



**CEMA**  
**Executive Board Meeting Minutes**  
**November 7, 2005**  
**11:00 AM to 1:00 PM**

- Members Present:** Edna Esguerra, Board President  
Richard Rapacchietta, First Vice-President  
Mark Hand, Second Vice-President  
Peter Pham, Treasurer  
Mary Mitchell, Member-at-Large  
Carole La Barbera, Member-at-Large  
Dolores Morales, Member-at-Large  
Consuelo Collard, Board Secretary
- Members Absent:** Sheila Stevens, Immediate Past President  
Amando Cablas, Member-at-Large
- Others Present:** Tom Starkey, Lead CEMA Business Representative
- Others Absent:** Randy Johnese, CEMA Business Representative

**I. CALL TO ORDER**

Edna Esguerra, Board President, called the meeting to order at 11:00 AM.

**II. PRESENTATION TO THE BOARD**

The presentation to the Board by Arline Harmon, Public Health Nurse Manager, Disease Prevention and Control, was tabled for the next meeting.

**III. AGENDA REVIEW AND APPROVAL**

All Board members present reviewed and approved the agenda for the meeting.

**IV. CONSENT ITEMS**

Consuelo distributed to everyone copies of the Executive Board meeting minutes for September 12, September 26, and October 3, 2005. After a brief discussion, everyone agreed to take the minutes with them, read and review them, and let Consuelo know by email if any changes or corrections are needed and whether the minutes are approved.

**V. ACTION ITEMS**

There were no action items on the agenda for Board review.

## VI. INFORMATIONAL DISCUSSION TOPICS

**A. Lead CEMA Business Representative's Report.** Tom Starkey reported the following:

- As of October 9, pay period 20, the number of CEMA members rose to 1,131;
- Prior to the new OE3 applications the number of CEMA members that had opted out of political contributions had remained at approximately 100. At the Board's request, the new OE3 applications beginning in May 2004 to November 2005 were re-counted and the number of members opting out of political contributions is approximately 333. Tom will provide the Board with the actual count of members opting out of political contributions at the next meeting. Tom will also contact CEMA's Accountant, Donna Le, to give her the new number for budget adjustment. Peter noted that asking the Accountant do extra work will cost extra. Edna asked about Local OE3's bylaws and whether members can also opt out of their political contributions. Tom indicated OE3 requires members to write a letter asking that this be done. Edna said that this issue needs to be reviewed with OE3 and asked that Tom invite Kurt to attend the first CEMA Executive Board meeting in December to review this issue. Tom indicated he would follow-up.
- Tom has been helping Randy with confidential personnel issues in VMC and in the Superior Court.
- An issue has come up in SSA-DEBS regarding a hold harmless agreement with the Local 535 Chapter that concerns CEMA members. Tom met with Christine Baucus about this issue and will meet again with the SSA-DEBS CEMA members to share information. Tom will keep the Board informed as this issue progresses.
- CEMA site liaison recruitment continues; the CAT cards have resulted in some volunteers for liaisons and this has helped fill some blank spots at the Pharmacy and Parks and Recreation.
- Tom will meet with Luke on November 29, 2005, to discuss what is happening with CEMA, the upcoming contract negotiations, the IBB process, etc.

**B. CEMA Business Representative's Report.** Tom reported that he has helped pick-up calls coming in to Randy in his absence. Work items pending for Randy include updating the CEMA website; the membership surveys are coming in – approximately 200 have already been received; and a meeting with Luke needs to be re-scheduled to finalize the implementation of the FLSA changes that occurred last year. Tom reminded everyone that November 21 (next Board meeting) is the deadline for CEMAgam articles and a year-end report.

**C. Treasurer's Report.** Peter reported that he continues to work with CEMA's Accountant, Donna Le, in reviewing the budget and expenditures. The records indicate that there is a positive balance in October of \$9,573. Also, CEMA's liquid assets (including checking, CDs and MMs) are \$182,000. Peter will provide the Board with more detailed information at the next meeting. Peter will work with Donna on the postage fund that had to be replenished recently for mailing the membership surveys. Edna asked if a CD for \$40,000 is now in-place as previously requested by the Board members. Peter said that Donna Le is now investigating whether a CD or a MM would

be the best option and will inform the Board about Donna's recommendation at the next meeting.

- D. President's Report.** Edna distributed to everyone copies of a funny political cartoon and noted CEMA's office schedule for the holidays in November and December. CEMA's and OE3's office will be closed for Thanksgiving beginning at 1:00 PM on Wednesday November 23, through Friday, November 25; for Christmas on Friday December 23, Monday December 26; and for New Year on Monday January 2, 2006.

Edna reported that the RNPA negotiations with the County might have repercussions for CEMA members. The County has agreed to consider a shift differential for CEMA Nurse Managers and a longevity step similar to RNPA's due to cross-over that is occurring for CEMA members as a result of the increase to RNPA. Edna said that this should be discussed further with Luke.

- E. Political Action Committee Report.** The PAC meeting has been re-scheduled from November 17 to November 16 due to a conflict in schedule for Tom. The PAC Plan will be reviewed post Proposition 75 and into Spring of 2006 including any endorsement for Board of Supervisors candidates, DA, etc., and will take actions based on the revised Plan and the impact of reduced revenue due to the increase in members opting out of political contributions.

Tom reported too that CEMA members have responded very positively and helped with the campaign against proposition 75; 10 to 15 members have helped and could be called upon to help with the next campaign. The calls that have been made have been very successful. Tonight, more phone banking will occur and more volunteers are needed; incentives will be given to everyone that helps.

Tom said he has been thinking about conducting a forum where candidates such as Jim Beall and Don Gage are invited to speak and answer questions for members. Planning for this type of forum to help decide which candidates would be endorsed by CEMA, will take place in the PAC meeting in December. Everyone is invited to attend.

- F. Professional Development Committee Report.** Mark reported that over 312 CEMA members attended the luncheon presentation by Pete Kutras. Lots of good feedback about the speech has been received; everyone appreciated very much Mr. Kutras' positive speech. He talked about the good things the County is doing through its employees. Richard will contact Pete Kutras' office to obtain a copy of his speech for a CEMAGram article.

Tom noted that it appears that there is an opportunity for CEMA to continue to improve its Professional Development Program with Mr. Kutras' support. Tom recommended that the Committee meet with Anne Kimball to begin to coalesce a plan for 2006. The next PD Committee meeting is on December 6. Site Liaisons and Ticket Sellers need to be reminded to contact people about attending the PD luncheon, in particular those that have not attended before.

- G. Membership Committee Report.** Mary reported that the committee met on October 28 to discuss ideas for attracting new members, e.g., bulletin board notices, etc. The committee members are very enthusiastic and looking forward to the recruitment

process. Tom will help prepare a plan and ideas, including timelines for activities and will present to the Board at the next meeting. The new member recruitment plan will have several components to it including funds for “bounty” and rewards such as free copies of the book “Who are they anyway?”, and information on the CEMA website. Tom noted that committee members would be trained to do individual recruitment of members and liaisons as well. Tom said too that in the upcoming contract negotiations with the County would include a request for the right to visit employees in their worksite and presentations to new employees. The committee will help write a new brochure with points about why it is a good idea to join CEMA and will feature current members in it.

- H. Communications Committee Report.** Consuelo reported that the next meeting of the Committee is this Thursday and may have to re-schedule it for next week because she will be out of town on that day. Upcoming work for the committee includes banners for membership meetings, buttons for new member recruitment, badges for all Board members, business cards, letterhead, and envelopes, as well as incorporating the new logo on the website. Mary said she would be willing to work with the committee with any additional graphic work needed.

## **VII. ANNOUNCEMENTS/KUDOS**

A Holiday dinner will be planned for the Executive Board for Friday, January 27, 2006. The details will be worked out at a future meeting.

Mary gave kudos to Tom for all his help with the Membership Committee.

Tom said that he has joined the EAP Board, and that they should be invited to do a presentation about their conflict resolution program at one of the PD luncheons.

Dolores noted that the County is now looking at the HR and EAP conflict resolution and mediation programs since it appears there may be some duplication of efforts.

Edna thanked all Board members who have helped with phone banking.

## **VIII. DEVELOPMENT OF AGENDA FOR NEXT MEETING**

The following items will be on the Agenda for the next meeting:

- A.** Presentation by Arline Harmon, Public Health Nurse Manager in the Disease Prevention and Control Division; and
- B.** OE3 political contributions from CEMA members.

Everyone was reminded to forward to Consuelo any other agenda items.

## **IX. MEETING EVALUATION**

The following was noted about today’s meeting:

- A.** A quorum was present at 11:00 AM and the meeting started and ended on time;
- B.** A few minutes were allowed for lunch only;

- C. Board members are more conscious of time for discussions;
- D. Meetings are continuing to improve; and
- E. Edna appreciates everyone's thoughts and input during the meetings.

**X. MEETING ADJOURNMENT**

As all the agenda items had been discussed, Richard and Dolores moved and seconded for adjourning the meeting. The meeting ended at 12:55 PM.