



CEMA
Executive Board Meeting Minutes
February 26, 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
Mary Mitchell, Member-at-Large
Mark Hand, Member-at-Large
Amando Cablas, Member-at-Large
Eric Goodrich, Member-at-Large
Consuelo Collard, Board Secretary

ABSENT: Sheila Stevens, Immediate Past President

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

I. CALL TO ORDER

A. Call to Order by Board President, Edna Esguerra. The meeting was called to order at 11:04 AM.

II. PRESENTATIONS TO THE BOARD

A. There were no presentations to the Board.

III. AGENDA REVIEW AND APPROVAL

A. The proposed Agenda and time allotted for discussion of each item were reviewed carefully. The time allotted for discussion was adjusted for some items on the Agenda. Afterwards, everyone approved the revised Agenda.

IV. CONSENT ITEMS

A. Review and Approval of Executive Board Meeting Minutes for February 5, 2007. Board members reviewed the minutes of the meeting; afterwards, Mark Hand and Dolores Morales moved for approval of the minutes as written. The minutes of the meeting were approved without any changes.

IV. ACTION ITEMS

A. There were no action items on the Agenda.

V. INFORMATIONAL DISCUSSION TOPICS

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

- A log has been developed for tracking representation issues Tom and Randy are working on.
- Several confidential personnel representation issues remain pending in various County Departments, including Probation, SSA, Facilities, IS, Registrar of Voters, and in the Superior Court Chapter.
- Work has continued on the IBB process; the performance management system needs to be used properly to prevent disciplinary issues from arising. Additional information will be shared with Board members as it becomes available.
- Reservations have been made for the attendees at the CCS Conference in Anaheim. The conference Agenda has been expanded to include public sector grievance handling and issues around labor relations.
- Tom has asked for approval from Local OE3 for shifting his regular work hours due to family needs, and asked for CEMA Board approval as well. Tom's new schedule will be Monday through Friday from 7:00 AM to 4:30 PM. Randy's schedule will continue to be from 8:00 AM to 5:00 PM Monday through Friday.
- The number of CEMA members currently is 1,175.

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

- Less than twenty (20) responses were received from CEMA members that were affected by the implementation of new FLSA requirements in 2004. Most of those responding do not have any documentation for overtime worked since then because many employees did not keep tracking logs. The County has provided an updated list of CEMA members affected by the changes and Randy has met with Brian McKenna from Labor Relations. Members on the most recent list will be contacted with a last opportunity to provide relevant information. Employees may still raise a legal issue later; however, the County and CEMA need to finalize this process. The number of CEMA members in affected classes is approximately eighty (80).
- Only two CEMA members responded and expressed an interest in participating in the committee that will be reviewing STO.
- A settlement remains pending for the Probation Managers whose salaries were affected by the County's new Contract with Local 1587. A meeting with Pete Kutras will be scheduled to follow-up on the issue. The County is willing to discuss and requested some additional information.
- A meeting will be scheduled with the Chief Probation Officer regarding the lack of performance evaluation process within the Department. It would appear that the Internal Affairs (IA) process has been substituted for supervisory responsibility and this has resulted in many letters of reprimand. IA is conducting some investigative interviews tomorrow.
- Work continues on pending confidential personnel representation issues.
- Name badges for Board members with the CEMA logo have arrived and were distributed. Board members will use these name badges when attending events to identify themselves as Board members for CEMA.
- Last week, Randy and Rachel attended the training for MS Access software. Randy obtained a very good deal in the purchase of the software; the actual cost was approximately \$160, and he will be picking it up this week. In the next few days, he and Rachel will begin using the new program and will determine if any additional training is needed.

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

- The meeting with Don Dietrich was postponed; a new meeting will be scheduled.

- Edna attended a meeting of the Equal Employment Commission regarding a change in the EEO ordinance that gives CEMA two seats on the Commission. The current group includes three executive members and Edna participates as a member of the Philippino community. One manager seat was eliminated and instead given to CEMA. Other labor organizations with seats on the Commission include Local 715, RNPA, and Local 535. CEMA as a labor organization also needs to have a designated seat on the Commission. Edna asked that Board members consider who should be designated to fill this seat for CEMA and give their input at the next meeting. The Commission meets once each month from 5:30 PM to 7:30 PM at 70 West Hedding Street.
- Edna will contact the two CEMA members that have expressed an interest in serving in the STO Review Committee. Others participating in the Committee include Dolores Morales, Randy, and Edna.
- **2007 CEMA Goals.** Edna distributed to Board members copies of the third issue of the CEMA Goals for 2007. The goals were again reviewed in detail, and a only a couple of final corrections were made.
- **2007 CEMA Budget.** This will be distributed at the next meeting.

D. Treasurer’s Report. Peter Pham reported the following:

- He met briefly with Donna Le, CEMA’s Accountant. It appears that dues payments have not been received from the County for two pay periods. Edna and Tom noted that the County deposits these automatically and perhaps Donna has not received copies of the payment notice CEMA received. Tom will follow-up with Rachel to ensure copies of the statements are being forwarded to Donna immediately upon receipt.

E. CEMA Dues Review. Discussions have been initiated with the new leadership for Local OE3 regarding CEMA’s dues, which are less than other public employees and construction workers. CEMA’s history of dues is as follows:

Year	Dues Amount
1986 to 2000	\$8 Per Pay Period = \$17/Month
2000 to 2004	\$11 Per Pay Period = \$24/Month
2004 to Present	\$18 Per Pay Period = \$38/Month

Of the \$38 per month in CEMA dues, \$32 goes to Local OE3, and \$6 remains with CEMA. Monthly dues for construction workers are \$45.

CEMA’s Affiliation Agreement with Local OE3 calls for a yearly review of dues in July. Also, Local OE3 has indicated they do not want to continue making “onerous” exemptions for any Division. Edna and Board members expressed concerns regarding a possible increase of \$13 to equal construction workers’ dues, and indicated that additional research is needed and that dues need to be compared with other labor organizations as well. Edna requested for additional information and comparison of CEMA’s costs under Local OE3 vs. other public employees.

F. CEMA Executive Board Training for 2007 – Topics and Timeframes. Before today’s meeting, Mark Hand polled Board members through email regarding this item. It appears there is no consensus on training topics or trainers. Some Board members indicated that the trainers could be from the Labor Studies Programs at the local

community colleges. This item will be on the agenda again for further discussion at the next meeting.

G. CEMA's Continuity and Retirement Transitioning Plan. The estimated dates for retirement for Tom and Randy are July of 2008 and January of 2009 respectively. Ideally, a replacement should be hired before Randy and Tom leave so that training and orientation, passing on of history, etc., can occur. This may mean additional expenses to CEMA. Other ideas discussed for a smooth transition included hiring back the business representatives specifically for training their replacements. This item will be added to the agenda again for further discussion at the next meeting.

H. 2007 CEMA Committee Assignments and Reports

- **Political Action.** Tom Starkey reported that the flyer for the Ken Yeager/PAC fundraising event was out last week. Two CEMA members signed up at the Luncheon last Friday. Sponsors for a minimum of \$100 are now being sought, and several other CEMA members have signed up. The leaflet will be revised with the names of the sponsors and forwarded to the all CEMA members afterwards. Amando Cablas is also organizing phone banking for this event on March 7, 8, and the 13th, to contact CEMA members and encourage them to attend. Board members were encouraged to participate in the phone banking.
- **Professional Development – Ticket Price Changes.** Dolores Morales reported that there were 273 CEMA members at the Luncheon last Friday. The feedback received was very positive; members enjoyed hearing from County Supervisor Don Gage, and the food was rated good. The next luncheon is scheduled for March 23, 2007, also at the Wyndham Hotel, and the speaker will be Jim Pelly. Tickets for the March Luncheon are available already at \$9. The ticket price will go up to \$10 after the following luncheon.
- **Communications.** Consuelo Collard reported that the committee met two weeks ago and started to review the CCEMA Communications Plan. The revised document will be presented to the Board for review also and approval. Consuelo noted that the CEMAGram was mailed out apparently before anyone had an opportunity to review it for typos, etc. CEMA Members may bring this to the attention of Board members. The nametags for Board members have arrived. Randy noted that he will be completing soon the art work needed for printing stationery and the CEMA banner.
- **Financial Review.** Due to a busy schedule, Peter asked for a deferment in his assignment with this committee. Three years (04, 05, & 06) of financial records need to be audited and CEMA members volunteering to assist with the audit would be helping with a one-year review. The time commitment would be a total of approximately six (6) to eight (8) hours in a period of six (6) months. Board members were encouraged to recruit CEMA members to serve in this committee.
- **Scholarships.** Dolores will forward information to Mary Mitchell who will serve as the new Chair for this committee. The deadline for scholarship applications is coming up on March 31, and may need to be adjusted.
- **Membership.** Eric Goodrich will serve as the Chair for this Committee, and indicated he would meet soon with Tom Starkey to review what needs to be done

for recruiting members on an ongoing basis. Currently, CEMA has 1175 members.

VI. ANNOUNCEMENTS/KUDOS

A. The following announcements were made and kudos given:

- Peter noted that his office is in transition now; he moved to another location recently, and will be moving back to his previous location again in three weeks.
- Dolores thanked Richard Rapacchietta for his help at the Luncheon last Friday; he also did a great job in presenting IBB. Dolores also thanked Randy for all his help.
- Edna thanked Rachel Martinez for persisting in obtaining nametags for all the Board members.
- Edna thanked Mark Hand for his help in polling Board members through email.
- Edna also thanked Tom and Randy for the quick flyer preparation for the Ken Yeager/PAC fundraising event.

VII. DEVELOPMENT OF AGENDA FOR NEXT MEETING

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

- Topics and Timeframes for 2007 Board Training.
- CEMA's Business Representatives' Transition Plan

The next meeting will be extended one-half hour to allow sufficient time for discussing these two items.

VIII. MEETING EVALUATION

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

- The agenda was full;
- Time keeping was excellent; and
- All the discussion was focused and good.

IX. MEETING ADJOURNMENT

A. As all the agenda items had been discussed, the meeting adjourned at 1:04 PM.