

# PLUMAS COUNTY MANAGEMENT COUNCIL

A Commitment to Coordinated Public Service

9a.m – 11 a.m.

**DATE:** October 31, 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, November 4, 2005, 9 am – 11 am at the Plumas County Library Meeting Room. My sincerest thanks to Clerk-Recorder Kathleen Williams for he reminder to get these minutes out in a timely fashion. Thanks Kathy.

## **Minutes of the October 7, 2005 meeting: (Held at the Work Connection Conference Room)**

**Present:** John Banks, Karl Bishop, Michelle Blackford, Nancy DaForno, Holly George, Bianca Harrison, Jack Ingstad, Scott Lawson, Chuck Leonhardt, Margaret Miles, Dave Preston, Sid Roberts, Elliott Smart, Barbara Thompson, Gayla Trumbo, Richard Turner, Reg Valencia, Kathy Williams. My apologies to anyone left off.

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

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

**Additions to the Agenda:** A nice monologue was given by Elliott Smart in honor of retiring VSO Richard Turner.

**Mid-Management:** John Seibold shared his views on employee productivity with the MAG. Employees need to be happy and Directors need to roll up their sleeves and jump in from time to time, give positive reinforcement (is there such a thing as negative reinforcement?), notice the small things, and focus on goals and not on the agency. Bianca noted that the MAG members all enjoyed and appreciated his presentation. She also invited any of the MC to come share their management philosophy with the MAG. CAO Jack Ingstad is scheduled to speak for the October meeting, November and December slots are open.

**Employee Appreciation BBQ:** Chuck Leonhardt assured all present that everything was ready to go! Holly George passed a signup sheet for those slackers among us who had not previously committed to a salad or the like. Since there was apparently only one side dish last year, it was felt that to avoid egg on our faces, we should bring lots more. Cake, too. The goodies will be picked up at Savmor at 8:30 and the food prep party will meet at the fire hall while the event prep party will meet on the back lawn of the courthouse. Although other groups and even a judge

have felt El Mordido, the MC isn't sure just how much it is putting in in terms of money. All were admonished to put their name on their bowl and spoon so that they would find their way home. (This actually works, since this recorder's spoon got away, then later showed up clean in his department's mailbox. Thanks whomever.)

**Mid-Management Employee Appraisal Committee Report (and a whole lot of other stuff):**

Bianca Harrison said the committee is still working, though they are doing it on an email basis due to their many and fragmented schedules. Rhonda Nelson is heading up the committee. Performance, Planning & Review is the proposed new name. They would like to take out the term "evaluation." Gayla Trumbo, Human Resources, supported Bianca's efforts, and described her efforts to gather information from other counties and agencies on this same subject. Bianca wants a section to cover leadership/management activities of mid-managers. Any input should please be sent to her. Chuck Leonhardt recalled that we once had a training budget for mid-managers, and questioned whether we have one now. He has a friend who does leadership training, but is pricey. Elliott Smart asked Gayla if there was a way to provide various training for mid-managers. Gayla said she asked for feedback on this, but other than "creative writing," had gotten none. The only ongoing training is Sexual Harassment. Sid Roberts, Facilities Maintenance, asked if the LCW program will be ongoing and received an affirmative answer. Margaret Miles, Librarian, asked about a previous survey for ideas for training. Jack Ingstad, CAO, stressed putting training into our budgets or the training won't happen. (Editorial note: All I've ever been asked to do is take things out of my budget). Kathy Williams, Clerk-Recorder, noted that she has used FR College for her staff training. Elliott spoke of some Human Services programs. Bianca noted that the free classes at FRC didn't pan out. Jack spoke about media training and its value. He also noted that, "We need to bring in 'experts' because if you are here you aren't [an expert]." He offered to provide these services through his media group of wanted. He also noted there were no responses from his request for press releases. This issue may be revisited in six to 12 months. Holly George, UC Extension, wants to know what specifically is wanted in this request. Karl Bishop, Ag. Commissioner, related that he has cultivated a reporter at the paper and has reaped good press in doing so. Kathy brought up a concern that there is a gap between the Board of Supervisors and the departments in sharing information, which in turn fosters apathy. There were also concerns about stories in the paper not being accurately covered, and various ways to mitigate these periodical disasters. Jack noted that most people are not misquoted, but that facts can be misconstrued. But, back to prioritizing training. Determine needs, make a list, help coordinate where to get services, utilize services given by other agencies, departments, etc. Further education as a means of training was brought up, the pros, like when someone then moves up in their department; the cons, like when someone gets their degree and moves to another county that pays more money. Holly thinks we have experts within the county that can help. Also, perhaps further education can be built into the STRATEGIC PLAN.

**Strategic Plan:** Jack talked of the "buy in" necessary by elected officials, appointed officials and employees. A memo was presented pitching a steering committee to make recommendations to the MC and the then take it to the BOS and the whole organization. He feels "cascading meetings" are imperative. It will only work if the information keeps going back and forth, no secrets allowed! The Strategic Plan should move quickly and not get hung up on various issues. Also, not any one person can be allowed to control it. Kathy Williams, Chuck Leonhardt, and Sid Roberts volunteered to co-control it. MAG will find someone in their group to do the same.

**Employee Computer Purchase Program:** Dave Preston brought copies of a draft resolution regarding this program. The freezeup here is that the financial component is not available, as the Auditor has not been available lately. The Franklin Trial money is gone. It would cost about \$200,000 is the approximate cost to be paid back over a 30 month period. It is essential that the Auditor meet with them to find out where to get the dinero. The interest rate is to be included in the repayment schedule. Qualifications for employee loans will be discussed. A discussion on this ensues, Jack making the point that the county does not want to be left “holding the bag.” If the program is a priority for the county, then funds may be found for it. Various ideas by various DHs were thrown onto the table. Chuck wants to approve the concept for permanent employees if the funding is available. The argument that most employees are now computer literate was made, questioning whether the earlier premise that it is for training is now viable. It was also noted that the BOS may not have a clear idea what the MC is up to with this project. Now, due to the lack of money and perhaps the reasons no longer so compelling, perhaps the program should go through some rethinking. Chuck thinks maybe it should be looked at as a support benefit for the employees. It is decided that the MC should take it to the BOS to see if they approve of the concept. (I think that’s what my notes said.) Jack encourages us to keep the BOS up to date on our department activities, and to use the agenda. A meeting will be convened with the Auditor, when he is located, and the item drafted for presentation to the BOS.

**Break:** Dave Preston was to bring refreshments, but I think he conned someone else into doing it.... Anyway, they were good, and Dave, if you did bring them, my apologies.

**Photocopiers:** Kathy Williams is working with Jack and Dave and Ray Morgan on copiers. Because the copiers were due to be ripped out of the building Toshiba style, a sense of urgency was found to look into the matter. Now that copiers are more than copiers, Kathy would like other department input to let her know what their needs are. Many departments have negotiated their own deals on copiers. Some departments have to pay property taxes on their copiers. Also, some copiers have different maintenance contracts. And some copiers are museum pieces. It is suggested that a review of department business practices and needs that mesh with the new technology be undertaken. The next IT meeting will cover some of this. Connectivity and cooperation and needs are the priority.

**Employee Incentives:** Jack noted that some BOS members would like to reward employees for saving the county money. Some of us vaguely recall a similar incentive program that occurred years ago. Nancy Da Forno will check the BOS minutes to see when earlier awards happened. Chuck wants a committee to meet annually. Richard Turner, VSO, says it doesn’t work, that you can’t have limitations on opportunities for cost savings projects. It was suggested that awards to employees be given out at a State of the County function.

**Round Table Items:** Chuck notes that his cars are bereft of fuel in the morning after a night out at Dame Shirley Plaza. They are getting locking caps to slow down this situation. Dave gave kudos to Margaret for her wireless access program at each of the four library branches. This has resulted in reduced costs. The grant money has also allowed for a person to be hired to teach PC classes. Elliott announced a Human Services community event known as a Season of Commitment. He is going to ask the BOS for a mechanism to allow county employees to help with the Katrina disaster with pay. Holly noted that her department is working on an Agritourism

Workshop. Rich and Elliott invite us to visit their new parking lot and building in two weeks as tours can be given without hard hats at that time. Unauthorized visits, and there have been some, are not advised. Jack noted that there were bids for unwanted? furniture. The new Planning Director will start Thursday the 13<sup>th</sup>, Supervisor Comstock went to a meeting about a prescription discount program for citizens, and finally he asked us to think creatively, and get off the “We can’t do that here” philosophy. (Like the “We can’t have diagonal crosswalks or a stop sign at Coburn and Jackson streets because we never have before” attitude.) Kathy noted that absentee ballots are available as well as Touchscreen, so get out and vote! She also noted \$1235 was raised for Red Cross at their counter donation can and they received an award from Senator Dave Cox for same. Chuck asked about the prescription program and its process and promotion. Sid Roberts noted that pilots who hold an Exxon card now get a discount on fuel at the airport. Rich described the 60 years of continual operations of the Veteran’s Service office last month. They will do a commemorative event after the move to the new Annex. The Memorial Plaque is to be replaced in front of the courthouse. A more appropriate one that fits the courthouse landscape is envisioned. One style might be along the lines of the Washington Monument, a sort of obelisk. They might also solicit ideas from the public. Memorial Day 2006 is planned for the dedication. The cost should be under \$10,000.

**Next Meeting:** November 4, 2005, 9 – 11 a.m.

**Refreshments:**

11/4/2005 John Banks

12/2/2005 Kathy Williams

**Adjourned:** 11:21 am.

/s/ Scott J. Lawson, Recording Secretary