



# The CEO Report

January 23, 2018

## Human Resources Update

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### The Work of Leadership:

On December 20, 2017, all seven leadership project teams presented to the Mendocino County Executive Leadership Team (MCELT) on the progress of their teams. There are approximately 90 employees that participate on the various teams. The teams are focused on communication, employee engagement, economic development, customer service, operational processes, performance measures and recruitment. All teams have been meeting monthly for the past six months and have developed one short term and one long term goal. All teams will be presenting to the Board of Supervisors in either February or March.

### Reading Group:

The Leadership Reading Group is currently reading Start With Why, by Simon Sinek. This group meets every other Thursday with the next meeting on January 25, 2018, from 12-1 pm in Conference Room B at the Administration Building.

### Wellness:

Effective January 1, 2018, employees on the health plan can participate in the Wellness Incentive Program to earn \$500 off their 2019 health plan premiums. Participants have until November 1, 2018, to complete all 3 of the following requirements:

1. Earn 100 Wellness Points;
2. Complete an online Health Assessment; and
3. Complete a Biometric Health Screening

More information can be found by visiting MCWOW on the web at [www.mendocinocounty.org/government/human-resources/employee-health-insurance/employee-wellness-program-mcwow](http://www.mendocinocounty.org/government/human-resources/employee-health-insurance/employee-wellness-program-mcwow).

## Emergency Medical Services (EMS)

Coastal Valley Emergency Medical Services and Mendocino County have decided to research other models for EMS delivery systems. We will be meeting with the State to determine options. The timeline for this change is December 31, 2018.

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## Information Technology Master Plan Update

ClientFirst, the County's IT Master Plan consultant, will be meeting with various County Departments over a span of two weeks. During the week of January 16-19, 2018, two representatives from ClientFirst met with each County Department to conduct a needs assessment. Each Department was asked a variety of questions in order to obtain a better understanding as to the needs, improvements and strengths of the County's IT. In addition to meeting with each County Department, ClientFirst held a discussion session with the Expanded Leadership Teams. This discussion session included a project explanation which was described in five (5) phases:

1. Project Initiation;
2. Needs Assessment;
3. Research & Preliminary Plan Development;
4. Planning and Prioritization Workshops; and
5. Final Report and Presentations

The second week of interviews will take place the week of January 23-25, 2018. During these interviews, ClientFirst will meet with County IT staff to perform technical interviews. ClientFirst will also visit various key County IT facilities/locations in order to have a better understanding of the systems and technology that are being used.

The interviews have been scheduled in order to stay within the estimated time frame for project completion, which is currently six months. The Executive Office will continue to provide the Board with updates as the project progresses.

## Jail Expansion Project Update

The final contract for the Architectural/Engineering Services for the Mendocino County Jail Replacement Special Needs Housing Unit and Visitors Center between the County of Mendocino and Nacht & Lewis was approved on December 19, 2017, by the Board of Supervisors. A kick-off meeting occurred on January 8, 2018, between the Sheriff's Office and Nacht & Lewis, where a project overview was presented. A site investigation and program validation meeting and planning meeting were scheduled for some time in January, 2018. Final site concept is set for approval by the end of February, 2018.



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



## HHSA Update

### Influenza Health Advisory:

Since October 1, 2017, four people from Mendocino County have died from influenza-related illness. Not only is the flu making people sick, but the very young and those over 65 years of age who get the flu are at risk of developing secondary illnesses like pneumonia.



Getting an annual flu vaccine is the best way to protect yourself from the flu. A flu vaccination can reduce flu illnesses and prevent flu-related hospitalizations. It is not too late to get the vaccine — flu season usually peaks in February.

If you get the flu, antiviral drugs are a treatment option, especially if you are in a high-risk category. Ask your health care provider about the antiviral medications that are available. Antibiotics are not effective against the flu.

For information about where to get the influenza vaccine, please contact the Public Health Branch of Mendocino County Health and Human Services Agency at (707) 472-2600 or (800) 734-7793. You can also find current information on the California Department of Public Health website at: [www.cdph.ca.gov](http://www.cdph.ca.gov)

## Cobblestone Contract Administration Implementation

The County's new contract management software system, CobblestoneSystems – Contract Insight Enterprise Edition, has been installed and training is underway. Initial training targeting administrative functions related to setting up the system, naming fields, developing templates and preparing for user staff in the near future. The Health and Human Services Agency has been selected as the first Department to train on the system. Once the testing is completed, full implementation will follow with each Department targeted to be added by July 1, 2018. The software will be a major improvement in administering, writing, processing and tracking contracts. The system will eventually include a web portal that will allow public access to publicly available contracts.



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

## Cannabis Update

On January 4, 2018, the Cannabis Working Groups resumed meetings. The following groups met:

- Requirements for Building Use
- Track and Trace
- Overlay Zones, Exemptions and/or Exclusion Zones
- State License Requirements/Amendments to State Law

Additionally, on January 17, 2018, the Overlay Consultant, Michael Baker International, held initial phone conferences with two sub-groups, Opt-In and Opt-Out.

The three groups, Requirements for Building Use, Track and Trace and State License are scheduled to meet again on February 1, 2018. The past meetings have been audio recorded and are available on the County website at:

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



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

## Library Update

The Mendocino County Library is now providing free access to [Lynda.com](http://Lynda.com) for library patrons. [Lynda.com](http://Lynda.com) helps anyone to learn in fields such as education/instruction, business, web design, web development, IT, and programming, as well as achieve their personal and professional goals through video courses. The vast subscription of courses are taught by industry experts and often includes actual course materials for practice that can be downloaded. The courses can be taken on their own, or be used to supplement and enhance learning in other college or high school courses.

The Mendocino County Seed Libraries will have a table at the 35th Annual Seed and Scion Exchange at the Mendocino County Fairgrounds on February 10, 2018. Plan a trip and stop by and learn all about our Seed Libraries.

Make sure and stop by any County Library branch and pick up a Winter Reading Log and enjoy the winter reading.



*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)

## Animal Shelter Update

### 2017 Year In Review

#### Outcome Statistics:

January 1, 2017 through December 31, 2017:

- 453 dogs adopted
- 362 cats adopted
- 716 animals transferred to rescue organizations
- 550 animals were returned to their owners
- A total of 2,116 animals were deemed as adoptable, transfer or returned to owner
- Live release rate of 83.5%

#### Animal Clinic – 2017 Numbers:

January 1, 2017 through December 31, 2017:

- 497 outside dogs & cats were spayed or neutered
- 901 Animal Care Services animals were spayed or neutered
- 112 spay & neuter surgeries dates were conducted
- 1,028 rabies vaccinations were administered to animals
- 1,773 vaccines were administered to animals
- 325 heartworm tests were administered to animals

#### Mobile Caravan – 2017 Numbers:

- 1,298 public dogs & cats were spayed or neutered
- 61 spay & neuter surgery dates were conducted
- 2 rabies vaccination clinics were conducted
- 1,464 rabies vaccinations were administered to public animals

#### Rabies Vaccination Clinic:

Animal Care Services held a rabies vaccination clinic on September 28, 2017, in honor of World Rabies Day.

#### Feral Cat Spay & Neuter Days:

The Animal Clinic held two surgery dates for sterilizing feral cats in March and December 2017, resulting in over 150 cats being altered.



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

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

## Animal Shelter Update - Continued

On January 17, 2018, the Animal Shelter had two, 10-12 week old puppies break out with the Parvo virus. The puppies had been at the Animal Shelter for seven days and were given the standard preventative impound vaccinations at the time of impound on January 10, 2018. The puppies came in from the Willits, CA area from a known residence/owner with no known vaccination history.

On January 16, 2018, the puppies had surgery in the Clinic at the Animal Shelter. Due to the surgery, the Shelter Veterinarian felt the puppies' immune system was compromised thus resulting in the puppies getting Parvo. Due to the puppies' physical condition and to prevent other Animal Shelter dogs from contracting the disease, the puppies were euthanized.

The Parvo virus can be an easily transmitted disease and the decision to close off the dog kennels to the public was made. The closure of the kennels can be up to 14 days. Closure of the kennels greatly reduces the foot traffic in the kennel areas to staff only and locks down the shelter dogs to their kennels thus minimizing the risk of spreading the disease.

Currently no other dogs have fell ill and the Veterinary Staff conducted titer testing on shelter dogs that helps clarify their susceptibility and risk. Titer testing results on the dogs resulted in positive high counts. Shelter dogs with high titer counts can be transferred to other rescue organizations if kennel space becomes an issue. Currently kennel space is not an issue.

If no other shelter dogs get the Parvo virus, on January 23, 2018, per the Shelter Veterinarian, the dog kennels will be back open to the public.



## Long Range Acoustic Hailing Device (LRAD) Policy Acceptance Update

On April 18, 2017, the Sheriff's Office presented the Board of Supervisors with a request to purchase an LRAD device from State Homeland Security Grant Program funds. The Board approved the purchase, with the condition that "the Mendocino County Sheriff's Office write a protocol which clearly states the device shall not be used for crowd control purposes." The Board of Supervisors further directed that the Executive Office confirm that this protocol is in place prior to the Sheriff's Office taking possession of the device. The Sheriff's Office has conducted community outreach to receive input regarding use and to educate the public on the purpose of the device. Policy No. 707, "Acoustic Hailing Device" has been created by the Sheriff's Office with the purpose of establishing guidelines for the safe deployment and use of the Long Range Acoustical Device (LRAD) during large scale evacuations to convey information to large crowds, for hailing in events such as emergency Search and Rescue (SAR) operations or during crisis negotiations during critical incidents. This is to inform the Board of Supervisors and public that Sheriff's Office Policy 707 has been received and verified by the Mendocino County Executive Office, with verification that the policy is in keeping with the Board's prior direction. The Sheriff's Office Policy 707 is attached to this report.

## Boards and Commissions Vacancies\*



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

Board Name	Position
Archaeological Commission	Industry Representative
	Alternate Member
	Native American Representative
Behavioral Health Advisory Board	2nd District Representative
Community Development Commission	5 <sup>th</sup> District Representative
Policy Council on Children and Youth (PCCY)	Member #2 - Person Responsible for Management of Children's Services
	Member #3 - Person Responsible for Management of Housing and Development
	Member #7 - Person Responsible for Management of Welfare or Public Social Services
	Member #8 The Presiding Judge of the County's Juvenile Court
	Member #11 - Prosecuting Attorney of the County
	Member #12 - A Rep of a Private Nonprofit Corp. Serving Children and Youth
	Member #15 - A Representative of the Local Child Abuse Council
	Member #17 - A Rep of the Local Child Care Resource and Referral Agency
	Member #18 - A Rep of a Community-based group with Ties to an Ethnic Community
	Member #21 - A Representative of an Indian Child Welfare Act Agency
	Member #22 - A Rep of the Workforce Investment Board Youth Council
	Member #23 - An Additional Representative of a Private Nonprofit
	Member #25 - A Member of the Community at Large
Member #27 - A Member of the Community at Large	

\* Anticipated vacancies for February, 2018

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.

## Upcoming Board Meetings

Regular Meeting	January 23, 2018
Regular Meeting	February 6, 2018
Standing Committee Meeting	February 12, 2018
Regular Meeting	February 27, 2018

January						
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			

February						
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			

## Dates of Interest

County Holiday	February 19, 2018
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## Attachments

1. Mendocino County Sheriff’s Office Policy 707
2. Ongoing list of Boards and Commissions vacancies

-  Regular Board Meeting
-  Standing Committee Meeting
-  County Holiday

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## Acoustic Hailing Device

### 707.1 PURPOSE AND SCOPE

The purpose of this order is to establish guidelines for the safe deployment and use of the Long Range Acoustical Device (LRAD).

The LRAD is a high intensity directional acoustical array for long range, clear speech hailing and notification including a warning/alert tone. It is a type of Acoustic Hailing Device (AHD) that provides communication and warning functions over longer distances and in a much clearer format than traditional public address systems mounted to most patrol vehicles.

The Mendocino County Sheriff's Office may deploy the LRAD only in events where there is a need to notify the public in large scale evacuations (i.e. Fire, Tsunami, Flood events) or convey information to large crowds, for hailing in events such as emergency Search and Rescue (SAR) operations or during crisis negotiations during critical incidents. The purpose of the LRAD is to communicate clear direction to individuals, groups, and victims/bystanders at critical incidents. The Mendocino County Sheriff's Office will not use the LRAD warning alert system for crowd dispersal or control, as opposed to voice commands, during organized protest events with the exception of individuals engaged in felonious behavior.

### 707.2 POLICY

It shall be the policy of the Mendocino County Sheriff's Office to deploy and use the LRAD to maximize the safety of all individuals involved in an incident

#### 707.2.1 RESTRICTIONS FOR USE

The LRAD shall only be used by Sheriff's Deputies or SAR volunteers who received prior training in its deployment in a manner consistent with Department policy and training.

To ensure the LRAD is not damaged, when mounted on the outside of a vehicle, it shall not be transported at speeds greater than 15 MPH.

The volume of the LRAD is controlled by the operator and is clearly marked on the device. Hearing protection is required for operators of the device.

Operators of the device must:

1. Have received an order for its use from the incident commander for a clearly designated purpose, except for emergency disasters
2. Have completed the approved LRAD training course specific to each model or unit deployed
3. Ensure the device is positioned, aimed and operated in a manner that avoids exposing nearby personnel and bystanders to excessive sound pressure levels

# Mendocino County Sheriff's Office

Mendocino Co SO Policy Manual

## *Acoustic Hailing Device*

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4. LRAD voice communication shall not be used when bystanders are within 15 meters of the front of the device.

5. Never operate the LRAD at maximum power where person(s) may be within 75 meters of the front of the device, or where the reflected distance between person(s) and an acoustically reflective object (i.e., a building, a wall, or a bulkhead) is located closer than 10 meters

6. Never point LRAD directly at person(s) in the immediate vicinity of its operating position. Be aware that the output power of the warning tone is slightly higher than the output power of recorded voice or live microphone transmissions.

### COMMUNICATION

When possible a prerecorded message will be used to make announcements clear and concise. When the use of a prerecorded message is not feasible, the LRAD's handheld microphone or the remote headset may be used.

1. The LRAD may be used to clearly communicate with the public in the event of:
  - a. Emergencies
  - b. Natural disasters
  - c. Evacuations
  - d. Search and rescue incidents
  - e. Use with the Crisis Response Unit or negotiations
  - f. Training events
  - g. Incidents where enhanced clear communication is necessary

### WARNING/ALERT TONE

The LRAD has the capability to emit acoustic sound pressure levels in excess of accepted OSHA noise hazard levels. This function is called the 'Warning/Alert' function and is used to get the attention of members of the public. The LRAD Warning/Alert tone shall only be used when authorized by a Sheriff's Sergeant or SAR Liaison during SAR incidents, or a higher ranking authority. Advanced verbal warning of its imminent use will be broadcast before the Warning/Alert system is used.

The LRAD warning/alert tone shall only be used in no more than a 2-5 second burst, and not when bystanders are within 75 meters of the front of the device and advance notification shall be provided to perimeter personnel, prior to activating the warning tone.

When authorized for use in the field, the warning/alert tone shall only be used:

1. In short durations
2. To gain immediate attention of persons, vessels or other vehicles
3. As a distraction
4. As needed during Crisis Response Unit (SWAT/Negotiations) operations
5. For other reasons as determined by the incident commander

All use of the LRAD, including detail of the incident, shall be documented prior to the completion of the LRAD operator's shift. The documentation shall include why it was used, the number of times that the LRAD warning tone was utilized, how long it was used, how loud the volume was set, what the distance was, the name of the operator and an overview of the result of the use. An

# Mendocino County Sheriff's Office

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## *Acoustic Hailing Device*

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audio recording will be made of all LRAD uses and the recorded data will be placed into evidence under the appropriate incident number.

The Mendocino County Sheriff's Office shall keep a list of all trained personnel, track the chain of command through which authority to station, position, and operate the LRAD is given.

A copy of this policy shall be maintained in the storage case of the LRAD.



# 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  
JANUARY 19, 2018**

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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) Animal Care and Control Appeals and Advisory Board	(Various)	(3)
(d) Archaeological Commission of Mendocino County	(Various)	(3)
(e) Assessment Appeals Board	(Various)	(2)
(f) Behavioral Health Advisory Board	(Various)	(8)
(g) Child Care Planning Council	(Various)	(3)
(h) Community Development Commission	(Various)	(2)
(i) First 5 Mendocino	(Various)	(3)
(j) Fish Rock Cemetery District	(Trustee)	(1)
(k) Gualala Municipal Advisory Council (GMAC)	(Various)	(2)
(l) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(7)
(m) Hopland Cemetery District	(Trustee)	(4)
(n) Hopland Municipal Advisory Council	(Alternate)	(1)
(o) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(4)
(p) Law Library Board of Trustees	(Various)	(2)
(q) Little River Airport Advisory Committee	(Various)	(14)
(r) Mendocino Council of Governments	(Various)	(2)
(s) Mendocino County Business Improvement District	(Various)	(4)
(t) Mendocino County Tourism Commission	(Various)	(2)
(u) Mendocino County Historical Review Board	(Various)	(3)
(v) North Coast Resource Partnership - Technical Review	(Mendocino Representative)	(1)
(w) Policy Council on Children and Youth (PCCY)	(Various)	(26)
(x) Westport Municipal Advisory Council	(Various)	(2)
(y) Westport - Ten Mile Cemetery District	(Trustee)	(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

**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: January 19, 2018

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

Archaeological Commission of Mendocino County ..... (3)

-- Various --

Behavioral Health Advisory Board ..... (1)

-- 2<sup>nd</sup> District Representative --

Community Development Commission ..... (1)

-- 5<sup>th</sup> District Representative --

Policy Council on Children and Youth (PCCY) ..... (14)

-- Various --

Please note:

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

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

LAST DATE FOR FILING: January 26, 2018, or until filled.

CARMEL J. ANGELO  
Clerk of the Board of Supervisors

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

PLEASE KEEP POSTED THROUGH: February 6, 2018.