

CEMA
Executive Board Meeting Minutes
September 12, 2005
11:00 AM to 1:00 PM

Members Present: Edna Esguerra, Board President
Sheila Stevens, Immediate Past President
Richard Rapacchietta, First Vice-President
Peter Pham, Treasurer
Mary Mitchell, Member-at-Large
Dolores Morales, Member-at-Large
Consuelo Collard, Board Secretary

Members Absent: Mark Hand, Second Vice-President
Carole La Barbera, Member-at-Large
Amando Cablas, Member-at-Large

Others Present: Tom Starkey, Lead CEMA Business Representative
Randy Johnese, CEMA Business Representative

I. CALL TO ORDER

Edna Esguerra, Board President, called the meeting to order at 11:05 AM.

II. AGENDA REVIEW AND APPROVAL

Executive Board members present reviewed and approved the Agenda.

III. CONSENT ITEMS

- A. Review and approval of Executive Board meeting minutes for August 15, 2005.**
A correction to page three, item 1 under Randy Johnese's report, the first sentence should state "He met with Sue Murphy, Joan Smith, David Wright, and Dave Manson regarding the RNPA agreement and the impact on CEMA positions". After noting this correction to the minutes, Richard Rapacchietta and Dolores Morales moved and seconded for approval of the corrected minutes. The minutes were approved as corrected.

IV. ACTION ITEMS

- A. Review of Amended Board Responsibilities, Principles and Value Pledge.** After everyone present had reviewed the amended pledge, Mary Mitchell and Richard Rapacchietta moved and seconded for approval of the statement of Board Responsibilities, Principles and Values. The pledge was approved. Richard Rapacchietta will print the statement on large flip chart paper for posting it in the CEMA office's conference room where the Executive Board meets regularly. This will

ensure that the Board is continuously aware of the pledge when discussing CEMA business and issues.

- B. Time Keeper for Executive Board meetings.** In discussing this item, Board members agreed that a meeting timekeeper would be needed for all the Executive Board meetings. Also, the Board members agreed that primary and secondary timekeepers should be designated to ensure time allotted for discussion of items is carefully observed. At the conclusion of the discussion, Richard Rapacchietta volunteered to be the primary timekeeper and Mary Mitchell the secondary timekeeper. All Board members thanked Richard and Mary for their willingness to undertake the meeting timekeeper role.

V. INFORMATIONAL DISCUSSION TOPICS

- A. Business Representatives' Report.** Tom Starkey provided the Board with the dates scheduled for CEMA Membership meetings for the 2006 Contract Campaign Kick-Off. Meetings are scheduled to begin this week as follows:

Wednesday, September 14, at 1555 Berger Dr., Bldg. 2, from 11:30 AM to 1:30 PM;
Friday, September 16, at 2400 Clove Dr., VMC Campus, from 11:30 AM to 1:30 PM;
Friday, September 16, at 2400 Clove Dr., VMC Campus, from 4:00 PM to 6:00 PM;
Monday, September 19, at the Isaac Newton Center, from 11:30 AM to 1:30 PM.

All Board members agreed they would attend the various membership meetings as their individual schedules allow. Board members then discussed logistics and management of the meetings, e.g., availability of an alphabetical membership list to identify all full paying CEMA members; availability of membership applications for interested potential new members; name tags for everyone in attendance; pencils, pens, writing pads, etc. Edna asked that all Board members arrive early to the meetings to help set-up the registration desk and meeting room.

Flyers about the membership meetings still need to be distributed; Tom and Edna noted that the Hospital needs added effort and Edna and Randy agreed to walk through it distributing flyers. Tom reported that he recruited three new site liaisons last week and the Board members suggested that site liaisons help with distribution of flyers to show activism on the part of CEMA members.

Tom reviewed a draft Agenda for the membership meetings containing three parts of the campaign: 1) Organizing members; 2) Recruiting members (new, site liaisons, and contract action committee); and 3) Negotiation approach recommendation for communicating with Department Heads, and the County Executive's Office during the negotiations process.

The Contract Action Team will include anyone who wants to sign up and will help with showing up at rallies, wear CEMA support buttons, and may be asked to sit in negotiations meetings in support of the CEMA's Negotiations Committee.

The Board members present then reviewed in detail Tom's proposed Agenda for the membership meetings. Tom noted the importance of obtaining members' support for the Interest Based Bargaining negotiating strategy and for obtaining input from all members regarding significant issues they want addressed during the negotiations

process. The membership meetings will not be the only opportunity for members' input, other surveys will follow. Sign-up cards will be distributed at the membership meetings for the Contract Action Committee and the role of the CAC members will be discussed further. The goal is to collect 500 cards signed by members.

Tom noted too that the membership meetings are a great opportunity to talk about Proposition 75 in some detail and to explain to members the importance of having a political voice and give examples of where this has worked, e.g., the recent library measures, CALPERS, etc. The impact of the approval of Proposition 75 is that it would affect CEMA's PAC's ability to raise funds and would undermine the effectiveness of political actions.

Tom passed around a button used by the Alameda Middle Managers Association and noted that CEMA needs to have one. When the new logo for CEMA is approved, the idea of buttons for CEMA members will be reviewed again.

Tom reported that CEMA's membership is at 1,114 as of pay period 18. The Superior Court Chapter has signed up several new members. The pending OE3 applications are down to approximately 183.

Tom and Randy recommended a change of database from Excel to Access for easier management of CEMA members' information. CEMA members' information is still kept separate from the OE3 database because of the need for special codes such as position code numbers, sites, etc. Tom and Randy also recommended that Rachel be trained in how to use Access software. Tom will obtain additional information about costs involved for this and will report back to the Executive Board.

Randy reported that Steve helped with updating his PC to XP and discovered that none of the laptops have anti-virus software. Steve recommended that CEMA purchase anti-virus software. Randy noted that the server operates on XP Home and only a limited number of PCs can operate at once. The cost to upgrade would be approximately \$180 plus \$80 per hour for Steve's time. Currently, CEMA has three PCs, two laptops, and one color printer. Mary Mitchell and Richard Rapacchietta suggested that CEMA obtain an institutional license rather than individual licenses for each piece of equipment. Randy agreed to do a cost analysis and report back to the Board.

- B. President's Report.** Edna reported that she and Dolores Morales attended the OE3 picnic and had lots of fun with many activities for families and children. They met some new people from OE3, and Edna encouraged all Board members to attend the picnic next year.

A Comedy Fundraiser for Jim Beall's candidacy will be conducted at the Camera 12 in downtown San Jose. The tickets are \$75 to \$150 each. The PAC will consider attendance at this event at their October 8 meeting from 12:45 to 3:00 PM.

A thank you card from CEMA scholarship awardee, Carl Gilbert, was received. Notice was received from the County about Leode Franklin's retirement. A copy of a list of labor studies classes at San Jose City College was distributed to all Board members;

Edna encouraged Board members to take advantage of the tuition reimbursement program and take some of the courses listed.

There was a brief discussion about picking up checks from the CEMA Accountant. The checks should be ready by 9:00 AM on Mondays the day of the Executive Board meeting. Peter agreed he would pick up the checks on his way to the meeting. If he is unable to do it, he will contact Tom so he can pick them up. The next Executive Board meeting is scheduled for September 26 for check pick-up.

There was a brief discussion about the need for nametags for Board members and a banner for CEMA. Sheila will follow-up in tandem with the logo proposals from the Communications Committee.

- C. Communications Committee Report.** Consuelo and Randy reminded all Board members that the CEMAGram should be reviewed by everyone to help catch grammatical errors or misspelled words. Randy will email the CEMAGram to Board members' home address if preferred or needed.

- D. Political Action Committee.** Sheila and Tom reported that at the previous PAC meeting, activities were planned well into the Fall in 2006. There is still a need to identify funds for Proposition 75 and resources by the end of 2006. The PAC recommends that all funds available be spent; approximately \$7,800 will be available next calendar year plus approximately \$4,000 remaining from this year. The spending cap for State elections is \$3,200 and \$500 each for Board of Supervisors, Assessor, District Attorney, and Sheriff. It is anticipated that these funds would be contributed in 2006. The PAC estimated that a minimum of \$5,200 would be needed for the November 2006 elections. The PAC meets on Thursday and everyone is invited to attend.

PAC recommended endorsement of a contribution toward the defeat of Proposition 75. In an attempt to educate all CEMA members, a special notice will be sent to all regarding Proposition 75. Sheila moved and Dolores seconded that the CEMA Executive Board support a No vote on Proposition 75. The motion was approved.

- E. Professional Development Committee Report.** Mark encouraged all Board members to attend the September 28 luncheon at Lou's Village. The speaker will be Mr. Dan Millman who will speak about Balancing Work and Life.

- F. Membership Committee Report.** Tom and Mary met and looked through a roster of potential candidates for this committee. Several names were suggested. Edna will make a recommendation for hospital members. The Membership Committee Meetings will kick off in November. Sheila recommended that someone contact Raul and ask him about nominees for this committee; SSA should have members in this committee as well.

VI. ANNOUNCEMENTS/KUDOS

Sheila reported that the Women's Equality Breakfast was very good; Dolores Huerta was a great speaker.

Peter announced that one Audit Committee members moved to SSA. Information on the per capita payment to OE3 was requested and Tom will forward this to Edna for giving to the Audit Committee.

Peter noted that his Department has lost several positions and currently has only 1.5 Analyst positions responsible for 60 contracts.

Edna announced that her clinic moved. The old Chaboya Clinic is now being set up for the Katrina hurricane evacuees. Social Services, the Red Cross, and other agencies and services will be available to the displaced families. Some clients have been seen already. Edna's new phone and fax numbers are: 408-817-1446 and 408-817-1435, the address is 500 Tully Road.

Mary Mitchell announced her new phone number is 408-808-3481. These changes need to be reflected on the CEMA website.

VII. DEVELOPMENT OF AGENDA FOR NEXT MEETING.

Please forward to Consuelo for compilation all new Agenda items for the next meeting.

VIII. MEETING EVALUATION

Comments made about meeting improvements included: 1) it ended on time; 2) need to add more time for the Business Representatives' reports; 3) separate Agenda items for Tom and Randy.

IX. MEETING ADJOURNMENT

As all the Agenda items had been discussed, Richard Rapacchietta and Mary Mitchell moved and seconded to adjourn the meeting. The meeting ended at 1:02 PM.

Filename: Meeting Minutes 9-12-2005.doc
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Data\Microsoft\Templates\Normal.dot
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