

PLUMAS COUNTY MANAGEMENT COUNCIL

A Commitment to Coordinated Public Service

The next Management Council Meeting will be held **Friday, January 3, 2003**, 9 am-11 am, at the Quincy Library Conference Room, Quincy.

Minutes of December 6, 2002 Meeting

Present: Elliott Smart, Ken Nelson, Janice Stafford, Sid Roberts, Holly George, Gayla Trumbo, Bob Conen, Steve Allen, Mike Tedrick, Dave Preston, Scott Lawson, Don Clarke, Margaret Miles, Karl Bishop, Richard Turner, Tom Hunter, Chuck Leonhardt, Rita Scardaci, Rob Shulman, Jeff Cunan, and Judi Mault.

Call to order: Elliott Smart

Mid-Management: Steve Allen informed the group that the business writing class surveys were completed and handed out the survey results. This information will be brought to Feather River College and after the next meeting with FRC information will be reported back to Management Council. New Officers have been elected for this group. The Chair will be Steve Allen and the Vice Chair will be William Kelley.

Employee Legislative Activities: This committee is reviewing other county's policies. There was no committee meeting in November. A draft policy for Plumas County is not available at this time. There will be a report at the January meeting.

Budget Economies: Bob Conen explained to the group that there will be a meeting on December 13, 2002 from 9-2 to discuss budget economies. Lunch will be provided. Each department head should look at strategies to reduce their budgets. Bob Conen told the group that the Governor had not released what cuts will be made next year, but they will be substantial. Mr. Conen also said we need to be ready for any cuts.

Department Head Workshop: Bob Conen reported he had been contacted by Bill Dennison, and Supervisor Dennison would like to see the Dept. Heads and Supervisors have a scheduled workshop/retreat next year to develop a county vision, and mission statement. This idea will be discussed again after the first of the year.

Ferguson Group: A meeting with the Ferguson Group will be held Monday, December 9, 2002. The Ferguson Group will act as a liaison between Plumas County and Congress for funding projects. The meeting on December 9 will be held to brainstorm to identify projects for Plumas County.

Parking Ordinance: Bob Conen explained that parking in the new lot at Dame Shirley Plaza will be limited. A draft ordinance will be submitted to management council for approval. There have been many complaints by the public on the shortage of public parking spaces downtown. Sid Roberts reports there are 8-10 spaces at Facility Services for additional county car parking.

Purchasing: Bob Conen reported the Grand Jury Report requested that Plumas County review their purchasing policies. Bob suggested that when the new management analyst is hired this idea will be reviewed. The analyst should be hired by the first of the year.

Johnsville Ski Hill: Supervisor Don Clarke told the council that the State Parks Department and Gold Mountain had reached an impasse, and at this time Gold Mountain is out of the picture. A meeting of interested parties was held last week and there are 30 organizations that would like to assist getting the ski hill on its feet again. A MOU will be developed by John Sheehan and presented to the Board at the next meeting. The long board races will still be held this year. A meeting of these organizations will be held again in January.

Draft Pool Car Policy: A draft policy for the pool cars was distributed by Sid Roberts. The final policy should be on the board's agenda by the first of the year.

Orientation of new department heads: Elliott Smart suggested we develop a program that will assist in the orientation of new department heads. This program could explain how the county functions, how management council performs and related tasks. Bob Conen volunteered to work along with the Chair of Management Council to assist with this informal orientation. The expertise of other department heads may be used on occasion.

Lead Supervisor List: The new lead supervisor list for each department will be provided to the management council members by Bob Conen in January. Management Council members requested the lead supervisors have meetings with their department heads on an annual basis.

Small Pox Report: Rita Scardaci described the process the government will use in distributing the small pox vaccine. The first phase will include all public health and hospital workers. Phase two will include fire fighters, police and all first responders. Phase three is for the public, and is still in the discussion phase. There are risks in taking the vaccine.

Bond Financing: Bob Conen explained the County just received word that we have an A- rating, which is very good. Mr. Conen also said at this time the county is still soliciting bids for bond insurance and will be on the agenda of 12-17-02.

Management Council Election: Elliott Smart was unanimously elected to be the Chair of Management Council. Scott Lawson was elected to be the Vice Chair.

Salaries and Benefits: Bob Conen stated he had met with the board on the Dept. Head benefits and salary issue. At this time the board was not interested in paying 100% of retired department heads' health insurance. The Dept. Head allowance of \$150.00 may be on the board agenda of December 17. Mr. Conen requested volunteers to make up a committee to discuss these department head benefits and salary issues. The committee will be Mike Tedrick, Chuck Leonhardt, Tom Frady and Scott Lawson.

Round Table:

Mike Tedrick - The auditor's office will conduct training on claims, deposits, trust balances, 1099's, budget transfers etc. on January 9, 2003.

Dave Preston – The conduit is now ready for the Courthouse and Permit Center.

Sid Roberts – Sid is a member of the Facilities Services Organization. This committee will distribute state policies and set standards.

Rita Scardaci – A big thank you to Dave Preston for his vision and help on the Health Dept's. IT project.

The next meeting will be held January 3, 2003. Refreshments will be provided by Jeff Cunan.

AGENDA – January 3, 2003

Call to order – Elliott Smart

Mid-Management Report – Steve Allen

Orientation for new department heads

Meetings with lead supervisors, (new list)

Dues – Mike Tedrick

Salary and Benefit committee report

Employee legislative report

Budget economies

Round Table