



CEMA
Executive Board Meeting Minutes
February 5, 2007
11:00 AM to 1:00 PM

PRESENT: Edna Esguerra, Board President
Sheila Stevens, Immediate Past President
Dolores Morales, Second Vice-President
Mary Mitchell, Member-at-Large
Mark Hand, Member-at-Large
Amando Cablas, Member-at-Large
Consuelo Collard, Board Secretary

ABSENT: Richard Rapacchietta, First Vice-President
Peter Pham, Treasurer
Eric Goodrich, 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. The CEMA Board President, Edna Esguerra, called the meeting to order at 11:12 AM.

II. PRESENTATIONS TO THE BOARD

A. There were no presentations to the Board.

III. AGENDA REVIEW AND APPROVAL

A. Everyone present reviewed and approved the Agenda.

IV. CONSENT ITEMS (2 Minutes)

A. Review and Approval of Executive Board Meeting Minutes for January 22, 2007

IV. ACTION ITEMS

A. MS Access Software Purchase. Board members discussed briefly the purchase of MS Access software. Randy noted that CEMA currently uses Office Professional and a Power Point plus Access upgrade would cost twice as much as Access alone. Two software packages are needed; one for Randy and one for Rachel each at a cost of \$229 for a total of \$458 for both. Randy researched and learned that software licensing is not available for two people only. After the discussion, Mary Mitchell and Mark Hand moved for approval of up to \$500 for purchasing Access software, to be charged to CEMA's Computer Expense account. The motion was approved.

B. IBB Conference Attendance. Board members discussed briefly the Interest Based Bargaining (IBB) conference on March 21st through the 23rd in Anaheim, CA. Tom noted that in light of the County's Labor Relations Department's support for IBB, this type of

training is needed for CEMA's leadership development and recommended it as a future luncheon topic. The cost of attendance for this IBB conference includes hotel accommodations at \$120 per night, airfare, a conference attendance fee of \$385 each for two CEMA Board members, and meals. Tom Starkey, Dolores Morales, and Amando Cablas would be the CEMA attendees at the conference. After discussion, Mary Mitchell and Amando Cablas moved for approval for two CEMA Board members to attend the IBB Conference in Anaheim at a cost of up to \$3,000 to be charged to the Educational/Travel Expenses/Board Development Accounts.

C. Asian Law Alliance Annual Event. This community-based organization is holding its 30th Anniversary Dinner on March 30, 2007, at the Fairmont Hotel in San Jose. After a brief discussion, Amando Cablas and Dolores Morales moved for approval to purchase two tickets for Mary Mitchell and Edna Esguerra to attend the event. The motion was approved.

V. INFORMATIONAL DISCUSSION TOPICS

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

- The Court Chapter of CEMA held a membership meeting on January 24, 2007. New leaders were nominated: Sarah Scoffield and Bob Collier, attorneys with the Family and Probate Courts respectively, were nominated and Mary Mitchell was re-nominated. The new leadership will meet for the first time on February 16, 2007, at noon. Tom noted that lunch would be provided for the attendees at this meeting. A letter will be sent to the Court's Administration notifying them of the new CEMA Court Chapter Leadership. The new leaders will be invited to attend a CEMA Board meeting as well.
- Tom attended a meeting of the County's Library Board as a way of keeping in touch with the membership since all CEMA members attend the meetings.
- Tom also attended a meeting of the County's Finance Committee and the State of the County's Address. An arising issue may be the contracting out of services by the County at a lower rate in order to keep services alive. Tom will monitor to see how this issue gets resolved. Tom noted that CEMA may want to take the position that services should be cut rather than allow its members to be overwhelmed by added work due to lesser staffing if layoffs occur. The County's budget submittals are due on February 21; Tom will obtain copies for review.
- Time has been spent on confidential personnel representation issues within the Public Health Department.
- Confidential personnel issues have also arisen within the Registrar of Voters; Tom will be meeting with management to review further.
- Other confidential personnel representation issues reported previously also continue to be pending resolution.
- A Performance Appraisal Survey will be conducted to find out more specifically how the current process is being utilized, how many managers are using it, and what works and doesn't. The committee prepared a draft survey that needs further tweaking; Randy will assist with the survey. Edna recommended that email lists be used for conducting the survey. Randy suggested that an online form could be used as well. The survey will ask for information on budget unit and the number of years employed by the County. The next committee meeting is on March 1, 2007 and the survey will be done before then.

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

- The CEMAGram was forwarded to the printers at the end of last week; it should be back today. The Court Chapter members will receive only the CEMAGram; County members will receive the CEMAGram and the new Contract. The deadline for articles for the next CEMAGram is February 25, 2007.

- A survey was conducted of all CEMA members (even if in another position now) affected by the FLSA changes in 2004, regarding retroactive pay. The survey was due back on January 31, 2007; responses were less than twenty (20). Some responses provided very detailed documentation of overtime worked, and others did not have any documentation because their managers told them not to track the overtime. A follow-up meeting is scheduled for February 20, 2007.
- Randy met with Pete Kutras regarding the Local 1587 Contract settlement and the impact on Managers within the Probation Department. Mr. Kutras indicated that the problem is apparently broader and affected other Departments. All involved hope for a resolution before the May's budget release.
- Confidential disciplinary issues pending at Internal Affairs have continued.
- Re-classification issues continue pending for the Food Service Managers at the Probation and Corrections Departments. ESA, before studying the issue, had recommended that the position of Director of Food Services for Corrections be reclassified to Manager with reduced salary.
- The Senior Accounting Class may be reclassified to Departmental Fiscal Officer within Child Support Services, Parks and Recreation, and the Registrar of Voters.
- Randy reported on several pending confidential disciplinary issues.
- An email will be sent this week to all CEMA Liaisons to ask for their participation in the STO review committee.
- It appears that the Fleet Maintenance Division is unhappy with the last CEMA contract negotiated with the County. Randy will meet with members to get additional information and see if the members' concerns can be resolved.

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

- **2007 CEMA Budget.** The 2007 CEMA Budget will be provided to Board members at the next meeting. Edna will meet with Peter and the Finance Committee.
- **2007 CEMA Goals.** Copies of the 2007 CEMA Goals were distributed and everyone reviewed them in detail; a few changes were made.
- **Request from Countywide Safety Committee.** The County's Safety Committee has requested that CEMA participate in a Training Sub-Committee. Board members suggested that CEMA members, e.g., OMCs in the various County Departments, and health and safety committee members at work sites would be ideal candidates for participating in the sub-committee.

D. CEMA Dues Review. Tom noted that every time there is a contract change and a wage increase, OE3 Executives review agreements. CEMA's Affiliation Agreement with Local OE3 calls for a yearly review in July. In the past, all public employees have been exempted from this review as onerous, whereas construction workers pay 2.5% of annual salary for dues. The new OE3 leadership wants to balance the inequity in dues paid by public employees when compared with construction workers. CEMA may need to increase its dues in the near future. Amando Cablas and Dolores Morales have begun reviewing data regarding dues, e.g., what are CEMA's current costs, what is CEMA getting from Local OE3 for current payments, what are the average salaries for public employees when compared with construction workers, etc. Edna has scheduled a preliminary meeting with Local OE3 to review this issue on February 20, 2007, at 3:00 PM.

E. CEMA Executive Board Training for 2007 – Topics and Timeframes. Topics suggested for Executive Board training during 2007 included communications and public relations. April and May were suggested as time frames. Mark will send an email to Board members asking for additional feedback regarding training topics, trainers, etc. This topic will be re-argendized.

F. CEMA's Continuity and Retirement Transitioning Plan. Edna asked Board members to think about what would be needed to accomplish a successful transition when Tom Starkey

and Randy Johnese retire. Randy has indicated he expects to retire in mid-2008, and Tom will plan for January 1, 2009. Edna suggested that an OE3 "intern" could work with and learn from both Tom and Randy before they leave. This item will be re-agendized.

G. 2007 CEMA Committee Assignments and Reports.

- **Political Action.** Tom reviewed options for the welcoming of new BOS Ken Yeager and PAC fundraiser: Wyndham Hotel and IBEW Hall. Mary Mitchell raised legal concerns regarding liability for wine sales at IBEW. After a brief discussion, Board members selected the Wyndham Hotel. Tom will proceed to book the event. The PAC will discuss further the marketing of this event.
- **Professional Development – Ticket Price Changes.** Dolores Morales noted that a check is needed for the last professional development training on generational diversity. The County has already reimbursed CEMA for the last two events. The CEMA Professional Development Luncheons in February and March and both on the 23rd of the month at the Wyndham Hotel. Don Gage is the featured speaker in February and Jim Pelley in March. The ticket cost for the luncheons is now \$10. The luncheon for May will be at the Hayes Mansion and Pete Kutras, County Executive, is the featured speaker.
- **Communications.** Consuelo Collard noted that the committee will meet on February 15, 2007, and will begin reviewing the Communications Plan for updating it.
- **Audit.** There was no report.
- **Scholarships.** Mary Mitchell is the new Chairperson for this committee.
- **Membership.** There was no report.

VI. ANNOUNCEMENTS/KUDOS

A. The following announcements were made:

- Names of attendees for the Human Relations Awards breakfast should be submitted to Edna.
- All CEMA Committee budgets should be submitted this week.
- Mary Mitchell and Randy Johnese attended the South Bay Labor Council (SBLC) meeting in January. SBLC received a new infusion of members from a school district.

VII. DEVELOPMENT OF AGENDA FOR NEXT MEETING

A. Agenda items should be forwarded to Consuelo Collard. The Agenda for the meeting on February 26, 2007, will include the following items:

- CEMA Board 2007 Training
- CEMA Transition Plan

VIII. MEETING EVALUATION

A. The following comments were made about today's meeting:

- It started late and ended late.
- The time frames for topic discussion need adjustment.

IX. MEETING ADJOURNMENT

A. As all the Agenda items had been discussed, Mark Hand and Sheila Stevens moved for meeting adjournment. The meeting ended at 1:10 PM.