

| Issue  | Discussion  | Outcome/Recommendations   |
|--|---|---|
| <b>Next Meeting is on Sept 22, 11:00 AM 1654 The Alameda</b> |   |   |
| Attendance   | <p><u>Present:</u><br/>                     Edna Esguerra, Board President<br/>                     Richard Rapacchietta, First Vice-President<br/>                     Dolores Morales, Second Vice-President<br/>                     Glenn Payne, Treasurer<br/>                     Mark Hand, Secretary<br/>                     Laura Colunga, Member-at-Large<br/>                     Mary Mitchell, Member-at-Large</p> <p><u>Others present:</u><br/>                     Tom Starkey, CEMA Business Representative<br/>                     Randy Johnese, CEMA Business Representative<br/>                     Don Dietrich, OE3</p> <p><u>Absent:</u><br/>                     Amando Cablas, Member-at-Large<br/>                     Tammy Henry, Member-at-Large</p> | Arrived 11:31am   |
| I. Call to Order   | Meeting called to order by Vice President at 11:07am  | Chair turned over to President at 11:31am   |
| II. Agenda Review and Approval                               | Add Santa Lynda Update  |   |
| III. Old Business  | <p>Next Dues Committee Meeting Date - Laura</p> <p>CEMAGRAM Articles</p> <p>Dates for Cortese and Hobbs fund raising events posted on web - Amando</p>  | <p>Laura can ask someone else to take this on, Mark agreed to schedule next meeting.</p> <p>Everyone reminded CEMAGRAM is now past our deadline</p> <p>Amando was absent, defer till next meeting</p> |

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| IV. Consent Items                   | Review and Approval of Minutes:<br><br>Motion to approve minutes of Aug 18, 2008   | m.s.a.<br>Moved by Morales<br>Second by Mitchell<br><br>All approved.   |
| V. Action Items                     | <p><b>Jim McEntee Legacy Project</b><br/>                     Plaque to read:<br/>                     In memory of long time CEMA member and CEMA activist, Jim McEntee</p> <p>Election Committee Appointments</p> <p>Bargaining Council</p>  | m.s.a<br><br>Moved by Mitchell<br>Second by Morales<br>All approved.<br><br>Edna has 1 interested member. Appointment deferred at this time.<br><br>List submitted and email will be sent inviting to initial meeting by Tom. |
| VI. Informational Discussion Topics | <p><b>A. CEMA Business Representatives Report</b></p> <p><b>Representation Report submitted by Tom Starkey</b></p> <p><b>I. Representation Issues</b></p> <ol style="list-style-type: none"> <li>1. Approved two reclassifications, one in Facilities and Fleet where are Accountant Assistant was reclassified into CEMA into an Associate Management Analyst B and the second one was in ISD where a Geographic Information Systems Tech (521) was reclassified to a new position of County Geographic Information Systems Analyst (CEMA)</li> <li>2. Working with major reclassification studies of the Senior Emergency Planning Coordinators in OES and the Emergency Medical Coordinators</li> </ol> |   |

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|       | <p>in Public Health.</p> <ol style="list-style-type: none"> <li>3. Working with members in ISD regarding new requirement to be on-call and to respond within one hour. Meeting to be held on September 11, 2008.</li> <li>4. Assisting member who will be issued lay-off notice before January 1 due to Federal Grant Focus change and the need for a different classification to carry out Grant responsibilities.</li> <li>5. Awaiting Skelly decision on proposed 10 day suspension for member regarding many performance issues. Skelly Hearing was held Tuesday 8/19/2008.</li> <li>6. Met with members about participating in team building with higher level managers. Members not willing to participate.</li> <li>7. Met with members at Children’s Shelter about potential closure of the facility by December 2009. Future meetings will be scheduled with them after we meet with the Department on the issue which is scheduled for 9/9/08.</li> <li>8. Met with member regarding potential disciplinary issue and repayment issue regarding 8 years of inaccurate mileage claims.</li> <li>9. Met Assistant Mental Health Director and member regarding reassignment of member into another code due to code being eliminated due to unclassified status. Department offered he a vacant code to go into to resolve problem. A small pay cut be was acceptable to member.</li> <li>10. Met with two members to work through conflict issues they had between themselves. All agreed it was a productive session.</li> <li>11. Met with EAP staff who wants CEMA to help them kick off a 8 hour workshop in County Wise on working with Conflict Skills for Managers and Supervisors that works with the Crucial Conversations training. They need a list of suggested participants.</li> <li>12. Did the Termination Hearing in Randy’s place for a Member on</li> </ol> |                         |

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|       | <p>September 5, 2008. Personnel board upheld the termination 5 to 0.</p> <p><b>II. Other Issues</b></p> <ol style="list-style-type: none"> <li>1. Vacation days off 8/20,8/21 and 8/22</li> <li>2. Continued putting list of members interested in participating on Bargaining Council together.</li> <li>3. Attended CELA meeting on 8/23. Next meeting on 9/23 Need to have identified CEMA leadership present.</li> <li>4. Attended meeting with Glenn and Donna regarding accounting issues. Productive meeting.</li> </ol> <p>Randy was on Vacation, and has no report.</p> |                         |
|       | <p><b>B. President's Report</b></p> <p>Edna shared thank you letters from the candidates CEMA has been supporting.</p> <p>October 1st is the deadline for reservations to Pete's retirement celebration. It will be in the Barrett Ballroom at San Jose State University. October 16th, 5:30pm.</p>  |                         |
|       | <p><b>C. Committee Assignments and Reports</b></p> <p><b>1. Dues Committee</b><br/>Need to schedule a meeting</p> <p><b>2. Political Action</b></p> <p>Need to get more members involved. Richard Hobbs needs help doing prescient walking and fund raising.</p> <p>Should CEMA consider our own fund raising event for Richard?</p>   |                         |

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|       | <p>Measure A needs money, PAC recommends \$4000 donation. Motion to donate \$4000 from the PAC reserve to help support Measure A.</p> <p><b>3. Communications Committee</b><br/>Website redesign continues.</p> <p><b>4. South Bay Labor Council</b><br/>Dolores attended. There was a heated discussion on supporting candidates, CEMA shared our reasons for our support. Local 3 support CEMA on the issues.</p> <p><b>5. Membership Services Committee</b><br/>No report</p> <p><b>6. Treasurers Report</b></p> <p><b><u>Balance Sheet Review</u></b> (detail as of 7-31-2008):<br/>CEMA’s assets primarily consist of <b>cash (\$343K)</b> in checking accounts and certificates of deposit. There are small balances in the postal fund (\$1K) and in net (of accumulated depreciation) fixed assets (\$2K).</p> <p>Since year-end, total <b>assets and equity (each \$346K) have increased by \$20K as a result of YTD net income.</b></p> <p><b><u>Income Statement Review</u></b> (seven months from January through July 2008):<br/>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 seven months, there were <b>discretionary funds available of \$42K</b> (\$318K revenue minus \$276K dues and fees).</p> | <p>m.s.a.<br/>Moved by Hand<br/>Seconded by Mitchell<br/>All Approved</p> |

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|       | <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 <b>Operating Account has net income of approximately \$17K</b>. The major expenses have been Consulting Fees (for Santa Lynda - completed) of \$7.1K (16.9% of discretionary income), Board Expenses-Scholarship of \$6K (now broken out as a separate line item, 14.3% of discretionary income), and Accounting Fees Of \$3.9K (9.2% of discretionary income).</p> <p>The <b>Political Account has a deficit of \$2K</b>. 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 <b>Program Account has income of \$5K</b>.</p> <p><b>On a consolidated basis, there is <u>YTD net income of \$20K</u></b>.</p> <p><b><u>Membership Review:</u></b><br/>                 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 July, there were 1,166 dues-paying members.</p> |                         |

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|   | <p><b>7. Professional Development</b><br/>                     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. The committee will be meeting September 23rd.</p> <p>Pete's public retirement dinner is 49.80 for tickets. Dolores will email information to board.</p> <p>Dolores ask for more input from CEMA board and members on "What we have learned" from Pete.</p> <p><b>8. Member Services Committee</b><br/>                     First meeting will be next week.</p> <p><b>9. Tom's Replacement Committee</b><br/>                     The Job specs are done, Tom will finalize for approval by email. Then Don will begin the searching process.</p> <p><b>10. Bargaining Council</b><br/>                     Deferred till next meeting</p> <p><b>11. Elections Committee</b><br/>                     Edna has 1 interested member, and she continues to look for 3 or 4 more.</p> |                         |
| <p>VII. Announcements/Kudos</p>                 | <p>Edna gave Kudos to Richard for starting the meeting in her absence</p>   |                         |
| <p>VIII. Next Agenda</p>                        | <p>Santa Lynda Update - Ran out of time to discuss this at this meeting.</p>  |                         |
| <p>VIII. Meeting Evaluation and Adjournment</p> | <p>Good meeting. We had some confusion on the agenda, and will be sure to follow agenda next meeting.</p> <p>Adjourned at 1:02pm</p>  |                         |