



American Federation of State, County and Municipal Employees, Local 2620, AFL-CIO

Meeting Started on 11/5/20 at 10:43
Lunch from 11/5/20 12:00-12:33
Meeting resumed from on 11/5/2012:33-14:37
Meeting adjourned at 14:37
Meeting resumed 18:55
Meeting adjourned at 00:00 11/06/20

Attendees: Cliff Tillman, Joseph Green, Janelle Fisher, Shukimba Carlis, Sally Heredia, Chelsea Harris
Quorum Established

1. Budget and EB (Executive Board) Meeting Agenda
2. Review EB training agenda
3. Discuss regular Eblasts being sent and creative ways to reach members
4. Organize union events
5. Assign a website manager
6. Local 2620 Committees
7. Meet and Confer Process
8. 2021 Calendar
9. Complete Surety Bond
10. Purchase officer's supplies

Cliff is our primary staff person/administrator. Cliff should be included/invited to all of our meetings. In the past it was Cliff and Shirle Martinez (supervisor of administrative staff at the time). Cliff ensures the room is reserved/meeting logistics is organized. The other BA's are required to attend executive board (EB) meeting but not EO meetings.

Cliff is the BA for 2 counties and has more time for administrative duties on committees as result.

6. Local 2620 Committees: Cliff sent us a list of current committees. The list includes constitution and non-constitutional meetings. The EB has to approve committees. Cliff assigns a BA to staff them. Cliff wants to go through the list. We will differentiate between constitutional (committees we must keep no matter what) and non-constitutional committees (they can be discontinued). The president can recommend any committee. Every non-constitutional committee has been adopted



by a EB and it must be brought back to board for deletion/changed.

Communications Committee: Constitutional. Handles website, social media and eblasts.

Constitution: Non-constitutional has been in existence for over at least 14 years. Can make a motion to combine with the policy committee.

Elections: Constitutional. The only committee the president cannot be on. The president must separate themselves from the elections committee. The president can only recommend the committee members.

Budget and Finance: Constitutional. Chaired by the Treasurer. Staffed by Cliff Tillman. Frequency of meetings is determined by the treasurer.

Government Affairs (GAC): Non-constitutional. Comprised of all the occupational chairs. Monitor bills, monitor legislation and are responsible for organizing Lobby Days. This committee is time consuming for the chair. Staffed by Cliff.

Next Wave: Non-constitutional. Newer Committee. Deals with outreach to younger members. Designed by AFSCME international and encouraged the locals to adopt it.

Good and Welfare: Non-constitutional. Had a long time ago. One administration deleted it and and subsequent administration brought it back. It deals with emergencies, catastrophic leave, one campaign for backpacks for youth. This committee may be under consideration for consolidation with another.

Policy: Constitutional. Makes recommendations on changes to policy and procedure manual. Should be considered with constitution.

Contracting Out: Non-constitutional. Very active and engaged committee. Tedious. Reviews all contracts that are submitted by the state. A working committee. Staffed by Cliff. They meet at least. Once a quarter. Reviews 300-500 contracts at every meeting.

Membership Organizing: Constitutional. Vice Presidents are ex-officio members. One of the most important committees. Organizes the membership drives. Encourages members to remain members. Tedious committee. Meets quarterly. No membership blitz in over 18 months.

Conservative Caucus: The International created this committee and our local followed suit. this committee. Chaired by one of the Vice Presidents rotates every year. Joseph will be chairing this committee this round. One member of the area of impact may be on the committee as well.



No cases go to arbitration without this committee's approval. Starts with a grievance going through steps 1-3 of a grievance process and the member requests arbitration at which time it is discussed in an arbitration meeting. The member, BA, and committee members are invited to the meeting. The BA can give the facts to the committee without a recommendation. The BA may offer a recommendation. Arbitrations are expensive. The union and state splits the cost 50/50. Prices range from 5K-40K. All votes are in closed session and Cliff is invited. Votes do not include the BA nor the impacted member. Joseph will notify the member if the case is going forward or not. The member may appeal the decision of the committee and this is presented to the full EB.

Convention Committee: Non-constitutional. Only meets during a convention year. Staff by Cliff and administrative staff.

Resolutions: Provides resolutions at the convention. Only meets during the convention year. May be combined with policy/constitution committee.

Women's Committee: Non-constitutional. About 3 years old. Created by international and our local followed suit. Staffed by Rafael Serrano.

New Employee Organizing (NEO): Non-constitutional. Subcommittee of Membership Committee. Cliff recommends it is combined with Membership Organizing committee. Gets a list of all new hires.

Political Action: Non-constitutional. Meets during election cycle. Cliff recommends it is kept/maintained.

Rule Making Task Force (CalHR): Non-constitutional. Tedious working. Cal HR creates rule changes frequently. Meets 3-4. Reading lots of materials, making recommendations. Appears before SPB. Gives written testimony. Cliff recommends it is kept. Meets 3-4 times per year.

How to get people on the committee: Give Shukimba a list of recommendations that are subject to EB approval.

Committees will be narrowed down by January 2021 EB and will be on agenda for January EB per Shukimba. Cliff recommends we need to action sooner: Communications, elections, budget/finance, contracting out (has not met in 3 months many contracts to review. Cliff wants to meet before the end of the 2020). Shukimba wants to ask who wants to be on current committees. Cliff states some committees has no chair and recommends action prior to the January EB. Other committees can wait until January 2021 EB.

Will send an eblast



to membership regarding whether or not people want to be on any particular committee(s)

2. EB Training Agenda: The EB training is scheduled by 11/12 and 11/13 Cliff sent the agenda during this meeting. It was received at 12:34. Every time a new board is elected in our local EB training was completed. Usually includes a 4 hour training on Financial Standards facilitated by the AFSCME International during the EB training. It will occur next year. This training consists of everything we need to know about our financial obligation as EB members. The presentation is dense. The Financial Standards holds everyone accountable for the finances of the Local. Chelsea suggests it is brought up at the November board meeting (2 day meeting versus, extended meeting, and other options).

Linda Gregory offers a history of the union movement during the EB training. She is a former Deputy Director of Council 57, community college teacher of labor studies, trainer of Council 57 for years. First staff person to negotiate our local's contract. She has a long history with Labor. Linda Gregory and Cliff will be creating this training.

Training covers roles and responsibilities of each board member and ethics

Andy Neves will be training us on computer technology for one hour on how to use Google Docs, and Zoom.

We have a tradition of providing every member with a google chromebook for the last 3 administrations. EB should have a chromebook prior to the meeting.

Someone from AFSCME International will be training us on Robert's Rules

Linda Gregory will be training us on how to work effectively as a board.

Day #2 will be. Trained on the BA's roles and responsibilities, administrative support

Sally will be walking us through the budget be it a new or old budget. It should cover revenue and expenses.

We discuss the constitution, policies/procedures, standing committees, and BA routes/assignments

A draft of the 2021 calendar will be shared.

In training no action items.



we will act on some of those items.

Training documents will be shared electronically.

Charles the executive director of Council 57 has been invited to welcome us

First order of business the full executive board needs to be sworn in by the President. Cliff swears in the officers. ***Must be on the agenda as the first order of business***

The only thing missing is the Financial Standards Training. Otherwise, the EB training is similar to the training completed in 2018.

The only board member has a role in the EB training is Sally the treasurer.

All business agents are required to be present at the training.

8. Calendar: Cliff sent the tentative 2020 Local 2620 calendar received at 13:09

Traditionally EB meets every other month on a Saturday usually from 10:00-16:00 to accommodate travelers. The EOs meet every other month on the months the EB does not meet on a Saturday as a cost saving measure.

Meeting locations for EB alternate between south and north.

Council 57 staff (BA's, admin, etc.) are on lockdown (working from home) until the Governor/Council 57 deems otherwise.

Officers/EB/EO are not required to be physically present at anymore meeting until the Governor lifts travel/meeting restrictions.

Officers can pick which Saturday we meet on. Our meetings cannot be in conflict with EO/EB meetings

The first EB will be 2nd Saturday of the month as follows: 1/9/21 in the South, 3/13/21 in the north, 5/8/21 south, 7/10/21 north, 9/11/21 south, 11/13/21 north

Executive Officer Meeting the 1st or 2nd Saturday of the month starting 2/13/21 north, 4/3/21 south, 6/12/21 north, 8/7/21 south, 10/9/21 north, Dark December 2021.



Occupational Meeting September 2021 we may have EB the Friday before the Convention on 9/10/21, 9/11/21 Convention and Large Occupation 9/12/21. Possible location San Diego where we had the 2017 convention.

Council 57 delegates meeting dates and Council 57 board meeting dates will be added to the local 2620 calendar.

We changed Columbus Day to Indigenous People's Day on the Calendar.

Lobby Days 3/15/21 and 3/16/21

7. Meet and Confer Process: Currently all notices are addressed to the senior business agent. Cliff logs it and send assigns it to a business agent along with a copy of the notice. The BA requests a meet and confer team that is approved by least 3 EO members. The BA's cannot move on the issue until at least 3 EO's approve the recommendation. We need to respond to these emails ASAP. Under Abdul's administration he only wanted to review it once it was recommended for action by a BA. Under Eric's administration every notice was sent to the EO and we will see it twice. Some we take action on and some we do not. All of these are logged.

We agree to only see the notice once it is recommended we take action and the notice will be attached.

If them meet and confer is about a facility (Napa, Atascadero, Metro etc.) it does not go to the officers it belongs to the chief of the facility and is not presented to the EO. There is no extra expense involved beyond maybe lunch. We need to respond to these emails ASAP.

Our grievance tracking is going to track all grievances. AFSCME International purchased a new tracking system

The governor just announced the California state departments must explore permanent telework options. There are statewide telework policies (meet and confer ongoing) and individual department policies (this meet and confer will occur).

Meeting resumed on 11/6/20 at 18:55-11/6/20 00:00

Attendees: Shukimba Carlis, Sally Heredia, Chelsea Harris, Janelle Fisher
Quorum established

1. Budget and Executive Board Agenda Items:

1.



5. New Executive Board Members need to swear in new Executive Board Members.
Agenda Item
6. Introductions
7. Shukimba share's her vision (member and engagement and training, mentorship, training, etc.)
8. Professionalism Shukimba introduces and passes to (Xochilt Martinez)
9. Tentative 2021 Calendar
10. Membership organizing, members dropping out, recruitment, & retention

9. **Surety Bond:** Bond completed to account for 1/1/2019-12/31/2019. The next surety bond is due March 2021 to account for 1/1/2020-12/31/2020.

Janelle Fisher reviewed pertinent budget and claims information with Sally Heredia
Chelsea was updating the website

The officers signed banking forms

Sally was reviewing the secretary-treasurer portion of the AFSCME International website