

**PLUMAS COUNTY MANAGEMENT COUNCIL
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A Commitment to Coordinated Public Service

August 03, 2007

Meeting minutes of the Plumas County Management Council held on August 03, 2007 at the Health & Human Services Center.

Members of Management Council give their best to Bob Perreault and wish him a speedy recovery.

Present: Barbara Thompson, Margaret Miles, Dave Preston, Michelle Blackford, Ginny Dunbar, Elliott Smart, Mike DeLasaux, Karl Bishop, Kathleen Williams Jack Ingstad, Kelly Stane, Hank Foley, Gayla Trumbo, Andy Anderson, Sharon Reinert, Katie Hyre, Supervisor Sherrie Thrall, Supervisor Bill Powers.

Call to Order

The meeting is called to order at 9:00 a.m. by Chuck Leonhardt, Management Council Chair. Nancy DaForno is sitting in as Recording Secretary.

Additions to Agenda

None.

Approval of Agenda

Motion by Ginny Dunbar, second by Margaret Miles and carried to approve the agenda for August 03, 2007 as submitted.

Approval of Minutes

Motion by Gayla Trumbo, second by Dave Preston and carried to approve the minutes of May 02, 2007.

Mid-Management Report

Report by Susie Grant of most recent Mid Management Council meeting. Presentation by Jocelyn Cote regarding preparedness and coping with wildfire smoke. The Plumas County Employees Association is planning a Summer BBQ on August 25, 2007 from 10:00 a.m. to 2:00 p.m. at Pioneer Park.

Management Training

Chuck Leonhardt presented information on behalf of Robert Perreault. Management Training is tentatively scheduled for August 16, 2007 and August 23, 2007 from 8:00 a.m. to 4:30 p.m. to be held in the Mineral Building at the Fairgrounds, Quincy.

Hiring Guidelines Training

Gayla Trumbo encourages attendance of the scheduled Hiring Guidelines Training to be held August 15, 2007 and August 23, 2007 from 9:00 a.m. to 12:00 p.m. and 1:00 – 4:00 p.m. on both days.

2007 Employee Appreciation BBQ

The Employee Appreciation BBQ will be held September 18, 2007. The cost of the BBQ is approximately \$700. Discussion is held regarding options to fund the event. The Council felt that it would be best not to ask the Board of Supervisors for Community Service funds as we have in the past due to the current budget issues. Motion by Elliott Smart, second by Kathleen Williams and carried to allocate \$300 from Management Council. Any monetary contributions may be made to Management Council and submitted to Ginny Dunbar.

Department Head Negotiation Committee

In the absence of Sid Roberts, Chuck Leonhardt gives a report and update on Department Head labor negotiations. Mr. Leonhardt refers to written information from Mr. Roberts dated July 31, 2007.

Jack Ingstad gives a report and update on the FY 2007-2008 budget process. The Board has received copies of employee suggestion from the recently held budget meetings. Mr. Ingstad encourages department heads to meet with their employees and keep them informed as we move through the budget process.

Space Utilization Study

Supervisor Thrall is requesting a study to determine space available in county buildings. Supervisor Thrall informs Management Council that the study is not an attempt to take space away from anyone but she wants to be able to defend her position as a policy maker when asked about unused space. There is a possibility that space may be available to rent to outside agencies such as Plumas Rural Services, LAFCo, etc.

Following further discussion, Jack Ingstad will engage the Space Use Committee, as recommended by Kathleen Williams and department heads to assess space available.

Employee Budget Suggestions

Discussion is held regarding employee suggestions resulting from employee budget meetings. Employees have provided many suggestions for ways to save the county money. Management Council concurs and a "Blue Ribbon Committee" is established to review the suggestions presented. The Committee includes, but is not limited to, Jack Ingstad, Ginny Dunbar, Kelly Stane, Gayla Trumbo, Katie Hyre, Chuck Leonhardt.

Other areas of interest include: Increase in TOT; Permit Check Fee; General Plan Fee; Business License.

Roundtable Items

Conflict of Interest Policy

Barbara Thompson presents Management Council with the Conflict of Interest Policy adopted by the Board on May 15, 2007 and addresses questions. Gayla Trumbo, Human Resources, suggests including the Conflict of Interest Policy in the "New Hire" packet.

"All employees will disclose any relationships and refrain from any contact with the case until decision has been made by the department head in regard to a conflict of interest".

Management Council concurs the policy should be added to the Personnel Rules.

CAO/Department Head Meeting

None.

Refreshments

Chuck Leonhardt provides refreshments with the help of Ms. Dunn, thank you Chuck.

Adjourned: Adjourned at 11:45 a.m. to meet again on September 07, 2007 at 9:00 a.m., Health & Human Services Center.

Refreshments: Jack Ingstad