



MENDOCINO COUNTY CHIEF EXECUTIVE OFFICER
CARMEL J. ANGELO
REPORT TO THE BOARD
JULY 16, 2019

The CEO Report

July 16, 2019

Human Resources Update

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Labor

Negotiations continue with our general employees represented by SEIU, our public attorneys represented by Teamsters and our Confidential Employees Bargaining Unit. We have received requests to open negotiations with Deputy Sheriffs Association, Mendocino County Probation Employees Association and In Home Health Services.

Supervisor's Academy

We are pleased to report that 75 employees have participated in the first round of Supervisor Academy courses in the Spring/Summer of 2019, and eight employees have completed all course requirements for certification. The eight employees will be presented their certificates at the Board meeting on July 23, 2019.

Leadership

The Mendocino-Humboldt Annual Joint Leadership training will be held on September 6, 2019, at the Benbow Inn. Patrick Donadio, communications expert and author of "Communicating with Impact" will be the speaker for this event. Leading more effectively, clear communications, and powerful presentations will be some of the topics covered during this leadership session. The deadline to apply for this training is July 22, 2019. Applications are to be submitted to johnsonc@mendocinocounty.org.

As the Leadership Initiative evolves, additional programming is needed to continue the momentum of High Performance moving forward. The County is pleased to present new and exciting Leadership programs for 2019/2020. Please see the attached enhancements chart.

Vacancy List

Attached to this report is a Justification of Filled Positions and Vacancy and Recruitment Update provided by Human Resources. These reports include additional information as requested by the Board of Supervisors and includes all funded allocated positions, all vacant funded positions, all positions approved to be filled and in some stage of the recruitment process, all new hires (excluding extra help), all separations, and the number of employees on leave for each budget unit. The report will contain cumulative information for the current fiscal year and will be updated monthly.

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PG&E Public Safety Power Shutoff (PSPS)

County staff has been diligently working on a preparedness focus around the Public Safety Power Shutoff (PSPS) issue facing Mendocino County. As previously reported to the Board on July 9, 2019, the County has created two subgroups that are actively working on preparations in the event of a PSPS.



The two working groups are looking at both External and Internal operations. These groups are meeting on a weekly basis and formulating approaches to address the PSPS situation. The external group has been focusing on the following:

The external working group is focused on communicating the need for residences to be prepared in case of a PSPS. This includes connecting with community partners, local agencies, fire districts and others to get a status of their preparedness activities. This work includes setting up a preparedness website with links to PG&E for tips and how to use generators. The group is working on draft templates in preparation of PSPS so communications can be put up quickly on websites, social media and sent out through Nixle. I have created a preparedness video, which was sent to all employees, this will continue every two weeks. Sheriff Allman has created a Public Service Announcement that is being broadcasted. The Environmental Health department staff are reaching out to all fueling stations and markets to confirm their capacity to remain in operations during a PSPS. Those resources will be shared on the Mendocino County's Public Safety Power Shutoff webpage and with County employees. The Social Services department is connecting with their known In-Home Health clients to discuss preparedness options. The OES Coordinator remains in contact, on a regular basis, with all the Fire District Chiefs, water districts, as well as school district staff. The external group is growing weekly to include a representative from Coastal Valleys EMS, PG&E, and Adventist Hospitals. Outreach has begun to all Cities and Tribal Groups within Mendocino County to begin a dialog on how to prepare. All Public Safety Power Shutoff information and resources will be accessible on the Mendocino County website at: <https://www.mendocinocounty.org/PSPS>

The internal working group has been focusing on how to keep the County open for business to better serve County residents. Currently, the focus has been to address the County Administration Center, as this is the main core of business for the County. To date, an electrical engineer has completed a walk-through of the Administration Center and has provided the County with a bid for services to address the design of the electrical system to provide for generator power, which would be considered a long-term solution. Currently, the existing generator only has capacity to provide for emergency lighting and the Information Systems Servers. The internal working group is also working with each of the departments within the Administration Center in formulating Business Continuity Business Plans as well as refreshing their Emergency Action Plans (EAPs). Such planning is necessary to provide guidance to departments should the PSPS events last more than 24/48 hours. As part of the internal group's planning, an operations room is being identified which would have generator power so that core functions could be achieved, including financial/auditor functions, plans examinations, IT support, etc.

For more information, visit the County's Public Safety Power Shutoff website at:

www.mendocinocounty.org/PSPS

PG&E Public Safety Power Shutoff (PSPS) - Continued

Electricians are being contacted to assess and perform work for addressing power to internal building locks and cameras as part of the emergency power already provided by the existing generator to the Administration Center. The County Garage is on generator backup, which addresses the fueling of County vehicles in the event of the loss of electricity. However, departments are being constantly reminded to maintain their vehicle fleet - remain fueled and ready in the event of a power loss.

The next steps including prioritizing and assessing other County buildings and facilities throughout the Low Gap Road campus, with other facilities throughout the County to follow. Additionally, as previously reported, the County is prepared to open a call center as a result of the PSPS, and Human Resources is putting together employee lists and schedules for the deployment of the call center.



PG&E Wildfire Safety Open House

PG&E will host a Wildfire Safety Open House on July 18, 2019, from 6:00 p.m. to 8:00 p.m., at the Willits Community Center, 111 East Commercial Street. Topics will include:

- Expansion of the Public Safety Power Shutoff program
- Accelerated safety inspections of electric infrastructure
- Enhanced vegetation management around power lines
- Hardening the electric system for the future by replacing equipment and installing stronger and more resilient poles and covered power lines

Please refer to the attached flyer for more information.

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

www.mendocinocounty.org

Planning and Building Services Update

Housing Element Update

The 2019-2027 Mendocino County Housing Element Update is underway. Notices will go out soon for public input meetings for both inland and coastal areas. The final Housing Element document must be adopted by the Board and submitted to the California Department of Housing and Community Development (HCD) by early December, 2019.

Cell Towers

PBS is getting more requests than normal for new cell towers and existing site upgrades due to available Federal funding.

Free Accessory Dwelling Unit (ADU) Plans

Free plans are available to build a "granny unit" on your property in the inland area. There are two choices: 2 bedroom/1 bath that is 816 square feet, or 3 bedroom/2 bath that is 1,200 square feet. Get your site plan approved and pick up your free plans. Illustrative drawings and floor plans can be found at:

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

Exclusive Operating Area (EOA) Update

Mendocino County and Coastal Valleys Emergency Medical Services Agency (CVEMSA) continue to work through the Request for Proposals (RFP) process for Mendocino County's Exclusive Operating Area (EOA) for ambulance services.

Over the past four weeks, four additional addenda have been posted to the CVEMSA and Mendocino County websites.

Addendum #3, which provides answers to questions proposed during the initial Inquiry Period, was released on May 28, 2019. Mendocino County and CVEMSA held a second meeting for potential proposers on May 29, 2019, to review Addendum #3 and address additional questions.

Addendum #4, released June 5, 2019, revised the timeline to extend the final Inquiry Period to June 20, 2019.

Addendum #5, released July 9, 2019, includes additional Vendor Inquiries and responses, as well as updated data and maps.

Addendum #6, released July 11, 2019, revises the deadline for Letters of Intent to July 22, 2019.

The City of Ukiah has asked for a third "meet and confer" meeting under the conditions described in the Letter of Agreement between the City and the County. That meeting has been scheduled for July 18, 2020.

The State Emergency Medical Services Authority (EMSA) has approved the RFP changes requested in Addendum #2 and the changes to the timeline, adjusting the proposed EOA implementation date from March 2020 to July 2020. The RFP and related documents to identify an EOA provider for ambulance services in Mendocino County can be found on CVEMSA's webpage and on the Mendocino County Executive Office webpage under "Open RFP Quotes & Bids" at: <https://www.mendocinocounty.org/government/executiveoffice/open-rfpquotesbids>



Cultural Services Agency Update

Cultural Services Agency

The Cultural Services Agency along with Human Resources will be hosting an Open House of our new offices on August 7, 2019, from 11:00 a.m. until 2:00 pm. Stop by and check out our new administrative office, located at 880 N. Bush Street in Ukiah, as well as the new Outreach Library Van.

Library

The Mendocino County Library is launching the new Outreach Library Mobile Van. This Outreach Van will provide pop up libraries throughout the County. If interested in having a pop up library come to your community, school, or neighborhood, please visit the library outreach page on our website to request a visit at <https://www.mendolibrary.org/services/outreach>.

All Mendocino County Libraries continue to celebrate Summer Reading. Please visit one of our five branches to sign up, attend one of the programs and enjoy reading this summer with the Mendocino County Library.

Museum

The Mendocino County Museum is featuring the new exhibit, "Frontier Days: A Collector's Journey", a continuation of the Dusty Whitney Collection. This exhibit highlights artifacts and history of the Frontier Days Rodeo in Willits, which is the longest continually held rodeo in California. This exhibit will be on display until Mid-October.

Parks

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



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

www.mendocinocounty.org/government/executive-office/parks

Emergency Projects

On June 24, 2019, an air conditioning unit (HVAC Unit # 9) at the Health & Human Services Agency's Yokayo Center and replacement of the unit is proceeding on an emergency basis. The expected cost of replacement is \$19,281.

Animal Shelter Update

Income Statistics

June 1, 2019 through June 30, 2019

- One animal impounded for quarantine at shelter
- Five dead animals disposal request received
- 41 feral cats received
- Six animals came in due to owner being in custody
- Two animals received for rabies specimen testing
- Four owned dogs received by Animal Control or Police due to owner in custody
- 21 owner surrendered animal(s) received
- One shelter animal returned by adopted
- 102 stray animals impounded in the field by Animal Control, Police or came in over the counter from citizens
- Total of 183 animals received at the Animal Shelter



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

www.mendoanimalshelter.com

Outcome Statistics

June 1, 2019, through June 30, 2019

- 24 cats adopted
- 355 dogs adopted
- Zero other animals auctioned off
- Four animals died
- Four dead animal disposals
- 38 total animals euthanized
- One animal sent to laboratory
- One owner/surrender euthanasia
- Nine trap, neuter and return to field cats
- 45 return to owner animals
- 11 animals transferred to other rescue organizations
- Total of 173 animals departed the Animal Shelter

Mobile Spay & Neuter Caravan

On June 26, 2019, the Mobile Spay & Neuter Caravan visited the Cahto Tribal Reservation in Laytonville. The visit to the reservation resulted in a total of 25 dogs and cats being altered and vaccinated.

The visit to the Cahto Tribal Reservations was due to the local Spay Neuter Assistance Program (SNAP) organization of Ukiah being awarded a PetSmart Charities Grant of \$18,100 on December 10, 2018, to assist the owners of dogs and cats that reside on Tribal Reservations and Rancherias in spaying and neutering their pet animals. The grant requires that 255 owned animals be spayed or neutered within in one-year time.

Upcoming Board Meetings

Regular Meeting	July 16, 2019
Regular Meeting	July 23, 2019
Regular Meeting	August 6, 2019
Standing Committee Meeting	August 12, 2019
Regular Meeting	August 20, 2019

Dates of Interest

NACo Annual Conference	July 12 - 15, 2019
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Boards and Commissions Vacancies*

Board Name	Position
Archaeological Commission of Mendocino County	Planning and Building Services Director
Child Care Planning Council	Public Agency Representative
Child Care Planning Council	Provider Representative
Child Care Planning Council	Community Representative
Mendocino Council of Governments	Alternate Mendocino County BOS Representative
Archaeological Commission of Mendocino County	Industry Representative

* Anticipated vacancies

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

Attachments

1. Vacancy and Recruitment Update
2. Position Justification Report
3. HPO 2019/2020 Enhancements
4. PG&E Wildfire Safety Open House
5. Ongoing list of Boards and Commissions vacancies

July						
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			

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

	Regular Board Meeting
	Standing Committee
	County Holiday
	NACo, Annual Conference

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BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE															
Pay Period 14-19, June 16 - June 29, 2019															
DEPARTMENT/OFFICE	FUND	TOTAL FUNDED ALLOCATED FTE POSITIONS	VACANT FUNDED FTE POSITIONS	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE*	NEW HIRES SINCE 7/1/18	SEPARATIONS SINCE 7/1/18	EMPLOYEES ON LEAVE	EMPLOYEES IN BOONVILLE	EMPLOYEES IN COVELO	EMPLOYEES IN FORT BRAGG	EMPLOYEES IN LAYTONVILLE	EMPLOYEES IN POINT ARENA	EMPLOYEES IN UKIAH	EMPLOYEES IN WILLITS
AGRICULTURE	1100	13.00	5.00	1	7.7%	5	1	1	--	--	--	--	--	8	--
<i>Agriculture Total:</i>		<i>13.00</i>	<i>5.00</i>	<i>1</i>	<i>7.7%</i>	<i>5</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>8</i>	<i>0</i>
AIR QUALITY	3270	9.00	2.00	--	0.0%	--	--	--	--	--	--	--	--	7	--
<i>Air Quality Total:</i>		<i>9.00</i>	<i>2.00</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>7</i>	<i>0</i>
ANIMAL CARE	1100	13.00	2.00	--	0.0%	1	2	--	--	--	2	--	--	9	--
<i>Animal Care Total:</i>		<i>13.00</i>	<i>2.00</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>9</i>	<i>0</i>
ASSESSOR-CLERK-RECORDER (ASSESSOR)	1100	20.00	5.00	3	15.0%	8	9	--	--	--	--	--	--	15	--
ASSESSOR-CLERK-RECORDER (CLERK RECORDER)	1100	3.00	0.00	--	0.0%	2	2	--	--	--	--	--	--	3	--
ASSESSOR-CLERK-RECORDER (COUNTY CLERK-ELECTION)	1100	3.00	2.00	2	66.7%	1	--	--	--	--	--	--	--	1	--
ASSESSOR-CLERK-RECORDER (MICROGRAPHICS)	1218	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
<i>Assessor-Clerk-Recorder Total:</i>		<i>27.00</i>	<i>7.00</i>	<i>5</i>	<i>18.5%</i>	<i>11</i>	<i>11</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>20</i>	<i>0</i>
AUDITOR-CONTROLLER	1100	12.00	0.00	--	0.0%	3	3	--	--	--	--	--	--	12	--
<i>Auditor-Controller Total:</i>		<i>12.00</i>	<i>0.00</i>	<i>0</i>	<i>0.0%</i>	<i>3</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>12</i>	<i>0</i>
BOARD OF SUPERVISORS	1100	5.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	5	--
<i>Board of Supervisors Total:</i>		<i>5.00</i>	<i>0.00</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>5</i>	<i>0</i>
CHILD SUPPORT SERVICES	1100	36.00	10.00	4	11.1%	3	6	2	--	--	--	--	--	26	--
<i>Child Support Services Total:</i>		<i>36.00</i>	<i>10.00</i>	<i>4</i>	<i>11.1%</i>	<i>3</i>	<i>6</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>26</i>	<i>0</i>
COUNTY COUNSEL	1100	12.00	0.00	--	0.0%	1	1	--	--	--	--	--	--	12	--
<i>County Counsel Total:</i>		<i>12.00</i>	<i>0.00</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>12</i>	<i>0</i>
CULTURAL SERVICES AGENCY (LIBRARY)	1205	35.50	4.00	1	2.8%	10	9	--	--	3	7	--	1	16	5
CULTURAL SERVICES AGENCY (MUSEUM)	1100	5.00	2.00	1	20.0%	1	1	--	--	--	--	--	--	1	2
<i>Cultural Services Agency Total:</i>		<i>40.50</i>	<i>6.00</i>	<i>2</i>	<i>4.9%</i>	<i>11</i>	<i>10</i>	<i>0</i>	<i>0</i>	<i>3</i>	<i>7</i>	<i>0</i>	<i>1</i>	<i>17</i>	<i>7</i>
DISTRICT ATTORNEY	1100	44.00	4.00	1	2.3%	6	2	2	--	--	5	--	--	35	--
DISTRICT ATTORNEY (ANTI DRUG ABUSE)	4650	3.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	3	--
DISTRICT ATTORNEY (RAPE PROSECUTION)	4480	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
DISTRICT ATTORNEY (VICTIM WITNESS)	4640	5.00	2.00	2	40.0%	--	--	--	--	--	--	--	--	3	--
<i>District Attorney Total:</i>		<i>53.00</i>	<i>6.00</i>	<i>3</i>	<i>5.7%</i>	<i>6</i>	<i>2</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>5</i>	<i>0</i>	<i>0</i>	<i>42</i>	<i>0</i>

*Rates based on positions currently in recruitment

BOARD OF SUPERVISORS VACANCY/RECRUITMENT UPDATE															
Pay Period 14-19, June 16 - June 29, 2019															
DEPARTMENT/OFFICE	FUND	TOTAL FUNDED ALLOCATED FTE POSITIONS	VACANT FUNDED FTE POSITIONS	POSITIONS IN RECRUITMENT (AS OF REPORT DATE)	VACANCY RATE*	NEW HIRES SINCE 7/1/18	SEPARATIONS SINCE 7/1/18	EMPLOYEES ON LEAVE	EMPLOYEES IN BOONVILLE	EMPLOYEES IN COVELO	EMPLOYEES IN FORT BRAGG	EMPLOYEES IN LAYTONVILLE	EMPLOYEES IN POINT ARENA	EMPLOYEES IN UKIAH	EMPLOYEES IN WILLITS
EXECUTIVE OFFICE	1100	13.00	4.00	1	7.7%	1	1	--	--	--	--	--	--	9	--
EXECUTIVE OFFICE (CENTRAL SERVICES)	1100	5.00	1.00	1	20.0%	1	3	--	--	--	--	--	--	4	--
EXECUTIVE OFFICE (CLERK OF THE BOARD)	1100	3.00	1.00	--	0.0%	1	1	--	--	--	--	--	--	2	--
EXECUTIVE OFFICE (DISASTER RECOVERY)	1225	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
EXECUTIVE OFFICE (FACILITIES & FLEET)	1100	33.80	9.80	3	8.9%	5	12	1	--	--	2	--	--	21	1
EXECUTIVE OFFICE (GARAGE)	1100	3.00	1.00	1	33.3%	--	--	--	--	--	--	--	--	2	--
EXECUTIVE OFFICE (GENERAL LIABILITY)	7130	2.50	0.00	--	0.0%	--	--	--	--	--	--	--	--	3	--
EXECUTIVE OFFICE (INFORMATION SERVICES)	1100	25.00	4.00	3	12.0%	1	--	--	--	--	--	--	--	21	--
Executive Office Total:		86.30	20.80	9	10.4%	9	17	1	0	0	2	0	0	63	1
FARM ADVISOR	1100	3.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	3	--
Farm Advisor Total:		3.00	0.00	0	0.0%	0	0	0	0	0	0	0	0	3	0
HHSA (ADMINISTRATION)	1100	23.00	6.00	2	8.7%	7	2	--	--	--	--	--	--	17	--
HHSA (ALCOHOL/OTHER DRUG PROGRAM)	1100	35.00	13.00	7	20.0%	2	7	2	--	--	1	--	--	21	--
HHSA (CGAP-DFC GRANT)	4260	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
HHSA (EMERGENCY MEDICAL SERVICE)	1100	1.00	1.00	--	0.0%	--	--	--	--	--	--	--	--	--	--
HHSA (ENVIRONMENTAL HEALTH)	1100	22.60	3.00	1	4.4%	1	2	--	--	--	--	--	--	20	--
HHSA (MENTAL HEALTH)	1221	62.00	34.00	9	14.5%	8	5	--	--	--	--	--	--	28	--
HHSA (PUBLIC HEALTH)	1100	17.00	5.00	3	17.6%	2	3	--	--	--	2	--	--	9	1
HHSA (PUBLIC HEALTH BIOTERRORISM AS)	4780	2.00	0.00	--	0.0%	1	-	1	--	--	--	--	--	2	--
HHSA (PUBLIC HEALTH CCS)	1100	9.00	2.00	1	11.1%	3	2	--	--	--	--	--	--	7	--
HHSA (PUBLIC HEALTH NURSING)	1100	24.00	9.00	8	33.3%	2	6	--	--	--	2	--	--	10	3
HHSA (PUBLIC HEALTH TOBACCO ED)	4530	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
HHSA (PUBLIC HEALTH WIC)	4180	12.20	2.40	1	8.2%	2	1	--	--	--	2	--	--	8	--
HHSA (SOCIAL SERVICES)	1100	404.00	93.00	72	17.8%	53	53	11	--	--	37	--	--	243	31
HHSA Total:		613.80	168.40	104	16.9%	81	81	14	0	0	44	0	0	367	35

*Rates based on positions currently in recruitment

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HUMAN RESOURCES	1100	19.00	2.00	1	5.3%	1	1	1	--	--	--	--	--	17	--
HUMAN RESOURCES (EMPLOYEE WELLNESS)	1100	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
HUMAN RESOURCES (HEALTH BENEFITS)	7150	4.00	0.00	--	0.0%	1	--	1	--	--	--	--	--	4	--
Human Resources Total:		24.00	2.00	1	4.2%	2	1	2	0	0	0	0	0	22	0
PLANNING AND BUILDING	1100	41.00	4.00	--	0.0%	10	10	2	--	--	8	--	--	29	--
PLANNING AND BUILDING (CANNABIS PROGRAM)	1100	4.00	1.00	--	0.0%	--	--	--	--	--	--	--	--	3	--
Planning and Building Total:		45.00	5.00	0	0.0%	10	10	2	0	0	8	0	0	32	0
PROBATION	1100	49.00	13.00	6	12.2%	--	5	3	--	--	2	--	--	31	3
PROBATION (JUVENILE HALL)	1100	28.80	10.80	3	10.4%	5	11	3	--	--	--	--	--	18	--
Probation Total:		77.80	23.80	9	11.6%	5	16	6	0	0	2	0	0	49	3
PUBLIC DEFENDER	1100	24.00	4.00	1	4.2%	6	6	2	--	--	2	--	--	18	--
PUBLIC DEFENDER (ALTERNATE DEFENDER)	1100	6.50	0.00	--	0.0%	--	--	--	--	--	--	--	--	7	--
Public Defender Total:		30.50	4.00	1	3.3%	6	6	2	0	0	2	0	0	25	0
RETIREMENT	1100	5.00	0.00	--	0.0%	-	1	--	-	-	-	-	-	5	--
Retirement Total:		5.00	0.00	0	0.0%	0	1	0	0	0	0	0	0	5	0
SHERIFF-CORONER	1100	113.00	12.00	14	12.4%	9	10	5	--	--	11	--	1	74	15
SHERIFF-CORONER (COPS PROGRAM AB3229)	1210	1.00	0.00	--	0.0%	--	--	--	--	--	--	--	--	1	--
SHERIFF-CORONER (JAIL)	1100	73.00	3.00	6	8.2%	13	8	5	--	--	--	--	--	70	--
SHERIFF-CORONER (OFFICE OF EMERGENCY SERVICES)	1100	2.00	1.00	1	50.0%	--	--	--	--	--	--	--	--	1	--
Sheriff-Coroner Total:		189.00	16.00	21	11.1%	22	18	10	0	0	11	0	1	146	15
TRANSPORTATION	1200	92.80	20.00	11	11.9%	11	9	1	4	4	10	4	4	40	7
TRANSPORTATION (ENGINEERING & TECHNICAL ASSIST)	1100	6.00	0.00	--	0.0%	--	1	1	--	--	--	--	--	6	--
Transportation Total:		98.80	20.00	11	11.1%	11	10	2	4	4	10	4	4	46	7
TREASURER-TAX COLLECTOR	1100	6.00	1.00	1	16.7%	2	2	--	--	--	--	--	--	5	--
TREASURER-TAX COLLECTOR (COURT AB233 PROGRAM)	1100	6.00	1.00	--	0.0%	1	1	1	--	--	--	--	--	5	--
Treasurer-Tax Collector Total:		12.00	2.00	1	8.3%	3	3	1	0	0	0	0	0	10	0
COUNTYWIDE TOTAL:		1405.70	300.00	172	12.2%	190	199	45	4	7	93	4	6	926	68

*Rates based on positions currently in recruitment

JUSTIFICATION OF FILLED POSITIONS

June 2019

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
Assessor	Cadastral Mapping and Title Technician	4286	Ukiah	4/16/2019	Prior employee resigned leaving position vacant and duties unassigned. Work will need to be performed by existing staff, resulting in possible delays and overtime. This position is essential to keep the day-to-day operations in the Assessor's division functioning.	6/16/2019
Child Support Services	Child Support Specialist III	4276	Ukiah	3/12/2019	This is the lead worker in the Child Support Specialist series; we currently only have one CSS III to support 15 case managers and 3 legal staff; filling this position will provide needed support for case management and allow the supervisors to focus on supervisory responsibilities.	6/2/2019
Child Support Services	Child Support Specialist III	3178	Ukiah	5/23/2019	This is the lead worker in the Child Support Specialist series; we currently only have one CSS III to support 15 case managers and 3 legal staff; filling this position will provide needed support for case management and allow the supervisors to focus on supervisory responsibilities.	6/16/2019
Executive Office (Information Services)	Administrative Services Manager I	4290	Ukiah	5/23/2019	This position will provide the necessary operational support, including managing and maintaining project accounting related to the IT Master Plan, reconciling and tracking all expenses associated with the Information Services operational budget, as well as IT Reserve. The position will also work with the IS Division Manager to develop department metrics in order to measure Department achievements versus goals including inventory management and capital equipment replacement planning and forecasting. This position will play a critical role to department long term planning. This position will assist with the development of departmental procedures.	6/2/2019
Executive Office (Information Services)	Senior Network Systems Analyst	4288	Ukiah	5/23/2019	The network infrastructure team is a high-performance group with significant seniority and expertise. Position will provide lead planning, installation and configuration of the County's complex IT systems. IS supports 120+ systems currently and the need for administration is constant. This position will provide much needed support for county data center, networks and backups. Provides advanced professional expertise and technical support. Provide support for the Sheriff's Office IT operations. Provides a needed career path and provides immense value in maintaining the knowledge gained thereby improving overall departmental efficiency.	6/16/2019
HHSA (Mental Health)	Staff Assistant III	4097	Ukiah	2/19/2019	Position provides staff support to the MHSA unit, taking minutes, sending out public notices, answering phone calls, organizing files, editing forms, and other support tasks that help the efficiency of the unit.	6/16/2019

JUSTIFICATION OF FILLED POSITIONS

June 2019

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
HHSA (Social Services)	Staff Assistant III	3020	Willits	4/16/2019	Position provides clerical support for the Operational Support & Case Review Unit to help process policies and procedures, grievance hearings, all case review preparation and support, and other duties as assigned.	6/2/2019
HHSA (Social Services)	Supervising Staff Assistant	2607	Willits	4/16/2019	Position provides oversight for the clerical staff that support FCS operations in the Willits office as well as the receptionist position at the main Willits office which is the receptionist for FCS, APS, EFAS and Probation. This position also serves as the Building and Safety Coordinator for the WISC.	6/2/2019
HHSA (Social Services)	Social Worker IV-C	2725	Fort Bragg	7/7/2018	This position is needed to meet Federal State and County requirements to protect children from abuse and neglect. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	6/2/2019
HHSA (Social Services)	Social Worker Assistant II	1428	Willits	4/19/2018	This position assists with supervising court ordered visitations, transporting clients and children to visits and services, providing in-home parenting education and support and providing overall case management support assistance to social workers.	6/2/2019
HHSA (Social Services)	Social Worker III	2021	Ukiah	8/6/2018	To meet federal, state and local mandates to respond to allegation of child abuse and neglect and to provide all aspects of Permanency Placement and Supportive Transition. Risk of not meeting State and Federal mandates, risk of overtime and/or assigning duties elsewhere working someone out of class.	6/2/2019
HHSA (Social Services)	Legal Clerk II	3773	Ukiah	2/8/2019	Position provides critical support to FCS social workers in processing, formatting and filing all court report documents, creating and serving all notices of hearings, documenting hearing results in the CWS/CMW database, and distributing copies of all signed court orders to the appropriate parties	6/16/2019
Probation (Juvenile Hall)	Juvenile Corrections Officer	2201	Ukiah	11/30/2018	Incumbent has been promoted to Supervising JCO effective 11/18/18. This is a critical position to fill. Juvenile Hall is mandated by Title 15 regulations to maintain specific staffing levels. With the absence of this position Juvenile Hall will fall below the mandated staffing levels. Staffing will have to be supplemented with overtime from other JCO's, SJCO's, PS's and extra help (when available).	6/2/2019
Probation (Juvenile Hall)	Juvenile Corrections Officer	430	Ukiah	4/17/2019	This position was vacant as of 04/14/19, if not filled the department will be unable to meet State mandates.	6/16/2019
Sheriff-Coroner (Jail)	Corrections Deputy	4268	Ukiah	3/22/2019	Position provides support within the Mendocino County Jail. Failure to fill will result in mandatory overtime and effect the safety and security of personnel and inmates.	6/16/2019

JUSTIFICATION OF FILLED POSITIONS*June 2019*

DEPARTMENT/OFFICE	CLASSIFICATION	POSITION NUMBER	LOCATION	DATE REQUISITION APPROVED	JUSTIFICATION PROVIDED	DATE POSITION FILLED
Transportation	Senior Heavy Equipment Mechanic	953	Fort Bragg	2/1/2019	For operational efficiency and the safety of the workers, each yard needs to have sufficient access to a mechanic to fix broken down equipment and to inspect equipment on a routine maintenance schedule. Vacancy will negatively affect capabilities of the Road Maintenance Division. Equipment repairs and service will have to be out-sourced.	6/16/2019
Treasurer-Tax Collector	Revenue Recovery Specialist	3933	Ukiah	5/13/2019	This position covers the remittance processor which for Treasury and Taxes which is the main banking for posting and deposits for the County. This desk also covers the Unsecured, Secured, and other property tax collections, demands for payments by title companies, mobile home tax clearances among other tax collection functions. Staffing already at a minimum in office due to other vacancies and do not have staffing to cover these functions.	6/2/2019

High Performance Organization

2019/2020 Enhancements

1. Communicate

Building momentum in the Leadership Initiative includes solid communication measures. The following communication measures build on the foundation of existing Leadership Initiative programs.

Program	Date	Purpose
Leadership Work Team meeting visits	Aug 2019	Allows the Leadership Coordinator the opportunity to assess the work teams: How they are progressing?, What they are doing well?, How can MCELT support them?, What are their weaknesses? etc.
County-wide Newsletter	Sept 2019 (every other month)	Enhance county-wide communication efforts utilizing an internal newsletter to provide information relating to: Leadership Initiative, county success stories, department spotlights, leadership articles/videos, employee recognition etc. Each newsletter would have a Leadership philosophy theme.
Department Head visits	Sept/Oct 2019 (tentative)	CEO and Leadership Coordinator meeting with Department Heads to make sure each department is moving in the same direction of the Leadership Initiative. Ascertain how we can help them move forward to create an HPO culture.
Market and brand the Leadership Initiative	Sept 2019	As more Leadership programs are implemented, providing a recognizable brand for the Leadership Initiative will improve marketing efforts and help keep Leadership on the forefront of employees' minds.
Quarterly Expanded Leadership Meetings	Sept, Dec, Mar, Jun	In coordination with the Leadership themes mentioned in the Newsletter, Expanded Leadership Meetings continue to serve as a vehicle to provide County updates, learn from guest speakers and be apprised of Leadership developments.

2. Educate

In order to truly adopt a High Performing culture within Mendocino County, more employees need to be educated on the High Performance Organization philosophy. The following training opportunities will teach employees at every level about the HPO philosophy and the overall direction of the County of Mendocino Leadership Initiative.

Program	Date	Purpose	Audience
HPO 101 Trainings	Fall/Winter 2019	HPO 101 trainings provide employees with a crash course introduction into the HPO philosophy. These trainings, offered in a shorter format, allow the Leadership Initiative to reach a greater number of employees per year. When whole units and divisions understand HPO, cultural shifts will be more common. These Two-hour trainings will be offered monthly to all employees (2 training times per day/per month) by 6 pairs of trainers.	1200 Employees per year
HPO 2-Day Training (facilitated by MCELT)	Twice Annually	HPO 2-day trainings will continue to be offered as a more intensive, in-depth look at HPO and the Leadership Initiative Goals. The 2-day training will be offered to those non-supervisory employees who have completed the HPO 101 trainings and who would like to be part of the Expanded Leadership Team, as well as continue to be offered as a course within the mandatory Supervisor Academy.	120 Supervisors & Employees per year (<i>Employees must have completed HPO 101 first</i>)

3. Develop

In order to truly change the culture within the County, employees need to continue to learn and apply HPO principles.

Program	Date	Purpose	Audience
Quarterly Refresher Course with Q&A Opportunity	Jan, Apr, Jul, Oct, 2020	Intended for those who have completed the HPO 2-Day training, this is an opportunity for staff to take a deeper dive into HPO and how to apply it. Courses would be offered twice quarterly to 25 participants at a time. Course would include Q&A session and open discussion allowing participants to address issues or questions they have encountered while trying to adopt an HPO culture in the workplace.	100 Employees per year
Benbow Regional Training Event	Once a year	The annual Benbow Regional Leadership Training event continues to provide an opportunity for personal Leadership development within the Expanded Leadership Team. Participants must apply and will be selected by the CEO and Leadership Coordinator.	40 MCELT, Expanded Leadership Team
Leadership Book Club	Monthly	The Leadership Book Club serves as a gateway to the Expanded Leadership Team. Books are chosen that complement the Leadership Initiative's HPO philosophy and develop employee's professional leadership skills.	230+ Expanded Leadership Team invited, Any employee can join

4. Connect

Creating opportunities for social connection within the Leadership Initiative encourages those working hard to change the culture of the County and provides a support network when they are struggling.

Program	Date	Purpose	Audience
Brown Bag Lunch or Picnic	Twice Annually	Gives employees participating in the Leadership Initiative an opportunity to network with employees in other departments, learn how other areas are implementing HPO, address hurdles and have questions answered. This could be a brown bag lunch held in a conference room or at a local park, weather permitting.	230+ Expanded Leadership
Slack Communication tool	July 2019	Utilizing social connection and online communication, the online Slack communication tool takes the Leadership Book Club one step further. Employees need not attend actual book club meetings to still reap the benefits of personal development, conversation and connection.	230+ Expanded Leadership



PG&E Wildfire Safety Open House

You're invited to learn more about our Community Wildfire Safety Program (CWSP)

Please drop in any time between 6–8 p.m. to hear about wildfire safety and emergency preparedness, meet with PG&E representatives, ask questions and share feedback. Topics will include:



Public Safety
Power Shutoff



Enhanced vegetation
management around
power lines



Hardening the
electric system
for the future



Accelerated safety
inspections and repairs
of electric infrastructure

Thursday, July 18 | 6:00–8:00 p.m.

Willits Community Center
111 East Commercial Street
Willits, Calif. 94590



For more information on our wildfire safety efforts and Public Safety Power Shutoffs, including details on upcoming **open houses and informational webinars in your region**, please visit pge.com/wildfiresafety.



VACANCIES

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

CARRE BROWN
First District

JOHN MCCOWEN
Second District

JOHN HASCHAK
Third District

DAN GJERDE
Fourth District

TED WILLIAMS
Fifth District

CARMEL ANGELO
Chief Executive Officer/Clerk of the Board

KATHARINE L. ELLIOTT
County Counsel

APPOINTMENTS TO BOARDS AND COMMISSIONS
JUNE 26, 2019

The Board of Supervisors is actively seeking candidates to fill the following vacancies. Please consult with the Executive Office for information on specific categorical areas and District vacancies.

BOARD/ COMMISSION	POSITION CATEGORY	SEATS OPEN
(a) Air Quality Management District Hearing Board	(Various)	(4)
(b) Animal Care and Control Appeals and Advisory Board	(Various)	(3)
(c) Archaeological Commission of Mendocino County	(Various)	(2)
(d) Assessment Appeals Board	(Alternate)	(2)
(e) Child Care Planning Council	(Various)	(8)
(f) Community Development Commission	(Various)	(6)
(g) Covelo Public Cemetery District	(Trustee)	(1)
(h) Emergency Medical Care Committee	(Various)	(13)
(i) First 5 Mendocino	(Various)	(2)
(j) Fish Rock Cemetery District	(Trustee)	(1)
(k) Gualala Municipal Advisory Council (GMAC)	(Various)	(4)
(l) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(7)
(m) Hopland Cemetery District	(Trustee)	(3)
(n) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(6)
(o) Law Library Board of Trustees	(Trustee)	(1)
(p) Laytonville Municipal Advisory Council	(Member)	(2)
(q) Little River Airport Advisory Committee	(Various)	(10)
(r) Mendocino Council of Governments (MCOG)	(Alternate Mendocino County BOS Representative)	(1)
(s) Mendocino County Business Improvement District	(Inland Area Representative)	(1)
(t) Mendocino County Tourism Commission	(Various)	(2)
(u) Mendocino Historical Review Board	(Member)	(1)
(v) Mendocino Transit Authority	(County B)	(1)
(w) Museum Advisory Board	(5th District Representative)	(1)
(x) North Coast Resource Partnership	(Alternate Mendocino Rep to the Tech Review Comm.)	(1)
(y) Policy Council on Children and Youth (PCCY)	(Various)	(12)
(z) Potter Valley Cemetery District	(Trustee)	(1)
(aa) Sonoma Mendocino Economic Development District	(Director)	(1)
(ab) Westport Municipal Advisory Council	(Member)	(1)



VACANCY NOTICE

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

CARRE BROWN
First District

JOHN MCCOWEN
Second District

JOHN HASCHAK
Third District

DAN GJERDE
Fourth District

TED WILLIAMS
Fifth District

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

KATHARINE L. ELLIOTT
County Counsel

Date Posted: June 28, 2019

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

Archaeological Commission of Mendocino County(1)
-- Industry Representative--

Please note:

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

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

LAST DATE FOR FILING: July 18th, 2019, or until filled.

CARMEL J. ANGELO
Clerk of the Board of Supervisors

By: _____
Deputy

PLEASE KEEP POSTED THROUGH: July 19th, 2019