

G.C.E.A. BOARD MEETING AGENDA

FOR TUESDAY NOVEMBER 17, 2009

PERKINS COMMUNITY ROOM

BOARD MEETING: 12:00 to 2:00 P.M.

LUNCH WILL NOT BE PROVIDED

ROLL CALL

MINUTES FROM THE OCTOBER BOARD MEETING

REPORTS

- 1. FINANCE COMMITTEE / TREASURER'S REPORT**
- 2. PRESIDENT REPORT**
- 3. VICE-PRESIDENT REPORT**
- 4. COMMITTEE REPORTS**

OLD BUSINESS

- A.**
- B.**
- C.**

NEW BUSINESS

- A.**
- B.**
- C.**

GOOD OF THE ORDER

The regular meeting of the Board of Directors was held on Wednesday October 28, 2009 at the Sycamore Conference Room.

Jim Moore made a motion to approve September minutes. Don Robie 2nd the motion. All in favor.

Finance Report

Evette explained that the Finance committee met last Thursday to work on the 2010 budget. We borrowed \$12,000 from the Mortuary account until our CD matures then we will transfer the money back into the Mortuary account. We deposited \$6,000 in our Regular Checking and \$6,000 in our Pass through account.

President Report

Craig mentioned he is still working on employee's issues and negotiating for GWP section. Craig also talked about Relay for Life event. As usual the GCEA provided the mid-night snake which Craig and Don Robie handled.

Vice-President Report

Myrna mentioned that she and Craig continue on negotiating for GWP and Fire departments so our plate continues to be full. Myrna reminded the Directors about what she talked about at the last Board meeting regarding Directors wanting to sit on representation meetings. Myrna mentioned if you are a witness and would like to learn how the process works then it's important to keep everything to your self.

Elections

Joe Wilke Nomination chairperson opened up the floor for GCEA President / Vice-president nominations. Bill Trzeciak nominated Craig Hinckley for President in September's meeting.
Kerri Zelenak nominated Myrna Kelley for President
Jerry Walton nominated Kerri Zelenak for Vice-president
Joe Wilke nominated Don Robie for Vice-president

Joe mentioned since Kerri was nominated for Vice-president Kerri needs to step down from the Nomination committee. Jose Gutierrez will be replacing Kerri. Joe will distribute the information soon.

The election will be on the 1st Wednesday of December which will be on Wednesday December 2nd. Joe mentioned that the committee will have the voting through Survey Monkey because it's more convenient for everyone and he will let those who don't have email know where to vote.

Carlos Linares

Craig sent out an email requesting the board's approval on donating \$500 to Mr. Linares but did not get everyone's vote. Craig took a hand count majority are in favor and 2 abstained. The \$500 will be taking out from flowers and gift account.

Survey Monkey

Myrna passed out a hard copy of the GCEA survey. Myrna mentioned that there are few issues with the survey monkey that was sent out some of the employees did not receive the survey. Myrna asked the Directors to make copies for their employees. Myrna received good number of response but she wants to make sure everyone has a chance to fill out the survey. Myrna will have the results for the Directors in the next Board meeting

NEW BUSINESS

Verbal Counseling Form

Craig handed out Verbal Counseling forms to the Directors. Craig wanted all the directors to see what the form is going to look like. Craig explained that we had a lot of issues in the past regarding verbal warnings between the supervisors and the employees. Craig explained some of the supervisors give verbal warning without letting the employee know then the supervisor will use that warning on the employee's evaluation.

This form is good only for ONE year and should be destroyed a year from the date it was written which means the supervisor can not use this against the employee after it expires. This form goes in the employees department file ONLY. This form does not go to Personnel it only stays in the department. Craig explained if the employee is not in agreement with the supervisor then it goes in a grievance process. This form will be used by all departments except for the Police department because they have their own form.

After a lengthy discussion some of the Directors would like to add couple of things on the form. They would like to give the supervisors options between having the form on file for 6 or 12 months and to add couple of lines for comments. Also when this form goes in affect can the supervisors remove the old warnings. Craig will bring up all the Directors concerns at the next Bi-monthly.

Wendell our Labor Consultant informed the Directors when you receive this form you should engage in a polite discussion with your supervisor. The employee should write down any comment and attached it to any negative comment for the supervisor. Also Wendell informed the Directors as an employee once a year you have the right to see your master file in personnel and department file. If there's a document in your file that you did not sign for or was not aware about then you could ask for that document to be removed from the file. Also it gives the employee a chance to see how many people looked at your personnel file since there's a log to keep track of how many people requested to see your file.

As for your department file you could send a memo to your supervisor requesting to review your file. The supervisor is not supposed to keep any information in your file without the employee's knowledge.

Craig mentioned that as an employee you have the right to ask for any copies from your file.

Sick Leave

Myrna informed the Directors what they discussed at the Bi-monthly meeting Regarding Sick Leave issue. Because of the Swine Flue issue the supervisors should be more understanding and lenient when employees call in sick. It will better for the employee to stay home and get well instead of coming to work and getting everyone else sick. Some of the Directors asked if the supervisors will be using the same Verbal Counseling form for sick leave. Myrna explained that there's a different form for sick leave.

Some of the Directors had concerns with different departments not following the same Sick Leave procedures. Also Myrna was asked where do employees go now since Wellness closed? Myrna will be meeting with Monica Fisher to get all the information and will email all the Directors with the new clink address.

GOOD OF THE ORDER

Wendell explained at last month's Board meeting that in order to remove a GCEA member from membership we need to have half plus one not 2/3 of the votes and to reinstate the member we need 2/3 of the votes. A Director asked Wendell where did he come up with these numbers and the answer was from our By-Laws or Wendell suggested to Google "Rules of Statuary Construction" for more information.

An Alternate felt that one of the Directors that were on Trial should not be or get paid for being on any committees. Myrna clarified that no one gets paid to be on any committee and that one of the committees Craig has to appoint the member and Craig mentioned in the previous meeting he did not appoint that certain Director to be on the committee.

Jim Moore made a motion to adjourn the meeting. Joe Wilke 2nd the motion. All in favor

Craig Hinckley
GCEA President