

Blanca

**Service Employees International Union (SEIU) Local 99 Meeting
Lynwood Satellite Office (310) 762.9728
3560 Martin Luther King Jr. Blvd. Lynwood, CA
SEIU99.org/early education/cdi**

01/21/10

**January 21, 2010
5:30 PM
MINUTES**

Call to Order

- The meeting was called to order at 5:45 PM by LaRonda Davison, SEIU Local 99 Chief Steward, and co-chaired with Gayle Williams, Chief Steward.

Welcome New Members

- The meeting opened with the reading of Community Development Institute (CDI) Head Start's Mission, Vision, and Values statements. SEIU's, Local 99 Mission statement can be found in SEIU's Constitution and Bylaws booklet, Article 3. The booklet is available during office hours.
- New members were welcomed and given a general overview of SEIUs purpose and where to acquire pertinent information whenever needed. (website, postings, etc.)

Budget Updates, Michael Haberberger

- The American Recovery & Reinvestment Act (ARRA) stimulus funds, targeting teaching staff, has not yet been distributed. When it is, it will be retroactive to July 2009 and continue for 15 months. An inquiry was made as to whether or not a time limitation exists on the dissemination of the ARRA stimulus funds. Mr. Haberberger will find out and report at the next meeting. Assessment of transcripts, to ensure potential recipients qualify, is due by Friday, 1.22.10.
- The State budget deficits have little impact on CDI Head Start since the program is predominantly federally funded.

Labor Management Updates, LaRonda Davison & Gayle Williams

- Yvonne Walker, Director, emails a daily newsletter to all staff to strengthen communication throughout the agency and to promote its transparency.
- Two additional computers were set up enabling nutrition staff to more easily access their emails.
- Gayle Williams reported on the positive experience had by the ten management staff selected to participate at the 4-day Appreciative Inquiry (AI) training experience in Denver, Colorado. The AI principles were reviewed in depth for incorporation into the program. The experience was shared with other CDI Head

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Start staff throughout the country. CDI South LA County adopted two proactive principles—effective communication and leadership.

- There has been no conversation about reduction in staffing at this time. Restructure will occur by the hiring of new staff
- The names have been submitted of the Family Services Workers (FSW) to receive compensation if their caseloads were increased by fifty percent or more from May 2009 to present. A distribution of funds will be announced when it is established. The Family & Community Partnerships consultant is looking at recommending extending the work year for the FSWs from ten months to twelve months.
- The workspace at the Dollarhide and Washington centers is under review by the Director pursuant to the Site Manager's instruction. An architect has been hired to the project.
- Paid Time Off (PTO) for each employee must be used by Friday, 2.26.10. If PTO time is left on the books after February 26th, CDI will payout one-third (1/3) of the total on the Wednesday, March 10th payroll.
- SEIU Local 99 proposes to reopen contract negotiation around health/welfare benefits as spelled out in Contract Bargaining Agreement (CBA) in September, 2010.
- An SEIU Local 99 bulletin board is mounted at the Administrative Office, suite 135. An appeal was made for the twelve (12) stewards to take responsibility for putting up boards at the centers.
- Members are being sought to sit on the Communication Committee to update the CDI Early Education website.
- A proposed bundling of SEIU Local 99 dues is being submitted and discussed at the International level. If successful, dues amounts will be reduced.
- A question as to why the Will Rogers and Roosevelt centers do not have access to the daily mail delivery as do all other sites will be explored by the chief stewards.

Employee Concerns

- Management Professionalism—namely, mutual respect between the supervisor and the supervisee. The member was advised if a concern arises to always follow the chain of command and if necessary address the concern in “writing” to be properly addressed.
- Confidentiality— What is the process for addressing concerns relative to accusatory complaints from parents? Concerned that rumors about the employee begin to circulate as a result. A member advised that staff has the opportunity to

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refute any allegations by parents during the supervisor's investigation of the complaint.

- Performance Evaluations—A question was raised regarding being evaluated by a person who has only supervised for two months. Per Michael Haberberger, generally this is inappropriate; it may be situation depending on the availability of the previous supervisor's performance notes and/or opportunity for consultation with the previous supervisor. If the employee remains unsatisfied, it was recommended that the employee contact the director or the senior stewards to address.

Announcements

- Leadership Conference is scheduled for 2.27.10, 8:00 AM-5:00 PM, Wilshire Grand, invitation only.
- Executive Board Meeting, Saturday, 1.30.10, 10:00 AM, 2724 W. 8th St. at Hoover, Los Angeles.

The meeting adjourned.

Submitted by
Sheila Benjamin