



MEETING MINUTES

AFSCME Local 18 Executive Board Meeting – March 7, 2024 @ 12-1 pm

1. Roll Call

Patricia Hsia (Vice President), Greg Hope (Secretary), Wendy Yanez (Treasurer), Steven Sealy (Supervisory Unit Director), Artin Laleian (Professional Unit Director), Ted Brodeur (Professional Supervisory Unit Director), Dave DeVase (Energy Recovery Unit Director), Cristina Rocha (White Collar Unit Director), Jose Mendoza (Technical Support Unit Director), Dwain Tucker (Director at Large), Rebecca Urac (Director at Large), Darrell Hatch (Director at Large).

Quorum established.

AFSCME Representative Present: Luis Schmidt

2. Approve minutes for February 1st meeting

Motion to approve the minutes made by Jose and seconded by Ted. Motion passed unanimously.

3. Approve Treasurer's Report for January 2024

Motion to approve the minutes made by David and seconded by Artin. Motion passed unanimously.

4. Election for new President

The Election Committee members from the most recent election will be asked to conduct the nomination process for Glenn Acosta's replacement. (The members subsequently confirmed their willingness).

5. Use of a single platform/email system for communications

Members agreed to accommodate Greg's request to limit the number of platforms used for intra-Board communications. In particular, attempts will be made to reserve work email addresses for AFSCME communications to all union members.

2024 BOARD MEMBERS

Officers: Patricia Hsia (Vice President), Wendy Yanez (Treasurer), Greg Hope (Secretary)

Unit Directors: Stephen Sealy (Supervisory), Artin Laleian (Professional), Ted Brodeur (Professional Supervisory),
David DeVase (Energy Recovery), Cristina Rocha (White Collar), Jose Mendoza (Technical Support)

At-Large Directors: Dwain Tucker, Rebecca Urac, Darrell Hatch

6. Discuss endorsement budget/ political campaign limits

Carson Mayor Lula Holmes will be invited to meet with members to express her views regarding supporting the union. Both she and her opponent have historically been supporters.

7. Report from AFSCME Representative – No action taken.

8. Reports from Ad Hoc Committees

a. Jose Mendoza, Chair of Constitution Committee

No report at this time.

b. Becky Urac, Chair of Improvements Committee

No report at this time.

c. Dwain Tucker, Chair of HR Audit Committee

Committee met with Management on 2/21/24. A summary of proposed revisions to the transfer and promotions processes for Professional and Professional Supervisory Units was provided to Board and is included as Attachment A.

A motion to seek consensus of both units was made by Dwain and seconded by Greg. Voting for: Dwain, Greg, Artin, Darrell, Ted, Wendy. Voting against: David, Stephen, Cristina, Jose, Rebecca. Motion passed.

d. Steve Sealy, Chair of Salary Survey Committee

Survey results emailed by HR on 2/20/2024. Due to time limitations, discussion was tabled until the April 4 meeting.

9. Motion to adjourn made by David and seconded by Ted.

10. Next meeting: April 4

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Union members requested through their votes and survey responses that the procedure for promotions in the Professional Unit be revised to reduce favoritism, bias, and discrimination. The Union negotiated in the 2022 contract negotiations for the District to have an independent consultant audit the Human Resources Department regarding promotions and for the consultant to recommend changes to the promotion procedures, if deemed necessary.

The Union and the District have negotiated the new promotion procedure for the Professional Unit in response to the recommendations contained within the Baker Tilly July 2023 report of the Human Resources audit. The procedure will cover all promotions within the Professional Unit and promotions from the Professional Unit into the Professional Supervisory Unit. Vacant positions being filled by internal transfer only and Senior Engineer promotions are not covered by this new procedure and will continue being conducted under existing procedures. Vacant positions being filled by promotion and transfer opportunities are covered by this new procedure.

Below is the recommended promotion procedure as negotiated between the Union and the District.

Professional Unit Transfer and Promotional Processes

- I. Unified Internal Posting
 - a. **A single internal posting** will be posted where any monthly status employee can apply. This posting would include Transfer and Promotional applicants. This would **not include** positions for Transfer only nor Senior Engineer promotions.
 - b. Posting timelines will remain the same as stated in the Memorandum of Understanding (MOU). Late applications will only be accepted in accordance with MOU language.
- II. Minimum Number of Applicants Required
 - a. If there are fewer than seven (7) qualified applicants, the position will be posted externally to supplement the applicant pool. External candidates that meet the minimum qualifications¹ will be included in the selection process with the qualified internal applicants. All qualified applicants will be considered equal throughout the selection process.
- III. Blind Scoring
 - a. To reduce potential bias, all application materials submitted by applicants including applications, resumes, supplemental question responses, and testing results will go through **blind scoring**.
 - b. Information on submitted application materials will be redacted for age, race, and gender identifying items. Items to be redacted include: name, address, contact Information, fraternity/sorority affiliations, affiliations that reveal or suggest race (e.g. Black Student Alliance would have "Black" removed), name of school(s), dates degrees conferred, information that identifies gender or race (e.g. Woman in Engineering), driver license information, religious affiliation, and hobbies/interests. There will be some judgment calls by the Analyst as to what other information is redacted.

¹ If there are a large number of applicants, Human Resources may reduce the number of external candidates considered by screening for 'desirable qualifications'. Internal candidates will NOT be subject to screening for 'desirable qualifications'.

- c. A Human Resources Analyst from another group in Employment Services or an independent consultant hired by the District shall score the redacted application materials using a scoring matrix.
- d. The top five (5) scoring candidates move forward in the process to the Interview. If all candidates fail, the process starts over. The process would not then move to lower ranked candidates from the scored application process.

IV. Interview

- a. The top five (5) blind scored candidates shall be interviewed by a three (3) person panel consisting of one (1) Human Resources Analyst and two (2) panelists from District staff selected by Human Resources as having appropriate backgrounds and positions to conduct the interview. Once per quarter year, four (4) times per year total, one (1) of the panelists (not the Human Resources Analyst) shall be selected from an outside agency of a non-District employee. This will take place in the first promotion process to occur each quarter.
- b. The interviews will be scored by the three (3) person panel, the scores averaged, and the candidates ranked by interview scores. The highest-ranking candidate will be offered the position. The ranking list will be retained for use should the position become available within one (1) calendar year from the date the winning candidate is notified. Should the position become available again, the ranking list will be used to fill it without a promotion process needed.
- c. Interviews will be audio and/or video recorded. Candidates will be notified of the recording taking place.