

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM  
2.5  
(ID # 9578)

MEETING DATE:  
Tuesday, April 30, 2019

FROM : ENVIRONMENTAL HEALTH:

SUBJECT: ENVIRONMENTAL HEALTH: 90 Day Report. All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and File Environmental Health Director's 90 Day Report.

ACTION: Consent

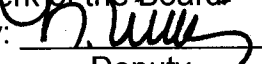
  
Keith Jones, Director Environmental Health 4/8/2019

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried, IT WAS ORDERED that the above matter is received and filed as recommended.

Ayes: Jeffries, Spiegel, Washington and Perez  
Nays: None  
Absent: Hewitt  
Date: April 30, 2019  
xc: Environmental Health

Kecia Harper  
Clerk of the Board.  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ n/a	\$ n/a	\$ n/a	\$ n/a
<b>NET COUNTY COST</b>	\$ n/a	\$ n/a	\$ n/a	\$ n/a
<b>SOURCE OF FUNDS: n/a</b>			<b>Budget Adjustment:</b>	<b>No</b>
			<b>For Fiscal Year:</b>	<b>19/20</b>

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

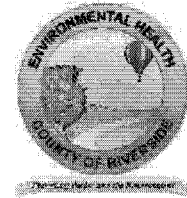
**Summary**

Pursuant to Board Policy C-1, newly appointed Department Heads shall file with the Board of Supervisors a written assessment of his/her agency/department's strengths, weaknesses, goals and objectives. The attached 90 Day Report was prepared by Keith Jones, Director of Environmental Health, who was appointed on January 3, 2019. The Report includes an overview on the various aspects of departmental operations including challenges and opportunities.

**ATTACHMENT**

1. 90 Day Report

**90 Day Report to Riverside County Board of Supervisors  
Assessment for Department of Environmental Health (DEH)  
Keith Jones, Director (April 3, 2019)**



**FINANCIAL:** The financial status of DEH is strong. FY 18/19 revenue is tracking higher than expenditures. Most cost savings are due to staffing vacancies and prudent fiscal management practices. Our management team prepared and submitted the proposed balanced FY 19/20 budget (\$30M) to the EO on March 8, 2019 with no request nor expectation of NCC support. Operations are conducted on a fee for service model as authorized by the State. The provisions of Ordinance No. 640 allow for annual Board consideration in April to adjust permit/service fees in accordance with previous calendar year's established CPI (which is 3% for 2018). After a careful analysis, there is no need to request this adjustment in order to balance the FY 19/20 budget.

**PERSONNEL:** DEH has 203 funded positions consisting of clerical, fiscal, technical, professional, supervisory, and management. At this time, 19 vacancies are primarily related to retirements and internal promotions. In January, seven candidates were hired to fill EHS positions. Seventy three more candidates are being interviewed with the goal of filling our remaining seven EHS vacancies. Weekend and after-hours work will be emphasized as requirements. Our robust training program focuses on policy, technical skills, and customer service delivery. Over the past three months, five internal employees have been promoted. We have worked with HR to proceed with an "advanced fill" of a Program Chief position due to a pending May 5<sup>th</sup> retirement. On March 28<sup>th</sup>, six internal candidates with combined supervisory experience of 48 years were interviewed for this position and the promotion of the successful candidate is being processed. Our management team has shared the workload of a vacant Deputy Director position while evaluating organizational structure. DEH places a high priority on personnel accountability. Regular phone/field audits are conducted for all inspection staff. As of this date, no past due evaluations are listed in Employee Performance Manager.

**OFFICE SPACE:** DEH offers services and deploys staff from eight offices throughout the County. Three facilities are County-owned (Riverside HAB, Indio, Blythe) and five facilities are leased (Corona, Murrieta, Hemet, Riverside, Palm Springs). Our Murrieta office was relocated on April 2, 2019. The new facility offers enhanced customer service delivery as well as being more suitable for DEH operations. Our management team has had preliminary discussions with EDA and the EO to explore the future possibility of re-occupying a floor at Riverside CAC.

**FLEET:** DEH maintains a fleet of 117 vehicles in order to deploy services throughout the County. The majority of these vehicles are over 10 years old with high mileage. In recent months, Fleet Services has required that several of these vehicles go to surplus since it was determined that necessary repair costs exceed the values. Fourteen replacement vehicles were requested in FY 18/19 budget, fifteen more replacement vehicles were requested at mid-year, and seventeen more replacement vehicles are being requested in the FY 19/20 budget. Our management team is mindful of the need to rotate vehicles between offices/programs in order to maximize value.

**90 Day Report to Riverside County Board of Supervisors  
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**SERVICE DELIVERY:** DEH continues to demonstrate successful implementation of multiple State-delegated health & safety programs such as solid waste, drinking water, hazardous materials, retail food service, recreational water, and vector control. More recent non-traditional programs include body art and tobacco retailers. We strive for constant engagement with a variety of stakeholders such as community members, industry, developers, our cities, other County departments, State/Federal agencies, and our adjacent jurisdictions. Our on-line plan review services are gaining in popularity and allows for the reduction in turnaround time for getting new and remodeled retail food and swimming pool operations open faster than ever. Our on-line food handler certification option also continues to increase in popularity which saves the industry workforce time and hard-earned money. Permit fees may currently be paid via credit card option while we work toward a goal of accepting on-line payment for the convenience of our customers. A recent example of our efforts to enhance internal cross-program collaboration tasked our Vector Control staff for assistance with annual verification of Advanced Treatment Units associated with onsite wastewater systems and also with roadside food vending enforcement. On March 14, 2019, DEH was one of 20 County departments recognized with a certificate of Outstanding Achievement for supporting emergency response efforts in regards to our historic fire-related flooding and debris flows. Our 2018 Customer Satisfaction survey indicates 99% satisfaction of our counter services' clients. The California Association of Public Information Officials (CAPIO) notified DEH on March 17, 2019, that our application for video production outreach titled "Food Waste Prevention Nutrition Action Plan" has qualified as an Epic awards finalist.

**CHALLENGES, OPPORTUNITIES, AND VISION:** In order to maintain local control of various health and safety programs, DEH must strike a balance of diligent enforcement activities while ensuring a business-helpful approach. Our goal is to stay ahead of ever-changing legislation which impacts our State-delegated programs. New legislation such as AB 626 and AB 377 should allow for increased constituent opportunities related to microenterprise home kitchen operations. Related permit fees should allow for increased staffing if needed based upon the demand for services. SB 1383 is expected to have a significant State-wide impact related to mandates of organic waste diversion from landfills. Our Local Enforcement Agency (LEA) for solid waste activities will be working with numerous stakeholders across our County to address these evolving requirements. We will continue recruiting, training, and retaining a high-caliber workforce while providing adequate resources and direction in order to carry out the highest level of efficient and effective customer service to our communities.

