



CEMA
Executive Board Meeting Minutes
December 19, 2005
11:00 AM to 1:00 PM

Members Present: Richard Rapacchietta, First Vice-President
Mark Hand, Second Vice-President
Sheila Stevens, Immediate Past President
Mary Mitchell, Member-at-Large
Amando Cablas, Member-at-Large
Consuelo Collard, Board Secretary

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

I. CALL TO ORDER

A. Richard Rapacchietta, First Vice-President, called the meeting to order at 11:20 AM.

II. AGENDA REVIEW AND APPROVAL

The following changes were made to the Agenda:

- A.** Item F., Section V., Informational Discussion Topics, Local OE3 Political Contribution Process was moved to Item II. Action Items, B.;
- B.** Items C. President's Report; D. Treasurer's Report; I. FLSA Implementation; J. Probation Department Internal Affairs; K. Juvenile Hall Advisory Board; P. Communications Committee Report; and Q. Public Employee News, in Section V. Informational Discussion Topics were tabled for the next Executive Board meeting.

After the above changes were made, Amando Cablas and Mary Mitchell moved and seconded for approval of the Agenda as amended. The Agenda was approved as amended.

III. CONSENT ITEMS

- A. Review and approval of Executive Board meeting minutes for December 5, 2005.**
Board members present read and reviewed the minutes of the meeting. A correction for the minutes was noted: Kurt Benfield, Director of the Public Employees Division of Local OE3, should be listed in the minutes below Tom Starkey as one other present at the meeting. Afterwards, Amando Cablas and Mark Hand moved for approval of the minutes as amended. The minutes were approved as amended.

IV. ACTION ITEMS

- A. Review and Approval of 2006 Executive Board Meeting Schedule.** Tom distributed to everyone a copy of a 2006 calendar with proposed dates for the Executive Board meetings. Mary expressed her appreciation for the calendar dates marked with asterisks as a reminder of the deadlines for articles for the CEMAgram. Mark noted that he would not be able to attend the Board meetings scheduled for the second Monday of the month rather than the first Monday because of holidays that fall on Mondays. Consuelo noted that the change of Mondays also cause a couple of Board meetings a year to take place only one week apart and that impacts on the work for the meeting minutes. Afterwards, Mary Mitchell and Mark Hand moved and seconded for approval of the schedule for Executive Board meetings in 2006. The schedule was approved as presented.
- B. Local OE3 Political Contribution Process.** The Board resumed discussion of this item initiated at the previous meeting after a presentation by Kurt Benfield, Director of the Public Employees Division for Local OE3. Board members expressed they believed that CEMA members that opted out of political contributions by checking the box on the membership application understood that no part of their dues, including the dues passed through to Local OE3, would be used for political purposes.

Discussion ensued then about the need for amending the CEMA membership application and deleting the opt-out box and encouraging members to become more informed about CEMA's and Local OE3's bylaws. In the future, CEMA members may have to submit in writing their request to opt out of political contributions from their dues. When the CEMA application is revised, the obsolete applications would have to be recalled from various areas (liaisons, County divisions, etc.). Randy will discuss with Rachel Martinez the coordination of recalling the obsolete CEMA applications. The number of CEMA members that opted out of political contributions by checking the box on the application is approximately 335. Tom indicated that Rachel Martinez is also re-counting all the members' applications to establish an accurate number. A spreadsheet with a month-by-month re-count will be prepared. The information will be used also to amend the FPPC reports, one of which is due at the end of January. Tom will provide the FPPC report for the period from July 2005 to December 2005 for review by the Board at the second meeting on January 23, 2006.

After the discussion, it was agreed that this item would be placed on the agenda for finalization by Board action at the next meeting. Tom Starkey would write a letter to Local OE3 asking that they ensure that the pass through dues of the CEMA members that opted out of political contributions are not utilized for any such purpose.

V. INFORMATIONAL DISCUSSION TOPICS

- A. Lead CEMA Business Representatives' Report.** Tom Starkey reported on the following:
- ◆ The Annual Conference of the Center for Collaborative Solutions is scheduled for Wednesday, March 29 through Friday, March 31, 2006, in Anaheim, California, at the Disney's Paradise Pier Hotel. Copies of the conference announcement were distributed to everyone. The Federal and State Mediation and Conciliation Service are sponsoring the event. Tom noted that this is an opportunity to be immersed in interest-based bargaining philosophy and recommended that he and Randy attend the conference. Tom also recommended that at least two members of the Board that will participate in the Bargaining Committee attend the conference. There is an early bird registration discount and an additional discount if more than three people from the

same organization attend. The cost of lodging is also reasonable, \$120 per night. Tom will itemize the cost for the conference per person for review and consideration by the Board.

- ◆ Tom recommended that the Board designate the membership of the Bargaining Committee at the next meeting.
- ◆ Amando, Richard, and Tom attended Jim Beall's birthday fundraiser; the Chair of the Board of Supervisors is also running for the State Senate. Tom noted that Jim Beall is accessible to CEMA and was very nice at the event.
- ◆ The Court Chapter has reached an agreement with Local 715 members; an offer was made to accept or reject a four (4) year extension to the current agreement extending all terms of the contract, and a 4% increase retroactive to July 2005, a 3% increase each year in 2006 and 2007, and a 4% increase in 2008. If any changes are proposed to the health benefits, the contract will need to be re-opened and this could potentially occur in August 2006.
- ◆ Plans for coordinating activities beginning in January 2006 are now being formulated; the contract negotiations, membership recruitment, and the PAC campaign all dovetail with each other. The pace in the next few months will be very quick and Tom is counting on the Board members to help.
- ◆ Tom met with Will Lightbourne to discuss management issues. Mr. Lightbourne indicated he would work on the issues brought to his attention. Tom felt it was a very productive meeting.

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

- ◆ The RN Supervisors still have an issue with two classes and whether they belong in a higher or lower end of the scale; this is to be resolved in January. Also, some staff did not get Step VI when this was implemented and this needs to be corrected as well as some issues with executive managers' salaries.
- ◆ The CEMAGram will be mailed out this week, and it should be delivered to all members after the Christmas holiday, this is a very nice issue of the CEMAGram.
- ◆ The new CEMA logo will be used for the CEMAGram in February.
- ◆ There are some Probation representation issues pending with EOD investigation and interrogation. The Probation Department has its own EOD Officer.
- ◆ A tally of the CEMA members survey needs to be done. It is scheduled for Wednesday this week at 5:30 PM; Randy will provide the tally form for CEMA Board members willing to help with tallying the surveys.

C. President's Report – Item Tabled

D. Treasurer's Report – Item Tabled

E. Review of PHN Managers' Request. Board members briefly discussed whether CEMA could advocate for the PHNS Managers to be paid at the same level as Hospital Nurses. There are questions about whether an analysis has been done and whether Local 715 would also support their Nurse members in this issue. Board members agreed to table the issue for further detailed discussion at the next meeting. Tom Starkey will contact the PHN Managers to ask for comparable County information.

- F. CEMA-PERS Committee.** Whether a CEMA committee should follow PERS issues is a topic briefly discussed at a previous meeting; some CEMA members had questions about election endorsements for candidates for the PERS Board. After a brief discussion, Board members agreed that following PERS issues may be of interest and may bring additional information for members regarding retirement benefits, etc. Mary agreed to do some preliminary research about PERS and issues on their website. Consuelo agreed to find out if there is already an existing committee in the County that follows PERS issues and get the names of the members, meeting dates, etc. Also, Mary and Consuelo will write an article for the CEMAgram asking members if there is any interest in this and for volunteers for a CEMA-PERS Committee.
- G. FLSA Implementation.** Randy reported that due to staffing changes at the County, this issue remains pending. He will continue to follow-up to ensure completion.
- H. Probation Department's Internal Affairs Procedures – Item Tabled**
- I. Juvenile Hall Advisory Board – Item Tabled**
- J. Political Action Committee Report.** Tom distributed to Board members for review a copy of the revised PAC Plan and asked for feedback at the next meeting. The Plan details the activities that PAC will undertake in the upcoming months, including candidates forums at non-CEMA office location. Questions by CEMA members may be submitted to PAC in advance to provide to the candidates. Upcoming elections include Don Gage's and Jim Beall's seats, the Sheriff, and the Assessor. The forums will be held in the evening from 5:00 to 10:00 PM. Board members are all encouraged to participate in this process and to help publicizing the events and prepare a mailer for CEMA members in January. After the forums, PAC members will assess the candidates' answers and make recommendations for endorsements. The CEMA forums will be held before the South Bay Labor Council's take place. The February 2006 issue of the CEMAgram will inform members of the plan and will ask for their involvement.
- K. South Bay Labor Council Meeting Report.** There was no report as no one was able to attend the meeting due to the change in schedule from the 19th to the 5th.
- L. Membership Committee Report.** Tom distributed to everyone copies of the Membership Recruitment Plan. The committee members met three times to develop the plan. It details Liaison involvement, member-on-member and Team recruitment, and incentives for recruiting new members. Other components of the plan include bulletin board displays with a thermometer showing the progress of the campaign, and a theme, e.g., join now to get a strong contract. Tom estimates that the cost of the incentives would be approximately \$1,200. There was some discussion about a set of rules for providing the incentives, e.g., breaking ties and clarifying who should be credited for new recruits, e.g., a member that talked to the person about joining CEMA, or the liaison that provided the application paperwork, or the team. The Plan will be implemented from February to May 2006, and Materials that will be needed for the implementation of the recruitment plan are also listed.

Tom noted the following regarding recruitment:

- A draft recruitment brochure will be available to the Board for review by January 6, 2006. This can continue to be used at the end of the recruitment timeline for encouraging members that have not yet joined CEMA.

- In the contract negotiations with the County in 2006, CEMA needs to ask for the right to go into new employee orientation meetings to encourage new members to join.
- An ongoing process should be established for recognizing new members at the CEMA Luncheons.

After discussion of the plan, Board members offered suggestions, including adding a length of time new members should remain for the recruiter to be considered a winner and existing members should not quit and re-join during the process. Additionally, a method for tracking the length of stay for new members is needed, as well as a more detailed cost estimate. Tom will re-work the plan with the committee members and bring it back to the next Board meeting for final review and approval. Mary also asked Board members for input and ideas for a slogan for the new member recruitment campaign.

M. Professional Development Committee Report. The committee has established the date for the next CEMA Luncheon for February 10, 2006. Members are very excited about trying to get Joe Montana, a resident of Santa Clara Valley, to appear at the Luncheon in February.

N. Communications Committee Report. The committee will meet in January after the first CEMA Executive Board meeting of 2006.

O. Public Employees News – Item Tabled

VI. ANNOUNCEMENTS/KUDOS

Mary Mitchell thanked Tom Starkey and Randy Johnese for all the work they do with and for the CEMA Board.

VII. DEVELOPMENT OF AGENDA FOR NEXT MEETING

The following items will be included in the Agenda for the next meeting:

- A.** Review of PHN Managers Issue
- B.** Local OE3 Political Contributions Process
- C.** CEMA Bargaining Committee
- D.** Attendance at the CCS Conference in Anaheim
- E.** Public Employee News

VIII. MEETING EVALUATION

Board members made the following observation about today's meeting:

- ◆ The meeting started and ended late.

IX. MEETING ADJOURNMENT

As all the Agenda items had been discussed, Amando Cablas and Sheila Stevens moved and seconded for adjournment. The meeting ended at 1:17 PM.

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