



CEMA
Executive Board Meeting Minutes
January 8, 2007
11:00 AM to 1:00 PM

PRESENT: Edna Esguerra, Board President
Sheila Stevens, Immediate Past President
Richard Rapacchietta, First Vice-President
Dolores Morales, Second Vice-President
Peter Pham, Treasurer
Mary Mitchell, Member-at-Large
Amando Cablas, Member-at-Large
Eric Goodrich, Member-at-Large
Consuelo Collard, Board Secretary

ABSENT: Mark Hand, Member-at-Large

OTHERS PRESENT: Tom Starkey, Lead CEMA Business Representative
Randy Johnese, CEMA Business Representative

I. CALL TO ORDER

A. Call to Order by Board President, Edna Esguerra. Board President, Edna Esguerra, called the meeting to order at 11:05 AM, and welcomed new Member-at-Large, Eric Goodrich, from Parks and Recreation.

II. PRESENTATIONS TO THE BOARD

III. AGENDA REVIEW AND APPROVAL

A. After everyone reviewed it, the Agenda was approved.

IV. CONSENT ITEMS

A. Review and Approval of Executive Board Meeting Minutes for December 4, 2006.

Tom and Edna noted that the first item in VI. A. on page three, should more clearly reflect that in January/February, the CEMA Executive Board will hold an additional evening meeting for welcoming the 2007-2008 CEMA Board Members , both new and those serving another term. Amando Cablas and Richard Rapacchietta moved for approval of the minutes as corrected. The minutes were approved as corrected. Consuelo will correct and forward to all Board members the final minutes.

B. Dolores Morales will forward to Consuelo the typed notes for the Executive Board meeting held on December 18, 2006.

IV. ACTION ITEMS. There were no Action Items on the Agenda.

V. INFORMATIONAL DISCUSSION TOPICS

A. Lead CEMA Business Representative's Report. Tom Starkey reported the following:

- New 2007 file folders have been set up for each Board member for handouts, copies of correspondence, etc., and reminded everyone to check their personal folder before each meeting.
- A letter will be sent to the County this week with the names of the members for the 2007-2008 CEMA Executive Board.
- Tom inquired if Board members have any information about the impact of the County's budget shortfall for FY 07-08 on their respective departments. Tom noted he would be focusing on the budget's impact and possible layoffs. He also indicated that layoffs may result in higher numbers of discipline issues.
- Tom indicated that 2007 is the year CEMA should be positioning itself for the 2008 elections. Three seats on the Board of Supervisors will be up: Pete McHugh, Blanca Alvarado, and Liz Kneiss. CEMA will need to develop a strategy for PAC activities.
- A discussion needs to take place regarding plans for the upcoming review of the STO/Annual Leave issue for CEMA members.
- At mid-point in 2007, and into 2008, the CEMA Executive Board will also need to start the process of preparation for the new contract with the County in 2009.
- A Training Agenda needs to be developed for the CEMA Executive Board. Tom noted that the Executive Board's leadership has been good for CEMA in the last two years and anticipates a positive future ahead.
- Tom is waiting for confirmation that Ken Yeager will participate in the fundraiser event and will follow-up with him this week. Once Yeager's participation is confirmed, a location for the event will be chosen and will move forward quickly.
- The semi-annual report for the period from July 2006 to the end of December 2006 is due at the end of January. Tom anticipates that by January 22, Donna Le, CEMA's Accountant, will forward to him the information needed to complete the report. Because of the deadlines, the report may not be available for the Board to review before it is signed by and mailed in by Peter Pham, CEMA's Treasurer.
- Tom is optimistic that the PAIR legislation (AB 83) that would bring back additional funding for the SCC Assessor's Office may go through on an emergency basis. Dave Ginsborg is in the loop of information with the Assessor's Office, and Randy will prepare the CEMA letter to the Board of Supervisors in support of this bill.
- There are several re-classification issues pending; the window for this process for Local 715 members is now closed. Some CEMA members have expressed interest in having a review of their jobs. If no agreement can be reached with the County for a study, follow-up would require removal of duties for the members involved.
- Work has continued on several confidential discipline issues pending at various County divisions.
- An issue has just arisen regarding overpayment for some part-time attorneys; paperwork on this was just received today. A meeting will be scheduled to review the issue with the involved parties.
- A CELA meeting is scheduled for Friday at 12:00 noon. Pete Kutras, County Executive, will be in attendance and will speak about the County's budget. Tom will attend the meeting.
- The first meeting regarding IBB process was held with Brian McKenna. There were four items on the Agenda, including the CEMA personnel evaluation process

- which the County and CEMA are interested in streamlining, and the CEMA membership/dues issues pending with the County. The next meeting is scheduled for January 11, 2007, at 2:00 PM on the 8th floor at 70 West Hedding.
- The membership meeting for the Court Chapter is scheduled for January 24, 2007 at 12:00 noon at 111 North Market Street, on the 9th floor, in Suite 950.
 - Procurement is now under the County Executive's Department and CEMA members have brought some issues to Tom's attention. Tom will follow-up.

B. CEMA Business Representative's Report. Randy Johnese reported the following:

- A meeting was held with the Chief Probation Officer, who had met with Pete Kutras to review the costing information and he felt it was not a large budget issue, and directed Luke Leung to look into the issue further. A follow-up meeting with Pete Kutras will be scheduled hoping to be able to re-align affected Probation Managers with the County's agreement with Local 1587.
- There is also one issue pending in the Probation Department regarding back pay issues under the FLSA requirements that went into effect in August 2004.
- A re-class issue also remains pending in the Probation Department regarding the Corrections Food Manager class which may be split into two: 1) Probation Food Manager, and 2) Corrections Food Manager with reduction in compensation. A meeting is scheduled with ESA for reviewing this issue on January 18, 2007.
- Work has continued on confidential discipline issues pending in various County divisions.
- Randy would like to take updated pictures for each Board member today, including Eric Goodrich, new Member-at-Large from Parks.
- The CEMAGram will be mailed out with the new CEMA contracts by the end of this week. Edna will provide a column for the CEMAGram.
- The new Adobe Suite software has been installed. Illustrator is new for Randy and will need some basic training to be able to complete the art work for the stationery, letterhead, CEMA banner, etc. Randy will research the cost of attending this type of training and provide the information for the Board to consider approving at the next meeting.

C. President's Report. Edna Esguerra reported the following:

- The following items need to be agendaized for the next meeting:
 - ✓ Executive Board training topics (e.g. CEMA Committee Chairs' responsibilities for record keeping) and time frames; and
 - ✓ Continuity after Tom's and Randy's anticipated retirements in the next two years. A transitioning plan needs to be developed.
- After a brief discussion with the group, it was agreed that the evening meeting for welcoming the 2007-2008 CEMA Executive Board will take place on Friday, February 2, 2007, at the Kubota restaurant at 6:00 PM.
- The Search for Bob Sillen's replacement is going on now. Members of the labor union were asked by the County to actively participate. Our hope is that similar effort will be taken by the County when the search for Sue Murphy's replacement occurs.
- Edna will prepare and provide CEMA goals for 2007 at the next meeting.
- Edna and Pete will also prepare the 2007 CEMA budget and bring to the next meeting for the Board's review.
- Edna reminded the CEMA Committee Chairs that their respective 2007 budgets should be submitted at the next meeting.

- Consuelo will provide a list of current CEMA Committee assignments at the next meeting.
- Edna noted that there should be a central location with all CEMA contracts.

D. Contract Renewal with Accountant Donna Le. Peter Pham reported the following:

- Donna Le, CEMA's Accountant has provided a letter of intent for a new contract term for \$550 per month. Peter distributed to everyone copies of the letter from Ms. Le accepting a new contract term for two years.
- Board members reviewed Donna Le's proposal and directed Peter to renegotiate the second year's fee to not exceed a 3% increase.
- Peter will provide a revised contract at the next meeting for finalization by the Board.

E. Committee Reports.

- **Political Action.** The committee will meet next week. The focus will be the fundraising event for Ken Yeager. Additional information will be provided to the Board at the next meeting. The 2007-2008 Plan is being finalized and will be presented to the Board in February.
- **Professional Development.** The committee will meet on Tuesday at noon. The next CEMA Luncheon is scheduled for February 23, 2007, and the speaker will be Don Gage from the Board of Supervisors.
- **Communications.** The schedule of meetings for 2007 for the committee will be set after this meeting by Consuelo and Randy. Committee members will receive an email with the dates, time and location for the monthly meetings.
- **Membership.** The committee did not meet in December. Tom noted that approximately 100 CEMA/OE3 affiliation applications remain pending. He will be following up on each one of them individually.

F. Board Meeting Attendance Summary for 2006. Consuelo will provide the year end summary for CEMA Executive Board attendance at the next meeting.

G. 2007 Board Meeting Attendance Roster. A new meeting attendance roster was passed around for members to initial.

VI. ANNOUNCEMENTS/KUDOS

A. The following announcements were made:

- The Silver Creek Clinic may close at the end of 2007.
- MH Schooling Services in Morgan Hill are now gone with three fourths of the staff.
- Additional funding is now being sought for Community Health Services.
- The HIV/AIDS Program may be deleted.
- There is a new mileage reimbursement rate beginning in 2007; a copy of the County's memo regarding the new mileage rate will be forwarded to Donna Le.

VII. DEVELOPMENT OF AGENDA FOR NEXT MEETING

A. The following items will be on the Agenda for the next meeting:

- Semi-Annual FPPC Report
- 2007 CEMA Executive Board Training and Time Frames

- CEMA's Continuity and Transitioning Plan After Business Reps Retirement
- Other agenda topics should be forwarded to Consuelo Collard as soon as possible.

VIII. MEETING EVALUATION

- B.** The following comments were made about today's meeting:
- The meeting was focused and all items were covered; and
 - The meeting is ending a few minutes early.

IX. MEETING ADJOURNMENT

- A.** As all the agenda items had been covered, Dolores Morales and Amando Cablas moved for adjournment. The meeting ended at 12:45 PM.