

# PLUMAS COUNTY MANAGEMENT COUNCIL



*A COMMITMENT TO COORDINATED PUBLIC SERVICE*

**TO:** Management Council Members

**FROM:** Elliott Smart, Management Council Chair  
Margaret Miles acting for Judi Mault, Recording Secretary

**SUBJECT: MANAGEMENT COUNCIL MEETING**

The next Management Council Meeting will be held **Friday, August 1, 2003**, 9 am-12 pm, at the Quincy Library Conference Room, Quincy. **There will be no meeting in July.**

## **Minutes of the June 6, 2003 Meeting**

Present: Steve Allen, Karl Bishop, Bob Conen, Jeff Cunan, Ginny Dunbar, Tom Frady,

Chuck Leonhardt, Scott Lawson, Margaret Miles, Dave Preston, Sid Roberts, Elliott Smart, Janice Stafford, Mike Tedrick, Richard Turner and Kathy Williams.

Thank you to Mike Tedrick for providing refreshments.

Call to Order: Elliott Smart

**Mid-Management:** Representative Steve Allen reported on a discussion regarding the Illness/Injury Prevention Program (IIPP). MMAG also discussed break and lunch issues, and arrived at the same conclusions as Management Council (see minutes of May 2 meeting). Elliott distributed notes summarizing a meeting with Mid-Managers. Chuck Leonhardt volunteered to serve as liaison from MC to MMAG; he will attend all MMAG meetings.

**Heating and Cooling Presentation:** Sid Roberts presented a cool PowerPoint presentation highlighting energy efficiency measures that have been taken. A lighting retrofit has resulted in 25-35% increase in efficiency, and equipment retrogrades have been done for several HVAC units. Installation of the Facility Automation System allows for remote monitoring troubleshooting, and scheduling HVAC in many county buildings. Sid reminded the group that energy savings can only be achieved through set standards and by encouraging and training employees to save and reduce energy. Sid will be requesting the Board set a standard of 70-76 degrees and disallow the use of all space heaters. Sid will be asking for designated contact persons for each department.

**Voluntary Leave:** Bob Conen reviewed voluntary leave (furlough) policy. No employee may take more than 10 days of furlough during the term of the union contract, maximum 1 day per pay period. Under current policy, furloughs do not affect PERS or benefits. The County would need to negotiate with the union for longer furloughs.

**Personnel Issues:** Dress Code: There is no County dress code. Any department policy becomes a meet and confer issue with the union. Many department heads reported they have informal or draft policies.

Attendance issues: If an employee continually fails to show up for work, he can be written up for not doing what is required for the job. Supervisor can require Dr.'s note. An employee who does not show up when leave is not approved is insubordinate; supervisor should write a memo to employee stating that leave is not approved. Supervisors need to have same standard of practice with all employees.

Training sessions on personnel issues will be held in Redding. Bob will announce dates, times and topics. Several department heads attended the session on May 29 and reported it was worthwhile.

**Budget report:** Bob reported that an additional 2 ½-3% cut will be required of all departments to balance the budget; the target is \$2,250,000 fund balance. Bob will have cuts to department heads by next week. Budget hearing start June 23; there is no board meeting scheduled July 1. Any layoff notices must give 30 days notice.

**Round Table:** The question of spam-blocking software for county email was raised. Dave Preston is looking into it.

## **AGENDA FOR AUGUST 1**

Refreshments: Elliott Smart

Call to order: Elliott Smart

Mid-Management report