



Plumas County Management Council

A Commitment to Coordinated Public Service

Friday, September 5, 2014

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

DRAFT MEETING MINUTES

9:03 AM: Call to Order

Chair Dony Sawchuck calls the meeting to order at 9:03 a.m. Those present include: Craig Settlemire, Jerry Sipe, Chuck Leonhardt, Tim Gibson, Kathy Williams, Bob Perreault, Dan Prince, Michelle Blackford, Julie White, Louise Steenkamp and Supervisor Terry Swofford.

Proposed Revisions or Additions to the Agenda

Motion was made by Chuck Leonhardt, seconded by Michelle Blackford and unanimously carried to approve the agenda as presented. The agenda and minutes continue to be posted on the county website.

Approval of Draft Minutes of the August 1, 2014 Meeting

Motion was made by Jerry Sipe, seconded by Tim Gibson and unanimously carried to approve the minutes of the meeting held on August 1, 2014 as presented.

Treasurer's Report

Julie White announces that the current balance of the dues accepted from Management Council's members personal funds totals \$1,644.61. There is brief discussion regarding preparing for an Employee BBQ next year utilizing funds from this account. Chuck Leonhardt, Michelle Blackford, Julie White and Dan Prince will work together to begin preparations after the beginning of the year and solicit assistance in the areas needing additional help.

Conflict of Interest Code and Form 700 Filings

Craig Settlemire gives a brief presentation regarding the duties of the County in maintaining and adopting a bi-annual Conflict of Interest Code filing procedure. The Fair Political Practices Commission enforces the Political Reform Act by providing filing requirements for those individuals that make or participate in financial decisions for multiple level jurisdictions. The county, city and all special districts must adopt conflict of interest codes every other year and file statements annually. Candidates must file during their campaigns as well. Penalties and fines can be imposed if forms are not filed at the proper time. Additional information can be obtained on the FPPC website at www.fppc.ca.gov.

Employee Evaluation Form Revision

Michelle Blackford provides the group with the most current version, complete with input from department heads, of the new employee evaluation form. IT is working on making this a “fillable form” available on the website. Michelle is working with Human Resources in determining any pre-authorization that may be needed prior to utilizing the new form and requests final input from the group before adopting. Motion is made by Chuck Leonhardt, seconded by Dan Prince and unanimously carried to bring this back to the council at the October meeting.

New Department Head Orientation

Craig Settlemyre updates the group on the progress of the New Department Head Orientation Committee. The group met with Lorrie Bennett of IT to work on an electronic storage place for access to helpful documents needed by new and not so new department heads. The rest of the group may be asked for additional items that may be utilized as the information forms together. Once again, encouraging attendance at Management Council is considered important and valuable in the information that is shared and can be beneficial to all members.

Management Council Mission Statement Update

Chuck informs the group of the meeting that this committee had and the draft mission statement that is in development to better define the vision of the group. He will bring back a more refined statement at the next meeting for finalization.

Live Streaming Opportunities for Various Committees

Bob Perreault discusses with the group the opportunity for committees meeting under the Brown Act regulations to participate in live streaming of the meetings. Transportation Commission, Coordinating Council and the Solid Waste Task Force, all of whom would consider live streaming of their meetings are looking to the implementation of live streaming as soon as the new equipment arrives and training on using it has been accomplished, hopefully by the end of the year. Other entities may wish to participate pending the availability of the equipment.

Action and Development

Dony Sawchuck discusses a Management Council Peer Awards program that may be developed in the near future. Department heads could be recognized for their accomplishments by the group. There is also discussion regarding availability for various types of staff training as it becomes available. CSAC, Trindel, Liebert and Cassidy all provide many different types of training at no cost. We will work with the Risk Management Department and Pat Bonnet as well as Gayla Trumbo in Human Resources on how to obtain additional training schedule information.

Roundtable Items

Bob announces that bids are out for the road paving project at Beckwourth-Genesee Road.

Tim discusses the process of obtaining a variance for seasonal employee hours.

Dan reports that a new supervising probation officer has started and they are continuing with recruitment for additional staff.

Louise reports that the Alcohol and Drug Department now has 6 staff and efforts are being geared toward youth substance abuse prevention in these areas. They have 4 office locations.

Dony and Bob discuss the OHV Sierra Butte Trails Stewardship and the use of grant funds for improvements beginning on the trails at Mt. Hough.

Announcements

Confirm Next Regular Meeting: October 3, 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 11:05.

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