

Summary of May 4, 2001 meeting:

Present: Elliott Smart, Oran Morrison, Dave Preston, Rich Turner, Margaret Miles, Bob Conen, Chuck Leonhardt, Judy Wells, Mary Mooney, Tom Frady, Rita Scardaci and guest Jerry Sipe.

Mid Management Advisory Group

Jerry Sipe updated the council on the activities of the group. Employee security issues are a primary focus together with training issues.

Report on Training

Human Resources Director Bob Conen, updated the group on the Sexual Harassment workshop to be delivered on May 8th and 9th. He also announced two new training offerings relating to employee evaluations and discipline. These workshops are scheduled for June 13th & 14th. The group discussed the possibility of offering workshops to assist employees in maximizing their benefits for such things as the deferred comp plan, PERS home loans, and possibly topics such as financial planning and home purchase. It was agreed that this concept would be presented to the Mid Management Advisory Group for input and consideration at a later date.

Updates on Courthouse and Annex Security Plans

Bob Conen presented the council with draft Injury and Illness Prevention Program and General Safety Manual as well as a County Policy on Injury and Illness. Bob and the Board of Supervisors would appreciate management input on these documents.

Bob also advised the group that a safety pamphlet was also being developed to assist employees in understanding the policy.

Elliott Smart gave the group a brief update on the safety committee at the Courthouse Annex.

Vendor Presentations

The group discussed the concept of having outside vendors present at our meeting to pitch their products and services. It was the consensus of the group that our meetings are short and should be focused on policy and procedural issues. One concern voiced was that if one vendor is allowed to make a presentation, the president may be used by others gain access to the group. The final decision was not to allow vendor presentations at this time.

Round Table Discussion

The round table discussion included interesting updates, individual accomplishments and projects from each department represented.