

Bianca Harrison 283-6487 bharrison@kingsview.org	Chair
Melinda Rother 283-6252 melindarother@countyofplumas.com	Vice Chair
Brian Morris brianmorris@countyofplumas.com	Co-Recording Secretary
Susan Grant susiegrant@countyofplumas.com	Co-Recording Secretary

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Plumas County ***Mid-Management Advisory Group***

MINUTES **Of Meeting Held on December 15, 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 3:05 p.m. There were no additions or corrections to the minutes. Susie Grant made a motion to accept the minutes and Betty Cortez seconded. The minutes were approved.

We have a new face joining us. We would all like to welcome Matthew Kelley, the new A & D program chief.

Old & Standing Business:

Health & Wellness

Bill recognizes Barbara Biddle for her hard work regarding obtaining pedometers for those who wished to have them. Barbara tells us it was a challenging order, but was very successful. There were 97 pedometers ordered in all. Thanks Barbara!!!

Leadership

Bill asks if anyone has done anything with the Mid-Managers solutions worksheet. Due to time constraints we choose to move that to the end of the meeting if time permits.

Reports & Presentations:

There is no representative of Management Council to deliver a report on last months meeting.

Guest Presentations:

Mark Pelter is our guest speaker to talk to us about “Collaboration Among Key Players”. As a Supervisor you implicitly have power. Be a model for that power, acknowledge personal history with each other. Make sure your employees are trained well for their positions. Ask yourself “What do my employees need to work better for me?” Find ways to help them to better do their jobs. Listening is the most important communications skill. Practice active listening instead of always speaking. After listening to someone say a few words to let them know you were listening and you respect what they have to say. Other important skills are eye contact and giving your full attention to the person who is speaking. Ask questions. Realize you don’t always need to be right. Try not to take things personally. When it is necessary, take “time-outs” remove yourself from the situation.

Another tool for inspiring collaboration is to learn different peoples strength. Make sure your team members are not “afraid” to fail. It is better to try and fail than to have not tried at all. Stay current with your emotions. Don’t be afraid to express feelings. Learn what works to get your team to be honest with you. Remain open-minded. Treat people equally. Most importantly foster a departmental identity, like a family.

Mark closes with a reading about commitment. We thank him for attending our meeting and sharing his thoughts with us.

New Business:

ICS (Innovative Claims Service) would like to do a workers comp training with us on Friday January 7, 2005 from 1:30pm to 2:30pm in the Library conference room. Bill urges all who are able to attend.

Election of Officers:

Brian Morris and Susie Grant, who were nominated for recording secretary at the last meeting, announce that they would like to share the duties in 2005. Barbara Palmerton makes a motion to accept that idea and Lynn Karge seconds the motion. Motion passed. Bill turns the meeting over to the Chair elect Bianca Harrison to discuss her visions for 2005. Bianca would like to focus on personal growth, leadership and collaboration for the New Year. Topics that are suggested are “Connectivity” C-net vs. Internet, anger management, dealing with stress and also employee’s needs and workforce planning. Bianca suggests we network with other departments about how each of us to our jobs and maybe each department could give a presentation on what our departments do or speak on a topic that we are passionate about.

We are looking forward to a great year with Bianca!

Attendance:

Mid managers attending this meeting were:

Melinda Rother	Clerk-Recorder
Mark Rother	Facilities Services
Betty Cortez	Social Services

Betsy Clover	Social Services
Lynn Karge	Records Management
Joani Duncan	CAO
Bianca Harrison	Mental Health
William Kelly	Planning Department
Susie Grant	Treasurer-Tax Collector
Kelsey Hessig	Treasurer-Tax Collector
Barbara Biddle	Public Health
Orie Carden	Public Guardian
Tim Gibson	Agriculture
Brian Morris	County Counsel
Barbara Palmerton	District Attorney
Matthew Kelley	Alcohol & Drug
Julia Coleman	CAO
Pat Amormino	Mental Health

Next Meeting:

The next meeting will be held January 19, 2005 in the Library meeting room

Adjournment:

The meeting was adjourned at 4:31 pm.