



Final EA Board Meeting Minutes approved by BAAQMD EA Board on February 1, 2024.

**EA Board of Directors' Meeting
Thursday, January 4, 12:00 pm – 1:00 pm
Webcast via Zoom**

1. Meeting Called to Order (6 Board Members constitute a quorum)

Called to order at 12:04 pm.

Board members present: Virginia Lau (President), Areana Flores (Vice President), Erin Kelly (Treasurer), Laura Cackette (Corresponding Secretary), Betty Kwan (Recording Secretary), Daniel Oliver (Professional Steward), Romelle Guittap (Inspection Steward, arrived at 12:10 pm), Haley Downing (Inspection Steward), Richard Lam (In-House Technical Steward), Monte DiPalma (Professional Steward), Hernan Segura (Field Technical Steward), John Del Arroz (In-house Technical Steward).

Board members absent: None.

Others present: Irma Salinas, EA member.

2. Adoption of Previous Meeting Minutes

Draft minutes of the EA Board Meeting on December 7, 2023 – No comments.

- ✓ Motion to approve the 12/7/23 EA Board Meeting Minutes by John, second by Laura. Unanimously approved (Romelle absent during vote).

3. Review of Updates to EA By-Laws and Constitution

Virginia received comments back on proposed EA by-laws and constitution updates. Updates will be provided to the full Board in February for review, followed by a vote from the general membership. The primary purpose of the updates is to ensure the by-laws and constitution are consistent with the current MOU.

4. Financial Update

A. Status of Financial Audit

In progress. Erin now has access to the EA's financial accounts. A balance sheet, through December 2023, has been prepared for the 1/17 General Membership meeting. Checks will be going out soon for recent expenses, i.e., holiday parties. Reminder to send out a W2 form for Will Saltz (labor consultant).

B. Financial Advisor

Virginia proposed moving forward with investment opportunities for the EA. Virginia consulted with a financial planner recommended by the EA's attorney. The planner confirmed the EA is a 501(c)5 – a labor organization non-profit, and is therefore not subject to a limit on how much money the organization can hold. The planner advised any money invested by the EA must be used for services available to the full membership.

Areana consulted with a Chase bank financial advisor who recommended placing the EA's funds in three different places – a government money market account, a certificate of deposit (5% for 6-9 months currently at Chase), and a government bond. John noted similar rates of return at credit unions, and recommended finding a bank or credit union that has a reputation for supporting unions. Request made to look into mid-to-higher risk options.

For how returns on investments would be used, Board members mentioned suspending or reducing dues, assisting members during hardships, paying stipends to Board members, and funding more EA activities. Daniel stated he does not believe returns would be enough to permanently suspend dues.

Virginia recognized EA member Irma who made a comment in support of reducing dues with investment returns.

5. Membership Outreach

A. Electronic membership forms, membership list, and new employee pamphlet

Virginia asked for feedback on current membership outreach efforts.

For the inspector class, Romelle reported two non-members who have expressed interest; unsure if they have completed a membership form. Haley plans to reach out to two non-members. Haley has been receiving notification emails on new Air District employees and finds them helpful for recruitment.

For the technical class, Richard reported 3-4 non-members should be joining. One non-member expressed concerns about the cost of membership given their relatively lower pay. Virginia stated payroll is not able to customize dues for members.

For the professional class, Daniel reported positive conversations with eight non-members and expects some will join.

Laura will look into the EA's AirTables membership database to see if viewing access can be provided to all Board members or stewards.

A Board member noted HR generally will not do a formal EA presentation for only one employee (at least two may be enough).

Virginia confirmed that 1/17 General Membership meeting is open to non-members, to help demonstrate the EA's activities and benefits.

B. Listening Sessions/Shop Talks by Division or Job Class

Areana is planning to launch listening sessions/shop talks after the 1/17 General Membership meeting. The first session will be for the Compliance & Enforcement (C&E) Division on Wednesday, 1/24, for an hour over lunch. Romelle will be present, along with Richard. Areana will send out a save-the-date email with a zoom link for remote attendees. A second C&E session may be held due to the Division's large size. Feedback will be gathered after the C&E session.

C. EA Sponsored Afternoon Snacks

Virginia is coordinating EA-sponsored afternoon snacks; the first to be scheduled for the last week of February. It will members-only.

6. General Membership Meeting

A. Scheduled for 1/17/24

The 1/17 General Membership meeting will provide an overview of the EA's current activities and obtain approval for funding grievances. Laura will coordinate electronic voting to go out after the meeting.

B. Agenda topics

Virginia mentioned adding a "Know Your Rights" topic related to the loss of bargaining unit work since it is currently the subject of two grievances.

7. Refresh EA Webpage

Betty proposed refreshing the EA's website. Virginia will solicit volunteers during the 1/17 General Membership meeting. Note that some parts of the website require a password for access, i.e., Treasurer's Reports. As part of the refresh, the Board needs to determine what pages/information will be available to the full membership.

Board members also expressed interest in refreshing the EA's logo. Areana will come up with some potential new logos. Daniel suggested also asking members to share logo ideas. Recommendation made for an EA Logo Contest.

8. Steward Training

A. Feedback from 12/13 steward training

Board members found the steward training helpful in learning the grievance process. John suggested further training among the stewards.

B. Other training requested?

Board members were asked to let Virginia know if other training is desired. A training may be held to learn from a current case involving disciplinary action.

9. **New Business**

A. Grievances

With assistance from John, Virginia is currently working on a grievance involving the loss of supervisory work. There is a second grievance being worked on regarding temporary workers hired without a vacancy.

Virginia shared the EA's most recent PERB (Public Employment Relation Board) charge, initiated for the Air District's unilateral implementation of the Distributed Workforce Policy (DWP), was returned with a judgement in favor of the EA. The Air District now has 30 days to respond. If a resolution is not reached, the parties will go to mediation. If not resolved through mediation, the matter will go to trial.

10. **Public Comments**

None.

11. **Adjournment** – Adjourned at 1:04 pm.

Approval:



Virginia Lau, President



Betty Kwan, Recording Secretary