

BAAQMD Employees' Association

375 Beale Street Suite 600

San Francisco, CA 94105



"Final EA Board Meeting Minutes approved by the BAAQMD EA Board on February 1, 2023"

01/12/2023 Special EA Board Meeting

1. Meeting called to Order (6 board members constitute a quorum).

- a. Roll Call (starts at 1204 pm)
 - i. Jimmy Cheng (Steward)
 - ii. Jack Connor (Vice President)
 - iii. Joseph Muehleck (Steward)
 - iv. Richard Lam (Recording Secretary)
 - v. Kennieth McKellar (President)
 - vi. Raymond Salalila (Steward)
 - vii. Chris Coehlo (Corresponding Secretary)
 - viii. Julius Li (Steward)
 - ix. Andrea Academia (Treasurer)
 - x. Monte DiPalma (Steward)
 - xi. Grace Leung (Steward)
 - xii. Raseam Wroten (Steward)
 - xiii. Ariel Santos (Guest)
 - xiv. Tamiko Endow (Guest)

2. DWP & Remote Work Taskforce Preparation

- a. Getting ready to send a "Statement of Declaration" to EA members
- b. Statement of Declaration: If we are being forced back into the office, that's a significant change in working condition. Also solicit membership to see if any membership has any general workweek agreement.
- c. This is just a preparation instead of rushing in the last minute in case something happens. Right now, nothing is moving forward yet.
- d. The EA still hasn't received anything from Sharon resulting from her iteration with the Remote Work Taskforce.

- e. 3 pieces of information with the Statement of Declaration
 - i. Would a forced return to the office be a significant change in working conditions for you?
 - ii. Do you have a verbal general workweek arrangement with your supervisor?
 - iii. Do you have a written general workweek arrangement with your supervisor?
- f. Monte: Good idea, should have one standard form for getting input from membership, and be consistent about it. Also wondering whether if everyone is on our email list.
- g. Kenny: Will have to check with our attorney if we can use the form
- h. Chris: Good to be proactive in this situation.
- i. Jack: We are not in a good place in the current edits.
- j. Kenny: Hope that eventually we can come into conclusion. In Meet & Confer this morning, John said they will be deciding on a return to office plan by the end of this month. It is good for us to prep for the response in case things go south.
- k. Monte: It is important to let membership to provide input, and this is an information gathering process. We are not in the stage of decision making yet.
- l. Monte: It is important this comes from us instead of Remote Work Taskforce. Maybe use Survey Monkey.
- m. Chris: The information should be coming from EA, not from Remote Work Taskforce. We can't take any action until management take an action.
- n. Jack: We developed a survey. 4 questions. The first three questions will be as described earlier. The fourth question will be:
 - i. Will you be willing to sign the declaration.
 - ii. We can keep the 4th question in the back pocket, and we don't have to take action until the Air District takes action first.
 - iii. Should have the Stewards send it to different employee groups.
- o. Monte: The District wants to have a policy direction before Phil comes in.
- p. Kenny: Survey monkey preferred, since staff will get it, and less potential issue.
- q. Jack: Want to draft the questions.
- r. Monte: Can make the email.
- s. RJ: Can help draft the survey.
- t. Kenny: Survey will be sent out everybody via Stewards, with the 4 questions mentioned above.
- u. Monte: Maybe draft an outline with information given to Stewards to be shared with memberships in their specific shop groups.
- v. Kenny: Inclined to have the email to come from the EA but have the contact points to specific stewards.
- w. Jack: Mass email may make people panic.
- x. Monte: Most employees like the flexibility of remote work, and they are afraid it will get overturned. We can wait until John C sends out the direction email at the end of the month.

- y. Chris: Sending out a mass email may cause confusion, especially for field staff.
- z. Jack: Remote Work Taskforce is still making edits to the policy, and we don't want to accept the policy if it is unacceptable. So we are just prepping preemptively.
- aa. Kenny: Draft the email. Wait for District to send out the email before sending it out.
- bb. Monte: Maybe try to ask John C to give us a heads up before they make the policy decision.
- cc. Kenny: The District has a date, but they haven't put it in writing. That's the current conundrum. Nothing is official now.
- dd. Jack: We should be proactive and send out the email as soon as possible, so that memberships see that we are working diligently on this issue, and showing the membership the District is the party considering forcing them back to the office, not the EA.
- ee. Comments from chat saying that we shouldn't show our hand to management and should wait after they make a decision before we send out the email.
- ff. Monte: Maybe should aim to get the email and survey ready by the end of next week.
- gg. Kenny: What's our next steps?
 - i. Email and survey (survey monkey), draft due next week.
 - ii. Mass email (Feb 1 or right after the District sent out the email to everybody)
 - iii. Stewards can step in if memberships have questions.
 - iv. Update the timeline based on the results of the All-Hands Meeting
 - v. RJ and Jack: Drafting survey
 - vi. Monte: Drafting email

3. Adjournment

- a. Meeting adjourned at 1257 pm.

Approval:



Kennieth McKellar, President



Richard Lam, Recording Secretary