

**SEIU Local 1021
SPECIAL EXECUTIVE BOARD MEETING
Tuesday, December 1, 2009
OAKLAND**

Members present: Damita Davis Howard (president), Christal Cox (vice president), Sandra Lewis (treasurer), John Morrison (secretary), Larry Bevan, Karen Bishop, Amanda Booker (by phone), James Bryant, Michelle Coleman (by phone), Kathy O'Neil (by phone), Vicki Reed, Mary Sanders, Jan Schardt, Norm Ten, Marcus Williams.

Members excused: Derrick Boutte, Nadia Frazer-Robinow, Ed Kinchley, Andrea Longoria, James Nebel, Leea Rodriguez, Lacy Topolewski.

Staff present: Seth Schapiro, Rocky Morrison, Kerry Newkirk, Bill Steck.

President Damita Davis Howard called the meeting to order at 2:34 p.m.

President Davis Howard introduced Treasurer Sandra Lewis to make a special presentation on the Budget Finance Committee's 2010 budget recommendation.

Budget Presentation: Treasurer Lewis distributed two documents: "2009 Budget Retreat Fourth Quarter Revenue Summary" and "2010 Budget Proposal as Recommended by the Budget and Finance Committee." The documents provide accurate actual expenses and projections. Cumulative fourth-quarter revenue was \$44,606,287; average membership was 57,045. The treasurer stated that even with layoffs the local has a high membership number although the impact of furloughs and layoffs will be felt in 2010.

The Finance Department will implement multi-year projections up to five years to provide more information about trends. There are no raises or future layoffs included in the budget proposal. Interest income is anticipated to be lower as interest rates are dropping (the rate is 1.3% for 12-month CDs). If the proposed budget is approved as presented, there will be no need to transfer funds from reserves. Specific line items were noted:

- Seven new positions budgeted for nine months as positions will not be filled by January 2010. The 157 current staff positions and new positions are budgeted at 95% of salary cost due to vacancies and various levels of compensation throughout the year. There was a salary savings of \$1,000,000 last year. The number does not factor in the new negotiations, raises, or benefits.
- Lost time increased by \$110,000 in anticipation of larger executive board.
- Increase in stipends in anticipation of larger executive board is unknown.
- Allocation for temporary staff is lower.
- Propose four board members and two staff to attend APRI, AFRAM, LCLAA, CBTU, and CLUW conferences (\$119,406). Attendance at PAW, AFL-CIO Martin Luther King event, SEIU Latino Caucus, and Summer Institute for Union Women included in Social & Economic Justice Committee budget.
- Proposal includes expenses for committee on uniform dues rate (\$60,000), executive board retreat (\$36,000), senior staff retreat (\$7,600), ethics training for treasurer, president, and ethics liaison (\$4,550), IFC consultants (\$48,000)
- \$100,000 added for Member Resource Center marketing
- \$200,000 budgeted for officer elections; no funds allocated for a dues vote.
- Major campaigns need to be identified and expenses tracked. \$50,000 added for Great Plains database upgrade.
- Proposal includes \$1,000,000 for political program. Line item does not include cost of

anticipated pension campaign.

- Budget proposals have not been submitted by Health Care and Courts industries, Social & Economic Justice Committee, or Retirees Council.
- New executive board will have to make decision on chapter rebates.
- \$30,000 added for chapter elections.
- Includes funding for directors and officers and other liability insurance. Insurance coverage will be on December 14 executive board agenda.

Proposed total of non-organizing expenses: \$38,275,881; \$6,731,135 total organizing budget.

The treasurer reported the Member Advisory Committee requested a review of the proposed budget prior to the executive board's adoption on December 14. The Budget & Finance Committee has scheduled a meeting for the general membership to review the proposal for December 7 at 6:00 p.m. via videoconference (San Francisco, Myrtle Street, Stockton, Fairfield, Sacramento, and Santa Rosa offices). Budget & Finance Committee members (Sandra Lewis, Kathy O'Neil, Vicki Reed, Jan Schardt, Damita Davis Howard, Christal Cox) will facilitate meetings. Anticipate at least 10 members in each office, especially in outlying areas. There will be a logistics check-in on December 2 at 3:00 p.m.

There was discussion regarding the seven new positions, the 5% variance in the staffing line item, staffing levels, the use of reserves, a restructure of staff, Member Resource Center utilization, use of terminology, and whether the current board or incoming board should consider a staff restructure.

It was M/S/C to adjourn at 5:48 p.m.

Respectfully submitted by
John Morrison, SEIU 1021 Secretary

**SEIU LOCAL 1021
EXECUTIVE BOARD MEETING
Monday, December 14, 2009
Oakland**

Members present: Damita Davis Howard (president), Christal Cox (vice president), Sandra Lewis (treasurer), John Morrison (secretary), Larry Bevan, Karen Bishop, James Bryant, Michelle Coleman, Nadia Frazer-Robinow, Ed Kinchley, Andrea Longoria, Vicki Reed, Leea Rodriguez, Mary Sanders, Jan Schardt, Norm Ten, Lacy Topolewski, Marcus Williams

Members excused: Amanda Booker, Derrick Boutte, James Nebel, Kathy O'Neil, Oliver Tarap

Staff Present: Ariana Casanova, Fran Jefferson, Ulysses Madison, Valerie McCan-Murrell, Kerry Newkirk, Lety Salcedo, Seth Schapiro, Bill Steck, Pattie Tamura, Gilda Valdez

Guests: Pete Albert, Dolores Gholar, Al Marhall, Dolores Gholar

President Damita Davis Howard called the meeting to order at 10:40 a.m.

ANNOUNCEMENTS:

- Michelle Coleman announced there will be a member appreciation day and general membership meeting on December 16 in Solano County for 120 workers being laid off. This is a chance to say goodbye and thanks.
- Treasurer Sandra Lewis announced that our laid off members will receive their gift cards after they have left their worksite. Cards will be issued when names have been verified. Cards and forms are available at the 29th Street office. Gift cards will be distributed at each office and protocols will be worked out by the first of the year. All staff should have forms for laid off workers.
- Larry Bevan announced there will be more devastating cuts in jobs and services in San Francisco. Layoffs are scheduled for April and May 2010.

REVIEW/APPROVE NOVEMBER 12, 2009 MINUTES: It was M/S/C to approve minutes as amended.

UPDATES ON OUTSTANDING/ONGOING ISSUES:

- **Committee on Structural Integrity Report:** It was M/S/C to accept the SEIU Local 1021 Committee on Structural Integrity meeting minutes/report and recommendations submitted by Committee Chair Michelle Coleman.
- **Bylaws Election Committee report:** Executive board reviewed the report. The total cost was \$250,000 for election and \$250,000 for campaign. According to the treasurer, total expenditure was \$500,000. It was M/S/C to accept Bylaws Election Committee report.
- **Gift cards:** The executive board has approved \$75 gift cards for laid off workers up to a total of \$50,000. The cards have been appreciated. Only \$10,000 has been spent. The executive board considered the economy and fate of fellow members being laid off. There was concern about unintentional misuse of the card and if laid off members who received \$75 in the past would feel less appreciated. The cards are a one time gift from the local. It was M/S/C to raise the gift card amount to \$150 effective January 1, 2010.
- **Staff holiday gifts:** There was discussion about \$150 gift appreciation items for staff and if the funds could be donated to food banks in lieu of gifts. Staff have the option of giving to food banks. Executive board members may donate.

REPORTS:

Treasurer's report: Treasurer Sandra Lewis reported on the board's first reading of the 2010 budget at the board's December 1, 2009 special meeting. Vice President Christal Cox offered to make an amendment to that budget.

Executive session was called at 11:20 a.m. Out of executive session at 12:46 p.m. There was no official report but the record reads: It was M/S/C to eliminate IFC consultant funds and move \$48,000 to the general fund. City and County of San Francisco Industry formula will be adjusted including all industries. Courts Industry will be adjusted plus \$6,000. Health Care Industry will be adjusted. Some industries didn't get the purple incentives. It was M/S/C to defund chief of staff position and fund two worksite organizer positions. President is on record of allowing the previous proposed Budget and Finance Committee new positions, under current provisional bylaws language, as sole authority. Budget and Finance Committee disputes provisional bylaws.

NEW BUSINESS:

City of Oakland: Al Marshall, 21-year Oakland city employee and shop steward, addressed the executive board and shared his concerns about large turnover of worksite organizers in Oakland, the need for continuity in negotiations, stewards and activists being targeted by Oakland management, support needed to build the union, plans and strategy to combat anti-unionism, inclusion of key leaders from Oakland at the table. Brother Marshall reported the City of Oakland has 1,400 workers. There were three representatives in "the old days." A veteran experienced representative is needed. President Davis Howard has met with chapter leaders. There is a vacancy to be filled and another worksite organizer is on leave. President Davis Howard explained the process of staff transfer, vacancies, and interviewing all rank and file. The employee pool is smaller and qualifications must be good. Oakland management is more adversarial. Brother Marshall stated one worksite organizer can't cover all of Oakland. There will be a retreat January 21-22, "Strengthening Our Stewards." The new executive board needs to look at Oakland and make sure there are resources and representatives. Brother Marshall also commented that it is disrespectful if supervisors are not alerted as to schedules and accountability.

Ethics training: Ethics Liaisons Seth Schapiro and John Morrison distributed a section of the SEIU Code of Ethical Practices and Conflict of Interest Policy, a schematic of SEIU ethics structure, executive summary, and code certification. Seth Schapiro presented an overview of the structure, intent of an ethical culture, who and what the Ethics Ombudsperson is, the independent Ethics Officer and roles, responsibilities of compliance and expectations with guidance by the Ethics Liaisons. Most confidential complaints may be resolved at the lowest level. It's a new policy of SEIU and this board first reviewed the proposal last spring for input. Policy was adopted June 13, 2009 by the SEIU Executive Board for all locals. The executive board was reminded to take the online proficiency test and sign the code certification receipt and conflict of interest policy. The board broke into work groups to gain familiarity with the policy. Most of the ethics code is straightforward. The grey areas deal with examples where interpretation and conduct are not that clear. Seth Schapiro encouraged board members to take the online test before December 31 at no charge to the local.

REPORTS:

SEIU Local 1021 Election Committee Report: Executive Board reviewed the report. Appointed Election Committee members are Marty Bergstedt, Cassandra Burdick, Cass McCoy, David Murray, and Donna Shane. Notice of election rules will be mailed out to all members in good standing (not service fee payers). Question about staff roles communicated to the Election Committee. Website information should contain information about the Election Committee appointments. It was M/S/C to accept the report of the Election Committee.

Martin Luther King AFL-CIO event: There are currently five board members who initially requested to participate. Larry Bevan, Christal Cox, and Sandra Lewis withdrew. Michelle Coleman and Ed Kinchley are available. Lacy Topolewski was added to the list going to North Carolina.

Marin County decertification: Director Valerie McCan-Murrell reported on Marin decert activity. Issues include closure of the San Rafael office, perception of losing local control, lower dues, and an office (a conference room is available and being used by the members). There are 1,500 members in the county. The fight-back campaign/strategy includes seven organizers in the field to have individual discussions with 500 workers in nine days to find out how deep the decert effort is and assess strengths/weaknesses, leaders, and bargaining issues, and get super majority on 1021 petitions. It was reported a third of the members don't know about the decertification. The county has \$23 million reserve fund in reserves.

D&O and EPLI insurance: Clay Owen, vice president of sales for CCI, Financial & Insurance Services, distributed a comparison of coverage offered by two insurance companies. The union at present has a standard, general policy. Mr. Owen described the directors/officers coverage, protection for errors and omissions, and coverage for individual representation. It was M/S/C to contract with the National Union Fire Insurance Company (\$56,815 premium and \$2,000,000 optional limits of liability).

Alameda County COPE Committee recommendation: Political Coordinator Ariana Casanova and Alameda County COPE Committee Co-Chair Pete Albert reported on the difficult relationship with the executive secretary/treasurer of the Alameda Labor Council, including endorsement processes, the council's position the Workers United Aramark campaign, insensitivity toward 1021 COPE procedures, lack of support during NUHW and CNA raids on Local 1021, etc. It was M/S/C to support the Alameda COPE Committee's recommendation to suspend per capita payments to the Alameda Labor Council for six months with a re-evaluation. Money will be set aside for future expenses and needs for Alameda County.

Treasurer's report (continued):

- **Election vendor proposals:** The executive board reviewed a December 12 memorandum from Clerical and Facilities Director Sandy Tibbets, with a summary of two proposals for election services. Election Services Solutions (ESS) is the recommended vendor. An initial \$40,000 has been paid; an additional \$100,000 is due. \$103,000 will be charged to the 2009 budget. Total election cost will be \$303,856.67. It was M/S/C to confirm ESS as the election administrator and move \$303,856.67 to the budget election line item.
- **Staff training:** It was M/S/C to take \$14,827.05 from the janitorial services line item and reallocate the funds to the staff training line. There will be four staff trainings.
- **T-shirts:** It was M/S/C to move \$27,000 from the janitorial services line item and reallocate the funds for 5,000 purple T-shirts.

Resolution opposing Honduras coup: It was M/S/C to table the resolution submitted by the Social and Economic Justice Committee to the next executive board meeting. Secretary John Morrison will review language and reintroduce resolution.

Building Committee: There will be a meeting with BART Chapter leaders regarding the Oak Street building.

San Francisco County COPE Committee: The board reviewed a December 14 letter addressed to President Damita Davis Howard and COPE Committee Chair James Bryant regarding SEIU's relationship with the California State Democratic Party. No action taken.

U.S. Labor Against the War: Ed Kinchley reported on the USLAW national assembly. Linda Ray, chair of the Peace and Solidarity Committee, shared information about the wars in Iraq and Afghanistan. There was discussion on educating members on the expansion of the war, influencing policy, and President Obama's position on the Afghan war. \

Health Care Industry: Ed Kinchley, Health Care Industry chair, submitted a written report to the board.

It was M/S/C to adjourn at 5:24 p.m.

Respectfully submitted by
John Morrison, SEIU 1021 Secretary

HEALTH CARE INDUSTRY REPORT submitted by Ed Kinchley

Health Care Industry meeting on 11/19 at 100 Oak Street: Attended by one member leader and two staff from San Joaquin, six member leaders and two staff from San Francisco; no one participated from Alameda. Don't really know why no one participated from Alameda, despite the fact that we met in Oakland. Contacted political organizer, at her request, and worksite organizer, but got no response.

Good content: Shared information about the fights we face in SJ and SF; heard a summary of legislation and budget issues in Sacramento that impact health care as reported to us by State Council staff; discussed ways we can support each other; chair gave an update about the process and expected timelines re the local bylaws; and we discussed getting "purple stuff" for Industry members.

San Joaquin General Hospital is once again facing the threat of contracting out or closure. Members and staff are looking at the example of Natividad Hospital in Monterey County as a possible model (as suggested by a pro-union SJ board legislator); planning to go there to consult with SEIU members there. Advised to also get info from State Council health care lobbyist who knows about that public/private merger. Collected almost 800 signatures in a short period of time. Private hospitals want SJGH to stay open, and are willing to spend some money toward that effort.

San Francisco Health Department (including SF General and Laguna Honda Hospitals) has suffered, and is facing more cuts. Cuts are mostly de-valuing/de-skilling of our work, paying workers as much as 20% less to do the same work! Lots of public actions, and a legislative strategy with our allies on the board of supervisors. Mayor is the obstacle.

Alameda Co. Medical Center – very serious problems with ACMC management; very large numbers of disciplinary cases. Negotiated and members approved a new contract at ACMC in April.

Ways we can help each other: We agreed to use some industry funds for a consultant to help figure out best strategy in SJ re contracting out/closing threat. We discussed a plan to include members who work in Alameda and SF, but live in San Joaquin Co., to help pressure board members in SJ re keeping SJGH open. Committed to fighting to keep SJGH open, and fighting de-valuing of our work in SF. Set next meeting for 01/15/10.

DIRECTOR'S REPORT submitted by Fran Jefferson

Staffing: So far, so good – no vacancies. However, we do need to increase staffing for private sector/non-profit so we're hopeful that one of the newly budgeted worksite organizer positions goes to PNP.

Alameda County: As the year comes to a close it's quiet in Alameda County. There are two ongoing major meet & confers: proposed civil service rule changes and proposed changes in the modified duty policy. We're meeting in coalition with other county unions on the proposed civil service rule changes. The Zone 7 Water District (currently part of the county) is exploring separating from Alameda County and becoming a special district. There are both pros and cons regarding separation. Again, we are meeting in coalition with other impacted unions (IFPTE Local 21, Building Trades, and Operating Engineers) to explore and analyze all aspects of separation. This will be a long-term project.

Contra Costa County: All is quiet for now. We anticipate budget problems again (also watching Alameda County). Our plan is to keep a careful watch on the county and state budget and be ready to leap in with proactive strategies.

Alameda County Medical Center: The layoff portion of workforce planning is finished. After 50 plus meetings, it looks like four members will actually be laid off. The team did a terrific job of placing laid off members and restoring many positions that were on the chopping block. The next big project, the acquisition of San Leandro Hospital, will allow for significant expansion of rehab services (a big money maker), at least 200 additional SEIU jobs, and laying the groundwork to compete in a post-health care reform environment.

Private Sector/Non-Profit: We're continuing to explore creative staffing models and hope to add at least one additional staff person for the north. The geography makes it impossible to provide the services our members need. We're also planning the annual PNP retreat for January 8-10. This will be my first PNP retreat and I'm looking forward to having a block of time to plan for the year.

Community Action Partnership recently ratified a new contract with a 4.9% COLA and other improvements. No concessions! The stewards there have taken ownership of their labor/management committee (they did not even invite the worksite organizer to last week's meeting) and have solved two low level issues on their own. We were able to help an employee get back to work after licensing held his employment up for several weeks.

North Coast Opportunities: This unit was on the brink only a year ago. We recently won several low level issues and we think management has finally got the message that we are not going away. We begin negotiations on a successor contract on 12/11 and the bargaining team is looking forward to the challenge.

Community Action Marin: Wage opener is next week, Stewards have remained united and we have resolved several issues simply by discussing them with management.

Council on Aging : Several low level grievances have been resolved. Workers received their retro pay which was a huge victory. Things have definitely improved at COA.

Can you believe it's been almost three years since our local was chartered? We have bylaws and soon we'll have elected officers and executive board members. We're almost there. It hasn't been easy and every day brings a new challenge but we've managed to survive. Sometimes I think we get so caught up in focusing on the problems (and sometimes personalities) that we forget to step back and really look at all the areas that make up Local 1021. We have terrific staff. We really are engaging more members. We've had setbacks but we've also racked up some impressive victories. At ACMC we beat back threats from CNA and NUHW. In spite of a \$178 million deficit in Alameda County we had no layoffs. When there's a threat we all come together. We're still getting used to each other. We came from different legacy locals, different cultures and different internal politics. Sometimes we still view each other with suspicion but we're learning to trust. The main reason we'll succeed is that we hold the same core beliefs. The members have put their faith and trust in us. They believe their lives will be better because they are part of this union. We as staff and you as leaders have an obligation to always put the members first.

We're asking our members to take responsibility for their union. Let's not forget our responsibility to them.

Wishing you peace and joy this holiday season

DIRECTOR'S REPORT submitted by Pattie Tamura

Special District team is now at full staffing. Sue Osweski is completing a short term contract to assist at Union City. After members rejected management's offer of no improvements and deleting the no contracting out clause, management declared impasse. We are currently approaching political options and solutions to move Union City.

After two actions, the BART Board of Directors pushed management to provide the proper gear and training to clean up pigeon waste. Safety continues to be a primary concern. BART is preparing for chapter elections and Sue Angeli's retirement.

San Francisco Housing Authority is fighting back on management's proposed takeaways and reorganization. The tables have now been combined instead of pitting members against one another.

City Workers team: While there are a lot of changes, there are no vacancies on the city workers team. Carl Carr is moving to the Berkeley north worksite-organizer-with-a-focus-on-representation position. Kelly Osmundson is moving to City of Napa and Solano County. And as Mylka Rodriguez moves on, Yvonne Martinez is taking on the worksite organizer position in Oakland. Richard Bernard is returning as the worksite organizer in Berkeley.

Budget fights continue to appear in most every city, with proposals for changes in benefits, furloughs, and work rules. Those in bargaining in 2009 are bracing for a difficult year. Bargaining for Fairfield and Napa part-timers is proceeding while court workers in Marin and Napa are still fighting state-proposed cuts.

San Francisco health team is at full staffing with assistance from the external organizing department. On 11/16, 289 CNAs were laid off. A few took severance or prepared to move to LVN positions but mostly they moved to patient care assistant positions with approximately \$1,000 less each month in pay. Efforts to address management's concerns were futile. Another 120 office workers were laid off from their positions. Many accepted transfers in other departments but about 48 were forced to accept positions with lower pay. We continue to fight these attacks in the streets, legislatively with the board of supervisors as allies, and legally through various options.

San Francisco registered nurses: The RN team continues with full staffing. The RNs continue to fight with the DPH employees in their fight-back to save services and jobs. On their own behalf they are continuing to meet to settle the RN staffing grievance. We conducted a successful in-service training for registered nurses on 11/20 with over 85 in attendance discussing personal, job related, and community health.

Training & Education: Karega Hart continues on leave with an anticipated date of return in January. We have three internal applicants for selection to the training department. Both new and advanced stewards training continues and this week staff training on collective bargaining is occurring. The new training catalog is available and will be distributed the beginning of the year. Training staff continues to work with Member Engagement & Member Resource Center training.