



CEMA
Executive Board Meeting Minutes
May 7, 2007
11:00 AM to 1:00 PM

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

ABSENT: Randy Johnese, CEMA Business Representative
Mark Hand, Member-at-Large
Peter Pham, Treasurer

OTHERS PRESENT: Tom Starkey, CEMA Business Representative

I. CALL TO ORDER

A. Call to Order by Board President, Edna Esguerra. The meeting was called to order at 11:09 AM.

II. PRESENTATIONS TO THE BOARD

A. Tom Starkey introduced guest Trish Haines, RN – UR Supervisor from Public Health. Trish served on the IBB Committee and is interested in the vacant Board position.

III. AGENDA REVIEW AND APPROVAL

A. The agenda was reviewed and accepted. There were no changes.

IV. CONSENT ITEMS

A. Review and Approval of Executive Board Meeting Minutes for April 16, 2007. The minutes were reviewed and approved as presented.

IV. ACTION ITEMS

Dolores asked for confirmation of the \$9,000 transfer to the debit card to cover the Double Tree charges. Edna confirmed the funds were transferred.

V. INFORMATIONAL DISCUSSION TOPICS

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

- Tom handed out a draft copy of the revised CEMA Performance Evaluation completed through the IBB process. The Board discussed the changes. It is anticipated the new format will be in use by September 2007. Part of the process

will be the semi-annual Report by the County to CEMA on the number of performance evaluations being completed. Tom will write an article for the CEMAGRAM to explain the changes to membership. General membership meetings are also planned to discuss this and the STO resolution process/outcome.

- The current CEMAGRAM will be in the mail today or tomorrow.
- CEMA is still advocating pursuing one-time expenditures by the County to keep CEMA positions from being eliminated.
- Tom stated CEMA needs to meet with the Court Advisory Committee to discuss and clarify a few issues including changes to the side letter and CEMA's right to use the e-mail system to contact CEMA liaisons. We'll set a date for the meeting soon.
- CEMA also needs to clarify the role of the CEMA Political Action Committee (PAC) with membership. There was confusion over the (PAC) fundraiser with Supervisor Ken Yeager and the Court. Future e-mails will contain a link to the CEMA webpage.
- CEMA is working on several classification reviews at Public Health.
- Tom is working with Local 3 and the property manager at the CEMA office on the lease renewal.
- Several confidential discipline issues were presented and discussed.

B. CEMA Business Representative's Report. Randy Johnese:

- Randy Johnese is on vacation.

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

- Edna presented Trish Haines letter of interest for the vacant Board position.
- The Unity and Diversity event went very well. The new CEMA pens were well received. Thank you to Rachel for her perseverance in getting them ordered.
- Rachel sent a very nice thank you note to the Board and business representatives for her Administrative Assistant recognition.
- Edna presented a letter from the Friends of the Morgan Hill Library asking for a donation. The Board reviewed the request and voted not to send a donation because there are so many library funds in the County that it would open the door for more donations which is not feasible given the CEMA budget.
- Clerk of the Board Phyllis Perez sent a letter to CEMA asking for nominations for a vacancy on the Personnel Board. Edna will contact Delia Ho. If Delia is not interested, Immediate Past President Sheila Stevens may be.
- An invitation to Jim Beall's 1st Annual Blues Brothers Bash was distributed.
- The Board discussed the ongoing STO meetings with the County. They are reviewing the sick leave usage of CEMA employees the past three years and the average annual cash out rate is 30%, the time frame of the meetings needs to be clarified with the County. The next meeting is on May 21, 2007. The deadline to reach an agreement per the contract is May 15, 2007.
- There will be some changes with the monthly reports from the accountant. Due to the short time frame between when the statement is received at the CEMA office, sent to the accountant and then reported to the Board, it has been decided to submit the previous months report at the first meeting on the second month.
- Tom sent a very nice thank you letter to Supervisor Ken Yeager for his participation with the PAC fundraiser.

- Amando has e-mailed Russ Burns to set up a meeting.

D. CEMA Executive Board Training for 2007 – Topics and Timeframes. This item was tabled for discussion at the next meeting.

E. CEMA’s Continuity and Retirement Transitioning Plan. This item was tabled for discussion at the next meeting.

F. 2007 CEMA Committee Assignments and Reports.

- **Quorum.** Randy has researched whether or not the Past-President’s position affects the quorum and the answer is it does not. The Immediate Past President position will remain vacant after Sheila retires.
- **Professional.** Pete Kutras’ luncheon scheduled for May 11, 2007 at Double Tree Hotel. Ticket sales have been a little slow due to conflicts with other Department programs. We should meet the 300 attendees minimum requirement.
- **Communications.** Mark Hand is the new chair and his first meeting will be this month.
- **Scholarship.** Mary received the list of applicants from Rachel and will set up a meeting soon to review it and make selections.
- **Audit Committee.** Peter has recruited two members and will be setting up a meeting for the audit soon.
- **Farewell Dinners.** Edna will e-mail the Board with suggested dates.
- **Banner.** Kudos to the Communication Committee and to Randy for making our new banner.
- **Political Action Committee.** Amando has e-mailed Russ Burns to set up a meeting.

VI. ANNOUNCEMENTS/KUDOS

- A.** Kudos on the Communication Committee and to Randy and Rachel for assisting on the details of Diversity Day event.
- B.** Mary stated the Asian Law Alliance sent CEMA a thank you letter for their participation in last month’s recognition event.
- C.** Thanks to Eric for taking the minutes.
- D.** Thanks to Richard for keeping us on time.

VII. DEVELOPMENT OF AGENDA FOR NEXT MEETING

- A.** Planning of membership meetings for late in the summer was added to the agenda for next month.

VIII. MEETING EVALUATION

- A.** N/A

IX. MEETING ADJOURNMENT

- A.** As all items on the Agenda for today's meeting have been discussed. The meeting ended at 1:10 PM.