

PLUMAS COUNTY MANAGEMENT COUNCIL

A Commitment to Coordinated Public Service

The next Management Council Meeting will be held **Friday, March 7, 2003**, 9 am-11 am, at the Quincy Library Conference Room, Quincy.

Minutes of the February 7, 2003 Meeting

Present: Elliott Smart, Sid Roberts, Bob Conen, Karl Bishop, Tom Hunter, Dave Preston, Kathy Williams, Margaret Miles, Rob Shulman, Judi Mault, Mike Tedrick, Steve Allen, Chuck Leonhardt, Ginny Dunbar, Gayla Trumbo, Rita Scardaci and Scott Lawson
Call to order: Elliott Smart

Mid-Management: Steve Allen explained that the mid-management group is continuing to work on the business writing classes with the college. As the meetings progress he will report back to this council. Steve also said the mid-managers group is not clear on who they are supposed to advise, and needed more clarification on that issue. Chuck Leonhardt believes that the mid-management group was formed by the Management Council to bring issues to this body that are concerns that the line staff or supervisors might have.

Chuck Leonhardt, Rita Scardaci and Elliott Smart will form a committee to reconfirm the formal process. The committee will meet and bring information back to this group at the next meeting. Mid Managers will be invited to join this committee.

Orientation of new department heads: Elliott Smart presented his memo dated January 30, 2003 that summarized the council's recent discussion on this issue. A discussion was held on having an orientation be a formal process or the "welcome wagon" approach. For the time being this concept will remain fluid.

Ferguson Group Update: Bob Conen has been in contact with this group. The Ferguson Group will concentrate on three areas for Plumas County. They are 1) Repaving the Quincy-Oroville Road 2) A bike path in Quincy 3) A second access road to the Greenville Hospital.

Legislative Committee report: The committee members; Elliott Smart, Rita Scardaci, Margaret Miles and Tom Frady met on January 31, 2003 and reviewed legislative protocols from other counties. They developed a protocol for Plumas County and will present this possible policy to the Board of Supervisors for their agreement.

Mid Year budget: Bob Conen stated after the mid year review, Plumas County appears to be stable at this time; however we are looking in the future at a 8% difference of expenditures vs. revenues. For this next budget year the CAO will request departments to develop a budget reduction of 10%. Work furloughs were discussed, Bob Conen and Gayla Trumbo will develop a memo to department heads on the work furlough policies.

HIPPA : Rob Shulman reports the HIPPA compliance report deadline is mid-April. Proof of compliance notices will be completed by each department. Plumas County must demonstrate that we have policies in place for protected health information. The County Counsel's office will distribute policies and procedures and training will be provided on this issue.

Worker's Comp: Gayla Trumbo and Rob Shulman talked with ICS. ICS requested that we make sure the Employee Report of Injury form is filled out properly. Each line in this report must be filled out in depth, and exact facts are extremely helpful. If necessary, attach additional pages to this form.

Salary and Benefits for Department Heads: Bob Conen explained his discussion with the Board of Supervisors members. This item will be continued to March.

AGENDA - March 7, 2003

Call to Order – Elliott Smart

Mid-Management Report – Steve Allen

State Budget update – Bob Conen

County Telephone Communication

HIPPA – Rob Shulman

Workman's Compensation

Dept. Head Salaries and Benefits