



Plumas County Management Council

A Commitment to Coordinated Public Service

Friday, February 6, 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 include: John Steffanic, Dan Prince, Louise Steenkamp, Lynn Sheehy, Chuck Leonhardt, Kathy Williams, Peter Livingston, Bob Perreault, Elliot Smart, Julie White, Tim Gibson, Michelle Blackford, Craig Settlemire, and Supervisor Jeff Engel.

Proposed Revisions or Additions to the Agenda

One revision was made to move the presentation of the New Department Head Orientation directly after the election of officers, due to some members having to leave the meeting early. It was moved by Chuck Leonhardt, seconded by Dan Prince and unanimously approved to make this revision.

Approval of Draft Minutes of the December 5, 2014 Meeting

Motion was made by Chuck Leonhardt, seconded by Michelle Blackford and unanimously carried to approve the minutes of the meeting held December 5, 2014.

Election of Officers

Those nominated and elected to office for 2015 include: Dony Sawchuk, Chair; Bob Perreault, Vice-Chair; Julie White, Treasurer, and Lynn Sheehy, Secretary.

New Department Head Orientation

Committee members Elliot Smart, Kathy Williams, Louise Steenkamp, Craig Settlemire, and Lori Bennett of IT presented the new website for new and existing department heads. Features of the site were demonstrated with various links to resources for department heads. Elliot stated that the site was still under construction and that additions or deletions by Council members are welcome. The committee was commended for their work.

Treasurer's Report

Treasurer Julie White reported that we currently have \$1445.29 in the account. She also reported that dues for membership are due. After a discussion about increasing dues and

encouraging more members to pay for the purpose of being able to have the funds to hold events, it was motioned by Michelle Blackford and seconded by Bob Perreault to raise the dues from \$25.00 a year to \$30.00. After unanimous approval, it was also decided that Julie would send paper invoices to Department Heads for the payment of dues.

Employee Evaluation Form Revision

Committee Chair Michelle Blackford presented the final draft of the new employee evaluation form for consideration. It was moved by Chuck Leonhardt and seconded by John Steffanic and unanimously approved by all to approve the final draft of the form.

Management Council BBQ

Committee Chair Chuck Leonhardt will send an email to committee members to schedule a meeting. In a brief discussion, it was decided that the Council needs to have a long term vision on whether to keep the BBQ going or not based on funding.

Roundtable Reports

Bob Perreault reported that Court Street will be closed tomorrow for an event, and that the revised Festival Ordinance application had been adopted. For questions, contact Jim Graham.

Michele Blackford reported that her department still has shelving and desks that they would like to get rid of.

Peter Livingston reported that he had submitted a letter of resignation to the Board of Supervisors this week.

John Steffanic reported that he will have another Event Boot Camp on February 11.

Tim Gibson gave a brief report on the Avian Flu outbreak.

Julie White reported that the Treasurer's Department will auction off 125 parcels of properties with unpaid taxes.

Chuck Leonhardt reported that he is currently holding interviews for Draftsmen positions within his department and that the JPA was up and running.

Kathy Williams reported that a local Constitutionalist has visited her office inquiring about properties that are being confiscated and seized for lien.

Announcements

Confirm Next Regular Meeting: **March 6, 2015** at 9:00 a.m. at the H&HS Building.

Adjournment

The meeting was adjourned at 10:32 a.m.

Minutes respectfully submitted by Lynn Sheehy