



## MINUTES

### Plumas County Management Council

A Commitment to Coordinated Public Service

July 6, 2011

Health & Human Services Building

**Additions to the Agenda:** None

#### **Safety (General Discussion):**

Safety Update – Shawn Montgomery, Auditor

Trindel gave the county a 90% approval rating of its Loss Prevention Program. However, workers compensation claims are still high. From November through May, \$449K in claims were paid, which is \$225K higher than the next county below Plumas. Elliot Smart commented that a detailed analysis would help the county tailor its response to the issues creating the problems. Shawn will send information from Trindel's assessment to management council.

Shawn reminded PCMC that any leadership training may count towards the three required, so the information on any such meetings attended should be submitted. She also reminded that Pat makes recommendations, not directives.

Chuck suggested that the county explore a balanced approach to the Loss prevention Program by bringing it together with Human Resources and County Counsel in an effort to improve the internal mechanisms in the county organization. The end goal would be to improve department head ability to deal with and deter employee incidents that result in loss for the county.

#### **Budget Discussion:**

Budget Update – Jack Ingstad, County Administrative Officer

The county budget has an anticipated shortfall of approximately \$1.7 million. Some suggested measures to close the gap include layoffs, furloughs to a 36 hour work week, PERS retirement up to 7%, and other various tactics. In addition, the county is currently in the cash negative and has a \$1.2 million payment on the courthouse annex on July 10, putting the estimated \$900K fund balance figure in jeopardy, and the assessor reports that things are not looking good for the supplemental tax roll. A tentative schedule for county proceedings includes public hearing on August 16 and final adoption on August 23.

### **Update on County E-Mail Server Migration:**

Dave Preston, IT Director

IT has begun the implantation phase of this project, migrating the e-mail server from Lotus Notes to Windows based. Three phases were described: Changing settings on each computer; Moving everyone to Outlook; and then, we can all take advantage of Microsoft Exchange. Outlook and Microsoft Exchange support handheld devices are a very secure platform and are user friendly. SPAM has reduced about 90% with the new CISCO product. IT staff will be trained on encryption.

### **NNC (No Name Committee): What Is It, Who Is It, Why Is It, & Where Is It?:**

John Cunningham

John met with Jack to discuss and address improving efficiencies and finding cost savings on everyday county wide processes, contracts, purchasing, etc. The result was that John was asked to start a department head committee whose goal would be simplify, streamline and find cost efficiencies in county operations and simply make county government simpler and more cost effective.

NNC members are John Cunningham, Greg Hagwood, Mimi Hall, Bob Perrault, Julie White and Joe Wilson. The group met at length with County Counsel regarding contracts, and Craig agrees we have an opportunity to update the 2005 purchasing policy to better serve current county operations. Craig feels staff in county departments who develop contracts might benefit from a contracts training, so they know they have all of the elements of a contract in place to seamlessly move through county counsel approval.

Joe Wilson asked if a separate county counsel approved contract was required if a vendor already had its own contract. County Counsel's replied that no duplicative county contract would be required for services such as auto maintenance and repair, as legislation already exists requiring these vendors to have a contract (which is the service agreement signed when a customer brings a car in). When Joe asked why the auditor required a separate county contract in these instances to pay for auto service, Shawn answered that if county counsel did not require it, the auditor would not require an additional county contract in order to pay such claims.

### **Discussion re Meetings for Mid Managers to Attend:**

**Mid-Management involvement in PCMC – Bob Perrault**

Bob asked about topics that might be of interest for a PCMS meeting that was opened up to mid managers, since the mid management group no longer meets. He has gotten a commitment from Nancy

DaForno to present on Board Agenda policies, Liz may speak on how to coordinate with county counsel's office, and someone can present on a topic related to the auditor's office.

Lori Simpson mentioned that leadership training might be a good idea and that having a good agenda for our occasional meetings would help set the tone.

### **Election of New PCMC Recording Secretary:**

**Nominations for recording secretary** – Michelle Blackford

Michelle asked for nominations for a new recording secretary to take over Margaret's role. There was no clear nomination or volunteer.

**Note added by Michelle:** Although Dave Preston had "left the building"; he was nominated to serve as PCMC Recording Secretary. There were no objections to the nomination. Let's hope Dave brings paper and pen to our next meeting.

**OFF AGENDA:** Lori took a moment to thank Margaret Miles for her years of service and wished her the best in her new job.

### **Roundtable Items:**

Kathy Williams is still collecting PCMC dues of \$25.

Craig Settlemire is working on a draft volunteer policy, which he will bring to PCMC for comment prior to getting BOS approval.

Chuck Leonhard announced that the supplemental (property tax) roll is not looking good and may have a substantial negative budget impact.

**11:30ish: Meeting adjourned**

**Next Meeting:** August 5, 2011 – 9:00 am, HHS Building. Refreshments: Kathy Williams

**Minutes taken by Mimi Hall**