

# The CAO Weekly Report

The week of March 16, 2015



## *Monterey County Administrative Office*

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In this edition:

- New academy focuses on contracts, purchasing
- Call for ‘selfies’ from Health Department
- Safe Kids Monterey County warns of lookalike poison dangers



## Contracts and Purchasing Division Launches Academy

Have questions about the County’s procurement practices or an RFP? Want tips on maintaining positive vendor relationships?

The Contracts and Purchasing Academy program may be just what you need.

The academy was launched in August 2014 with a beta group consisting of representatives from several departments and divisions: Auditor-Controller, Clerk of the Board, County Administrative Office, County Counsel, Health, Human Resources, Information Technology, Risk Management and Social Services. The resulting program is an interactive program which aims to provide employees with processes, methods, tools and skills for contract and purchasing best practices.

Taught by Contracts and Purchasing Officer Mike Derr and Supervisor Debra Wilson, participants take part in classroom and online modules which focus on the mechanics and art of contract creation, entry and life-cycle management for the County.

The program has been so well received that as of January of this year, the team has hosted five cohorts, serving over 120 county employees, and more sessions are scheduled.



Contracts and Purchasing Supervisor Mike Derr leads an academy class.

Interested in taking part? Here is a list of dates for upcoming sessions for the remainder of the 2014/15 Fiscal Year:

- March 9-27
- April 6-24
- May 4-22

All sessions are held in the Learning and Organizational Development Training and

Development Center, located at 230 Church Street, Building 1 in Salinas.

For more information regarding the academy, please visit the Learning and Organizational Development’s training calendar on the [Growing Our Own](#) website.



## Call For Videos From the Health Department



The Health Department wants your video selfie.

The Department will mark National Public Health Week (April 6-10) by gathering community thoughts on public health using the popular ‘selfie.’ The call is going out for video selfie ‘shorts’ (meaning less than a minute in length) that showcase people describing what public health means to them.

All county employees are invited to participate. To enter your selfie, you’ll need a smartphone and to choose a location or background image. Use your smartphone to record a video selfie (in Landscape mode) at a location or with a visual that illustrates what you want to say about public health. Your statement should begin with “Public



**“To me, public health is a clean and safe park for my grandchildren to enjoy.”**

health is....” Once complete, send in your finished work.

Video selfies must be submitted by April 10<sup>th</sup>.

Questions or need technical assistance? Contact [Jeff Domalanta](#) and [Karen Smith](#). Email your completed video to [Jeff Domalanta](#). Videos will be posted on the Health Department’s website and shown on the Monterey County Government Cable Channel.



## Sheriff’s Office, Safe Kids Monterey County Remind About Poison Dangers

One comment about Public Health could be its collaborative approach to keeping children healthy.

That is the same approach taken by Safe Kids Monterey County and the Sheriff’s Office, which are working jointly to get the word out about poisoning dangers during National Poison Prevention Week this week.



The pictures at left illustrate the problem of lookalikes and why local agencies are so concerned about unintentional poisoning. To a young child, both containers at the top look like the sports drink, and below, potato chips. Choosing the wrong item and eating it could cause some serious complications.



Each year, unintentional poisoning is the cause of death for approximately 100 children ages 14 and under. Poison control centers in the United States receive 1.2 million calls as a result of accidental poisoning of children ages 5 and under. In California, over 90 percent of these incidents occur in the home, mainly in the kitchen, bathroom and bedroom.

If you think you’ve done enough just locking up your medications, you haven’t, since more than half involve non-pharmaceutical products such as cosmetics, cleansers, personal care products, plants, pesticides, art supplies, alcohol and toys.

If you have children or grandchildren frequently in the home, review these safety tips from Safe Kids Monterey County:

- Store hazardous materials – including medication and even vitamins – out of their children’s reach and in their original containers.
- Always store medicines and vitamins up and away in a locked location, and out of sight of children.
- Never give adult medications to children; children imitate adults, so take medicine out of view of children.
- Never call medication “candy” or tell children it tastes like candy.
- Always use the dosing device packaged with the medications, never use a household utensil.
- Remind babysitters and visitors to keep purses and bags up and away; make-up and many other items in women’s purses can be toxic to children.

Safe Kids Monterey County works to prevent unintentional childhood injury, the number one cause of death for children in the United States. Safe Kids Monterey County was founded in 1989 and is led by the Monterey County Sheriff’s Office. For more information, visit [www.safekids.org](http://www.safekids.org) or call x6675.

