

BAAQMD Employees' Association
P.O. Box 192645
San Francisco, CA 94119



Final EA Board Meeting Minutes approved by BAAQMD EA Board on April 4, 2024.

**EA Board of Directors Meeting
Thursday, March 7, 12:00 pm – 1:00 pm
Webcast via Zoom**

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

Board members present:

- 1) Virginia Lau (President)
- 2) Erin Kelly (Treasurer)
- 3) Laura Cackette (Corresponding Secretary)
- 4) Betty Kwan (Recording Secretary)
- 5) Romelle Guittap (Inspection Steward)
- 6) Richard Lam (In-House Technical Steward)
- 7) Hernan Segura (Field Technical Steward)
- 8) John Del Arroz (In-House Technical Stewards)
- 9) Haley Downing (Inspection Steward)
- 10) Daniel Oliver (Professional Steward)

Board members absent: Monte DiPalma (Professional Steward), Areana Flores (Vice President)

Others present: Irma Salinas, EA member.

2. Adoption of Previous Meeting Minutes

Draft minutes of the EA Board Meeting on February 1, 2024 – No comments.

- ✓ Motion to approve the 2/1/24 EA Board Meeting Minutes by Erin, second by Romelle.
Minutes approved (abstain by John and Daniel).

3. Updates to EA's By-Laws and Constitution

Virginia clarified that the proposed Supervising Steward would be a position open to EA members in any job class; their role would be to provide guidance and direction to the other stewards. John recommended expanding on the definition of Supervising Steward.

Regarding the social committee budget, Virginia confirmed that \$17,000 would be the proposed budget. The increase is due to the addition of new social activities such as the quarterly EA healthy snack and social hour at the District Office and field offices.

Board members also discussed changes made to the corresponding and recording secretaries' duties; cleaning up the formatting for the document; and membership voting procedures.

Board members were given another month to review the proposed updates and provide comments.

4. Financial Update

A. Finance status of EA Accounts

Erin shared the balance sheet of the EA's accounts as of 3/6/24. Main expenses have been for the EA's attorney, labor consultant, and for the recent EA healthy snacks and social hour activity.

B. Status of Financial Audit

EA Finance Committee consisting of Erin, Areana, and former EA Treasurer Joseph Driste has scheduled an audit on the past Board's finances for March 12.

C. Reviewing high- to low-risk options and interest earning accounts

John shared that the credit union he is currently a part of is providing 5% on CDs. The EA can consider putting funds into multiple CDs of different lengths of time. Virginia has concerns on the ownership of CDs and new accounts and how they will be properly transferred as the Board changes hands. Option(s) will be shared with the full membership before execution.

Erin will review CD rates at the EA's existing banks.

Irma suggested looking at CD rates at Chase Bank (one of the EA's existing banks).

5. Membership Outreach

A. Update on second Listening Sessions/Shop Talks in Engineering Division

Hosted by Areana, Daniel, and Richard. The listening session had a low turnout; those that attended brought up the Distributed Workforce Policy, concerns about going back to the office, and professional licensing opportunities. Attendees also asked for Outlook calendar

invites to be sent out for EA Board meetings. Because of the low turnout, a second listening session is proposed for Engineering later in the year.

Haley will be sending an email responding to questions and concerns raised at the first listening session with the Compliance and Enforcement Division. The next listening session is scheduled with the Strategic Incentives Division.

Regarding the low turnout at the Engineering Division listening session, Irma suggested emailing members with the proposed discussion topics in advance of the meeting. Stewards will ensure future meeting invites include potential topics for discussion. Virginia confirmed with Areana after the meeting that listening session meeting invite includes the agenda and topics to be discussed.

- B. EA Sponsored Afternoon Snacks at District office (2/21) and four field offices (Concord, Richmond, Santa Clara, Hayward, 2/28)

About 25 members attended the EA-sponsored healthy snacks and social hour at the District Office. Romelle and Haley distributed snacks to the four field offices for which field staff were very appreciative.

Diversity, Equity, and Inclusion commented about concerns with respect to the event not appearing inclusive, as the snacks were only available to EA members. The Board agreed to maintain the social activity as an EA member-only event, but perhaps change the name of the event to EA Social Hour to not be confused with past Healthy Snacks events sponsored by HR, and to be clear about the intent of the event (i.e., to connect members of the EA in an in person setting).

The EA plans to hold a healthy snack and social hour each quarter following General Membership meetings.

6. Grievance Updates

- A. Update on settlement conference on DWP following PERB mediation

The settlement conference is ongoing as both parties remain deadlocked on a particular item.

- B. Delay in District's response to Step 2 grievance on loss of bargaining unit work and working out of class

Desk audit questionnaire was completed and HR concluded that the staff was not working out of class. The grievance advanced to step 3 where Virginia is scheduled to meet with Hy Hinojosa in HR as designated representative for Phil Fine.

7. Job Class and Compensation Study

Employees in the Engineering Division were asked to complete a personal duties questionnaire (PDQ) on their specific job duties. The questionnaires were reviewed by their supervisor or manager where they can add comments but not change the original responses from staff. Approximately 20 of 100 employees completed the questionnaire from this first group. There was some confusion regarding who should complete the questionnaire, and how it should be completed. HR asked the **EA to send out an email urging participants to complete the questionnaire.**

The Air District is aiming to have the study completed by the end of the year.

Irma asked when the deadline is for the questionnaire to be completed. Virginia stated that HR plans to allow another week for staff to complete the PDQ and submit it to their manager/supervisor.

8. Limited Term Contract Employees (LTCE)

The District plans to start recruitment for LTCE positions to perform duties under AB617 in the Planning, Rule Development, and Meteorology and Measurements Divisions. Most of the LTCEs will be high-pay principal positions (which later Laura noted is not the case in Rules, so it may need to be double checked what position titles would be used). Virginia cautioned that if an existing employee applies for and accepts an LTCE position, they will effectively be terminating their current permanent position with the Air District (i.e., they will also not be able to automatically return to their prior position upon the conclusion of their limited term contract). **The EA will send a notice out to members once the District starts the LTCE recruitments.**

9. HR Updates

A. Security measures at East Oakland field office

HR conducted a Security Assessment of the East Oakland field office and will receive a list of recommended safety measures that can be implemented at the office to improve safety for staff.

B. Vehicle Telemetrics

Management is planning to turn on telemetric (GPS) tracking on District vehicles. This is for vehicle maintenance-related purposes only and not to be used for disciplinary action. The **EA will negotiate the terms of using the telemetrics data consistent with the existing policies on surveillance cameras.**

C. Division III Admin code updates

Virginia, Laura, and Haley participated in the HR policy meeting to discuss updates to Division III of the Admin Code. Participants noted numerous deficiencies in the existing code such as lack of policies on nepotism, conflict of interest, holding second jobs, having inappropriate material on your computer, etc.

HR will be conducting a "Supervisors Learning Academy" in May to train supervisors, managers, and directors to be more effective leaders. The first group will consist of 25 employees that will participate in 7 scheduled in-person meetings. HR will hold a separate meeting for staff under the first group so they are aware of the new management protocol.

10. Refresh EA Webpage

Betty shared that the Website Refresh Committee has been formed with volunteers from the EA Board and the Engineering and Community Engagement divisions. The timeline is to complete the refresh within three months, which will consist of redesign and restructuring.

11. New Business – None.

12. Public Comments – None.

13. Adjournment – 1:03 pm.

Approval:



Virginia Lau, President



Betty Kwan, Recording Secretary