board with a monthly fiscal report.	Auditor-Controller	IN PROCESS	On-going.
21-79	8/31/21	6A)	Discussion and Possible Action Including Acceptance of Update from the Drought Task Force Ad Hoc Committee (Sponsor: Drought Task Force Ad Hoc Committee of Supervisors Haschak and McGourty)	GENERAL CONSENSUS OF THE BOARD to Direct staff to return with an analysis regarding the amount of Transient Occupancy Tax funds received annually, where the funds came from, and how the funds were used in the last 10 years.	Executive Office/Treasurer-Tax Collector	IN PROCESS	9-9-21: Report ready through FY 19/20 waiting for Auditor Controller to close FY 20/21.
21-75	8/3/21	5B)	Discussion and Possible Action Including Selection of Outside Counsel to Provide Legal Advice and Representation to the Mendocino County Sheriff's Office Regarding Areas in Which County Counsel Has a Conflict of Interest	GENERAL CONSENSUS OF THE BOARD to authorize the Sheriff to select one of the four listed attorneys for the scope of work articulated previously, and authorize the hiring of the Manning firm to represent the Sheriff, in the event that the he does not choose one of the four himself.	County Counsel/Sheriff	IN PROCESS	11-8-21: County Counsel is bringing an item forward on 11-16-21 for Manning & Kass to represent MCSO for conflict matters.
21-61	6/9/2021	5A)	Noticed Public Hearing - Discussion and Possible Action Including Approval of the Mendocino County Proposed Budget for Fiscal Year (FY) 2021-22, Including All Recommended Actions and Adjustments – Sponsors: Executive Office and Auditor-Controller	GENERAL CONSENSUS OF THE BOARD to direct the Chief Executive Officer to reinstitute regular recurring meetings with the Sheriff in order to ensure effective communications regarding Board Policy and Sheriff's Office Operations	Executive Office	ON HOLD	
21-60	6/9/21	5A)	Noticed Public Hearing - Discussion and Possible Action Including Approval of the Mendocino County Proposed Budget for Fiscal Year (FY) 2021-22, Including All Recommended Actions and Adjustments – Sponsors: Executive Office and Auditor-Controller	GENERAL CONSENSUS OF THE BOARD to direct the Executive Office to present an updated Vehicle Replacement Plan/program, including timelines for implementation.	Executive Office	IN PROCESS	Facilities staff are working with the Executive Office Fiscal Team on a vehicle replacement program and formula and anticipate presenting during the First Quarter Budget.
21-57	6/8/2021	5E)	Noticed Public Hearing - Discussion and Possible Action to Approve the Mendocino County Proposed Budget for Fiscal Year (FY) 2021-22, Including All Recommended Actions and Adjustments – Sponsors: Executive Office and Auditor-Controller	GENERAL CONSENSUS OF THE BOARD to Direct staff to review the Boonville Fairgrounds as a potential site for Community Resource Center/public use during outage	Executive Office	IN PROCESS	



# Attachment 6

Internal Document Only

## Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	IN PROCESS	Progress/Updates
21-49	5/11/21	4A)	Direction to Staff to Begin Fully Assessing, Billing and Collecting Cannabis Business Tax, in the Current Calendar Year, to Initially Focus Expanded Application on Unlawful Cannabis Cultivation Sites that are Subject to Other Enforcement Action; Further to Direct Treasurer Tax Collector, County Counsel and Code Enforcement to Provide a Report at the End of the Year with Recommendations (Sponsor: Supervisor Williams)	GENERAL CONSENSUS OF THE BOARD to direct staff to return at a future meeting with an agenda item regarding the minimum tax required for cannabis cultivation, including information regarding the appeals process of said cannabis tax.	Cannabis/Treasurer-Tax Collector	IN PROCESS	<p>The program plans to focus on this in November, after the Portal and other items are completed.</p> <p>02/15/2022 While we havent come back to this we have implemented a requirement that local equity grant program applicants must be current with their cannabis taxes to qualify for a direct grant.</p> <p>May 26, 2022 - Communications have occurred with CoCo, the Cannabis program, CEO, and Board Ad Hoc discussing the equity program and late payments. Comments/Questions by TTC</p> <p>1. Payment plan – explained obstacles to plans for TTC, see information listed below in direction 21-07 email dated 4/22/2022 to Chair Williams and CEO Antle.</p> <p>2. Reported discussion with CoCo and TTC about limit in ordinance for Tax Collector to waive penalty and interest. Confirmed verbally with CoCo ordinance is limited and needs revision if Board wishes to address this issue. Reasons clarity needed on this item:</p> <p>a. Reduce appeals going to BOS for disputes on penalty and interest when active collection of defaulted cannabis taxes is fully implemented. If TTC can review and address penalty cancellations in the same manner as TOT or property taxes it would reduce or eliminate the potential appeals going to the BOS.</p> <p>b. If P&amp;I are waived for equity program applicants approved for the LEEP program the collection of defaulted cannabis tax may be recovered through the grant. It is appropriate as a legal start up business complying with regulation, and determined to have equity issue by Cannabis program, stands to reason P&amp;I would be waived for same equity reasons.</p> <p>Response from Cannabis program will follow up with Go-Biz for a proposal to include defaulted taxes with proposal but can not pay P&amp;I from LEEP funds. Issue of P&amp;I needs to be addressed by Board.</p>
21-45	5/4/21	5B)	Discussion and Possible Action Regarding Presentation of the Third Quarter Budget Report on the Status of County Departmental Budgets and Executive Office Recommendations for Fiscal Year (FY) 2020-21; and Adoption of Resolution Amending the FY 2020-21 Adopted Budget (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD to Direct Staff to have all County-Wide Public Facing services/Permit Applications be made available online by the end of calendar year 2021, starting with PBS and Cannabis as a priority; further, that staff is directed to work with the IT Ad Hoc to prioritize the remaining public facing services/permit applications.	Cannabis/Information Services	IN PROCESS	<p>Permit Portal Updates are included in monthly CEO Reports. Weekly Cannabis Technical Team meetings are ongoing and currently focused on monitoring and trouble shooting Portal implementation, and the development of electronic renewal application which we hope to provide the public before the end of the year. Phase 3 application development will be scheduled for development as this pathway is made clear.</p> <p>02/15/2022 Implemented Phase 1 &amp; reapplication portal, working on the reapplication portal, and phase 3 application portals.</p>
21-36	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct staff to come back with a plan to curtail water hauling under phase one and a plan for enforcement regarding water hauling restrictions going forward	Cannabis	IN PROCESS	<p>02/15/2022 Unclear is this is still applicable.</p>
21-34	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct staff to include the implementation of a tracking log regarding emergency water hauling for cannabis cultivation including information regarding gallonage, hauling company, source of water, and date.	Cannabis	IN PROCESS	<p>Will be on-going for the Department. Note that additional direction was provided by the Board on 6.22.2021 regarding water hauling, with direction to Counsel to address water hauling sources during the drought.</p>
21-33	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct oak woodlands Ad Hoc to provide a status report on the oak woodlands ordinance to the full board within 60 days	Planning & Building Services	IN PROCESS	<p>Outreach has been made to the Ad Hoc created, no meetings have yet been scheduled with staff.</p> <p>6/24/22: No Change</p> <p>10-31-22: No Change</p>
21-31	4/27/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD direct staff to bring back a future agenda item regarding hydrological studies and groundwater requirements for agricultural sites exceeding 1500 gallons of pumped water per day by water well	Planning & Building Services/Environmental Health	IN PROCESS	<p>9-12-2021: Reviewing notes to see if this was beyond the inclusion in the draft of Chapter 22.18. Environmental Health will be included as well. Referendum filed. 12-6-21: Staff has reviewed our notes and confirmed that the Board desired a future discussion on requiring hydrological studies for general agriculture. A tentative meeting date has not yet been determined, but would likely be prompted by Environmental Health. Any discussion should likely include the Agricultural Commissioner.</p> <p>6/24/22: No Change</p> <p>10-31-22: No Change</p>

# Attachment 6

Internal Document Only

## Board Directives

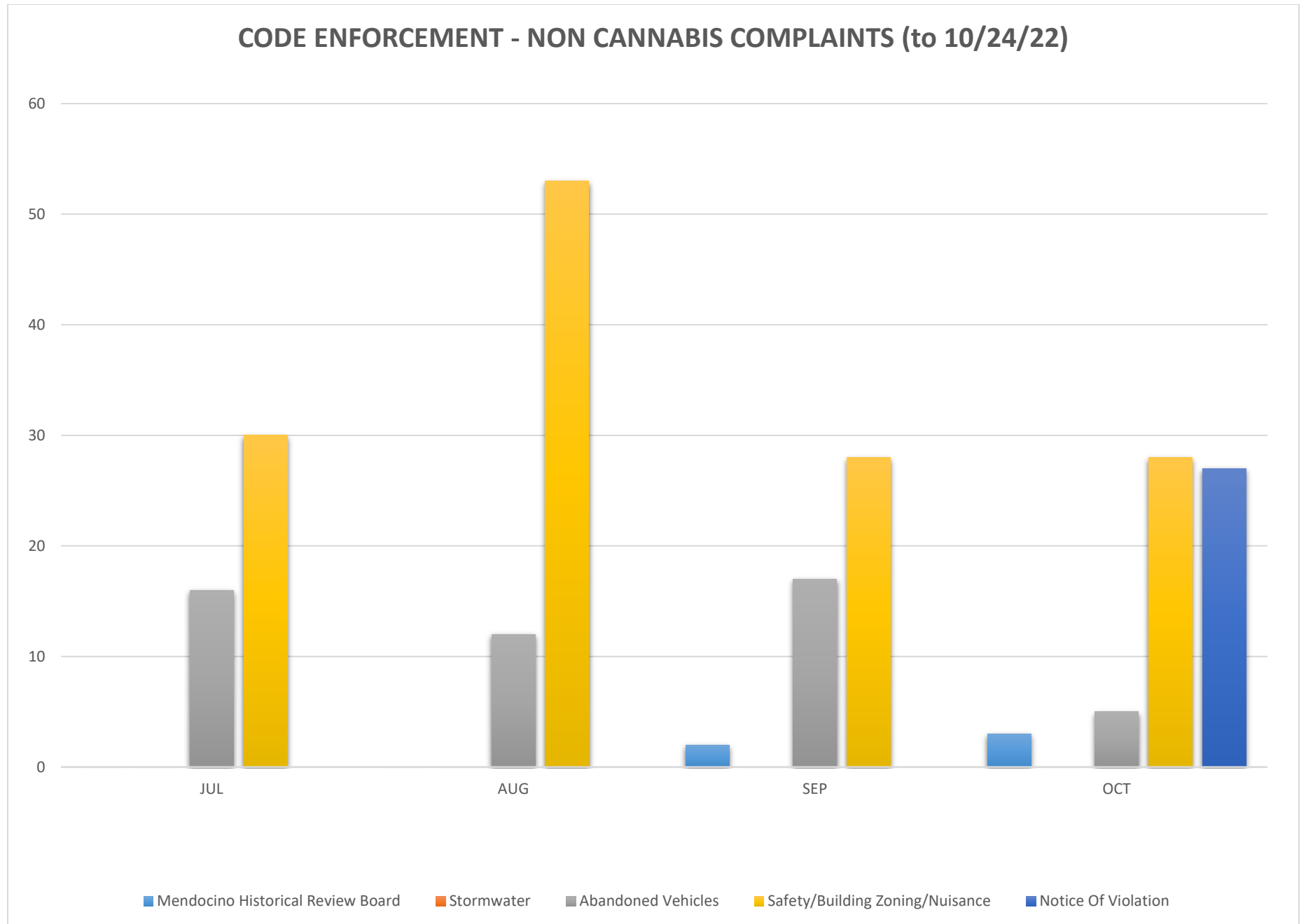
Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	IN PROCESS	Progress/Updates
21-30	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct staff to notify phase 1 applicants to complete submittal of documents within 60 days.	Cannabis	IN PROCESS	Relates to Portal - Portal is currently live and active.  08/02/2021 the reapplication portal opened and operated for 90 dyas. On March 14, 2022 the 30-day corrections portal will open for 30 days.
21-22	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	GENERAL CONSENSUS OF THE BOARD to direct staff to make a deadline publicly available by the end of April for phase 1 applications/requests for information to be completed.	Cannabis	IN PROCESS	Related to the Cannabis portal system for Phase 1 applicants to re-submit to the department.  06/15/2021 the MCP posted a Portal Reapplication webpage and in July held 2 public meetings in preparation for the August 2, portal opening.
21-21	4/19/21	3B)	Noticed Public Hearing - Discussion and Possible Action Including Introduction and Waive First Reading of an Ordinance Adopting Mendocino County Code Chapter 22.18 - Commercial Cannabis Activity Land Use Development Ordinance and Making Corresponding Amendments to Chapter 10A.17 - Mendocino Cannabis Cultivation Ordinance and Chapter 20.242 - Cannabis Cultivation (Sponsor: Planning & Building Services)	BY ORDER OF THE CHAIR to direct staff to provide regular reports to the Board regarding Cannabis.	Cannabis	IN PROCESS	On-going. Committed to continually providing monthly updates via the CEO Report.  Updates were submitted via CEO Report on the following dates: 5-25-2021, 7-2-2021, 7-13-2021, 8-17-2021, 9-14-2021, 10-26-2021, 12-14-2021, 01-24-2022
21-15	3/22/21	3B)	Discussion and Possible Action Regarding Presentation to the Board of Supervisors from Behavioral Health and Recovery Services on Status Report of Activities Related to the Mental Health Treatment Act Citizen's Oversight Committee Projects and Programs (Sponsor Health and Human Services Agency)	GENERAL CONSENSUS OF THE BOARD: Conduct an annual independent audit of Measure B Funds.	Auditor-Controller	IN PROCESS	
21-07	3/9/21	5D)	Discussion and Possible Action Regarding Presentation of the Fiscal Year (FY) 2020-21 Mid-Year Budget Report on the Status of County Departmental Spending and Revenues For FY 2020-21 and Executive Office Recommendations; and Adoption of Resolution Amending the FY 2020-21 Adopted Budget (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD direct staff to provide analysis of how much the county is collecting from different entities, in order to determine how many of the cannabis tax payers are paying the minimum versus how many are paying a percentage of revenue	Auditor/Cannabis/Treasurer/Tax Collector/Cannabis	IN PROCESS	9-15-21: Supervisor Williams has since requested the 'tax roll' from the TTC. Kristin will reach out for this information and provide a data update sometime in November.  10/21/2020 – Cannabis report data provided to Aaron Hult 7/23/2021 – Gross receipts and true up information for cultivation provided to Chair Williams for true up for CY 2019 and 2020. 9/7/2021 Cannabis report data provided again to Aaron Hult from same data sent on 10/21/2020 with a note that TTC will purse improvements to the software for reporting previously done by manual tracking in TTC and this format of the report would not longer be provided. 4/18/2022 - Delinquent True-Up list for CY 2020 was provided to Kristin Nevedal. 4/22/2022 – A list of defaulted cannabis flat tax and true up for CY 2018-2020 was provided to CEO Antle and Chair Williams. An additional question relating to payment plans was posed by the Board and CEO. Response provided by TTC detailing payment plan obstacles for defaulted cannabis taxes so Board could review and decide if they felt necessary to proceed and incur related costs to allow partial payments if the value gained exceeded the potential cost to implement. No further action/response has been provided to this email. 5/13/2022 Delinquent True-Up list for CY 2018 and CY 2019 was provided to Kristin Nevedal. These reports included the Business Name, Business Type, Delinquent Year and Business Account Number.
21-06	3/9/21	5D)	Discussion and Possible Action Regarding Presentation of the Fiscal Year (FY) 2020-21 Mid-Year Budget Report on the Status of County Departmental Spending and Revenues For FY 2020-21 and Executive Office Recommendations; and Adoption of Resolution Amending the FY 2020-21 Adopted Budget (Sponsor: Executive Office)	GENERAL CONSENSUS OF THE BOARD to Direct the Executive Office, Planning and Building Services, and Auditor's Office to work together to clarify projections of the cannabis tax revenue based on the Planning Departments estimate of how many of these farms will make it to annual license stage.	Executive Office/Cannabis/Auditor	IN PROCESS	Reassigned directive from PBS to Cannabis.  02/15/2021 Outstanding
20-67	11/17/20	5C)	Discussion and Possible Action Regarding Presentation of the First Quarter Budget Report on the Status of County Departmental Spending and Revenues for Fiscal Year (FY) 2020-21 and Executive Office Recommendations for FY 2020-21 (Sponsor: Executive Office)	Approve recommendations with the exception of increased contribution to the health care plan and direct staff to bring back a comprehensive proposal to shore up health care plan.	Executive Office	IN PROCESS	Update to the BOS coming forward August 2021.
20-60	9/1/20	5N)	Discussion and Possible Action Including Adoption of Urgency Ordinance Enacting Temporary Restrictions on Covid-19 Pandemic Related Commercial and Residential Evictions (Sponsor: County Counsel)	GENERAL CONSENSUS OF THE BOARD to withdraw this item from the agenda and direct County Counsel to bring Item 5N back if it and when it appears appropriate to do so	County Counsel	IN PROCESS	

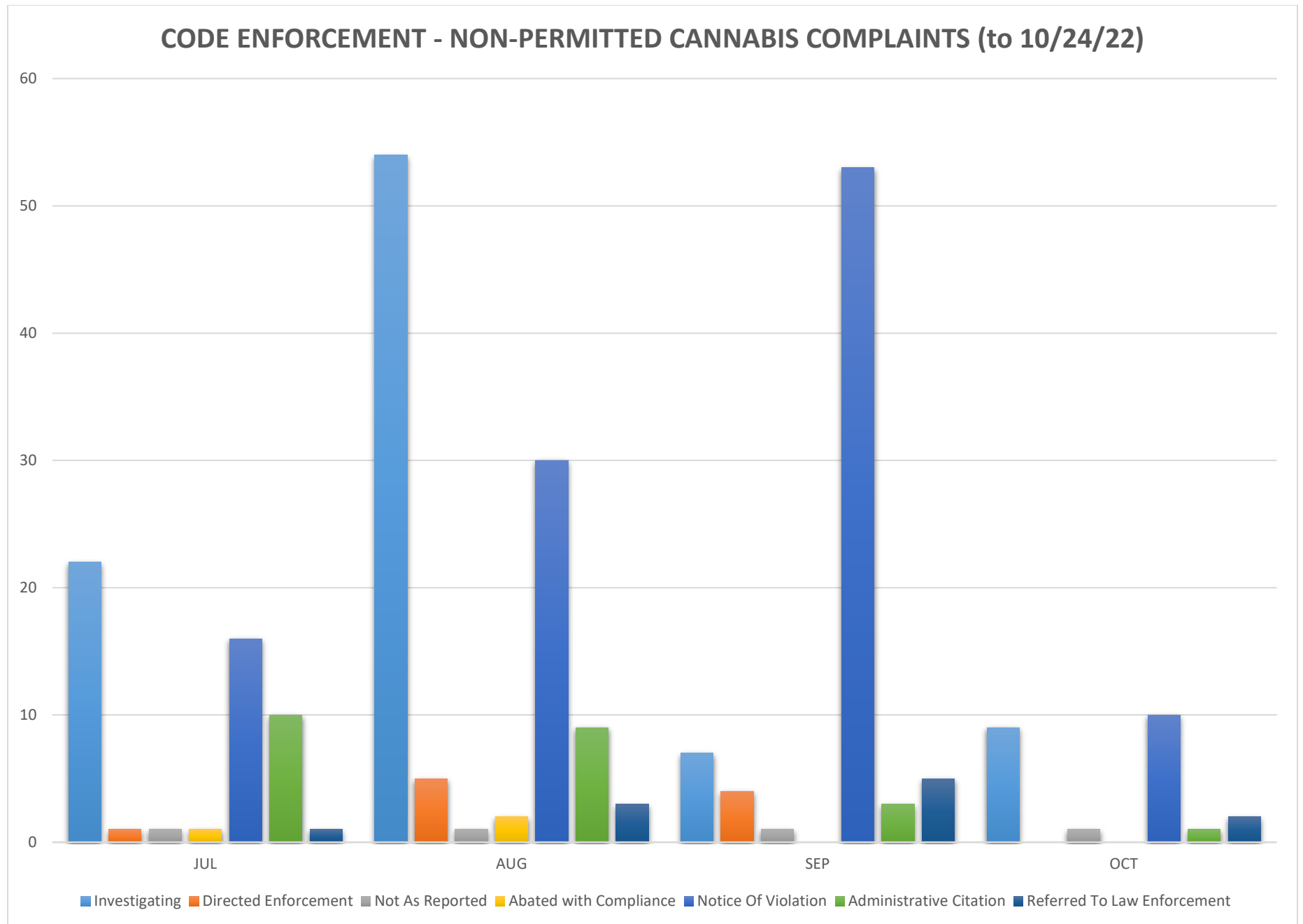
## Board Directives

Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	IN PROCESS	Progress/Updates
20-49	7/14/20	5F)	Discussion and Possible Action Including Direction to Staff on Potential Options to Streamline the Business License Process and Amend Regulations contained in Title 6 of County Code, "Business License Regulations," in Response to Board Direction Received January 7, 2020 to Chapter 6.04 of County Code in Response to Board Direction from January 7, 2020	GENERAL CONSENSUS OF THE BOARD to direct staff to proceed with Streamlining Actions 1 and 2 listed in the attached Memo titled "Mendocino County Code Chapter 6.04, Business Licenses."	Executive Office/Planning & Building/Treasurer-Tax Collector	IN PROCESS	In the PBS work plan approved on September 22, this item was prioritized for completion in the FY 2020-21 year. Cannabis workload and other priority projects are taking precedence at this time. With work on cannabis, department has not been able to initiate work on this. Will be moving to FY 2021-2022 work priorities. 11-9-21: Department will discuss timing of Directive with Board during future presentation on Work Plan for the Department. 6/24/2022: Work Plan was presented in February. This was not made a priority by BOS for FY 22/23. <del>10-31-22: No Change</del>
20-44	6/10/20	5B)	Noticed Public Hearing - Discussion and Possible Action to Approve the Mendocino County Proposed Budget for Fiscal Year (FY) 2020-21, Including All Recommended Actions and Adjustments (Sponsors: Executive Office and Auditor-Controller)	GENERAL CONSENSUS OF THE BOARD Direct Sheriff's Office to present an MOU between the County and Courts along with a cost analysis of the Donavan Room remodel to convert to a courtroom at Adopted on June 23, 2020	Sheriff	ON HOLD	The Sheriff prepared a follow-up item for Board consideration, but pulled it from the agenda after publication. The Sheriff intends to support updates of other expired County/Court MOUs before bringing this back to the Board.
20-41	6/9/20	5A)	Noticed Public Hearing - Discussion and Possible Action to Approve the Mendocino County Proposed Budget for Fiscal Year (FY) 2020-21, Including All Recommended Actions and Adjustments (Sponsors: Executive Office and Auditor-Controller)	BY ORDER OF THE CHAIR to review and possibly reduce amount of Agreement with Liebert Cassidy Whitmore for outside counsel related to labor negotiations	Executive Office	IN PROCESS	
20-23	3/20/20	5A)	Discussion And Possible Action Including An Update Associated With The Novel Coronavirus (Covid-19), Including Possible Direction Regarding Essential Services In Mendocino County, Including Policies In Light Of The Covid-19 Pandemic And An Update On Temporary Closures And/or Reductions In County Facilities And/or Services - Sponsor: Executive Office	GENERAL CONSENSUS OF THE BOARD to direct to staff to prepare a letter of advocacy in relation to In Home Supportive Services during this emergency.	Executive Office	IN PROCESS	
20-13	2/4/20	6C)	Discussion and Possible Action Regarding Implementation of Measure V, "Declaring Intentionally Killed and Left Standing Trees a Public Nuisance" (Sponsors: Supervisors Haschak and Williams)	The Board of Supervisors directs County Counsel to return on the March 24, 2020, Regular meeting with an enforcement plan, focused on mitigating expense; and affirm our intention to collaborate with industry to research compliance with willingness to fast track alternatives, where possible.	County Counsel	IN PROCESS	05/02/2022 - Appears to have been superseded by BOS direction to prioritize Cannabis CE. Need to return to BOS for clarification.
20-10	1/21/20	6C)	Discussion and Possible Action Regarding Formal Request for a Subsidy Price Estimate from Mendocino Coast Healthcare District (MCHD), Transferable to Adventist Health, for One Advanced Life Support (ALS) Ambulance to Be Used Primary for the 101 Corridor in Collaboration with Coastal Valleys EMS Agency, for 911 Responses and Inter-Facility Transfers, as Appropriate	Direct Coastal Valleys EMS to perform fiscal analysis of current system and potential enhancements.	Executive Office	IN PROCESS	
20-08	1/21/20	5C)	Discussion And Possible Action Including An Update On Energy Efficiency Project Identification Efforts Underway; And Provide Possible Direction To Staff To Conduct A Competitive Process To Procure A Contractor For Identification And Implementation Of Energy Efficiency Projects - Sponsor: Executive Office	Upon motion by Supervisor Gjerde, seconded by Supervisor Williams IT IS ORDERED that the Board of Supervisors directs staff to request Aircon to provide information they've produced to date, in their assessment of County buildings; and present any info, including information from AirCon with Sonoma's Sonoma Sustainability Division County for their assessment of County of Mendocino facilities for efficiency improvements that will have a payback within the life of the improvements; and including the payback on optional solar project.	Executive Office	IN PROCESS	
D94	11/19/19	6A)	Discussion and Possible Action Including Direction for Health and Human Services to Author a Jobs for Homeless Initiative Plan with Supervisor Williams Targeted at Offering Employment Opportunities to Homeless Persons in Collaboration with Government Agencies and Private Industry; and Returning to Board of Supervisors for Approval - Sponsor: Supervisor Williams	Upon motion by Supervisor Williams, seconded by Supervisor Gjerde, IT IS ORDERED that the Board of Supervisors directs Health and Human Services to author a Jobs for Homeless Initiative plan with Supervisor Williams targeted at offering employment opportunities to homeless persons in collaboration with government agencies and private industry; and return to the Board of Supervisors for approval.	Health and Human Services Agency - Social Services	ON HOLD	This project has not moved forward as suggested due the priority of COVID resulting redirected staff from this effort. While the project itself did not move forward, Social Services has continued our General Assistance Services and Supports engagement funded through the Employment and Training programs. Social Services has also continued to serve our community through our Welfare-to-Work programs. These programs engage individuals including those experiencing homelessness with job skills, vocational training as well as addressing barriers to engagement such as mental health supports, domestic violence support, and substance use disorder treatment. We continue to provide educational opportunities and job skill classes and partner with the Employment Development Department to connect individuals to employers.
D84	11/12/19	6A)	Discussion and Possible Action Including Acceptance of Presentation from Zero Waste Mendo (Sponsors: Supervisor McCowen and Gjerde)	The Board of Supervisors accepts presentation from Zero Waste Mendo; and directs Executive Office to work with Zero Waste Mendo to prioritize auditing of the County Facilities and refers subject to Climate Action Advisory Council.	Executive Office	IN PROCESS	01/14/2020 - Waste audit scheduled for the week of January 27, 2020. 10/16/20 Waste audit was completed, draft report has been received. Pandemic and wildfires have kept effort on hold.

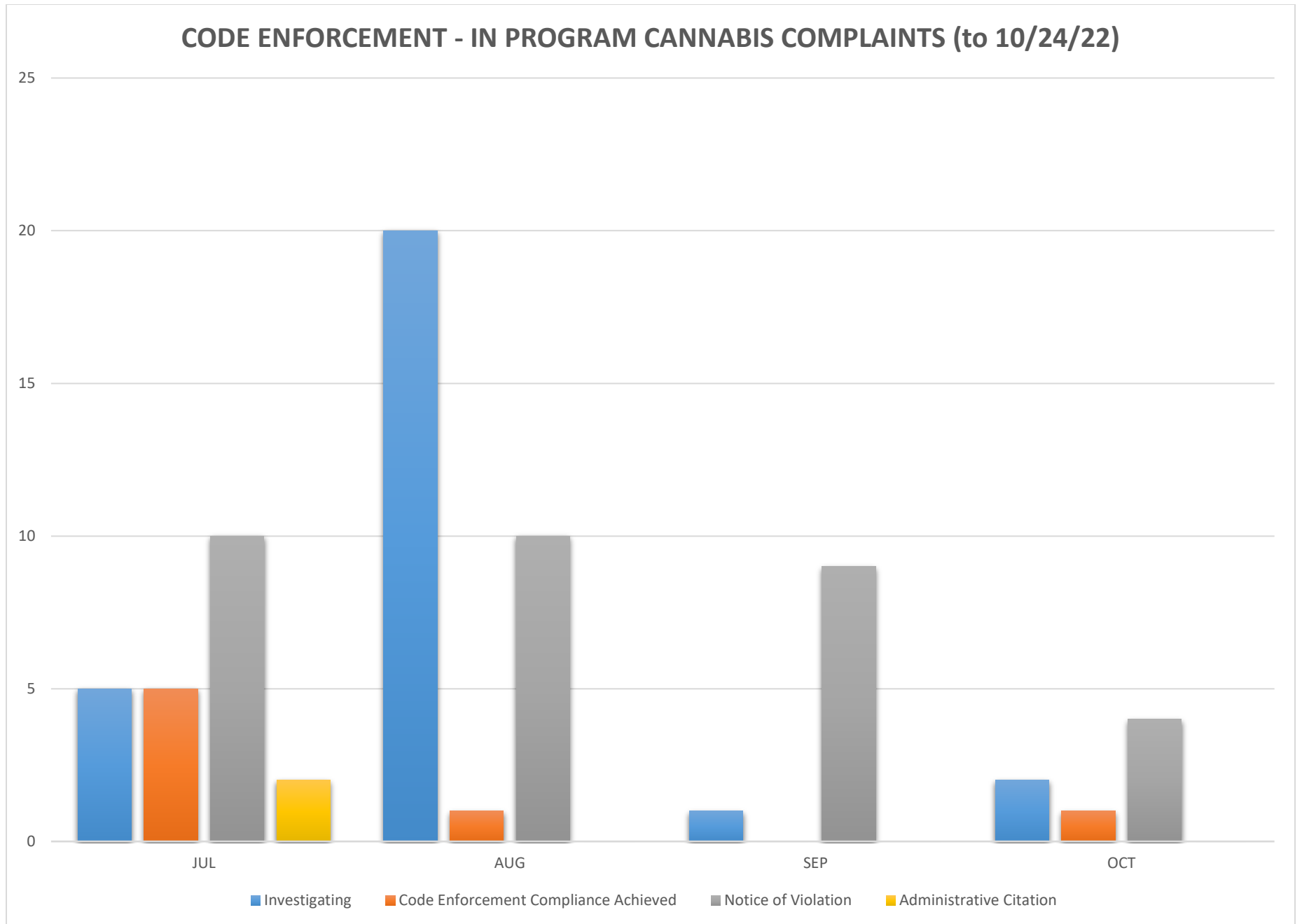
Board Directives

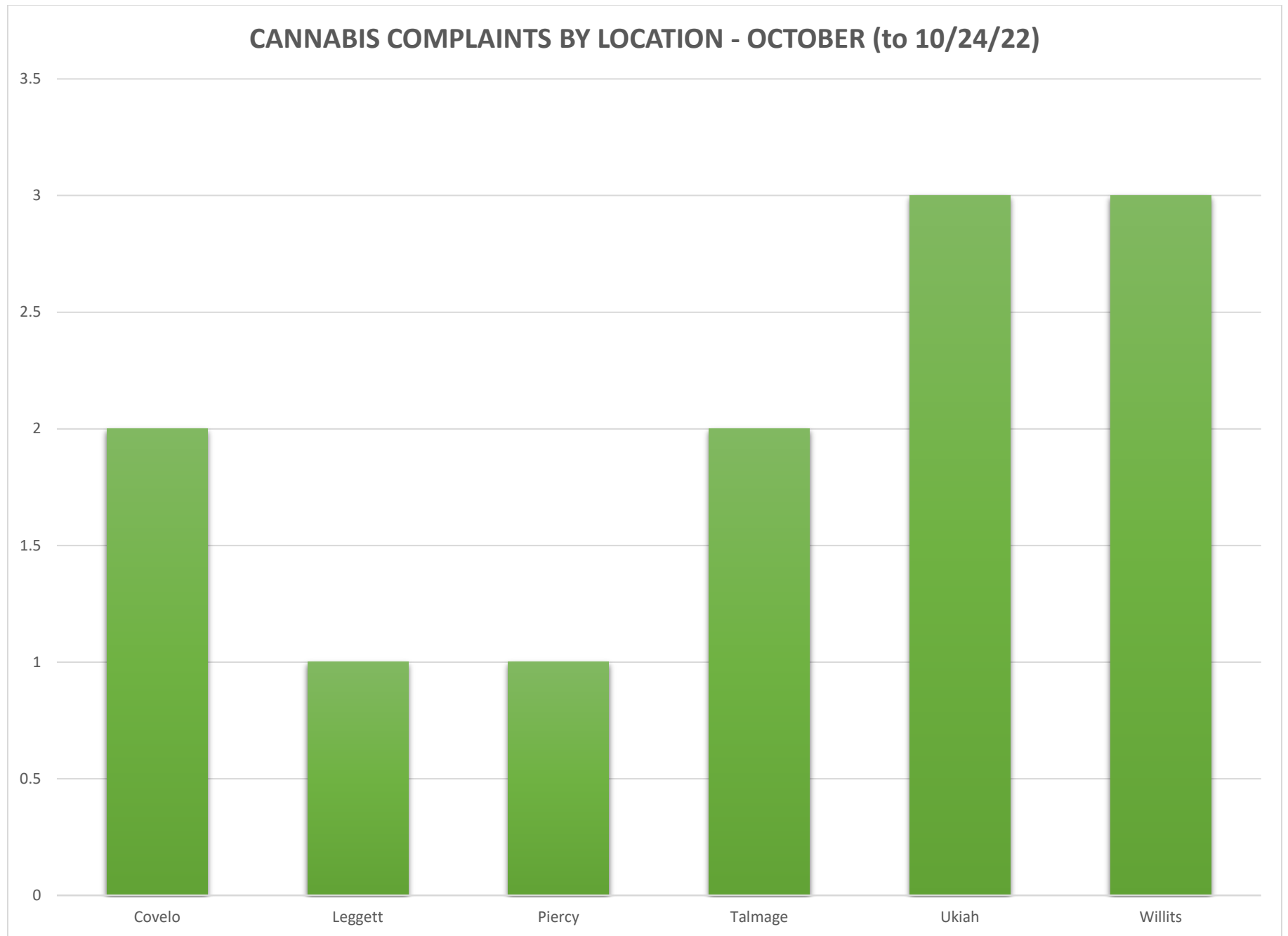
Directive #	Date	Agenda Item #	Agenda Item Title	Directive	Department	IN PROCESS	Progress/Updates
D82	11/12/19	6C)	Discussion and Possible Action Including Direction to Staff to Develop a Cannabis Cultivation Amnesty Transition Pathway	The Board of Supervisors directs the Executive Office to convene a regional county forum to identify and address state barriers to successful permitting and explore economic development through regional cooperative models; directs the Cannabis Cultivation ad hoc to work with staff and stakeholders and report to the Board within 60 days with recommendations for streamlining the cultivation ordinance; directs staff to develop an equity program application that prioritizes capital assistance to legacy growers to address environmental and building compliance issues and directs Cannabis Cultivation Ad Hoc committee to work with staff and stakeholders to develop criteria and timing for re-opening the permitting process for legacy growers who did not come forward in phase 1 except in Sunset zones.	Cannabis	IN PROCESS	Cultivation adhoc working with staff. Kickoff meeting held at 2019 CSAC Conference. 01/13/2020 - Next meeting in January 2020.
D81	11/12/19	6D)	Discussion and Possible Action Including Direction to Staff to Author a Specification Document Outlining Document Digitalization Plan	The Board of Supervisors directs staff to author a specification document outlining document digitalization plan including equipment and personnel needs, tentative schedule, training, file naming convention, public access, redaction, redundant offsite storage and an associated cost analysis.	Executive Office	IN PROCESS	01/13/2020 - The Executive Office is meeting in mid January 2020 to kick start the discussions regarding County-wide digitization. October 2020: Further efforts are underway with Information Services and the Executive Office.
D96	11/5/19	6D)	Discussion And Possible Action Including Direction To Staff To Establish Data Reporting And Charting Website - Sponsor: It Ad Hoc Committee: Supervisors Williams And Gjerde	Discussion and Possible Action including direction to staff to establish data reporting and charting website - Sponsor: IT and Ad Hoc Committee: Sponsor: IT Ad Hoc committee: Supervisor Williams and Gjerde.	Executive Office - Information Services	IN PROCESS	At the 12/17/19 BOS meeting, Supervisor Williams made mention of direction to staff from a previous meeting, with regard to directive posting stats. Here is the motion/direction he referenced from the 11-5-19 meeting in the town of Mendocino, item 6d): "Upon motion by Supervisor Williams, seconded by Supervisor Haschak, IT IS ORDERED that the Board of Supervisors directs staff to continue collaboration with IT Ad Hoc Committee to establish a data reporting and charting website with automated publication of key data, taking requests from department heads, Supervisors and the Executive Office" 01/13/2020 - Supervisor Williams working with IS staff on potential solutions.
D97	11/5/19	6B)	Discussion and Possible Action regrading recommendations of the Cannabis Economic Development AD Hoc Committee - Sponsor: Cannabis Economic Development Ad Hoc committee (Supervisor Gjerde, and Williams	Upon motion by Supervisor Williams, seconded by Supervisor Haschak, IT IS ORDERED that the Board of Supervisors directs staff to continue pursuing the opportunities presented by the Cannabis Economic Development Ad Hoc Committee, following strategic plan addendum provided by Mendocino Cannabis Alliance, with an added focus of facilitating collectives.	Cannabis	IN PROCESS	
D75	10/1/19	5E)	Discussion And Possible Action Including Board Direction To Staff Regarding Potential Amendment To Chapter 18.23 Of The Mendocino County Code (Class K Ordinance), To Remove The Square Foot Maximum Restrictions For Limited Density Rural Dwellings - Sponsor: Planning & Building Services	IT IS ORDERED that the Board of Supervisors provides direction to staff regarding an amendment to Chapter 18.23 of the Mendocino County Code, more commonly known as the Class K Ordinance to remove the square foot maximum restriction for limited density rural dwellings with sprinklers.	Planning & Building Services/County Counsel	IN PROCESS	01/14/2020 - Forecasted for the Board of Supervisors to consider in March. 12-6-21: PBS will be working with Counsel to agendize the Class K Ordinance modifications for a future agenda. 6/24/22: No Change 10-31-22: No Change

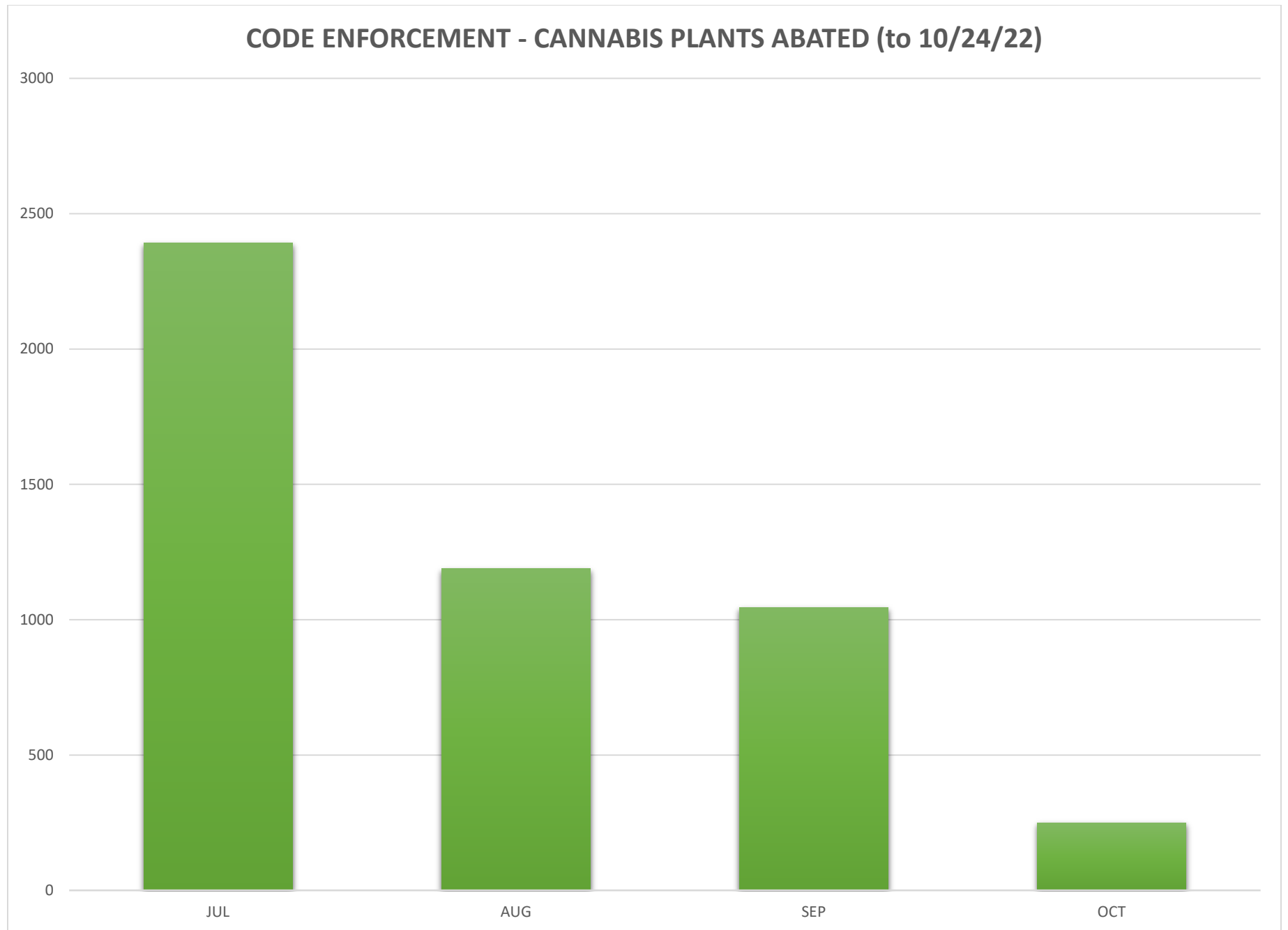


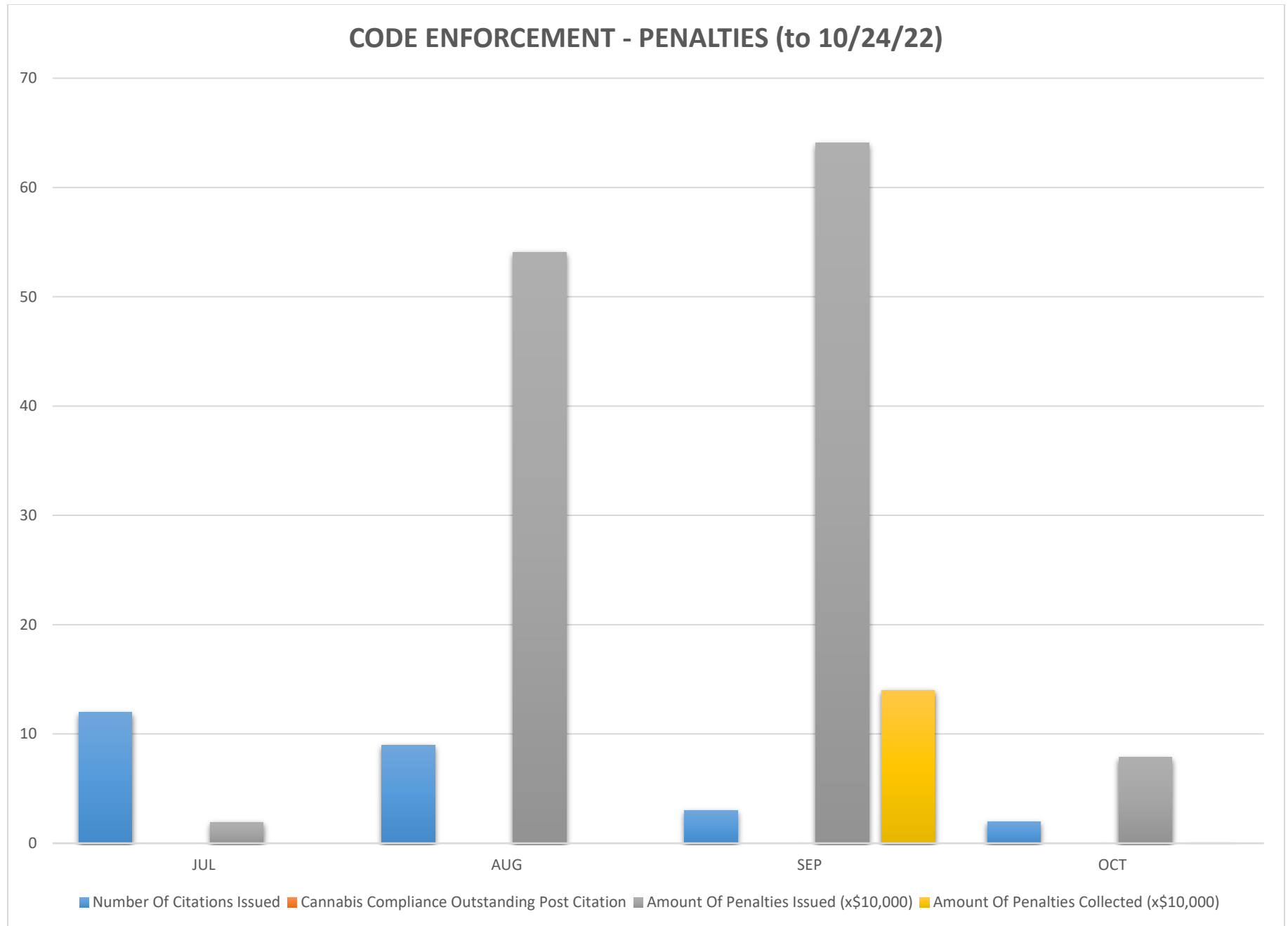


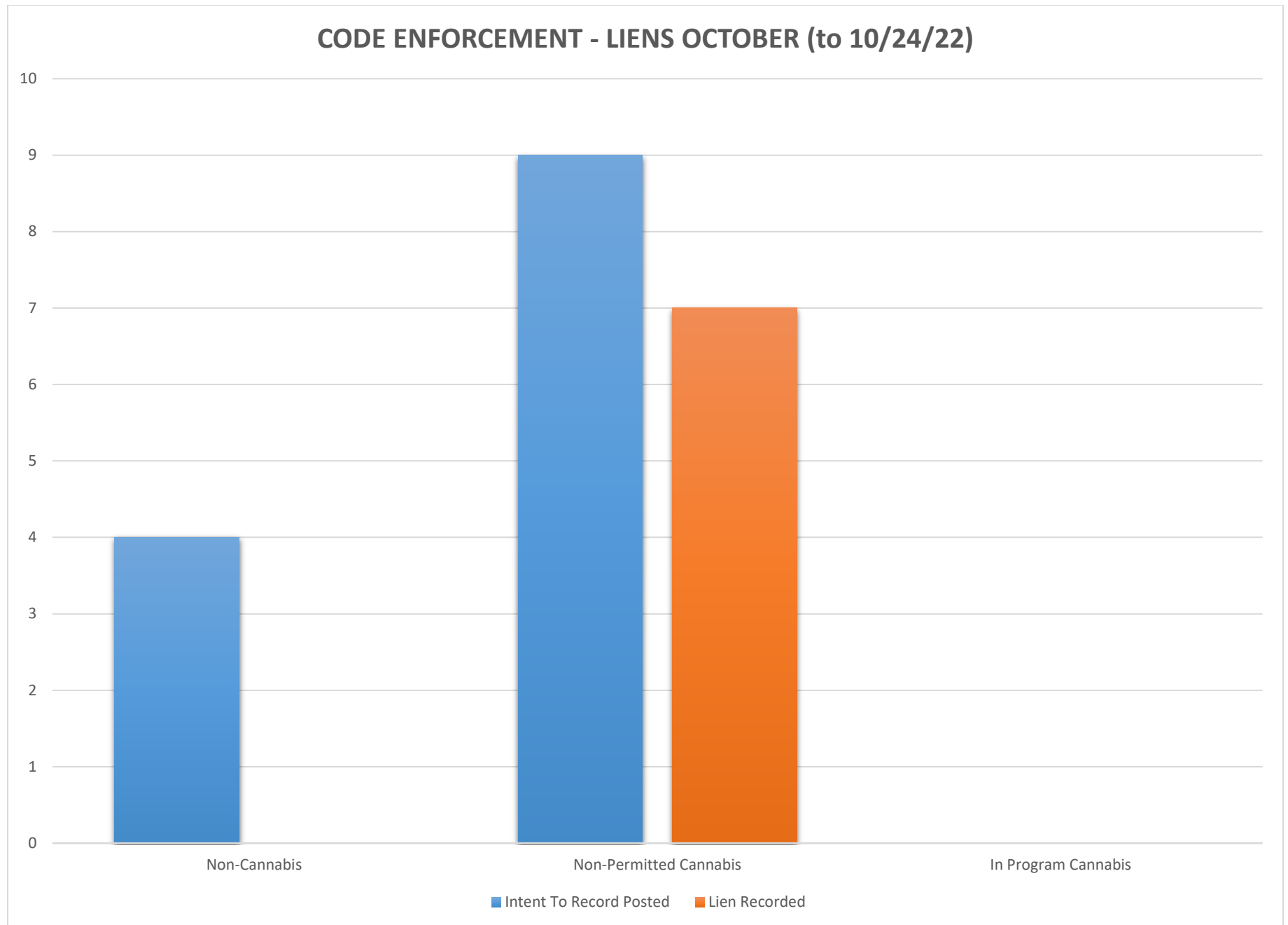


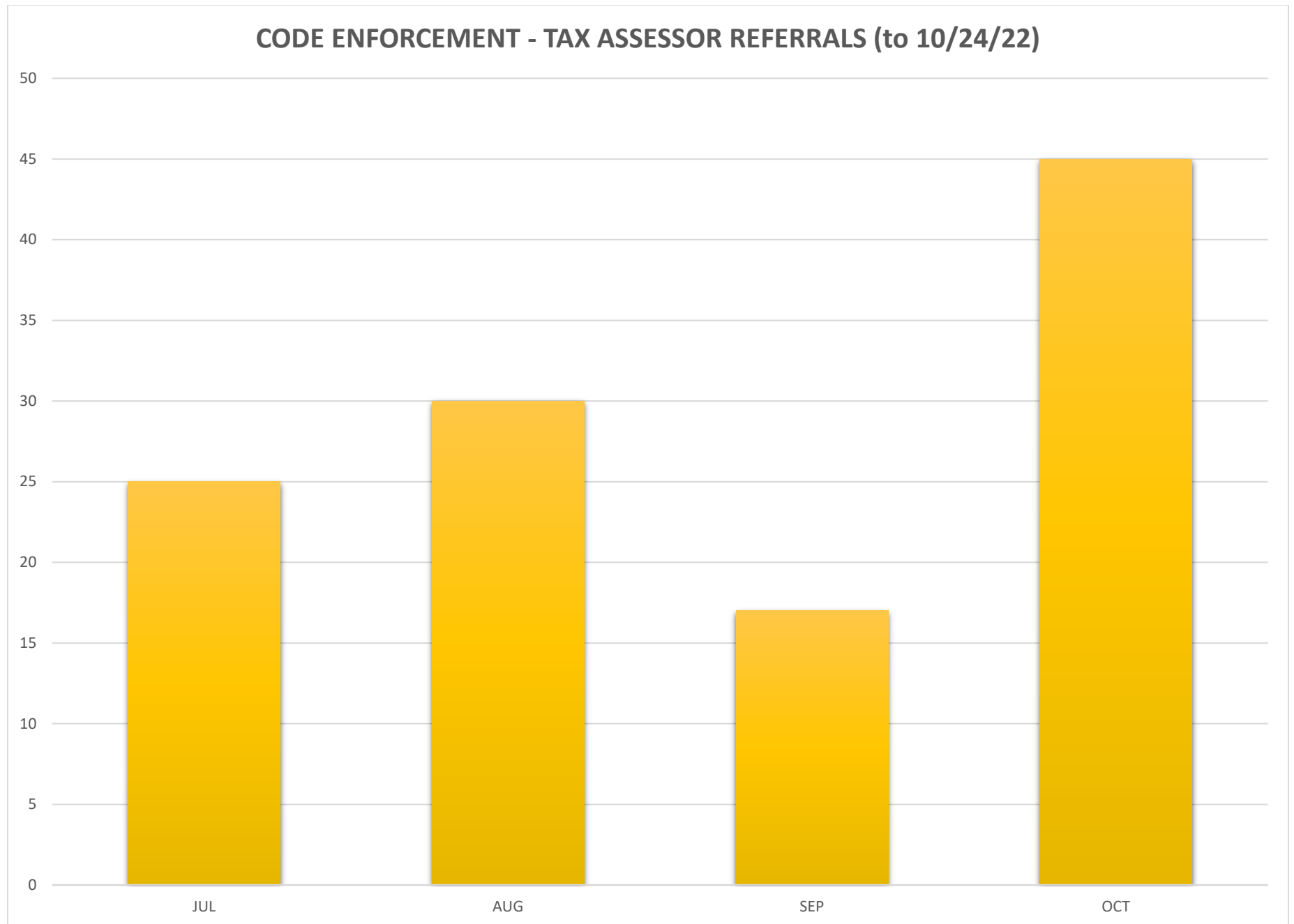












DEBORAH FADER SAMSON  
Cultural Services Agency  
Director  
County Librarian



CONTACT INFORMATION  
105 N. Main St.  
Ukiah, California 95482  
TELEPHONE: (707) 234-2872  
FAX: (707) 463-5477  
Web: [www.mendolibrary.org](http://www.mendolibrary.org)

**COUNTY OF MENDOCINO**  
**CULTURAL SERVICES AGENCY**  
**LIBRARY - MUSEUM**

**LIBRARY**



A few of the residents of Mendocino County being honored by the Library on our Community Change Makers page of the website. <https://www.mendolibrary.org/discover/about-books-reading/recommendations>

**Coast Community Branch** 225 Main St. Point Arena, CA 95468



Branch Librarian Mellisa Hannum outreaches to Point Arena High School's Heath Fair on October 5<sup>th</sup> where she passed out free books and informational bookmarks about the mental health advantages of reading.



- Every Thursday in November (except Thanksgiving Day) from 5:00-6:30 pm, the Ukulele Club rehearses in the Community Room. Ukuleles supplied!
- On December 17<sup>th</sup> at 2:00 pm, please join us for a collage challenge where artists of all ages are welcome to create holiday cards.

**Fort Bragg Branch** 499 E. Laurel St. Fort Bragg, CA 95437



Family bat craft at Fort Bragg Branch

- **STUFFED ANIMAL SLEEPOVER:** Drop off your stuffies on Friday, December 9, 3:00-5:00 pm for an overnight stay at the library. After-hours adventures include story times, games, and snacks. Pick up your stuffies on Saturday, December 10 from 10:00-5:00 to hear all about the fun!

**Laytonville Branch** 44960 N. Hwy. 101 Suite D, Laytonville, CA 95454

Come out to the pop-up library days and apply for a Library card, check out library books, and take a peek inside the branch to view progress. Furniture and supplies are expected to arrive and be installed in November and December in time for a ***Grand Opening in 2023!***

The furnishings, technology, and opening day collection of the Laytonville Branch are supported in part by grants from the USDA Community Facilities Direct Loan & Grant Program, the California State Library, and by the Friends of the Long Valley Public Library.

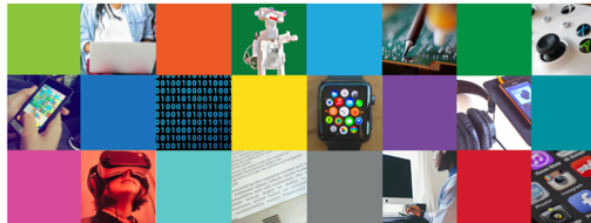
### **Pop-up Library Days/Hours**

Saturdays	From	To
November 19	11 AM	2 PM
December 3	11 AM	2 PM

***Second half of December - preparing for Grand Opening!***

**Round Valley Branch**

- Game Day Saturday, November 19<sup>th</sup> 11:00 am to 4:00 pm. Games for all ages will be set up in the Community Room. Staff and volunteers will be on hand to help facilitate gaming.
- On Tuesday, December 20<sup>th</sup>, 11:00 am -12:30 pm, bring your device with you for one-on-one assistance with e-books, e-Audiobooks, email, social media, basic software, and internet help.



## FREE TECH HELP

Third Tuesdays of each month, 11:00 am to 12:30pm  
October 18th, November 15th, & December 20th

### ONE-ON-ONE HELP WITH:

- ▶ eBooks & eAudiobooks
- ▶ laptop / tablet / smartphone help
  - ▶ email & social media
- ▶ basic software & internet help

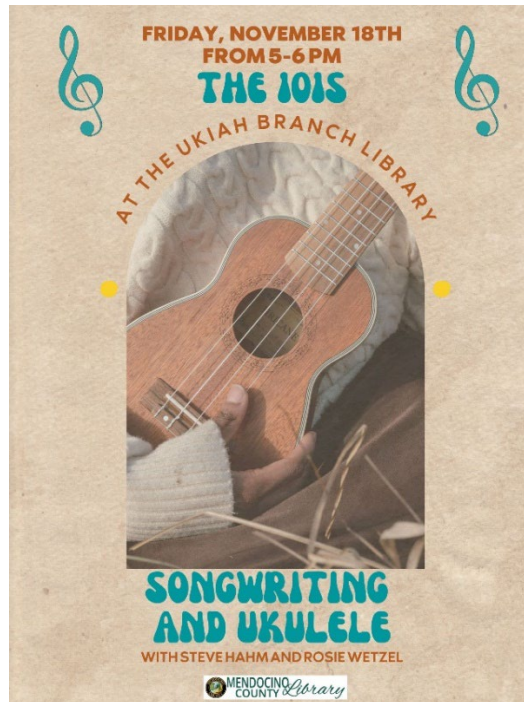
**No need to make an appointment, just walk-in!**  
**Please bring your device with you.**



Round Valley Branch Library  
23925 Howard St  
Covelo, California 95428 | 707-983-6736  
[www.mendolibrary.org](http://www.mendolibrary.org)

### **Ukiah Branch** 105 N. Main St. Ukiah, CA 95482

- On Friday, November 18<sup>th</sup> 5:00-6:00 pm, join us for new musical program series The 101s! Learn the basics of songwriting and ukulele with Steve Hahm and Rosie Wetzel. We have ukuleles you can check out for use!
- On Thursday, December 8<sup>th</sup> at 6:00 pm Point Arena Poet Laureate Blake More will read, followed by an open mic on Zoom. Free and open to teens and adults. All are invited to share poems in any form or style or just listen.



**Willits Branch** 390 E. Commercial St., Willits, CA 95490

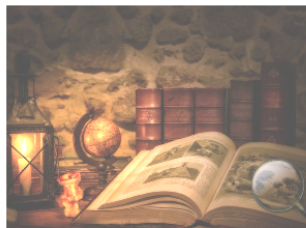
Wednesday, November 30 at 5:00 pm, the Stamp Club will return! Anyone who is interested in stamps is welcome. Refreshments will be provided.

Take & Make Craft Kits will be available for a week before our winter closure, December 16-23. Stop by and pick up something to keep you busy and creative during your time off.

Willits Branch Library Presents:

## **WHO'S WHO IN WORLD HISTORY**

A Monthly Presentation and Discussion



Thursday, October 27, 2022 at 5:30

Thursday, November 17, 2022 at 5:30

Join us at the Willits Branch Library as we explore a different character, or characters, from our past and examine what contributions they have made in **World** history. Denise, our resident historian and Library Assistant will be our presenter. The presentation will be followed by discussion and refreshments. The purpose of this program is to learn how people in our past have made a difference in the world as we know it.



**MUSEUM** 400 E. Commercial St. Willits, CA 95490



Nuestra Alianza Exhibit opened on Oct 9 and will be on display until Feb 5.

- The MCM will be open and free in honor of Veterans' Day on Friday, November 11<sup>th</sup> from 10:00-2:00.
- A Pop-up exhibit featuring Bilingual Mendocino County Staff and the services they provide will be on exhibit through November 27<sup>th</sup>.

## HISTORY MAKERS

at the  
Mendocino County Museum

Join us as we explore Museum exhibits and collections in our hands on program History Makers!

This month our festive correspondence station will be back! Create handmade greeting cards, try your hand at using our old-fashioned typewriter, or maybe you will want to pen a note for a friend using a quill and ink.

History Makers! is an ongoing program which is held from 1-3 pm the first Saturday of every month and repeat weekly on Wednesdays. Be sure to check back as themes and activities change monthly.

**History Makers Program Dates December 2022:**

- Saturday December 4, 11:00 – 3:00 pm – Extended hours for Roots of Motive Power Holiday Express
- Wednesday December 7, 1:00 – 3:00 pm
- Wednesday December 14, 1:00 – 3:00 pm
- Wednesday December 21, 1:00 – 3:00 pm

**MENDOCINO  
COUNTY  
Museum**

Hours: Wednesday - Friday 10 am - 5 pm | Saturday & Sunday 12 pm - 4 pm  
 400 E. Commercial St. Willits, CA 95490  
 (707) 459-2736 | [museum.mendocinocounty.org](http://museum.mendocinocounty.org)  
[www.mendocinocounty.org/museum](http://www.mendocinocounty.org/museum)





# MENDOCINO COUNTY – GENERAL SERVICES AGENCY

## MONTHLY OPERATIONAL UPDATE – OCTOBER 2022

### FACILITIES AND FLEET DIVISION

#### General Services Agency Mission Statement

The mission of the General Services Department is to provide vital, sustainable, and innovative services to ensure that the County accomplishes its goals and objectives for the public good. We provide: capital improvements, facility management, financial and procurement services, mail services, real estate services, and vehicle operations.

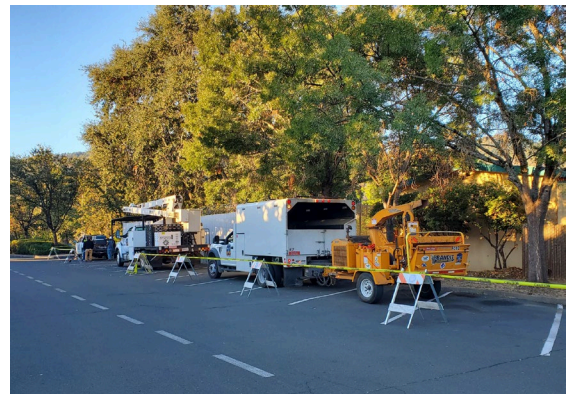
#### Administrative Update

- The initial space utilization/needs assessment report by Nichols Melburg & Rossetto Architects including findings and recommendations was presented at the September 20<sup>th</sup> Board of Supervisors meeting. At the direction of the Board, staff continues planning for the relocation of staff, including relocate the Cannabis program to the Willits Justice Center, relocate the Executive Office/PRRM operations, Office of Emergency Services and Emergency Operations Center to the building previously occupied by the Alternate Defender (*refer to update listed below under "Facilities Maintenance"*), relocate the Fort Bragg Public Health staffing and operations out of the Fir Street Building, begin the analysis of onsite clinical services at the County's Dora Street facility and begin analysis of the State Street facility currently housing Child Support Services, including options for the relocation of the District Attorney's office in conjunction with the County Courthouse move. The architect's team is also completing their Facility condition assessment; these reports and recommendations will be presented in the near future.
- The County has received the Notice to Proceed signifying final approval of the CDBG Mitigation Resilience and Prevention (MIT-RIP) Grant for the 911 Equipment Shelter project from the Department of Housing and Community Development. This approval clears the way for final bidding and procurement for this critical project.

*\*Mendocino County's Strategic Plan: 2022-2027: I - An Effective County Government Organization, II – Assure financial sustainability of the County, III – A Safe and Healthy County, and IV – a Prepared and Resilient Community*

#### Facility Maintenance & Operations

- Facilities staff is working to contain and repair a water leak that occurred over the weekend of October 15-16<sup>th</sup> at the Social Services Yokayo Complex, building no. 41. A major water leak was identified following a weekend which caused extensive drywall damage to the surrounding areas. West Coast Fire and Water was called in to handle the remediation of the water damage and discovered microbial growth due to the water leak. To date, all identified microbial growth has been removed and areas treated. Post work testing was performed, with results pending. Significant wall repair work will be required to restore the area to pre-water leak condition. Estimated cost is a minimum of \$6,737.86.
- The first phase of hazardous vegetation/tree removal around the Juvenile Hall facility was completed on October 19<sup>th</sup>. Immediate areas of concern have been addressed. Facilities is considering options regarding potential fence design in the Garden area, including competitive solicitation and funding. Facilities is assessing all remaining trees in the complex and potential security enhancements. Current cost estimate for vegetation/tree removal is \$1,467.00.
- Facilities released a Request for Proposal(s) (RFPs) for Pest Control and Propane Services. Staff are in the evaluation stages of the process and anticipates final contract awarded by the end of the month.
- Facilities released a Request for Proposal (RFP) in July 2022 for remote custodial support. Staff from Ukiah continue traveling to the coast daily to support the mandated services. General Services Agency continues its outreach to secure resources on the coast, including recruitment.



*\*Mendocino County's Strategic Plan: 2022-2027: I - An Effective County Government Organization, II – Assure financial sustainability of the County, III – A Safe and Healthy County, and IV – a Prepared and Resilient Community*

### Maintenance Operations:



- Ground Maintenance staff has commenced usage of battery powered landscaping tools to replace the gas powered tools used previously.
- Staff has completed an emergent repair on aged HVAC units that serve the County's data center. A contractor was utilized at a cost of \$4,855.
- Staff has commenced repairs to the Jail roll up door that was damaged during operations. Additional safety equipment is required to be added for continuing safe operation. The cost for repair has increased to a new contract total of \$8,943.60.
- Staff has received quotes and is currently working to contract the necessary repairs to the Sheriff's transportation area entrance. Estimated cost is \$7,130.
- Staff is working to identify funding sources to commence work to extend the health and life of

two dawn redwoods located at the Ukiah Courthouse. The estimated cost of this work is \$7,400.

- Staff has commenced minor renovations to buildings 35 (Previously Alternate Defender) and 44 (Willits Justice Center) to assist in the relocation of several County Departments, pursuant to Board direction. The alterations in order to occupy include temporary wall removal, small section carpet replacements, minor electrical upgrades, interior paint, door repairs, and ceiling repairs.
- Staff is currenting increasing the security and safety of the County's Social Services WISC facilities in Willits by replacing aged and malfunctioning light timers with photocell technology. This will ensure parking and building lights cycle with the daylight regardless of time of year.
- Facilities answered two (2) after hours emergencies this month for a total of three (3) hours of OT.
- Building Maintenance work orders received:
  - 810 Fiscal Year to date.
  - Work orders completed Fiscal Year to date: 790.
  - Current total open Building Maintenance work orders: 212.

*\*Mendocino County's Strategic Plan: 2022-2027: I - An Effective County Government Organization, III – A Safe and Healthy County, and IV – a Prepared and Resilient Community*

### Fleet Operations

- In April, the Board adopted and approved the Enterprise Fleet Management systems for development of lease replacement model for County vehicle fleet with focus on fleet electrification and standardization with Social Services acting as pilot group. The implementation of this program has been delayed pending approval of various financing document with County Counsel. Staff is anticipating finalizing the contract documents the week of



- Fleet statistics: Year to date**

Work Orders Scheduled	Work Orders Completed	Percentage completed
354	334	94%

**32 Vehicles are currently scheduled but overdue for Maintenance:**

# of Vehicles	Budget Unit
22	2310
1	2560
1	2070
1	5010
5	1610
1	2860
1	4013

*\*Mendocino County's Strategic Plan: 2022-2027: I - An Effective County Government Organization, III – A Safe and Healthy County, and IV – a Prepared and Resilient Community*

## Capital Projects

### Communications Site Hardening Projects funded by General Fund, PG&E settlement funds and CDBG Resiliency Grants

- Staff has received final design documents for the new 911 equipment shelter project and will continue preparing final bidding and procurement documents through the fall. Completion of the new facility is expected before the end of 2023 with migration of communications and data infrastructure to follow.

### Jail Expansion Readiness Projects

- Work continues on the Jail Expansion Parking Improvement Project along Low Gap Road between Probation and GSA. The project is expected to be completed in November 2022.
- Work on the West Campus Fiber optic build-out to extend the 10-gig fiber to each of the buildings in the Jail complex and the GSA building under review and due to complete by December 2022.

### Other Projects:

- Design for the construction of the pretrial release program modular at the Jail is under review and bidding is planned for December 2022.
- Bids for new cooling equipment for the Administration Center server room were due October 11<sup>th</sup> and are under review, with award and procurement lead times completion is expected in summer 2023.
- Bids for the Fort Bragg Justice Center HVAC system replacement are due November 3, 2022; procurement and construction is anticipated to extend through the summer 2023. Consistent with prior board direction, this project will replace the existing propane fired boiler with a new high efficiency all electric Variable Refrigerant Flow (VRF) heat pump system.
- Commitments for funding the completion of Phase III of the Administration Center Roof and the Agriculture Building roof replacements will be deferred until construction bids are received for the Jail Expansion project.

### Measure B Projects



- The Psychiatric Health Facility at Whitmore Lane site is in design with the initial demolition project due to be out to bid in early 2023, and new construction bidding by the end of that year. Project completion is currently projected for mid-2025.

#### **SB 844 Jail Expansion**

- The County's architect is finalizing bidding documents for the Building 3 Jail Expansion Project having received state Fire Marshall and Planning and Building Services plan review comments. The project team anticipates bidding in the winter of 2022-23 subject to approvals by state and local oversight agencies.

#### **Capital Project Tracking Summary**

- Please refer to the attached General Services Agency/Facilities Project Tracking. This list includes carry forward projects from Fiscal Year 2021/22 and new projects anticipated for Fiscal Year 2022/23.

*\*Mendocino County's Strategic Plan: 2022-2027: I - An Effective County Government Organization, III – A Safe and Healthy County, and IV – a Prepared and Resilient Community*

## **CENTRAL SERVICES DIVISION**

### **Parks Administration**

- General Services Agency (GSA) Staff is working to implement electronic reservations and payments for use of County Parks. The goal is to automate the system for parks reservations and payments to make it more efficient to reserve parks in the county of Mendocino.
- General Services Agency (GSA) Staff, City of Ukiah Staff, The Board of Supervisors Parks Ad HOC and representatives from the Ukiah Pickleball Club will be meeting Late October or early November to discuss plans to transform the Low Gap Tennis Courts to Pickleball Courts.



*\*Mendocino County's Strategic Plan: 2022-2027: III – A Safe and Healthy County, and IV – a Prepared and Resilient Community*

### **Real Property**

- General Services Agency (GSA) has been working diligently on the renewal of expired County leases. Currently, GSA has ten (10) leases in the renewal process. Additionally, GSA has updated the Request for Space for County departments to complete when requesting new space for lease or purchase.

*\*Mendocino County's Strategic Plan: 2022-2027: I - An Effective County Government Organization*

## RFP's

RFP # / Name	Agency Issued	Issued Date	Closing Date
056-22 Pest Control Services	General Services Agency	09/08/2022	10/20/2022
066-22 Propane Services	General Services Agency	09/08/2022	10/20/2022
021-22 Coordinated entry System List Manager	Social Services	10/17/22	11/14/22
055-22 Jail Medical Services	Sheriff's Office	08/17/2022	10/12/2022
061-22 Social Media Services	Sheriff's Office	10/11/22	11/07/22
063-22 Child Support Attorney Services	Child Support Services	10/31/22	11/18/22
065-22 Grant Consulting Services	Executive Office	10/06/22	11/16/22

## Online Bidding Resources

Access to the County's bidding information can be accessed on the website or by clicking on the links provided below.

- [Open RFPs, RFQs, Bids](#)
- [Mendocino County - Planet Bids](#)

## Purchasing

RFQ #	Name	Department	Issued Date	Closing Date	Date Awards
059-22	Mobile Repeater	Office of Emergency Services (OES) / Sheriff's Office	07/26/2022	08/09/2022	9/28/22 Dailey & Wells Communications
069-22	Interceptor Patrol Vehicles	Sheriff's Office	08/29/2022	09/12/2022	9/12/22 Redwood Ford
068-22	Special Operations Vehicle	Sheriff's Office	08/29/2022	09/12/2022	10/12/22 Redwood Ford
057-22	Night Vision Equipment	Office of Emergency Services (OES) / Sheriff's Office	07/21/2022	08/04/2022	10/07/22 NightOps Tactical
058-22	Envoy Mobile Base Station	Office of Emergency Services (OES) / Sheriff's Office	07/26/2022	08/09/2022	Not Awarded
067-22	Chevy Silverado	Sheriff's Office	08/29/2022	09/14/2022	10/05/22 Thurston Auto Plaza

## Projects

- General Services Agency (GSA) Purchasing Division is developing training and resources to assist departments with understanding the nuances of purchasing and buying while ensuring compliance with Policy 1 and state/federal mandates. These resources will cover procurements guidelines, purchase order receiving procedures, the Counties Purchase Card Program (P-Card), Blanket Purchase Order (BPO) and Direct Purchase Authority (DPA) requests among others. Once these resources are developed, they will be made available to all County employees in a centralized location. These resources should answer many of the questions departments have and assist with making the purchasing processes more efficient. Please send purchasing questions to: [purchasingrequest@mendocinocounty.org](mailto:purchasingrequest@mendocinocounty.org) and a GSA staff will be glad to assist.

- General Services Agency has been working with Behavioral Health on the surplus of items located at the Whitmore Lane facility. Surplus operations have continued and many of the items including refrigerators, freezers, storage equipment, ovens and dishwashers will be reutilized by the County Jail. By reutilizing this equipment, the County has saved time money and resources. Behavioral Health is also working to surplus and reutilize as many items as possible. Any Departments that may be interested in surplus times should contact Behavioral Health or General Services Agency.

*\*Mendocino County's Strategic Plan: 2022-2027: I - An Effective County Government Organization, III – A Safe and Healthy County, and IV – a Prepared and Resilient Community*

## **AGENCY WIDE ACTIVITIES**

**Internal Service Fund (ISF)/Cost Allocation Development- Facilities, Fleet and Central Services**  
**General Services Agency education, outreach and resource availability**

Mendocino County - General Services Agency/Facilities and Fleet Capital Project Tracking (BU 1710) PROJECT SUMMARY							
Proj #	Project Name	Department	Budget	Final Cost	Year to Date	Source of Funds	Notes
<b>COMPLETED IN 2022-23</b>							
046	Priority Roof Point Arena Air Force Base & Ukiah Veterans Hall Roof Coating	Facilities and Fleet	\$ 125,000	\$ 123,640	\$ 15,758	General Fund	Completed July 2022
040	Demolish Fire Damaged Modular	Facilities and Fleet	\$ 85,000	\$ 55,316	\$ 55,316	Risk	Completed July 2022
951	Point Arena Microwave Upgrade - Communications	Information Technology	\$ 650,000	\$ 650,028	\$ 101,450	ITMP	IT Managed Project
<b>Total:</b>			<b>\$ 860,000</b>	<b>\$ 828,984</b>	<b>\$ 172,524</b>		
Proj #	Project Name	Department	Budget	Cost Estimate	Remaining	Source of Funds	Notes
<b>IN PROGRESS GENERAL FUND</b>							
039	Jail Building II HVAC unit 3 Replacement	Facilities and Fleet	\$ 40,000	\$ 60,000	\$ 57,313	General Fund	In Contract - Unit Delivery October 2022
048	DOT HVAC Replacement	Facilities and Fleet	\$ 35,000	\$ 55,000	\$ 53,217	General Fund	In Contract - Unit Delivery December 2022
038	County Facility Condition, Space Needs Assessment & ADA Transition Plan	General Services Agency	\$ 200,000	\$ 154,824	\$ 43,323	General Fund	In progress Initial Report to Board September 20, 2022
044	Campus West Fiber Optic Extensions to Sheriff's Office and GSA	Information Technology	\$ 537,275	\$ 450,000	\$ 421,000	General Fund	In progress- Work anticipated through December
970	Off Site Parking Improvements prior to Jail Expansion Project	Facilities and Fleet	\$ 575,000	\$ 550,000	\$ 325,000	General Fund	In progress- Work anticipated through November
025	Admin Center Server Room Cooling and Fire Suppression	Information Technology	\$ 215,000	\$ 215,000	\$ 190,000	General Fund	Bids received, award status pending
049	Fort Bragg Justice Center HVAC Replacement	Facilities and Fleet	\$ 400,000	\$ 400,000	\$ 385,000	GF Reserve + Courts	Bids Due November 2022
045	Public Health Rooms 189, 192 & 193 Water Damage Repairs	Public Health	\$ 90,000	\$ 65,000	\$ 25,000	Risk	Bids Due December 2022
055	Fort Bragg Veterans Hall HVAC System Replacement	Facilities and Fleet	\$ 90,000	\$ 90,000	\$ 90,000	General Fund	In Contract - Unit Delivery November 2022
998	New Shelter to Relocate 911 & MCSO Communications & Servers	Information Technology	\$ 4,117,597	\$ 4,117,597	\$ 4,030,200	CDBG + GF	Project approval by CDBG, Bidding December 2022
017	Underground Storage Tank Wells & Monitoring Covelo & Willits Road Yards	Department of Transportation	\$ 40,000	\$ 32,871	\$ 30,000	GF + Waterboard UST	Closure approved for both sites for final well destruction
043	Sanhedrin Underground Power Line Evaluation and Testing	Facilities and Fleet	\$ 163,000	\$ 163,000	\$ 163,000	PG&E	In Design
034	Sanhedrin Repeater Site Tower & Shelter Replacement	Information Technology	\$ 554,087	\$ 554,087	\$ 550,000	CDBG + GF + PG&E	CDBG Funding approved - in planning
050	Pre-Trial Release Program Facility	Probation	\$ 335,000	\$ 335,000	\$ 320,000	Probation Grants	In Design
070	EOC Relocation to Building 35	Executive Office	\$ 558,000	\$ 558,000	\$ 558,000	PG&E	Evaluation and Planning
063	Sheriff's Office Fallen Officer Memorial	Sheriff	\$ 62,000	\$ 62,000	\$ 62,000	ARPA	Approved - Evaluation and Planning - Memorial by Sheriff
064	Remove abandoned Modular at Sheriff's	Sheriff	\$ 25,000	\$ 25,000	\$ 25,000	General Fund	Approved - Evaluation and Planning
058	Juvenile Hall Dual Jurisdiction Changes & Facilities Grant projects	Juvenile Hall	\$ 25,000	\$ 25,000	\$ 25,000	General Fund	Approved
	Sheriff's Office Steps	Sheriff	\$ 15,000	\$ 15,000	\$ 15,000	General Fund	Approved
065	Probation & Juvenile Hall Proximity Card Readers	Probation	\$ 40,000	\$ 40,000	\$ 40,000	ARPA	Approved
023	Redwood Valley Substation Water Damage Repairs	Facilities and Fleet	\$ 56,000	\$ 56,000	\$ 45,000	Risk + GF	Proceeding with Insurance Repairs Only
<b>Total:</b>			<b>\$ 8,172,959</b>	<b>\$ 8,023,379</b>	<b>\$ 7,453,053</b>		
<b>IN PROGRESS NON GENERAL FUND</b>							
056	Avila 7B HVAC Replacement	Social Services	\$ 100,000	\$ 50,000	\$ 45,000	Social Services	In Contract - Unit Delivery November 2022
047	Round Valley Airport Security Fencing	Department of Transportation	\$ 175,000	\$ 150,000	\$ 145,000	Transportation	Contract routing for signatures
067 & 068	DOT Video Surveillance Fort Bragg & Boonville	Department of Transportation	\$ 60,000	\$ 60,000	\$ 60,000	Transportation	Approved
057	Child & Family Services Exterior Patio Extension	Social Services	\$ 100,000	\$ 100,000	\$ 100,000	Social Services	In Design
066	Children's Services Roof Recoating	Social Services	\$ 80,000	\$ 80,000	\$ 80,000	Social Services	Approved - Evaluation and Planning
069	Public Health Emergency Preparedness Trailer	Public Health	\$ 124,000	\$ 124,000	\$ 124,000	Public Health	Approved - Evaluation and Planning
<b>Total:</b>			<b>\$ 639,000</b>	<b>\$ 564,000</b>	<b>\$ 554,000</b>		
<b>CAPITAL PROJECTS - SB 844 &amp; MEASURE B</b>							
915	SB 844 Jail Expansion Project	Sheriff	\$ 32,000,000	\$ 34,000,000	\$ 32,871,455	SB 844 + GF	Completing State Approvals
004	Psychiatric Health Facility at Whitmore Lane	Measure B	\$ 20,000,000	\$ 20,000,000	\$ 19,717,987	Measure B	Design Development - Demolition in 2023

## Attachment 9

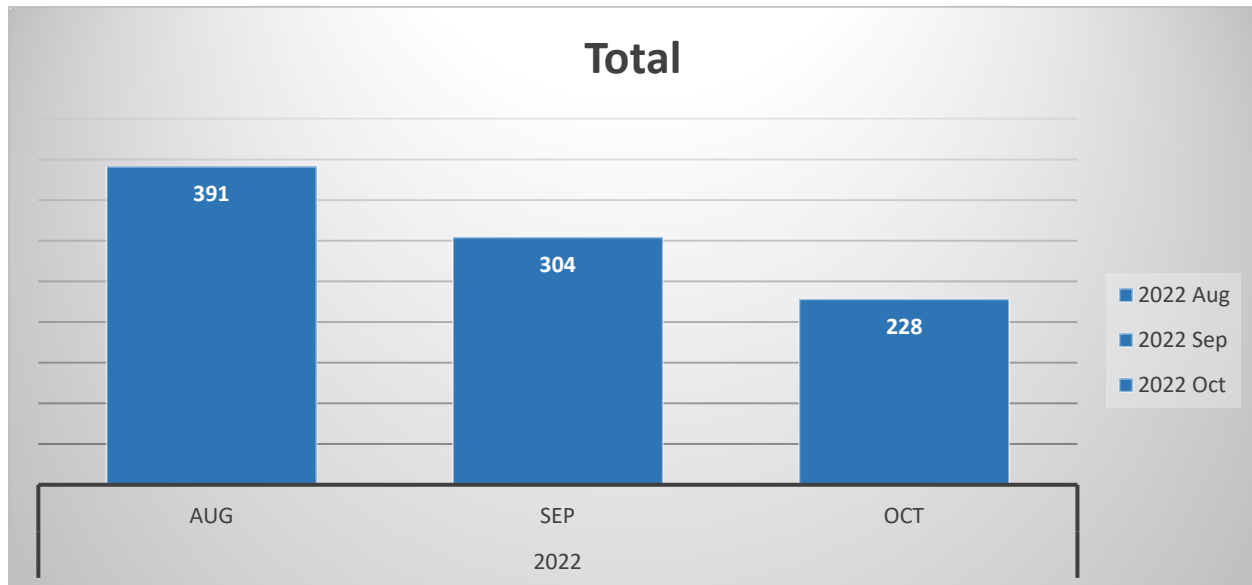
Mendocino County - General Services Agency/Facilities and Fleet Capital Project Tracking (BU 1710) PROJECT SUMMARY							
<b>Total:</b>			\$ 52,000,000	\$ 54,000,000	\$ 52,589,442		
<b>PENDING</b>							
052	Admin Center Roof Replacement Project Southeast Phase 3	Facilities and Fleet	\$ 142,941	\$ 2,650,000		General Fund	Pending bond financing
042	Parks Hazard Mitigation - Other Hazards	Facilities and Fleet	\$ 97,000	\$ 97,000	\$ 97,000	PG&E	What is left after Bower Park Trees and Clean-up
041	Sanel Mountain Microwave Site Hardening	Facilities and Fleet	\$ 160,000	\$ 335,620	\$ 335,000	CDBG + PG&E	CDBG Grant Funding approved
073	HGMP Generators for Critical Facilities	Executive Office	\$ -	\$ 830,000	\$ 830,000	HGMP Grant	Phase 1 Grant Approved for Design phase
071	Electric Vehicle Charging Stations Administration Center & Yokayo	Executive Office	\$ -	\$ 820,000	\$ 820,000	CEC Grant	CEC Grant approved \$655,700
072	Mill Creek Park Vault Toilets - Parks Grant	GSA/Parks	\$ -	\$ 496,892	\$ 496,892	Per Capita Parks Grant	Parks Grant approved \$400,000
	Hirsch Card Readers for Avila Gates	Social Services	\$ 30,000	\$ 30,000	\$ 30,000	Social Services	Approved
	Avila Center Electric Strikes at Interview Booths	Social Services	\$ 26,000	\$ 26,000	\$ 26,000	Social Services	Approved
	Children's Services Painting Rooms C-1, C-2 & C-3	Social Services	\$ 15,000	\$ 15,000	\$ 15,000	Social Services	Approved
	WISC Shower and Laundry Room	Social Services	\$ 90,000	\$ 90,000	\$ 90,000	Social Services	Approved
	Fiber Cable from Fort Bragg Justice Center to Avila Data Room	Social Services	\$ 20,000	\$ 20,000	\$ 20,000	Social Services	IS Network
<b>Total:</b>			\$ 580,941	\$ 5,410,512	\$ 2,759,892		
<b>ON HOLD</b>							
944	Museum Water Damage Repairs	Museum	\$ 40,000	\$ 40,000	\$ 40,000	General Fund	Pending 2022-23 Evaluation & Planning
995	Seal and Paint Jail Building II Exterior Block	Sheriff	\$ 200,000	\$ 200,000	\$ 200,000	General Fund	Pending 2022-23 Evaluation & Planning
059	Information Technology Small Conference Room Doors	Information Technology	\$ 15,000	\$ 15,000	\$ 15,000	ARPA? / GF?	Approved
996	Museum ADA Entry and Restrooms	Museum	\$ 175,000	\$ 175,000	\$ 175,000	General Fund	Evaluate priority with ADA transition plan process
	IT Conference Room Door	Information Technology	\$ 15,000	\$ -	\$ -	General Fund	Approved - Request withdrawn by Department
	Drought Tolerant Landscaping at Veteran's Services	Social Services	\$ 30,000	\$ 30,000	\$ 30,000	Social Services	Approved
<b>Total:</b>			\$ 475,000	\$ 460,000	\$ 460,000		
	<b>Grand Total all GSA Fiscal Year 22/23 projects:</b>		\$ 62,727,900	\$ 69,286,875	\$ 63,988,911		

## INFORMATION TECHNOLOGY MONTHLY UPDATE

### OCTOBER 2022

#### Operations Update

\*Totals do not reflect full month of October.



#### Helpdesk Call totals 10-01-22 – 10-24-2022

**Total Calls – 401**

- **Answered** – 360 (89.8%)
  - Avg. time to Answer – 34 seconds
- **Abandoned** (Long, Short) – 35(8%), 10 (3%)
  - Avg. time to Abandon – 0minute 2minutes 18seconds
  - Short Abandons are calls that hang up within 6 seconds of calling
- **Voicemail** – 6 (2%)
- **Total call duration** – 22.56 hours

**Overall Service Level – 89.3%**

#### Public Safety Communications Update

##### Public Safety Communications Microwave Radio Phase 2 (MPLS)

The communications team is wrapping up the Microwave MPLS project. Existing equipment on Sanhedrin Mountain is being moved into weatherproof cabinets to better protect our microwave equipment through the Winter months. The team will be attending virtual training on the MPLS equipment which should help us better manage our communication systems.

## INFORMATION TECHNOLOGY MONTHLY UPDATE

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### Public Safety Communications Microwave Radio Phase 3

Information Technology is working with our Communications vendor to finalize plans for the 3<sup>rd</sup> and final phase of implementation. More information on this phase of implementation will be available soon,

### **Geographic Information System (GIS) Update**

The Information Technology Division's GIS Staff, create and maintain the SDE Geo Database, a centralized source for the most up to date County GIS data for use with GIS stations in Departments throughout the County.

The Information Technology Division's GIS Staff, create and maintain two GIS Portals, one on the County's Intranet for use by County Staff and one on the Internet for use by the Public. Information Technology GIS Program staff and Server Administration staff are currently working on a project to rebuild and update the Internal GIS Portal. The server for this project has been spec'd and sized and the SQL software license has been ordered. The next step in this process will be to build the server and install software.

GIS Program staff have been working on updates to the voter precinct layer. The redistricting of Trustee Areas by the Mendocino Lake Community College and the Ukiah Unified School District require the County to make modifications to the voter precinct boundaries.

Information Technology Division's GIS Staff, create and maintain the GIS data layers in the Sheriff's dispatch system. GIS Staff complete monthly updates to Geo Database.

### **Administration/Fiscal Update**

On October 18<sup>th</sup>, the Board of Supervisors approved four service level agreements (SLA's) for technical support provided by Information Technology staff. Each fiscal year every SLA is reviewed and updated with the objective to ensure both parties understand and agree what support will be provided, identify any exclusions, and the responsibilities and expectations of each party.

### Recruitment Update

In October, Nick Wharff transitioned into a new role as a Communications Technician. This position will add much needed resources to the Communications team responsible for the upkeep, maintenance, and administration of the County's 16 Public Safety Microwave communication system towers, including all public safety radio repeaters and radio communications equipment. Mendocino County Information Technology also welcomes a new Business System Analyst on October 31<sup>st</sup>. This position will provide analytical staff whose work will assist in business process analysis, application training and gap analysis, and ultimately will aid in the delivery of enhanced services and capabilities for County Departments.



## INFORMATION TECHNOLOGY MONTHLY UPDATE

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### Development and Business Applications Update

#### Munis Enterprise ERP Update

The Information Technology Division of the Executive Office has many roles in maintaining Mendocino's County's Enterprise H.R., Payroll, and finance system – Munis ERP by Tyler technologies. In addition to keeping the infrastructure that runs this system healthy and backed up, I.T. makes sure the latest security and performance patches are applied to both the application and the servers that host it. I.T. also plays a central role in adding new user and assigning the appropriate permissions in accordance with the Auditor's office.

#### *Payroll Stability:*

The Division of Information Technology has been assisting in the transition of payroll related tasks to the new staff responsible for running this critical process every two weeks. We are pleased to report that after a few pay cycles, the process has stabilized. New staff are performing their tasks at an ever increasing rate, and the transition to exception based processing is now complete.

#### Property Tax Software System (Aumentum)

The Division of Information Technology has been assisting the Treasurer Tax Collector in getting the 2022 Annual Secured Tax Role off to the third-party print vendor for printing and mailing. This is the second time we have attempted this in the new Aumentum Property system, and the County stakeholders are still working out all the processes that lead up to this important milestone.

#### *Simpler Systems:*

The Division of Information Technology has purchased a suite of database reporting tools from Simpler Systems. These tools are highly optimized for allowing simplified searches into the very complicated Aumentum database structure. I.T. is optimistic this Aumentum companion piece will enable better visibility into our existing dataset and will help report current property system metrics and details to interested parties. The process of integrating this new suite has been started and we are hopeful this tool can be fully online during the third quarter of FY2223.

#### *Soil Types:*

The Division of Information Technology has begun assisting the Assessor Clerk-Recorder's office in integrating soil type information into the new Aumentum property System. This information was not previously integrated in the old system, and property values calculations that depend on soil types were performed manually. I.T. aspires to create an import file using GIS sourced data to populate the parcel records of the approximately 4000 affected properties.

#### Employee Self Service

The Division of Information Technology is still working toward the completion of our implementation of Tyler Technologies Employee Self Service companion to the Munis Enterprise ERP system. This useful tool will allow employees to monitor, retrieve, and update various aspects of their employee record. This project has experienced delays during the aforementioned payroll transition items. We are hopeful the stability of payroll related tasks will allow a re-focusing on this project.

## INFORMATION TECHNOLOGY MONTHLY UPDATE

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### Fleet Management Changes

For many years Mendocino County Information Technology has maintained the web enabled application used to assist Facilities and Fleet with the management of various County Fleet based activities. This application, known as 'Fleetster,' is the central database for tracking County authorized drivers, scheduling reservations for county pool cars, and tracking fuel consumption and mileage for each vehicle. These reservations and fuel charges are used to create the bills that go back to each department to pay for the vehicle's maintenance and fuel charges.

Recently, a change was made to how departments vehicle bills are calculated. In particular, a minimum 10,000 annual mileage threshold was introduced, in order to distribute fleet maintenance costs more equitably. The Division of Information Technology has been incorporating the minimum 10,000-mile charges in a manner that equalized the charges for each vehicle throughout the year, enforcing a monthly minimum and adjusting by actual miles driven. Upon reaching the 10,000 annual minim, actual mileage will be billed for the remained of the fiscal year. Information technology will have our portion of the billing changes completed by the end of October 2022. This new billing methodology is anticipated to be in use by November 2022.

### Cannabis Portal Update

The Mendocino County cannabis portal is being prepared for re-opening in order to allow re-submission of application forms for a limited number of phase one participants. These participants have been deemed to be 'in good standing.' The in Good Standing portal will be opened on November 1<sup>st</sup> and closes on January 31<sup>st</sup>, 2023, and 11:59PM.

## **Systems and Network Administration Update**

### Department Moves

The network team has been busy with department moves. In the past month, the Alternate Defender's office has moved into a new location which required a build out of new networks to the new location. Soon, Cannabis and the EOC will be moving. Both moves will require building re-wiring and upgrades to our existing network equipment.

### Campus West Fiber Project

The Campus West fiber project is underway. The vendor will be upgrading the fiber and patch cables for the Sheriff's Office campus. New network equipment has been purchased and is ready to be configured and deployed.

### Library CENIC

The network switches for the library CENIC project have arrived. We are still waiting for the fiber modules for the switches. Once those arrive we can expect the switches to be configured and deployed and the CENIC project completed.

### Server Builds

The sysadmin team is building upgraded Geographic Information Systems (GIS) servers for county use. The new servers will provide updated mapping capabilities for several county departments.

## Mendocino County Social Services Status Report October 2022

We are pleased to serve our communities through:

- Adult & Aging Services (AAS)
- Family & Children's Services (FCS)
- Employment & Family Assistance Services (EFAS)

### *Great things are happening here!*

#### Social Services goes out on the road!



*Irene Labus, Brenda Moreno Sanchez, Crystyna Gillespie and Pauline Rantala at the Ukiah Country PumpkinFest*

October 6th Social Services staff attended Indigenous People's Day hosted by Round Valley High School in Covelo. This gave us the chance to engage with our Round Valley community and promote Social Services internship opportunities!

14 staff helped at our booth for the Ukiah Country PumpkinFest the weekend of October 15th and 16th in downtown Ukiah. From this event we received 73 job interest cards and 17 scans of our Staff Resources QR code connecting us to job seekers throughout the county!

#### EFAS Eligibility Specialist Trainees

Welcome to our newest class of Eligibility Specialists! They are wrapping up their first month-long section learning the basics of the eligibility systems CalSAWS and CalFresh. Next will be program rules for Medi-Cal then working under the guidance of the training team to put that knowledge into effect as they begin to process real-world cases for our community members.



*Daniel, Conner, Fabiola, Andrea, and Laura  
Not pictured: Jose*

#### Mendocino County Social Services Vacancy Rate

**25%** Department Overall

**35%** Family & Children's Services

**21%** Adults & Aging Services

**12%** Administration

**23%** Employment & Family Assistance Services

**\*Vacancy rate effective  
10/31/22**



#### Mendocino County Social Services Newly Filled Positions

**9** Department Overall

**5** Family & Children's Services

**2** Adults & Aging Services

**2** Administration

**0** Employment & Family Assistance Services

**\*Filled positions affecting service area  
vacancy rate 10/1/22-10/31/22**



## Family & Children's Services

### *Upcoming! November is National Adoption Month*

November is the time of year when adoption is celebrated nationally. It is a time to acknowledge the efforts of those whose lives have been impacted by adoption and those who facilitate the adoption process and celebrate the families who have grown through adoption. It is also a time to recognize the journey of the many children who are still waiting in foster care for their forever homes. All children need love, support and a sense of belonging that families can provide. Securing lifelong connections for children in foster care, both legally and emotionally, is a critical component to support their future well-being.

Mendocino County needs adoptive parents to provide forever homes for children and youth in foster care who are unable to return to a parent. Although adoption, (including Tribal Customary Adoption for Native American children), is the most preferred permanent plan for foster children, legal guardianship is also an important permanency option for individuals who are not prepared to adopt a child but are interested in serving as a permanent caregiver for a child.

As of October 19, 2022, there are 60 Mendocino County foster youth who are receiving permanency placement services due to being unable to reunify with a parent. These foster youth range in age from 1 year old to 17 years old and have been in foster care from 1 year to over 13 years. We are looking for individuals and families who would like to consider legal guardianship or adoption to provide these foster youth with much needed stability in permanent homes. Community members interested in learning more about becoming an adoptive parent or legal guardian and providing a permanent home for a child in foster care can call Mendocino County Family & Children's Services Resource Family Approval Supervisor, Lindsey Coke, at (707) 467-5893.

## Adult & Aging Services

### *Operation Green Light for Veterans*

Each year we come together as a nation on Veterans Day to honor and celebrate the hundreds of thousands of brave Americans who have served our country in uniform. Now more than ever, our veterans need our support. In a time when our country is divided on many issues, we can all agree that those individuals who risked everything to protect our country and our way of life deserve support and gratitude.

That is why this year, Mendocino County is joining our colleagues across the nation in launching Operation Green Light for Veterans, an initiative designed to shine a light on the service of our veterans and their families. As part of Operation Green Light for Veterans, Mendocino County is illuminating The Veterans Memorial buildings green beginning on November 7th through November 13th, and we encourage individuals and businesses to join us by changing one light bulb in the entryway of your house or business to a green bulb. By shining a green light, we let veterans know that they are seen, appreciated, and supported. While this event is focused on the week of Veterans Day (November 7th-13th), we encourage individuals to continue to shine the light year-round.

Operation Green Light is also an opportunity to raise awareness of the resources available to veterans and their families. Here in Mendocino County, we are proud to serve approximately 7,000 veterans through The Mendocino County Veterans Services Office. Throughout the year, our county staff are busy connecting our veterans to earned benefits, helping them manage employment needs as well as helping them find veteran peers who can assist with the transition back to civilian life. Veterans and family members can learn more about available services at The Mendocino County Veterans Services Office. This Veterans Day, join us in shining a light of hope and support. Join Operation Green Light and let's turn Mendocino County green for our veterans.

## Employment & Family Assistance Services

### *EFAS Program Update*

Employment and Family Assistance Services (EFAS) administers the public assistance benefits of CalWORKs, Welfare-to-Work, CalFresh, and/or Medi-Cal to more than forty percent of Mendocino County residents. Our staff support approximately **23,413 cases (39,298 individuals)** with one or more of these programs, with our largest caseload coming from Medi-Cal. **Welfare-to-Work staff manage 576 cases** for individuals referred to the Job Services program. In addition to maintaining active programs for these caseloads, staff continue to process new applications for benefits as well. In the month of **September 2022, staff processed 115 applications for CalWORKs, 817 applications for CalFresh, and 266 applications for Medi-Cal**. In total, staff issued **\$546,000 in cash assistance benefits to families and \$4,037,000 in nutrition benefits to households**.

EFAS staff work incredibly hard to support our community through the administration of these safety net programs with the common goals of matching resources to needs, promoting benefits to eligible households, and to improving the lives of our county residents.

## Mendocino County Social Services Status Report octubre 2022

Nos complace servir a nuestra comunidad a través de:

- Servicios para Adultos y la Ancianidad (AAS)
- Servicios para Familias y Niños (FCS)
- Servicios de Empleo y Asistencia Familiar (EFAS)

### Grandes cosas suceden aquí

#### ¡Servicios Sociales en viaje!



*En la foto son  
Irene Labus, Brenda Moreno Sanchez, Crystyna Gillespie y  
Pauline Rantala*

En el 6 de octubre, personal de Servicios Sociales atendieron el Día de Personas Indígenas mostrado en la preparatoria de Round Valley en Covelo. Esto nos dio la oportunidad participar con nuestra comunidad de Round Valley, y promover oportunidades para trabajadores internos dentro de Servicios Sociales.

14 empleados ayudaron con el puesto durante el Ukiah Country PumpkinFest el fin de la semana octubre 15 y 16 en el centro de Ukiah. Hemos recibido 73 cartas de interés de empleo y 17 visitantes al sitio de aplicaciones, ¡conectándonos a los que buscan trabajo por todo el condado!

#### Entrenados Eligibility Specialists (especialistas de elegibilidad) de EFAS

¡Un bienvenido a nuestra nueva clase de especialistas de elegibilidad! Están terminando el primer mes de sección, aprendiendo los conceptos básicos de los sistemas de elegibilidad CalSAWS y CalFresh. Lo siguiente sección será aprendiendo las reglas del programa para Medi-Cal durante trabajan bajo la guía del equipo de capacitación para poner en práctica este conocimiento a medida que comienzan a procesar casos actuales para los miembros de nuestra comunidad.



*Daniel, Conner, Fabiola, Andrea, y Laura  
Sin foto: Jose*

#### Tasa de vacancia de Servicios Sociales

**25%** departamento totall

**35%** Family & Children's Services

**21%** Adults & Aging Services

**12%** Administration

**23%** Employment & Family Assistance Services

*\*Actual desde 10/31/22*



#### Nuevas posiciones llenados de Servicios Sociales

**9** departamento total

**5** Family & Children's Services

**2** Adults & Aging Services

**2** Administration

**0** Employment & Family Assistance Services

*\*posiciones llenadas por area de  
servicio actual desde 10/1/22-10/31/22*

## Family & Children's Services

*¡Pronto viene! Noviembre es el mes de adopción nacional*

Noviembre es el mes del año en que se celebra la adopción nacionalmente. Es un momento para reconocer los esfuerzos de aquellas vidas impactadas por la adopción y aquellos que facilitan el proceso de adopción y celebran a las familias que han crecido a través de la adopción. También es un momento para reconocer el viaje de los muchos niños que todavía esperan en hogares de crianza sus hogares definitivos. Todos los niños necesitan amor, apoyo y un sentido de pertenencia que las familias pueden brindar. Asegurando conexiones por vida para los niños en cuidado de crianza, tanto legal como emocionalmente, es un componente crítico para apoyar los bienestar en el futuro.

El condado de Mendocino necesita padres adoptivos para proporcionar hogares permanentes para niños y jóvenes en cuidado de crianza que no pueden regresar con sus padres. Aunque la adopción (incluida la adopción tribal para niños nativos americanos) es el plan permanente más preferido para los niños de crianza, la guardianía legal también es una opción de permanencia importante para las personas que no están preparadas para adoptar a un niño, pero si están interesadas en servir como cuidadores permanentes de un niño.

Actualmente, desde el 19 de octubre de 2022, hay 60 jóvenes de cuidado de crianza temporal del condado de Mendocino que reciben servicios de colocación permanentes debido a que no pueden reunirse con uno de los padres. Estos jóvenes de crianza tienen edades entre 1 año y 17 años y han estado en cuidado de crianza desde 1 año hasta más de 13 años. Estamos buscando personas y familias que deseen considerar ser guardianes legales o adoptar para brindarles a estos jóvenes de crianza la estabilidad que tanto necesitan en hogares permanentes. Los miembros de la comunidad interesados en obtener más información sobre cómo convertirse en padres adoptivos o guardianes legales y proporcionar un hogar permanente para un niño en cuidado de crianza pueden llamar a la Supervisora de Aprobación de Familias de Recursos de Servicios para Familias y Niños del Condado de Mendocino, Lindsey Coke, al 707-467-5893.

## Adult & Aging Services

*Operación Luz Verde para los veteranos*

Cada año nos reunimos nacionalmente en el Día de los Veteranos para honrar y celebrar a los millones de valientes que han servido a nuestro país en uniforme. Ahora más que nunca, nuestros veteranos necesitan nuestro apoyo. Hoy día, cuando nuestro país está dividido en muchos temas, todos podemos estar de acuerdo en que aquellas personas que arriesgaron todo para proteger nuestro país y nuestra forma de vida merecen apoyo y gratitud.

Por esto, este año el condado de Mendocino se une con de todo el país para lanzar la Operación Luz Verde para Veteranos, una iniciativa diseñada para echar luz sobre el servicio de nuestros veteranos y sus familias. Como parte de la Operación Luz Verde para Veteranos, el condado de Mendocino iluminará luz verde sobre los edificios del Veterans Memorial a partir del 7 de noviembre hasta el 13 de noviembre, y alentamos a las personas y empresas a unirse con nosotros cambiando su luz de la entrada de su casa o negocio a una luz verde. Al encender una luz verde, enseñamos a los veteranos que son vistos, apreciados y apoyados. Este evento se enfoca en la semana del Día de los Veteranos (del 7 al 13 de noviembre), pero invitamos a las personas a continuar brillando durante todo el año.

Operación Luz Verde también es una oportunidad para crear conciencia sobre los recursos disponibles para los veteranos y sus familias. Aquí en el condado de Mendocino, estamos orgullosos servir a aproximadamente 7,000 veteranos a través de la Oficina de Servicios para Veteranos del Condado de Mendocino. A lo largo del año, el personal de nuestro condado está ocupado conectando a nuestros veteranos con beneficios, y ayudándolos administrar las necesidades de empleo, y ayudándolos a encontrar compañeros veteranos que puedan ayudarlos con la transición de regreso a la vida civil. Los veteranos y sus familiares pueden obtener más información sobre los servicios disponibles en la Oficina de Servicios para Veteranos del Condado de Mendocino. Este Día de los Veteranos, únase a nosotros para iluminar una luz de esperanza y apoyo. Únase a Operación Luz Verde y hagamos que el condado de Mendocino sea verde para nuestros veteranos.

## Employment & Family Assistance Services

*Programa de EFAS actualizado*

Los Servicios de Empleo y Asistencia Familiar (EFAS) administran los beneficios de asistencia pública de CalWORKs, Welfare-to-Work, CalFresh y/o Medi-Cal a más de 40% de los residentes del condado de Mendocino. Nuestro personal brinda apoyo para aproximadamente 23,413 casos (39,298 personas) con uno o más de estos programas, con el mayor número de casos el programa Medi-Cal. El personal de Welfare-to-Work mantienen 576 casos de personas referidas al programa de Servicios de Empleo. Además de mantener programas activos para estos casos, el personal también continúa procesando nuevas solicitudes de beneficios. En el mes de septiembre 2022, el personal procesó 115 solicitudes de CalWORKs, 817 solicitudes de CalFresh y 266 solicitudes de Medi-Cal. En total, el personal emitió \$546,000 en beneficios de asistencia en efectivo para las familias y \$4,037,000 en beneficios de nutrición para los hogares.

El personal de EFAS trabaja increíblemente duro para apoyar a nuestra comunidad a través de la administración de estos programas de seguridad pública con los objetivos comunes como unir los recursos con las necesidades, promover beneficios para los hogares elegibles y mejorar las vidas de los residentes de nuestro condado.