

# PLUMAS COUNTY MANAGEMENT COUNCIL

## A Commitment to Coordinated Public Service

**DATE:** September 22, 2005

**TO:** Management Council Members

**FROM:** Elliott Smart, Management Council Chair  
Scott Lawson, Recording Secretary

**SUBJECT:** Management Council Meeting

The next Management Council Meeting will be held Friday, October 7, 2005, 9 am – 11 am at the Plumas County Library Meeting Room. Dave Preston *will* bring refreshments.

### **Minutes of the September 2, 2005 meeting:**

**Present:** John Banks, Karl Bishop, Michelle Blackford, Jeff Cunan, Ginny Dunbar, Holly George, Bianca Harrison, Tom Hunter, Jack Ingstad, Scott Lawson, Chuck Leonhardt, Dave Preston, Sid Roberts, Melinda Rother, John Seibold, Elliott Smart, Barbara Thompson, Gayla Trumbo, Richard Turner, Reg Valencia, Kathy Williams, and a fuzzy gray cat. My apologies to anyone left off.

**Call to Order:** Elliott Smart, Chair, called the meeting to order.

**Special Guest:** Larry Trotter, representing the Three Rivers Chapter of the Red Cross gave a presentation on what is being done to help the victims of Hurricane Katrina in the Gulf States. He encouraged everyone to make monetary donations to the Red Cross. Larry also noted that Plumas County has a disaster plan. He also stated that the Europeans are helping and that schools are developing programs such as penny drives, etc. Kathy Williams noted that the donation can in her office already had a couple of hundred dollars in it since yesterday. Ginny Dunbar offered to put any donation cans in the courthouse in the treasurer's safe at night. The council thanked Larry for his presentation and efforts.

**Welcome to New Department Head and CAO:** Michelle Blackford, new DH and Jack Ingstad, new CAO were welcomed.

**Review of August Meeting Minutes:** Accepted as tendered.

**Additions to the Agenda:** CAO Jack Ingstad requested some time to address a few issues such as the budget, State of the County, HHS furniture, and Plumas County's Strategic Plan.

**Mid-Management:** Bianca Harrison reported on Mid-Management meetings and that a work group for new employee evaluations has formed out of MAG with three new volunteers: Anna Ward, Rhonda Nelson, Virginia Ekonen and the MC's own Kathy Williams and Gayla Trumbo.

Their line up for speakers for the next three months is: Collaborative Management with John Seibold and Bianca Harrison; CAO's Plan for the County, Jack Ingstad; and a Budget Presentation by Mike Tedrick (which they better get done before December).

**Employee Appreciation BBQ:** This is always a favorite topic. Chuck Leonhardt delegated the honors to Melinda Rother who informed the MC that the BOS agreed to October 13<sup>th</sup> from 11:30 am to 1:30 pm as the time for the Employee Appreciation BBQ. They would also like to use this event to introduce new CAO Jack Ingstad to the employees. A ballpark figure of \$456.12 (pre tax) was estimated for food and beverages from Savmor. Anything not consumed or opened or otherwise damaged can be returned for a refund. Each Supervisor donated \$100 from Community Funds. The Board would like cake, too. It is estimated that besides condiments and buns and fixings we will need twenty big bags of chips. Judge Ira pledged to kick in \$75 from the court's party fund so that they can participate. It was reiterated that MC members are to bring salads or other dishes. Melinda beseeched us for volunteers to slice, dice, and set up tables. Barbara, Gayla, Reg, Scott, and Sid volunteered to help with this.

**Employee Assistance Program Video:** The MC watched a short video about the Employee Assistance Program. Gayla said that about twenty to forty employees utilize the program per quarter. DH's can refer an employee to the EAP but not force them to go. Several departments have utilized the video with success. Gayla encourages DH's to get the word out about the program to their employees. John Seibold spoke to it also, noting they have sites countywide for people to utilize. Three visits are prepaid in a calendar year. He also talked about the costs of visits, and that in the private sector, such visits cost between \$70 and \$120 per hour.

**Update on Employee Computer Purchase Program:** Dave Preston apprised the MC of his progress thus far. He has put a packet together of three systems for desktop units, and two for laptops. He passed out these huge packets with various models, information, and prices. Dave would like to present this to the BOS soon. He would like Barbara Thompson to get him a copy of the original contract to fine tune for the current project. Mike is working on a determination as to where the funding source will come from. The Franklin Trial fund is one source that is being considered. Dave is positive it is understood that Mike cannot retire until he designates the funding source. Jack Ingstad expressed some concern about employees that quit after they purchase the computer. He wants to be sure there are funds enough to cover any potential defaults. Ginny Dunbar said that her staff takes care of collections on delinquents. Interestingly, the DH's think it is great that employees take work home...Usury raised its ugly head again, there is the concern that the public might think the money is not being used wisely or correctly. Chuck thinks the interest is so nominal it is not a problem. Criteria for eligible employees was again discussed. Barbara Thompson indicated employee eligibility needs review. Chuck would like her to render a decision on existing eligibility. The CAO would like MC to make a recommendation on employee eligibility for the BOS. A copy of same will be passed among MC for approval, then go to the BOS. The CAO would like all bases covered before the BOS consider the proposal so that any and all questions can be addressed. Straying from the agenda, as an aside, Holly George brought up IT intrafund charges. Dave suggested the CAO and other affected departments get together to discuss those issues. The CAO would like to give a budget debriefing, and cover issues before the budget preparations begin. He

wants a consensus early on and for everyone to have a part in the process. The debriefing meeting will come before the IT intrafund charges meeting.

Back to the computer purchase program, Dave will draft a proposal.

**Plumas County Purchasing Plan:** Barbara Thompson handed out the latest purchasing policy adopted by the BOS. She also noted that DH's need to respond to the Grand Jury (if you were of the chosen few).

**Break:** Once again, our palates and stomachs were bereft of comestibles, this being the second straight infraction this year. Don't make the same mistake a third time Dave.

**DH Interaction with Grand Jury:** District Attorney Jeff Cunan shared his experience and knowledge about the Grand Jury with the MC. He explained the differences between a civil GJ and a criminal GJ. The civil GJ is not controlled by the DA whereas the criminal one is. As well as wanting a good relationship with the GJ, Jeff sees an obligation on his part to "run interference" for DH's when appropriate. Last year the GJ was looking at four accusations. Normally one or two in five years is expected so this GJ is a bit on the active side. He covered the Superintendent of Schools issue and why he acted as he did. Also covered the new GJ, noting that California and Nevada are the last two states with civil GJ's. He encouraged DH's to be proactive with the GJ. Foibles of GJ's were discussed, and several personal experiences were shared. Jeff suggests embracing the GJ if they should put the touch on you. Show them what they want to see, more, if possible. Holly asked how the GJ is educated and what they know about county departments. Positive aspects of the GJ were discussed. Concern was expressed over how to respond to accusations published by the GJ without a chance to respond first. Questions arose about what to tell the newspaper if they ask about the GJ investigating your department.

**Round Table Items:** Jack Ingstad asked for a State of the County written report of what we want to accomplish as a county. The BOS wants to show employee recognition, however the recognition program was scrapped the year before this recorder's 10<sup>th</sup> anniversary (seven years ago). A Strategic Plan is wanted by the BOS, but Jack doesn't like these if they are driven from the top. He would like the Plan to make a difference and for it to go to the budget process. He also requested that if any of us see him stepping on a land mine to please let him know. Speaking of land mines, media relations were discussed and how to work with them. It was suggested that perhaps a day of training in that field might be beneficial.

**Next Meeting:** October 7, 2005, 9 – 11 a.m.

**Refreshments:**

10/7/2005 Dave Preston

11/4/2005 John Banks

12/2/2005 Kathy Williams

**Adjourned:** 11:09 am.

/s/ Scott J. Lawson, Recording Secretary