



*Final EA Board Meeting Minutes approved by BAAQMD EA Board on January 4, 2024.*

**EA Board of Directors' Meeting**  
**Thursday, December 7, 2023, 12:00 pm – 1:00 pm**  
**Webcast via Zoom**

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**1. Meeting Called to Order (6 Board Members constitute a quorum)**

Called to order at 12:07 pm.

Board members present: Virginia Lau (President), Areana Flores (Vice President), Erin Kelly (Treasurer), Laura Cackette (Corresponding Secretary), Betty Kwan (Recording Secretary), Daniel Oliver (Professional Steward), Romelle Guittap (Inspection Steward), Haley Downing (Inspection Steward), Richard Lam (In-House Technical Steward), Monte DiPalma (Professional Steward), John Del Arroz (In-House Technical Steward)

Board members absent: Hernan Segura (Field Technical Steward)

Others present: None.

**2. Adoption of Previous Meeting Minutes**

Draft minutes of the EA Board Meeting on November 16, 2023 – No comments. Note that the information regarding class, staff count, and stewards allotted was reformatted into a table.

- ✓ Motion to approve the 11/16/23 EA Board Meeting Minutes by Areana, second by Monte. Motion was unanimously approved (John abstained).

**3. Grievance Update**

- A. Potential grievance regarding MOU interpretation of effective date of new accrue rates for employees with 25 to 30 years of service

Per the current MOU, employees with 25+ years of service accrue annual leave at a rate equal to employees with 30 years of service. The Air District has applied this provision with an effective date of November 1<sup>st</sup> whereas the EA believes the correct effective date is July 1<sup>st</sup>. Virginia has met with HR and Dr. Fine on this topic. HR is maintaining the effective date of November 1<sup>st</sup>; Dr. Fine deferred to the attorney that was involved with the MOU contract negotiations. 12 or so employees are impacted by the provision. **Grievance submitted 12/7/23.**

- B. Update on grievance regarding procedure error on disciplinary action of employee

Virginia discussed grievance with Dr. Fine. Management is not willing to remove the disciplinary action or make other changes. Moving ahead with arbitration.

- C. Date for arbitration of loss of bargaining unit work

A Manager in Meteorology & Measurements Division continues to perform duties classified for a Supervisor. **Arbitration scheduled for 4/4/24.**

- D. Date for arbitration for state holiday observance grievance

Concerning the adoption of recently Governor-observed holidays (Lunar New Year, Genocide Remembrance Day, Native American Day) into the MOU. **Arbitration scheduled for 2/29/24.**

#### 4. **Financial Update**

- A. Mail pickup

Erin now has keys for mail pick-up, and is working with Areana to gain authorization to the EA's bank accounts.

- B. Status of Financial Audit

Virginia will be seeking one or two additional EA members for the Financial Audit Committee (currently includes Erin and Areana).

- C. Determine the maximum allowed in account for 501(c)(5) and other investment opportunities

Topic brought forth by Daniel to discuss how the EA can maximize its funds without incurring high risk. For example, the EA can move its funds from certificate deposits and savings accounts to a mutual fund or some other higher-yield account. Long-term goal is to be in a position to no longer require dues.

- Erin will work with Daniel to determine the maximum amount of money a 501(c)(5) organization can hold.
- Areana will consult with financial advisors at Chase.
- Consider consulting with a labor consultant and/or tax attorney as well.

#### 5. **Membership Outreach**

- A. Electronic membership forms

The electronic membership form has been implemented and is working well. Forms, once completed, automatically go to an EA representative and to HR. Areana will be leading membership outreach from hereon out.

B. Priority to outreach to nonmembers by stewards

3 or 4 people have already signed up to be a part of the EA since the last Board meeting.

C. Discuss proposal to suspend dues while on probation

Board members considered a proposal to suspend a member's dues while they are on probation. While the EA cannot protect an employee from not passing probation, they receive all other EA benefits, including protections under the MOU, at the start of employment. There have been numerous cases where members on probation were helped to the greatest extent possible. Also consider that collecting dues from all members except those on probation would be a challenge for payroll to configure.

D. Development of outreach materials, newsletter, and pamphlets

Areana will lead the development of outreach materials, including a script stewards can use in recruiting new members.

The next EA newsletter will be aimed to go out in Q1 of 2024. In the meantime, EA Board members are asked to think about newsletter content. The newsletter will be discussed further at the next meeting.

Meetings with individual Divisions will begin in 2024, likely after the EA General Membership Meeting to be scheduled in January.

**6. Meet and Confer Update**

A. Volunteer to serve as EA representative on the Mentorship Program

Erin volunteered to replace Grace Leung as the EA representative for the Mentorship Program.

B. Volunteers to review BAAQMD Board Packages

Richard, Laura, and Betty volunteered to review Air District Board meeting materials, including those of committees, for information that may be relevant to the EA.

**7. Social Committee Update**

Everything is set for the Children's Holiday Party. A new Social Committee will be formed at the beginning of 2024 and will include EA members only.

**8. New Business**

- A. Volunteers for HR Project Workshops – HR will be initiating a series of focus groups and feedback sessions to gather perspectives, ideas, and suggestions on the below HR projects. Virginia asked for volunteers to represent the EA in the projects.

- 1) Performance Management Process Improvement

- Primarily looking at the program and criteria used for the Air District’s performance management process. Laura volunteered to participate as an EA representative.

- 2) HR Business Operations Review and Improvement

- Primarily looking at how HR operations can be improved, including findings from the recent audit. Virginia volunteered to participate as an EA representative.

- B. 457 retirement fund – a Board member asked about the status of the Air District’s plan to select a vendor to administer employees’ 457 retirement fund. Daniel volunteered to look into this.
- C. Updating by-laws – Virginia has updated the EA by-laws and has requested Areana, Robert Cave, Jack Connor, and Chris Coelho to review and provide comments. Changes will then be sent to the EA Board for review and comment. The goal is to adopt the updated by-laws by the second EA General Membership Meeting of 2024.
- D. General Membership meeting in January - Virginia is scheduling an EA General Membership Meeting for January. Lunch will be provided for in-person attendees. Haley volunteered to coordinate lunch for field staff at Richmond HQ. Richard proposed providing \$25 gift cards to members to get their own lunch – this, compared to catering lunch, saved money in the past. Virginia stated that catered lunches now cost about the same as providing gift cards.
- E. Offer snacks periodically in the office – Virginia proposed offering EA members snacks periodically, in the office. Virginia will coordinate with HR so there is no overlap with similar plans they may have for staff (i.e., healthy snack hour).
- F. Changes to Distributed Workforce Policy (DWP) – An EA Board member asked if the Executive Office is considering changes to the DWP. Virginia spoke with Dr. Fine who said there is no plan to change the DWP, barring significant events such as a Government order or gross misconduct by staff. While the DWP task force has discussed reconvening to assess how well the DWP is working, Laura – who was a part of the task force, has not heard anything on this front.

9. **Public Comments** – None.

10. **Adjournment** – Adjourned at 1:04 pm

Approval:

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Virginia Lau, President

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Betty Kwan, Recording Secretary