

County Personnel Administrators Association of California (CPAAC)

General Meeting

September 24 – 26, 2008

Old Sugar Mill, Clarksburg (September 24, 2008)
CSAC Meeting Room (September 25 – 26, 2008)
Sacramento, Sacramento County, California

Wednesday, September 24, 2008

MINUTES

11:00 a.m. BOARD OF DIRECTORS LUNCH MEETING

1:25 p.m. CALL TO ORDER AND INTRODUCTIONS (Nancy Nittler)

Nancy gaveled the meeting to order at 1:25 p.m. Following her opening remarks, President Nittler thanked Dave Devine and Mindi Nunes for hosting this meeting. Nancy then asked all in attendance to introduce themselves and the organization they represent.

After introductions and general information, the following business items were addressed:

- Approval of Minutes: The February 20 – 22, 2008 minutes were approved (moved by Don Turko, seconded by Mark Gregersen; none opposed).
- Approval of Agenda: The September 24 – 26, 2008 meeting agenda was approved (moved by Dave Devine, seconded by Andrew Lamberto; none opposed).

1:30 p.m. PRESENTATION – Carol Scofield

Nancy Nittler introduced Carol Scofield who was set to facilitate our discussion about the “vision of County Personnel Administrators Association of California.” Carol specializes in staff development and goal setting facilitation that spans over a 23-year career in management. Carol facilitated two team building exercises that involved interaction by all attendees.

1:45 p.m. DISCUSSION – CPAAC Membership Dues (Don Turko)

Don reminded all members of the discussion at the last CPAAC conference regarding the reasons for increasing membership dues. He again highlighted the justification for the increase, which included: Professional development for CPAAC members that would include a mentoring program for all new HR Directors, an annual or biannual retreat for CPAAC members to interact with national and regional experts in the field of HR, regional “succession” training programs to provide best practice and professional skills coaching, assignment of a liaison to other County organizations deemed important to the interests of

CPAAC, funds to cover the cost of testimony by CPAAC Officers or Committee members at Legislative Hearings or Statewide Committees on matters of concern to CPAAC, and finally to enhance the CPAAC website that will include a confidential chat or direct feedback function to replace polling members by e-mail.

- CPAAC Mentoring Programs: Don Turko provided a handout outlining a suggested CPAAC Mentoring Program Concept Model. The intended purpose of this program is to assign Regional Mentors to welcome new HR Directors. Don's suggestion separated the state into six regions.
- Experts to interact with CPAAC: Laura Armor discussed bringing in experts in the field to interact with CPAAC members. Specifically, she discussed individuals like Dave Ulrich and Edward Lawler, who specialize in topics such as “being a change agent” and “giving HR Departments more respect.” Laura provided two handouts on those topics.
- Development of Board Members, Executives, and Department Heads: Donna Vaillancourt discussed various options that included certificate programs aimed at developing future leaders in the field.
- Outreach to other County Organizations: Nancy Nittler discussed the importance of CPAAC networking and participating with other County organizations such as CSAC, County Counsel, etc.
- Succession Planning: Dave Devine discussed succession planning by suggesting we work on a program to have our subordinate managers meet and work with their counterparts in other counties.
- Website Update: Nancy Nittler discussed the need for website upgrades which would include a secure way of capturing polling questions/answers to eliminate the current e-mail polling question process. Also included would be enhancements to the security of the website to ensure confidentiality in certain areas for CPAAC members only.

2:00 p.m. FACILITATED EXERCISE – Carol Scofield

Carol Scofield facilitated exercises to discuss and suggest what works and does not work with the way CPAAC currently operates. What is the vision of CPAAC and what would we like to do to enhance CPAAC. Carol will be providing a detailed report of the outcome of the exercises (please see Attachment A).

4:45 p.m. ADJOURN

5:00 p.m. DINNER – Dinner at the Old Sugar Mill

Thursday, September 25, 2008

MINUTES

- 8:15 a.m. **OPENING REMARKS (Nancy Nittler)**
Nancy again asked the all CPAAC members introduce themselves and the organization they represent.
- Nancy then reviewed the four action items from Wednesday's team building session which included:
- Regional Grouping for Outreach
 - Improving Participation/Mentoring
 - Website Update
 - Roundtable
- Nancy challenged everyone to sign up to be on one of the committees so that we can really make a difference and improve in all of those areas.
- 8:30 a.m. **BOARD AND COMMITTEE REPORTS**
- Financial Report (Don Turko) – The financial report was received for the record. The ending balance as of September 8, 2008 was \$11,289.11. Don also distributed a CPAAC receivables report not yet posted for \$6,350.00.
 - Update – Membership (Don Turko): Don continued to outline a regional approach to do more outreach at a local level to try to increase participation.
 - Update – Class and Comp/Benefits (Eric Larson): Eric encouraged counties to join so that there is more complete data. There was also a suggestion of creating a “guide book” to assist on how to use the data and show its value. Nancy Nittler offered to provide one-on-one support to anyone who needs assistance using the system.
 - Update – Retirement (Allison Picard): There was general discussion on providing feedback to legislation that impacts retirement and any other topic that could impact everyone. Other general discussion continued on returning retirees, 415 limits, and replacement benefits in general.
 - Update – Special Issues (Donna Vaillancourt): Donna discussed preparing the next generation and attracting potential employees to local government. She and Dave Devine are on the committee representing CPAAC. She outlined a free “coaching program” that is comprised of former City Managers and other public sector leaders that provides free training and webinars to use as a resource to assist current and future leaders. Donna also provided the following two handouts: PNG Committee Strategic Planning Session for 2008-2011 and Cal-ICMA Coaching Program – User Tips for Human Resource Directors. Contact Donna if you would like additional information on these valuable programs or if you want to participate.

8:45 a.m. ACTION ITEM - CORPORATE DUES (Don Turko)

Don reminded us of the revised dues structure listed in the February 20 – 22, 2008 minutes. One remaining issue involved the increase of Corporate dues from \$150.00 to \$350.00 per year. Consideration would be given to offsetting the dues if a Corporate Sponsor hosted some event at a CPAAC conference. There was some discussion on whether the State Personnel Board (SPB) would be considered “Corporate.” The answer was that SPB would be considered an affiliate member, with an annual dues of \$500 due to the size of the state population.

Corporate dues will be raised to \$350.00 per year beginning in January, 2009, and was approved by the CPAAC membership.

Motion by Laura Armor, Second by Dave Devine, None opposed.

8:50 a.m. ACTION ITEM – ELECTION OF OFFICERS (Laura Armor)

Laura presented the proposed slate of CPAAC Officers for 2009:

Don Turko, Solano, President
Andrew Lamberto, San Bernardino, Vice President
Michelle Schafer, Shasta, Treasurer
David Devine, Sacramento, Secretary

Motion by Laura Armor, Second by Allison Picard, None opposed.

8:55 a.m. COUNTY ROUNDTABLE (CPAAC Members and Affiliates Only)

9:50 a.m. BREAK

10:10 a.m. PRESENTATION OF PERB ACTIVITIES – Presenters Christine Bologna and Gregory Lyall

Christine and Greg provided a very thorough and informative presentation regarding the major functions of PERB. These include the investigation and resolution of unfair practice charges, the administration of the representation process through which public employees freely select employee organizations to represent them in their labor relations with their employer, the appeals of the Board staff determinations to the Board itself, and the legal functions performed by the Office of the General Counsel. They spent a significant amount of their time providing great detail on filing an unfair practice charge by going through the five step informal process. They explained their goal of resolving charges in 60 days (not considering an appeal), but it is usually unlikely. They emphasized to do your best to resolve the dispute outside the process if you want a timely resolution. They also spent some time on “tips to a successful hearing” and recent developments in some currently ongoing unfair labor practices. A very detailed handout was provided and is available to CPAAC members and affiliates upon request.

11:45 a.m. PRESENTATION BY KEENAN & ASSOCIATES – Presenter Peter McNamara

Peter outlined the consulting services offered by Keenan & Associates which include Employee Benefits, Financial Services, and Property & Casualty Division services. Peter provided a detailed handout and is available to CPAAC members and affiliates upon request.

12:00 Noon LUNCH

12:50 p.m. PRESENTATION: UPDATE ON THE GOVERNOR'S POST-EMPLOYMENT BENEFITS COMMISSION REPORT – Presenter Tom Branam, Policy Director, Public Employee Post-Employment Benefits Commission

Tom spent a significant amount of time with us providing valuable information on the final 300-plus page report dealing with pension and retiree health care funding issues throughout the State of California. He outlined the Commission's 34 recommendations which were supported by all 12 members in February, 2008. Seven recommendations were to be considered for State Law and put into "Bill" format. Tom mentioned that one of the biggest challenges was to find an author of a bill. The author must be respected or the bill would not have a chance. He was fortunate enough to get both the Senate and Assembly Retirement Committee Policy Chairs to carry bills AB 1844 and SB 1123. Both bills are on the Governor's desk and are expected to be signed and put into effect January 1, 2009. Highlights of the discussion are listed below:

- Benefits of one generation should not be paid for by the next generation.
- It is valid to use benefits to recruit/retain public employees as long as there is open disclosure before adoption publicly. Benefits must be "costed out" and openly disclosed.
- For the first time, new law will make it a crime to fraudulently apply and receive retirement benefits.
- Reporting on retirement system status has to be produced within a 12-month period of time (up to 18 months is acceptable due to the closing of the books in 12 months).
- Give PERS authority to go to any agency's workers compensation unit to investigate worker's compensation fraud, and the agency must comply.
- Future annual costs and changes in retirement or post employment benefits must be made public at least two weeks prior to adoption of any increases. There are exceptions for minimal cost changes.
- An Actuarial must be in attendance the day it is presented for adoption to answer any questions.
- The action item cannot be on the Consent Calendar.
- The CAO or CEO of the agency must sign in writing acknowledging that they were aware of the cost of the benefit.
- Creation of a new California Actuarial Advisory Panel to provide impartial and independent information on pensions and other post employment benefit enhancements.

Copies of the AB 1844 and SB 1123 are available in bill format to CPAAC members and affiliates upon request.

2:20 p.m. BREAK

2:40 p.m. PRESENTATION: LEGISLATIVE UPDATE AD CSAC ACTIVITIES – Eraina Ortega, Legislative Representative, CSAC

Eraina did an outstanding job providing highlights of several employment-related and other legislation which may impact counties. She highlighted the following bills: AB 1626, AB 1963, AB 2001, AB 2023, AB 2076, AB 2201, AB 2202, AB 2279, AB 2537, AB 2716, AB 2574, AB 2918, AB 2940, AB 2969, SB 1115, SB 1296, SB 1338, SB 1717

Eraina is also involved in conducting a CSAC Platform Review which occurs every two years. CSAC reviews their guidelines/principles for update and revision. She will e-mail the revisions to us to review and provide feedback. Eraina also offered to provide any CPAAC or affiliate member additional information on any bill by contacting her at any time.

3:30 p.m. COUNTY ROUNDTABLE – continued

4:15 p.m. PRESENTATION: BINDING ARBITRATION FOR POLICE – Charles Sakai and Dania Torres Wong from Renne Sloan Holtzman Sakai, LLP

Charles and Dania gave everyone a very thorough update on the challenges of SB 440, as well as the status of the appeals regarding the bill. They also provided some insight on what is at “stake” at this point if SB 440 is considered constitutional, which includes:

- Substantial leverage for unions in negotiations.
- Difficulty reaching agreement because parties are preparing for arbitration rather than getting an agreement.
- Substantial costs in the process.

4:40 p.m. GENERAL ANNOUNCEMENTS

Correction on the agenda – the next CPAAC meeting is going to be held in Lodi on March 4-6, 2009 (not March 11-13, 2009).

4:45 p.m. ADJOURN

6:00 p.m. DINNER – RETIREMENT RECOGNITION OF JEANNE GRAVETTE (CPAAC TREASURER), Rio City Cafe

Friday, September 26, 2008

MINUTES

8:15 a.m. OPENING REMARKS (Nancy Nittler)

8:20 a.m. COUNTY ROUNDTABLE – continued

9:30 a.m. DISCUSSION OF MARCH 4 – 6, 2009 CPAAC Meeting in Lodi (Don Turko and Cindy Clays)

Don and Cindy outlined the location and possible agenda items for the conference next March. For those flying north to the meeting, Don mentioned flying into Sacramento. Don also said he would be sending out a web survey to determine what everyone would like to see on the agenda.

9:45 a.m. PRESENTATION: HOW THE CHANGING BUSINESS AND ECONOMIC CLIMATE IMPACTS THE VARIOUS GENERATIONS OF WORKERS – Kevin Williams, Managing Partner, Future Decisions LLC

Kevin provided a wonderful presentation that outlined the changes in the workforce due to energy, technology, global warming, and the people available to work. There is a 24% gap of who we need in the workplace and the people available to fill those jobs. Kevin described the make-up of the four generations which consist of Traditionalists, Baby Boomers, Generation X and Generation Y. He also provided tips on how to attract and retain generations in the workforce.

During the presentation, the following was also discussed:

1. The group shared their perceptions of attributes of other generations at work.
2. The group discussed innovative recruitment/retention processes to attract and retain workers from the various generations.

A detailed handout was provided and is available to CPAAC members and affiliates upon request.

11:40 a.m. Break

11.45 a.m. COUNTY ROUNDTABLE – continued

12:10 p.m. ADJOURN

List of Attendees --CPAAC September 24 - 26, 2008

Total Count: 38

Name		Representing
Armor	Laura	Marin County
Baron	Cynthia	Alameda County
Benson	Rick	Mariposa County
Brunson	Laura	Butte County
Burkett	Gary	CPS
Clays	Cindy	San Joaquin County
Clouser	Linda	Mendocino County
Cwiek	Ted	El Dorado County
Devine	David	Sacramento County
Dorris	Thasanee (Tym)	Amador County
Ferguson	Kathy	Lake County
Fillmer	Reanette	Tehama County
Garret	Robert	Mono County
Goodrich	Ann	Sonoma County
Grassi	Ronald	Imperial County
Gregersen	Mark	Napa County
Knorr	Pamela	Alpine County
Lamberto	Andrew	San Bernardino County
Larsen	Eric	Tuolumne County
Leung	Luke	Santa Clara County
May	Bill	Consultant
McDougall	Michael	Santa Cruz County
Nittler	Nancy	Placer County
Nunes	Beth	Alpine County
Nunes	Mindi	Yolo County
Ortega	Eraina	CSAC
Osborn	Francine	Calaveras County
Owen	Debbie	CPS
Picard	Allison	Kings County
Raley	Margaret	Yolo County
Ring	Brian	Colusa County
Rodriguez	John	Tulare County
Satchwell	Gayle	Nevada County
Schafer	Michelle	Shasta County
Shirk	Kelly	Ventura County
Talbott	Venetia	State Personnel Board
Turko	Don	Solano County
Vaillancourt	Donna	San Mateo County

Attachment A

CPAAC General Meeting Old Sugar Mill Clarksburg, CA 9/24/08

Following is a synopsis of the notes taken at facilitated discussion of the future of CPAAC:

What Works?

Support
Resources
Best practices/strategic planning
Social
Organization efficiency
Communication
Active and engaged board
Identification of trends
Connection/networking
Sharing of information
Depth of experience
Staying current
Therapy☺
Getting away/renewed energy
List serve/questions & answers
Confidentiality of shared issues
Similar issues/not alone
Speakers, training, teaching each other
Others are worse off☺
Legislative updates
History
Camaraderie
Officer leadership/effort
Travel to other counties
True peers/honesty/smallness of group size
E-mail exchange

Challenges?

Not all counties participate
Participation on committees
Website
Interaction with other agencies
Frequency of meetings
Attendance
Round table challenge
Lack of participation from large counties
Clarification of committee roles/responsibilities
Email query – old distribution list
Inability to take official position on issues
Polling – over use, repeated questions, website maintenance
Networking with other associations
External factors – budget/culture
Email process
Class & Comp.com/costs/dues increase
Formal mentor program
Round table more controlled
Cliques – especially to newbies and first timers
No marketing to new directors
No orientation for new directors/especially with no county experience

Top 3-4 issues with solutions:

Attendance - Outreach/poll counties that don't come, address issues for non-attendance; ambassador visit to find out why they are not attending; effort to include assistant director, part of mentor/succession planning

Roundtables – Dedicated time on agenda; time limit for speakers; preprinted stats; structure of topics covered; define, electronic template, ground rules, assign monitor, separate polling, parking lot; board must assure adequate time for round tables, hold round tables earlier on the agenda, extend discussion to dinner/cocktail hour; revisit ground rules, watch time, extend conference

Mentor/Outreach – Develop welcome packet; by laws, minutes, history: buddy system; notice to president of new appointments; official invite; regional concept/regional meetings; find similar group for cities HR, personal contact, contact president with HR Director movement; regional rep designated; buddy system at meetings

Participation – Personal contact (other than email) to counties not participating; expanding membership categories (not just directors); financial incentive for first year; outreach committee, regional meetings with leads, good neighbor outreach

Website – Subcommittee exists for web design; ask committee what assistance they need; develop financing plan, either \$\$\$\$ or in-kind services; make it utilities resource- survey results, topic forms, policy & procedures, best practices, vacancy list, RFPs; County Counsel Association model, League of Cities, CSAC host?, Spend \$\$\$\$; set up project with timelines and benchmarks, host agency must be active, get commitment

Class+comp.com – “how to” manual; team support, CAO group/funding pitch

Frequency of meetings – 2 current + add 1 regional, including staff

Where do we go next – who’s helping?

Participation/Mentoring/Meetings – Eric Larson, Tuolumne; Donna Vaillancourt, San Mateo; Michelle Schafer, Shasta; Laura Brunson, Butte; Allison Picard, Kings; Gary Burkett, CPS; Laura Armor, Marin; Linda Clouser, Mendocino; Gayle Satchwell, Nevada (9/30); Michael McDougall, Santa Cruz; Andrew Lamberto, San Bernardino; Ted Cwiek, El Dorado

Website – Cindy Clays, San Joaquin; Mindi Nunes, Yolo; Bob Garret, Mono (10/15)

Roundtable – Cynthia Baron, Alameda; Venetia Talbott, State Personnel Board; Kathy Ferguson, Lake (Nov.); Joanne Cox, Santa Clara

Outreach – Venetia Talbott, State Personnel Board; David Devine, Sacramento; Rick Benson, Mariposa

* all start dates for participation were “now” unless designated next to name