



CEMA
Executive Board Meeting Minutes
April 2, 2007
11:00 AM to 1:30 PM

PRESENT: Edna Esguerra, Board President
Richard Rapacchietta, First Vice-President
Dolores Morales, Second Vice-President
Sheila Stevens, Immediate Past President
Mary Mitchell, Member-at-Large
Amando Cablas, Member-at-Large
Eric Goodrich, Member-at-Large
Consuelo Collard, Board Secretary

ABSENT: Peter Pham, Treasurer

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 11:06 AM.

II. AGENDA REVIEW AND APPROVAL

A. The following Action Items were added to the Agenda:

1. Review and Approval of PAC Work Plan
2. County's Unity in Diversity Event
3. CEMA Promotional Items

B. The following items were added to the Agenda:

1. Asian Law Alliance Event Report
2. South Bay Labor Council Report
3. Lay Off Process
4. Collaborative Solutions Conference Report

III. CONSENT ITEMS

A. Minutes of Executive Board Meeting for March 19, 2007. Review and approval of the minutes for this meeting was tabled to a future meeting.

IV. ACTION ITEMS

A. Approval of PAC Action Plan. Copies of the Plan were distributed to all Executive Board members present. Sheila Stevens and Tom Starkey noted that the plan outlines all activities by the committee in accordance with current realities. The plan was posted and comments requested from CEMA members; no comments were received. After Board members had reviewed and discussed the reviewed PAC Action

Plan, Mary Mitchell and Richard Rapacchietta moved for approval. The Plan was approved. The final plan will be posted on the CEMA website.

- B. County's Unity in Diversity Event.** The County will be hosting this annual event on May 1, 2007, from 10:00 AM to 2:00 PM at 70 West Hedding Street. Attendance at the event and CEMA table and promotional incentives were then discussed. A CEMA banner is needed for the table, and buttons and pens with highlighters would be purchased to distribute. A list of Board member attendees at the event will be prepared at the next meeting. Dolores Morales and Eric Goodrich moved for approval for participation by CEMA at this event. Table space is \$500 and would be charged to the Community Support Account. The motion was approved. Edna encouraged all Board members to bring cultural items for displaying and decorating the CEMA table.
- C. CEMA's Promotional Items.** The costs for pens with highlighters have been reviewed for several companies: The Zebra Corporation, National Pen, Oriental Trading Company. The cost ranges from \$1.54 per item to \$2.54 per item. After reviewing the cost options presented, Board members approved \$1,000 limit for the purchase of promotional pens with highlighters. The pens would have CEMA's name, address, phone number, and website address printed.

V. INFORMATIONAL DISCUSSION TOPICS

- A. Lead CEMA Business Representative's Report.** Tom Starkey reported the following:
1. There is a confidential personnel arbitration decision coming up on April 27, 2007. CEMA will be charged 1/2 of the cost and will be absorbed by Local OE3.
 2. A group of CEMA members is being formed for reviewing the impact of the upcoming budget cuts to the County's Department of Mental Health's budget. The same is occurring in the County's Office of Human Relations where a couple of CEMA members will be affected by budget cuts.
 3. Tom will be going on vacation for eight working days.
 4. He will begin working with the CA Education Coalition for Health Care Reform and partner with the City, County, and Water District and work on Kaiser cost issues.
- B. CEMA Business Representative's Report.** Randy Johnese reported the following:
1. The personnel discipline front appears quiet for now.
 2. Some difficulties have arisen regarding the compilation and publication of the CEMAGram: there is no more room in the CEMA server. Randy has contacted Steve who will be stopping by either this afternoon or tomorrow morning to help assess what is needed to correct this problem. Materials currently stored in the server may need to be deleted or the space could be expanded with additional hard drives. Randy does not expect a large cost and will ask Steve to go ahead with whatever is needed.
 3. There have been intermittent email problems and Randy will also ask Steve to determine what is causing this problem.
 4. Randy expects that the hard drive and storage problems will be resolved within the next two days and the CEMAGram will be published then.
 5. The deadline for scholarships was extended to April 30, 2007.
 6. Randy attended a budget hearing for the Mental Health Department.
 7. There is an ongoing issue regarding the PTAP funds for the Assessor's Office; a follow-up meeting will be scheduled to include Local 715. There is a question about whether the PTAP funds will be utilized for a computer upgrade rather than used as contingency funds.

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

1. All Board members should have received a card from Local OE3 regarding the District Meeting scheduled for April 10, 2007. The construction dues will be reviewed at that time, which should not affect CEMA. Nevertheless, these issues will be reviewed for other divisions in the near future and the Board members should follow the debate to see what the process would be for CEMA in the future. Tom encouraged all Board members to attend the meeting to become better informed as all CEMA members are eligible to vote on issues coming up. Tom suggested as well that CEMA members be encouraged to attend and become involved in the process and vote as well. CEMA Board members that will attend the meeting include: Dolores Morales, Amando Cablas, Consuelo Collard, Sheila Stevens, Mary Mitchell and Mark Hand. Via email, Sheila will initiate discussions with the Board members regarding this issue.
2. Edna noted that Administrative Assistants' Day is coming up on April 25, 2007, and recommended that the Board consider a bouquet of roses, a gift certificate for a spa day, and a card for Rachel Martinez. Richard Rapacchietta and Mary Mitchell moved for approval to purchase a bouquet of roses, a card, and gift certificate for a spa day. The motion was approved. The expense will be charged to Board Expenses. Edna and Dolores will purchase the gift certificate for the spa day, and the bouquet of roses and card.
3. Regarding the STO Committee membership, Edna talked to Laura Colunga about her possible participation. Laura felt that she already has too much on her plate and the currently designated members of the committee are good representatives for the membership. A meeting will be held on April 6, 2007, at 9:00 AM. Updates would need to be posted on an ongoing basis on the CEMA website; ongoing communication with, and dissemination of this type of information to members is very important.

D. 2007 CEMA Committee Reports.

1. **Political Action.** Sponsors at the \$100 level are needed for the Ken Yeager reception and PAC fundraiser. At least 50 CEMA members will be in attendance. Ken Yeager is now waiting for information from CEMA about what he should speak about at the event, e.g., access, compaction, etc. He is expected at approximately 5:15 PM and will begin speaking at about 5:45 PM. CEMA members from the County's Libraries System have already contributed approximately \$350. The members in the County's Libraries System have been very appreciative of CEMA for support in the past. Sheila Stevens will conduct the introductions and initiate the process. At least five CEMA Board members expect to be able to attend this event as well.
2. **Professional Development.** The final bill for the Luncheon on March 23, 2007, was received. The \$1,000 invoice from the speaker at the luncheon, Jim Pelly has not yet been received. The next Professional Development Luncheon will take place on May 11, 2007, at the Hayes Mansion, and the speaker will be County Executive Pete Kutras. A contract was received from the Hayes Mansion for review and proposed changes. The cost of Luncheon tickets will go up to \$10 after the May event. The information about the luncheon ticket price change will be posted on the CEMA website, announced on the CEMAGram, and at the Luncheon on May 11th.

3. **Communications.** Consuelo noted that the Communications Committee meeting was cancelled in March. However, the group had met previously and changes to the Communications Plan were discussed. Consuelo will make the changes to the Plan before the next meeting scheduled for April.
 4. **Financial Review.** Postponed.
 5. **Scholarship.** The deadline was extended to April 30, 2007. A volunteer is needed for the Scholarship Review Subcommittee. Amando Cablas agreed to participate in the review of submitted scholarship applications.
 6. **Membership.** There was no report.
- E. Asian Law Alliance Event Report.** Mary Mitchell reported that it was a very nice event attended by over 500 attorneys and judges. The event was held at the Fairmont Hotel, and Kristen Tze from TV Channel 6 was the Master of Ceremonies. Several community members were honored and received awards for their work and accomplishments.
- F. South Bay Labor Council Report.** Mary distributed to all Board members copies of fliers and other materials received at the last SBLC meeting with information regarding several upcoming events in April, e.g., the Joint Legislative Conference. The next meeting is scheduled for the 4th Monday in April.
- G. Lay Off Process.** Tom shared information with the Board regarding proposed and anticipated CEMA staffing cuts under each CEMA Business Representative. Expected County budget cuts include \$34 million in the Department of Mental Health, and \$110 million in the Health and Hospital System. Members affected have expressed their feeling that the proposed cuts have been decided arbitrarily and that some have been targeted individually. There are approximately 50 CEMA members that will be affected by lay-offs under Tom's area of responsibility. Randy noted that his understanding from having attended the MH budget hearing that the cuts projected are very preliminary and may not be actual in the end. Everyone is now waiting for the May budget revision to know for certain which positions will be cut. Any CEMA members with questions about whether they will be affected should be directed to Tom and Randy, who would do a generic review of the lay-off process.
- H. Collaborative Solutions Conference Report.** The Agenda included workshops on the basics for negotiations and handling of appeals. The management side seemed to be better represented in attendance at the conference. Workshops attended included IBB process for continuing to develop CEMA's relationship with the County's Labor Relations Office. One of the workshops was on Transforming Bargaining Sessions, which reviewed the role that emotions play in bargaining and negotiations and their impact on relationships. Tom would like to see the County's management begin attending these workshops. Amando noted that labor representatives for BOEING were there with management, mentoring and preparing the work force in aging and retirement. Dolores noted she learned that employee circles do not interfere with the Union processes. Those in attendance felt the conference was worthwhile. Dolores will make copies of materials picked up at the conference and distribute to Board members at a future meeting.

VI. ANNOUNCEMENTS/KUDOS

A. The following announcements were made:

1. Sheila Stevens will be retiring on June 30, 2007.
2. Tom Starkey will be absent from the office due to vacation for eight (8) working days.
3. Edna will send an email to all Board members regarding training needed.

VII. DEVELOPMENT OF AGENDA FOR NEXT MEETING

A. Agenda items should be forwarded to Consuelo Collard before the next regularly scheduled meeting.

VIII. MEETING EVALUATION

A. There was no meeting evaluation.

IX. MEETING ADJOURNMENT

A. As all the Agenda items had been reviewed and discussed, Richard Rapacchietta and Mark Hand moved for adjourning the meeting. The meeting ended at 1:17 PM.