

# **G.C.E.A. BOARD MEETING AGENDA**

**FOR WEDNESDAY DECEMBER 15, 2004**

**TONY ROMA'S**  
126 N. MARYLAND AVE.

**BOARD MEETING: 2:30 to 5:00 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 REPORT
4. VICE-PRESIDENT REPORT
5. COMMITTEE REPORTS
  - a. PAC
  - b. NEGOTIATIONS

## **OLD BUSINESS**

- A. 2005 Budget
- B. GWP YARD ISSUE

## **NEW BUSINESS**

- A. Football Bears

**GOOD OF THE ORDER**

**ADJOURNMENT**

The regular monthly meeting of the Board of Directors was held on November 23, 2004, in the Human Resources Training Room.

A motion was made by Gina Moore to approve October's minutes. Joy Gaines 2nd the motion. All in favor.

A motion was made by Joy Gaines to approve October's Treasurer's Report as read. Myrna Kelley 2nd the motion. All in favor.

## **REPORTS**

### **FINANCE REPORT**

Joy Gaines passed out a procedure sheet stating: 1) The GCEA president may expend no more than \$500 on any unbudgeted item from the Reserve Fund without prior authorization of the Board of Directors; 2) Unbudgeted expenditures can be withdrawn only from the Reserve Fund. Joy also, reviewed the Mortuary Fund Account and what Finance Committee's responsibilities are. Additionally, she reviewed the 2005 budget and informed the Board that it needed to be posted for at least 10 working days; the Board will vote on it in December's meeting.

### **PRESIDENT'S REPORT**

Joe informed the Board that there's an issue with the Police Department regarding dress policy. Joe and Dwaine started the process and will inform the Board with their progress. Joe mentioned that the December's Board meeting will be a special meeting for Directors/Alternates; it will be at Tony Roma's on Wednesday, December 15, 2004.

### **VICE-PRESIDENT'S REPROT**

Dwaine informed the Board that Matt Doyle will be having a special meeting on Writing Employee's Evaluation on Tuesday, December 14, 2004 from 8:00 to 11:30am in the Personnel Training Room. Lunch will be provided after the meeting. Dwaine would like everyone to attend.

### **COMMUNITY ALLIANCE'S REPORT**

Mary Miller informed the Board that the GCEA is going to be involved in this year's Montrose Parade. The Parade will be on Saturday December 4<sup>th</sup> and it starts at 6:15pm. We will have 5 City vehicles, and everyone will be walking in front of the vehicles. Joe would like everyone to participate because it's a good opportunity for us to let the public know about GCEA. Children 8 years an older

can participate. There will be a City van to take everyone from Vons parking lot to the starting point.

Mary also mentioned that the GCEA has a new logo. The colors will be blue and red.

The GCEA will be sponsoring a toy drive in conjunction with the Salvation Army. The Salvation Army has provided us with seven (7) blue barrels to place throughout the City for employees to drop-off an unwrapped toy. A monetary contribution is also welcome: to donate by check (make payable to Salvation Army), by cash (send the money to the GCEA office). All gifts will go to Glendale's less fortunate families. For more information please contact Mary Miller at 548-6451.

### **NEGOTIATIONS**

Joe informed the Board that he will be sending out a survey to all Directors to distribute to GCEA members regarding Health Benefits, Paid Leaves and Retirement. Please have the members your represent take this survey very seriously. It is a tool that will be utilized in assessing what the employees would like to see in the up-coming negotiation. Please send the survey to the GCEA office.

### **OLD BUSINESS**

#### **CIVIL SERVICE COMMISSION**

Regarding the Promotional Reallocation, the Board did not want to change #3 (Budgeting is done to transfer the funding of the old position to the newly reallocated position) to #1 (A position is identified to be reallocated) Option #2 (H.R. reviews the request and determines that it should be reallocated) this process remains the same if they decided this will go into effect when the City Council approves it. There are 20 to 34 Amendments that will go to Council for approval. Joe will inform the Board when this takes place.

#### **I.B.E.W.**

Joe informed the Board that the GCEA put together a salary survey canvassing Burbank and Pasadena and offered it to Council. Council turned it down by 5 to 0 vote. Council told Joe that they don't want to open a contract to do an inequity study; Joe has been talking to Council attempting to persuade into having them change their mind, and asking they look at it again. Council would like us to wait for our Negotiations, which they agreed on starting early. A hearing is scheduled for December 1, 2004 at 10:30am to be heard in City Council's chambers with City Manager, IBEW, GCEA, and GMA regarding this.

## **SKELLY PRESENTATION**

Matt Doyle, Assistant Director of Personnel came to our Board meeting to inform the Directors about Skelly process. Employees have five (5) working days to respond to the letter. If the employee fails to respond, then management has the right to implement the disciplinary action. The Skelly is handed to the employee in the workplace, and if the employee accepts it then the employee is served with a final notice. The final notice goes into employee's personnel file that Matt mentioned, which every employee has the right to review. Reminder: Civil Service does not protect part-time employees.

## **NEW BUSINESS**

### **2005 BUDGET**

Joe mentioned that the 2005 estimated budget is less than any other year because we are not sure if IBEW will take over the GWP Yard if they do we will be losing about 138 employees so that's why we underestimated the Dues amount. Joe would like the Directors to post the 2005 estimated budget for at least 10 days and we will be voting on it in December's Board meeting.

A motion was made by Vic Soto and seconded by Jim Moore to adjourn the meeting at 2:45 pm. All in favor.

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Joseph F Wilke  
GCEA President