



# The CEO Report

August 1, 2017

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## Human Resources Update

### Job Salary Classification List:

Human Resources updated the County's Job Salary Classification List reflecting recent salary increases approved by the Board of Supervisors.

The list is now available online at:

<https://www.mendocinocounty.org/government/human-resources/join-our-team/county-employment>

### NEOGOV Enhancements:

Staff continues to work on enhancements to the NEOGOV system including implementation of a paperless recruitment process from start to finish. Electronic staffing requests were implemented in 2016 and we expect to begin using electronic certification lists within the next couple of months.

### Benefits Training:

On July 26 and 27, 2017, Human Resources and representatives from Delta Health Systems provided employees with Health Benefits trainings in Willits and Fort Bragg. Topics included the Medical Expense Reimbursement Plan (MERP), adult dependent care, Plush Care, billing, and qualifying event guidelines. For additional information regarding your current health benefits, contact Human Resources.

### 2017 Open Enrollment:

The 2017 Open Enrollment Fairs will take place Tuesday, October 17, 2017 through Friday, October 20, 2017. Employees will have the opportunity to speak with various vendors, make changes to their current coverage, and renew or enroll in voluntary benefits. This is the only time during the year that an employee can make changes to their health plan coverage without experiencing a qualifying life event. Employees will be receiving detailed information regarding Open Enrollment in the coming month. Please contact Human Resources if you have any questions.

### The Work of Leadership:

The HPO Project Teams have begun their initial meetings to work on specific issues identified by the Mendocino County Executive Leadership Team (MCELT) with input from the Expanded Leadership Team. Approximately 60 County employees representing all levels of service have volunteered to participate on project teams addressing communication, recruitment and retention, economic development, employee engagement, customer service, performance plans, and operational processes.

The Leadership Reading Group will meet again on August 3rd, 12:00-1:00pm in Conference Room B, 501 Low Gap Road, Ukiah. The current book is *The Five Dysfunctions of a Team*, by Patrick Lencioni.

## Human Resources Update (continued)

### Medical Expense Reimbursement Plan (MERP):

The County offers a voluntary Medical Expense Reimbursement Plan (MERP). To be eligible for MERP, you must be currently enrolled in the County's Health Plan and have an option to enroll in secondary coverage, such as a spouse's plan provided by their employer. Choosing to participate in MERP may provide you with substantial savings through reimbursements of your medical expenses such as deductibles, co-pays and some premium costs. To find out more about MERP, ask questions, and discover how you may be able to save a substantial amount on medical costs, contact Human Resources.



*Check out Mendocino County's  
Career Page, powered by NEOGOV.  
[www.governmentjobs.com/careers/mendocinoca](http://www.governmentjobs.com/careers/mendocinoca)*

## County Counsel Update

On July 25, 2017, County Counsel conducted their first hearing on appeal of an administrative citation. It was heard before a hearing officer pursuant to the new administrative citation ordinance passed earlier this year. The immediate effect will likely be code compliance in the near future on a case that was over a year old. The issuance of a second administrative citation on a separate case, which was also nearly a year old, has affected movement from the person cited even though that person also appealed. That appeal is set for early September, but we hope to see a resolution before then. These hearings follow administrative citations that were issued in June. Overall, this demonstrates the functionality, usability and successful implementation of the ordinance through the efforts of County Counsel and the Code Enforcement Division of Planning and Building. We are pleased to be able to move forward with this program.



## Water Agency News

The Ukiah Valley Basin Groundwater Sustainability Agency will have its next regular meeting on August 10, 2017, at 1:30 p.m., in the Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, CA 95482. For more information, please visit [www.mendocinocounty.org/uvbgsa](http://www.mendocinocounty.org/uvbgsa).

## Sheriff's Substation Update

A notice inviting bids was released last week for the Sheriff's Substation at the Ford House Carriage House, located on State Park land next to the town of Mendocino. Bids are due to the County by August 24, 2017, and a contract recommended for award is expected to come before the Board of Supervisors in September.

## Cannabis Update

### Cannabis Management Unit:

The Executive Office is working on a job description and organizational chart for the new Cannabis Management Unit approved by the Board of Supervisors on July 18, 2017. However, in the absence of the new manager position, the CEO is working with the cannabis team to streamline the permitting process. There are over 600 applications and two permits issued. Under the direction of the Board, the cannabis team will work to uphold County Code while developing a more effective and shorter permitting process.



*For more information on the County's Cannabis Program, please visit:*  
[www.mendocinocounty.org/cannabis](http://www.mendocinocounty.org/cannabis)

### Third Party Inspectors:

A meeting was held on July 27, 2017, with County staff and the third party inspectors. This is the first of many meetings to learn how to work better together and to further define the role of the third party inspectors. A joint training is being planned to identify the third party inspectors' role and determine if they can work with County staff and applicants before an applicant receives a permit.

### General Update:

During the cannabis update at the July 18, 2017, Board of Supervisors meeting, the Board received information on many of the items of concern and directed staff to return on August 8, 2017, for further discussion and direction from the Board. Specific topics to be addressed will include: possible amendments to the Cannabis Cultivation Ordinance, clarification of issues regarding Americans with Disabilities Act (ADA) for commercial structures from Planning and Building Services and the Environmental Health Department, and potential solutions for streamlining the permitting process.

Representatives from the Department of Agriculture, Planning and Building Services, Code Enforcement, and Environmental Health will provide updates on their respective components of the Cannabis Cultivation Program. In addition, departments will discuss potential solutions for streamlining the permitting process and possible revisions to the Cannabis Cultivation Ordinance.

On June 14 and 15, 2017, the County hosted a Track and Trace Informational Workshop with SICPA. The County has selected SICPA to provide a track and trace system called CalOrigin to support the new cannabis program. This system will be used by organizations permitted by the County to operate a cannabis business which cultivates, manufactures, distributes, tests, delivers, and/or dispenses cannabis in the unincorporated areas of the County. During the workshops, the County received a high volume of questions from interested parties. The County has condensed those questions into a Mendocino County Track and Trace Frequently Ask Questions (FAQ). The FAQs are now available online at:

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

## Library Update

The Mendocino County Library will be finishing up the Summer Reading Program. Please contact your local branches for more detail.

There will be musical performances by 4 Shillings Short at all of Mendocino County Library Branches. These are free family concerts of traditional world music with a collection of world instruments. The performances will be at the Willits and Round Valley Branches on August 1, 2017, the Fort Bragg Branch on August 2, 2017, the Point Arena Branch on August 3, 2017, and the Ukiah Branch on August 5, 2017. Please contact your local branch for times and more information.

The Willits Branch Library will be having a "Mad Hatter" Party on August 5, 2017, at 11am. Also at the Willits Branch, on August 30, 2017, there will also be a special presentation by Wendy DeWitt on. She will do a live musical lecture on Blues and Boogie Woogie. Please contact the Willits Branch for more details.

The Fort Bragg Branch Library will be hosting the Fratello Marionettes for a show on August 8, 2017, at 6:00p.m.

The Round Valley Branch will be hosting a Solar Eclipse Viewing on August 21, 2017, in front of the library. Telescopes will be available and discussion to follow.

The Ukiah Branch has been awarded a grant for a Virtual Reality Experience Project. On August 10, 2017, Ukiah will unveil to the public the Virtual Reality Enabled Computer and Oculus Rift Headset which will allow patrons of the library to explore a digital world. Contact the Ukiah Branch Library for more information.

## Mendocino Works One Stop Job Center Update

Since 1996, the County has leased a building on Orchard Avenue to house the Mendocino Works One Stop Job Center. In 2011, the lease was allowed to become month-to-month and this year the County was notified that the building had sold. In order for the new owner to take occupancy, the One Stop center must move. A suitable replacement location has been found at 2550 N. State Street, and a related 10 year lease agreement is on the Board's agenda for approval. It is expected that the One Stop Job Center will be operational in its new location by February 1, 2018.



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



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

## Request for Proposal (RFP) Update

### RFP# PBS 16-004 Integrated Wildlife Damage Management Program

- Issue on October 21, 2016
- Submission deadline was December 23, 2016
- Issued an award letter on April 28, 2017
- Department to draft contract

### RFP# 08-17 Information Technology Master Plan

- Issued on April 6, 2017
- RFP Submission Deadline is May 8, 2017
- Moving forward with the evaluation process

### RFP# 18-17 Cannabis Zoning Exemption Development

- Issued on March 31, 2017
- RFP Submission Deadline is May 2, 2017
- Moving forward with the evaluation process

### RFP# SO-2017-002 Medical Health Services for the Mendocino County Jail

- Issue date was February 9, 2017
- Submission Deadline was April 7, 2017
- Process has been prolonged for further review to occur.



## Animal Shelter Update

### Mobile Caravan:

The Mobile Caravan had surgery dates in Laytonville, Boonville, Willits and Manchester this month.

### Transfer –Partnership:

The Animal Shelter transferred (10) dogs to the Sonoma Humane Society. The Sonoma Humane Society routinely assists the Mendocino Animal Shelter with population management when our dog population rises.

### Outcome Statistics:

From July 1, 2017 through July 25, 2017, 28 dogs were adopted, 57 cats were adopted, 40 animals were transferred to rescue organizations and 46 animals were returned to their owners. The live release rate was 85%.



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

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

## Upcoming Board Meetings

Regular Meeting	August 1, 2017
Regular Meeting	August 8, 2017
Standing Committee Meeting	August 14, 2017
Regular Meeting	August 15, 2017
Regular Meeting	September 12, 2017
Regular Meeting	September 18, 2017
Regular Meeting	September 19, 2017
Standing Committee Meeting	September 25, 2017

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

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

## Dates of Interest

County Holiday	September 4, 2017
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## Boards and Commissions Vacancies\*

Board Name	Position
Behavioral Health Advisory Board	4 <sup>th</sup> District Public Interest
Health and Human Services Agency Advisory Board	Member #13 – Children System of Care Representative
In-Home Supportive Services Advisory Council	Current or Former IHSS Recipient
Laytonville Municipal Advisory Council	Member
First 5 Mendocino	General Representative (Local Child Care Resource Agency Representative)
Laytonville Municipal Advisory Council	Alternate

	Regular Board Meeting
	Standing Committee Meeting
	County Holiday
	RCRC Annual Meeting

\* Anticipated vacancies for August, 2017

Please note: Anticipated vacancies include expiring terms; the incumbent of the expiring term may apply for reappointment and/or may continue to serve in their capacity until replaced. California Government Code requires public noticing for all expiring terms regardless of the incumbent's intention to apply for reappointment.

## Attachments

1. Ongoing list of Boards and Commissions vacancies

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*County of Mendocino*



*Follow us on Twitter*



*@countymendocino*





# VACANCY NOTICE

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

**CARRE BROWN**  
First District

**JOHN MCCOWEN**  
Second District

**GEORGEANNE CROSKEY**  
Third District

**DAN GJERDE**  
Fourth District

**DAN HAMBURG**  
Fifth District

**CARMEL J. ANGELO**  
Chief Executive Officer/Clerk of the Board

**KATHARINE L. ELLIOTT**  
County Counsel

Date Posted: July 14, 2017

NOTICE IS HEREBY GIVEN that the Mendocino County Executive Office is accepting applications for anticipated vacancies on the following Board or Commission:

- Behavioral Health Advisory Board..... (1)  
-- 4<sup>th</sup> District Public Interest Representative --
- Health and Human Services Agency Advisory Board..... (1)  
--Member # 13 - Children System of Care Representative--
- In-Home Supportive Services Advisory Council..... (1)  
-- Current or Former IHSS Recipient--
- Laytonville Municipal Advisory Council..... (1)  
--Member--

Please note:

Anticipated vacancies include expiring terms: the incumbent of the expiring term may apply for reappointment and/or may continue to serve in their capacity until replaced. California Government Code requires public noticing for all expiring terms regardless of the incumbent's intention to apply for reappointment.

If you are interested in serving on this Board or Commission, contact your District Supervisor, or the Executive Office, at 501 Low Gap Road, Room 1010, Ukiah, CA 95482 (707) 463-4441.

**LAST DATE FOR FILING: July 26, 2017, or until filled.**

CARMEL J. ANGELO  
Clerk of the Board of Supervisors

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

**PLEASE KEEP POSTED THROUGH: August 1, 2017.**



# VACANCY NOTICE

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

**CARRE BROWN**  
First District

**JOHN MCCOWEN**  
Second District

**GEORGEANNE CROSKEY**  
Third District

**DAN GJERDE**  
Fourth District

**DAN HAMBURG**  
Fifth District

**CARMEL J. ANGELO**  
Chief Executive Officer/Clerk of the Board

**KATHARINE L. ELLIOTT**  
County Counsel

Date Posted: July 31, 2017

NOTICE IS HEREBY GIVEN that the Mendocino County Executive Office is accepting applications for anticipated vacancies on the following Board or Commission:

First 5 Mendocino ..... (1)  
    -- General Representative (Local Child Care Resource Agency Representative) --  
Laytonville Municipal Advisory Council ..... (1)  
    -- Alternate --

Please note:

Anticipated vacancies include expiring terms: the incumbent of the expiring term may apply for reappointment and/or may continue to serve in their capacity until replaced. California Government Code requires public noticing for all expiring terms regardless of the incumbent's intention to apply for reappointment.

If you are interested in serving on this Board or Commission, contact your District Supervisor, or the Executive Office, at 501 Low Gap Road, Room 1010, Ukiah, CA 95482 (707) 463-4441.

**LAST DATE FOR FILING: August 9, 2017, or until filled.**

CARMEL J. ANGELO  
Clerk of the Board of Supervisors

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

**PLEASE KEEP POSTED THROUGH: August 15, 2017.**





# VACANCIES

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

**CARRE BROWN**  
First District

**JOHN MCCOWEN**  
Second District

**GEORGEANNE CROSKEY**  
Third District

**DAN GJERDE**  
Fourth District

**DAN HAMBURG**  
Fifth District

**CARMEL ANGELO**  
Chief Executive Officer/Clerk of the Board

**KATHARINE L. ELLIOTT**  
County Counsel

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## APPOINTMENTS TO BOARDS AND COMMISSIONS JULY 31, 2017

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The Board of Supervisors is actively seeking candidates to fill the following vacancies. Please consult with the Executive Office or visit [www.mendocinocounty.org/government/board-of-supervisors/boards-and-commissions](http://www.mendocinocounty.org/government/board-of-supervisors/boards-and-commissions) for information on specific categorical areas and District vacancies.

<b>BOARD/ COMMISSION</b>	<b>POSITION CATEGORY</b>	<b>SEATS OPEN</b>
(a) Airport Land Use Commission	(Various)	(2)
(b) Air Quality Management District Hearing Board	(Various)	(2)
(c) Alcohol and Drug Abuse Advisory Board	(Various)	(11)
(d) Animal Care and Control Appeals and Advisory Board	(Various)	(3)
(e) Assessment Appeals Board	(Alternate Board Member)	(1)
(f) Behavioral Health Advisory Board	(Various)	(2)
(g) Building Appeals Board	(Various)	(7)
(h) Child Care Planning Council	(Various)	(2)
(i) Community Development Commission	(Tenant Commissioner - Coastal)	(1)
(j) Commission on the Status of Women	(Under Review)	(15)
(k) First 5 Mendocino	(General Representative)	(1)
(l) Fish Rock Cemetery District	(Trustee)	(1)
(m) Gualala Municipal Advisory Council (GMAC)	(Member)	(1)
(n) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(8)
(o) Hopland Cemetery District	(Trustee)	(4)
(p) Hopland Municipal Advisory Council	(Alternate)	(1)
(q) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(5)
(r) Laytonville Municipal Advisory Council	(Various)	(5)
(s) Library Advisory Board	(Various)	(10)
(t) Little River Airport Advisory Committee	(Various)	(7)
(u) Mendocino County Business Improvement District	(Various)	(4)
(v) Mendocino County Employees' Retirement Association Board	(Member # 6)	(1)
(w) Mendocino County Fish and Game Commission	(2nd District Representative)	(1)
(x) Mendocino County Forest Council	(Public Members)	(4)
(y) North Coast Resource Partnership - Technical Review	(Mendocino Representative)	(1)
(z) Policy Council on Children and Youth (PCCY)	(Various)	(15)
(aa) Westport Municipal Advisory Council	(Various)	(2)
(bb) Westport - Ten Mile Cemetery District	(Trustee)	(1)
(cc) Workforce Development Board	(Various)	(4)