

**DRAFT**

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

**MINUTES**

**Of Meeting Held on November 16, 2005, 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**

Bianca Harrison called the meeting to order at 3:00 p.m. Upon a motion by Patty O’Neill-Porges, seconded by Melinda Rother, the minutes from the previous meeting were approved as presented.

**Reports and Presentations**

**Management Council**

Chuck Leonhardt gave a report on the previous Management Council meeting, including the following items:

- Sheryl Austin was introduced as the new director of Veterans’ Services
- Jonathan Schnal was introduced as the new director of Building and Planning.

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- Management Council was given an update on MAG's review of the process for employee performance evaluations.
- Following up on a previous employee survey on training opportunities, Management Council is looking at implementing the most-requested training, with "business writing" likely to be the first offering.
- The Assessor's Office has had to obtain locking gas caps in response to fuel thefts from vehicles parked in Dame Shirley Plaza.
- There continues to be interest in an employee computer purchase program, but the money that would have funded the program was reallocated to another purpose. Management Council might ask the Board to make the computer program a priority.
- New copy machines will be installed to provide better equipment and reduce costs.
- The CAO is looking at renewing the employee incentive program, under which a committee would review employee ideas and accomplishments and make cash awards.

### **Presentation\***

Steve King, the local Investment Representative for the Edward Jones company, made a representation on long-term personal investing and planning for retirement. Mr. King distributed brochures on "All-Weather Investing" and "Building Your Portfolio" and he offered the following suggestions:

- Investing is a marathon – not a sprint
- Diversify and allocate assets to manage risk
- Lessons from history show the risk of following short-term trends like Internet stocks or day trading
- People need to protect themselves by saving as much as they can for retirement – as big company pension plans fail, it will be more and more unlikely that the Pension Benefit Guarantee Corporation will be able to cover the obligations
- <http://finance.yahoo.com/> is a good source for researching mutual funds and other investments
- With so many investment options there are too many to choose → so diversify
- Asset allocations should be different depending on a person's life stage: more aggressive and high growth investments in the early years, shifting more toward income investments as retirement approaches

### **Other Business**

Rhonda Nelson sent out an e-mail indicating saying that the committee working on the employee evaluation process needed to get together to regroup and see what information had been gathered so far and then plan the committee's next step.

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Bianca requested nominations for Recording Secretary for 2006. Upon a motion by Betty Cortez, seconded by Barbara Palmerton, Anna Ward was nominated to be Recording Secretary and approved by acclamation, with Jocelyn Cote agreeing to serve as the backup Recording Secretary.

For the agendas for future meetings: Judge Olney will be invited to make his annual presentation on new laws at the January meeting; the February meeting may include the employee evaluation process as well as an open agenda item for discussion of miscellaneous issues; and the March meeting may include a presentation from Public Health on a flu pandemic.

**Attendance**

Mid managers attending the meeting were:

Betsy Clover	Social Services
Betty Cortez	Social Services
Jocelyn Cote	Public Health
Virginia Ekonen	Social Services
Tim Gibson	Agriculture
Susie Grant	Treasurer-Tax Collector
Bianca Harrison	Mental Health
Kelsey Hessig	Treasurer-Tax Collector
Katherine Marek	Child Support Services
Brian Morris	County Counsel
Patty O'Neill-Porges	Child Support Services
Barbara Palmerton	District Attorney
Melinda Rother	Clerk-Recorder
Anna Ward	Public Health

**Next Meeting**

The next meeting will be held December 21, 2005, at the Library.

**Adjournment**

The meeting was adjourned at 4:30 p.m.