



*Final EA Board Meeting Minutes approved by BAAQMD EA Board on March 7, 2024.*

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

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

Called to order at 12:06 pm.

Board members present: Virginia Lau (President), Areana Flores (Vice President), Erin Kelly (Treasurer), Laura Cackette (Corresponding Secretary), Betty Kwan (Recording Secretary), Romelle Guittap (Inspection Steward), Richard Lam (In-House Technical Steward), Hernan Segura (Field Technical Steward).

Board members absent: Monte DiPalma, John Del Arroz, Haley Downing, Daniel Oliver.

Others present: Irma Salinas, EA member.

**2. Adoption of Previous Meeting Minutes**

Draft minutes of the EA Board Meeting on January 4, 2024 – No comments.

- ✓ Motion to approve the 1/4/24 EA Board Meeting Minutes by Areana, second by Richard. Unanimously approved by all Board members present.

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

Updated EA By-laws and Constitution were sent out to the Board for review. Changes include increasing the social committee's budget to \$17,000 and incorporating the latest MOU update to allow for nine stewards. Virginia proposed making the ninth steward a supervising steward (would supervise all stewards). The position would not be class- or division-specific. Board members will discuss the updates further at the March Board meeting, with aim to bring the updated By-Laws for adoption by the full membership at the next General Membership meeting.

Board members also discussed incentives to get more members interested in running for the Board. The previous Board were provided lunch vouchers for attending Board meetings. Another thought is to allow Board members to suspend their dues while in office.

#### **4. Financial Update**

##### **A. Status of Financial Audit**

Erin is getting tax documentation together. A third member is needed for the audit committee. Note that the last Board did a three-year audit that included one year of their own term due to delays in starting the audit.

##### **B. Reviewing high- to low-risk options and interest earning accounts**

Areana and Erin are communicating with financial advisors at Chase Bank and a credit union, respectively. Virginia stressed that the EA is looking for low-risk options. Some accounts may provide up to ~5% interest, if \$100k is maintained in the account. Another option is buying mutual funds (~10% return). The EA is not looking to buy stocks.

#### **5. Membership Outreach**

##### **A. Update on first Listening Sessions/Shop Talks in Compliance and Enforcement Division**

Areana, Richard, and Romelle hosted the first listening session, which was for the Compliance & Enforcement Division. Field staff primarily shared concerns regarding the workplace, communication, and professional development. Office staff shared concerns about job classifications and workload. Romelle stressed the need to be action-oriented and ensure members are educated on the EA's capacities.

A spreadsheet (available in the EA's Teams page) has been created to collect concerns shared by members (no confidential information). The next listening session will be for the Engineering Division.

Virginia shared that membership outreach is going well with the amount of non-EA members dropping to 5%. Reminder to always respond and follow up with member concerns promptly.

Laura confirmed viewing access of the EA members AirTables was shared successfully with stewards. Access will be provided to all Board members through the EA gmail accounts.

##### **B. Stewards following up with members EA Sponsored Afternoon Snacks Schedule for February 21, 2024 – 6th Floor Atrium**

Laura will send out an announcement. Betty will coordinate a healthy snack for field staff. Note that this is strictly a social activity; there will be no presentations or announcements.

## **6. Grievance Updates**

- A. Step 4 for accrual rate grievance – Arbitration delayed until summer 2024 because District wants to hire new attorney.
- B. Response from District on PERB charge and upcoming settlement conference – Regarding the Distributed Workforce Policy. Both parties agreed to participate in internal settlement conferences prior to asking for mediation with PERB. Two are scheduled in February . If an agreement is reached, parties will go back to PERB to notify. EA still has the right to go to trial. Laura will participate in the conferences as she was leading the DWP effort. Laura noted that Dr. Fine mentioned revisiting the DWP during the District’s recent All-Hands meeting. This is to evaluate the Policy’s effectiveness. DWP members were not made aware of the plan to revisit prior to the All-Hands.
- C. New Step 2 grievance on loss of bargaining unit work and working out of class – Regarding two seniors and a manager doing supervisor work. District disagrees with EA and has asked to toll time until a “desk audit” is completed.
- D. Status of the holiday grievance – Withdrew on January 29th. Legal brief by EA attorney found the State Governor or U.S. President may designate commemorative days that are not necessarily paid holidays. Legislation is required to designate paid holidays; however, employers may allow staff to take PTO on commemorative days.
- E. General Membership voting results to fund grievances over \$5K – Laura announced that the General Membership have approved funding of all six grievances over \$5.

## **7. Refresh EA Webpage**

Betty is leading this effort and has scheduled an initial meeting with volunteers on March 2<sup>nd</sup>. A committee will be created so time put into the effort can be billed to the EA. Time commitment and scope will be discussed at the initial meeting. Betty will look into the website’s access settings (password-protected pages).

## **8. Job Class and Compensation Study**

Virginia clarified that the District was not looking to form a team for the job class and compensation study. The District invited several staff for an interview to provide feedback for a compensation philosophy. Feedback from management has already been received. Daniel will provide an update at the next EA Board meeting on the EA’s perspective.

## **9. Discussion of Junior Classifications**

The District is looking at ways to provide employment opportunities for applicants with zero years of college experience. Options include creating “junior” positions or changing job specifications. The EA is also concerned about the number of years staff would have to stay in the junior position before moving to higher paid positions. Hiring practices need to be looked at to manage overqualified applicants to ensure opportunities are given to applicants without college experience.

**10. Feedback on General Membership Meeting**

Not enough food was provided at 375 Beale St. Also, it was challenging for remote attendees to hear questions from the audience. EA may consider using a chat feature in the future.

**11. New Business** – None.

**12. Public Comments** – None.

**13. Adjournment** – 1:04 pm.

**Approval:**



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Virginia Lau, President



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Betty Kwan, Recording Secretary