



**CEMA**  
**Executive Board Meeting Minutes**  
**May 1, 2006**  
**11:00 AM to 1:00 PM**

**PRESENT:** Edna Esguerra, Board President  
Sheila Stevens, Immediate Past President  
Richard Rapacchietta, First Vice-President  
Mark Hand, Second Vice-President  
Peter Pham, Treasurer  
Mary Mitchell, Member-at-Large  
Carole La Barbera, Member-at-Large  
Dolores Morales, Member-at-Large  
Consuelo Collard, Board Secretary

**ABSENT:** Amando Cabras, 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.** Richard Rapacchietta called the meeting to order at 11:07 AM.

**II. AGENDA REVIEW AND APPROVAL**

**A. Review and Approval of Proposed Agenda.** There were no changes to the Agenda.

**III. CONSENT ITEMS**

**A. Review and Approval of Executive Board Meeting Minutes for April 17, 2006.** Richard Rapacchietta and Mark Hand moved and seconded for approval of the Executive Board meeting minutes for April 17, 2006, without any changes or corrections. The minutes were approved as presented.

**IV. ACTION ITEMS**

**A. Santa Clara County's Unity in Diversity Celebration.** This event is scheduled to take place either in May or June. CEMA has supported this event in the past and contributed \$500 for a table to disseminate information. Edna recommended approval of a similar amount this year. Sheila Stevens and Richard Rapacchietta moved and seconded for approval of \$500 toward the County's Unity in Diversity Celebration. The motion was approved. Edna will obtain another notice/invitation for this event for follow-up.

**B. CEMA Executive Board Spring Potluck Meeting.** Sheila Stevens proposed a Spring/Summer potluck CEMA Executive Board meeting this year. The meeting could take place at the Human Relations Office on Pruneridge Avenue. The HR offices have

a large conference room and access to a kitchen with a stove. Dolores Morales agreed to coordinate this meeting at the HR Office; she will report at the next meeting. The proposed date is for the July 10 CEMA Executive Board Meeting.

## V. INFORMATIONAL DISCUSSION TOPICS

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

- ◆ CEMA member representation issues under discussion with Luke Leung have stalled.
- ◆ A reclassification issue was settled in the last two weeks with Helen Dolan regarding Program Managers I & II; the agreement includes a 2% adjustment in salary.
- ◆ He has been spending a lot of time with the bargaining process.
- ◆ A meeting was held recently with ISD for a re-alignment overview.
- ◆ He attended a CELA meeting last Tuesday evening; Jim Beall was present and approached him to talk about the lack of response from Labor relations regarding FLSA issues. Jim Beall focused on the need for passing Measure A and avoided labor relations issues and questions. Other labor organizations present included Locals 715 and 535. All labor organizations were urged to donate toward passing Measure A; the goal is to raise a total of \$500,000.
- ◆ CELA is a good forum and the collective issues appear to be better aligned with CEMA although there is no current common project. Tom feels CEMA should continue to be a part of CEMA and that could be useful in the future even if not all meetings are attended. The CELA atmosphere is shifting from organizing into negotiations.
- ◆ The Recruitment Campaign is faltering; it appears people are not paying much attention to it. A reminder will be issued at the membership meetings, as there will not be much time available to focus on this once the negotiations with the County begin. Edna recommended that Mary Mitchell undertake this work as the Chair for the Membership/Recruitment Committee. Tom and Mary will work on organizing a meeting for non-members; he will also speak about it at the next CEMA Luncheon and will promote attendance for the membership meetings. Currently the largest pockets of potential members are at SSA and the Treasurer-Controller's Office.
- ◆ He is still trying to connect with Luke Leung regarding the Interest Based Training.
- ◆ He encouraged all CEMA Executive Board members to provide feedback about the contents of the CEMAGram in addition to spelling, grammar, etc., especially if his statements are not in agreement with the Board's intent. Edna reiterated to the Board that it is important to bring these types of issues to Tom's attention immediately before the newsletter goes out to the printer.
- ◆ A copy of a letter dated March 1, 2006, addressed to Luke Leung regarding the pending FLSA implementation was distributed to all Executive Board members for information.

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

- ◆ A list with the CEMA's Business Representatives' areas of responsibility was distributed for the Board's information.

- ◆ He has spent a lot of time assisting some CEMA members with rebuttals to letters of reprimand.
- ◆ Several meetings have been held with various groups regarding the re-alignment process; members have needed assurance that they are approaching the process in the right manner. There is lots of pressure now for establishing a clear cut process for re-classifications and lacking that members have opted to pursue the re-alignment process instead.
- ◆ He thanked all Board members for the prompt and immediate response to his request for feedback and help with proofing the CEMAgram; all the feedback was very useful. There were some controversies about writing styles that were researched quickly and settled promptly. Delivery of the CEMAgram should occur either today or tomorrow.
- ◆ Communications will be issued to the work site Liaisons this week regarding political actions and membership issues. The dates, times, and locations for the membership meetings have already been posted in the CEMA website. Information will be added regarding Measure A.
- ◆ He has spent lots of time working on writing the proposals for the Bargaining Committee's review and discussion and will have some ready for the meeting scheduled for this Wednesday.

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

- ◆ There was no recognition for Rachel Martinez, CEMA's Administrative Assistant during Administrative Professional's week in April. Sheila Stevens suggested a bouquet of flowers and Tom Starkey recommended a gift certificate for a massage; he will get the information about this. Dolores Morales and Mark Hand moved and seconded for Board approval for \$75 for a massage plus the cost of flowers for Rachel Martinez belatedly for Administrative Professional's Day. The motion was approved. Edna will use the CEMA credit card for the massage transaction, and Dolores Morales will purchase the flowers.
- ◆ The number of CEMA members opting out of political contributions as of last count was 344; the number needs to be updated and confirmed.
- ◆ The membership count last seen was also at about 1,143 and needs to be updated as well; Tom will get an updated number.
- ◆ It is important to follow through on the nomination for the Personnel Board; Amando Cablas will contact Delia Ho; David Ginsberg recommended either Tom Logotheti or Andrea Harris. The nomination period closed on May 5<sup>th</sup>. Edna will follow-up with David and Amando.
- ◆ She asked for feedback from members about the Public Employee newsletter from Local OE3.
- ◆ Attendance at the Executive Board meetings was reviewed; an attendance summary for 2005 and up to March 2006 was distributed for everyone's review. CEMA Bylaws require 75% attendance and Board members not maintaining the level of attendance required may be removed by Executive Board action. The Bylaws do not differentiate between excused and unexcused absences. Periodic review of attendance will be done quarterly and annually. Consuelo Collard will prepare a quarterly attendance report; the next one will be given to the Executive Board for the end of June at the first meeting in July.

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

- ◆ The financial compilation for the 2005 CEMA Tax Report has been completed and is ready to go out.
- ◆ He met with Tom Starkey regarding the difference between Charitable Contributions and Community Support Contributions. He recommends combining them for better tracking as there is little or no difference between these two categories. The Executive Board members present agreed with the recommendation; all non-Political contributions are Community Support contributions. The category of Charitable contributions will be removed from the Accounting system.
- ◆ The latest financial report, distributed today as of April 28, 2006, shows under-spending this year thus far. He recommended putting the unspent amount in a savings account for earning interest. Tom Starkey recommended that Executive Board members review in detail the General Ledger and Profit & Loss Statements to ensure that amounts are being charged correctly by CEMA's Accountant.

**E. Political Action Committee Report.** Tom Starkey and Sheila Stevens reported the following:

- ◆ Ken Yeager sent a thank you note to CEMA for the support and contribution made for his political campaign. Ken Yeager will also be asking for Local OE3's support during a meeting that Tom plans to attend so that Mr. Yeager will realize that there is now a connection between CEMA and OE3.
- ◆ Local OE3's PAC contributed \$10,000 in kind toward printing materials for Measure A.
- ◆ Jim Beall received a total of \$6,600 combined from CEMA and Local OE3.
- ◆ Don Gage will attend the next CEMA Executive Board meeting on May 15, 2006. Copies of his responses to CEMA's questions were distributed to Board members for information and review prior to the next Executive Board meeting.
- ◆ PAC will be focusing on CEMA members' involvement in support of Measure A that is not doing well now. The SBLC is conducting combined phone banking for Measure A and the City of San Jose's races, whereas CEMA's PAC focuses on issues of interest and concern to CEMA's members only, e.g., Measure A.
- ◆ A message will be sent to CEMA members regarding the combined phone banking by SBLC for Measure A and City races, and will poll CEMA's PAC for Measure A phone banking only and CEMA's membership participation and involvement.

**F. Bargaining Committee Report.** The committee met twice last week to consider a draft of proposals; a follow-up meeting is scheduled for this Wednesday again. The committee will meet at least once more after this week. The committee is now waiting for availability dates from Luke Leung for the Interest Based Bargaining training.

**G. County's Personnel Board.** See the President's Report above for details on this item.

**H. 2006 CEMA Scholarship Committee Report.** Dolores Morales reported the following:

- ◆ A meeting was held two weeks ago; four (4) Undergraduate and five (5) High School applications were received. There were no applications for the Public Service Award.

- ◆ A total of three (3) awards will be made in each category; Undergraduate and High School.
- ◆ The committed recommends the following regarding the Public Service Scholarship:
  1. Not awarding it since there were no applicants;
  2. Award it to one of the High School applicants;
  3. Add the Public Service category to the High School category for more flexibility in awarding it; and
  4. Advertise the availability of the scholarship again.

Sheila Stevens and Mark Hand moved and seconded for re-advertising the availability of this scholarship. The motion was approved.

Richard Rapacchietta and Sheila Stevens moved and seconded for approval of the recommendations from the Scholarship Committee for awarding three (3) Undergraduate and three (3) High School scholarships. The motion was approved. Randy will include the news in the next CEMAGram with photos from the scholarship recipients. Peter Pham will ensure that the checks are issued to each one of the awardees.

- I. Membership Committee Report.** See CEMA's Lead Business Representative report above for details. Mary Mitchell will work with Tom Starkey on revitalizing the membership drive. A question was raised by CEMA member and Communications Committee members Laura Colunga regarding when a new member has the right to vote; at the time the first dues are deducted or at the time an application for membership is received by CEMA. Executive Board members agreed that because the dues deduction can take several weeks, new members should have the right to vote immediately upon submitting a membership application.
- J. Communications Committee Report.** Consuelo Collard reported that the committee held its monthly meeting a week ago; the feedback received from Board Members and Communications Committee members for the last CEMAGram was extremely helpful. The writing style issues raised by the feedback received were reviewed in detail at the meeting and the concerns were settled.
- K. South Bay Labor Council Meeting Report.** Consuelo Collard reported the following:
- ◆ All SBLC Labor Organizations were encouraged to support the Labor Studies Program in San Jose; funding is very much needed for this purpose.
  - ◆ There is a current opening in the SBLC Executive Board meeting and nominations are encouraged.
  - ◆ Any Union member planning traveling should consider information available to everyone in [www.hotelworkersrights.org](http://www.hotelworkersrights.org). This website offers information about hotels that support wages above poverty level for their workers.
  - ◆ Union members should also visit [www.wakeupwalmart.org](http://www.wakeupwalmart.org) for information about whether or not it is a good idea to shop at Wal-Mart because of the healthcare crisis they are creating for their workers.
  - ◆ SBLC member organizations were asked to support the Allison BMW strike.
  - ◆ Health Care Workers of America (HCA) organizations are now safely staffed thanks to labor support.
  - ◆ All SBLC member organizations were encouraged to support the local rally for undocumented immigrant workers during International Worker's Day, May 1<sup>st</sup>.

- L. **CEMA Audit Committee Report - 2004 & 2005.** Peter Pham reported that he has one more candidate for this committee; he will provide the information to Edna Esguerra for follow-up.
- M. **Update on Local OE3 Political Contribution Process.** This item remains pending.

**VI. ANNOUNCEMENTS/KUDOS**

- A. Dolores Morales reported that 50,000 participants are expected at today's rally in San Jose in support of undocumented immigrant workers; 100,000 are expected in San Francisco.
- B. Mark Hand reported he will be on vacation and will not attend the next Executive Board meeting on May 15.
- C. Carole La Barbera was welcomed back after a short absence.

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

- A. Agenda items for the next Executive Board meeting should be submitted to Consuelo Collard as soon as possible.

**VIII. MEETING EVALUATION**

The following comments were made about today's meeting:

- A. Richard Rapacchietta again did an excellent job keeping the meeting on track and on time.
- B. The food was from a different restaurant and was excellent. It is good to change caterers from time to time.

**IX. MEETING ADJOURNMENT**

As all the Agenda items had been discussed, Richard Rapacchietta and Carole La Barbera moved and seconded for meeting adjournment. The meeting ended at 1:05 PM.