



**CEMA**  
**Executive Board Meeting Minutes**  
**March 5, 2007**  
**11:00 AM to 1:30 PM**

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

**ABSENT:** Mary Mitchell, 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 meeting was called to order at 11:00 AM.

**II. PRESENTATIONS TO THE BOARD**

**A.** There were no presentations to the Board.

**III. AGENDA REVIEW AND APPROVAL**

**A.** The following items were tabled for discussion at the next meeting: 1) Treasurer's Report; 2) CEMA Executive Board Training for 2007; and 3) CEMA's Continuity and Transitioning Plan. Afterwards, everyone approved the Agenda as modified.

**IV. CONSENT ITEMS**

**A. Review and Approval of Executive Board Meeting Minutes for February 26, 2007.** After everyone read and reviewed the minutes, Eric Goodrich and Amando Cablas moved for approval. The minutes were approved.

**IV. ACTION ITEMS**

**A.** There were no action items for review by the Board.

**V. INFORMATIONAL DISCUSSION TOPICS**

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

- A survey of CEMA members was conducted regarding the current performance appraisal system. The survey included questions such as how many times

individual CEMA members have been evaluated by their immediate supervisor. Sixty responses were received. Board members discussed briefly the current performance review process. It appears that there is no follow through on the part of executive managers.

- Peter Pham's Mother passed away. In lieu of flowers, a contribution to the Tiger Woods Foundation was suggested. After a brief discussion by Board members, Eric Goodrich and Amando Cablas moved for approval of a \$75 donation to the TW Foundation and a sympathy card for Peter. The motion was approved. The donation will be charged to Account 6145, Charitable Contributions. Eric Goodrich agreed to purchase the card and mail it.
- Tom suggested that at the next meeting, Board members spend some time reviewing and discussing in more detail training needed in 2007, a possible dues increase, and IBB Process.
- Copies of the County's Departmental Budgets have been obtained from the County Executive. Public Health and Mental Health will be severely affected by budget cuts. The planned cutbacks will cause three (3) to four (4) clinics to be closed.

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

- The next CEMAgram will focus on members and will include lots of pictures. The CEMAgram will be sent to the printers on March 15, and expects that it will be ready for mailing out on March 22.
- Work projects that remain pending and are moving forward are: 1) CEMA stationery (letterhead and envelopes); 2) the CEMA banner; and 3) Business cards for CEMA Board members.
- The STO Committee was expanded to include one additional CEMA member from the Controller's Office.
- Confidential personnel representation issues remain pending.

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

- **2007 CEMA Budget.** Copies of the proposed 2007 budget were distributed to all board members. Edna and Peter worked on preparing the 2007 CEMA budget. The budget will be further revised to include 2006 proposed and actual expenditures, and 2007 proposed. Edna reminded board members to forward to her the anticipated expenses in 2007 for the CEMA Committees.
- **2007 CEMA Goals.** Copies of the revised final 2007 CEMA goals were distributed to all board members.

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

- The budget account categories have been revised; additional account categories have been created to capture expenditures better. The budget account number inconsistencies are because of historical references; some numbers are already being used for other items.

**E. CEMA Dues Review.** Board members discussed a possible dues increase as required by the yearly dues review under the Affiliation Agreement with Local OE3. An increase of \$13 per month for 1,175 members would total approximately \$200,000 for 12 months. Edna requested additional information on dues paid by other Public Employees Divisions under OE3 and information on the cost to CEMA for two Business Representatives. Tom noted that agreements and fees paid by the various PE Divisions are different for each one; only Alameda County is similar to Santa Clara

County. A meeting will be scheduled with Don Dietrich to review the current and proposed dues. Aside from CEMA, other PE Divisions may also want any increases to be implemented gradually rather than all at once. A sub-committee will be established to review this issue in more detail. Edna encouraged Board members to serve in the subcommittee. Local OE3 would need to provide justification for increasing dues. It was suggested that CEMA wait on this issue until approached by Local OE3. Greg Tedesco is the CEMA contact with OE3 and will be invited to a CEMA meeting to discuss bylaws. Dolores Morales and Amando Cablas will initiate contact with Greg and Tom Starkey and Randy Johnese will initiate an analysis of the bylaws.

- F. **CEMA Executive Board Training for 2007 – Topics and Timeframes.** This item was tabled for discussion at the next meeting.
- G. **CEMA’s Continuity and Retirement Transitioning Plan.** This item was tabled for discussion at the next meeting.
- H. **2007 CEMA Committee Assignments and Reports.**
  - **Political Action.** The flyer for the Ken Yeager reception and PAC fundraiser is complete now and will be posted on the CEMA website. Thus far, \$300 has been raised. CEMA Liaisons will promote the event. Tom noted that only CEMA members have contributed for political activities and it is not known if funds could be raised from non-members. Amando Cablas is coordinating a phone banking to promote the event with CEMA members. The dates for the phone banking are this week on Wednesday and Thursday, and next week on Tuesday, March 13, from 5:30 PM to 8:30 PM at the CEMA office.
  - **Professional Development.** The next CEMA Luncheon is scheduled for Friday, March 23, 2007, at the Wyndham Hotel on North First Street in San Jose. The featured speaker is Jim Pelly. Dolores Morales will be at a conference on that date; therefore, another Board member will have to fill in to welcome the luncheon participants, make announcements, and introduce the speaker. The next luncheon is scheduled for May 11, 2007, at the Hayes Mansion. Pete Kutras, County Executive, will be the featured speaker. Tom noted that follow-up is needed with the CEMA Luncheon ticket sellers; some are not selling any tickets and will be contacting them to learn what is happening to prevent sales.
  - **Communications.** The committee will be updating the Communications Plan. At the last meeting some changes were discussed and the revised plan will be brought to the Board for review and final approval.
  - **Financial Review.** Peter Pham deferred his participation in this Committee temporarily until he is settled at his new worksite.
  - **Scholarship.** The deadline for submittal of applications was moved to the end of April. Dolores has forwarded all materials to Mary Mitchell, the new Committee Chair.
  - **Membership.** Currently, there are 1,175 CEMA members. Eric Goodrich is the new Chair for this Committee.

**VI. ANNOUNCEMENTS/KUDOS**

- A. Sheila Stevens indicated she will be attending an NAACP event on March 19, and will not be able to attend the CEMA Executive Board meeting.

**VII. DEVELOPMENT OF AGENDA FOR NEXT MEETING**

- A. Agenda items should be forwarded to Consuelo Collard. It was suggested that Committee Reports be postponed at the next meeting to ensure that full discussion of the items tabled to the next meeting.

**VIII. MEETING EVALUATION**

- A. The meeting is ending five (5) minutes early.

**IX. MEETING ADJOURNMENT**

- A. As all items on the Agenda for today's meeting had been discussed, Sheila Stevens and Mark Hand moved for adjournment. The meeting ended at 12:55 PM.