

**Glendale City Employees' Association
Board Meeting Minutes
May 17, 2005**

The regular monthly meeting of the Board of Directors was held on May 17, 2005, at Perkins Community Room.

A motion was made by Frank Pichardo to approve April's minutes. Don Robie 2nd the motion. All in favor.

A motion was made by Joy Gaines to approve April's Treasurer's Report as read. Mike Cook 2nd the motion. All in favor.

REPORTS

FINANCE REPORT

Joy Gaines explained that for the past two and half (2 ½) years ago the finance committee has been cleaning up our books. The Auditor came across a form (990) that the GCEA has not filed. The Auditor will complete an exemption form (1024) so we could be cleared. Joy was asked if the committee interviewed more than one Auditor. Joy explained that we interviewed two Auditors and the one we choose will charge us half of the cost for the same report. Joy will update the Board with any new information regarding this matter.

CAC REPORT

Marry Miller CAC Chairperson informed the Board that on June 18th from 11:00am to 2:00pm at Pacific Edison Park they will have a Fun & Food Day. They will be serving BBQ hot dogs (\$4.00) with chips and soda, hamburgers (\$5.00) with chips and soda. There will be games for kids and raffles for adults. Tickets are sold at the door. All of the profits from this event will go to project Achieve and the many programs they run that support at risk members of community. The committee will be needing volunteers to come out and help. Mary also mentioned that they now have GCEA t-shirts with our logo. Everyone that is working will be wearing the GCEA shirt. Advertising will be made in the local paper and also flyers will be sent out by Liz Mackey. The media will be there along with Project Achieve members

A Project Achieve spokesperson Paul Hebblethwaite came and informed us about their program. He started off by thanking everyone for participating and volunteering in their program; Community Development & Housing, Integrated Waste and the GCEA (CAC Committee). The Project Achieve is a multi-level homeless service program model focused on helping people. Project Achieve was originally established In 1996 as a result of strategic planning efforts of representatives from a wide range of public and private agencies which identified that providing integrated multidisciplinary case management services is the most

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effective way of helping families and individuals overcome their homeless experience. Project Achieve provides Mental Health Services, Substance Abuse Recover Services, Employment Development, Housing Placement, Health Care, Veteran Services, Emergency Shelter, Transitional Housing Programs and Permanent Supportive Housing. Each year they service over 1,300 people, last year they helped 412 people in Glendale. They provide a case manager for each family/single so they could have one on one support. The Glendale shelter has 40-bed year round program, a 12 unit Scattered Site Transitional Housing program for families and an 8-unit Permanent Supportive Housing Program for individuals with chronic substance abuse issues. They also coordinate with Salvation Army, Catholic churches and YMCA. If you would like to know more information about the program or like to volunteer please contact the Project Achieve in Glendale at 818-246-7900.

NEGOTIATIONS COMMITTEE

Joe informed the Board that they are still in negotiations and they meet every Wednesday. At this point the committee doesn't have anything new to discuss but will inform the Board with any new information.

HEALTH BENEFITS

Joe updated the Board that there will be an increase. The cost will be going up for all plans except, Kaiser. The Health Benefits committee has come out with options to modify the plan. All of the Directors were instructed to go and ask the employees and get their votes. The majority of the votes came back NO on all the options so therefore everything will stay the same. Joe would like to have monthly Health Benefits Committee meetings throughout the year so the employees could receive the information early. Joe thanked everyone for their help. Gina Moore would like to receive more detail information before the Directors meet the employees. Joe will express that concern to the Health Committee.

HOURLY CONVERSION

Joe met with Civil Service Commission and management talking about Hourly Conversion issue. Joe mentioned that if the department has enough money in their budget then they could convert the hourly employee into a full time employee. The City put the following policies in place back in 1999. An hourly employee can not work more than 1250 hours in a year, can not be in their position for more then six months. Both of these can be extended with the approval of the City Manager's office, Human Resources, and/or the Civil Service Commission. There is a two (2) year limit on the length of employment. The departments have to have plans in place to be in compliance by July.

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Here is the Hourly Conversion process: The City will post the position (an orange bulletin) then the employee will apply for the position. To be eligible to apply the employee must already be working for the section that the position is being offered. The employee will go through a testing process that can include an oral test or a written exam. A list will be established and the department will have to hire from the top 3 on that list. All of the hourly employees have to go through this process if their position is being converted, even though they are applying for their own position. The employee could fail the testing process or fail to be ranked in the top 3. A bulletin gets send out to every department so it's up to the employee to go and apply for the position.

Civil Service receives monthly reports on: what kind of positions are open and closed, how many people applied and qualified for the full time positions. Two new monthly reports will also be produced. The first when an hourly employee has worked for more than 1000 hours and the second when an hourly employee has worked for five months or longer.

Joe again asked the Directors to inform him of any hourly employees working in their section who are being affected by these policies. Joe also mentioned that some positions are going to be exempt from these policies. Once the list of the exempt positions is available it will be distributed to all Directors.

A motion was made by Frank Pichardo and seconded by Chris Gallagher to adjourn the meeting at 2:00. All in favor.

Joseph F. Wilke
GCEA President