

COUNTY ADMINISTRATOR'S OFFICE

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COUNTY OF SOLANO

COUNTY ADMINISTRATOR'S OFFICE
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To: Board of Supervisors
From: Birgitta Corsello, County Administrator
Date: August 22, 2011
Subject: Biweekly Update of Significant Issues

1. County Administrator's Update on Contracts

The County Administrator has signed the following contracts of significance since the last Significant Issues update.

- Health and Human Services Public Health, a contract with Med-Media, Inc. (effective July 1, 2011 to June 30, 2012) to provide emergency communications between Emergency Medical Services, Public Health and area hospitals, \$32,663.
- Health and Human Services Public Health, a contract with First Watch Solutions Inc. (effective July 1, 2011 to June 30, 2016) to provide software services to provide bio-surveillance monitoring system, \$32,828.
- Health and Human Services Mental Health, a contract with Steve Williams (effective July 1, 2011 to June 30, 2012) to provide conditional release program liaison services as required by the County's contract with State Department of Mental Health, \$32,213.
- Health and Social Services, a contract with Melvin Lewis Jr. (effective July 1, 2011 to June 30, 2012) to provide fiscal and accounting services for the Contract Bureau, \$32,037.
- Health and Social Services, a contract with Cheryl Dussault (effective July 1, 2011 to June 30, 2012) to review, revise and publish updated departmental administrative policies and procedures, \$35,140.
- Health and Social Services, a contract with Susan Kruse-Simmons (effective July 1, 2011 to June 30, 2012) to provide fiscal and accounting services to complete the mandated Mental Health Cost Report and other related services for mental health funding, \$39,646.

2. Status on Statewide Regulations for Onsite Wastewater Treatment Systems

The State Water Resource Control Board (SWRCB) is planning to release a draft policy containing requirements for onsite wastewater treatment systems for public comment in September 2011. Once released, the comment period is anticipated to be open for 60 days. This proposed release is part of the process for the SWQCB to adopt the final requirements by March 2012.

The California Conference of Directors of Environmental Health (CCDEH) continues to meet with SWRCB staff and other stakeholders, such as the Regional Council of Rural Counties, to develop protective, yet practical statewide standards for onsite sewage disposal systems. Terry Schmidtbauer is coordinating CCDEH involvement in discussions and meetings with the SWRCB. The SWRCB policy will incorporate a risk-based framework for new, replacement and existing onsite wastewater treatment systems. The policy will allow submission of Solano County Code, Chapter 6.4, with amendments to improve monitoring of water quality and reporting to the state, for approval by the Regional Water Quality Control Boards as the local agency management plan.

- Contact: Terry Schmidtbauer, Environmental Health Manager, Resource Management, 784-3308

3. Update on the Utilization of the County Events Center

There have been almost 200 activities held at the County Events Center (CEC) since the remodeled facility opened in October 2010. Although the CEC has primarily been used to support County functions, such as training and larger group workshops, it was recently used to host the Fairfield Main Street Association's 1st annual Tomato Festival Food & Wine Pairing. The CEC is also providing meeting space for the Suisun Veterans organizations while the Suisun Veterans Building is being remodeled. In addition, the CEC has generated approximately \$3,000 in use fees for hosting private events.

Consistent with previous Board direction, marketing efforts to increase CEC use and revenue have been expanded. For example, the Solano County homepage provides links to the CEC color brochure, architectural photos and rental information. Marketing of the space is focused on business and wedding activities and advertisements for the CEC are in the Solano Travel Guide, the Vacaville Reporter, and the Vallejo Times Herald. The CEC is also prominently placed on the Solano Bride webpage. Brochures are available at the County Clerk's office, which are provided to people obtaining marriage licenses. The marketing campaign is expected to increase awareness of the County Events Center availability.

- Contact: Perry Sauro, Project Coordinator, General Services, 421-6335

4. Upcoming Presentations and Information on new Food Handler Card requirement

The Department of Resource Management Environmental Health Services Division is partnering with the local Chambers of Commerce to provide information to food service managers and businesses regarding the new food handler card requirement for food service workers. These presentations will be provided as indicated in the table below:

Sponsor	Date	Time	Place
Vacaville Chamber of Commerce	Aug. 24, 2011	3 p.m.	Travis Credit Union 1500 Allison Drive First Floor Community Room Vacaville
Dixon Chamber of Commerce	Sept. 14, 2011	3 p.m.	Moose Lodge 180 West B Street Dixon
Fairfield-Suisun Chamber of Commerce	Sept. 21, 2011	3 p.m.	Solano County Events Center 601 Texas Street Fairfield

Supervisor Vasquez's office assisted the department by coordinating with the various Chambers of Commerce to schedule these presentations.

State law requires most food service workers to obtain a food handler card by July 1, 2011, or within 30 days of being hired. Due to lack of availability of an online course and test to obtain the card, and pending legislation to clarify existing code requirements, the department implemented a "soft" roll out for this requirement, focusing on education through December 31, 2011.

In addition to these presentations, department staff has been discussing the requirements with food facility operators during routine inspections. Additional information on food handler card requirements can also be found at www.solanocounty.com by searching for "food handler card."

- Contact: Ricardo Serrano, Environmental Health Supervisor, Resource Management, 784-3179

5. County Vacancy Rate

There were 2,497.30 allocated positions in the County as of Aug. 20, of which 157.30 or 6.3% are vacant positions. Departments have obtained authorization to fill 76 of the vacant positions, which represents a vacancy rate of 3.15% for requested positions. A spreadsheet detailing the vacancies by departments is attached.

- Contact: Georgia Cochran, Interim Director of Human Resources, 784-3406



**Human Resources Department
COUNTYWIDE VACANCY REPORT
FOR SIGNIFICANT ISSUES**

Department	Current # Allocations	Current # Filled	Current # Vacant	Current # Req's	Current % Requested to Fill	Pay Period of 08/20/11		Pay Period of 07/09/11		Pay Period of 12/25/10		Pay Period of 07/24/10		Pay Period of 12/26/09		Pay Period of 7/11/09	
						Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate
Agriculture	17.5	17.5	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	9.09%	0.00%	4.35%
Assessor/Recorder	49	43	6	3	50.00%	6.52%	12.24%	2.22%	10.20%	7.69%	9.43%	2.00%	7.55%	0.00%	1.72%	8.06%	
Auditor/Controller	29	29	0	0	N/A	0.00%	0.00%	0.00%	3.33%	3.23%	3.23%	3.23%	3.13%	6.06%	0.00%	2.86%	
Board of Supervisors	10	10	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Cooperative Extension-UC	2.725	2.725	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
County Administrator's Office	24	24	0	0	N/A	0.00%	0.00%	4.00%	7.69%	4.00%	7.69%	11.54%	14.81%	4.76%	16.67%	3.85%	
- CAO - Administration	14	14	0	0	N/A	0.00%	0.00%	7.14%	13.33%	7.14%	13.33%	20.00%	25.00%	10.00%	30.77%	6.25%	
- CAO - Clerk of the BOS	2	2	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
- CAO - 1st 5	8	8	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
County Counsel	16.55	16.55	0	0	N/A	0.00%	0.00%	0.00%	6.76%	0.00%	2.11%	0.00%	2.96%	0.00%	7.72%	2.14%	
Child Support Services	105	98	7	7	100.00%	6.67%	6.67%	3.85%	4.76%	7.41%	5.66%	1.88%	2.34%	0.00%	1.40%	0.83%	
Information Technology	52	51	1	1	100.00%	1.92%	1.92%	0.00%	1.92%	0.00%	1.75%	0.00%	1.75%	0.00%	6.45%	7.35%	
District Attorney	110	101.875	8.125	1	12.31%	0.97%	7.39%	1.91%	10.15%	0.00%	6.81%	0.85%	6.30%	3.94%	10.29%	6.01%	
Office of Family Violence Prevention	5	4	1	0	N/A	0.00%	20.00%	0.00%	20.00%								
General Services	89	88	1	0	N/A	0.00%	1.12%	1.07%	1.07%	0.86%	2.53%	0.77%	3.94%	0.72%	4.39%	9.90%	
Health & Social Services	1032.0	932.1	99.9	43	43.04%	4.41%	9.68%	4.42%	10.83%	3.13%	7.20%	4.24%	8.61%	3.34%	9.28%	1.31%	
- H&SS - Admin	74.5	66	8.5	6	70.59%	8.33%	11.41%	9.66%	12.08%	0.00%	2.58%	0.00%	5.56%	2.45%	4.22%	7.06%	
- H&SS - CWS	100	94	6	4	66.67%	4.08%	6.00%	6.00%	9.62%	0.00%	1.90%	8.49%	8.49%	0.00%	7.44%	10.45%	
- H&SS - E&ES	308.8	281.8	27	18	66.67%	6.00%	8.74%	5.50%	10.43%	2.33%	6.67%	2.92%	5.19%	5.12%	9.25%	7.93%	
- H&SS - FHS	104.25	80.75	23.5	11	46.81%	11.99%	22.54%	10.61%	13.81%	4.72%	8.50%	12.73%	14.37%	1.53%	10.41%	8.63%	
- H&SS - IHSS	3.75	3.75	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%	25.00%	0.00%	25.00%	16.67%	
- H&SS - MH Managed Care	8	6	2	0	N/A	0.00%	25.00%	0.00%	25.00%	0.00%	25.00%	0.00%	12.50%	0.00%	0.00%	0.00%	
- H&SS - MH	159.65	142.75	16.9	1	5.92%	0.70%	10.59%	0.68%	15.32%	4.20%	10.90%	4.50%	11.51%	1.56%	6.02%	14.67%	
- H&SS - ODAS	55.5	52.5	3	2	66.67%	3.67%	5.41%	3.60%	10.08%	3.48%	9.76%	0.00%	5.94%	4.12%	26.19%	10.00%	
- H&SS - PHS	126.55	116.55	10	1	10.00%	0.85%	7.90%	0.87%	8.80%	6.69%	8.72%	3.73%	10.85%	5.70%	9.11%	3.59%	
- H&SS - Substance Abuse	17.5	17.5	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.13%	7.50%	0.00%	15.22%	4.17%	
- H&SS - Tobacco Prev/Edu	2	2	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
- H&SS - Welfare Admin	71.5	68.5	3	0	N/A	0.00%	4.20%	0.00%	4.20%	4.32%	5.67%	2.96%	9.66%	4.26%	9.40%	7.64%	
Human Resources	26	25	1	1	100.00%	3.85%	3.85%	0.00%	5.66%	3.64%	3.64%	0.00%	1.89%	3.45%	9.68%	3.13%	
Library	116.5	111.75	4.75	0	N/A	0.00%	4.08%	0.00%	3.22%	0.00%	5.86%	0.00%	5.26%	0.77%	4.43%	3.63%	
Probation	188.5	180	8.5	6	70.59%	3.23%	4.51%	2.11%	9.49%	0.92%	1.83%	0.00%	2.89%	0.00%	5.03%	6.40%	
Public Defender	69	68	1	1	100.00%	1.45%	1.45%	4.35%	4.35%	2.70%	2.70%	4.41%	10.96%	0.00%	12.35%	7.78%	
Resources Management	112.5	108.5	4	1	25.00%	0.91%	3.56%	0.90%	2.64%	2.74%	2.71%	0.92%	3.59%	1.75%	11.79%	6.59%	
- Delta Water Act Division	1	1	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A	N/A	
- Public Works	61.5	57.5	4	0	N/A	0.00%	6.50%	1.65%	3.25%	4.72%	4.72%	0.00%	1.57%	3.15%	16.33%	7.95%	
- Resource Management	50	50	0	1	200.00%	1.96%	0.00%	0.00%	1.96%	0.00%	2.17%	2.22%	6.38%	0.00%	5.66%	4.92%	
Sheriff's Office	410	397	13	11	84.62%	2.70%	3.17%	2.22%	2.45%	0.99%	1.47%	2.94%	4.00%	1.12%	4.22%	10.01%	
Sheriff Animal Care Services	16	16	0	0	N/A	0.00%	0.00%	0.00%	0.00%								
Treasurer-Tax Collector-County Clerk	13	12	1	1	100.00%	7.69%	7.69%	7.69%	7.69%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.11%	
Veterans Services	4	4	0	0	N/A	0.00%	0.00%	20.00%	0.00%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	
Countywide Total	2497.3	2340.00	157.3	76.00	48.32%	3.15%	6.30%	2.93%	7.27%	2.32%	4.93%	2.67%	6.07%	1.93%	7.28%	1.05%	8.47%