



CEMA
Executive Board Meeting Minutes
January 23, 2006
11:00 AM to 1:00 PM

I. CALL TO ORDER

- A. Edna Esguerra, Board President, called the meeting to order at 11:02 AM.

II. AGENDA REVIEW AND APPROVAL

- A. Everyone present reviewed and approved the proposed Agenda as presented.

III. CONSENT ITEMS

- A. **Review and approval of Executive Board meeting minutes for January 9, 2006.**

The following corrections to the minutes were noted:

1. **Page three:** The third bullet under item B should be deleted as the information is unclear and incomplete;
2. **Page three:** The "g" from bulletin should be deleted;
3. **Page five:** Item VIII. Meeting Evaluation, should include the following comments:
 - a. The meeting started and ended on time;
 - b. It was a very productive meeting; and
 - c. Richard Rapacchietta did a very good job of keeping time.

IV. ACTION ITEMS

- A. **Designate the CEMA Bargaining Committee.** Representatives from all County Chapters will be determined at CEMA membership meetings planned for February. Board members would represent their own departments. Board members interested in participating in the Bargaining Committee include: Edna, Richard, Mark, Dolores, Consuelo, Amando, and possibly Carole. The anticipated number of members for this committee is five (5) Board members, five (5) CEMA members, and Tom and Randy.

Weekly Bargaining Committee meetings would begin in April or May; more frequent meetings would be required in June and July. The last contract negotiations in 1999 took approximately 16 to 18 meetings, some late at night and on weekends. Lots of flexibility would be required from the committee members.

As more time was needed for the discussion, Carole moved and Amando seconded for extending the discussion time by an additional seven (7) minutes. After the discussion, Amando and Richard moved and seconded to table this item for further review and discussion at the next Executive Board meeting. The item was tabled.

- B. Attendance at the Center for Collaborative Solutions (CCS) Conference in Anaheim.** The CEMA ATM card has a credit limit of \$7,500; however, the Board's policy is to limit purchases using the ATM card to no more than \$1,000. To ensure that early bird discounts are obtained for attendance at this Conference, Richard moved and Carole seconded for using the ATM card to purchase airplane tickets, pay the registration fees and make hotel reservations for attendance at the Conference for an amount not to exceed \$3,500. The motion was approved.
- C. Attendance at the South Bay Labor Council's (SBLC) Committee On Political Education (COPE) Awards Banquet.** This event is scheduled for Saturday, February 4, 2006, at the San Jose Convention Center, Ballroom A, at 150 West San Carlos Street, San Jose, CA. Registration and Reception begins at 5:30 PM, and the dinner at 6:00 PM.

Tom noted that Local OE3 would like to purchase tickets for a table for 10 at a cost of \$2,000 and recommended that CEMA contribute \$500 to enable the SBLC delegates to attend the Awards Banquet. Amando and Richard moved and seconded for approval of \$500 contribution towards a table for 10 at the banquet. The motion was approved. The CEMA delegates to the SBLC that will attend this event are: Mary Mitchell, David Ginsberg, and Consuelo Collard. If the CEMA delegates to the SBLC are unable to attend the banquet, alternate attendees are Amando Cablas and Peter Pham.

- D. Renewal of Anti-Virus Subscription for CEMA computers.** The anti-virus subscription for the CEMA computers expires in eight (8) days. The cost for renewal of the subscription is \$39.99 for each PC. Carole and Mary moved and seconded for approval to renew the anti-virus subscription for one year. The motion was approved.
- E. Purchase of KVM Switch for Work Station.** Rachel Martinez, CEMA's Administrative Assistant now uses two workstations, one for CEMA and one for Local OE3. A KVM switch would enable Rachel to use only one keyboard and mouse for both workstations. Mary and Richard moved and seconded for approving the purchase of a KVM switch for an amount up to \$70. The motion was approved.
- F. Color Printer Replacement Part & Service Agreement.** A service contract for one year from ICS for CEMA's color printer was reviewed. The agreement is for two service visits per year for and for purchasing consumables (e.g., ink cartridges) from ICS at the same price as Corporate Express. Although Rachel's understanding is that additional calls for service during the term of the agreement would be at no additional cost, this provision is not written into the service agreement. Rachel will ensure that the service agreement is amended to include the no additional cost for extra service calls during the term of the agreement. Carole and Amando moved and seconded for approval of the service agreement as amended. The motion was approved.

V. INFORMATIONAL DISCUSSION TOPICS

- A. Lead CEMA Business Representatives' Report.** Tom Starkey reported the following:

- ◆ He has been working on confidential representation issues in SSA. The issues at DEBS have been resolved and members are satisfied with the solution. Issues at DFCS have been contentious and are being dealt with as well.
- ◆ Planning work for the contract campaign continues.
- ◆ Political forums are scheduled for March 8th and 9th for interviewing political candidates. The CEMA delegates to the SBLC-COPE will need to attend.
- ◆ CEMA volunteers for the Community Action Team (CAT) and CEMA Liaisons have provided their email address and these have been entered into the CEMA email address book.
- ◆ There are a total of 10 to 12 new Liaisons and only five (5) are needed in new areas. Tom will send a thank you letter to those who volunteered to be Liaisons where there is already one available.
- ◆ The cost of the lapel pins needed for the membership and contract campaigns is \$1.80 each, but the CEMA logo is not very visible. Tom recommended that lapel pins be purchased for CEMA Executive Board members only, and that a badge card measuring 2"X3" be purchased for Liaisons and the Bargaining and Membership Committee members.
- ◆ Tom is continuing to work on a plan for talking with the County's Department Heads regarding upcoming issues in the contract negotiations.

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

- ◆ The deadline for the February CEMAgram is today; the issue will focus on the contract campaign.
- ◆ The Communications Committee will meet on Thursday to review proposed headers for the CEMA bulletin boards, stationery, buttons, website re-design, etc. Randy noted that unfortunately, the required software for working on these items is not available to CEMA and he does the work at home in the evenings.
- ◆ Work continues on confidential personnel issues, including a dismissal from work.
- ◆ Randy has met with the PHN Nurse Managers and is working to resolve the issue they brought to the CEMA Board's attention regarding the lack of parity in salaries when compared with hospital nurse managers.
- ◆ The Hospital Nurse Managers have accepted a 5% to 7% salary increase plus a shift differential effective on February 27, 2006, the beginning of the pay period.

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

- ◆ The CEMA Holiday dinner will be held at the Kubota Restaurant in Japan Town on Jackson Street, at 5:30 PM. Edna will make the reservations.
- ◆ Edna distributed copies of a list of Labor Relations classes at San Jose City College and encouraged Board members to attend. Tuition or Professional Development reimbursement can be arranged for those taking these classes.
- ◆ Jim Beall, Chair for the County Board of Supervisors will be conducting the annual State of the County address this week on Wednesday, January 25, 2006, at 6:30 PM in the BOS Chambers at 70 West Hedding Street, San Jose. Edna encouraged all Board members to attend.

D. Treasurer's Report. Peter reported the following:

- ◆ He has been working with CEMA's Accountant, Donna Le, to close out calendar year 2005.
 - ◆ Copies of the Expenditure Report for January 1, 2005, to December 31, 2005, were distributed to everyone. Peter noted that the net income does not include the County's final reimbursement, which would increase the final net income.
 - ◆ Copies of the Profit and Loss Statement for 2005 were also distributed to everyone. Peter noted that the 2005 statement is better than the 2004 statement.
 - ◆ Donna Le has recommended that at least \$40,000 be kept in the checking account for contingencies.
 - ◆ He will ensure that copies of the Statements for the CEMA's Certificates of Deposit (CDs) are available at the CEMA office, and that files are organized and clearly identifiable.
 - ◆ Copies of the Audit Report for 2003 were distributed to everyone. The report includes a recommendation for keeping a copy of the invoices for the Professional Development luncheons at the CEMA office.
 - ◆ New members are needed for the 2004 and 2005 Audits. It is not necessary that volunteers to conduct the CEMA audits be accountants.
- E. Review of PHN Managers' Issue.** Randy met with the PHN Managers today and assured them that their issues will be addressed during the contract negotiations. For now, they have agreed to obtain additional information from comparable counties.
- F. Contract Negotiations Survey Tally Results.** Randy distributed to everyone copies of the tally results for the surveys submitted by CEMA members and noted that additional issues may arise during the membership meetings. Also, it is apparent from the results of the surveys that additional education is needed for members on some specific issues, e.g., the use of STO. Randy said that it might be necessary to re-survey the membership on some issues.
- G. Probation Department's Internal Affairs Procedures.** Randy noted that he is now trying to find out who will fill in and ensure procedures are followed in accordance with CEMA's requirements and understanding.
- H. Juvenile Hall Advisory Board.** There has been no meeting of this Board.
- I. Political Action Committee Report.** There is a fundraiser for Jim Beall scheduled for February 9, 2006, at 5:30 PM, at the IBEW Hall. The committee is recommending that CEMA purchase 10 tickets for attendance at this event. Attendees at this event are: Edna, Sheila, Richard Nichols, Peter, Mary, Carole, Dolores, Consuelo, Tom and Randy.

County Forums are scheduled for March 8, 2006, at the Center for Training and Careers (CTC) at 5:30 PM at Las Plumas. Another forum is scheduled for Jim Beall on March 9, 2006, at the same place at 6:30 PM. The CEMA membership will be informed about the forums.

Local OE3 District 90's Political Action Committee (PAC) and the SBLC will also hold forums in February 9, 2006, and on March 23, 2006. An endorsement meeting is also scheduled for March 24, 2006.

The FPPC report for the period from July to December 2005 is ready in pencil and signatures are needed before mailing them in by the end of this week. Prior year FPPC reports to be amended due to the change in the number of CEMA members opting out of political contributions include:

- a. January to June 2004;
- b. July to December 2004; and
- c. January to June 2005.

The COPE dues for November and December 2005, and January 2006 are \$980. Dues are paid every three months.

Tom noted that Local 715 is watching the District Attorney's race very closely.

- J. Membership Committee Report.** The membership campaign will kick-off in March. Only one response was received with input for the recruitment brochure.
- K. Professional Development Committee Report.** The Professional Development luncheon is scheduled for Friday, February 3, 2006, at the Marriott Hotel in downtown San Jose. The speaker is Jim Beall from the County Board of Supervisors.
- L. Communications Committee Report.** For details, see the report above from the CEMA's Business Representative, Randy Johnese.
- M. Local OE3 Political Contribution Process.** Tom will be writing a letter to Local OE3 regarding this issue, as discussed at previous CEMA Executive Board meetings.
- N. South Bay Labor Council 2006 Meetings.** A copy of the schedule of meetings for the SBLC for 2006 was distributed to everyone for information.
- O. Public Employee News from Local OE3.** This item will remain pending for further discussion at the next meeting.
- P. FLSA Implementation.** There is no news regarding this pending issue. Edna recommended that a letter be written to the County's Labor Relations Office regarding the importance of concluding this issue that has been pending for over one year.

VI. ANNOUNCEMENTS/KUDOS

The following announcements and Kudos were noted:

- A.** Dolores thanked Randy for his participation in the Juvenile Hall Advisory Board and for helping with the Internal Affairs procedure at the Probation Department.
- B.** Some Internal Affairs discrimination complaints will be going directly to the Department of Fair Employment and Housing (DEH) bypassing CEMA completely.
- C.** Mary announced that 93% of the Courts' members have ratified the Local 715 Contract extension. The contract was extended for four years and includes a 4.333% salary increase retroactive to 2005.
- D.** Peter announced that the County's mileage reimbursement rate is going up to \$0.485 cents.

- E. Everyone gave Kudos to Richard for his excellent work in keeping the discussions on topic and within the time allotted.

VII. DEVELOPMENT OF AGENDA FOR NEXT MEETING

The following items will be included in the Agenda for the next meeting:

- A. Designating Board Members for the CEMA Bargaining Committee
- B. Status reports on various CEMA Committees and pending issues.

VIII. MEETING EVALUATION

The following comments were made about today's meeting:

- A. The meeting started on time; however, it ran a little late;
- B. There were many issues to discuss; and
- C. It was a very productive meeting.

IX. MEETING ADJOURNMENT

As all the Agenda items had been discussed, Richard and Amando moved to adjourn the meeting. The meeting ended at 1:07 PM.

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