



PLUMAS COUNTY MANAGEMENT COUNCIL

A Commitment to Coordinated Public Service

DATE: January 17, 2008

TO: Management Council Members

FROM: Chuck Leonhardt, Management Council Chair
Scott Lawson, Recording Secretary (Under duress)

SUBJECT: Management Council Meeting Minutes for January 4, 2008

Present: Andy Anderson, Sheryl Austin, Michelle Blackford, John Cunningham, Tim Gibson, Holly George, Mimi Hall, Katie Hyre, Jack Ingstad, Scott Lawson, Chuck Leonhardt, Margaret Miles, Bob Perrault, Dave Preston, Sharon Rheinhardt, John Sebold, Elliott Smart, Kelly Stane, Barbara Thompson, Gayla Trumbo, Kathy Williams.

Call to Order: Chuck Leonhardt called the meeting to order at 9:05 Health & Human Services time.

Additions to the Agenda: Mid-year Budget Report.

Approval of Agenda of January 4, 2008: Motion by M. Miles, 2nd by G. Trumbo, carried.

Approval of Minutes of December 7, 2007: Motion by E. Smart, 2nd by M. Miles, carried.

Mid-Management Report: Susie Grant is at another meeting, so C. Leonhardt reported for her, noting that they discussed MC activities, winter driving, and then they had a social hour. E. Smart interjected that Quincy's own Les Schwab will train employees, free of charge, to install chains on their vehicles.

County Collaboration for Emergency Preparedness: Mimi Hall, Acting Director of Public Health gave a short presentation on emergency preparedness as related to addressing emergencies, keys to the system: Training, knowledge of practices, systems used by the county, incident commands, etc. She also covered working with local fire departments, OES, etc., but also stressed the need to work internally as county departments. The county has "stuff," now we need to make sure it is used. Our vocabularies were exposed to some more cool acronyms: CAHEN (California Health Alert Network) which uses a pass code to alert specified individuals, CAL

MED, comprised of volunteers, requires a registry for the volunteers (consisting of doctors, EMTs, CPR folks, etc.). These volunteers would be alerted by the method of their choice. Needs can be requested from other counties, state, and federal entities. A new term was also coined to replace “incidents.” Incidents are henceforth to be called “missions.” It is up to the county who populates the list that responds to these missions. This is a new state program and Plumas County is one of the first to be involved in the roll out of this program. It also must be updated and refined every 30 days. This program could perhaps be ready in three to four months and will be in the next fiscal year sometime around August and September. All this without benefit of the PowerPoint program that took a dive just as Mimi started. Calls for assistance by various council members was gracefully and prudently declined by the IT member present. Kelly Stane indicated she would like a list of volunteers from each department and their safety training background.

County Policy of the Month: Jack Ingstad noted that the vehicle policy he brought was not the most recent, underscoring the issue that there are multiple policies on the books. He would like to begin reviewing all the county’s policies and has requested volunteers for a committee to go through the policies, review them, and create a new, up to date book, with an index. He would also like to see a clarification of policies and have a recommendation put together for the Board of Supervisors. It would be nice to have this done in the next six months. Margaret Miles, Mimi Hall, Sheryl Austin, and Kelly Stane volunteered for this gargantuan task. Future website content management was also discussed. Most departments’ budgets appear to be right on or better than expected. Salary shortfalls will be covered at the end of the year. Negotiations are beginning with the Union; the CPI seems to be running a little high, and a grant-funded department head is needed for the county’s side of the negotiating team. Jack sees no major changes at mid-year, as things seem to be stabilizing in Plumas County, at least (this all before the latest state budget report).

Break: Goodies provided by Chuck Leonhardt.

Community Resources Available Through PCIRC: Dennis Thebeault, Executive Director of Plumas County Intervention & Resource Center gave a presentation on his organization and its services to county residents. He related that the Crisis Line was established in 1983 to help people access available services such as suicide prevention, stabilized housing, and case management of people in need of emergency services. The Greenville and Portola offices lost their funding and are now under the Quincy office. The trained volunteers and staff will soon be taking on Sierra County’s cases as well. PCIRC is the official Rape Crisis Center for both counties. He also passed out brochures for the SAFE program, now instituted in schools to combat bullying, sexual harassment, etc. The CASA (Court Appointed Special Advocate) program works with foster children and helps them in the court system. The Independent Living Program readies 16 to 18-year olds for emancipation. The Emancipated Youth Program develops adult mentors to help with 18-year olds.

Management Training: Jack Ingstad notes that the January 24th and 25th date is still a go. Jack would also like to see the Strategic Plan Committee reconstituted to refresh the goals set by that august body. Department head performance evaluations were also discussed, with Jack indicating that he would like to get a number of them done as soon as possible and to the Board. He outlined his preference in this procedure and solicited input from the MC. Most agreed that

they do not care for the evaluation form itself, and would prefer not to have to do a self-evaluation. There was also discussion regarding 360 evaluations, as well as the opportunity to discuss the department's programs with the Board. It is thought that other than HR, who is on top of employee training, the rest of us aren't keeping up as well as we might. Jack would like to see training opportunities increased. Kelly Stane noted she has \$2,000 resting in Service & Supplies for in-county training. C. Leonhardt will contact the mid-managers for updated needs and assessments for training. The required annual trainings need to be completed; there are eight required courses out of about 1,000 offerings.

Employee Suggestions Committee: Chuck indicates that the submitted employee suggestions have not yet been fully reviewed; they will try to meet again and boil the mass down to a product they can render useful.

Roundtable Items: Sheryl Austin addressed the issue of heating and cooling the county's buildings during holiday closures, particularly for the one day falling between holidays and weekends. C. Leonhardt advised us to think about some kind of options, but I can't read my writing and he wasn't available at the time these minutes were being transcribed, so.... Andy Anderson reports that the National Weather Service predicts 80 mph hour winds today, and coincidentally, since none of the keys H&HS employees possessed to the exterior doors worked, said doors flew open with violent force and dislodged several ceiling panels, as well as tossing loose paper about. E. Smart is developing a list of customers for his department in remote areas. Margaret Miles reported that the library's file server died today with an awful bang. The IT representative present adroitly dodged that one as well. It will be fixed on Monday. Kathy Williams reminded us all to get out and vote, and Jack noted his new office staff is Candy Caskie of Graeagle.

Adjourned: 11:46.

Next meeting: February 1, 2008, 9:00 a.m. H&HS Building

Refreshments: Feb: Kelly Stane, Mar: Kathy Williams.