

California Workforce Connection Board of Directors
April 25, 2019 Meeting Minutes
Ayres Hotel, 325 Bristol Street, Costa Mesa, CA 92626

The first meeting of the California Workforce Connection was called to order by President, James Thomas at 9:20 a.m. and asked First Vice-President, Melissa Lauritzen to preside for transition purposes.

B. J. Sims appointed Sergeant At Arms-to collect \$1 or more for tardiness, sidebars, phone ring, etc.

OFFICERS PRESENT:

President James Thomas
First Vice-President, Melissa Lauritzen
Second Vice-President, Denise Dobine
Treasurer, Phil Dwyer
Membership Coordinator, Lucely Tut

Immediate Past President, Mary Navarro-Aldana
Secretary and PPA Chair, Nanette Bowman
District II Director, Fred Ruibal
District IV Director, Ray Cabrera
Bybee Board Chair, Tom Sims

LOCAL CHAPTERS PRESENT:

East Bay, Arlene Bautista
East Bay Elected Delegate Ben Takesh'ta
Inland Empire, Peter Gallerani
Los Angeles Chapter, Lidia James
Los Tres Condados, Gustavo Ruelas

Orange Empire, Abraham Saucedo
Puerto Del Sol, Rosario Franco
Sacramento, Tanya Davidson
San Gabriel Valley, Dadisi Elliott
Silicon Valley, Proxy Sharon Lawrence

EXCUSED:

Cabrillo Del Rio, Waunetah Goins
Fresno, Sabrina Romero
Los Compadres, Sal Artero

District III Director, Val Moeller
Audrey Baker, Retiree Chair

SECRETARY DECLARED A QUORUM

COMMITTEE CHAIRS PRESENT:

Annual Convention, Ray/Nan
Marketing, B. J. Sims
Membership, Dadisi Elliott

AD HOC COMMITTEES:
Legislative Chair, Dinah White
Website, Mary Navarro-Aldana

ABSENT:

Irma Kong, District I Director

Joaquin no credentials

ANNOUNCEMENTS:

- Dinah White announced EDD is hiring
- Tanya Davidson described Sacramento Cup-a-Joe for Vets project
- Cell phones need to be on vibrate or silent
- B. J. Sims has 25 boxes of association archives from P. Thornton with 2 file cabinets full yet to be moved

GUESTS PRESENT:

Jessica Escobedo, Inland Empire

Carol Kolesar, Orange Empire

APPROVAL OF AGENDA

- Motion by N. Bowman to approve the agenda as amended, seconded by A. Saucedo and passed with corrections.

APPROVAL OF MINUTES

- Motion by N. Bowman to approve minutes of October 13, 2018, seconded by T. Davidson and passed

OFFICER REPORTS:

President James Thomas (presented at the end of the meeting)

- Submitted a written report
- Received Tax Exempt Determination Letter from FTB and given to N. Bowman
- Contract for web designer given to N. Bowman
- In constant communication with Sharon Hilliard to keep her updated
- CWC partnership with EDDU pending
- Mentoring encouraged
- Need to maintain records of equipment purchased by CWC (serial numbers and receipts)
- Executive Office Duties assigned
 - Banking/Bybee/Education/Toll Trust-----Ray Cabrera
 - Controller's Office----- M. Navarro-Aldana
 - Records keeping (till sorting is completed)-----B.J. Sims
 - CalLiope -----M. Navarro-Aldana, editor assisted by V. Moeller
 - Financial separation of duties required
- Email etiquette: Answer messages promptly
- Social Media administrators maintain professionalism-careful using CWC
- Suggest having a conference in the Bay Area or Sacramento with workshops in October
- Next Board meeting August 10, 2019

Motion by R. Cabrera and seconded by N. Bowman that OP 15.03 Reimbursements for room expenses for Board members be increased to (\$65.00) per night from (\$50) effective July 1, 2019 without changing any other language in that section. Votes: Favorable (10) Against (7) Abstention (1) Motion passed

Motion by R. Cabrera and seconded by L. Tut OP 15.03 be amended to increase mileage reimbursement from 35¢ to 50¢ a mile effective July 1, 2019. Motion passed

First Vice-President/Finance Committee Chair Melissa Lauritzen

- Written report submitted
- Local Chapter reports not submitted today are due to by May 18
to 5001 Warwick Ave., Sacramento 95820 or email ldrinfo@yahoo.com

Second Vice-President/Recognition Chair Denise Dobine

- Written Report submitted

Treasurer Phil Dwyer (reported at the end of the meeting after Ad Hoc Committees)

- Written report forwarded to Board
 - Budget 19-20, Account Balances, Vouchers, Bybee Grant updates, and Local Chapter Treasurer Reports
 - In January 2019, main checking account was hacked and over \$100,000 withdrawn
 - Matter was turned over to FBI and all funds restored
 - Recommend closely monitor accounts-frequent viewing on-line

Membership Coordinator Lucely Tut

- Distributed lists of local chapter members to respective presidents as of 3-31-2019
- Distributed list of names unable to connect with a chapter
 - Notify L. Tut of those recognized
- Billed 78 retirees – 35 renewed (some wrote nice notes)
- Active to retiree status changed only when notice received from Controller

Immediate Past President-Mary Navarro-Aldana

- Website committee-helped design new and maintain previous
- Received nominations for officers
 - President - none
 - First VP – Melissa Lauritzen
 - Second VP – Denise Dobine
 - Treasurer – Phil Dwyer
 - Membership Coordinator – none
 - Bybee Board Member - none

Karl E. Bybee – Tom Sims - Written report submitted

Past Presidents Association/Secretary - N. Bowman – Written report submitted

DISTRICT DIRECTOR REPORTS

- District I – No report
- District II – Fred Ruibal - Written report
- District III Director - Verletta Moeller - Written report
- District IV Director - Ray Cabrera - Written report

LOCAL CHAPTER REPORTS

- Chapters who have not changed name with banks: Los Angeles, Puerto Del Sol, Sacramento, San Gabriel Valley,
- **If not turned in today, mail by May 18 (see First VP report)**

STANDING COMMITTEE REPORTS

- Annual State Convention Chair – Cabrera/Bowman
 - Reviewed list of speakers
 - Reporters assigned
 - 70 registered/luncheon set for 72
 - Memorial candle and picture honoring Pat Thornton
- Bylaws and Operating Procedures – By-Laws are on the website
 - Operating Procedures re-write in process
- Education – no report
 - **NOTE: Finance Committee will prepare criteria for Patricia Marlene Thornton Education Grant and present at the August Board meeting**
- Marketing-B. J. Sims
 - Website presentation - viewed live and reviewed
 - Branding
 - New logo contest within theme and parameters
 - Announced in May/June CalLiope
- Membership – Dadisi Elliott- written report submitted
- Retirees – no report

AD HOC COMMITTEE REPORTS

- Legislation-D. White - Written Report
- Website Committee under M. Navarro-Aldana: R. Cabrera and B. J. Sims
 - Contracted with L. A. Design Studio 2/25/2019 to 6/30/2019 for \$8,000
 - Submit suggestions for content and committee members to Mary N-A
 - Protocol is same as for CalLiope articles
 - Local chapters are not required to have their own websites
 - CWC logo needs to be at the top left of web site

OLD BUSINESS

NEW BUSINESS

- **Motion by R. Cabrera/seconded by N. Bowman to increase the CWC Treasurers salary from \$333 per month to \$350 per month effective July 1, 2019. Motion passed**
- **Motion by T. Davidson/seconded by F. Ruibal to increase the local chapter semi-annual dues allocation from \$5 to \$7 effective July 1, 2019. (OP 2.06) Motion passed**
- **Motion by T. Davidson and seconded by P. Dwyer to donate \$25 collected by Sergeant at Arms to Cup-A-Joe for Vets Sacramento charity project – Motion passed**

Meeting adjourned at 6:45 p.m.

Respectfully submitted by Nanette Bowman, Secretary

NEXT MEETING: Board Meeting Saturday, August 10, location TBD