

Board Meeting Minutes
California Correctional Supervisors Organization
R.J.D. Correctional Facility

Board Meeting Minutes: Tuesday, May 6th
11:00 A.M. Seau's Restaurant, San Diego, CA

Board Members:

Present: Lt. James N. Clarke, President; Lt. Eduardo Garza, Secretary; Lt. Ken Spence, Treasurer.

Absent: Sgt. Francisco De la Torre, Board Member; Lt. T. Glover, Lt. Vice-President; Sgt. Vice-President John Thompson; Sgt. Laurie Stiles, Board Member.

Others Present: Volunteer Administrative Assistant Scherry Clarke.

Quorum Present: No

Proceedings:

- *Meeting called to order* at approximately 11:15 A.M. by Lt. James Clarke, President
- (Last month's) meeting minutes: Available upon request

President's Report:

Lt. Clarke reported that since the last board meeting he, Sgt. Vice President John Thompson and Volunteer Administrative Assistant Scherry Clarke attended the annual CCSO Supervisors Conference in Sacramento in April of 2008.

Lt. Clarke reported that among the issues brought forth during the Conference were:

- The Torte Claim for the 3.125 retroactive pay was moving forward in and has a court date of May 19th, 2008.
- The even-numbered CCSO Chapters had conducted their elections and out of the 1423 notices sent out for nominations only 55 had been returned.
- The CCSO by-laws state that each Chapter must hold an election every 4 years. It was motioned that if there is a significant lack of response from the membership, then the State Board President shall appoint a Chapter President, and the appointed Chapter President shall then proceed to appoint a Board. This motion was seconded and passed.
- CCSO is examining the issue of the B.I. R. over-stepping its authority and overturning decisions made by hiring authorities, and is debating on how to address this issue.
- Wardens are taking supervisor's post & bid positions when they are subjected to adverse action that is not directly job-related.
- Agency Secretary Tilton gave his resignation speech.

- The new Secretary will be Matthew Cate from the Inspector General's Office.
- Lt. Clarke asked Field Representative Ford Canutt about where CCSO stood in regards to obtaining collective bargaining. Mr. Canutt acknowledged Lt. Clarke's concerns and reminded him that CCSO provides many benefits to its members in addition to striving for collective bargaining.

Treasurer's Report:

The Treasurer had nothing to report.

Secretary's Report:

The Treasurer had nothing to report.

Volunteer Administrative Assistant's Report:

Scherry Clarke reported that she was having a difficult time getting the board members to communicate with her via email or in any manner at all. She expressed frustration over this issue, and reminded the Board that without solid communication the RJD CCSO Chapter would founder. She was also very pleased to announce that CCSO had approved her request to hold a First Annual RJDCF Chapter#7 Supervisors/Managers picnic this summer.

New Business:

Lt. Clarke motioned to establish Board meeting rules. The Board unanimously seconded his motion and passed the following rules:

- No issues raised until a Board member was recognized by the President
- No talking when a Board member has the floor.
- Roll call to be taken at all meetings
- Minutes would be faxed to CCSO
- Keeping track of Board members' attendance
- Requiring Board members to give at least a 3-day notice if they will not be in attendance of the next meeting with the exception of emergency absences.

Additionally, Lt. Clarke raised the issue of contacting CCSO to find out if the Board could still conduct State business in the absence of a quorum, as the RJD CCSO Chapter #7 was still in it's infancy and experiencing a few growing pains. Scherry volunteered to contact CCSO on this matter.

Lt. Spence mentioned that CCPOA conducts their Board and Chapter meetings on the same day with the Board meeting an hour earlier than the Chapter. He mentioned that it would be a good idea for at least one Board member to attend a CCPOA meeting to get an idea as to whether their meeting methods/style would work for the CCSO Chapter #7 Board at RJD. Furthermore, Lt. Spence was disturbed by the unfair manner in which "select" employees at RJD were rolled over into permanent positions while other

employees were not given the same consideration(s.) Lt. Clarke motioned that Lt. Spence draft a memo to the Warden at RJD addressing this issue and that it also be forwarded to the CCSO State Board. The Board unanimously seconded and passed the motion.

Lt. Garza queried as to whether the Board should simply leave and reschedule the meeting if no quorum is present, or proceed with the members present. He motioned that the minutes of each meeting be recorded into a logbook and signed at the end of the meeting by each person attending. The motion was unanimously seconded by the Board and passed.

Lt. Spence mentioned the need for guidance from the Warden regarding how supervisors should proceed with situations in which they know they are being given faulty or inappropriate information and/or direction from managers. It was motioned that Lt. Garza would draft a memo to the Warden on this issue. The motion was unanimously seconded and passed.

Lt. Garza expressed his frustration over the lack of training given to supervisors regarding some of the newer forms that are used on the computer. Lt. Clarke agreed and stated that RJD's annual Block Training program should include instruction on issues exclusive to supervisory personnel.

Lt. Clarke motioned that the Volunteer Administrative Assistant be put in charge of the First Annual RJD CCSO Picnic. The motion was unanimously seconded by the board and passed.

Volunteer Administrative Assistant Scherry Clarke addressed the need to form a Picnic Committee. Lt. Spence offered to assist her with this issue.

- Meeting adjourned at 11:30 A.M.
- Minutes submitted by Volunteer Administrative Assistant Scherry Clarke