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Plumas County **Mid-Management Advisory Group**

MINUTES

Of Meeting Held on August 18, 2004 at the Plumas County Library

VISION STATEMENT

“To promote excellence in the performance of mid-managers in Plumas County government”

MISSION STATEMENT

“To promote training, education and communications of mid-managers serving Plumas County through net-working, planning and problem-solving”

Call to Order: Bill Kelley, Chair

Bill Kelley called the meeting to order at 3:01 p.m. There were no additions or corrections to the minutes. Betty Cortez made a motion to accept the minutes and Lynn Karge seconded. The minutes were approved.

Old (and standing) Business:

Health and Wellness:

Bill Kelley reported that 3 ½ individuals attended the first power walk. 5 people attended the second one. He asks the question; do we want to continue? The general consensus is that the support for the power walk is just not there. We discussed tabling the idea to another time.

Leadership:

Leadership will continue as a standing topic. There was discussion regarding moral boosters. “Do mid-managers have unique challenges?” All agree we do. Bill Kelly asks us to name our 3 main challenges. Betty Cortez suggests, keeping moral up. Shirley Bresciani says “getting employees to abide by the rules.” Lynn Karge suggests communication is a challenge. Many feel the time pressure for mid-managers due to budget cuts and illness in various departments causing short falls in our staff to do quality accurate work. Keeping balance in our respective departments is also seen as a challenge.

Bill encourages us to focus on our daily challenges and bring back to the table at a future date.

Attendance Strategies: Attendance is holding steady.

Mid managers attending this meeting were:

William Kelley	Planning / Building
Betsy Clover	Social Services
Lynn Karge	Records Management
Shirley Bresciani	Probation Department
Kelsey Hessig	Tax Collector / Treasurer
Brian Morris	County Counsel
Melinda Rother	Clerk-Recorder
Betty Cortez	Social Services
Mark Rother	Facilities Services
Barbara Biddle	Public Health
Gayla Trumbo	Human Resources (Guest Speaker)
Julia Coleman	CAO

Guest Presentations: Gayla Trumbo, Human Resource Manager is our guest presenter with harassment in the work place as our topic.

The roll of mid-manager is a unique one. Things have changed severely over the years; we need to be aware of the different forms of harassment and what we should do about it. Seemingly harmless jokes can be construed as harassment as well as not respecting an employees personal space. As first line supervisors we must be careful to not let our selves be pulled into a situation that could be misunderstood in any way.

If an employee comes to us with the smallest of complaints it must be taken seriously even if they do not wish to make it an “official complaint”. County Counsel advises us to bring even the smallest complaint to their attention so that it may be documented. If you receive a complaint, get all details, check with all witnesses, these issues need to be resolved promptly.

Protocol – inform H.R. immediately of any and all complaints. Department Head will receive a summary of all investigations.

Bill suggests that we counter offensive behavior with comprehensive training for the entire department. Teach respect as a constant.

Gayla closes with “Please Call her or Kaye with any questions.” She advises us to do periodic training on harassment.

Future guest presentations include Lola Russell in September for ergonomics, Julia Coleman in October for Internal Customer Service, John Mc Morrow for Ethics & its roll in Public Service. December will be reserved for our Christmas Party and nomination of new officers.

New Business:

Injury & Illness plan. Julia has been approached to get it updated and adopted. Steve Allen is working with Julia on this project.

Next Meeting:

The next meeting will be rescheduled to September 22nd due to the Liebert & Cassidy training in Red Bluff. Meeting will be re-scheduled if Lola's schedule will permit.

Adjournment:

The meeting was adjourned at 4:19 pm.