



*Final EA Board Meeting Minutes approved by BAAQMD EA Board on December 7, 2023.*

**EA Board of Directors' Meeting**  
**Thursday, November 16, 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 12:05 pm. All EA Board members present.

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), Hernan Segura (Field Technical Steward), Richard Lam (In-House Technical Steward), and Monte DiPalma (Professional Steward)

Other present: Will Saltz (EA Business Agent)

EA members present: Kennieth McKellar (Ex-officio past president), Irma Salinas

**2. Welcome New Board of Directors**

Reminder the EA Board follows Robert's Rules of Order in conducting board meetings. This includes:

- Voting procedures, where a motion must be made and seconded (cannot be Board President)
- Closed session discussions, the results of which must be announced to be part of public record
- Meeting minutes approval, which must be voted on by a roll call of the Board

**3. Adoption of Previous Minutes**

a. Draft minutes of the EA board meeting on November 8, 2023

Draft minutes of the 11/8/23 EA Board Meeting were emailed to the EA Board for review. For Item 6b, an edit will be made to make clear that each grievance (holiday observance and removal of bargaining unit work) will be allotted up to \$5,000 for expenditure. For Item 6e, "Distributive Work Policy" will be corrected to "Distributed Workforce Policy."

- ✓ Motion to approve the 11/8/23 EA Board Meeting Minutes with these minor edits by Daniel, second by Monte. Motion was unanimously approved.

b. Schedule for recurring EA Board meetings

The next EA Board Meeting is on 12/7/23. Until further notice, Board meetings will be on the 1<sup>st</sup> Thursday of each month. Board members will receive an Uber Eats voucher for lunch. Virginia will work with Erin or Laura to coordinate the vouchers.

**4. Priorities for the Coming Year**

a. By-Laws Update

Seeking volunteers from the EA Board and/or General Membership for a committee to update the EA’s by-laws. Major changes include adding another Technical In-house Steward position and increasing the EA Social Committee’s budget from \$10,000 to \$15,000.

b. Membership Outreach

39 eligible Air District employees (over 10% of all eligible employees) are currently not EA members. The following are the approximate numbers of Air District employees that fall into each EA class and the number of Steward positions allotted per class (under current by-laws):

<u>Class</u>	<u>Staff Count</u>	<u>Stewards Allotted</u>
TECHNICAL IN HOUSE	63	1
TECHNICAL FIELD	45	1
PROFESSIONAL	109	2
CLERICAL	8	1
INSPECTOR	65	2

Steward Training has been scheduled and offered to all EA Board members. Outreach efforts will be coordinated with Stewards specifically and include information on talking points. A recommendation was made to cease the collection of dues for employees while on probation, although they will continue to have access to all the services offered by the EA. A recommendation was also made to conduct routine Division meetings, where the EA President and Vice President meets with each Division. Similarly, Stewards can conduct routine EA “shop meetings” of their respective job classes.

An electronic membership form is currently being finalized and has received sign-off from Air District HR.

More on outreach will be discussed at the Steward Training.

- c. Newsletter and other pamphlet materials – Due to time constraints, this item will be moved to the next meeting.

**5. Nominations for Vacant Technical and Clerical Steward Positions**

EA by-laws currently call for one Technical In-house Steward but the new MOU allows for two. Richard originally ran as Technical Steward, but his position as meteorologist is classified as a professional. No other candidates were nominated for the In-house Technical Steward position. Virginia asked for a motion to appoint Richard as an In-house Technical Steward.

- ✓ Motion to appoint Richard as the In-house Technical Steward by Areana, second by Romelle. Motion was unanimously approved (Richard abstained).

For the second In-house Technical Steward position, Virginia nominated John Del Arroz (staff specialist), who has expressed interest in the position and has experience in labor issues.

- ✓ Motion to nominate John Del Arroz as an In-house EA Technical Steward by Monte, second by Laura. Motion was unanimously approved.

There is one Clerical Steward position that has not been filled. Currently, only eight Air District staff are classified as Clerical. Due to no interest, a proposal was made to keep the position vacant and have Technical Stewards represent clerical staff. EA Board can explore options to permanently absorb the Clerical class into the Technical class.

## **6. Financial Update**

Financial Audit – The treasurer was tasked with assembling a team to complete a financial audit of the EA. Proposed team members may include Joseph Driste and Areana. A partial audit was started by the former EA Board so there is less than a year's worth of finances left to audit. Accounts will be changed to current EA Board members effective 12/13/23.

## **7. Grievance Update** – Due to time constraint, this item will be discussed in the next meeting.

## **8. Meet and Confer Update**

EA Board members interested in joining the EA's Meet and Confer team should notify Virginia. Virginia and Areana recently spoke with Air District Deputy Executive Officer of Finance and Administration "Hy" Hinojosa about the following topics:

- Class and compensation study – high priority for EA to participate, including review of vendor. Timeline to complete study must take into account the ~50 class titles and associated job specifications that must be approved by the EA.
- Performance management system – updating NeoGov to be less cumbersome.
- Administrative Code update to Part III Personnel – Part I Admin Code has been updated. Part III updates must be approved by the EA. Will need committee to review.

The EA has been invited to participate in the Strategic Plan development. As Board members are already participating in this effort through their respective Division, we agreed that a separate EA focused meeting was not necessary but opted to instead review the draft strategic plan when it becomes available to ensure protection of members' rights.

## **9. Social Committee Update**

The Children's Holiday Party is scheduled for 12/19/23. Air District will pay for food so that leaves the EA with ~\$3k for entertainment. A flyer will be sent out to gauge attendance.

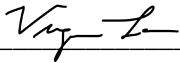
**10. New Business**

- Items brought forth by Daniel will be discussed at the next meeting.
- Steward Training is scheduled for 12/13/23.

**11. Public Comments** – None.

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

Approval:



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Virginia Lau, President



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Betty Kwan, Recording Secretary