



## **Plumas County Management Council**

A Commitment to Coordinated Public Service

**April 4, 2014**

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

### **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: Lynn Sheehy, Dave Preston, Kathy Williams, Chuck Leonhardt, Roberta Allen, Elliot Smart, Michelle Blackford, Louise Steenkamp, Gayla Trumbo, Craig Settlemire, Tim Gibson, Peter Livingston, Dan Prince, Julie White, Lori Simpson, and John Steffanic.

#### **Proposed Revisions or Additions to the Agenda**

There were no revisions or additions to the agenda.

#### **Approval of Draft Minutes for the March 14, 2014 Meeting**

A brief revision of the minutes was proposed by Kathy Williams who then motioned to approve the revised version which was seconded by Michelle Blackford and unanimously approved by all.

#### **Treasurers Report**

Julie White reported that we currently have \$1692 in our account. An email was sent out to Council members that have yet to pay their dues as a reminder that they are due. Reminding members how the dues are utilized for funding purposes was discussed.

#### **Plumas County DCSS**

Michelle Blackford announced that the guest speaker, DCSS Assistant Director Lisa Tilford was ill and would not be coming to the meeting. Michelle has been doing research on the way in which other counties format their employee evaluation form. She handed out examples of forms that were considered to be the best and a discussion ensued by Council members about the content. Michelle asked for consensus from members of whether we should go ahead with the search for a better evaluation form or just use the one we have. Having mid-management input

on the revision of the form was discussed. Elliot Smart moved and Chuck Leonhardt seconded that we should indeed move forward to come up with a better evaluation form.

### **Auditor/Risk Management**

Information was provided by Roberta Allen regarding Trindel, the County's company for insurance needs. Services provided by Trindel include a full-time Safety Officer, resource gathering, claims, audits, and memberships in the Public Agency Risk Management Association, California Association of Joint Powers Authorities, and the Public Risk Management Association. Copies of spread sheets were handed out for department claims of Unemployment, Liability, and Worker's Compensation. Also handed out was a summary of insurance premium calculations for the ten counties in California covered by Trindel. It was emphasized by Roberta the importance of keeping the County's claims down by supporting safety measures in each department. It was agreed upon by all that we would benefit by having a representative from Trindel come to a future meeting of PCMC.

### **Human Resources Report**

Human Resources Director Gayla Trumbo provided the Council with handouts and information on CalPers new regulations passed in January of 2013 concerning retirees coming back to work and the implications it may have on the various departments. Stipulations and requirements for an employer hiring CalPers retirees were discussed.

### **New Department Head Boot Orientation**

Elliot Smart discussed the measures his committee is taking to help new department heads with resources and mentoring. In addition to committee members Chuck Leonhardt, Craig Settlemire, and Kathy Williams, Nancy DaForno will also be helping.

### **Consideration of the PCMC Mission Statement & Goals**

Dony Sawchuk handed out a draft of PCMC Mission Statement & Goals saying that it is a work in progress. It was moved by Michelle Blackford and seconded by John Steffanic that the Council formulate a new Mission Statement & Goals to replace the existing one.

### **Meeting Attendance**

It was agreed by all that meeting attendance has improved and is going well.

### **Roundtable Reports**

Julie White reported that property taxes are due and that there will be a tax property sale coming soon.

Gayla Trumbo reported that Human Resources is working on the Affordable Care Act and its' implications for County employees.

Michelle Blackford reported that her department still has a surplus of office supplies and furniture.

Elliot Smart reported that the Affordable Care Act is going well in Plumas County with over 600 new applicants.

Lynn Sheehy reported on Zip Books at the library. Library card holders can order a book that the County does not have and receive it from Amazon in two days. This is a grant funded program.

Peter Livingston commented on the information that was written in this week's newspaper and that the Board has requested that he present all allocation requests at one time.

Kathy Williams reminded all that it is time to register to vote for the upcoming election.

John Steffanic reported that there will be a Community Work Day at the fairgrounds on April 26, a County picnic on June 7, and the County Fair August 13-17.

Supervisor Lori Simpson reported on a local business forum to promote tourism in Quincy at Grizzly Creek Ranch.

### **Announcements**

Confirm next regular meeting: Friday, May 2, 2014 at the H&HS Building.

### **Adjournment**

The meeting was adjourned at 11:12 a.m.

Minutes respectfully submitted by Lynn Sheehy.