

Issue	Discussion	Outcome/Recommendations
<p>Next Meeting is on Sept 8, 11:00 AM 1654 The Alameda</p>		
<p>Attendance</p>	<p><u>Present:</u> Richard Rapacchietta, First Vice-President Dolores Morales, Second Vice-President Glenn Payne, Treasurer Mark Hand, Secretary Amando Cablas, Member-at-Large Laura Colunga, Member-at-Large Tammy Henry, Member-at-Large Mary Mitchell, Member-at-Large</p> <p><u>Others present:</u> Tom Starkey, CEMA Business Representative Randy Johnese, CEMA Business Representative Don Dietrich, OE3</p> <p><u>Absent:</u> Edna Esguerra, Board President</p>	
<p>I. Call to Order</p>	<p>Meeting called to order by Vice President at 11:07am</p>	
<p>II. Agenda Review and Approval</p>	<p>Motion to add Old Business after Consent Items today and for all future meetings. With a purpose of reviewing tasks from previous minutes.</p> <p>Under Action Items, Elections Committee appointment, Defer till 9/8/2008</p>	<p>m.s.a. Moved by Colunga, Second by Mitchell. All approved.</p>
<p>III. Old Business</p>	<p>Edna to contact Dolores, and request she setup the next meeting for the Dues committee.</p> <p>Board members who write articles are to get them to Randy by Monday, Aug 18th.</p>	<p>Dolores not able to participate, and Laura will take on this task.</p> <p>No one submitted a report for the CEMAGRAM. Randy leaves on vacation on Aug.</p>

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	<p>Laura to begin process of writing a better job description for Tom's replacement.</p>	<p>28th, so CEMAGRAM will be delayed. Reminded all members to submit their articles ASAP, to avoid more delays in publication.</p> <p>Laura was able to mail out draft, after is was reviewed by the board and OE3, Tom and Randy, it was decided we need a committee meeting asap to resolve this. The meeting is scheduled for Aug 28th at the CEMA office.</p>
<p>IV. Consent Items</p>	<p>Review and Approval of Minutes:</p> <p>Motion to approve minutes of Aug 4, 2008 with corrections.</p> <p>Motion to include Business Rep Reports with identifying information removed in future minutes.</p>	<p>m.s.a. Moved by Colunga, Second by Mitchell. All approved.</p> <p>m.s.a. Moved by Mitchell, Second by Morales</p>
<p>V. Action Items</p>	<p>Women's Equality Day Breakfast Motion to purchase 6 tickets.</p> <p>Jim McEntee Legacy Project Motion to donate \$100 to the project. After discussion, a Motion to amended to increase amount to \$500.</p>	<p>m.s.a Moved by Mitchell, Second by Morales. All approved.</p> <p>m.s.a Moved by Morales, Second by Cablas.</p>

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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>I. Representation Issues</p> <ol style="list-style-type: none"> 1. Continuing work with member regarding issuance of two reprimands. Working with the member to prepare response. Have advised the member to contact DFEH regarding discrimination complaint. 2. Met with member regarding Performance Appraisal Issue. Advised member about how to address concerns with content of supervisor's comments. 3. Working with members 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. Awaiting a response from Labor Relations to set up meeting.. 4. Continuing to work with member regarding ongoing issue of reasonable accommodations issues in the workplace. County has denied most recent request and member is challenging the denial. 5. Preparing Skelly Response for proposed 10 day suspension for member regarding many performance issues. Skelly Hearing is Tuesday 8/19/2008. <p>II. Other Issues</p> <ol style="list-style-type: none"> 1. Attended SBLC COPE meeting on 8/6/08. 2. Vacation days off 8/13,8/14 and 8/15 3. Attended Professional Development Meeting on 8/5/08 to assist with planning of Pete Kutras event. 4. Continued putting list of members interested in participating on Bargaining Council together. Sent out e-mail to departments where we don't have representation 5. Attended Retirement Party for Terri Lehan who was on PAC and worked at Campbell Library as a Community Librarian. 	

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	<p>Representation Report submitted by Randy Johnese Representation Issues</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 again: Decision still pending. Final update: Skelly officer issued a decision which dismissed the charge of insubordination but up held the charge of failing to maintain harmonious work relationships. The discipline was modified from a 1 week suspension to a letter of reprimand. I will assist the member in writing a rebuttal.</p> <p>I am representing two managers 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) Update: The Skelly Hearing was held for the manager and the decision is pending. The hearing for the supervisor is still pending a decision on whether the proposed discipline violates County policy.</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</p>	

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	<p>level employees who are FLSA exempt should then be limited to an 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. Update: I have spoken with Brian McKenna and he states that their position is that they will proceed with suspensions of less than 5 days but will not dock the employee’s pay. Essentially this means that, when a department wants to suspend an employee for less than a week, they will instead give them a short vacation with the distinction that it will carry disciplinary paper that will stay in the employee’s personnel file forever.</p> <p>I am meeting with Supervising Clerks in Probation towards a reclassification and / or realignment.</p> <p>I met with a member over several time keeping / payroll issues as well as a uniform concern. I have requested to meet and confer with the department over all of these issues but as of yet have not received any response.</p> <p>CEMA Website</p> <p>I have begun the redesign of the website. The first goal is to redo the home page which includes sprucing up the masthead, archiving all of the old material and changing our contact links from ‘mailto:’ links to a scripted contact page that will be less vulnerable to spam bots and internet pirates.</p> <p>CEMAGRAM</p> <p>Please have your CEMAGRAM copy (articles or columns) to me at Executive Board meeting today (8/18/2008).</p> <p>VACATION</p> <p>I will be on vacation from August 28th - September 8th.</p>	

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	<p>B. President's Report No report.</p>	
	<p>C. Committee Assignments and Reports</p> <p>1. Dues Committee Need to schedule a meeting</p> <p>2. Political Action No one attended the District 90 Meeting.</p> <p>Cortese and Hobbs are seeking volunteers for the next portion of the campaigns. More member need to show support by participation in the campaigns. Websites will have current information on how to participate.</p> <p>3. Communications Committee Will draft what the Jim McEntee Plaque will say at the next meeting.</p> <p>4. South Bay Labor Council There is an opening for a new delegate of SBLC. At the meeting on the 25th, they will describe what a dual endorsement means COPE meeting is tonight.</p> <p>Motion to give \$500 to each candidate, Hobbs and Cortese.</p> <p>5. Membership Services Committee</p>	<p>Laura to schedule meeting for 2nd survey.</p> <p>Amando will get the dates of the events to Randy for posting on the CEMA website.</p> <p>Committee to bring suggestion to next Meeting.</p> <p>m.s.a. Moved by Cablas, Second by Morales. All in favor.</p>

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	<p style="text-align: center;">6. Treasurers Report</p> <p><u>Balance Sheet Review</u> (detail as of 6-30-2008): CEMA’s assets primarily consist of cash (\$335K) in checking accounts and certificates of deposit. There are small balances (approximately \$2K each) in the postal fund and in net (of accumulated depreciation) fixed assets.</p> <p>Since year-end, total assets and equity (each \$339K) have increased by \$13K as a result of YTD net income.</p> <p><u>Income Statement Review</u> (six months from January through June 2008): I’ve structured the income statement to show the “discretionary” funds available after subtracting the dues and per capita fees paid to OE3 and South Bay Labor Council from the total dues and interest income. For the six months, there were discretionary funds available of \$40K (\$276K revenue minus \$236K dues and fees).</p> <p>I’ve also included revenue and expense detail for the three major categories (Operating, Political, and Programs) that we account for. For the Operating Account, I’ve added a percentage column that shows what percent of discretionary income the expense line is.</p> <p>Year-to-date, the Operating Account shows net income of approximately \$16K. The major expenses have been Consulting Fees (for Santalynda - completed) of \$7.1K (17.9% of discretionary income), Board Expenses-Scholarship of \$6K (now broken out as a separate line item, 15.1% of discretionary income), and Accounting Fees Of \$3.3K (8.3% of discretionary income).</p> <p>The Political Account shows a deficit of \$1K. There is a prior-year surplus of \$7.7K in restricted equity that can be used to cover any deficits incurred this year.</p> <p>The Program Account shows a deficit of \$0.6K.</p>	

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	<p>On a consolidated basis, there is <u>YTD net income of \$13K.</u></p> <p><u>Membership Review:</u> We started the year with 1,200 dues-paying members. As a result of retirements early in the year (due to members taking advantage of the pension benefit enhancement to 2.5% at 55), we lost about 20 members. As of June, there were 1,174 dues-paying members. This count has been relatively stable since the end of February. Currently, about 79.6% of CEMA employees are dues-paying members (1,172 of 1,471).</p> <p>7. Professional Development Next event is 10/17/2008, Pete's farewell dinner. The Top 10 things he learned while working with the County. Event will be at the Wyndham Hotel.</p> <p>7. Member Services Committee Richard has recruited 3 members for the committee, the first meeting will be in September. Randy will be the Staff.</p> <p>8. Tom's Replacement Committee Amando, Laura, Glenn, Richard and Edna will meet on Aug 28th. Don knows of 2 potential candidates. A timeline was discussed. Nov 3rd, Hire Date Oct 3 thru 17, Job offer Sept 15 thru 30, Interviews Sept 8th, Begin advertising for applicants Sept 3rd, Job requirements</p> <p>9. Bargaining Council Tom shared list of interested members. Will discuss at next Board Meeting</p> <p>10. Elections Committee</p>	

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	Deferred till next board meeting.	
VII. Announcements/Kudos	Glenn reminded the board that we need to do better at taking turns speaking. Meeting ended on time.	
VIII. Next Agenda	Items to carry over identified.	
VIII. Meeting Evaluation and Adjournment	Meeting on time. Adjourned at 1pm.	