

**Glendale City Employees' Association
Board Meeting Minutes
January 17, 2006**

The regular monthly meeting of the Board of Directors was held on January 17, 2006, in the Perkins Community Room.

A motion was made by Bertha Albright to approve December's minutes. Gina Moore 2nd the motion. All in favor.

A motion was made by Joy Gaines to approve December's Treasurer's Report as amended. Milton Myers 2nd the motion. All in favor.

FINANCE REPORT

Joy informed the Board that the committee met last Thursday to revise the 2006 Budget. We transferred \$4,823.69 to the Mortuary account from our regular checking account so we could bring the Mortuary account back up to \$100,000.00. Joy wanted to clear a confusing issue regarding the secretary's line item. She explained that the amount budgeted included her accrued vacation. That money we owe Evette if she decides to leave. What the committee would like to do is to set up a new account for the accrued vacation time and if Evette would like to take more then three weeks this year then it will come out of that account. Joy made a motion to establish a new savings account to cover the prior year's vacation balance for the Office Secretary. This account will be established with the Glendale City Employees Credit Union, and the money will be transferred from the Secretary Benefits budget item. Milton Myers 2nd the motion. All in favor.

PRESIDENT REPORT

Joe welcomed everyone back and hoped everyone had good holidays. Joe is looking forward working with everyone.

VICE-PRESIDENT

Craig welcomed everyone back and thanked the Directors that are in the Accident Review committee. Craig wanted everyone to know that he's here for anyone that needs help and he's here to assist Joe with anything he needs.

OLD BUSINESS

CATASTROPHIC LEAVE

Gina Moore met with the Catastrophic Leave committee which is comprised of the GCEA, HR, GFFA, GPOA and GMA. As it had been nearly a year since they last met, members had time to consider some of the options brought to the table at that time. The majority felt that establishing a pool in which to deposit

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vacation, floating, comp leave, or unused Catastrophic Leave, would be difficult to administer at best. A separate committee would need to monitor who would/wouldn't be eligible for the donations. It was noted that it would be difficult for Finance to record all of the transfers.

Upon further discussion, the following issues and ideas were recommended:

- Once time has been donated to an employee that time would stay with that employee. And after either a specific period of time, yet to be determined, or after the employee designates that they are no longer in need of Catastrophic Leave, the donated time would revert to the employee's vacation leave bank. It was felt by some that while that employee may no longer need Catastrophic Leave due to a personal crisis, they might just need time to take care of some business or be with their family. The employee would have exhausted all paid leave by this time no doubt and it is very stressful not to be able to take time off when they feel the need. The donor has given the time freely to this employee and if the employee can make use of the time, whether by Catastrophic Leave or vacation, it was felt they should be able to do so.
- That the recipient not have to completely exhaust all paid leave but only a *significant portion of their accrued leave* in order to request Catastrophic Leave.
- That donated floating leave shall not be lost if unused as Catastrophic Leave but be converted into vacation or other paid leave
- That a new Donation form be designed
- That the Catastrophic Leave Policy be revised, partially as follows:
 1. To define purpose, as *the purpose of the Catastrophic Leave Donation Program is to allow employees to assist another employee during times of personal crisis when serious illness or injury has incapacitated him/her or family member and the employee is therefore unable to work. It can also be used for employees who suffer catastrophic illness or injury who must undergo intermittent medical treatment, such as chemotherapy.*
 2. To allow the request for Catastrophic Leave when the recipient employee has exhausted a *significant portion of their applicable approved leave* as opposed to all of it.
 3. To define Catastrophic Leave as *a serious health condition which substantially incapacitates an employee or qualifying family member, or which forces the employee or family member to undergo ongoing or lengthy substantial medical treatment. The illness or injury further creates financial hardship because the employee has or will exhaust all applicable leave time.*
 4. To define what the donated hours may be used for
 - To cover the elimination period before short-term and/or long-term disability benefits begin*
 - To supplement short-term and/or long-term disability benefits*
 - To cover the time used on unpaid Family and Medical Leave (FMLA)*

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5. To define family, as *Family shall mean spouse, employee's child, including stepchild, parent or spouse's parents, registered domestic partner as defined by State law, or any other relative residing in the same household as employee.*
6. To include hourly employees as recipients
7. To establish Procedures/Guidelines for using Catastrophic Leave

DUES INCREASE

Joe explained to the Board that we haven't had a dues increase in the past ten (10) years. In order for us to provide better services for our members we definitely need to increase the dues. The committee based the increase on a single position that of Office Specialist 1. We looked at ½% of that position in order to make it a flat fee increase. This way everyone will be paying the same amount of dues. Joe explained how the dues will go up every July equal to our COLA increase. This will be better for the GCEA since we will be keeping up with the rate of inflation and eliminate the need to come back to the membership every few years asking for more money.

In order to increase the dues it requires a change to the By-laws. We will be scheduling open meetings for all the employees to attend. Joe stressed the importance to the Directors that they go back and explain the increase to their members and to make sure they attend the meetings. Their questions will be answered at the meetings.

NEW BUSINESS

SALARY ADJUSTMENT

Joe reminded the Board that we negotiated a ½% of our contract to be used for salary market adjustments. This is equal to \$362,000 and become effective on July 1, 2006. The Negotiations committee will be working with Human Relations to establish those positions that will be receiving an adjustment and how much of an adjustment. We are scheduled to begin this process in early in March 2006. We will be updating the Board as we make progress.

TRAIN ACCIDENT

Joe reminded the Board of the sad anniversary of the Metrolink Train accident that happened on January 26, 2005. The City is not planning to do anything on that day. The GCEA is going to be holding a Candlelight Remembrance that evening at the Train Station. We would like to have everyone meet at 7:00pm to remember the eleven people that past away in the accident. Two of the eleven were City employees.

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Also Joe mentioned the City's 100 year anniversary celebration is on Saturday, February 18, 2006 from 11:00am to 5:00pm on Brand Blvd. (in front of the Alex Theatre) Historic movies will be playing at the theatre. This event is free for everyone.

A motion was made by Frank Pichardo and second by Chris Gallagher to adjourn the meeting at 3:00pm. All in favor.

Joseph F. Wilke
GCEA President

