

2007 CEMA AGENDA

Submitted by Edna Esguerra, CEMA President

AGENDA ITEM	Discussion/Action	TARGET COMPLETION DATE	COMMENTS
1. Follow through with the negotiated issues i.e. performance evaluations, STO, annual leave, FLSA, etc. and achieve resolution	<ol style="list-style-type: none"> 1. Establish a committee 2. Communicate updates to membership 2. Meet with the county 	IBB on performance appraisal – STO/Annual Leave – committee to commence in March – recommendation by May/June 2007	<ol style="list-style-type: none"> 1. Tom to participate in the performance evaluation discussion 2. Randy to participate in the STO/annual leave discussions
2. Ongoing county cutbacks	1. Stay on top of the on going county cutbacks and its impact on CEMA members, engage in a healthy conversation with the county leaders, and establish a 2 way open dialogue with members	On going	All
3. Effectively deal with major representation issues to the best interest of members	<ol style="list-style-type: none"> 1. Business representatives to stay on top of labor representation issues 2. Apprise Executive Board of particular interest for feedback and direction 3. Publish articles related to what members can do when asked to an investigational meeting, confronted with a discipline and other personnel related matters. This is to educate members so they are able to respond professionally and comfortably. 4. Develop a representation log for statistical purposes containing the nature of issues, outcome and department involved. 	On-going Amando Cablas to start a quarterly article for the CEMAGRAM	Randy and Tom to log their representation issues. Randy to develop the log for board to see for completeness before implementation
4. <ol style="list-style-type: none"> a. Provide orientation training to all new Board Members. b. Board & Business Representative Training or Retreat 	a. The new board member training covers the legal context of bargaining and representation, roles and responsibilities of the CEMA Executive Board and the business representatives, application of Robert’s Rules of Order during meetings, process of Board decision making, CEMA history, the new Bylaws, the different committees and their purposes.	New board orientation is as needed	Provided by the BR and a board member as needed

<p>c. Encourage board members to attend continuing education opportunities related to labor management issues that will enhance Board member's knowledge and effectiveness in his/her role.</p>	<p>b. <u>The board training/retreat</u> is designed to enhance the effectiveness and performance of CEMA leadership. Activities may include but not limited to goal planning, strategy development, knowledge enhancement, or team building.</p> <p>c. Board members may use Tuition reimbursement and PD funds to supplement Board Development.</p>	<p>This will be done once a year and as needed preferably at the middle of the calendar year.</p>	<p>President to take the lead</p>
<p>5. Monitor the effectiveness of the site representative program. Ensure a site representative for each worksite.</p>	<ol style="list-style-type: none"> 1. <u>Continue to</u> identify strategic site rep locations 2. <u>Continue to</u> recruit site rep members. Obtain signed agreement for site rep to fulfill duties. 3. Hold site rep training for the new recruits with content as follows: role of site rep, difference from a steward, relationship with OE3 and Political action agenda for CEMA. 4. Conduct on going meeting or training to ensure site rep knowledge, follow up of issues and effective up line and down line communications. 	<ol style="list-style-type: none"> 3. Training is as necessary 4. Meeting will be either quarterly or bi annually. 	<p>May need to hold more than one training day</p>
<p>6.</p> <ol style="list-style-type: none"> a. Maintain visibility during Local OE3 meetings. b. Continue to partner with OE3, get to know its new leaders and work together on issues that are mutually beneficial. c. CEMA will have representation at the South Bay Labor Council & District 	<ol style="list-style-type: none"> a. The president or a designee to attend OE3 monthly meetings or other meetings where any agenda item concerns Cema. b. Meet regularly with the Director of Public Employees as established in the agreement. May request to meet more often as necessary. 	<p>On going</p>	<ol style="list-style-type: none"> a. Edna will ensure that there is consistent board representative attendance to these meetings. b. Edna and another board member will meet with Don Dietrich 2x a year. c. Amando Cablas & Dolores Morales represent CEMA at the District 90 PAC while.

90 Political Action Committee.			Consuelo Collard & Mary Mitchell at the SBLC.
7. Continue to grow and strengthen the Political Action Campaign Committee	<ol style="list-style-type: none"> 1. CEMA PAC to grow and maintain relationship with the South Bay Labor Council, District 90 and other local political bodies at the county and state level. 2. CEMA PAC will promote CEMA's name and the best interest of its members and will prepare for the 2008 BOS elections. 3. Aim for a 100% member participation to CEMA and OE3 PAC. 	On going	<p>Sheila Stevens as Chair Amando Cablas as a co-chair. Continue to recruit PAC members</p>
8. CEMA Financial Review	The newly established Financial Review Committee will review records of 2004, 2005 & 2006 financial reports. The committee will also recommend to the Board processes and procedures to ensure audit proof financial records.		Peter Pham to recruit members
<ol style="list-style-type: none"> 9. <ol style="list-style-type: none"> a. Maintain effective 2 way communications to all members and the board. b. Maintain Board openness and transparency. c. Regularly assess member needs and board effectiveness. 	<ol style="list-style-type: none"> a. The communication plan provides structure and direction. <ol style="list-style-type: none"> a.1. The website needs to be updated on a weekly basis or as necessary. Members are encouraged to check the website for the latest information. a.2. Identify possibility of sending information to members via e-mail. a.3. Continue with quarterly Cemagram. a.4. Continue member mailings of important issues as necessary. b. Post agenda and meeting minutes in the website. c. Conduct a member survey covering areas like customer service or other of member interest. 	July 2007	<p>Consuelo Collard as chair of the communications committee a.2. Randy to pursue this with the county labor relations. 3. Board members Cemagram Edit group to ensure professionalism and timeliness of the newsletter's content.</p>
10. Perform the Business representative annual evaluation.	CEMA and Local OE3 will collaboratively develop and implement a performance appraisal that is applicable and beneficial to the CEMA Business Representatives.	To be done by end of January 2007 and November 2007	Edna and 2 other board member to meet with Don Dietrich
11. Scholarship Program	CEMA awards \$1000 to six deserving children of CEMA members and one award for Excellence in Public Service in memory of Keith Garvey, past CEMA President. More intensive marketing CEMA Scholarship Chair to present awards at the recipient's school awards ceremony.		Mary Mitchell as chair

12. Increase Membership through an active membership Drive	1. Have a membership drive kick off as per membership committee recommendations	On going Membership Drive 2x a year	Eric Goodrich as chair
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