

# PLUMAS COUNTY MANAGEMENT COUNCIL

## A Commitment to Coordinated Public Service

The next Management Council Meeting will be held Friday, September 2, 2005, 9 am – 11 am at the Plumas County Library Meeting Room.

### **Minutes of the August 5, 2005 meeting:**

**Present:** John Banks, Karl Bishop, Ginny Dunbar, Hank Foley, Holly George, Bianca Harrison, Scott Lawson, Chuck Leonhardt, Margaret Miles, Dave Preston, Sid Roberts, Elliott Smart, Richard Turner, Kathy Williams, and a fuzzy gray cat. My apologies to anyone left off.

**Call to Order:** Elliott Smart, Chair.

**Review of July Meeting Minutes:** There was no meeting in July, and the June meeting minutes were not addressed either.

**Additions to the Agenda:** None.

**Mid-Management:** Bianca Harrison reported on Mid-Management meetings, noting that there is still a strong turnout and a sense of camaraderie amongst its members. They will be having some interesting and beneficial presentations coming up. These include: Worker's Compensation Process, Employee Assistance Program, and the Budget Process. The MC thanked Bianca for her fine report.

**Welcome to New Department Head:** The new department head for Family Support is Michelle Blackford. Although Michelle was not able to be present at our meeting, she is warmly welcomed. She is taking the post vacated by our faithful ex-recording secretary Judi Mault who, upon retirement, lit out for Idaho to hang out with her sheep dogs.

**Discussion with the Mid-Management Representative Regarding Employee Performance Evaluations:** Bianca Harrison distributed a memo dated June 21, 2005 of the email survey regarding improving the process of employee performance evaluations. The group would like to "focus on positive usage of the evaluation process to 'empower employees and improve performance and morale' ...and reduce the filing of grievances." They would like Management Council to support a joint effort to review and reinvigorate the evaluation process. A timetable starting in July 2005 and running through June 2006 was presented. Various department heads shared how they use the evaluations, problems with the forms, and the overall process. Training for managers and department heads was also discussed. Gayla Trumbo and Kathy Williams will be the Management Council's representatives to Mid-Management on this project. It was also suggested that a job steward be invited to make sure the Union side was represented.

**Employee Appreciation BBQ:** It was decided after some little discussion that the Employee Appreciation BBQ will be held on October 4<sup>th</sup> 2005 from 11:30 to 1:30. Assessor Chuck Leonhardt taxed his memory to give us all a brief and entertaining history of the first, and so far only, Employee Appreciation BBQ. If I got this right, Chuck has already emailed Management Council, Mid-Management, the Board, and various individuals to see if they would like to help put on the event again this year. It is thought the cost will run about \$300 to \$400. At this point members of Management Council will have to pony up from their pockets to supply the needful. Someone thought perhaps the County and the Union could put a little toward it too? Margaret Miles made a motion that the Management Council give \$200. Richard Turner made the 2<sup>nd</sup> and everyone else voiced their agreement. Then, on top of this, it was decided that department heads would also each bring a salad or some such thing. Someone brought up the point that the Board of Supervisors needs to make more of an effort to show the employees their appreciation. Apparently, many employees felt that the

Board didn't really show much effort or enthusiasm last year. Sid Roberts, quietly and with great foresight, has been developing an Employee Appreciation Fund so that the event is sponsored without any public funds. He also provides the muscle to move in tables, chairs, BBQs and other needed appliances. The Management Council ended this discussion with the following committee having been formed: "The Employee Appreciation Barbeque Food To Bring List Circulating Committee." Chuck "Roast" Leonhardt and Holly "Berry" George will see to it that there is enough food brought by enough people to feed 300 hungry mouths.

**Department Head Compensation, Benefits, and Training:** Everyone seemed OK with this issue. Training issues require HR approval. HR was not available at this time for input.

**Update on Employee Computer Purchase Program:** Dave Preston gave his presentation on the computer purchase project. He would like to make four configurations available for PCs ranging in price from \$700 to \$2500. Another option would be to configure your own computer on line. It is hoped that we will use the State's employee purchasing system through Gateway. Several Management Council members would like the technical aspects of this project translated into regular English. A packet will be developed and at some point in the dim future presented to the Board for their inspection. Discussion returned from the last meeting as to how the employees will pay it back. Payroll deductions with a slight interest charge was again brought up, but Management Council would like to see the payments be interest free. They would also like to see laptops included in the program.

**Break:** No refreshments! It was determined that that sorry state of affairs would not occur again.

**Discussion Regarding County Provided IT Services and Charges:** Holly George led the discussion on intra fund charges. She is dissatisfied with the process for paying for IT services. Dave Preston doesn't know how the charges are handled once IT's figures are given to the Auditor. There is a concern that IT charges have become a line item in certain budgets, and not what was intended when the process was first set up. Again, IT is unclear what the Auditor is doing. IT estimates the budget for the year. At the end of the year the actual hours/services are submitted to the Auditor, then the costs are applied. Hank Foley suggests having the Auditor, IT, CAO and other affected departments meet. There are concerns from grant-funded programs also. A discussion ensues on various ways of accounting costs to IT so departments don't end up in red ink. Those of us not directly affected by this situation were soon somewhat lost. Dave Preston will set up the suggested meeting.

**Round Table Items:** Press issues were discussed, mostly on how to work effectively with the local radio and newspaper. Someone will pursue this with HR to see if funding is available for training. Ginny Dunbar had concerns about using "Staff Training" signs to close courthouse offices for an hour. She wanted to know if there should be a code change so that offices could close without using the signs. Dave Preston announced he has a new employee in his department, Olga Kroencke. Also, he is reinstating the PC inventory for software, etc. Chuck Leonhardt noted there was a 13.4% upswing in something. But the State put a hitch in the gittywhompass. Ginny Dunbar also noted that the VLF monies were paid back by the State, but doesn't know where it goes.

**Next Meeting:** September 2, 2005 9 – 11 a.m.

**Refreshments:**

9/2/2005: Chuck Leonhardt  
10/7/2005 Dave Preston  
11/4/2005 John Banks  
12/2/2005 Kathy Williams

**Adjourned:** 10:57 am.

/s/ Scott J. Lawson, Recording Secretary