



Plumas County Management Council

A Commitment to Coordinated Public Service

May 2, 2014

Health & Human Services Building – 2nd Floor Conference Room (Social Services)

DRAFT MEETING MINUTES

9:03 AM: Call to Order

Chair Dony Sawchuk calls the meeting to order at 9:03 a.m. Those present also include: Craig Settlemire, Jerry Sipe, Elliott Smart, Peter Livingston, Chuck Leonhardt, Tim Gibson, Kathy Williams, Dave Preston, Bob Perreault, Dan Prince, Michelle Blackford and Supervisor Terry Swofford.

Proposed Revisions or Additions to the Agenda

The agenda was amended to remove Treasurer Julie White's report and Chair Dony Sawchuk reports in her stead that the balance of the council dues account is \$1,569.06 with an additional \$50 received that has not been posted to date.

Approval of Draft Minutes for the April 4, 2014 Meeting

Following a request to change the reference of New Department Head "Boot Camp" back to New Department Head Orientation, motion was made by Elliott Smart, seconded by Chuck Leonhardt and unanimously approved to accept the minutes of the meeting held on April 4, 2014 as presented.

Employee Evaluation Form Revision - Michelle Blackford

Michelle Blackford reports on the progress of her meeting with some department mid-managers regarding the development of a new employee evaluation form. The group continues to work on modifications and Michelle offers to accept any additional suggestions or participation in upcoming meetings.

New Department Head Orientation - Elliott Smart

Elliott Smart advises there are no new items to report at this time as the committee has not met again since the last meeting report. Additional information will be provided at an upcoming meeting.

Live Streaming Opportunities for Various Committees - Bob Perreault

Bob Perreault discusses with the group the opportunity for committees meeting under the Brown Act regulations to participate in live streaming of the meeting. The Board of Supervisors have been providing this service for the past several meetings and are in favor of others utilizing the opportunity as well. Bob participates in the Transportation Commission, Coordinating Council and the Solid Waste Task Force, all of whom would consider live streaming of their meetings. Discussion is held regarding the mechanism for funding to be made available for possibly three locations, the conference room at Public Works, the meeting room at the Health and Human Services Building and also utilizing the Board of Supervisors

meeting room at the Courthouse. Other entities such as the Fair Board and LAFCO may wish to participate if the process becomes available.

Work Order Utilization at Facility Services - Dony Sawchuk

Dony Sawchuk informs the group about the proper way to request service from his department. This information was provided last winter, but some still have not utilized the Work Order process. It is better to make a request for services needed to provide scheduling availability to the crew and being proactive rather than reactive results in a more positive outcome of problems that occur. The work order form is available on the county website and is being improved to better serve the departments. There is ongoing discussion regarding ADA requirements and compliance.

Mid Management Advisory Group - MAG

There is discussion regarding reactivating the Mid Management Advisory Group (MAG) if it is determined that there is a need and desire for participation. Management Council members will discuss with their mid-management level staff and report back to the Council their findings at the next meeting. Michelle Blackford will send a request via email as a reminder.

Summer Meeting Schedule

There will be consideration for moving the July meeting to the following week to accommodate the 4th of July holiday or canceling the meeting if attendance would be less than productive. The August meeting will be reviewed as well.

Roundtable Items

Michelle mentions the need to access the meeting room without disturbing other departments to let us in. Elliott reports that there have been over 900 new MediCal cases.

Chuck reports that the tax roll is slightly better.

Jerry reports that there will be a CalFire community meeting on Wednesday, May 7th at the Quincy Veteran's Memorial Hall and also, reminds of the Meadow Valley Fire Drill that will take place on June 1st with the Forest Service.

Supervisor Terry Swofford reports on the Joint Counties Meeting that was held last week in Lassen County with regards to items that the adjoining counties can work on improving together.

Tim reports that noxious weed spraying has begun.

Peter reports on the progress, or lack of, regarding hiring therapists in his department.

Bob reports that Public Works will soon be getting fiber optics installed and possible alternatives to the absence of a green waste disposal site following SPI's closure of the program.

Kathy reports that a new Ballot Return Box has been installed at the entrance to the courthouse for voter convenience and avoidance of the security checkpoint in order to return a ballot.

Dony reports regarding the closure of the various outlying court facilities and improvements to the airport apron in Chester.

Announcements

Confirm Next Regular Meeting: June 6, 2014 at 9:00 at the H&HS Building.

A refreshments reminder will be provided on the next agenda.

Adjournment

The meeting was adjourned at 11:00.

Minutes respectfully submitted by Kathy Williams, substituting for Lynn Sheehy, Recording Secretary