



**MENDOCINO COUNTY
PUBLIC HEALTH
ADVISORY BOARD**

REGULAR MEETING

MINUTES

**December 4, 2025
3:00 PM – 4:30 PM**

Location: Public Health, Conference Room 1, 1120 S. Dora Street, Ukiah, CA 95482

Chairperson
Sue Mason

Vice Chair
Justin Ebert

BOS Supervisor
Madeline Cline

MEMBERSHIP:

JUSTIN EBERT, 1ST DISTRICT
CARMEN HARRIS, 2ND DISTRICT
MILLS MATHESON, 3RD DISTRICT
LUCRESHA RENTERIA, 4TH DISTRICT
ANDY COREN, 5TH DISTRICT

TOWNLEY SAYE, MEMBER
NOMIAH BRITTON, MEMBER
NICOLE GLENTZER, MEMBER
SUE MASON, MEMBER
JEAN CUNNINGTON, PH EMPLOYEE

	Agenda Item / Description	Action
1. 3 minutes	<p>Call to Order, Roll Call, Quorum Notice, & Approve Agenda: <i>Review and Possible Action</i></p> <ul style="list-style-type: none"> • Supervisor Cline called the meeting to order at 3:07 pm • Members present Member Britton, Member Coren, Member Cunningham, Member Ebert, Member Harris, Member Mason, Member Matheson, and Member Saye. • Members absent Member Glentzer and Member Renteria. • Supervisor Cline was present. • Motion made by Member Mason seconded by Member Saye, to approve the Agenda. Motion was voted on and approved unanimously. 	<p>Board Action:</p> <p>Approved.</p>
2. 10 minutes (Maximum)	<p>Public Comments:</p> <p><i>Members of the public are welcome to address the Board on items not listed on the agenda but within the jurisdiction of the Board. The Board is prohibited by law from taking action on matters, not on the agenda but may ask questions to clarify the speaker's comment. The Board limits testimony on matters not on the agenda to three minutes per person and not more than 10 minutes for a particular subject at the discretion of the Chair of the Board. To best facilitate these items, please write your topic to phboard@mendocinocounty.gov</i></p> <ul style="list-style-type: none"> • None. 	<p>Board Action:</p> <p>None.</p>
3. 10 minutes	<p>Welcome and Introductions</p> <p>A. Opening remarks from Supervisor Cline</p>	<p>Board Action:</p> <p>None.</p>

	<ul style="list-style-type: none"> • Welcomed the board and public. <p>B. Member introductions</p> <ul style="list-style-type: none"> • Members introduced themselves. 	
<p>4. 10 minutes</p>	<p>Background and Purpose of Public Health</p> <p>A. Public Health</p> <ul style="list-style-type: none"> • Director Miller provided an overview of the essentials of Public Health and asked board members what data or information they would like to receive regularly. • COVID-era funding losses have impacted counties statewide. Mendocino County avoided layoffs by optimizing existing staffing, blending BHRS and Public Health administration, and streamlining processes. • Counties shared creative cost-saving strategies (e.g., discontinuing landlines) • Community Health Needs Assessment completed with Adventist Health and local tribes; over 800 surveys collected, including a strong 25% response rate from tribal communities. • Largest identified tribal concern: diabetes. • Quarterly meetings with tribes continue; collaboration remains a priority. • A full CHNA presentation will happen at a future meeting. • Accreditation report updated; focus shifted away from DEI in recent state/federal guidelines. • Sets operational standards for Public Health • Quality assurance considerations were raised by Member Coren. <p>B. Mandate and Scope</p> <ul style="list-style-type: none"> • Member Mason requested current data on infectious disease trends and Public Health indicators. • Director Miller announced a Public Health Data Dashboard targeted for release around January, using trend data from the state and local sources. • “Good to Know Mendo” website continues development, serving as a community resource hub for events, clinics, and service connections. • The Health Coalition is active; the MOU is drafted, and all clinics are engaged. • Member Saye asked about data sources. Director Miller reported that Public Health is building stronger networks, allowing access to information not normally available through standard searches (ex. DA-provided contacts). • EMS returned to Health Services on October 1, 2025. • Environmental Health returns January 1, 2026. • The Home Visting/Nursing Program remains housed in Public Health. • Member Ebert asked why Mendocino is hiring while other counties are not. <ul style="list-style-type: none"> ○ MC avoided COVID overstaffing; blending BHRS and PH saved approx. \$3M. ○ Improved efficiency: transition from paper to electronic, shared admin functions. 	<p>Board Action: None.</p>

	<ul style="list-style-type: none"> ○ Federal funds could not be matched for certain purposes, so the county had to get creative and reallocate existing funding. ● Member Coren asked about services for seniors. <ul style="list-style-type: none"> ○ Director Miller expressed concern and interest in expanding options but noted limited funding. ○ IHSS is under its own MOE and not directly in Health Services. ○ Discussion raised the need for an updated senior services directory; Social Services’ Area On Aging JPA (with Lake County) may have materials – Director Miller will follow up. ● Member Coren asked about current response since COVID ended. <ul style="list-style-type: none"> ○ Public Health continues vaccine clinics, onsite school vaccination, and proactive social media education. ○ Monitoring ongoing infectious disease trends; TB rates are higher than previous years. ○ Two Communicable Disease Investigators (LVN-level) are in place. ○ Watching the evolving West Coast Vaccine Alliance—uncertainty around future funding. ● Ongoing recruitment for Health Officer; an offer was recently made. ● Nursing Director position is vacant; active recruitment continues. ● Strong partnerships with Mendocino College LVN Program and Sonoma State; CCS program hosted students’ interns—one was hired, and more are requested for February 2026. ● Clinics, Adventist Health, tribal partners, and community organizations participate in the Health Coalition, focusing on improving patient care and coordination. ● Strong school partnerships maintained. ● Collaboration with MCOE and Member Glentzer on fentanyl awareness. ● A community Fentanyl High educational event is planned for February 2026, including theater rentals in Ukiah and Fort Bragg. ● Willits facility downsized; existing space is now upstairs at the Sheriff’s Substation. ● Previous Public Health facility space was taken by CAL FIRE. 	
<p style="text-align: center;">5. 10 minutes</p>	<p>Nomination of Board Positions</p> <p>A. Nomination of Chair</p> <ul style="list-style-type: none"> ● Nomination for Member Mason accepted. ● Motion made by Member Ebert, seconded by Member Matheson, to nominate Member Mason as Chair. Motion was voted on and approved unanimously. <p>B. Nomination of Vice Chair</p> <ul style="list-style-type: none"> ● Nomination for Member Ebert accepted. ● Motion made by Member Mason, seconded by Member Harris, to nominate Member Ebert as Vice Chair. Motion was voted on and unanimously approved. 	<p>Board Action:</p> <p>Approved.</p> <p>Approved.</p>
<p style="text-align: center;">6. 10 minutes</p>	<p>Review of Board Roles and Responsibilities</p> <p>A. Review of the Bylaws</p> <ul style="list-style-type: none"> ● Director Miller reviewed the Public Health Advisory Board 	<p>Board Action:</p> <p>None.</p>

	<p>bylaws included in the agenda packet.</p> <ul style="list-style-type: none"> • Tribal representative: Member Britton • Board appointments are two-year terms, with no compensation. • Quarterly meetings are standard; special meetings may be called if quorum (51%) is met. • Brown Act applies to board as required for all County committees. Members reminded not to “reply all” to avoid serial meetings. • A list of board members and contact information will be provided at the next meeting. • Brown Act training is recommended; staff will share available county training links. <p>B. Duties of Board Members</p> <ul style="list-style-type: none"> • Chair coordinates agenda development with the Director and support staff; Vice Chair fulfills Chair duties when absent. • Board responsibilities include: <ul style="list-style-type: none"> ○ Reviewing bylaws and meeting quarterly. ○ Participating in ad-hoc committees and special meetings as needed. ○ Reviewing and contributing to the annual report to the Board of Supervisors. ○ Approving agenda items and supporting Public Health initiatives. • Members invited to join or follow updates from the Opioid/All-Drug Task Force, including ongoing efforts to restrict Whip-Its sales countywide via civil penalties. • Members emphasized the importance of youth-focused education—starting in elementary school and continuing through high school. 	
<p>7. 10 minutes</p>	<p>Establishment of Meeting Procedures</p> <p>A. Proposed Quarterly Meeting Schedule (day, time)</p> <ul style="list-style-type: none"> • Motion made by Member Coren, seconded by Member Ebert, to adopt bylaws and quarterly meeting schedule. Motion was voted on and approved unanimously. • Meetings set for second Thursdays, 3:00PM–4:30PM. <ul style="list-style-type: none"> ○ Next meeting: March 12, 2026 • Staff will schedule the quarterly meetings and add them to board members’ calendars. • Board members may email agenda requests to support staff (PHBoard@mendocinocounty.gov). • Agenda posting will include social media distribution where appropriate. <p>B. Decision-making processes (consensus, voting rules)</p> <ul style="list-style-type: none"> • Consensus and voting follow Brown Act requirements. • Members encouraged to contact the Chair or support staff for agenda items or procedural questions. <p>C. Communication channels and documentation process</p> <ul style="list-style-type: none"> • Avoid serial meetings; use BCC or individual emails. • County Brown Act training is available and encouraged for all members. 	<p>Board Action:</p> <p>Approved.</p>

<p>8. 10 minutes</p>	<p>Public Health Department Report Out</p> <p>A. Women, Infant and Children Program – Clemencia Paniagua</p> <ul style="list-style-type: none"> • COVID reshaped WIC service delivery; telehealth remains a successful tool. • New job classifications created with the Director’s support (Registered Dietician, Lactation Consultant/IBCLC) • “Grow Your Own IBCLC” program launched; bilingual IBCLC now onboard, which is rare and valuable. • All WIC clinical areas reopened; program returned to servicing rural and tribal communities. <ul style="list-style-type: none"> ○ Approximately 2,600 clients served across the county. ○ Site totals: Ukiah (primary), Willits (~300), Fort Bragg (~400), plus Gualala, Covelo, Point Arena, and Boonville. • Breastfeeding rates increased from 57 % to 70 %. • Increased number of certified WIC participants this year. • Discussion of cross-agency opportunities (e.g., CPS, midwives). • On funding: <ul style="list-style-type: none"> ○ CDPH WIC was prepared to take out a loan to sustain families during earlier funding uncertainty. ○ Health Services leadership assured staff positions would not be lost. ○ CDPH funding secured for the next fiscal year to maintain services. 	<p>Board Action: None.</p>
<p>9. 10 minutes</p>	<p>Open Discussion / Q&A</p> <p>A. Time for members to raise questions, ideas or concerns</p> <ul style="list-style-type: none"> • None. 	<p>Board Action: None.</p>
<p>10. 2 minutes</p>	<p>Adjournment: 4:35 PM</p> <p>Confirm next meeting date and tasks</p> <ul style="list-style-type: none"> • March 12, 2026, 3:00–4:30 PM. <p>Closing Remarks</p> <ul style="list-style-type: none"> • Chair Mason asked board members to consider what Public Health most needs from the board and how members can support priorities. • Supervisor Cline encouraged strengthening community connections and continuing discussion of Public Health’s ongoing work. 	<p>Board Action: None.</p>

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Mendocino County Public Health Advisory Board complies with ADA requirements and upon request will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodations to participate in the meeting should contact the Mendocino County Health Services Administrative Office by calling (707) 472-2355 at least five days prior to the meeting.

PHAB CONTACT INFORMATION:

PHONE: (707) 472-2355 | FAX: (707) 472-2788

EMAIL THE BOARD: phboard@mendocinocounty.gov | WEBSITE: www.mendocinocounty.gov/phab

Sue Mason

Sue Mason, Chair

3/12/26

Date

[Signature]

PHAB Clerk

3/12/26

Date