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MAG
Plumas County
Mid-Management Advisory Group

MINUTES

Of Meeting Held on March 19, 2008 in the DSS Conference Room

VISION STATEMENT

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

MISSION STATEMENT

“To promote training, education and communication of mid-managers serving Plumas County through networking, planning and problem-solving”

Call to Order/Approval of Minutes

The meeting was called to order at 3:05 p.m. by Chairperson Jocelyn Cote. The Minutes were reviewed. Jocelyn requested a correction in the minutes to clarify that the QHS student’s death was not attributed to the flu and that testing is still underway to determine the cause of death. Upon a motion by Susie Grant, seconded by Dale Snook the minutes from the previous meeting were approved as corrected.

Jocelyn requested a change to the agenda from the Standing Business topic of Health and Wellness to address budget updates and the impact on County Public Health Department. The agenda was approved with the change.

Budget Updates

Jocelyn Cote discussed some budget issues and potential budget cuts. She stated that there is anticipation of 10% across the board budget cuts on programs that are funded by the State of California. She gave an example of the Maternal and Child Health, and other children’s health programs such as immunizations for children and that there may have to be changes in how clinic services are delivered if the budget is cut in that area. She also said that flu shots will still be offered to the public. The mantra will be to continue services, with else, and with greater efficiency.

Standing Business

Health and Wellness- There was not a topic discussed due to the change in the agenda.

Management Council Meeting Report

Sheryl Austin reported from the last Management Council meeting.

Topics discussed included:

- The Employee Suggestions Committee went over all suggestions that were submitted and broke them down into 3 different categories. Risk Management and the CAO will prioritize based on the ones that can potentially be utilized. Within the next 60 days there should be a list sent out to employees showing the priority of suggestions.
- Sheryl discussed briefly the “Golden Parachute” program
- The IT department met with AT&T regarding the issue of the slow internet for the county departments. AT&T is working on a plan to fix this for both short term and long term.
- Kathy Wilburn from EDD was a speaker at the Management Council meeting regarding a CalWorks program through FRC where employers utilize these people at their business. She encouraged county departments to remember this as a potential resource for help in their department.
- The on-going topic of training for county employees was also discussed and that there is a focus group that will be created to develop a training plan. Sheryl stated that the Alliance for Workforce and HR have various types of training materials available.
- There are requirements for Plumas County to recycle, which currently is 39% and the county is only at 37%. There was discussion on the blue bag process and where the recycle centers are in Plumas County.
- Kathy Williams reminded everyone at the Management Council meeting that there will be more elections in June and in November 2008.

Reports, Discussions and Presentations

Guest Speaker: Larry Trotter, American Red Cross

Larry is the Disaster Director for Plumas County, which is part of the Three Rivers Chapter of the American Red Cross. All funding is through donations and contributions and 95% of all dollars go back into the community. 96% of staff are volunteers and 4% are administrative. The American Red Cross motto is “Together We Can Save A Life”

The Red Cross responds to disasters through communication from the Office of Emergency Services. They handle both individual and local disasters and are directed to provide services during the first 3 days of a disaster and then the county is supposed to take over. Mass disasters and local disasters have various levels, i.e. single family fire-(level 1), 911- (level 10) and Hurricane Katrina- (level 11).

Plumas County is a designated disaster area for people living in the bay area, i.e. in case of a bad earthquake.

An Emergency Preparedness Checklist was handed out that all families should use to make a kit to keep on hand, in case of a disaster or emergency. Larry briefly covered this and stated that once the preparedness kit is complete, all members of the family should know where to find it. This checklist also included the website for American Red Cross.

Other topics that were discussed included a Pet CPR program and a program that is being developed to address animals during an evacuation or disaster. The American Red Cross is always looking for volunteers to be trained. They also offer classes on CPR and AED machine training. For additional information search www.redcross.org.

County Policy of the Month

There was a discussion on the policy regarding employees traveling on county business as it relates to using a county vehicle and the topic of mileage or actual gasoline reimbursement.

Plumas County in the News

Since Larry Trotter with the American Red Cross was the guest speaker, the topic for this item was the recent evacuations in Plumas County and the various people and agencies that were involved in responding to these evacuations and resolving the critical issues that caused the evacuation to be necessary.

Going Green

Jocelyn brought in a copy of the local newspaper and shared an article on gardening with native plants.

Management and Motivation

Mag Survey Results:

Karen Hayden handed out results from the MAG survey that was sent out and she said that she had received 14 responses.

Motivation:

Discussion on how to increase the attendance at MAG meetings in the future. It was suggested that when Jocelyn or a representative from MAG gives an update report from MAG to the Management Council, that members of the Management Council be encouraged to send more of their mid-managers to the monthly MAG meetings.

Training Opportunities

Karen Hayden handed out information on the upcoming trainings through UC Davis and hosted by Plumas County Social Services. The two trainings being offered are Developing Effective Listening Skills and Stress Management. Information on both of these trainings was sent out previously to county departments.

Karen also had information on a search engine called “GoodSearch”, which allows a person to search for a topic and each time this search engine is used a charity of your choice which you select prior to your search receives a small donation. She encouraged everyone to share this information with staff.

New Business

The Spring Plumas County Connection

Jocelyn indicated that due to the lack of editorial staff as well as involvement from other county employees, i.e. submitting departmental updates and stories, the Plumas County Connection may need to be put on hold at this time. There was discussion on ways to keep it going and how much time it takes to produce an edition of the newsletter.

Speaker’s Calendar Update

Suggestions on possible speakers for future MAG meetings included members of the Board of Supervisors as well as the CAO.

Adjournment

The business meeting was adjourned at 4:40 p.m.

Attendance

Mid managers in attendance:

Susie Grant	Treasurer-Tax Collector
Karen Hayden	Social Services
Dale Snook	Veterans Services
Kelsey Hostetter	Treasurer/Tax Collector
Jocelyn Cote	Public Health
Patty O’Neill-Porges	D.C.S.S.

NOTE: Patty O’Neill-Porges was the acting Recording Secretary for this meeting only

Next Meeting

The next meeting will be Wednesday, April 16, 2008. Karen Hayden will make the arrangements for the meeting facility and send out an e-mail with the details.