



CEMA
Executive Board Meeting Minutes
November 6, 2006
11:00 AM to 1:00 PM

PRESENT: Sheila Stevens, Immediate Past President
Richard Rapacchietta, First Vice-President
Mark Hand, Second Vice-President
Peter Pham, Treasurer
Mary Mitchell, Member-at-Large
Dolores Morales, Member-at-Large
Amando Cablas, Member-at-Large
Consuelo Collard, Board Secretary

ABSENT: Edna Esguerra, Board President

OTHERS PRESENT: Tom Starkey, CEMA Lead Business Representative
Randy Johnese, CEMA Business Representative

I. CALL TO ORDER

A. Call to Order. Richard Rapacchietta, First Vice-President, called the meeting to order at 11:08 AM.

II. AGENDA REVIEW AND APPROVAL

A. Everyone reviewed and approved the Agenda for the meeting.

III. CONSENT ITEMS

A. Review and Approval of Executive Board Meeting Minutes for October 2, 2006.
Mark Hand and Amando Cablas moved for approval of the minutes of the Executive Board meeting on October 2, 2006, as written. The minutes were approved.

B. Review and Approval of Executive Board Meeting Minutes for October 16, 2006.
Mark Hand and Amando Cablas moved for approval of the minutes of the Executive Board meeting on October 16, 2006, as written. The minutes were approved.

IV. ACTION ITEMS

A. Ken Yeager Welcoming Reception. Sheila Stevens noted that Mr. Ken Yeager is a new member of the Board of Supervisors and suggested that CEMA host a reception for him and the membership invited to attend. The PAC will plan an event in February 2007 and make a recommendation to the Board to consider hosting the reception and making it a fundraising event for PAC. Amando Cablas and Sheila Stevens moved for approval for PAC to proceed with planning, estimating a budget, and making a recommendation for the Board's consideration for a reception for Ken Yeager in February 2007. The motion was approved.

B. Process for Meeting with the Board of Supervisors Regarding Budget Cuts.

Edna, Randy, and Tom will meet soon with Pete Kutras to discuss how the budget cuts and anticipated layoffs will be planned. Richard Rapacchietta and Amando Cablas agreed to serve as back-ups if Edna is unable to attend the meeting.

A recommendation will be made to Mr. Kutras that all budget cuts be done across the board. The County's budget deficit is approximately \$120 for 2007, and it is estimated at \$200 million in 2008. Board members present offered suggestions and developed a short list of specific topics for discussion at the meeting, including the following:

- Cuts should be proportional among all bargaining organizations;
- Any staff reductions should be reflected in reduction of services;
- CEMA's position regarding the County's span of control arguments;
- Review upcoming retirements carefully and determine if functions are needed;
- All proposed reductions should be reviewed carefully and management's functions preserved.

V. INFORMATIONAL DISCUSSION TOPICS

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

- The Liaison Training is scheduled for Wednesday, November 8, 2006, at the Wyndham Hotel on North First Street in San Jose.
- He is on call for Jury Duty this week; Randy will fill in for Tom if he is called to serve and unable to attend the Liaison Training.
- Edna will not be able to attend the Liaison Training as she is out of town.
- Richard Rapacchietta will attend the Liaison Training and give the welcoming address for attendees.
- Don Dietrich, Director of the Local OE3 Public Employees Division will attend the Liaison Training as well and introduce himself to the attendees.
- Approximately 30 CEMA Liaisons will be present at the training; approximately 15 are new liaisons.
- The training will include a discussion about communications with the CEMA membership; bulletin board kits will be distributed to everyone, and a list of members and non-members.
- The language for the County-CEMA 2006 Contract has been finalized and the document signed by all parties. The Contract is ready to go to the printers for copies for all CEMA members. The cover page for the new Contract will be pink.
- Tom noted that the OE3 Contract language calls for dues increases when wages are increased. The Board will need to review this issue in detail and discuss options and possible actions in the near future.
- Work has continued on at least six (6) confidential disciplinary personnel actions pending.
- The HR Managers' proposed reclassification process remains pending.
- A membership meeting will be scheduled soon with the Superior Court Chapter.
- Tom encouraged all Board members to work with the South Bay Labor Council in order to build a relationship. Local OE3 will be walking precincts on Saturdays for Cindy Chavez.

B. CEMA Business Representative's Report. Randy Johnese reported the following:

- Work continues on behalf of CEMA members that have working difficulties with their immediate supervisors.

- Work in support of the Probation Department continues; Local 1587 settled their contract with the County. As a result of the contract agreements made, the Supervising Probation Counselors in the day shift would make 2.9% more than the Supervisors in the evening shift. The issue was brought to the attention of management and the response was that nothing could be done. If necessary, the concern will be brought to the attention of the Board of Supervisors. Review and discussion meetings on this issue will be scheduled and hopefully resolved before the County's budget hearings.

C. President's Report. In Edna's absence, Richard Rapacchieta reported the following:

- Edna's desires to discuss the presence of Local 715 members at the October CEMA Luncheon and determine if any policies and procedures need to be developed and followed for establishing open lines of professional communications and understandings with other labor organizations.
- Similarly, a process needs to be developed for reviewing issues that arise outside the Executive Board meetings. Some Board members recalled having discussed this issue at a previous meeting; Consuelo will research her notes and previous meeting minutes to determine what discussions have taken place and what decisions, if any, have been made.
- CEMA members need to be designated for serving in the committees established by the 2006 Contract with the county. Two committees were established as follows:
 - ✓ **One** – to streamline the current performance appraisal process for CEMA employees and regional health care cost containment;
 - ✓ **Two** – Possible cost effective changes for use and access by CEMA members to their accrued STO balances.

D. Political Action Committee Report. Tom Starkey and Sheila Stevens reported the following:

- The PAC will review and updating the current plan; the process will begin at the November 16 meeting of the committee.
- PAC has initiated discussions about the need for political education for CEMA members. More information will be shared as it develops.
- The budget for PAC needs some attention; additional funds are needed. Discussions regarding a fundraising event will continue and Board members will be presented with recommendations.

E. New Contract Committees Follow-up. Tom Starkey reported the following:

- Brian McKenna, Labor Relations Manager for the County, has indicated that he would prefer to utilize the Interest Based Bargaining (IBB) method in working with the two committees established under the 2006 Contract.
- CEMA members attending the Liaison Training will be reminded of the formation of these committees and asked to volunteer to work with them.
- CEMA members that have expressed an interest in serving in the first committee include: Edna Esguerra, Sheila Stevens, Laura Cunningham, Diane Moore, and Tom Starkey providing staff support.
- A meeting was already held regarding health care cost containment. The meeting included the County, Local 715, and a representative from a statewide regional committee of public and private organizations. Randy attended the first meeting and Tom will attend future meetings.

- The STO Committee will be formed and meet in February through March 2007. A final recommendation would be made to Labor Relations in May 2007. This item will be placed on the Agenda for further discussion at the next Executive Board meeting.

F. Election Committee Report. Sheila Stevens reported the following:

- A copy of her email to Tom and Randy outlining the process after the deadline of November 17, 2006, for the petitions for Board elections, was briefly reviewed with Board members.
- One more Member-at-Large is needed to fill the current vacancy, preferably from work sites not currently represented on the CEMA Executive Board.
- The vacancy on the Executive Board will be mentioned also at the Liaison's Training and members encouraged to run for election for a two-year term.
- The ballots are due back on December 15, 2006, by 5:00 PM, and will be counted immediately after the deadline. A different ballot will be needed for CEMA members from the Superior Court Chapter.
- Sheila recommended that self-addressed stamped envelopes be included with the ballots, and a discussion on the pros and cons ensued. After the discussion, Mark Hand and Mary Mitchell moved for approval to include a self-addressed stamped envelope for ease and convenience in the return of CEMA members' ballots. The motion was approved.

G. Professional Development Committee Report. Mark Hand reported the following:

- The committee will meet on Tuesday, November 7, 2006, at 12:00 noon in the CEMA office.
- The committee will discuss the Appreciation Breakfast for the CEMA Ticket Sellers, and will decide on the speaker for the December Luncheon.

H. Communications Committee Report. Randy Johnese and Consuelo Collard reported the following:

- The committee met in October and discussed the CEMA banner. A banner measuring 2ft. X 6ft. will cost approximately \$50.
- Rachel Martinez located a vendor for the Board members' name badges for special events and will obtain a sample for consideration.
- Envelopes and stationery will be available soon once printed with the new logo.
- The new Adobe Creative Suite software purchased recently has been installed and Randy has started using it beginning with the tutorials.
- A new version of Professional Acrobat is needed to run the new software at a cost of \$99. Also, additional RAM memory is needed for Randy's PC. Both Tom's and Randy's PCs need new sound cards for the tutorials for the new software. Amando Cablas and Mary Mitchell moved for approval of up to \$500 for purchasing these items. The motion was approved.

I. Membership Committee Report. Tom Starkey and Mary Mitchell reported the following:

- Because of other priorities, a committee meeting has not yet been convened; one will be scheduled soon.

J. Scholarship Committee Report. Dolores Morales reported the following:

- Two applications were received for the remaining Public Service scholarship. However, neither applicant appears to qualify.

- The committee will review the applications carefully and make a recommendation to the Board.

K. CEMA Board Members Meeting Attendance Report. Richard Rapacchietta and Consuelo Collard distributed a summary Executive Board Meeting Attendance Report from January 2006 through the end of October 2006. The report shows the percentage of meetings attended by Board members during the calendar year. It is intended to provide feedback and ensure continued awareness of the CEMA Bylaws requirement for a minimum 80% attendance at meetings.

L. OE3 Political Process Review. This item was tabled for future discussion.

VI. ANNOUNCEMENTS/KUDOS

A. The following announcements were made:

- Dolores Morales ran to be elected to the Bylaws Committee of Local OE3 and came in second;
- The CYO Dinner on Thursday, November 9, 2006, is semi-formal and begins at 6:00 PM.
- The County and the Supervisors' Chapter of Local 535 have reached a tentative agreement and members will vote on it soon.

VII. DEVELOPMENT OF AGENDA FOR NEXT MEETING

A. Agenda items should be submitted to Consuelo Collard. The following items will be on the Agenda for the next meeting:

- STO Committee
- OE3 Contract Language Regarding Dues.

VIII. MEETING EVALUATION

A. Board members noted that today's was a very good and productive meeting.

IX. MEETING ADJOURNMENT

A. As all the Agenda items had been discussed, Dolores Morales, Amando Cablas, and Mark Hand moved for adjourning the meeting. The meeting ended at 1:05 PM.