

**G.C.E.A. BOARD MEETING AGENDA
FOR TUESDAY NOVEMBER 23, 2004**

PERSONNEL TRAINING ROOM

**LUNCH 12:00 to 12:30 P.M.
BOARD MEETING: 12:30 to 3:00 P.M.**

ROLL CALL

MINUTES FROM THE OCTOBER'S BOARD MEETING

REPORTS

1. FINANCE COMMITTEE REPORT
2. TREASURER'S REPORT FOR OCTOBER 2004
3. PRESIDENT'S REPORT
4. VICE-PRESIDENT'S REPORT
5. COMMITTEE REPORTS
 - a. CAC
 - b. NEGOTIATIONS

OLD BUSINESS

- A. SKELLY PRESENTATION BY MATT DOYLE

NEW BUSINESS

- A. 2005 BUDGET

GOOD OF THE ORDER

ADJOURNMENT

The regular monthly meeting of the Board of Directors was held on October 19, 2004, in the Human Resources Training Room.

A motion was made by Mike Cook to approve September's minutes as corrected. Frank Pichardo 2nd the motion. All in favor.

A motion was made by Joy Gaines to approve September's Treasurer's Report as read. Gina Moore 2nd the motion. All in favor.

REPORTS

FINANCE REPORT

Joy Gaines informed the Board that we would like to hire an outside auditor and that we will be checking on how much it would cost and get back to the Board. The committee will be meeting next Wednesday to work on 2005 budget. The 2005 budget will be sent out in November and should be posted for at least 10 days and we will be voting on it in December. Joy also mentioned that the minutes could not be found that mentioned the president could spend up to \$500.00 without the Board's approval. Further, we will put together a procedure book, a record retention policy, and do an inventory of our office furniture.

PRESIDENT'S REPORT

Joe thanked all who went to the picnic. Everyone had a great time at Magic Mountain. Due to low number of tickets sold we will be having next year's picnic at Scholl Canyon Park. Joe mentioned that at tonight's Council meeting, the Mayor will be presenting the GCEA a thank you certificate for the donation to Relay for Life. The meeting is at 6pm and all are encouraged to attend.

VICE-PRESIDENT REPORT

Dwaine talked to Matt Doyle to have a class on how your review should be done. Matt agreed to come to our next Board meeting and go over Skelly representation. Matt will be having a special meeting on Tuesday, December 14, 2004 from 8:00 to 11:30am at Personnel Training Room. Dwaine would like all Directors to attend and if any Director has a problem going to let him or Joe know.

OLD BUSINESS

None

NEW BUSINESS

POLICE PRESENTATION

Officer Gunnell spoke about sponsoring centennial Badges. All uniform/non uniform police personnel will have the opportunity to buy the new badge at a cost of \$125 to \$150. Sponsors pay the \$125 or \$150 for those officers who choose not to buy their own. The officer will wear the badge for one year then the person that sponsored the badge will get to keep it after the year ends. This offer is pending on the Chief's approval.

CIVIL SERVICE COMMISSION

The Promotional Reallocation process was once again brought up and the Commission is looking into ways of improving the process. They are concerned that the current process does not work and is unfair if the position is not filled. This is the current process:

1. A position is identified to be reallocated.
2. H.R. reviews the request and determines that it should be reallocated.
3. Budgeting is done to transfer the funding of the old position to the newly reallocated position
4. The bulletin is created.
5. All qualified City Employees apply, including the person whose position is being reallocated.
6. All qualified applicants compete in the testing process to establish a list.
7. The City appoints from the top 3.

The problems occur when the person whose position is reallocated does not make the top 3. If they are not appointed then that person is out of a job and would have bumping rights over another person to stay employed with the City. This could have a ripple effect throughout the organization. The City could choose not to fill the position, which can cause those who did make the top 3 to feel dissatisfied with the process.

The commission wants to change the process and directed staff to provide alternative solutions. There were 6 options presented, including keeping the existing process.

A motion was made by Larry De Legal to take option one (1) (which keeping it the same way) Don Robbie second the motion. All in favor.

There's a Civil Service Commission meeting every other Wednesday at 5:00pm in the Council Chambers. Joe would like the Directors to attend and show support.

Joe, with Veronica Padron's help, then went over the different color job bulletins.

- Red-** Open position inside/outside
- Blue-** Promotional Employee within the City. Hourly employees that worked with the City for six months are eligible.
- Orange-** Hourly conversion from hourly to full time.
- Green-** Hourly position
- Purple-** Promotional / Open- inside/outside- City employees are ranked above outside candidates.

GOOD OF THE ORDER

BOWLING

Richard Palmer informed the Board that this year's bowling tournament was canceled. Richard explained that we only got four teams and we needed at least six teams for the tournament. Dwaine would like to use the bowling budget for a trip to Laughlin.

GOLF TOURNAMENT

Craig Nelson informed the Board that there will be a golf tournament and he is still taking more signups. The golf tournament will be on Thursday, November 11, 2004 at De Bell Golf Course in Burbank (\$60.00 a person).

A motion was made by Ignacio Dominguez and seconded by Jim Moore to adjourn the meeting at 1:45. All in favor.

Joseph F. Wilke
GCEA President