

SEIU Local 1021 EXECUTIVE BOARD MEETING

Tuesday, January 13, 2009

10:00 a.m. to 5:00 p.m.

Stockton

Executive Board members present: Damita Davis-Howard (president), Christal Cox (vice president), Sandra Lewis (treasurer), John Morrison (secretary), Larry Bevan, Karen Bishop, Derrick Boutte (phone), James Bryan (phone), Jim Ellett, Nadia Farzer-Robinow, Ed Kinchley, Kathy O'Neil, Vicki Reed, Leea Rodriguez, Jan Schardt (phone), Norm Ten (phone), Lacy Topolewski, Marcus Williams

Members excused: Amanda Booker, Kim Burke, Jackie Carvallo, Mary Sanders, James Nebel

Guest: Dolores Gholar

Staff present: Valerie McCan-Murrell, Kerry Newkirk, Seth Schapiro, Bill Steck, Pattie Tamura, Gilda Valdez

President Damita Davis Howard called the meeting to order at 10:31 a.m.

Announcements: President Davis-Howard announced a January 23 retirement dinner in honor of San Francisco members David Williams and Richard Rothman. Marcus Williams announced the January 30 opening of the new Local 1012 office in Fairfield. Local 1021 has 100 tickets to a presidential inauguration event at the Oracle Arena in Oakland available for COPE contributors. There will be inauguration events at Local 1021 offices on January 20. The San Francisco office event is co-sponsored by APALA and the Asian Pacific Islander Solidarity Committee.

INDUSTRY REPORTS:

§ **Health Care Industry:** Chair Ed Kinchley reported the January 17 industry meeting has been cancelled and will be rescheduled. He added the election of three labor-friendly supervisors in San Francisco has resulted in the appointment of labor allies as board president and chair of the city's budget committee.

§ **Registered Nurse Industry:** Chair Christal Cox reported the Alameda County Medical Center RN bargaining unit will vote this week on a tentative agreement.

§ **Private Sector/Non-Profit Industry:** Chair Norm Ten submitted a written report (attached). He expressed appreciation to Daz Lamparas for his dedication to the membership while filling in for staff on leave and reported on a planning retreat on PNP/DD staffing and challenges.

§ **Counties Industry:** Co-Chair Marcus Williams reported meeting newly-elected Sonoma County Supervisor Efen Carillo. Major county issues include two-tier retiree medical and \$500 health care allocation for current workers. There will be several actions in February around this issue. President Davis Howard suggested each county recruit at least 10 members to participate in solidarity actions.

§ **Courts Industry:** Chair Lacy Topolewski reported the industry met last Saturday; each member has adopted a court to build involvement and participation. Industry is also looking at court funding and state and county-wide campaigns to educate and excite members to get involved in negotiations and lobbying.

December 8, 2008 meeting minutes: It was M/S/C to approve the minutes as corrected.

NEW BUSINESS:

San Joaquin retiree chapter: A group of retirees in the county has organized and requested formal recognition as a chapter. It was M/S/C to recognize the chapter under the Local 1021 retiree council.

OLD BUSINESS:

Meeting schedule: It was M/S/C to approve the following executive board meeting schedule/location changes: July 14 (Chico), August 10 (Del Norte); October 13 (Ukiah). It was M/S/C to set the following Member Advisory Committee meeting dates: February 28, April 25, June 27, and September 26. The November meeting date will be coordinated with the annual budget process. There will be a joint industry

meeting February 14.

Proposed Complaint Resolution Policy: It was M/S/C to accept the policy as amended (attached).

Days for Change campaign: There are 11 staff and member political organizers working on this campaign for the Employee Free Choice Act and national health care. First wave of participants (130 days) are staff Stephanie Batey, Andrea Pinkham, Berry Bingham, Maria Peluso, Carl Carr, Margot Reed, Rosalinda Montez and member political organizers James Marmon, Pat Davis, and Al Haggett (alternate). The Coverage Committee is grappling with the concept of roles, representation, and coverage during the campaign.

Republic Window and Door workers sit-down strike: The Chicago workers won their back pay issues. Board confirmed donation of \$500 to the UE members.

Presidential inauguration: The board previously took action to fund member travel to attend the inauguration if tickets were available but tickets have not been obtained. COPE Chair James Bryant worked with the AFL-CIO to get three spots in the labor contingent in the inaugural parade in Washington, D.C. Brother Bryant had had 24 hours to get clearance from the FBI and communicate idea to Political Director Bill Steck and fill the slots with political organizing committee chairs Olga Palacio and Mustafaa Abdul Ali and himself. Board discussed funding the three members in the parade and how to prevent recurrences of unilateral decision-making. Estimated cost of airfare and hotel is \$6,000 for three participants. Board recognized this was an unacceptable process but also an important opportunity. It was M/S/C to send the three named members to participate in the inaugural parade, paid from COPE funds, and request a public apology by the COPE chair to all COPE members.

REPORTS:

Special Districts Industry: Chair Vicki Reed reported the Housing Authority caucus will meet on January 23. ABAG is in bargaining. BART morale is very low due to recent BART police actions.

Schools Industry: Chair Leea Rodriquez reported the industry met last Saturday. There will be a massive March in March, taking our message and community coalitions to the capitol on March 16. Other industries are encouraged to participate but the focus is schools and education issues. There are internal issues at Los Rios Community College; industry will meet with leadership.

Health Care Industry: Chair Ed Kinchley reported San Francisco leaders are working in a community-based coalition to save public health from the \$26 million in mid-year cuts proposed by the mayor. There is support from the labor council to go put temporary revenue measures on a future ballot. Christal Cox reported the Alameda County Medical Center non-RN general unit has selected a bargaining team; their contract expires March 30.

President's Report: It was agreed by consensus the president and vice president can distribute tickets to the presidential inauguration in Washington, D.C. if two become available through SEIU. President Davis Howard has appointed two members to a trial body to address charges filed by a member against another member; Vice President Christal Cox will serve as chair of the hearing panel. There are current job announcements posted for a director position, a communications position, and a research position.

Social and Economic Justice Committee: Chair Derrick Boutte submitted a written report (attached). He is dealing with the question of how to get more involvement on the SEJ Committee. SEJ is working to get solidarity committees to post their mission statements and meeting information on the 1021 website.

Budget and Finance Committee: President Davis Howard reported on the BFC recommendation to use unspent organizing money for Member Resource Center start-up costs. There is no agreement on what needs to be paid but the BFC agreed on a 2008-09 pilot project timeline, based on 55,000 members, and

start-up, member, and equipment costs. There is no formal contract as yet. 50% of our members are in the MRC; city jurisdictions will be added January 29; San Francisco and BART are next. The board reviewed a summary of MRC expenses to be paid from unspent organizing funds. It was M/S/C by consensus to approve the recommendation.

Building Committee: Seth Schapiro reported the open house for the new Fairfield office (2300 Boynton #200) will be January 30. The Napa office will close but a small meeting space will be located. A consultant has been hired for to begin planning for consolidation of the three Oakland union offices. Members of the Oak Street Corporation have been apprised of events.

Executive session: The board went into executive session at 2:20 p.m. The board reconvened at 3:58 p.m. Report out from executive session: It was M/S/C to move forward with external (and internal) outreach for the chief of staff position. The board discussed leadership and unity with staff in the San Francisco budget fight.

NEW BUSINESS:

Reallocation of COPE PAC formula: The Board reviewed the motion to implement general fund transfers to Local 1021 PAC accounts:

§ Candidate PAC – allocate \$0.34 per member per month to the SEIU 1021 Candidate PAC for member dues received effective January 2009.

§ Independent Expenditure PAC – allocate \$0.15 per member per month to the SEIU 1021 Independent Expenditure PAC for member dues received effective January 2009.

§ Issues PAC – allocate \$20,833 of member dues per month received effective January 2009.

Political Director Bill Steck described COPE funding: Voluntary COPE money is forwarded to SEIU; funds over and above the quota are returned to local. Each account has a different purpose; goals are \$175,000 for local candidate PAC, \$75,000 for independent expenditures PAC (communication to voters), and \$250,000 for issues PAC. It was M/S/C to adopt the motion as submitted.

Written reports were submitted by Political Director Bill Steck, Field Directors Fran Jefferson, Pattie Tamura, and Valerie McCan-Murrell (attached).

It was M/S/C to adjourn at 4:21 p.m.

Respectfully submitted by
John Morrison, Secretary SEIU Local 1021

Local 1021

COMPLAINT RESOLUTION PROCEDURE

STEP 1: An individual or group of members that has a disagreement with or complaint against a staff person should first contact the staff person and attempt to resolve the problem by discussing it with the staff person involved. A chapter/bargaining unit officer or steward may be present at the discussion at the request of the member(s). A staff union steward may also be present at the discussion, at the request of the staff person. The staff person is to be contacted by the member(s) regarding the complaint within ten (10) calendar days of the date of the incident or discovery.

STEP 2: If there is no resolution at Step 1, the member may submit a written complaint to the team leader (or the field director if the subject of the complaint is the team leader). The complaint is to be submitted (mailed) within ten (10) calendar days after the date of the discussion at Step 1. The team leader shall respond in writing within ten (10) calendar days of receipt of the written complaint.

STEP 3: If there is no resolution at Step 2, the complaint shall be submitted to the field director (or the Local 1021 president if the subject of the complaint is the field director). The complaint is to be submitted (mailed) within ten (10) calendar days after the Step 2 response.

The field director or president is to send a written notification of the final resolution of the complaint to the complainant(s) and the steward/officer within twenty-one (21) calendar days after the filing date of the written complaint; the time limit is to be extended only with the mutual consent of the member(s) and the field director or

president.

FINAL STEP--STEP 4: If the member(s) is not satisfied with the Step 3 resolution, she/he/they may appeal to the Executive Board within twenty-one (21) calendar days of receipt of the Step 3 response. The Executive Board shall take up the complaint at the board's next regularly scheduled meeting.

PRIVATE SECTOR/NON-PROFIT INDUSTRY REPORT submitted by Chair Norm Ten

Sincere gratitude and appreciation goes to Daz Lamparas for his dedication, work, and mentorship. For the past several months, Daz has filled in as Interim PNP team leader while performing his duties as a PNP worksite organizer. PNP Team Leader Yvette Jordan-Albert will be returning soon from her leave.

Member leaders Eric Stern and Nikki Smith attended PNP 2009 planning retreat in Ben Lomond on January 10-11. Other invited member leaders were unable to attend. Agenda covered staff issues, budget challenges of DD industry, Head Start member convention, and strategies for 2009.

SOCIAL & ECONOMIC JUSTICE COMMITTEE REPORT submitted by Chair Derrick Boutte

SEJ met on December 18 at the Oak Street office.

Solidarity Committees reported on 2008 activities and plans for 2009. Committees were reminded to submit written reports of activities and meeting minutes to SEJ on a regular basis.

Participants reviewed the 2008 budget expenditure report prepared by Darlene White and 2009 budget as approved by the BFC, passed a motion allocating equal shares of funds to each solidarity committee contingent on committees submitting written program plans by a set deadline.

SEJ took action on funding requests for remaining 2008 SEJ funds.

Chair Derrick Boutte advised the committee chairs that he would call a chairs' meeting in early 2009 to move the SEJ program agenda forward.

FIELD DIRECTOR REPORT submitted by Valerie McCan-Murrell

Staffing: Effective February, Mark Hall is reassigned to the Stockton-Sacramento area. This staffing change will create a second worksite organizer vacancy out of the Stockton office. Interviews to fill this vacancy along with the vacancy that is currently being covered by temporary staff Steve Bristow will occur the last week in January. Our team welcomes Sabrina Struth who has transferred from external organizing to the internal side of the house. Sabrina has stepped in as the full-time worksite organizer for the Chico/Redding route effective the beginning of the year.

North Bay and Schools, Cities, Counties and PNP Team: In Solano County, more members are coming forward to participate as stewards. The short term disability insurance program is providing opportunities for more meetings with the membership. There is currently a PERB hearing pending over discipline imposed against a chapter leader. In a win for members, retaliatory policies have officially been withdrawn following a meeting with the department manager & HR. The county administrator has agreed to monthly meetings with the chapter president and worksite organizer. Our endorsed candidate, Linda Seifert, was sworn in to the Solano County Board of Supervisors on January 6.

At the Solano Court bargaining continues. Bargaining teams for the three units are coordinating their efforts. Quite a few tentative agreements have been forthcoming, but the court is not responding on economics. Several information requests were filed and the CAT will begin ramping up field activities.

Sacramento County is receiving bad publicity due to deaths of children in contact with child protective services. Management's response is to blame our members and create more forms to fill out; our response is that management has failed to staff adequately and to plan, and that legislative and judicial requirements have prioritized the paperwork over the casework. There is outreach to UPE Local 1 which represents line workers to address this issue. The board of supervisors has appointed an independent investigator, against the wishes of county management. We are taking the lead and working with the SEIU State Council on a campaign.

At the Los Rios Community College District, the bargaining team and district are looking at a two-year extension. Los Rios police now indicate they will remain in the chapter pending further research. The team leader is working with the police officers on draft bylaws.

Our unfair labor practice charge against the City of Redding over their refusal to release the report of investigation into the electric utility's customer service division has provided opportunities for organizing. PERB has issued a complaint. We are receiving press coverage that is somewhat positive. The December 16 roll-in of STEP in Weed, City of Redding, Far Northern Regional Center, City of Chico, Superior Court of Butte County, Chico Area Recreation District, Arc of Butte County, Solano courts, Yolo courts, Solano County Mosquito Abatement District and Sacramento County Supervisors went very smoothly with no glitches reported.

East Bay and San Francisco Schools Team: The anticipated budget deficit to schools will greatly impact classified workers including massive layoffs in large school districts. In Hayward Unified School District, we met and conferred with the district and recommended many cost saving measures. The recommendation to reduce the number of workers will be presented to the board of education in February. These reductions will impact mostly our maintenance workers and custodians.

At the San Francisco City College District, the anticipated deficit is \$10 million. There will be no layoffs, but members may be affected by bumping from the San Francisco City/County layoffs. We are currently bargaining on re-openers and very close to settlement. The college agreed to set aside \$407,000 toward medical benefits. The leadership is actively involved in the budget review.

We reached a three-year agreement at Livermore Valley Joint Unified School District with COLA increases for the 2007 and 2008 fiscal years. In addition, the district agreed to a class and compensation study which should bring additional salary increases to our members. We also reached an agreement to include mediation on disciplinary procedures. Currently, we are meeting with our chapter leaders to engage them regarding bargaining/layoff strategies in the current economic environment. We are also preparing to schedule various worksite meetings to encourage our members to write or contact legislators on the economic recovery stimulus and continue to ask our leadership to increase member participation.

Bargaining continues at Peralta. At this time no layoffs are expected.

In Oakland Unified, the superintendent is attempting to balance the deficit with less impact on classified layoffs and focus more on central office reductions.

San Joaquin County, Head Start and Calaveras Team: In San Joaquin County, meetings are planned to discuss the economic impact of this year's anticipated \$40 million deficit and identify ways we can minimize, if not offset, many of the negative impacts. On January 5, newly elected board of supervisor members Steve Bestolarides and Carlos Villapudua were sworn into office. Meetings have already been set up with them and other board members to begin to address complex issues that are impacting our members.

The final phase of the Member Resource Center valley roll-in has occurred. All of the Calaveras County jurisdictions were rolled into the MRC effective December 23. Meetings were set up in Amador County, led by the chapter leadership, where nearly 100 members attended and engaged in presentations and question and answer sessions about the MRC.

The last contractual contribution from San Joaquin County to the SEIU retiree medical plan is this month. The re-opener on this matter is 2010. The union is looking into a variety of options for our members.

All worksite organizers have been engaged and developing their Communication Action Networks (CAN). Worksite organizers are counting on the help of all leaders to complete their networks in an effort to achieve widespread communication with our members.

North Bay and Counties Team: Sonoma County members conducted an extremely successful toy drive for disadvantaged kids. This was a touching demonstration of kindness. The bargaining committee and staff analyzed the agreement reached between the county and Deputy Sheriffs Association. This agreement contains interesting and clever elements that may help us reach an agreement. We intend to return to the table this month. Also during the holiday period we met with members of the new board to gauge their support for renewed negotiations over retiree health. We are now beginning to reignite participation from the CAT for this next stage of bargaining and in support of workers facing discipline for contract campaign-related conduct. A community event is being organized to discuss health care delivery in the county. We have recruited the support of two county supervisors to facilitate the February 11 event.

Mendocino County is in really bad financial shape and layoffs are imminent. The county is requesting 12 days of mandatory time off and reductions to 36 hours for large groups of workers, with the understanding that this will not completely avoid the need for approximately 20 layoffs, for starters. We did agree, along with other unions, to a single day of furlough around the New Year holiday and are now contemplating further agreements on reductions. We are having meetings to discuss cost saving ideas and to identify waste, fraud, and abuse in the county.

Del Norte County too faces serious budget shortfalls, as well as a GASB 45 problem. We have begun meeting with the county to discuss the retiree health issue. A membership meeting is planned for January 22 where Treasurer Sandra Lewis will report on the Local's budget. This week, a delegation of workers from the solid waste JPA will present union cards to that authority for recognition.

In Napa County, economic recovery meetings are underway. The bargaining committee has been elected and the CAT has begun Thursday night meetings in preparation for contract negotiations.

FIELD DIRECTOR REPORT submitted by Pattie Tamura

Private Sector/Non-Profit Team: Yvette Jordon Albert continues on a medical leave and is anticipated to return in January. Daz Lamparas continues to take on additional supervising responsibilities in her absence. Negotiations continue at Community Action Partnership, Spanish Speaking Unity Council, East Bay Innovations, and La Familia. We are preparing for negotiations at Conard House, Progress Foundation, and Baker Places in the midst of budget cuts in funding from San Francisco.

The PNP team just held the annual retreat with staff and leaders making plans for 2009 including continued work on the statewide DD council, developing a Head Start council and a SF funded group of PNP leaders.

Valley Mountain Regional Center successfully closed their contract after member pressure on the agency, a strike vote and mediation.

Special Districts Team: Jim Firth retired December 5. Dominic Chan assisted working with San Francisco and Marin agencies but left January 2. Special thanks to Vicki Reed and the Special Districts Industry for recognition of Jim Firth at his retirement celebration. The hiring process is being followed; this permanent vacancy will be filled the week of January 16. Union City completed negotiations. Team Leader Stephanie Batey is working on the Change That Works campaign. Her duties are currently being covered by the director.

ABAG is in bargaining and BART and Las Gallinas are preparing for negotiations. San Francisco Housing Authority is restructuring under federal mandate, creating a shift in responsibility for inspectors and property managers and also facing layoffs. A few leaders from the industry have toured the Member Resource Center in Pasadena and are conducting worksite meetings to make sure stewards and members are familiar with the MRC process.

City Workers Team: Temporary staff Sequonitte Buggs continues to assist with City of Oakland negotiations. City of Oakland and Emeryville continue in frustrating bargaining. Andre Spearman has taken over the City of Oakland table as Nick Jones is off and moving to the ACMC negotiations. Community leafleting, pressure on city council and stepping up member involvement are all happening in Oakland. Emeryville has brought in a mediator in hopes of moving things along but this has added to scheduling difficulties. Carl Carr is working on the Change that Works campaign and his five areas have been assigned to the other six worksite organizers. Leaders from the City Industry have toured the MRC in Pasadena and are doing worksite meetings to engage members and stewards in new procedures.

Training & Education Team: Stephanie Batey is working on Change That Works. Training staff are conducting another round of collective Bargaining training for new and inexperienced staff this week. Will also schedule collective bargaining training for teams regionally with messaging/communications, community/political pressure in addition to table training as many contracts expire June 2009. Staff orientation to 1021 is also being set up for new staff in 2009. Training staff continue to work with the Vision/Bylaws Committee, Industry Councils and MRC training for staff and members.

FIELD DIRECTOR REPORT submitted by Fran Jefferson

Staffing: We will be hiring a worksite organizer for Alameda County Medical Center RNs. Susan Stofan will be returning to Laguna Honda after volunteering to assist with RN negotiations and representation. Susan did a terrific job and will be missed. Rachele Savola will temporarily remain at Laguna Honda Hospital with Susan to assist in covering RNs. Tonette Garcia is on leave until February. We are looking for either a lost time RN or temp to cover San Francisco General Hospital RNs while Robert Hester is on paternity leave. Robert is the proud father of a beautiful baby girl. Brook Demmerle continues to cover Alameda County for Fred Beal who is out on medical leave until early February.

Alameda County Courts: Both the general court contract and court reporter contract were successfully settled on time. Both contracts are three years with 2% in each year except for third year of court reporter contract (they will receive longevity bonus of \$1,500). Improvements in bilingual pay, vacation purchase, significant improvement in layoff language. John Van Eyck was chief negotiator for both contracts and was assisted by Mo Kashmiri.

Alameda County Medical Center RNs: Contract settled on January 8: three year agreement; 2009 raises vary depending on classification; 8 hr 14/7 & clinic RNs – 4%; PAs & nurse practitioners – 10%; CRNAs – steps compressed and 10th step added. 10th step added in second yr of agreement for PAs, nurse practitioners, midwives and clinical nurse specialists. Wage reopener in second year for all except PAs and nurse practitioners (6%). 12 hour shift RNs will be paid for 36 with full-time benefits and accruals. 12 hour RNs who were paid for 40 (worked 36) will be paid for 36 but receive 9% to compensate for loss. Increases in education stipend, liberal CNE carry-over, improvement on night shift parking and preceptor pay. RNs are voting this week.

Contra Costa County: Negotiations proceeding slowly. Budget shortfall is impacting bargaining. Hopefully we'll figure out how to settle by spring.

San Francisco: Major budget fight. So far, 108 layoffs in public health with mid-year cuts. Approximately 73 layoffs in HSA. This is going to be a long-term fight with projected deficit next fiscal year of approx \$550 million. Working in coalition with other unions to determine feasibility of revenue measure on either June or November ballot. Polling results should be available this week. Looking for ways to develop common union strategies with other impacted public employee unions. We have requested time for the bargaining team to meet so we can meet with the city soon.

Alameda County: County is waiting for possible fall-out from state budget. MOU expires end of 2010. County has done a good job managing the money and so far the budget is balanced with no service cuts or layoffs but that may change. There are rumors that the county is actively looking at a Tier III retirement offering.

POLITICAL DEPARTMENT REPORT submitted by Bill Steck

COPE leaders retreat: We held a very productive 2009 planning retreat for COPE Committee chairs and officers on December 15 (report below). Chairs identified the following priorities for 2009: building community partnerships, worksite political education, winning elections, holding elected officials accountable. We reached consensus on a number of recommendations regarding COPE Committee structure, roles, and participation. We set a goal of implementing all operational recommendations by the end of March 2009

COPE: We collected 1,621 COPE cards (new or upgrades), raising an estimated \$59,000+ in 2008 (estimate is based on projected money received in 2008, and will translate to more in 2009). The Health Care/RN team and the North Bay counties team met their 2008 COPE fundraising goal. Overall, we reached about 50% of our 2008 card and fundraising goals. We are holding special recognition events for COPE contributors on January 20 at our Stockton, Sacramento, Fairfield, Santa Rosa, Myrtle St, and San Francisco offices (SF event co-hosted by API & APALA)

SEIU "Change That Works" Campaign: A total of 11 staff and member political organizers began their Wave #1 Change That Works assignments on January 12, with a statewide three-day training. Participants are Marla Harvey (Local 1021 campaign coordinator), Stephanie Batey (Sacramento regional campaign lead), Andrea Colavita Pinkham, Berry Bingham, Rosalinda Montez Palacios, Margot Reed, Carl Carr, Maria Peluso, James Marmon (MPO), Pat Davis (MPO), Al Haggett (MPO). The Change That Works campaign is focusing on (1) passing an economic recovery package, (2) the Employee Free Choice Act, and (3) health care reform. Assigned campaign staff will focus their initial efforts on outreach to 1021 members in targeted Congressional Districts (Sacramento area, North Coast) and the health care industry. We will be focusing our internal work on the economic recovery package, using our Communications Action Network to ask members to participate in an online campaign to members of Congress, and to attend worksite meetings on the economic crisis.

State/local budget fights: A solution to the state's \$40+ billion current year and 09/10 budget continues to elude our leaders in Sacramento. The state is expected to run out of money in February, which will affect the jobs of many of our members as the crisis deepens. Any employer dependent on regular receipt of state revenues to meet payroll and operating expenses will be the first to feel the impact. Our Alameda County Medical Center members participated in a January 6 Lobby Day, and our schools members are participating in a January 14 action as part of the statewide budget campaign. We will also be collecting another round of cards to legislators. The State Council will do planning meetings on the budget in January, and take a proposed action plan to the State Council Executive Board in February.

PAC expenditures: The PAC Expenditure Report submitted to the Board in November was the final report for 2008. We made no additional 2008 PAC expenditures since the November election.

COPE RETREAT: Participants were James Bryant, Marcus Williams, Mustafaa Abdul Ali, Maria Guillen, Larry Bevan, Al Haggett, Chip Atkin, Pete Albert, Kathy O'Neil, Bill Steck, Marla Harvey, Andrea Colavita Pinkham, Michael Weinberg, Jerry Fillingim, Berry Bingham

Part 1 - What is the role of COPE in achieving our vision & core purposes? The group discussed organizational expectations of the Political Department in achieving the four core purposes of the union as well as participant's interests in work at the county COPE committee level. Participants voted on their top five priorities, ideas were grouped under common themes, and we agreed to the following top priorities:

Votes **Area of Interest**

- 24** **Community Partnerships:**
- o Partnerships with community organizations - be a good community partner – establish & maintain lasting relationships, not just when we need them
 - o More communication with our own members who work for community groups (i.e., private sector/non-profit)
 - o Members take on organizations and represent 1021 at meetings
 - o Identify which groups members already belong to
 - o Invite community groups to our COPE meetings to introduce their organization
 - o Define what community work means to 1021
 - o Support other union's campaigns
 - o Community relations
- 18** **Member Political Education & Solidarity:**
- o Political Education – COPE chair for every chapter
 - o MPO Committees
 - o How we think about our industries – getting pitted against each other
 - o 15- 20 min for COPE at every chapter meeting so we reach everyone
 - o Work with worksite organizers to learn about worksite issues/identify areas where there are opportunities for developing members

- o Outreach to areas outside our base
 - o Joint COPE/industry leader meeting
 - o Defining relationship between COPE and industries
- 17 Winning Elections:**
- o Evaluating and endorsing candidates and issues
 - o Planning and participating in election campaigns
 - o Holding electeds accountable (building relationships)
 - o Recruiting/developing candidates
 - o Identify issues in advance; recruit members willing to make one year commitment to campaign
- 7 Holding Electeds Accountable:**
- o Identify by county committee our chapters/jurisdictions so we know which elected officials affect their jobs
 - o Build better relationships with electeds so they don't blindsides us

Other goals/ideas that were charted:

- o MPOs – 280 in 2009
- o COPE contributors – 10% increase
- o Campaign volunteers – 1800 in 09
- o Community work
- o Other political work – federal & state
- o COPE fundraiser? Local wide or by committee
- o Contract campaigns
- o Workplace issue campaigns (budget fights, regulatory, etc.)
- o Industry legislative campaigns
- o Political and community support for organizing
- o Identify the type of work our members do
- o Build county committees in off year
- o Retirees

Part II – Structures and roles to achieve our priorities: Participants broke into small groups and selected two of four questions. The four questions to choose from were:

1. Should there be some basic consistency in how county committees are structured?
2. How do we balance a desire to maximize participation vs. avoiding factionalism?
3. What is a legitimate "body" for making decisions (e.g., quorum)?
4. Effective committee work requires a working partnership between a diverse group of members and staff. What parts can member leaders and activists, Political staff, worksite organizers and other program Staff play to make our COPE committees work?

Groups reported back on their discussions of questions #1, #2 and #3 (no one discussed #4). Following large group discussion, the group reached consensus on the following recommendations:

Officers (where committee is large enough)

- Three officers
- Officer roles (no consensus on titles at this time):
 - o Develop agenda together with staff support (standardized agenda based on Manual of Common Procedure)
 - o Run meetings
 - o Keep minutes (action style – synopsis of issue, motions and results of votes)
 - o Build liaisons with assigned staff
 - o Community coordinator (?)
 - o Serve as voting members on 1021 COPE
- Serve until permanent bylaws are in place

Committee participation

- Meetings are open to all members, and all members are entitled to be heard.
- Meetings follow Manual of Common Procedure.
- Official voting members are:
 - o Members who commit to take on a specific role related to our programmatic priorities (one year commitment):
 - § worksite political educator (need to set criteria)

- § member political organizer (per SEIU criteria)
- § community liaison (need to set criteria)
- Contribute to COPE or alternate if not eligible (if allowable criteria)
- Complete an application/commitment form
- Are sworn in
- Must attend one meeting before eligible to vote
- Must attend 2/3 of regular committee meetings to remain voting member
- 50% of sworn in members = quorum
- Teleconferencing should be made available to all committees.

Meeting notice

- Regular meetings – 10 days notice, by email or phone. No obligation to mail.
- Meet at least quarterly, more frequent regular meeting schedule okay.
- Emergency meetings by call of officers. Email and phone notice to regular voting members required (not discussed, but presume current practice of approving routine items, like contributions to endorsed candidates or community allies, between meetings via phone & email still okay).

Part 3 - Operations and accountability:

Operations: In a large group format, the participants identified the following areas that should be covered in a COPE operations manual: endorsement guidelines, policy on member candidates, contribution guidelines, conduct of meetings, style manual for minutes, appeals process, conflict of interest/disclosure, planning a campaign, SEIU Speak with One Voice process, central labor councils, legal requirements, campaigns that cross jurisdictional lines, recruiting member candidates. The following work group was created to develop a draft manual: Marcus Williams, Larry Bevan, Chip Atkin, Andrea Colavita Pinkham, Marla Harvey, Bill Steck

Internal accountability: In large group format, the participants agreed to the following measures for evaluation and accountability: Priority campaigns must have member engagement plans. Each committee should have an annual plan and goals – internal growth, set priorities, etc. Committee evaluations (should this be chairs & officers, 360 degree peer review?) – for member engagement plans, for peer review plans. Engagement plan for state and federal campaigns.

Inspiring members to participate: In a large group format, participants brainstormed ideas for increasing member participation and for a new committee name to reflect our commitment to community and political work.

- Recognition program
- Reach more members, not some people
- Commitment of resources to reach members
- Ask members what they are interested in, what they care about
- COPE leaders have lost-time to go out and identify potential chapter COPE leaders
- Maintain consistent priorities
- Training for members and staff on quality 1:1 conversations
- Bulletin boards
- Addressing conflict of interest
- Staff messages member power with electeds
- Members get members involved
- Members need to know their voice/vote matters
- Community groups attend meeting
- Elected officials attend meetings
- Use different media to reach out to members (DVD)
- Show successes in our union-member testimonials
- Jurisdictional presentations so we learn about our members
- Need to have something to get members attention
- Detailed information about issues (i.e. health care) that work everywhere
- Find fun activities

A new name: Labor Community Committee, WITT – We're in this Together (POL-WITT), CAPE, Political Organizing for Workers and Community Relations

Goals and next steps: Participants agreed to the following next steps: Goals for completing work of organizing the COPE program based on this retreat discussion would be end of first quarter, 2009. Operations work group has a goal of sending out a draft manual by end of January, 2009. Next COPE leaders retreat is scheduled for February 2, tentatively at the new Fairfield office.