

Issue	Discussion	Outcome/Recommendations
Next Meeting is on Aug 18, 11:00 AM 1654 The Alameda		
Attendance	<p><u>Present:</u> Edna Esguerra, Board President Richard Rapacchietta, First Vice-President Mark Hand, Secretary Glenn Payne, Treasurer Amando Cablas, Member-at-Large Laura Colunga, Member-at-Large Mary Mitchell, Member-at-Large</p> <p><u>Others present:</u> Tom Starkey, CEMA Business Representative Randy Johnese, CEMA Business Representative</p> <p><u>Absent:</u> Dolores Morales, Second Vice-President Tammy Henry, Member-at-Large</p>	Glenn arrived 12:20pm
I. Call to Order	Meeting called to order by President at 11:04am	
II. Agenda Review and Approval	Motion to add a report by Tom Starkey on his replacement process.	m.s.a. Moved by Colunga, Second by Mitchell. All approved.
III. Consent Items	Review and Approval of Minutes: Motion to approve minutes of July 21, 2008 with corrections.	m.s.a. Moved by Colunga, Second by Mitchell. All approved.
IV. Action Items	None	

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<p>VI. Informational Discussion Topics</p>	<p>A. CEMA Business Representatives Report</p> <p>Representation Report submitted by Tom Starkey</p> <p>Representation Issues</p> <ol style="list-style-type: none"> 1. Worked with Supervisor and member to focus on expectations of job performance and ways both can support each other. The disciplinary action that was pending was reduced to a written counseling. 2. Continuing work with member in regarding issuance of two reprimands. Working with the member to prepare response. Have advised the member to contact DFEH regarding discrimination complaint. Also working to schedule a meeting to request they be removed. 3. Met with member at regarding supervisor subordinate conflict issue. Advised member on how to proceed. 4. Working with members in ISD regarding new requirement to be on-call and to respond within one hour. Requesting Meet and Confer with Brian McKenna and will be requesting payment for on-call or remove duties and reassign back to 521 employees. Waiting for meeting to be scheduled after vacations have ended for those that need to be at meeting. 5. Met with member and Supervisor regarding ongoing issue of reasonable accommodations issues in the workplace. County has denied most recent request and member is challenging the denial. 6. Received proposed 10 day suspension for member regarding many performance issues. Awaiting direction from member. <p>Other Issues</p> <ol style="list-style-type: none"> 1. Attended SBLC COPE meeting on 7/23. 2. Vacation day off 7/31. 3. Finalized and submitted FPPC Report on 7/30/08. 4. Compiled list of members interested in participating on Bargaining Council 5. Wrote memo to Board on Recruitment issues for my replacement. 	

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	<p>Representation Report submitted by Randy Johnese</p> <p><u>Representation Issues</u></p> <p>I represented a member in a Weingarten investigatory meeting. Apparently, management has determined to go forward with a 40 hour suspension. We are still waiting the notice. I will be representing the member in the Skelly process. Update: No discipline has been forthcoming. We suspect that that is because Labor Relations nixed the suspension. Further Update: The member has been issued a recommended 1 week suspension. The Skelly hearing is scheduled for June 19th. Further, further update: Skelly decision still pending. And again: Decision still pending. And again: Decision still pending.</p> <p>A member has received a notice of discipline proposing that they be demoted. I will be working with the member on the Skelly hearing. Update: Rebuttal submitted and Skelly hearing held. Decision pending. Further update: Decision to be mailed 7/18/08. Further update: The skelly officer has issued a decision supporting the discipline. We have filed an appeal with the Personnel Board.</p> <p>I am representing members who are facing recommended suspensions for failing to adequately supervise a subordinate who misused a county P-card. The higher level manager is facing a one week suspension and has a skelly hearing this Thursday. The first line supervisor is facing a two day suspension which I have protested as being in violation of County policy. The skelly hearing has been held in abeyance until we can work out the policy issue. (see below)</p> <p>Two cases have arisen recently where CEMA members have either been recommended for suspension of less than five days or where the Personnel Board has determined that a suspension of less than five days is appropriate discipline. Both of these are in violation of County Policy that discipline which does not merit at least a five day suspension for CEMA level employees who are FLSA exempt should then be limited to an</p>	

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	<p>unfavorable report (reprimand). I have notified Brian McKenna of the two cases and our objections (please see your correspondence folder for copy of letter). Brian’s response will have to wait for his return from vacation.</p> <p><u>CEMA Email and Website</u> I have presented a proposal to the Communications Committee for a redesign of the website. (Please see Communications Committee report.) We hope to roll out a new website this month.</p> <p><u>Membership Survey</u> The membership survey closed at 11:45 pm on July 31st. 378 CEMA members participated (32% of the CEMA membership) which is an extremely good response. A summary of the survey responses and an extract of all survey comments are being sent to all Board members as separate attachments.</p> <p><u>CEMAGRAM</u> Please have your CEMAGRAM copy (articles or columns) to me by the next Executive Board meeting</p>	
	<p>B. President’s Report Edna shared a flyer about the Jim McEntee Legacy Project, and suggested CEMA supporting the fundraising project.</p> <p>The annual Women's Equality Day Breakfast is coming up, and CEMA should consider buying tickets to support this.</p> <p>Motion: CEMA purchase up to 1 table of tickets, based upon member interest, for the September 5th, Women's Equality Day Breakfast.</p> <p>Letter was received from the county executive about making another CEMA appointment to the Juvenile Detention Reform Steering and oversight committee.</p>	<p>To be added as an action item for the next meeting.</p> <p>Board members to check with members who may be interested in attending.</p> <p>m.s.a. Moved by Rapacchietta, Second by Mitchell. All approved.</p> <p>Edna to follow up on the intent of the letter.</p>

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	<p>CEMA may be entitled to 2 appointments on the EEOC.</p> <p>Edna shared she will be on vacation, and unable to attend the next CEMA Executive Board Meeting.</p>	<p>Edna said she will follow up on this at the next EEOC meeting scheduled in September.</p> <p>Richard to Chair next meeting.</p>
	<p>C. Committee Assignments and Reports</p> <p>1. Dues Committee The August meeting has not yet been scheduled. Edna will be on vacation, but would like for Dolores to setup the next meeting, and begin forming a Draft of the next survey.</p> <p>2. Political Action Amando shared a thank you letter sent to CEMA from Richard Hobbs.</p> <p>3. Communications Committee</p> <p>WEB SITE REDESIGN</p> <p><u>Proposed Tasks</u></p> <ul style="list-style-type: none"> • Redesign the ‘home’ page so that it is a traffic and navigation hub with all content in the form of headlines and/or hyper-links. • Move all content ‘sub’ pages (i.e. CEMA news [new page], County News, Court News, Political Action, Professional Development, Documents, CEMAGRAM, Calendar, Executive Board, Who Are We, Why should I join CEMA, etc.) • Limit ‘home’ page to link to all ‘sub’ pages and the top 1-3 headlines ‘news’ pages or most recent content on other ‘sub’ pages. • Strip ‘CEMA masthead’ and ‘sidebar’ from all ‘sub’ pages • Limit ‘news’ pages to 3 most current stories everything else 	<p>Edna to contact Dolores, and request her to setup the next meeting for early August.</p>

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	<p>to archive</p> <ul style="list-style-type: none"> • Redesign/update 'CEMA masthead' • Remove all "mailto:" links and replace with links to secure contact pages built using PHP • Create an overall theme (i.e. background colors, font colors, link decoration, etc.) • Add a search function <p>4. South Bay Labor Council Mary shared the "general" sessions are not directed towards topics of interest for CEMA. She questioned the value of her time in attending these meetings.</p> <p>5. Membership Services Committee Meetings will be held the second Monday of each month. This new committee needs committee members.</p> <p>6. Treasurers Report Glenn will send his report by email. He will meet with Donna later this week.</p> <p>7. Professional Development No report</p> <p>8. Tom's Replacement Discussed Tom's suggestions for the replacement process. Discussed the need for a better job requirement list.</p> <p>D. Executive Board attendance Mark placed the attendance into a spreadsheet and shared with the</p>	<p>Randy to send a message to Liaisons and post something about this on the website.</p> <p>Glenn to email the Treasurers report to the board members.</p> <p>Laura to begin process by creating a draft copy of the job requirements, then emailing the board. All board members should reply with their suggestions.</p>

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	<p>Board. All members appear to be in compliance with the suggested attendance standards as suggested in the By-Laws.</p> <p>E. Report from meeting with Tom Rudolph Laura shared a summary of the meeting with Tom Rudolph with the Board.</p> <p>F. Suggestions for Elections Committee Tom has suggestions and will get his list to Edna so she can make the appointment.</p> <p>G. Bargaining Committee status Tom shared his list of 25 names of members who said they are interested in being on this committee. It was noted, that not all departments are represented, and Tom will make an addition request to the departments to represented to attempt to have representation from all departments. Randy will staff this committee. The first meeting should be held in September.</p>	<p>Tom to email Edna his suggestions, Edna to appoint the committee at the first board meeting in September.</p>
<p>VII. Announcements/Kudos</p>	<p>CEMAGRAM deadline is Aug 18th (Next Board Meeting)</p> <p>Mary attended the retirement dinner for Kiri Torre.</p> <p>Thank you Richard for being our timekeeper, and keeping the meeting on time.</p>	<p>Board members who write articles are to get them to Randy by Monday, Aug 18th.</p>
<p>VIII. Next Agenda</p>	<p>Items to carry over identified.</p>	
<p>VIII. Meeting Evaluation and Adjournment</p>	<p>Meeting on time.</p>	