

The regular monthly meeting of the Board of Directors was held on January 20, 2004, in the Personnel Training Room.

A motion was made by Mike Cook to approve December's minutes as read. Mary Miller 2<sup>nd</sup> it. All in favor.

A motion was made by Myrna Kelley to approve the minutes of January 6, 2004, emergency meeting, as corrected. Mary Miller 2<sup>nd</sup> the motion. All in favor.

A motion was made by Joy Gaines to approve December's Treasurer's Report as read. Mike Cook 2<sup>nd</sup> it. All in favor.

## REPORTS

### A. FINANCE COMMITTEE

The finance committee made 2 recommendations:

1. There was a total of \$3,523.78 left over in the 2003 reserve fund. It was recommended, that \$2,500.00 be rolled over into the Office Expenses/Furniture fund, and the remaining \$1,023.78 be rolled over into the 2004 reserve fund account.
2. There was a total of \$4,716.88 left over in the Net Income for 2003. It was recommended that \$4,500.00 be rolled over into the Mortuary Fund and the remaining \$216.88 be rolled over into the Employee Assistance Fund for 2004.

Mike Cook made a motion to roll over the monies into the recommended accounts as the Finance Committee suggested. Mike Lawrence 2<sup>nd</sup> the motion. All in favor.

### B. PRESIDENT'S REPORT

Joe reviewed the new layout of the agenda and explained that attendance records will now be provided to the Board so that the attendance of the Directors will be accounted for. Directors were reminded that after 4 absences within one (1) year, they will be removed as the Director and another Director will be put in their place. Joe stated that if there was no Director available at the time, he will step in until someone becomes a new Director. Joe stated that he wants to make email accessible for each Director. If anyone has a problem with their email, they should let Joe know and he will make sure it becomes available to them. Joe is also requesting a schedule of meetings from each Director so that he and/or Dwaine can attend one of those meetings each month.

### C. VICE PRESIDENT'S REPORT

Dwaine reported that he has already met with Jim Starbird, Bob McFall, Dave Weaver and Frank Quintero as a way to introduce themselves to each other. Dwaine also reported that Bob Mezak from Parks, Recreation and Community Services passed away earlier in the month of January, and he was requesting that the GCEA donate a tree, or two, in his honor, to his favorite place, Christmas Cove in San Luis Obispo.

## OLD BUSINESS

### A. 9/80 WORK WEEK

Matt Doyle from Personnel made a brief presentation about the 9/80 workweeks and the City Charter. Matt confirmed that the alternate Fridays were going to go into effect, however, he was not quite sure as to the exact start date. He mentioned that it could go into effect as early as March 1, 2004, however, the latest would probably be April 1, 2004. He also stated that there has been no mention of offering any other days off, other than the Friday's that staff already has off. There is also no mention of a 4/10 work week. Joe reported that he will be meeting with Council and Administration sometime within the next week to discuss this issue. A schedule of all departments being affected should be ready for distribution shortly. Joe stated that the language for the agreement between the City and the GCEA is still being worked out.

### B. RE-CLASSIFICATION OF EMPLOYEES

Matt Doyle from Personnel explained to the Directors that the City Charter is coming up for review and a committee that has been chosen to review it has come up with a recommendation for changing the procedure for re-classifying positions. Matt explained that the process for reallocating a position would basically remain the same, however, after Personnel does their study of the position, it would then skip the "interview process" and go straight before Council and/or Civil Service for approval. This process would save time and resources.

After a brief discussion among the Directors, it was decided to take this to the membership and bring their recommendation back to the next meeting for discussion.

### C. OFFICE FURNITURE

Joe recommended to the Board that the \$1500.00 that was allocated to the Office Furniture account be used to purchase two desks, two chairs, 2 bookcases and some steel shelving for storage, for the President and Vice President's office.

Mike Lawrence made a motion to use the \$1500.00 to purchase the office furniture for the two offices. Joy Gaines 2<sup>nd</sup> the motion. Motion carried.

Frank Coronado stated that he would take the old bookshelves and the old desk in the Vice President's office to the yard. The Board was in agreement.

### D. PERS AIR TIME

Alan Elmer stated that the PERS Airtime updated estimator/calculator is now available on the PERS website. There will be a presentation from the PERS people sometime in February or March, which will better be able to assist the members with any questions.

## NEW BUSINESS

### A. FINANCE COMMITTEE

Joy Gaines recommended that Craig Hinckley be added to the Finance Committee since there is now a vacancy on that committee. Mary Miller 2<sup>nd</sup> it. All in favor.

Chris Gallagher asked Joe to provide the Board with a list of Committees and their responsibilities. The Board also discussed the possibility of a conflict of interest with two family members being on the same committee. After a thorough discussion, the Board found there to be no conflict of interest.

## GOOD OF THE ORDER

After a brief discussion, Frank Coronado made a motion to donate one 15-gallon tree at the cost of \$40.00 to Christmas Cove in honor of Bob Mezak from Parks who passed away earlier in the month of January.

The Board felt it would be nice to donate 2 small trees or 1 larger tree, totaling the amount of \$80.00, since the trees were relatively inexpensive.

Frank Coronado amended his motion to have the Board donate either two small trees at a cost of \$80.00 or one large tree at the cost of \$80.00. Chris Gallagher 2<sup>nd</sup> the motion. All in favor.

A motion was made by Frank Coronado and seconded by Chris Gallagher to adjourn the meeting at 2:53 p.m.

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Joseph F. Wilke  
GCEA President