

AFSCME Local 2620
Executive Committee Meeting Minutes
March 17, 2016
1 Hegenberger Road
Oakland, CA. 94621

A. Call to Order

- a. 10:28 am

B. Roll Call of Officer

- a. President- Sean Carey
- b. Northern Vice President- Cynthia McCabe- Late Entry 12:20
- c. Southern Vice President- Rita Magana
- d. Treasurer- Adriel Reyes
- e. Secretary- Maureen Young
- f. Senior Business Agent- Cliff Tillman
- g. Director of Political and Legislative Affairs- Marc Victoria- Late Entry
- h. Bookkeeper- Edgar Tamayo
- i. Administrative Supervisor- Shirl Martinez

Guest:

- a. Erin Sicard- Occ. Chair (Psychologist)
- b. David Tepperman- Regional Steward (Region VI)

C. Review of Minutes

M/S/C: Recommend the approval of the minutes.

D. Reading of Correspondence

- a. Nicks vs. Young et. all case number 16-06- Dismissed as charged as party did not attend.
- b. Johnson vs. Carey et. all- case number 15-96- EC found not guilty
- c. UFW Convention- May 19-22, 2016

E. Staff Reports

- a. Senior Business Agent
 - i. Counsel will be filing the two vacant positions- posted two weeks ago.
 - ii. Advanced Stewards training went well.
 - 1. Adjust the samples to allow for variety with the outcomes.
 - iii. MAT training- Went well
 - 1. International is recalling staff to work on other projects
 - 2. We will focus our efforts in the North with volunteers from the Board.
 - iv. No provision for holding off discipline during appeal.
 - v. M&C and Contract log will hopefully be available for the EB.
- b. Director of Political and Legislative Affairs
- c. Administrative Supervisor

AFSCME Local 2620
Executive Committee Meeting Minutes
March 17, 2016
1 Hegenberger Road
Oakland, CA. 94621

- i. GAC meeting spaces for the year have been set up at the Residence Inn
- ii. International Convention will come up in July in Vegas. How many delegates? Elections?
 - 1. Elections Chair has resigned.
- iii. Ran out of the briefcase style bags.
 - 1. May replace with Nylon with stitching.
- iv. For the Large Occ. we will be using all of our remaining contracts.
 - 1. Need to start working on the agenda.
- v. Lobby Days
 - 1. Have about 50 people attending thus far.
 - 2. Gathering supplies, such as shirts from allusaclothing.com
 - 3. Have thank you cards.

Break: 11:58am

Return: 12:45 pm

d. Bookkeeper

- i. Accounting status
 - 1. Filing system- not filing in a structured order- 2014 (50%) -2015 (70%)
 - 2. Utilization of QuickBooks- hope to have all transactions on QuickBooks.
 - 3. Spending- overspending- last year, \$1,109,622.99
- ii. Bookkeepers experience and education
- iii. Role of the Bookkeeper
 - 1. Establish an accounting filing system that is reliable and provides easy access.
 - 2. General Bookkeeping
 - a. Creating our own checks, revise invoices prior to payment with supporting documents, make copies of checks and have an electronic backup system, credit cards- identify each expense, record deposits and disbursements, etc.,.
 - 3. Budgeting and expenses
 - a. In Quickbooks we will have direct and immediate access to our spending and begin distributing the funds more evenly.
 - i. Updated the accounts by making them 5 digit codes- easier to track and expand.
 - 4. Revenue
 - a. Largest income is members dues, 70% members dues, 30% agency fee dues (fair share).
 - b. Spend nearly twice as much of our income.

AFSCME Local 2620
Executive Committee Meeting Minutes
March 17, 2016
1 Hegenberger Road
Oakland, CA. 94621

5. Major expenses- descending order
 - a. Per capita taxes
 - b. Other expenses (not coded- includes meeting expenses)
 - c. Office & Administration exp.
 - d. Contract, membership- M&C coded incorrectly, so it appears that we over spent in a non-contract year.
 - e. Steward expenses-
 - f. Legislative expenses-
 - g. Convention expenses
 - h. Executive Board
 - i. Executive Committee
6. Potential reductions in cost
 - a. Accounting & auditing fees, American Express (unknown), meals/space/lodging, and travel.
7. Current finances
 - a. Report reviewed

Break: 3:21 pm

Return: 3:39 pm

F. Officers Reports

a. President

- i. Erin Sicard- Appointed as the chair of the GAC Committee
- ii. QuickBooks and check writing.
- iii. Bookkeeper
- iv. Miller Kaplan- may be able to cut them back to just do the audit.
- v. Amalgamated- fully integrated into quickbooks.
- vi. Travel- begin using other options- Union friendly establishments.
- vii. Two day EB meeting
- viii. PEOPLE Convention
- ix. Projects
- x. Budget: Defer to Treasurer
 1. Upgrade to MARS Auto email System, change suggested by Burbank Staff at the cost of \$600.00.

b. Northern Vice-President

- i. We need to promote PEOPLE and get more members signed up.
- ii. CDCR Labor Management Meetings- how to get them back on track?

Break: 5:35 pm

Return: 5:50 pm

c. Southern Vice President

- i. M/S/C: Recommend for approval the policy for child care reimbursement.

d. Secretary

AFSCME Local 2620
Executive Committee Meeting Minutes
March 17, 2016
1 Hegenberger Road
Oakland, CA. 94621

- i. Continuing
 - e. Treasurer
 - i. As is
- G. . Committee Reports
 - a. Arbitration - no arbitrations
 - b. Constitution- no meetings
 - c. Contracting out
 - i. Meeting with CalHR
 - ii. Budget/booking is helpful when it comes to planning
 - d. Communications
 - i. Shirl Martinez has been recommended to be the staff assigned.
 - e. Elections
 - i. Seeking a new chair.
 - f. GAC
 - i. Next meeting on Monday 3/21/16 and 4/4/16.
 - g. Finance
 - i. Met and has come up with some cost cutting measures for reducing the budget. Working on a mission statement, recommendations for policy and setting goals.
 - h. Member organizing
 - i. Next Wave
 - j. PAC
 - i. Met on 2/23/16 for three hours to review candidate endorsements.
 - ii. Need to support Jim Beall.
 - k. Policy Committee
 - l. Statewide Labor Management Meetings
- H. Unfinished Business- None
- I. New Business
 - a. If we had actions that needed to be taken we would do it by priority email.
 - i. A new bill was introduced that would change the employee application process where if a member settles with the state they must disclose to the new employer if they apply with the state again. Written comment period is 3/4/16- 4/18/16
 - 1. The following members will work with Marc to determine if the Local should comment on the new bill: Yok Choi, Dana Mitchell, Elaina Battle and Erin Sicard.
- J. Good and Welfare
- K. Adjournment at 7:28 pm