

Plumas County Management Council

March 14, 2014

Health & Human Services Building – 2<sup>nd</sup> Floor Conference Room (Social Services)

*Refreshments were provided by County Librarian, Lynn Sheehy*

**Draft Meeting Minutes**

**9:04 AM: Call to Order**

Chair Dony Sawchuk calls the meeting to order at 9:04 a.m. Those also present include: Julie White, Pat Bonnett, Dave Preston, Kathy Williams, Lynn Sheehy, Bob Perreault, Jerry Sipe, Craig Settlemire, Dan Prince, Tim Gibson, Mimi Hall, John Steffanic, and Michelle Blackford.

**Proposed Revisions or Additions to the Agenda**

Dony reported that there would be no Human Resources Report due to the illness of Gayla Trumbo, and that Jerry Sipe would be added to the agenda to discuss County drought efforts.

**Approval of Draft Minutes for the February 7, 2014 Meeting**

Motion was made by Jerry Sipe, seconded by Kathy Williams and unanimously approved to accept the minutes of the meeting held on February 7, 2014.

**Treasurers Report**

Julie White reported that we currently have \$1,568.92 in our account. Non-payment of dues by Council members was also discussed. Julie will send an email to those who have not paid.

**Occupational Safety & Health**

Pat Bonnett, Assistant Risk Manager, handed out materials and reported on the subject of ergonomics. He reported that most cases are with clerical staff due to inadequate chairs that are not adjustable. Pat stated that when it comes to injuries of this kind, it is more cost effective to be pro-active in purchasing proper office equipment, rather than paying the cost of ergonomic work related claims. The Plumas County Ergonomic Assessment Request Form was discussed. General agreement by all was made that it would be a good idea to have Pat come to each department and assess the work stations of County employees to avoid the claims process and cost.

**Plumas County DCSS**

Michelle Blackford brought up the issue of employee disciplinary action. The difficulties in executing this in Plumas County were discussed. The Council also discussed the current County evaluation form. Michelle will look at evaluation forms from other Counties with the objective

of possibly adopting another form. Craig Settlemyre emphasized the importance of department heads doing yearly evaluations of staff in order to effectively begin the discipline of an employee.

### **Emergency Management/Environmental Health**

Jerry Sipe reported on the current drought situation in California. He reported that the County Board of Supervisors adopted a Drought Preparedness Task Force to work with public monitoring within the County and to provide assistance.

### **Facility Services & Airports**

Chair Dony Sawchuk stated that the “key issue” had been resolved at the Courthouse and that it was largely due to a communication issue. He encouraged department heads to contact him before the budget process if their department has security upgrade requirements.

### **New Department Head Orientation**

Craig Settlemyre reported on the work of the committee which besides Craig, includes Elliot Smart, Chuck Leonhardt, and Kathy Williams. Their plans include mentoring, updating summaries of what each department does, and creating a guide for new hires.

### **PCMC Discussion-Action-Development Roundtable**

Dony Sawchuk handed out to members the current PCMC Mission Statement & Goals. It was decided that we needed a more updated and specific mission statement. Based on his own research, Dony submitted to the members a draft that he created stating PCMC’s mission, purpose, and the idea of a possible awards program to recognize County employees. It was decided that we would take up this discussion at next month’s meeting after members had time to review.

### **Roundtable Reports**

John Steffanic reported on the attractions at this year’s County Picnic on June 7. Also, that there would be a Community Clean-up event in April.

Michelle Blackford wanted to know if there was a “desk graveyard” as she had desks in her department that she needed to get rid of.

### **Announcements**

Confirm Next Regular Meeting: Friday, April 4, 2014 at 9:00 AM at the H&HS Building.

### **Adjournment**

The meeting was adjourned at 11:15.

Minutes respectfully submitted by Lynn Sheehy