



CEMA
Executive Board Meeting Minutes
January 22, 2007
11:00 AM to 1:00 PM

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

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

ABSENT: Consuelo Collard, Board Secretary
Eric Goodrich, Member-at-Large

I. CALL TO ORDER

A. The meeting was called to order at 11:07 by Edna Esguerra, Board President.

II. PRESENTATIONS TO THE BOARD

A. There were no presentations.

III. AGENDA REVIEW AND APPROVAL

A. Board members reviewed and approved the Agenda.

IV. CONSENT ITEMS

A. **Review and approval of Executive Board Minutes for January 8, 2007.** After everyone reviewed the minutes, Mary Mitchell and Richard Rapacchietta moved for approval. The minutes were approved with the following corrections:

1. **Page 2** – Second paragraph from the bottom should be “CELA”.
2. **Page 3** – Strike two paragraphs (Edna’s comments – see Edna for details).

V. ACTION ITEMS

- A. Discussed HR Awards Breakfast for February 23, 2007. Dolores Morales and Sheila Stevens moved to purchase a \$500 table for 10 at the Sponsor level. Edna, Sheila, Amando and Dolores will attend. The motion was approved. Dolores will complete the CEMA Expense form and funds will be disbursed from Account # 6145.
- B. Microsoft Access training for Rachel and Randy was discussed. Basic training is \$229 per person, and one copy of the software is \$229. Pricing for a complete Office Suite

was discussed, and Randy will research the cost and get quotes for comparison to be discussed at the next meeting.

VI. INFORMATIONAL DISCUSSION TOPICS

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

- The expense form needs to be updated by the Finance Committee, it needs to be more precise.
- A confidential case of probationary release was postponed.
- Tom attended the CEMA Executive meeting last Friday; there were lots of unknowns regarding the Governor's budget, and that will have an impact on the County's budget.
- The IBB meeting last week focused on tweaking the current evaluation process.
- Tom noted that the Board should focus on forming the next committee for the March-April meetings. Randy will staff the committee.
- OMC reclass issues being worked on – there are about five now pending.
- FPPC report is due on January 31. Tom noted that the report should be completed by Friday. He will work with Peter to get the report filed on time.

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

- The CEMAGram is out in draft form for review.
- The work on issues in the Probation Department have continued. Randy is now working on salary issues for the probation managers. A meeting is scheduled for this Thursday with Pete Kutras.
- Also working on Probation's Internal Affairs process, which is lacking adequate and appropriate documentation.
- The Corrections Food Services Manager may be re-designed into two separate positions: Manager of Correction Food Services, and Manager of Probation Food Services. Randy will meet with Probation about this issue later this week also.
- Randy is also working on the retroactive payment for the FLSA affected members. He has been meeting with individuals. Randy emailed the affected employees a questionnaire about the amount of overtime due to them. He plans to have this resolved by mid-year.

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

- Edna reminded everyone of the February 2, 2007, evening meeting and dinner at the Kubota Restaurant in Japan Town.
- Edna would like to look at a way of sharing database information electronically with Local OE3. She will plan a meeting with Don on this topic.
- Edna and Dolores, along with two CEMA members will be on the STO Committee. Amando agreed to be an alternate. Randy will send emails to the Liaisons to help find interested members to serve in this committee.
- There will be a CCS training event on March 21 through the 23 for IBB training. Anyone interested in attending should contact Edna.
- Edna shared an invitation for the 2007 State of the County address on Tuesday, January 30, 2007, at 11:00 AM in the Board Chambers at 70 West Hedding.

D. Treasurer's Report

- Peter distributed to Board members copies of the Expenditure Report for FY 06.
- CDs are coming due; Peter will look or the best rates available for CD renewals.

- E. **CEMA Dues Review** – Postponed until next meeting.
- F. **CEMA Executive Board Training** – Postponed until next meeting.
- G. **CEMA’s Continuity and Retirements Transition Plan** – Postponed until next meeting.
- H. **Contract Renewal with Accountant Donna Le**
 - Donna Le has signed the Contract for \$550 per month this year, with a 3% limit on increases for the next year. Amando Cablas and Mary Mitchell moved for approval of the contract with Donna Le as presented. The motion was approved.
- I. **Committee Assignments**
 - **Political Action** – Edna Esguerra and Sheila Stevens
 - **Professional Development** – Dolores Morales
 - The next CEMA Luncheon is on February 23, 2007, at the Wyndham Hotel on North First Street. The Speaker will be Don Gage from the Board of Supervisors.
 - A 5th Luncheon will be added this year and is being scheduled for March 23rd.
 - A proposal was made for increasing the Luncheon Executive Management fee to \$10.
 - A proposal was made too for changing the Luncheon fee for CEMA members from \$9 to \$10.
 - **Communications** – Consuelo Collard and Mark Hand.
 - **Audit** – Peter Pham
 - **Scholarship** – Mary Mitchell and Amando Cablas

VII. ANNOUNCEMENTS/KUDOS

- A. The following Announcements/Kudos were made/given:
 - A thank you letter was received from Matthew Beijer, scholarship recipient.

VIII. DEVELOPMENT OF AGENDA FOR NEXT MEETING

- A. The following items will be on the Agenda for the next meeting:
 - STO Committee Selection
 - MS Access Software purchase update from Randy
 - PD Ticket Pricing Changes
 - Budget Overview

IX. MEETING EVALUATION

- A. The following comments were noted about today’s meeting:
 - Discussion was focused and concise.
 - Time limits for item discussion were exceeded, but a lot of business was covered.

X. MEETING ADJOURNMENT

- A. As all Agenda items had been discussed, Mark Hand and Mary Mitchell moved for adjournment. The meeting ended at 1:11 PM.