

OFFICERS' MEETING AGENDA

May 20, 2014, Start Time: 6:00PM

Call to Order – Gwyn Harshaw, President - 6:00PM – Open Forum Meeting starts at 6:00pm. The first 15 minutes may be used for an open forum for members who wish to comment on issues of concern or describe union victories in their workplace (maximum of 2 minutes addressing items not on the agenda except under special circumstances). Meeting will start when all speakers are completed or at 6:15 whichever comes sooner. If members arrive before 6:15 and the general meeting has begun, it will be suspended for the members' comments. If Board action is requested, the Board may place the matter on a future agenda. All statements that require a response will be referred to staff for reply in writing.

Responses to Last Officers' Meeting Open Forum Issues

1. Response regarding endorsement forum for the District Attorney Race in Tulare County
2. Response regarding endorsement forum with SEIU 1000 on Assembly District 26 race.
3. Response regarding staff involvement in Caucus meetings.

Roll Call – 6:15PM quorum determined - (Karen Nakatani)

Announcements:

1. Swearing in any unsworn delegates/trustees - (last sheet in the packet)
2. Executive Session at end of meeting
3. Presentation on behalf of Hieu N. Dang, DDS with a goal of sending a soliciting mailing to SEIU Local 521 membership. Possible recommendation to the Officers for action at the Executive Board in June - (pages – 3-6).
4. Harris vs Quinn – FAQs and PowerPoint Presentation - (pages 79-80) – from CEO Report

REPORT CONSENT AGENDA: If there is anything you wish to discuss prior to approval of Motion A, please pull the item from the Agenda for discussion. What is not pulled from the Consent Agenda is considered approved without discussion when Motion A is passed.

Motion A – Report Consent Agenda Approval - (pages 7-8)

1. Approval of Officers' Meeting Minutes – April 22, 2014 - (pages 9-14)
2. Budget & Finance Committee Reports – May 14, 2014 - (pages 15-44)
3. Good & Welfare Committee Expenditures Report – May – none

Any Requests for Assistance – please send them to both RoseAnn

Dominguez at ruth.pern@hotmail.com and Karen Summers at karen.summers@seiu521.org

Written Reports & Correspondence Requiring no Action by the Officers – They may be pulled for discussion if desired.

1. Officers' Reports
 - 1st Vice President Report - (none)
2. Education and Training Report - (none)
3. Organizing Report - (pages 45-46)
4. Communications Report - (pages 47-54)
5. IT Report - (pages 55-56)
6. Admin/Building Report - (none)
7. PAC/PAC Totals Report - (pages 57-58)
8. Trustee Report - (pages 59-60)
9. Caucus Reports - (none)
10. Industry and Committee Reports

<p>➤ Nurse Alliance Report - (61-62)</p> <p>11. Correspondence - (none)</p>
<p>Motion B – Political Consent Agenda - (pages 63-64)</p> <p>1. Political Motions B/1 – B/6 - (pages 65-76)</p>
<p>Items Pulled from the Consent Agenda or the Report Consent Agenda</p> <p>1. Pulled Items from the Consent Agenda</p> <p>2. Pulled Items from the Report Consent Agenda</p> <p>3. Other Oral Reports</p>
<p>President’s Report: President Gwyn Harshaw</p> <p>1. Announcement of Executive Board Vacancy - flyer is attached – it has been put on the website, mailed to Homecare workers and Homecare leaders, and email blasted to Homecare leaders. So far three (3) qualified homecare members have asked to be considered - (page 77-78)</p> <p>2. International SEIU Ethics and Finance Meeting Report - (oral)</p>
<p>Chief Elected Officer Report: Luisa Blue</p> <p>1. Any Updates - (oral)</p> <p>a. Harris vs Quinn – FAQs and PowerPoint Presentation - (pages 79-80)</p> <p>b. State Federation of California – ALL in to WIN - (pages 81-82)</p> <p>c. BOLD/Rockwood Art of Leadership Training & Retreat</p> <p>d. Contracts – Fresno County – heading into Fact Finding; Bakersfield City in Bargaining; San Mateo County and San Mateo IHSS in Bargaining.</p>
<p>New Business</p> <p>1. Motion C – Recommendation for Reimbursement of Unauthorized COPE Deductions in Region 2 - (page 83-86)</p> <p>2. DISCUSSION – Policy – Development, Implementation and Expenditure of SEIU Local 521 Budget – review & update in preparation for a Motion to the EBd in June - (pages 87-94/95-102).</p>
<p>Unfinished Business</p> <p>1. DISCUSSION – SEIU Local 521 Policy – Guidelines (addresses all Caucus/Committee/ Chapter/Industry member & vendor reimbursements and expenses). Alysia - SEJ Chair, RoseAnn Dominguez - Local Treasurer, and Pam Rodgers - Staff) In Preparation for a Motion to the EBd in June - (pages 103-120)</p> <p>2. Update – Trial Committee on Santa Clara County Incident (Adam Gintz, Luis Aguilar, Gary Linsner, Linda Krolnik) – Luisa has asked Kerianne Steele, our attorney to staff this Committee. She will be setting a meeting as soon as her schedule allows.</p> <p>3. Update Strike Hardship Committee needs to Meet to Set Rules (John Gutierrez, Chair, Bill Ragland, RoseAnn Dominguez, Laura Basua, Regina Kane, Alysia Bonner, Jennifer Jensen, Rachel Subega). - (oral – John Gutierrez, Chair)</p> <p>4. Update – Investigation into Charges of Irregularities in the Monterey County Chapter Ratification Vote – Matt Nathanson - (oral)</p>
<p>Adjournment</p> <p style="text-align: right;">KMS: kns SEIU 521 CTW/CLC</p>

Dear Executive Members of SEIU Local 521,

My name is Hieu N. Dang, DDS and I'm a general dentist and a union member with UFCW Local 5. I'm also the head dentist of Union Dental and Union Orthodontics. We currently have six locations in the Bay Area including: San Jose, Fremont, Oakland, South San Francisco, Novato and Martinez. I believe that Union Dental and Union Orthodontics can offer tremendous benefits and can greatly reduce the overall costs of both vision and dental care to all your members and their families.

First let me give you a brief background about us and what do. Union Dental was formed in 1999 and Union Orthodontics was formed in 2009 to work solely with all union members and their families. All our doctors and staff are union members with UFCW Local 5. We offer a tremendous savings to all our union patients by taking the members insurance as payment in full and waiving all co-payments . If a member's maximum annual allowance has been reached, we will give a 50% discount for any dental work done beyond the annual maximum.

Secondly, for union members without any dental insurance, we give a 50% discount for all their work. We also offer 0% interest payment plans for those who are unable to pay immediately. For members who do not have any dental insurance nor have the financial means, Union Dental will provide dental emergency services at no cost.

Third, in addition to providing dental care for all union members and their families, we have also been very active in the labor movement. We work actively with the Contra Costa, South Bay, and Alameda Building Trades and Central Labor Council to help the poor and homeless with pro bono dental and orthodontic care. Because of our active involvements in helping our communities, we have letter recommendations from those Building Trades and Central Labor Councils that I just mentioned. In 2009, we were honored by the Contra Costa Building Trades and Central Labor Council as "union business of the year". In 2010, Union Dental was recognized as "Union Provider of the Year" by the Instituto Laboral de la Raza in San Francisco. As for myself, I'm an active delegate for the South Bay, and Alameda Central Labor Council. I'm also a member of the Alameda chapter of APALA (Asian Pacific American Labor Alliance).

Finally, I would like to ask the Executive Board of SEIU Local 521 for an approval to send out a mailer to your members using this attached postcard. All expenses associated with this mailer will be paid for by Union Dental. In the past, we have done two mailers with SEIU Local 715 prior to the merger. I want to thank the Executive Board of SEIU Local 521 for their consideration and I hope that I can have an opportunity once again to work with the members of your esteem Local.

In Solidarity,

Hieu N. Dang, DDS

THIS SHEET IS INTENTIONALLY LEFT BLANK

Five Convenient Bay Area Locations To Serve You!

Union Dental

175 Bernal Road • Suite 260
San Jose, CA 95119

Phone (408) 365-9791 • Fax (408) 365-9761

Mission Dental

39560 Stevenson Place • Suite 218
Fremont, CA 94539

Phone (510) 494-8856 • Fax (510) 494-8861

Union Dental

433 Hegenberger Road Suite E, Air Park Plaza
Oakland, CA 94621

Phone (510) 430-9388 • Fax (510) 635-2530

Union Dental

215 Miller Avenue
South San Francisco, CA 94080

Phone (650) 763-1223 • Fax (650) 763-1547

Union Dental

4111 Alhambra Avenue
Martinez, CA 94533

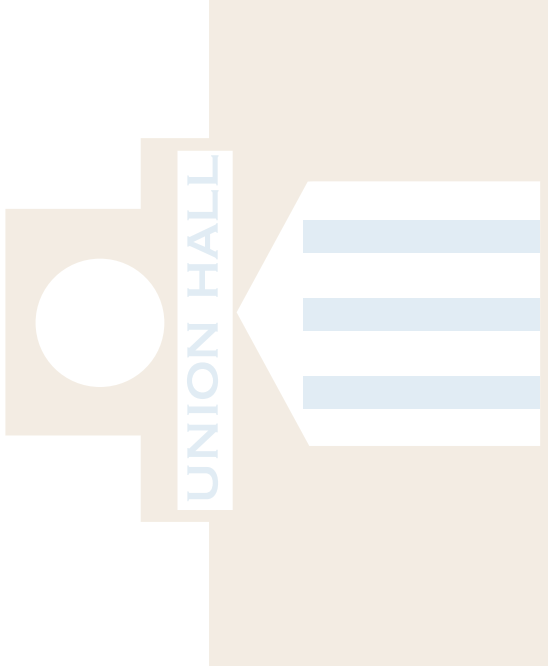
Phone (925) 957-0148 • Fax (925) 957-9824

Office Hours/ Horas de Oficina:

Monday - Friday 9am - 7pm

Saturday 9am - 2pm

Martinez Office has Extended Hours



uniondentalhealth.com



Huge Savings for SEIU Local 521 Members and their Families!

Grandes Ahorros de SEIU Local 521 Los miembros y sus Familias!



Union Dental is five private dental practices providing general and specialty dental care to all labor union members and their families since 1999. The five dental offices are conveniently located in Oakland, Martinez, South San Francisco, San Jose and Fremont.

You can choose the office closest to your home or workplace.

Union Dental es cinco prácticas odontológicas privadas que brindan atención dental general y especializada a todos los miembros sindicales y sus familias desde 1999. Los cinco consultorios dentales están ubicados en Oakland, Martínez, S. San Francisco, San José y Fremont. Usted puede elegir la oficina más cercana a su domicilio o lugar de trabajo.

Patients can choose a general dentist they feel comfortable with and this will be their dentist for their entire treatment. We accept Delta Dental and all other dental PPO insurance. We are a union facility providing care for union members and their families. Union Dental offers tremendous savings for you and your family's dental care. Low to zero out of pocket costs for all dental procedures including: Dental implants, Braces, Crowns, Dentures, Bridges, etc.

6 of 12

Los pacientes pueden elegir un dentista general que se sientan cómodos y esta será su dentista para su tratamiento. Aceptamos Delta Dental y todo otro seguro dental PPO. Somos un centro de unión proporcionar atención a los miembros del sindicato y sus familias. Union Dental ofrece un enorme ahorro para usted y para el cuidado dental de su familia. De menor a cero fuera de bolsillo para todos los procedimientos odontológicos que incluyen: Implantes dentales, frenillos, coronas, dentaduras, puentes, etc

SEIU Local 521 Officers' Motion

* **Motion Number: A**

Date: May 20, 2014

Motion Title: Report Consent Agenda

The Following Reports have been placed on the REPORT CONSENT AGENDA for approval/confirmation without discussion. If you wish discussion pull the report from the REPORT CONSENT AGENDA –

NO Motion is required to remove a report from the Report Consent Agenda.

Committee Reports Requiring Approval/Confirmation: (as noted below)

1. **Approval of the Minutes for the Officers' Meeting of April 22, 2014 -** (pages 9-14)
2. **Budget & Finance Committee Report –** RoseAnn Dominguez, Local 521 Treasurer

May 14, 2014 Meeting – The Committee reviewed the March, 2014 Financials - (15-36), questions were asked.

- B&F Item 1 – Approved - the March 2014 Financials presented - (page 37-38)
- B&F Item 2 – NO MOTION – Hat will be passed at Region 5 Meetings for Sean's benefit - Donation to Sean Wallace for a Summer Program in Washington DC - \$250 - (page 39-40)
- B&F Item 3 – Tabled until there is more information – Implementing a Cost for Food for Friends/Guests/Children over 11 to attend the August SEIU Local 521 Convention - (page 41-42)
- B&F Item 4 – NO MOTION/NO QUORUM – Recommendation to Officers from B&F for Reimbursement of Unauthorized COPE Deductions in Region 2 - (page 43-44)
- Discussion on the Development, Implementation and Expenditure of the SEIU Local 521 Budget and the SEIU Local 521 Policy – Guidelines (addressing all Caucuses/Committees/Chapters/ Industries member & vendor reimbursements and expenses) Recommendations made will be discussed at the upcoming Officers' Meeting.
- Short Discussion on How to Process Service Fee Rebates. Thus far our membership drive has signed up over 1300 new members and half have also signed up for COPE. Luisa will send a Thank You note to Long Term Care for their help with our Blitz.
- Harris vs Quinn Federal Supreme Court Decision – Supreme Court decisions are released on Mondays. There is a 48 Hour Plan to be enacted when the decision comes down. It involves State and National actions by Labor.

3. Good and Welfare Committee Report – donations in May

- none.
- Please submit all Good & Welfare requests to both RoseAnn Dominguez and Karen Summers.

* **Motion A:** To approve/confirm as presented ALL Reports on the Report Consent Agenda EXCEPT those pulled and listed below which will be held for discussion:

Follow Up:

Moved by: _____ Second : _____

Pulled: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures



Minutes April 22, 2014 – Officers’ Meeting

Call to Order: by President Gwyn Harshaw at 6:10pm.

Officers Roll Call in Attendance on Video Conference or Teleconference:

Gwyn Harshaw	President	Matt Nathanson	Salinas
Karen Nakatani	Secretary	Alysia Bonner	Region 4 Vice Pres
RoseAnn Dominguez	Treasurer	Luisa Blue	CEO

Officers Absent - Excused

John Gutierrez	First VP	Muriel Frederick	Region 1 Vice Pres.
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Executive Board also in attendance on Video Conference or Teleconference:

Lesbia Reclosado	San Jose	Javier Sanchez	Salinas
Rosemary Romo	San Jose	Jennifer Jensen	Fresno
Rachel Subega	San Jose	Sergio Garcia	Fresno
Myrna Bravo	San Jose	Linda Krolnik	Bakersfield
Dolly Clemente	Phone	Via Cooper-Whigham	Fresno

Local 521 Trustees on Video Conference or Teleconference:

William Ragland	Phone	Melanie Martinez	San Jose
Connie Chew	San Jose		

Local 521 Staff on Video Conference or Teleconference:

Karen Summers	San Jose	Robert Li	San Jose
Pamela Rodgers	Phone		

Local 521 Members in Attendance:

Brian Murillo	Fresno
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Open Forum for Member Presentations:

1. Greg Gomez had two issues resulting from a successful Sheriff’s endorsement forum:
 - A request was made for an endorsement forum for the District Attorney Race – staff was told and nothing happened – Luisa will talk with Ann and Riko about what happened.
 - Also an endorsement forum with SEIU 1000 on Assembly District 26 – Luisa said that there was a State-wide SEIU Endorsement Forum held. She will find out if an endorsement was made for Assembly District 26.
2. Alysia Bonner asked if staff is assigned in the “North” to attend Caucus meetings. Luisa said that it is voluntary because there have been problems in the past with disrespect of staff. Alysia wanted staff involved because she feels it will help the caucuses.
3. The APALA May 31 Asian Heritage Event starts at 11:00am in the San Jose Office. It promises good food and lots of fun.
4. Rachel Subega Reported that the Latino Cesar Chavez Celebration on April 5th was a great success with over 100 people in attendance in San Jose. On May 1

- there is a Rally and Walk in downtown San Jose for Immigration Reform and to stop deportation.
5. Connie Chew said that she had been given the DVD "Inequality to All" at a Democracy for All event. She is willing to do a showing if people are interested.

Responses to Last Month's Open Forum Issues:

None.

Roll Call and Quorum Determination: A quorum of Officers was confirmed as present at 6:10pm.

Announcements:

1. There were no new Delegates or Trustees to be sworn into office.
2. There will be an Executive Session for the Officers on personnel issues following the meeting.

Report Consent Agenda:

Motion A – Report Consent Agenda Approval/Confirmation.

Motion: To approve as presented without discussion the following items listed on the Report Consent Agenda.

1. Minutes of the February 25, 2014 Officers' Meeting
2. Officers' Email Poll – On April 7th and 8th the Officers approved an email poll authorizing cash out of 77.44 hours to an employee for an emergency. John Gutierrez, Matt Nathanson, RoseAnn Dominguez, Muriel Fredrick, Alysia Bonner, and Karen Nakatani voted yes for the motion. There were no negative votes received.
3. Budget & Finance Committee Report from the April 16, 2014, meeting Treasurer RoseAnn Dominguez.
The Committee reviewed the February 2014 financials. Questions were asked.
 - B&F Item 1 – Approved the February 2014 Finances under the consent agenda.
 - B&F Item 2 – Tabled for more information; then there will be an Email Poll of the B&F Committee – Laptop for the CEO - \$1,473.04 from the Capital Funds.
 - B&F Item 3 – Denied – Kern County Sheriff's Stampede Days Rodeo.
 - B&F Item 4 – Approved as modified – SEIU Nurse Alliance 2014 Legislative Conference.
 - Update on the Guidelines for the SEJ Committee and Caucuses were not discussed this meeting.
 - Additional Discussion on How to Process Service Fee Rebates – Ming reported final figures.
 - Harris vs Quinn Federal Supreme Court Decision – potential scenarios and impacts to the Local were presented.
4. Budget & Finance Committee Email Poll – 4/19-21/14 – approved an email poll approving B&F Item 2. Yes votes: Luis Aguilar, Adam Gintz, Alysia Bonner, RoseAnn Dominguez, Dolly Clemente, Cheryl Easterbrook, Huong Chung. Zero no votes.
5. The Good and Welfare Committee Report –donations for April.

- Note: Any requests for assistance should be emailed to both RoseAnn Dominguez at ruth.pern@hotmail.com and Karen Summers at karen.summers@seiu521.org.

Moved; seconded; passed as presented.

Written Reports & Correspondence Requiring no Action by the Officers

Officers' Reports

1st Vice President Report – none.

Education and Training Report - none

Organizing Report – in packet.

Communications Report – in packet

IT Report –in packet

Admin/Building Report – none

PAC/PACE Totals Report – in packet

Trustee Report – none.

Caucus Reports – none.

Industry and Committee Reports

Nurse Alliance Report – in the packet. Luisa asked about the modification to the Nurse Alliance Budget and Finance Motion 2. It was explained that concerns about money and inclusion of other Regions were the major reasons for modifying the motion to only allow a maximum of 5 delegates from each region with a total maximum of 8 nurses to attend.

Correspondence – none

Political Consent Agenda Approval/Confirmation

All Political Motions were approved as presented without discussion on the Motion B Political Consent Agenda. No motions were pulled.

Motion B – Political Consent Agenda Approval/Confirmation

Motion: To approve/confirm as presented without discussion the following Motions: Motions B/1 - B/8.

Moved; seconded; passed as presented.

Motion B/1 – Jefferson-Jackson Dinner – Santa Clara Democratic Party COPE Fundraiser – Candidates Account \$500

Motion: To contribute \$500 from the candidates account to attend the Annual Jefferson/Jackson Dinner on Friday May 11, 2014.

Moved; seconded; passed as presented.

Motion B/2 – San Mateo Board of Supervisors Re-Election Campaign – Don Horsley and Carole Groom – Candidates Account - \$1,000 each.

Motion: To contribute \$1,000 each from the Candidates Account to the Campaigns of Don Horsley and Carole Groom.

Moved; seconded; passed as presented.

Motion B/3 – Contributions to Assembly District Candidates – Evan Low and Kansen Chu – Candidates Account - \$2,000 each

Motion: To contribute \$2,000 each from the Candidates Account to the Campaigns of Evan Low and Kansen Chu.
Moved; seconded; passed as presented.

Motion B/4 – Confirm Endorsements for Stephanie Garratt and Susan Greenburg as Candidates for Superior Court Judges in San Mateo County, and to contribute \$250 to each if allowed

Motion: To confirm the endorsement of Stephanie Garratt and Susan Greenburg as Candidates for Superior Court Judges in San Mateo County and contribute \$250 to each candidate if allowed legally from the SEIU Local 521 Candidate Account.
Moved; seconded; passed as presented.

Motion B/5 – Contribute \$2,500 from the Issues Account to the Yes on Measure F Committee

Motion: To contribute \$2,500 to the Yes on Measure F Committee from the SEIU Local 521 Issue PAC.
Moved; seconded; passed as presented.

Motion B/6 – Monterey Bay Central Labor Council – Annual Awards Dinner - \$500 from the Candidates Account.

Motion: To contribute \$500 for three additional tickets to the MBCLC Annual Awards Dinner on April 25th at the Hyatt Regency Hotel in Monterey from the SEIU Local 521 Candidate PAC.
Moved; seconded; passed as presented.

Motion B/7 – Henry R. Perea, Fresno County Supervisor - \$1,000 Candidate Account

Motion: To contribute up to \$1,000 from the SEIU Local Candidates account to pay for a Sponsor Level Package for the upcoming Henry R. Perea fundraiser.
Moved; seconded; passed as presented.

Motion B/8 – Fresno-Madera-Tulare-Kings Central Labor Council Fundraiser - \$800 from the SEIU Local 521 Candidate Account

Motion: To contribute \$800 from the SEIU Local Candidates account to pay for 10 seats to the Fresno-Madera-Tulare-Kings Central Labor Council Dinner Honoring the 2014 Labor Leader on May 1, 2014.
Moved; seconded; passed as presented.

Items Pulled from the Agenda for Discussion - none

President's Report: Gwyn has appointed member leaders to serve on the State Council 2020 Vision and Strength Workgroups. Some of these leaders have not be confirmed. If any should decide not to serve, Gwyn will appoint others.

Chief Elected Officer's Report: Luisa Blue

Harris vs Quinn: The ruling in the Supreme Court regarding a lawsuit challenging Homecare Agency Shop is expected by June. It is feared that the decision may be broader than just Homecare; possibly affecting the entire public sector. An overview of possible scenarios and financial impact was presented.

San Mateo County and San Mateo IHSS Bargaining: is starting very soon.

Tulare County Bargaining: is starting.

Redwood City Contract: Is in the final countdown. It is expected that the agreement will be good for the workers.

Santa Cruz City Temps: have their first TA in 4 years. It is awaiting ratification.

Monterey Transit Agency: is close to settlement.

State Federation of California: Organizing the unorganized workers is now a top priority for the California State Federation. Luisa said that she will serve on their Organizing Committee. The Campaigns that we will support with resources and bodies when needed have been chosen: Teamsters Campaign on **Taylor Farms**. Management is using tricks like adding workers to the bargaining unit to make the campaign more difficult. UFCW **Walmart** campaign in California. SEIU United Services **Apple and Google** Security Workers Campaign in Silicon Valley. All these campaigns are multi-year campaigns; at least they will have addition support and resources for this year. We submitted the Childcare Campaign. However, it was not chosen because it was public sector rather than private sector. We did get commitment that pressure will be put on Governor Brown to sign the bill to enable collective bargaining.

New Business:

Motion C – Declaration that the Region 6 Vice President Position is VACATED and Appointment to the position will happen at the June 28th Meeting of the Executive Board

Motion: To declare the position of Region 6 Vice President Open and Vacated.
Moved; seconded; carried as presented.

Motion D – To Confirm the President’s Appointments to the Various SEIU State Council Growth and Power Workgroups.

Motion: To confirm the appointments of the SEIU Local 521 President of the above Staff and Members to the various SEIU State Council Work Groups for SEIU CA Vision 2020.

Growth Work Group – Jennifer Jensen

Political Power Work Group – Rosemary Romo, Brian Murillo

Leadership and Member Activism Work Group – Gwyn Harshaw, Louise Alioto

Partnerships Work Group – Alysia Bonner, Veronica Rodriguez.

Discussion on Vacant vs Vacated Positions and an amendment to Bylaws. It was felt that this should be thoughtfully considered and because of cost and timing, if it is found a change should be made, it should happen at the next Local-Wide

Officers/Executive Board Election. Until then all members are welcome at Officers' and Executive Board Meetings. The Officers and Executive Board members will hear their concerns and consider them carefully. The underrepresented areas could appoint members to monitor these meetings and report back to the Regions what is discussed and adopted/rejected. Luisa will ask Region 5 informational calls to be reinstated.

Put on the record after Executive Session:

Motion E – Exception for Staff Cash Out

Motion: To allow the exception cash out of 5 days without having taken the 10 days of vacation prior to the request.

Moved; seconded; carried as presented

Unfinished Business:

Update – Trial Committee (Lori Niepoth, Bill Ragland, Lydia Torres, Scott Johnson) **for Workplace Violence Issue:** Bill Ragland reported that he had a draft recommendation completed. Immediately following this meeting he will participate on a conference call to finalize the recommendations.

Update – Trial Committee (Adam Gintz, Luis Aguilar, Gary Linsner, Linda Krolnik) **for a Santa Clara County Issue:** Luisa reported that she has asked the Attorney to sit in on these meetings because of the delicate nature of this situation.

Strike Hardship Committee needs to Meet to Set Rules: (John Gutierrez, Chair, Bill Ragland, RoseAnn Dominguez, Laura Basua, Regina Kane, Alysia Bonner, Jennifer Jensen, Rachel Subega). – It is hoped that recommendations can be made for next month's meeting. Not many locals have policies in the Public Sector and the Private Sector has national strike benefit funds that require being out for at least 2 weeks before any benefits are paid.

Update Golden Grandmother Recognition Luncheon May 16, 2014: Luisa reported that she had given Lydia Torres Chapter Funds Report and she will go to the next Santa Clara County meeting and ask for a contribution from their Chapter Fund.

Update – Guidelines SEJ Committee and Caucuses: It is hoped that Guideline recommendations will be ready for the next Officers' Meeting.

Adjournment: The meeting was adjourned at 7:40pm into Executive Session with final adjournment at 8:10pm after putting Motion E on the record.

	A	B	P	Q
1	version 2.2		2014 - 12 months	Notes
2			Budget 2.2	
3	Headcount	TOTAL DUES RECEIPTS	30,439,600	additional dues from SCCO and others
4	56,649	OTHER INCOME		
5		Interest & Dividends	3,600	
6		SMIHSS Administrative Reimbursement	-	stop admin. SM-IHSS benefit plan
7		Sublease Rent	67,000	
8	B	Misc. Income - SEIU Int'l subsidy	-	
9	A	Misc. items spend from saving accounts		
10		Total Misc. Income	70,600	
11		TOTAL GENERAL FUND INCOME	30,510,200	
12		GENERAL FUND EXPENSES		
13		ORGANIZING OFFSET	4,025,172	
14		SALARIES		
15	5	Administrative	479,480	
16	7	Admin Support	459,143	
17	14	Directors	1,234,802	UNREP with 2.5% increase
18	60	Internal Organizers/Research,CED,CESA,Pol	4,363,184	CWA with 2.5% increase
19	20	Clerical	1,090,419	
20	2	Facilities	97,057	
21	5	Data Base	301,619	
22	A	Special project - pay by other funding	-	
23		Temp. Internal Organizers/Research	75,000	
24		Temp. Clerical/Support	20,000	
25		Vacation Liability Cash Out	400,000	cash out only
26		Total Salaries	8,520,705	
27	113	PAYROLL RELATED EXPENSES		
28		Pension	1,444,627	increase to 2014 at 18%
29		Payroll Taxes Expenses	963,085	
30		Consultant - Trainer, NEG	30,000	
31		Travel Staff-Admin	50,000	more travel
32		Travel Staff- Internal Organizers	120,000	"
33		Mileage/Ins. Reimb.-Admin & Director	13,656	no auto insurance reimb.
34		Mileage/Ins. Reimb.-Internal Organizers	135,641	no auto insurance reimb.
35		Telephone Reimbursement	90,000	
36	12	Retiree Health Exp	108,930	
37		Retire Benefit Trust Fund	12	
38		Benefits(Health, Dental, Vision,life,401K, Flex Plan matching)	3,110,943	health benefit at new rate for 2014
39		Workers Comp Insurance	280,900	remain the same rate as 2013
40		Recruiting exp	8,000	
41		Total Payroll Related Expenses	6,355,792	
42		Total Salaries & Payroll Expenses	14,876,497	
43		MISCELLANEOUS		
44		Agency Fee/Assoc. Exp.	504,000	remain the same as 2013
45		Capital Fund Expense	12,000	same as 2013
46		Admin exp share w. chapter	12,000	
47		Free Life insurance to members (SCR, MRY)	4,000	
49		Dodge Scholarship	15,000	same as 2013
50		Computer Database UnionWare	82,175	
53		Accounting Software Gp	12,000	
55		Total Miscellaneous	641,175	

	A	B	P	Q
1	version 2.2		2014 - 12 months	Notes
2			Budget 2.2	
56				
57		ARBITRATIONS & LEGAL		
58	A	Arbitrations Fees & legal fees - representation	150,000	increase expenses
59		Arbitrations Fees & legal fees	-	
60		Retainer	258,000	remain the same as 2013
62	56,649	Automatic Legal Defense Fund (\$0.12 per me	81,575	
63		Total Arbitrations & Legal	489,575	
64				
65		FACILITIES		
66		Rent-SJC	450,000	
67		Rent-SQL	58,000	
68		Mortgage - Monterey & Parking	-	
69		Rent-Santa Cruz, Watsonville & Hollister & p	47,000	
70		Rent-Visalia & Hanford	20,400	
71		Utilities	165,000	
72		Kitchen Sundries	50,000	
73		Gen. Liab. Ins. & Property Tax	170,000	
74		Building Maintenance/Security/Janitorial	180,000	
75		Total Admin - Facilities	1,140,400	
76				
77		ADMINISTRATIVE - OFFICES		
78		Audit/Acct. Fees	110,000	
79		Staff NEG Consultant	-	
80		Subscriptions	4,000	
81		Office Sundries	70,000	
82		Office Equipment Leases	192,000	
83		Equipment Maintenance & Repair Contracts	70,095	
84		Contributions	3,000	
85		Research Material & Data	11,000	
87		Total Admin - Offices	460,095	
88				
89		COMMUNICATIONS		
90		Printing	42,000	more townhall meetings, robot call
91		Paper	20,000	"
92		Website/Station/communication	20,000	"
93		Telephone & Internet & Tele conference	211,473	"
94		Postage	60,000	"
95		Professional Fees/Translations	5,000	
96		Total Communications	358,473	
97				
98		CONFERENCES/MILEAGE		
99		Staff-Misc. Conf/Seminar	3,500	
100		Exec. Board-Conferences & Training	30,000	Leadership Retreat 3/2014 + training
101		Misc. Members-Reimbursed	-	
102		Total Conferences/Mileage	33,500	
103				
104		STAFF MEETING & TRAINING		
105		Staff / Director Training	16,000	8 session staff trainings
106		Staff - representation & political & commun	60,000	
107		Clerical Staff	901	
108		Executive Staff	1,200	

	A	B	P	Q
1	version 2.2		2014 - 12 months	Notes
2			Budget 2.2	
109		Tuition Reim.-Internal Organizers	1,000	
110		Tuition Reim.-OPEIU	2,000	
111		Total Staff Training	81,101	
112				
113		EDUCATION & TRAINING		
114		Steward & Chief Steward & Leader Training	4,000	
115		Executive Board	500	
117		Industry Training Events	5,000	
118		Total Education & Training	9,500	
119	-			
120		POLITICAL/SOCIAL INVOLVEMENT		
121	41219	Candidates, Issues, IE Account (\$0.25 per me	123,657	increase to 2014 at \$0.25 per mbr.
122		Legal & Accounting	40,000	
123		Committee Meetings	10,922	
124		Conferences	1,000	
125		Electoral Staff/ Activity	1,000	
126		Polls & Surveys	1,000	
127		Special Printing	100	
128		Subscriptions	200	
129		Total Political/Social Involvement	177,879	
130				
131		SOCIAL & ECONOMIC JUSTICE		
132		Committee Meetings	5,000	
133		Conferences	350	
134		Contributions/Solidarity	4,530	
135		Caucus Activities	80,670	
136		Total Social & Economic Justice	90,550	remain the same as 2013
137				
138		MEMBER INVOLVEMENT		
139		Memorabilia/Give away Member Pride	30,000	increase
140		Awards/Recognition	1,000	
141		Ex Board Reimbursement	2,000	
142		Rally Rental & Bus	20,000	
143		Member Reimbursement/Lost time	2,500	
144		Transportation & Vehicle Expenses	12,000	
145		Total Member Involvement	67,500	
146				
147		NEGOTIATIONS		
148		Printing Contracts - outside vendor	50,000	SCCO printed contract
149		Meetings & Supplies	50,000	
150		Strike Preparations	40,000	
151		Automatic Strike Fund Transfer - reduction to	12	
152		Total Negotiations	140,012	
153		MEETINGS & EVENTS		
154		Executive Board Meetings	30,000	
155		Steward/Council meetings	3,002	
156		521 Party & other events	1,000	
157		2014-521 Convention	40,000	
158		Officer Election-2013	-	
159		Industries & Members conference	25,000	EW, nurse conference
160		Miscellaneous	1,000	

	A	B	P	Q
1	version 2.2		2014 - 12 months	Notes
2			Budget 2.2	
161		Total Meetings & Events	100,002	
162				
163		REPRESENTATIVE DUES		
164	56,649	SEIU \$7.65 ea	5,200,378	no change
165	50,487	SEIU Unity Fund \$5.00ea	3,029,220	no change
166	746	SEIU Retirees & ChildCare \$1.00ea	8,952	no change
167	56,649	SEIU/ State Council-\$2.53ea	1,719,864	no change
168	700	Nurse Alliance \$1.45ea	12,180	no change
169	22,329	So Bay CLC Jun/11\$0.63,Jul/12\$0.65	174,166	no change
170	3,411	SMCO CLC \$0.60ea	24,559	no change
171	5,940	Fresno CLC \$0.45ea	32,076	no change
172	8,323	Bakersfield CLC \$0.50ea, est. increase	49,938	estimate to new rate \$0.50 per capita
173	6,217	Monterey & Santa Cruz LC \$0.55ea	41,032	no change
174	110	North Valley CLC	1,320	no change
175	56,013	CA Labor Fed 25% X .70ea, pd old rate \$0.47	16,452	no change
176		Building Trades-SMCO	3,600	no change
177		Total Representative Dues	10,313,738	
178				
179		TOTAL EXPENSES	33,005,168	
180				
181		TOTAL INCOME LESS TOTAL EXPENSES	(2,494,968)	
182				
183		VOLUNTARY TRANSFERS		
184		Building Funds	48,000	reserve for building improvement
185		Strike Fund	-	
186		Total Transfers	48,000	
187		TOTAL INCOME LESS EXPENSES & TRANSFERS	(2,542,968)	

**Bank Balance on Saving and Investment accounts
as of March 31st, 2014**

DISCRETIONARY SAVINGS

ITEMS	GL#	ACCOUNT NAME	Bank	BALANCE as of 2/28/2014	+/- reason	BALANCE as of 3/31/2014
1	1005	CONTINGENCY FUND	Bank of The West #18986	50,088.75		50,088.75
2	1006	STRIKE FUND	Bank of The West #18978	57,757.35		57,757.35
3	1006	STRIKE FUND	Bank of The West - T- Bill Matures 4/17/2014	800,000.00		800,000.00
4	1006	STRIKE FUND	Bank of The West - T- Bill Matures 11/21/14	700,000.00		700,000.00
5	1016	LEGAL DEFENSE FUND	Bank of The West # 28691	35,125.11	Accrued \$0.12 per month per member	41,923.11
6	1016	LEGAL DEFENSE FUND	Bank of The West - T- Bill Matures 11/21/14	500,000.00		500,000.00
7	1017	GOOD & WELFARE FUND	Bank of The West #28758	5,132.15		4,882.15
8	1017	GOOD & WELFARE FUND	Bank of The West - T- Bill Matures 5/22/14	65,000.00		65,000.00
9	1018	CAPITAL FUND	Bank of The West # 28667	79,399.93	Accrued \$1,000 per month	75,399.93
10	1019	BUILDING FUND	Bank of The West # 28733	8,850.52	Acc \$4k per mon, BFL motions	16,935.52
11	1011	Accrued Vacation from EO to IO	Bank of The West #18820	150,330.32	Vacation bank transfer between EO and IO	150,330.32
		Total reserve		\$ 2,451,684.13		\$ 2,462,317.13

POLITICAL - PAC money

12		PAC - Candidates	US Bank - Olson	54,613.95	Olson Statement Reconciled as of 3/31/2014	36,794.35
13		PAC - Issues	US Bank - Olson	16,404.49	Olson Statement Reconciled as of 3/31/2014	8,904.49
14		PAC - Independent Expenditure	US Bank - Olson	121,619.72	Olson Statement Reconciled as of 3/31/2014	101,698.88
				\$ 192,638.16		\$ 147,397.72

MANDATORY SAVINGS

15	1002	ORGANIZING FUND	Bank of The West #18895	167,397.49		542,335.07
16	1002	ORGANIZING FUND	Bank of The West - T- Bill Matures 5/29/2014	2,750,000.00		2,200,000.00
17	1002	ORGANIZING FUND	Monterey County Employee Credit Union	203,023.60	CD with credit union	203,023.60
18	1002	ORGANIZING FUND Acc Vac	Bank of The West #33823	303,984.23	Accrued time off - adjust monthly to actual accrual	312,104.65
19	1003	AGENCY FEE	Bank of The West #18960	91,647.18	\$60,000 accrual monthly	137,653.25
20	1003	AGENCY FEE	Bank of The West - T- Bill Matures 6/27/2014	470,000.00		120,000.00
				\$ 3,986,052.50		\$ 3,515,116.57

Unfunded Reserve and Liabilities

21	2150-10	RETIREE BENEFIT TRUST	Unfunded Reserve	538.00	+\$1 / month	539.00
22	2150-11	CLARENCE DODGE SCHOLARS	Unfunded Reserve	22,631.04	+\$1250 / mon.	23,881.04
23	2400-00	Accrued Vacation for General Fund	Liabilities	2,087,585.82	adjust monthly to actual accrual	2,127,517.60
				\$ 2,110,754.86		\$ 2,151,937.64

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	A	B	C	D	E	F	G	H	I	J
1	SEIU LOCAL 521									
2	Income Statement - Current and YTD									
3	For the Three Months Ending Monday, March 31, 2014									
4										
5		Jan	Feb	Mar			YTD - 3 Months			Notes
6		Actual	Actual	Budget	Actual	Better/(Worse)	Budget	Actual	Better/(Worse)	
7										
8	TOTAL DUES RECEIPTS	\$2,467,415	\$2,809,605	\$2,536,710	\$2,448,621	(\$88,089)	\$7,610,129	\$7,725,641	\$115,513	
9										
10	OTHER INCOME									
11	Interest & Dividends	210	249	300	161	(139)	900	620	(280)	interest rate is very low
12	Sublease Rent	7,396	6,155	5,583	8,872	3,289	16,750	22,423	5,673	
13	Misc. Income - SEIU Int'l Subsidy	(9,998)	32,931	-	16,667	16,667	-	39,600	39,600	IHSS supplement from INTL
14	TOTAL OTHER INCOME	(2,392)	39,335	5,883	25,700	19,817	17,650	62,643	44,993	
15										
16	TOTAL GENERAL FUND INCOME	2,465,023	2,848,940	2,542,593	2,474,321	(68,272)	7,627,779	7,788,284	160,506	
17										
18	GENERAL FUND EXPENSES									
19	ORGANIZING OFFSET	335,431	335,431	335,431	335,431	-	1,006,293	1,006,293	-	
20										
21	SALARIES									
22	Administrative	29,774	29,454	36,883	29,454	7,429	110,649	88,682	21,967	AR unfilled
23	Admin Support	32,321	31,381	35,319	31,381	3,938	105,956	95,083	10,873	
24	Directors	97,174	88,746	94,985	88,746	6,239	284,954	274,666	10,288	
25	Internal Organizers/Research	318,212	311,864	335,630	298,018	37,612	1,006,889	928,094	78,795	vacant positions
26	Clerical	75,039	74,756	83,878	77,940	5,938	251,635	227,735	23,900	
27	Facilities	7,373	7,213	7,466	7,214	252	22,398	21,800	598	
28	Data Base Services	22,460	22,318	23,201	21,150	2,051	69,604	65,928	3,676	
29	Temp. Internal Organizers/Research	2,929	5,695	6,250	9,718	(3,468)	18,750	18,342	408	contractors on NEG
30	Temp. Clerical/Support	8,728	10,675	1,667	6,254	(4,587)	5,000	25,657	(20,657)	temp on 3 vacant positions
31	Vacation & Comp Time	21,658	6,788	33,333	897	32,436	100,000	29,343	70,657	actual cash out
32	TOTAL SALARIES	615,668	588,890	658,612	570,772	87,840	1,975,835	1,775,330	200,505	
33										
34	PAYROLL RELATED									
35	Pension	103,035	101,736	111,125	99,729	11,396	333,375	304,500	28,875	unfilled positions
36	Payroll Taxes	93,020	64,256	74,083	43,065	31,018	222,250	200,341	21,909	
37	Travel Staff - Admin	2,755	2,322	4,167	4,167	2,242	12,500	7,002	5,498	
38	Travel Staff - Internal Organizers	4,643	8,131	10,000	8,186	1,814	30,000	20,960	9,040	
39	Mileage/Ins. Reimb.-Admin & Director	225	225	1,138	316	822	3,414	766	2,648	
40	Mileage/Ins. Reimb.-Internal Organizers	12,038	9,728	11,303	13,101	(1,798)	33,910	34,867	(957)	
41	Telephone Reimbursement	8,718	4,501	7,500	6,115	1,385	22,500	19,334	3,166	
42	Retiree Health	8,628	8,777	9,077	8,235	842	27,232	25,640	1,592	
43	Retire Benefit Trust Fund	1	1	1	1	-	3	3	-	
44	Benefits (Health,Dental,Vision,Life,401K,Flex Plan)	218,764	240,270	259,245	224,870	34,375	777,736	683,904	93,832	unfilled positions
45	Workers Comp Insurance	19,400	18,495	21,608	30,796	(9,188)	64,823	68,691	(3,868)	rate increased
46	Recruiting	99	171	667	255	412	2,000	525	1,475	
47	TOTAL PAYROLL RELATED	471,326	458,613	509,914	436,594	73,320	1,529,743	1,366,533	163,210	
48										
49	TOTAL SALARIES & PAYROLL RELATED	1,086,994	1,047,503	1,168,526	1,007,366	161,160	3,505,578	3,141,863	363,715	
50										
51	MISCELLANEOUS									
52	Agency Fee	42,000	42,000	96,000	96,000	-	180,000	180,000	-	
53	Capital Fund	1,000	1,000	1,000	1,000	-	3,000	3,000	-	
54	Admin Exp Share w/Chapters	509	2,765	1,000	451	549	3,000	3,725	(725)	
55	Free Life Insurance to Members (SCR, MRY & BFL)	312	316	333	315	18	1,000	943	57	
56	Dodge Scholarship	1,250	1,250	1,250	1,250	-	3,750	3,750	-	
57	Computer Database Unionware	10,296	6,303	6,000	5,148	852	18,000	21,747	(3,747)	IHSS software invoice from 2013
58	TOTAL MISCELLANEOUS	55,367	53,634	105,583	104,164	1,419	208,750	213,165	(4,415)	
59										
60	ARBITRATIONS & LEGAL									
61	Arbitrations Fees & Legal Admin	8,943	24,572	12,500	541	11,959	37,500	34,056	3,444	
62	Retainer	21,150	21,150	21,500	21,150	350	64,500	63,450	1,050	
63	Automatic Legal Defense Fund (\$0.25 per member per month)	6,798	6,798	6,798	6,798	-	20,394	20,394	-	
64	TOTAL ARBITRATIONS & LEGAL	36,891	52,520	40,798	28,489	12,309	122,394	117,900	4,494	
65										
66	FACILITIES									
67	Rent - San Jose	36,574	36,574	37,500	36,574	926	112,500	109,722	2,778	
68	Rent - San Carlos	5,256	5,256	4,833	5,256	(423)	14,500	15,768	(1,268)	
69	Rent - Santa Cruz & Watsonville	3,325	3,325	3,917	3,325	592	11,750	9,975	1,775	
70	Rent - Hanford	500	500	1,700	500	1,200	5,100	1,500	3,600	
71	Utilities	14,349	9,328	13,750	11,741	2,009	41,250	35,418	5,832	
72	Kitchen Sundries	(653)	3,343	4,167	2,802	1,365	12,500	5,492	7,008	new vendor gave credit to start
73	General Liability Insurance & Property Tax	12,746	12,593	14,167	29,505	(15,338)	42,500	54,844	(12,344)	2 renewal payments in one month, will adjust next month
74	Building Maintenance/Security/Janitorial	17,212	18,552	15,000	13,538	1,462	45,000	49,302	(4,302)	HVAC repair for varies offices

	A	B	C	D	E	F	G	H	I	J
1	SEIU LOCAL 521									
2	Income Statement - Current and YTD									
3	For the Three Months Ending Monday, March 31, 2014									
4										
5		Jan	Feb	Mar			YTD - 3 Months			Notes
6		Actual	Actual	Budget	Actual	Better/(Worse)	Budget	Actual	Better/(Worse)	
7										
75	TOTAL FACILITIES	89,309	89,471	95,034	103,241	(8,207)	285,100	282,021	3,079	
76										
77	ADMINISTRATIVE - OFFICES									
78	Audit/Acct. Fees	2,506	1,329	10,167	1,380	8,787	30,500	5,215	25,285	
79	Subscriptions	335	229	350	106	244	1,050	670	380	
80	Office Sundries	2,302	11,233	5,833	5,577	256	17,500	19,112	(1,612)	
81	Office Equipment Leases	17,806	16,597	16,000	16,939	(939)	48,000	51,342	(3,342)	
82	Equipment Maintenance & Repair Contracts	4,779	4,737	5,841	2,208	3,633	17,524	11,724	5,800	
83	Contributions	432	62	250	318	(68)	750	812	(62)	
84	Research Material & Data	850	653	931	1,225	(294)	2,794	2,728	66	
85	TOTAL ADMIN - OFFICES	29,010	34,840	39,372	27,753	11,619	118,118	91,603	26,515	
86										
87	COMMUNICATIONS									
88	Printing	2,977	3,302	3,500	2,498	1,002	10,500	8,777	1,723	
89	Paper	2,948	2,372	1,667	4,223	(2,556)	5,000	9,543	(4,543)	paper stock - IHSS and delegates convt.
90	Website/Station/Communication	199	199	2,583	199	2,384	7,750	597	7,153	
91	Telephone & Internet	16,463	16,141	17,623	20,134	(2,511)	52,868	52,738	130	
92	Postage	4,695	15,975	5,000	16,644	(11,644)	15,000	37,314	(22,314)	IHSS mailing & postage increased
93	Professional Fees/Translations	266	286	417	518	(101)	1,250	1,070	180	
94	TOTAL COMMUNICATIONS	27,548	38,275	30,790	44,216	(13,426)	92,368	110,039	(17,671)	
95										
96	STAFF MEETING & TRAINING									
97	Staff/Director Training	421	369	1,433	1,870	(437)	4,300	2,660	1,640	
98	Staff - Representation & Political & Communication	6,523	3,825	5,000	4,830	170	15,000	15,178	(178)	more activities
99	Clerical Staff	-	-	75	1,023	(948)	225	1,023	(798)	
100	Executive Staff	-	-	-	-	-	-	-	-	
101	Tuition Reimbursement - CWA	-	-	83	-	83	250	-	250	
102	Tuition Reimbursement - OPEIU	-	-	167	-	167	500	-	500	
103	TOTAL STAFF MEETING & TRAINING	6,944	4,194	6,758	7,723	(965)	20,275	18,861	1,414	
104										
105	EDUCATION & TRAINING									
106	Steward & Chief Steward Training	916	493	584	433	151	1,751	1,842	(91)	
107	Executive Board	-	-	42	-	42	125	-	125	
108	Education & Training Committee Meeting & Materials	38	-	-	-	-	-	38	(38)	
109	Industry Training Events	52	99	417	18	399	1,250	169	1,081	
110	TOTAL EDUCATION & TRAINING	1,006	592	1,043	451	592	3,126	2,049	1,077	
111										
112	POLITICAL/SOCIAL INVOLVEMENT									
113	Candidates Account (\$0.20 per Member per Month)	7,653	7,933	10,305	7,780	2,525	30,914	23,366	7,548	
114	Issues Account (\$0.00 per Member per Month)	-	-	-	-	-	-	-	-	
115	I.E. Account (\$0.00 per Member per Month)	-	-	-	-	-	-	-	-	
116	Legal	2,316	1,563	3,333	1,884	1,449	10,000	5,763	4,237	
117	Committee Meetings	(352)	2,681	910	1,149	(239)	2,730	3,478	(748)	
118	Conferences	-	-	83	-	83	250	-	250	
119	Electoral Staff/Activity	-	-	-	-	-	-	-	-	
120	Polls & Surveys	-	-	167	-	167	500	-	500	
121	Special Printing	-	-	8	-	8	25	-	25	
122	Subscriptions	-	-	17	-	17	50	-	50	
123	TOTAL POLITICAL/SOCIAL INVOLVEMENT	9,617	12,177	14,823	10,813	4,010	44,469	32,607	11,862	
124										
125	SOCIAL & ECONOMIC JUSTICE									
126	Committee Meetings	893	103	1,100	154	946	3,960	1,150	2,810	
127	Conferences	-	1,112	-	-	-	-	1,112	(1,112)	
128	Contributions/Solidarity	-	1,050	-	-	-	1,920	1,050	870	
129	Caucus Activities	2,652	5,178	7,550	7,132	418	27,200	14,962	12,238	
130	TOTAL SOCIAL & ECONOMIC JUSTICE	3,545	7,443	8,650	7,286	1,364	33,080	18,274	14,806	
131										
132	MEMBER INVOLVEMENT									
133	Memorabilia/Give Away/Member Pride	1,154	531	2,500	-	2,500	7,500	1,685	5,815	
134	Awards/Recognition	-	-	83	-	83	250	-	250	
135	Planning & Event Prep	-	-	-	-	-	-	-	-	
136	Ex Board/Advisory Board Reimbursement	-	-	167	-	167	500	-	500	
137	Rally Rental & Bus	310	338	1,667	-	1,667	5,000	648	4,352	
138	Member Reimbursement/Lost time	236	48	208	119	89	625	403	222	
139	Transportation & Vehicle	577	1,212	1,000	724	276	3,000	2,513	487	
140	TOTAL MEMBER INVOLEMENT	2,277	2,129	5,625	843	4,782	16,875	5,249	11,626	
141										

	A	B	C	D	E	F	G	H	I	J
1	SEIU LOCAL 521									
2	Income Statement - Current and YTD									
3	For the Three Months Ending Monday, March 31, 2014									
4										
5		Jan	Feb	Mar		YTD - 3 Months			Notes	
6		Actual	Actual	Budget	Actual	Better/(Worse)	Budget	Actual	Better/(Worse)	
7										
142	NEGOTIATIONS									
143	Printing Contracts	-	-	4,167	-	4,167	12,500	-	12,500	
144	Meetings & Supplies	3,845	2,476	4,167	1,824	2,343	12,500	8,145	4,355	
145	Professional Negotiations	8,234	7,087	2,500	5,542	(3,042)	7,500	20,863	(13,363)	for region 2 & 4 NEG
146	Strike Preparations	-	-	3,333	-	3,333	10,000	-	10,000	
147	Automatic Strike Fund Transfer (\$0.50 per member/mo)	-	-	1	-	1	3	-	3	
148	TOTAL NEGOTIATIONS	12,079	9,563	14,168	7,366	6,802	42,503	29,008	13,495	
149										
150	MEETINGS & EVENTS									
151	Executive Board Meetings	(152)	368	2,500	2,012	488	7,500	2,228	5,272	
152	Steward/Council Meetings	94	144	-	-	-	-	238	(238)	
153	521 Party & Other Events	64	(34)	3,417	-	3,417	10,250	30	10,220	
154	By Law Convention - 400 Members	-	-	-	-	-	-	-	-	
155	Industries & Members Conference	-	-	2,083	1,048	1,035	6,250	1,048	5,202	
156	Miscellaneous	-	-	-	-	-	-	-	-	
157	TOTAL MEETINGS & EVENTS	6	478	8,000	3,060	4,940	24,000	3,544	20,456	
158										
159	REPRESENTATIVE DUES									
160	SEIU \$7.65 ea	426,863	439,894	433,365	433,690	(325)	1,300,095	1,300,447	(352)	
161	SEIU Unity Fund \$5.00ea	262,615	266,450	252,435	262,185	(9,750)	757,305	791,250	(33,945)	more mbr met and above the min.
162	SEIU Retirees \$1.00ea	-	1,316	746	408	338	2,238	1,724	514	
163	SEIU State Council \$2.53ea	139,154	143,680	143,322	141,424	1,898	429,966	424,258	5,708	
164	Nurse Alliance \$1.45ea	974	977	1,015	967	48	3,045	2,918	127	
165	So Bay CLC \$0.65ea	14,302	14,848	14,514	14,243	271	43,542	43,393	149	
166	SMCO CLC \$0.70ea	2,380	2,387	2,047	2,386	(339)	6,140	7,153	(1,013)	
167	Fresno CLC \$0.45ea	2,232	2,710	2,673	2,768	(95)	8,019	7,710	309	
168	Bakersfield CLC \$0.25ea	2,093	2,087	4,162	2,096	2,066	12,485	6,276	6,209	
169	Monterey & Santa Cruz LC \$0.55ea	3,436	3,455	3,419	3,462	(43)	10,258	10,353	(95)	
170	CA Labor Fed 25% X .47ea	1,308	1,353	1,371	1,331	40	4,113	3,992	121	
171	Building Trades-SMCO	-	600	300	-	300	900	600	300	
172	North Valley CLC \$.55ea	110	110	110	110	-	330	330	-	
173	TOTAL REPRESENTATIVE DUES	855,467	879,867	859,479	865,070	(5,591)	2,578,436	2,600,404	(21,968)	
174										
175	TOTAL GENERAL FUND EXPENSES	2,551,491	2,568,117	2,734,080	2,553,272	180,808	8,101,365	7,672,880	428,485	
176										
177	TOTAL INCOME LESS TOTAL EXPENSES	(86,468)	280,823	(191,487)	(78,951)	112,536	(473,586)	115,404	588,990	
178										
179	VOLUNTARY TRANSFERS									
180	Building Funds	4,000	4,000	4,000	4,000	-	12,000	12,000	-	
181	Strike Funds	-	-	1	-	1	3	-	3	
182	TOTAL VOLUNTARY TRANSFERS	4,000	4,000	4,001	4,000	1	12,003	12,000	3	
183										
184	TOTAL INCOME LESS EXPENSES & TRANSFERS	(90,468)	276,823	(195,488)	(82,951)	112,535	(485,589)	103,404	588,987	

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SEIU LOCAL 521								
Organizing								
Income Statement								
For the Three Months Ending Monday, March 31, 2014								
	Jan Actual	Feb Actual	Mar			YTD - 3 Months		
			Budget	Actual	Better/(Worse)	Budget	Actual	Better/(Worse)
BUDGET FROM GENERAL FUND	335,431	335,431	335,431	335,431	-	1,006,293	1,006,293	-
EXPENSES								
Legal - Org	\$2,350	\$2,350	\$2,350	\$2,350	-	\$7,050	\$7,050	-
Arbitration - Org	-	-	208	-	208	625	-	625
Salaries - Organizing	72,118	64,417	134,468	66,653	67,815	403,403	203,188	200,215
Salaries - Org / Intern / Lost Timer	-	-	20,301	-	20,301	60,903	-	60,903
Part Time Exp - Org	-	-	-	-	-	-	-	-
Workers Comp. Insurance Exp - Org	2,600	2,601	4,706	4,331	375	14,119	9,532	4,587
Payroll Tax Exp - Org	6,925	4,911	16,136	5,072	11,064	48,408	16,908	31,500
Employee Benefits Exp - Org	22,916	23,327	59,986	22,508	37,478	179,957	68,751	111,206
Pension Plan Exp - Org	12,071	11,440	24,204	11,843	12,361	72,612	35,354	37,258
401k Matching Exp - Org	2,058	1,332	4,034	1,333	2,701	12,102	4,723	7,379
Staff Recruiting Exp - Org	-	-	833	-	833	2,500	-	2,500
Vacation / Comp Time Exp - Org	2,829	-	5,603	-	5,603	16,808	2,829	13,979
Training Exp - Org	-	-	488	-	488	1,464	-	1,464
Mileage Reimbursement Exp - Org	757	50	7,229	1,118	6,111	21,687	1,925	19,762
Vehicle Exp - Org	3,183	2,172	2,227	3,307	(1,080)	6,680	8,662	(1,982)
Rent Exp - Org	-	-	92	-	92	276	-	276
Telephone Exp - Org	957	468	1,274	1,168	106	3,821	2,593	1,228
Equipment Maintenance & Repair Exp - Org	-	-	96	-	96	287	-	287
Office Supplies Exp - Org	990	-	1,962	539	1,423	5,885	1,529	4,356
Printing Exp - Org	-	908	163	-	163	489	908	(419)
Postage Exp - Org	-	-	42	-	42	127	-	127
Communication Cost Exp - Org	-	-	462	-	462	1,385	-	1,385
Translation Exp - Org	-	-	17	-	17	51	-	51
Computer Database Services Exp - Org	-	-	83	-	83	250	-	250
Referral Lead Exp - Org	-	-	83	-	83	250	-	250
Professional Fee Exp - Org	392	390	7,619	9,284	(1,665)	22,858	10,066	12,792
Subscriptions Exp - Org	-	-	17	-	17	50	-	50
Travel Exp - Org	8,859	13,785	16,337	14,242	2,095	49,010	36,886	12,124
Conference Exp - Org	-	-	8	-	8	25	-	25
Memorabilia / Give Away Exp - Org	-	-	2,083	-	2,083	6,250	-	6,250
Meeting Exp - Org	3,368	135	212	-	212	637	3,503	(2,866)
Donation Exp - Org	-	-	247	-	247	740	-	740
SEIU Int'l Share Cost	360,000	-	-	-	-	360,000	360,000	-
TOTAL ORGANIZING EXPENSES	502,373	128,286	313,570	143,748	169,822	1,300,709	774,407	526,302
NET INCOME	(166,942)	207,145	21,861	191,683	169,822	(294,416)	231,886	526,302

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
2	County Office B C					Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	AVERAGE	
42	SCC	SJC	26	A	Humane Society of Silicon Valley - Agency	16	16	16										16	
43	SCC	SJC	24	M	Law Foundation of Silicon Valley	51	50	49										50	
44	SCC	SJC	24	A	Law Foundation of Silicon Valley - Agency	2	1	2										2	
45	SCC	SJC	24	M	MACSA, Inc	-	-	3										1	
46	SCC	SJC	26	M	Momentum for Mental Health	234	236	235										235	
47	SCC	SJC	26	A	Momentum for Mental Health - Agency	9	10	10										10	
48	SCC	SJC	12	M	Morgan Hill Unified School District	-	306	-										102	
49	SCC	SJC	12	A	Morgan Hill Unified School District - Agency	-	7	-										2	
50	SCC	SJC	12	M	Orchard School District	-	24	24										16	
51	SCC	SJC	12	A	Orchard School District - Agency	-	3	3										2	
52	SMC	SQL	12	M	Peninsula Jewish Community Center	61	64	61										62	
53	SCC	SJC	26	M	Rebekah Children's Services	67	66	67										67	
54	SCC	SJC	26	A	Rebekah Children's Services - Agency	2	1	4										2	
55	SCC	SJC	12	M	San Andreas Regional Center	190	191	192										191	
56	SCC	SJC	12	A	San Andreas Regional Center - Agency	20	20	19										20	
57	SCC	SJC	12	M	Santa Clara COE	787	779	776										781	
58	SCC	SJC	12	A	Santa Clara COE - Agency	514	517	529										520	
59	SCC	SJC	26	M	Santa Clara Valley Transportation Authority	251	249	249										250	
60	SCC	SJC	26	A	Santa Clara Valley Transportation Authority	5	5	5										5	
61	SCC	SJC	24	M	Starlight Community Services	59	60	59										59	
62	REGION 2																		
63	SBC	SNS	24	M	Chamberlain's Children Center	37	35	-										24	
64	SBC	SNS	24	A	Chamberlain's Children Center - Agency	1	-	-										0	
65	MRY	SNS	26	M	CHISPA Housing Management Inc	28	29	-										19	
66	MRY	SNS	26	M	City of Greenfield	14	-	14										9	
67	MRY	SNS	26	A	City of Greenfield - Agency	-	-	-										-	
68	SBC	SNS	26	M	City of Hollister	34	33	34										34	
69	SBC	SNS	26	A	City of Hollister - Agency	5	5	5										5	
70	MRY	SNS	26	M	City of King City	8	8	9										8	
71	MRY	SNS	26	A	City of King City - Agency	4	4	3										4	
72	MRY	SNS	12	M	City of Salinas	85	85	84										85	
73	MRY	SNS	12	A	City of Salinas - Agency	111	109	109										110	
74	SCR	SCR	26	M	City of Santa Cruz	448	461	481										463	
75	SCR	SCR	26	A	City of Santa Cruz - Agency	180	184	192										185	
76	SCR	SCR	12	M	City of Scotts Valley	21	21	21										21	
77	SCR	SCR	12	A	City of Scotts Valley - Agency	-	-	-										-	
78	MRY	SNS	26	M	City of Soledad	30	29	28										29	
79	MRY	SNS	26	A	City of Soledad - Agency	-	-	-										-	
80	SCR	SCR	24	M	City of Watsonville	50	48	47										48	
81	SCR	SCR	24	A	City of Watsonville - Agency	3	3	3										3	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
2	County Office B C					Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	AVERAGE
82	MRY	SNS		M	Clinica de Salud del Valle de Salinas	-	-	-	-	-	-	-	-	-	-	-	-	-
83	SCR	SCR	12	M	Community Bridges	102	100	100										101
84	SCR	SCR	12	A	Community Bridges - Agency	13	14	14										14
85	MRY	SNS	12	M	County - Monterey	2,082	2,090	2,093										2,088
86	MRY	SNS	12	A	County - Monterey - Agency	617	646	645										636
87	SBC	SNS	26	M	County - San Benito	126	124	125										125
88	SBC	SNS	26	A	County - San Benito - Agency	91	92	90										91
89	SCR	SCR	26	M	County - Santa Cruz	1,428	1,438	1,441										1,436
90	SCR	SCR	26	A	County - Santa Cruz - Agency	81	82	76										80
91	MRY	SNS	12	M	Court - Monterey County	88	85	87										87
92	MRY	SNS	12	A	Court - Monterey County - Agency	38	36	40										38
93	SBC	SNS	26	M	Court - San Benito County	11	11	11										11
94	SBC	SNS	26	A	Court - San Benito County - Agency	10	10	10										10
95	SCR	SCR	26	M	Court - Santa Cruz County	89	91	91										90
96	SCR	SCR	26	A	Court - Santa Cruz County - Agency	2	1	1										1
97	MRY	SNS	12	M	Housing Authority of the County of Monterey	54	56	56										55
98	MRY	SNS	12	A	Housing Authority of the County of Monterey	4	3	3										3
99	MRY	SNS	26	M	MAOF	86	86	88										87
100	MRY	SNS	26	A	MAOF - Agency	3	3	3										3
101	MRY	SNS	26	M	Monterey Bay Unified Air Pollution Control	26	26	26										26
102	MRY	SNS	12	M	MV Public Transportation	99	101	98										99
103	SCR	SCR	26	M	Salud Para la Gente Inc	119	116	125										120
104	SCR	SCR	26	A	Salud Para la Gente Inc - Agency	1	1	2										1
105	SBC	SNS	26	M	San Benito County Water District	13	13	13										13
106	SCR	SCR	12	M	San Lorenzo Valley Unified School District	95	95	94										95
107	SCR	SCR	12	A	San Lorenzo Valley Unified School District - Agency	9	9	8										9
108	SCR	SCR	12	M	Santa Cruz Community Counseling Center	70	72	72										71
109	SCR	SCR	12	A	Santa Cruz Community Counseling Center - Agency	17	17	17										17
110	SCR	SCR	26	M	Santa Cruz County Regional Transportation	12	12	12										12
111	SCR	SCR	26	A	Santa Cruz County Regional Transportation - Agency	-	-	-										-
112	SCR	SCR	26	M	Santa Cruz Metro	96	94	94										95
113	SCR	SCR	26	A	Santa Cruz Metro - Agency	2	2	2										2
114	SCC	SCR	12	M	Soquel Creek Water District	14	13	13										13
115	SCR	SCR	12	M	Womens Crisis Support-Defensa de Mujeres	19	20	-										13
116	SCR	SCR	26	M	YWCA of Watsonville	12	14	14										13
117	REGION 3																	
118	MAR	FAT	12	M	County - Mariposa	143	145	142										143
119	MAR	FAT	12	A	County - Mariposa - Agency	73	71	70										71
120	STA	FAT	26	M	County - Stanislaus	412	412	430										418
121	STA	FAT	26	A	County - Stanislaus - Agency	86	88	77										84

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
2	County Office B C																		
						Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	AVERAGE	
122	TUO	FAT	24	M	County - Tuolumne	14	14	14										14	
123	MAR	FAT	12	M	Court - Mariposa County	7	7	7										7	
124	MAR	FAT	12	A	Court - Mariposa County - Agency	-	-	-										-	
125	MER	FAT	26	M	Golden Valley Health Center	427	413	426										422	
126	MER	FAT	26	A	Golden Valley Health Center - Agency	9	7	3										6	
127	STA	FAT	12	M	Salida Union School District - Headstart	29	29	32										30	
128	STA	FAT	12	A	Salida Union School District - Headstart - Agency	5	5	2										4	
129	REGION 4																		
130	FAT	FAT	24	M	Central California Legal Services	41	46	46										44	
131	FAT	FAT	26	M	City of Coalinga	25	25	25										25	
132	FAT	FAT	26	A	City of Coalinga - Agency	2	3	3										3	
133	MAD	FAT	26	M	Community Action Partnership of Madera	73	71	71										72	
134	MAD	FAT	26	A	Community Action Partnership of Madera - Agency	35	36	35										35	
135	FAT	FAT	26	M	County - Fresno	2,673	2,684	2,694										2,684	
136	FAT	FAT	26	A	County - Fresno - Agency	1,268	1,268	1,261										1,266	
137	MAD	FAT	12	M	County - Madera COMPA	59	60	60										60	
138	MAD	FAT	12	M	County - Madera SEMC	25	25	25										25	
139	FAT	FAT	26	M	County - Fresno County	232	229	228										230	
140	FAT	FAT	26	A	County - Fresno County - Agency	39	38	38										38	
141	FAT	FAT	12	M	Dental Source	3	3	3										3	
142	FAT	FAT	12	M	FASTA	-	249	283										177	
143	FAT	FAT	12	A	FASTA - Agency	4	331	430										255	
144	FAT	FAT	26	M	First Student	214	214	213										214	
145	FAT	FAT	24	M	Fresno Housing Authority	89	90	90										90	
146	FAT	FAT	24	A	Fresno Housing Authority - Agency	33	32	32										32	
147	FAT	FAT	12	M	Fresno Unified School District	58	448	468										325	
148	FAT	FAT	12	A	Fresno Unified School District - Agency	28	111	89										76	
149	FAT	FAT	12	M	Riverdale Unified School District	49	49	49										49	
150	FAT	FAT	12	A	Riverdale Unified School District - Agency	9	9	8										9	
151	REGION 5																		
152	KER	BFL	26	M	Bear Valley Community Services District	24	24	25										24	
153	KER	BFL	26	A	Bear Valley Community Services District - Agency	1	1	2										1	
154	KER	BFL	26	M	City of Arvin	20	19	19										19	
155	KER	BFL	26	A	City of Arvin - Agency	-	-	1										0	
156	KER	BFL	26	M	City of Bakersfield	509	507	516										511	
157	KER	BFL	26	A	City of Bakersfield - Agency	212	216	211										213	
158	KIN	HJO	26	M	City of Hanford	112	111	111										111	
159	KIN	HJO	26	A	City of Hanford - Agency	22	22	22										22	
160	TUL	VIS	26	M	City of Lindsay	5	5	-										3	
161	KER	BFL	26	M	City of Shafter	12	12	12										12	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
2	County Office B C					Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	AVERAGE	
162	KER	BFL	26	M	City of Taft	12	12	12										12	
163	KER	BFL	26	A	City of Taft - Agency	1	1	-										1	
164	KER	BFL	26	M	City of Wasco	37	37	37										37	
165	KER	BFL	26	A	City of Wasco - Agency	8	9	9										9	
166	KER	BFL	26	M	Community Action Partnership of Kern	271	275	274										273	
167	KER	BFL	26	A	Community Action Partnership of Kern - Age	45	45	45										45	
168	KER	BFL	26	M	County - Kern	2,884	2,858	2,865										2,869	
169	KER	BFL	26	A	County - Kern - Agency	2,201	2,197	2,192										2,197	
170	KIN	HJO	26	M	County - Kings	23	23	24										23	
171	TUL	VIS	26	M	County - Tulare	821	819	839										826	
172	TUL	VIS	26	A	County - Tulare - Agency	511	522	535										523	
173	KER	BFL	26	M	Court - Kern County	246	244	245										245	
174	KER	BFL	26	A	Court - Kern County - Agency	86	88	93										89	
175	KIN	HJO	26	M	Court - Kings County	53	53	53										53	
176	KIN	HJO	26	A	Court - Kings County - Agency	1	1	-										1	
177	TUL	VIS	26	M	Court - Tulare County	154	152	149										152	
178	TUL	VIS	26	A	Court - Tulare County - Agency	16	16	17										16	
179	KER	BFL	12	M	Edison Elementary School District	18	18	17										18	
180	KER	BFL	26	M	Kern County Water Agency	23	23	23										23	
181	KER	BFL	26	A	Kern County Water Agency - Agency	27	26	25										26	
182	KER	BFL	26	M	Kern Regional Center	145	144	142										144	
183	KER	BFL	26	A	Kern Regional Center - Agency	8	8	8										8	
184	KIN	HJO	26	M	Kings Community Action Organization	22	22	22										22	
185	TUL	VIS	24	M	Lindsay-Strathmore Irrigation District	2	2	2										2	
186	KER	BFL	26	M	Public Cemetery District #1	3	3	3										3	
187	KER	BFL	26	A	Public Cemetery District #1 - Agency	-	-	-										-	
188	KER	BFL	12	M	Standard School District	46	45	44										45	
189	SBA	VIS	12	M	Student Transportation of America	33	33	-										22	
190	KER	BFL	12	M	Taft Union High School District	22	21	21										21	
191	REGION 6																		
192	SMC	SQL	24	M	Addus Healthcare Inc.	31	30	30										30	
193	SMC	SQL	24	A	Addus Healthcare Inc. - Agency	-	-	-										-	
194	SMC	SQL	12	M	IHSS San Mateo	1,919	1,910	1,899										1,909	
195	SMC	SQL	12	A	IHSS San Mateo - Agency	1,276	1,286	1,279										1,280	
196	SCC	SJC	12	M	IHSS Santa Clara	7,946	8,232	8,284										8,154	
197	SCC	SJC	12	A	IHSS Santa Clara - Agency	7,082	7,109	6,980										7,057	
198	SCC	SJC	26	M	Institute on Aging/Older Adults Care Manag	142	132	134										136	
199	SCC	SJC	26	A	Institute on Aging/Older Adults Care Manag	17	19	20										19	
200	SCC	SQL	12	M	Pathways Continuous Care	83	82	78										81	
201	SCC	SQL	12	A	Pathways Continuous Care - Agency	46	53	53										51	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
2	County Office B C																		
202	REGION OTHER																		
203	SCC	SJC		M	Child Care Providers United California	381	373	340											365
204	SCC	SJC	26	M	Local 521 Staff & Officers	35	32	32											33
205	SCC	SJC	12	M	Retired Members Chapter (521)	828	488	408											575
206																			
207					Total Members	39,493	40,561	39,672	-	-	-	-	-	-	-	-	-	-	39,909
208					Total Agency Fee Payers	17,432	17,965	17,804	-	-	-	-	-	-	-	-	-	-	17,734
210					Total Count	56,925	58,526	57,476	-	-	-	-	-	-	-	-	-	-	57,642

SEIU Local 521 Budget and Finance Committee Motion

Item Number: 01

Date: May 14, 2014

Motion Title: Consent Agenda for Financial Statements

Recommended By: RoseAnn Dominguez, SEIU Local 521 Treasurer

The Following Reports have been placed on the CONSENT AGENDA for approval/confirmation without discussion. If you wish discussion, pull the report from the CONSENT AGENDA:

NO Motion is required to remove a report from the Report Consent Agenda.

March 2014 Financials – New Format

2014 Approved General Fund Budget - (pages 11-14)

Bank Balances – Document 1 - (pages 15-16)

Income Statement – Document 2 - (pages 17-20)

Organizing Income Statement – Document 3 - (pages 21-22)

Dues Receipts – Document 4 - (pages 23-26)

Per Capita Report – Document 5 - (pages 27-32)

Quarterly Income by Region – Document 6 - (pages 33-34)

***Motion:** To approve/confirm as presented **ALL Reports** on the Consent Agenda **EXCEPT** those pulled and listed below which will be held for discussion:

Follow Up:

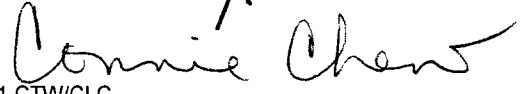
Moved by: Moved Second: Seconded

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures


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SEIU Local 521 Budget and Finance Committee Motion

Item Number: 02

Date: May 14, 2014

Motion Title: Donation to send Sean Wallace to the Junior National Young Leaders Conference: Foundations of Leadership 1 - \$250

Recommended By: Linda Krolnik, Carmen Morales, Sonja Bennett, and Imelda Ceja-Butkiewicz

Background: Linda Krolnik a Judicial Courtroom Assistant and SEIU Member in the Superior Court of California, County of Kern has requested that a donation be made to her son for his once in a lifetime nomination to the Jr. National Young Leaders Conference from Mt. Vernon Elementary School, Bakersfield, CA

By Sean attending the Junior National Young Leaders 6-Day Envision Program Conference in Washington DC, Summer 2014, he will be taking the first step on a path to success in high school, college and a future career. He will have interactive workshops, group simulations and visit historical sites which will help develop the six key skills he needs to become an effective leader: character, goal setting, teamwork, respect, problem solving and communication.

In the "Voices of Change" project, Sean will be part of the organization to create positive change at school and in his community. He will learn Leadership Goals, Leadership Objective and Leadership Outcome.

The total cost of the Conference is \$2,230.20. The member is only asking for a donation of \$250.00

Motion: To approve a donation of \$250 from line item _____ for Sean Wallace to attend the Junior National Young Leaders 6-Day Envision Program Conference in Washington DC, Summer 2014.

Follow Up:

Moved by: _____ Second : _____

Amendment: pass the hat in

Amended By: chapter meetings

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

no Motion
Connie Chew

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SEIU Local 521 Budget and Finance Committee Motion

Item Number: 03

Date: May 14, 2014

Motion Title: Implementing a Cost for Food for Friends/Guests/Children over 11 Who Attend the 2014 Biennial 521 Convention in August.

Recommended By: Pamela Rodgers Administrative Director

Background: Currently friends/guests/and children over 11 who attend the SEIU Local 521 events such as the Biennial 521 Convention do pay for their hotel accommodations. However, they currently pay nothing for food provided.

Because of the current budget situation and the fact that more and more guests are attending, Pam asks that the Budget & Finance Committee reconsider providing free food for friends/guests/and children over 11 years of age for at least the 2014 Biennial Convention in August.

Food and associated costs will be \$14,000 - \$15,000 for the Biennial Convention. Included in the cost are 2 dinners, 2 lunches, and 2 breakfasts. It is recommended that children under 12 be free otherwise that there be a cost of between \$30 - \$40 per person for the weekend.

Motion: To approve charging all friends/guests/children over 11 years of age _____ for food provided at the 2014 Biennial 521 Convention in August.

Follow Up:

Moved by: _____ Second : _____

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: more

Signatures

Connie Chew

KMS:kns SEIU 521 CTW/CLC

*more information
bottom line
cost savings*

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SEIU Local 521 Officers' Motion

Motion Number: C – Item 4 for B&F Meeting

Date: May 14, 2014

Date: May 20, 2014

Motion Title: Recommendation to the Officers from the Budget & Finance Committee for Reimbursement of Unauthorized COPE Deductions in Region 2

Recommended By: The SEIU Local 521 Budget and Finance Committee. Luisa Blue, Chief Elected Officer; Matt Nathanson, Region 2 VP; Debbie Narvaez, Region 2 Director; Ming Lee, Finance Director.

Background: Between 2011 and 2012 when Debbie Narvaez became the Region 2 Director, it was discovered that a 25 cent COPE deduction had been institutes prior to the 521 merger by an apparent agreement between John Velardita, the Local 817 Executive Director, and Esteban Codas, a representative for Monterey County. Our investigation into this situation has found that this deduction only affects some of the Monterey County members, and that, to the best of our knowledge, this deduction was not authorized by the members affected.

When the apparent unauthorized deduction was found, we asked the County to stop the deduction, but they refused since we were unable to product the agreement. Since then, we have asked our accounting department to hold these monies in a separate account and not send it to the International until further investigation and/or the agreement could be located.

Last month, we received a call from a member very upset about this deduction and we once again returned to the County to stop the deduction – this time, more forcefully. The deductions were stopped as of the payperiod in May 2014. Our accounting department has made a thorough accounting of possible monies owed and a recommendation from the Budget & Finance Committee to the Officers was requested in order to move forward to resolve this matter.

The Budget and Finance Committee was requested to make a recommendation to the Officers to authorize one of the following options:

1. To Reimburse only the member who contacted us in April 2014.
2. To Reimburse **ALL ACTIVE Members** (398) who have the 25 cent deduction automatically deducted (reduces labor costs with staffing) **going back 2 years only. Cost would be \$2,325.25 for the 398 members.**
3. To Reimburse **ALL 463 employees** who have/had the 25 cent deduction automatically deducted (reduces labor costs with staffing) **going back 2 years only. Cost would be \$2,537.75 for the 463 employees** (active – 398, deceased – 2, inactive – 52, out of unit – 1, retired – 3, terminated – 7 = 463).

4. To Reimburse **ALL ACTIVE Members (497)** who have the 25 cent deduction, IF they respond by a set time, **going back to 2008. Cost would be \$6,492.25 for the 497 members.**
5. To Reimburse **ALL 721 employees** who have/had the 25 cent deduction, IF they respond by a set time, **going back to 2008. Cost would be \$7,795.00 for the 721 employees** (active – 497, deceased – 5, inactive – 57, on leave – 1, out of unit – 58, resigned – 7, retired – 31, terminated – 65 = 721).

Our RECOMMENDATION (all above) is Option 2. A sample letter that would go out to the affect group is attached.

Motion: To authorize staff to implement Reimbursements to the appropriate affected members as outlined in Option 2 above.

Follow Up:

Moved by: _____ Second : _____

Amendment: No Quorum / No Motion

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures



April Organizing Report

By: Catherine Balbas

All in for Child Care

The beginning of 2014 has been focused on member development. Child Care providers and some of the children they care for participated in a lobby day in Sacramento on April 30, 2014. The statewide child care team along with other partners such as the Children's Defense Fund, Locals 721, 1000 and 1021, Fairshare, PIQUE, and UAW Locals 4123 and 2865/5810 turned out a total of 89 child care providers, parents and children. They continued with the Gap Busters theme and highlighted for the elected how quality early education helps to close the gaps in high school graduation rates, college entry rates, recidivism rates, and poverty for those children that have the opportunity to participate.

Tulare County Unit 2

The United Auto Workers walked away from Unit 2 in Tulare County on June 30, 2013. Upon learning of this, we assembled a team of organizers and moved a petition for recognition. As this is public sector, it is subject to card check recognition if a majority of workers sign the petition. We filed for recognition with a majority of the unit (61%) on the petition. The Teamsters subsequently filed an intervening petition which would have triggered an election between the two unions. We asked Change to Win to intervene and make a decision as to jurisdiction. Just prior to the arbitration, The Teamsters attorney advised us that they would be directing the Local to withdraw their petition and allow us to move forward with the recognition process. We are working with the county now to move this process forward and we have been advised by the Human Resources Director, Rhonda Sjostrom, that this item will be on the Board of Supervisors agenda on May 20, 2014 for formal recognition.

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Communications Department May 2014 Executive Board Report

Courts

We won a great victory for our workers in the state court system when our members from Tulare fought back against restrictive public comment rules. The new rules allow anyone to comment during public comment instead of just those who submitted verbatim comments four days in advance along with a letter that said why the comments were important.

Eligibility Workers

Members of 521 Eligibility Worker Industry Council went to Sacramento to testify about the importance of passing Senate Bill 1341. If this bill passes, it will make sure Medi-Cal clients are no longer left in the dark when it comes to the status of their pending Medi-Cal health insurance. More lobby dates being scheduled in May.

Retirement Security for All

We conducted an online survey to engage broader membership on RSA work. The survey was conducted in one week, from April 28 to May 5, and generated greater than anticipated participation.

Total reponses: 2,611 *** Join RSA Committee: 175

We will be able to contact most of these workers to connect them with RSA activities.

Local Chapter Campaigns

Community First @ Kern Medical Center

Kern County Supervisors continue looking for ways to slash Kern Medical Center, due to budgetary problems. Layoffs will be coming. Members are actively engaging to formulate plans for a long-term vision for the public hospital; there are now member-led committees to address specific issues at KMC. Members lobbied for and will be monitoring a hospital authority bill – just in case the county pursues the direction of turning control of KMC over to another entity.

Quality Care @ Home San Mateo

Working on campaign to convey to the public and the Board of Supervisors the importance of the home care program in the community. Accompanied members during meetings with County Supervisors Pine and Slocum. Preparing member spokespersons and scheduling Walk-A-Day videos.

Santa Clara County Living Wage Ordinance

Working with Working Partnerships USA to roll out a Living Wage Ordinance that would cover county employees, and contractors and subcontractors who do business with the county. Looking forward to May, communications will be playing a crucial role in the roll out of this campaign, providing talking points, media advisory, press support, media prep and event planning.

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Kern Medical Center

What is a Hospital Authority?

Kern County Board of Supervisors earlier this year assigned CEO Russell Judd to explore creating a hospital authority for KMC, which would require state legislation. To prepare for that possible scenario, SEIU Local 521 members worked with Assembly Member Rudy Salas to craft a bill **just in case** the county proceeds with a hospital authority. By moving first, we made sure we would be in the strongest possible position to support KMC and strengthen its finances.

What is a hospital authority?

The bill (AB 2546) would authorize the Kern County Board of Supervisors to establish, by ordinance, the Kern County Hospital Authority to manage, administer, and control the Kern Medical Center and other health care facilities.

We would fight for language in the bill that protects current contracts and places KMC on the path to success.

If done right, an authority would strengthen KMC by protecting workers while at the same time increasing KMC's ability to compete and improve the quality of services to the community.

Who would be in charge of managing KMC?

The Hospital Authority to be created would have a Board of Trustees appointed by the Board of Supervisors; the trustees would be responsible for overseeing the CEO.

What experience do we have regarding hospital authorities?

SEIU 521 members have done this before. Members of SEIU 521's Monterey County Chapter joined with Monterey County to pass model legislation for a hospital authority two years ago that is the strongest in the state.





The legislation created the option to make Natividad Medical Center - the public hospital in Monterey County - a quasi-independent public agency. The legislation maximizes NMC revenues by protecting all the extra public funding NMC gets from state and federal government; allows workers to stay in pension plan; preserves members' benefits such as seniority, vacation accruals, etc. We would fight to win similar bill for KMC.

Do we support a hospital authority for KMC?

Our priority is to preserve and strengthen KMC as a public safety net hospital that serves everyone in the community. We will support any framework that best meets those goals.

We believe KMC should be here for the next generation; and we need to come together with the community and think through the best strategies that preserve and strengthen KMC for the future, not just to meet the budget needs of 2014.

Will a hospital authority affect employees' pay, benefits?

The current contract protects employees' current pay and benefits. We need to work to ensure that our contract, pay and benefits are respected throughout the process.

What is the process and timeline for this to happen?

Currently there is no specific timeline. KMC's CEO is holding a 6-hour study session on May 12 to lay out proposals.

The state legislature needs to pass the hospital authority bill by the end of this year's legislative session. It will then be up to the Board of Supervisors to pass an ordinance creating the Hospital Authority.

How do we ensure that KMC employees and services are protected through this process?

SEIU 521 members are meeting weekly to strategize a future for KMC.

Employees are encouraged to attend the meetings and engage in any way they can.

We will hold a town hall via telephone on May 8 and another one scheduled for the week of May 12 where we will have important updates.

Stay connected and receive updates by visiting 521.seiu.org/kmc or our Facebook page at facebook.com/kmc4all.

Kern Medical Center—May 9

KMC Tele-Town Hall draws hundreds

SEIU 521 members create worker committees to map a path forward

Nearly 300 workers joined a conference call on May 8 to hear the latest news on KMC, with dozens signing up for strategic committee work to make sure front-line workers have meaningful input as KMC undergoes changes in the coming months.

Some highlights from the tele-town hall, which were led by Regina Kane, RN, Public Health; Rosie Kidwell, Program Specialist II, KMC; and Phil Brown, Senior Information Systems Specialist, KMC.



KMC Finances and Layoffs

The county has stated that there will be layoffs but we need to know the details and ask why this is being done first. The new world under the Affordable Care Act gives the county and 521 a brand new opportunity to shape and strengthen KMC. We need to build a long-term vision for KMC that calls for investment and improvements, not just the short term plan of cuts and layoffs.

- ◆ We have formed a Member Leadership Committee to work directly with CEO Russell Judd and management on changes to the hospital including minimizing the impacts of any layoffs.

Hospital Authority Bill AB 2546 (Assembly Member Rudy Salas)

KMC workers were in Sacramento May 7-8 to testify on the bill that would allow the county – if it chose to in the future – to turn control of KMC over to a hospital authority.

Visit www.seiu521.org/kmc to read the Fact Sheet.

Continued on reverse...

Upcoming events: Get Involved!

Monday, May 12

Public strategy meeting on KMC from 10 a.m. to 4 p.m. At the Board of Supervisors' chambers, 1115 Truxtun Ave.

Wednesday, May 14

Membership meeting @ KMC
3:30 p.m. in room 1065

Monday — Thursday

Information table in the cafeteria
11 a.m. to 1 p.m.



"Like" and "Share"

our KMC page!

facebook.com/KMC4all



Sign up for email and text updates:

<http://521.seiu.org/kmc>

Community First @ KMC - Spread the Word!

Want to schedule a meeting at your department?

EMAIL: ramona.faucette@seiu521.org

521.seiu.org/kmc ^{51 of 121}

If done right, an authority would strengthen KMC by protecting workers while at the same time increase KMC's ability to compete and improve the quality of services to the community.

As the bill passes through the state Assembly and Senate, we need to make sure the final language strengthens KMC and its workers, not weakens us.



Quality Patient Care

KMC faces increased competition for patients. We must transform KMC to ensure patients return to KMC while attracting new patients and new revenue.

- ◆ We have established a Quality Committee where workers will develop and implement plans to improve quality and attract patients.

May 7 Lobby Day

"We believe Kern Medical Center should be here for the next generation; and we all need to come together and think through the best strategies to preserve and strengthen KMC long after the budget needs of 2014 have been addressed."

**- Rosie Kidwell,
Program Specialist II, KMC**



May 12 Board of Supervisor's Meeting

This meeting is a wide-ranging discussion about the health and future of KMC. There will be two public comment periods and everyone is encouraged to come and talk about how we will build KMC and provide services to our community.

The meeting will be held at 1115 Truxtun Ave. Bakersfield from 10 a.m. to 4 p.m.



"Like" and "Share"

our KMC page!

[facebook.com/KMC4all](https://www.facebook.com/KMC4all)



Sign up for email and text updates:
<http://521.seiu.org/kmc>

Community First @ KMC - Spread the Word!

Want to schedule a meeting at your department?

EMAIL: ramona.faucette@seiu521.org

521.seiu.org/kmc 52 of 121

The Bakersfield Californian

Hospital authority for KMC gets initial OK

May 8, 2014

BY JAMES BURGER CALIFORNIAN STAFF WRITER JBURGER@BAKERSFIELD.COM

Kern County supervisors have started a process that could turn control of troubled Kern Medical Center over to an independent hospital authority, and on Wednesday got help from a state Assembly committee. Supervisors say the county hospital can operate more efficiently — and profitably — outside of the county bureaucracy. They voted unanimously Tuesday to take the first step in creating an authority and support passage of Assembly Bill 2546, by Assemblyman Rudy Salas, D-Bakersfield. The legislation would give supervisors the power to create the authority and disentangle themselves from the financial millstone KMC has become. On Wednesday, the Assembly Local Government Committee approved Salas' bill on a 9-0 vote and moved it to the Assembly floor.

Crisis

Estimates say Kern Medical Center will have posted a \$30 million annual loss by June 30, triggering a wave of fiscal belt-tightening that will slash services across most other county departments in the coming year. Layoffs at KMC are likely in the near future, officials said last week. Supervisors want to end the fiscal risk to the county budget while still ensuring KMC, a key safety net hospital and the only trauma center between Los Angeles and Fresno, stays open. "The Board of Supervisors is doing everything in our power to save this hospital," said Supervisor Leticia Perez. And, at least for now, it seems the county has the support of the Kern County chapter of the Service Employees' International Union, Local 521.

"SEIU 521 members are exploring many creative ways to ensure KMC transforms to become a public hospital of first choice for our community," wrote chapter President Regina Kane in a statement.

"One option is a hospital authority, as laid out in AB 2546. We are working with Assembly member Salas to ensure this bill would strengthen KMC by protecting workers while at the same time increasing KMC's ability to compete and improve the quality of services to the community."

Benefits

Perez said the hospital authority could free KMC from bureaucratic entanglements that make it slow and ponderous.

She pointed to the county's civil service commission, which governs job classifications and hiring and firing decisions for the county.

“We have a very cumbersome, 1950s model,” Perez said. “It can take us sometimes months to hire a nurse where other hospitals can hire a nurse in a matter of days or weeks.”

Supervisor Zack Scrivner echoed the thought.

“The county believes that this authority may allow the hospital to operate in an environment that provides for more rapid and fluid business decisions related to staffing and procurement,” he wrote in a statement. “Without some of the bureaucratic burdens of the county, KMC may be able to more quickly adopt and maintain profit-making strategies.”

The exact details of the authority still need to be worked out. That includes the relationship between the county and the authority and whether all of KMC’s assets and liabilities would be transferred to the authority. “As currently being considered, the authority would continue to be either directly or indirectly governed by the Board of Supervisors,” Scrivner said. And, he said, the bill does not force supervisors to create the authority — it simply gives them the power to do so. Salas said the bill grew out of meetings involving him, KMC management, the supervisors and SEIU a couple of months ago that explored the hospital authority model — a tool other counties have used to solve problems with their public hospitals. The bill is far from being signed into law, he said, and will likely be revised before it passes. But everyone is trying to craft a bill that satisfies all parties, he said. “We’re trying to save the hospital,” Salas said.

Unions involved

Under Salas’ legislation, KMC’s staff would be employed by the authority, not the county. Perez said the county and SEIU, its largest employee union, have been working closely to find ways to transform aspects of KMC’s governing structure to make it more nimble and competitive in the modern hospital marketplace. She said the legislation won’t pass without the support of SEIU and its influence in Sacramento. “I do not believe we can move in the direction we would like to go without SEIU on board,” Perez said. Perez said supervisors want to save as many jobs as they can but they cannot afford to lose KMC. She said it is critical for the union to have a seat at the table as these decisions are made. Employees’ “champions are at the table so no person’s interests are left out,” she said. Kane argues that the county and the union need to focus on the long-term success of Kern Medical Center — not just the current financial crisis. “We believe Kern Medical Center should be here for the next generation,” Kane, a KMC mental health nurse, wrote, “and we all need to come together and think through the best strategies to preserve and strengthen KMC long after the budget needs of 2014 have been addressed.”



April 2014 Information Technology Report By: Don Brown, Information Technology Director

1. **Set up new phone banking area in Fresno:** IT set up banks of computers for Political phone banking in the Fresno office. IT pre-loaded and tested software for the phone banking system the Political department will be using. IT reconfigured the Fresno network to accommodate the added computers and traffic so the new system will not affect our production.
2. **Wireless network :** IT is configuring a wireless network to be implemented in May for the San Jose office. The system will be automated and be able to handle the traffic from our members and staff alike whom attend large meeting.
3. **Email server maintenance:** IT has finished extensive work on our email server to maintain optimized performance.
4. **File structure on the servers:** IT is working on the file structure on our servers to prepare for the migration of files with permissions to the new Windows server.
5. **Help Desk:** In the month of April the Information Technology Department successfully closed **459** Information Technology Trouble requests from all L521 staff.
6. **NAS server upgrades and maintenance:** IT upgraded the firmware on all of the satellite office NAS (Network Attached Storage devices) servers to insure stability and continual functionality.
7. **Server updates and network security Patches:** All the servers and network have been updated with all the latest security updates and patches and are monitored and configured for health and the security of our data / network.
8. **Backups:** Monitored and configured all the servers' backups to be performed and monitored for disaster recovery on one central system.

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**SEIU Local 521
PACE and PAC
as of April 30, 2014**

Issues	
Bank Balance as of 3/31/14	\$ 26,856.55
<i>Outstanding Deposits: None</i>	-
<i>Outstanding Motions:</i>	
Membership at Kern Medical Center	10,000.00
Fund the Secured Retirement Working Group	7,500.00
Yes on Measure F Committee	2,500.00
<i>Available Funds - PACE</i>	452.06
<i>Available Funds - PAC</i>	6,404.49
	0.00

Candidates	
Bank Balance as of 3/31/14	\$ 86,458.81
<i>Outstanding Deposits: Mar, Apr</i>	16,594.20
<i>Outstanding Motions:</i>	
Kevin Mullin	750.00
Rich Gordon	2,000.00
Bob Wieckowski	1,500.00
Nora Campos	1,500.00
Paul Fong	2,000.00
Mark Stone	2,500.00
Luis Alejo	2,500.00
Rudy Salas	1,000.00
Jerry Hill	2,000.00
Jim Beall	2,500.00
Bill Monning	2,500.00
Cortese for Mayor 2014	1,100.00
MBCLC COPE Awards Dinner	1,000.00
Ed Mitchell for Supervisor	1,500.00
Blong for Supervisor 2014	15,000.00
Daniel Parra for Supervisor 2014	1,850.00
Magdalena Gomez for Supervisor 2014	1,850.00
Tom Torlakson for Superintendent of Public Instruction	1,000.00
John A Perez for Controller	1,000.00
John Chiang for Treasurer 2014	1,000.00
Dave Jones for Insurance Commissioner 2014	1,000.00
Reelect Attorney General Kamela Harris 2014	1,000.00
Jefferson-Jackson Dinner UDC	500.00
Carol Groom for Supervisor 2014	1,000.00
Re-Elect Supervisor Don Horsley 2014	1,000.00
Evan Low for Assembly 2014	2,000.00
Kansen Chu for Assembly 2014	2,000.00
Committee to Elect Susan L. Greenberg Judge 2014	250.00
Stephanie Garratt for Superior Court Judge 2014	250.00
MBCLC COPE	500.00
Friends of HR Perea	1,000.00
Labor Leader Committee	800.00
<i>Available Funds - PACE</i>	240.86
<i>Available Funds - PAC</i>	35,531.15
<i>Available Funds - RETIREE</i>	9,931.00
	-

Independent Expenditures	
Bank Balance as of 3/31/14	\$ 251,873.88
<i>Outstanding Deposits: None</i>	-
<i>Outstanding Motions:</i>	
COPE South Bay Labor Council	10,000.00
Ed Mitchell for Supervisor	25,000.00
Polling for Monterey County BOS District 2	10,000.00
Blong for Supervisor 2014	100,000.00
Esmeralda Soria Campaign	5,000.00
<i>Available Funds - PACE</i>	175.00
<i>Available Funds - PAC</i>	101,698.88
	(0.00)

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REGION 1 TRUSTEE REPORT – May 10, 2014
By: Connie Chew - SEIU 521 Region 1 Trustee

2014 First Quarter SEIU 521 Audit

On May 10, 2014, I participated in an audit of the first quarter of 2014 with Bill Ragland and John Roitz at SEIU 521 in San Jose. We each handled different parts of the audit with some overlap. My primary focus this time was on the assets pursuant to review of a sampling of documentation from that category. My Trustee Audit Assessment was provided to Cheryl (covering for Ming Lee) on May 10, 2014.

Overall, I was satisfied with the supporting bank statements and documentation relating to assets reviewed (bank accounts and fixed assets). I questioned a T-Bill for agency fees which was closed, but Cheryl was able to explain to me that when the account matured, the money went to the agency fee checking account. I confirmed the money transfer pursuant to the bank statements. There were two new fixed assets confirmed with supportive invoices and meeting minutes which indicated their approvals. Cheryl confirmed that there were no fixed assets disposed of.

John Roitz reviewed the receipts relating to dues and found one empty folder. He also reviewed payroll and had suggestions for future audits. I asked Cheryl if the Department of Finance reviewed payroll registers for accuracy, and she said she (Ming Lee) did and it was confirmed with her initials on those registers. After John left the audit, I reviewed a few more dues receipts folders and found two additional, empty folders. I asked Cheryl and she will ask an employee (who has been out of the office) about that documentation (Monterey County and MV Public Transportation). Upon my request, Cheryl also provided and I reviewed the documents in a separate binder for EFT's relating to COPE contributions. In addition, I spot-checked other accounts receivables in the department for accuracy.

Bill Ragland handled review of disbursements and LMRDA compliance.

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PRESS RELEASE

FOR IMMEDIATE RELEASE

April 25, 2014

CONTACT:

Richard Negri, Health and Safety Director, SEIU 121RN

626-375-6426; negrir@seiu121RN.org

Kathy Hughes, RN, CCRN, SEIU 121RN Labor Specialist/Nurse Alliance of California Liaison

951-236-7125; hughesk@seiu121RN.org

SEIU Nurses Getting Heard on Workplace Violence

Registered nurses applaud Cal/OSHA on its supportive report on the workplace violence prevention petition sponsored by SEIU, filed with the Cal/OSHA Standards Board on February 10, 2014. The next step is for the Board to accept the petition and move it to an advisory committee where the actual standard can get written to the needs of all California healthcare workers.

The issue gained greater urgency this week after the stabbings of two SEIU registered nurses at two separate Los Angeles-area hospitals.

The petition is to have the California Occupational Safety and Health Administration (Cal/OSHA) Standards Board establish a workplace violence prevention standard that would cover all healthcare workers, including public health nurses, such as the California Nurses Association member Cynthia Palomata and SEIU member Donna Gross, both murdered at work in 2010.

Donna Gross, a 54-year old psychiatric technician, was working alone at Napa State Hospital in October 2010 when she was strangled to death by a patient. The *Los Angeles Times* reported that far from being an isolated incident, the attack on Gross was one of hundreds reported at the facility between 2009 and 2010. Within a month, Cynthia Palomata, RN, a 55-year old Contra Costa County health services worker, died from injuries she sustained after being assaulted by an inmate at the county jail in Martinez. The deaths of Gross and Palomata ignited widespread outrage and demand for change from healthcare workers in California who face violence -- physical, emotional, sexual, and verbal assaults -- on the job every day they go to work.

Workplace violence is a continuing concern in all California healthcare settings, nurses say, putting RNs, other hospital workers, and patients, families, and visitors in danger. However, violence against healthcare workers -- who include healthcare workers in long-term care facilities, correctional facilities, drug abuse treatment facilities, residential facilities, home healthcare, and pharmacies, to name a few -- has spread beyond emergency rooms and psychiatric units. The propensity for violence of every type is not limited to one area of the workplace or only to those who are giving hands-on care.

-- OVER --

According to the U.S. Bureau of Labor Statistics, healthcare and social service workers are nearly five times more likely to suffer workplace assaults than workers in all other major industries combined.

The state of California currently has workplace violence prevention legislation that is unable to get Cal/OSHA enforcement. A comprehensive standard in the regulatory process is exactly what is needed, and is long overdue.

For more information about the California Safe Care Standard campaign, visit www.safecarestandard.org

###

SEIU Local 521 Officers' Motion

* **Motion Number: B**

Date: May 20, 2014

Motion Title: Political Consent Agenda - (pages 63-64)

The Following Items have been placed on the CONSENT AGENDA for approval without discussion. If you wish discussion pull the item from the CONSENT AGENDA –
NO Motion is required to remove an item from the Consent Agenda.

Political Motions:

- **B/1 – Endorse & Contribute to Jacqui Irwin for CA State Assembly District 44 – Candidates Account \$750** - (pages 65-66)
- **B/2 – Contribute to Ken Yeager for Santa Clara BOS from the Candidates Account \$500** - (pages 67-68)
- **B/3 – Endorse Robert Rivas for San Benito County District 3 Supervisor** - (pages 69-70)
- **B/4 – Confirm Endorsement of Mark Bourdraux – Tulare Sheriff** - (pages 71-72)
- **B/5 – Confirm Endorsement and Contribution for Virginia Gurrola for Board of Supervisors Tulare District 5** - (pages 73-74)
- **B/6 – San Mateo County CLC Awards Dinner - \$1575 from Candidate Account** - (pages 75-76)

* **Motion B:** To approve as presented ALL Motions on the Political Consent Agenda EXCEPT those pulled and listed below which will be held for discussion and approval or denial:

Follow Up:

Moved by: _____ Second : _____

Pulled: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

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SEIU Local 521 Officers' Motion

Motion Number: B/1

Date: May 20, 2014

Motion Title: Recommend Endorsement and to Contribute to Jacqui Irwin for California State Assembly District 44

Recommended By: Santa Clara and San Benito Counties COPE Committee - Unanimously

Background: Jacqui Irwin has been endorsed by SEIU 721 and SEIU State Council. She is in a hotly contested race, but is endorsed by many unions in the area. The area includes SEIU Local 721 members and Ventura County (which is working on having a 401(k) for new employees). This donation is to show our support for a democratic, SEIU endorsed candidate.

Motion: To endorse and contribute \$750 from the Candidates Account to Jacqui Irwin, a candidate, for Assembly District 44

Jacqui Irwin for State Assembly 2014
2033 Euclid Circle
Camarillo, CA 93010
FPPC #1362508

Follow Up:

Moved by: _____ Second : _____

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

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SEIU Local 521 Officers' Motion

Motion Number: B/2

Date: May 20, 2014

Motion Title: Contribute to Santa Clara County Board of Supervisor Ken Yeager for his 2014 re-election campaign

Recommended By: Santa Clara and San Benito Counties COPE Committee - Unanimously

Background: On April 29th, Santa Clara County held a Speak with One Voice Town Hall meeting to interview Ken Yeager, incumbent County Supervisor for District Four.

Ken has been a key vote in two recent large Chapter contracts: Santa Clara County and Santa Clara County IHSS. Ken is a leader in health care and is committed to ensure that the Affordable Care Act is supported in Santa Clara County and fulfills the ACA's Mission. Additionally, Ken is committed to providing health care for all residents of Santa Clara County.

Ken was unanimously recommended for endorsement after his interview at the One Voice Town Hall meeting.

Motion: To contribute from the SEIU Local 521 Candidates Account \$500 for Ken Yeager's campaign.

Ken Yeager for County Supervisor • Santa Clara County • District 4
1925 Cleveland Avenue
San Jose, CA 95126
FPPC #1275876

Follow Up:

Moved by: _____ Second : _____

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

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SEIU Local 521 Officers' Motion

Motion Number: B/3

Date: May 20, 2014

Motion Title: Endorse Robert Rivas for San Benito County District 3 Supervisor

Recommended By: San Benito County Endorsement Town Hall

Background: On April 17th, 2014 members from San Benito County interviewed Incumbent Supervisor Robert Rivas to consider his endorsement. SEIU Local 521 endorsed Robert Rivas in 2010. He is one of two County Supervisors who is generally supportive of our members on the County Board of Supervisors. He is running for re-election unopposed. We have not always been in agreement with Supervisor Rivas, but he recommitted himself during our interview to work with the union to fix problems within the county and to help us elect members to the Board of Supervisors who support workers' rights. In the past, he has stood up for our members when San Benito County and the City of Hollister were outsourcing 911 dispatchers.

Motion: To Endorse Robert Rivas for San Benito County District 3 Supervisor

Follow Up:

Moved by: _____ Second : _____

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

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SEIU Local 521 Officers' Motion

Motion Number: B/4

Date: May 20, 2014

Motion Title: Confirm Endorsement of Mark Bourdraux –Tulare County Sheriff Candidate for 2014.

Recommended By: Tulare COPE Committee – 5/15/2014

Background: For the last 8 months Mark Bourdraux has served as the interim Sherriff. He has served the Sheriff's Department for 28 years – first as a cadet moving up the ranks to Undersheriff. He employs a proactive innovated approach to motivate positive changes within the Department. Morale and efficiency have improved under his leadership. He has ungraded equipment and is working to hire more dispatchers to provide some relief to the dispatcher staff.

Motion: To confirm the endorsement of Mark Bourdraux – Tulare County Sheriff Candidate for 2014.

Follow Up:

Moved by:_____ Second : _____

Amendment: _____

Amended By: _____

Votes in Favor:_____ Votes Opposed:_____ Abstentions:_____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

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SEIU Local 521 Officers' Motion

Motion Number: B/5

Date: May 20, 2014

Motion Title: Confirm Endorsement and Contribution to Virginia Gurrola – Board of Supervisors –Tulare County 5th District

Recommended By: Tulare COPE Committee – 5/15/2014

Background: Currently we do not have any labor friendly candidates on the Tulare County Board of Supervisor.

Virginia Gurrola is running for the Tulare County 5th District Board of Supervisors seat. She is a current Porterville City Council Member. She has served several terms as Mayor and Mayor Pro-Temp.

She is in a strong race against the incumbent. She has outraised him in the last political reporting cycle. She is clearly the front runner in the race.

While on the City Council she has shown her willingness to bring all affected groups to the table to solve issues impacting the Community. She has helped SEIU Child Care Providers in Porterville to assist in changing the City Ordinance for child care providers to have signage on residential property.

Motion: To confirm the endorsement of Virginia Gurrola for Board of Supervisors Tulare County 5th District and to approve a contribution of \$1,500 from the SEIU Local 521 Candidate PAC.

Follow Up:

Moved by: _____ Second : _____

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

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SEIU Local 521 Officers' Motion

Motion Number: B/6

Date: May 20, 2014

Motion Title: San Mateo County Central Labor Council COPE Awards Dinner - \$1.575 for a table of 10

Recommended By: San Mateo COPE Committee unanimously

Background: The **San Mateo Central Labor Council** is having a COPE banquet on July 25th at the San Francisco Airport Hyatt Regency. They are honoring Robert Morales, Secretary-Treasurer for Teamsters Local 350 with the Unity Award. In addition, Saru Jayaraman, co-founder and co-director of the Restaurant Opportunities Centers United (ROC United) and Director of the Food Labor Research Center at UC Berkeley will be receiving the Community Award. Entertainment will be provided by Will Durst, a comedian.

We will soon be working closely with the San Mateo Central Labor Council to promote a living wage ordinance with San Mateo County and help in our two open contracts with San Mateo County and San Mateo IHSS members.

Motion: To contribute either \$1,576 for a table of 10 to the San Mateo Central Labor Council COPE Banquet on July 25th from the SEIU Local Candidate PAC.

SMCLC COPE
1153 Chess Drive, Suite 200
Foster City, CA 94404

FPPC # 743614

Follow Up:

Moved by: _____ Second : _____

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

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ANNOUNCEMENT OF EXECUTIVE BOARD VACANCY

Region 6 Vice President

Duties of SEIU Local 521 Vice Presidents (SEIU Local 521 Bylaws Article IX Section 8):

The Regional Vice Presidents shall assist the President in affairs of the Local Union and perform such duties as may be assigned to them by the Executive Board and President from time to time. The Regional Vice Presidents shall, advocate on behalf of the Chapters, Industry Councils and Caucuses in their geographical area and may convene appropriate meetings of those groups.

The Regional Vice President for Homecare will serve as the head rank and file member of the SEIU Local 521 delegation to state or nation-wide meetings/conventions of homecare/long term care. Each Regional Vice President shall give a full, written report of his/her activities at each regular Executive Board meeting, at his/her regional leadership and/or regional membership meetings and the Local Union Convention. S/he is a voting member on the Executive Board.

TERM OF OFFICE: Expires February 29, 2016.

REQUIREMENTS to be considered for the Appointment to the Position of Region 6 VP:

- ◆ Must be a member of SEIU Local 521 in good standing for at least two years.
- ◆ Must be employed by a Chapter in Region 6 (Santa Clara IHSS, San Mateo IHSS)

TO APPLY:

- ◆ Submit your request for consideration for appointment as the Region 6 VP to the Local 521 Executive Board no later than **3:00 PM on Friday, June 13, 2014**.
- ◆ Include in your request your full name (printed), your chapter and your contact information (address, phone number, e-mail).
- ◆ Optional Inclusion: a 75-word (maximum) statement of your qualifications.

TO SUBMIT:

Forward your request for consideration and optional statement of qualifications to Karen Summers, HR Specialist.

- ◆ E-mail: karen.summers@seiu521.org
- ◆ Mail: SEIU Local 521, 2302 Zanker Rd, San Jose, CA 95131
- ◆ Fax: (408) 954-1538
- ◆ Drop off: at SEIU 521 office in San Jose or San Carlos during business hours.

APPOINTMENT PROCESS:

At the June 28, 2014 Executive Board meeting in Fresno, the Board will vote on which qualified candidate they feel best represents our Local as the Region 6 VP. All qualified applicants will be reviewed by the Board prior to the June 28 meeting, and must travel to Fresno and be present at the meeting to be considered for the position.

Call Karen Summers at (408) 678-3300 with any further questions.

U.S. Supreme Court to support, or kill, labor's ability to organize

All eyes are on the U.S. Supreme Court this summer which is scheduled to issue a critical decision that could threaten labor's basic ability to organize.

At issue is a small group of Illinois home care workers who claim that paying their fair share for the costs (agency fees), and substantial benefits, of union representation is a violation of their First Amendment Rights.

Harris v. Quinn, is brought to you by the legal arm of the National Right to Work Foundation (NRTW), a right-wing organization with deep pockets and a secret list of very wealthy donors, including the Koch Brothers.

By law, all unions must represent the business interests of the entire worksite. All employees, members and non-members alike, enjoy the wages and benefits gained through collective bargaining. And the union advantage is substantial. The median weekly wages of workers represented by a union are 28 percent higher than non-union workers.

If the NRTW succeeds, *Harris v. Quinn* could mean an end to the agency fee model. It means weaker unions, greater income inequality, and lower wages for workers.

So what can working families do? **Stand up, fight back!**

- ◆ Be a full member of SEIU Local 521, and encourage your coworkers to do the same.
- ◆ Contribute to the COPE political action fund and help us fight for workers rights and a just society.
- ◆ Get more involved with your union by becoming a Shop Steward or join a caucus or committee and help us take on the issues that matter most to you and fellow union members.

SEIU members bring affordable healthcare home

Quality, affordable healthcare – with more than 7 million Americans enrolled through the Affordable Care Act, we can now say it's here to stay.

From the very beginning, SEIU members were key to making health care for all a reality. Since October when Covered CA rolled out, county Eligibility Workers have been answering the phones and processing paperwork to ensure every person was enrolled in the best possible plan, either through private insurance with Covered CA or Medi-Cal.

With a \$1 million outreach and enrollment grant from Covered CA, SEIU 521 reached more than a quarter-million Californians providing basic information about how people may be eligible for high-quality, affordable insurance.

Eligibility Workers worked with hundreds of thousands more, challenged to master new software, new processes and qualification standards. Overall, California succeeded in enrolling more than 3 million into new coverage, a huge achievement by front-line public workers.

From the coast of Monterey to the Central Valley, our Union truly showed how we put our **Community First** in healthcare, and our work earned media coverage from the Washington Post to the San Jose Mercury News.

FREQUENTLY ASKED QUESTIONS ABOUT *HARRIS V. QUINN*

April 2, 2014

What is the Supreme Court case *Harris v. Quinn* about?

This case was brought against the State of Illinois, SEIU Healthcare Illinois & Indiana, SEIU Local 73 and AFSCME District 31 by the National Right to Work Foundation (NRWLF), an extreme right-wing group with a political agenda to weaken the power of working people.

The NRWLF is challenging the requirement that Illinois home care workers pay their fair share of the cost of collective bargaining and representation, whether they are a union member or not.

Why has this case been brought forward?

This case is the latest in a decades-long, extremist right-wing attack on the rights of working people to join together to improve their jobs and the quality of services they provide to seniors, people with disabilities and children.

How could this case affect SEIU members?

A bad decision will drive down the wages and the basic rights of Illinois home care workers and compromise the quality of care for seniors and people with disabilities. SEIU members will have fewer resources to stand up for good jobs and quality care.

How could this case affect the people that home care workers care for?

As our country grapples with an escalating long term care crisis, a bad decision will endanger the most basic choice of every aging American—to choose to live at home instead of an institution—by making it harder to build a stable workforce of home care workers.

What are the implications of the case on income inequality and economic justice?

A bad decision will threaten our ability as Americans to unite to create good jobs in our communities and make our economy work again for everyone—at a time when wages remain stagnant and income inequality is at its highest point ever.

What are SEIU members doing to prepare in the event of a bad decision?

SEIU members are mobilizing workers who've already won contracts to build strong unions through intensive membership campaigns. This work is already well underway in the field, and since November almost 100,000 workers have already signed up to become members. At SEIU Local 521 – 1302 homecare workers have converted to members between the first Blitz beginning April 7th and Thursday May 8th.

We will work with states to ensure that home care providers continue to have a strong voice to make improvements such as livable wages and enough hours, so that home care consumers can get the care they need to live at home with dignity.

Whatever the Supreme Court rules, SEIU members will continue to stand together, more determined than ever to fight to end poverty wages and improve their jobs and the quality of care they provide.

When do we expect a decision from the Supreme Court on Harris v. Quinn?

The decision could come at any point between now and late June. We won't know until the morning of the decision.

What can I do to get involved?

You can help with our membership drive by contacting Robert Li, Region 6 Staff Director at 408-678-3300.



OUR UNION Is All in to Win

We join with all Unions to build power, to advance organizing and win strategic campaigns.

Here's what we commit to:

Making Change at WalMart Campaign

- Lend ___ member organizers to work on and receive organizing training, to Our WalMart's *Summer of Respect* campaign from 7/7-9/15. ___ LA area, ___ Bay Area, ___ Sacramento (no prior experience needed but committed and willing to work)
 Lend ___ Staff for 2 weeks from 8/18-9/1 for Back to School Actions
 Lend ___ Staff for 2 weeks from Nov 17-29th for Black Friday Actions

- Contribute Financially to support fired WalMart Strikers to become campaign organizers
 ___\$3,000: Sponsor 3 striker organizers for a month
 ___\$7,500: Sponsor 1 striker through the AFL-CIO Organizing Apprenticeship Training Program

- Mobilize our members for Support Actions:
 ___Our Walmart Statewide Back to School Actions: 8/30-9/1
 In these areas or stores _____

Silicon Valley Apple/Google Security Officers Campaign

Mobilize our members for Actions:

- June 2, Monday: Apple Developers Conference, San Francisco
- June 18, Wednesday: Apple Store Actions
- June 25th: Google Developers' Conference, SF
- July 17th, Thursday, Apple Store Actions
- July 21-25: Week of Actions, Apple Headquarters, Cupertino

Apple Store that we will do actions at _____ on the targeted dates

Central Valley Food Processing

- Help with future consumer actions at retail store of companies targeted by campaign
- Lend Bi-Lingual members & organizers for house call blitzes in Central Valley when needed

Name _____ Union _____

Cell Number _____ Email _____

Our Union's Coordinator/Director to follow-up with: _____

Please return to: Susan Sachen, ssachen@calaborfed.org, 510-663-4099(fax) (or add your union/CLC's contact info)

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SEIU Local 521 Officers' Motion

Motion Number: C

Date: May 20, 2014

Motion Title: Recommendation to the Officers for Reimbursement of Unauthorized COPE Deductions in Region 2

Recommended By: Luisa Blue, Chief Elected Officer; Matt Nathanson, Region 2 VP; Debbie Narvaez, Region 2 Director; Ming Lee, Finance Director.

Background: This motion as a recommendation to the Officers by the Budget and Finance Committee was on the Agenda for the Budget and Finance Committee Meeting on May 14th. Unfortunately, for the first 30 minutes of the meeting there was no quorum. Matt Nathanson was to present the motion which was scheduled for the beginning of the meeting because Matt had another meeting to attend. Since there was no quorum when Matt was available, the motion was not presented for a recommendation by the Budget & Finance Committee to the Officers. The Budget and Finance Committee was going to be asked to recommend Option 2 below for Officer approval.

Between 2011 and 2012 when Debbie Narvaez became the Region 2 Director, it was discovered that a 25 cent COPE deduction had been institutes prior to the 521 merger by an apparent agreement between John Velardita, the Local 817 Executive Director, and Esteban Codas, a representative for Monterey County. Our investigation into this situation has found that this deduction only affects some of the Monterey County members, and that, to the best of our knowledge, this deduction was not authorized by the members affected.

When the apparent unauthorized deduction was found, we asked the County to stop the deduction, but they refused since we were unable to product the agreement. Since then, we have asked our accounting department to hold these monies in a separate account and not send it to the International until further investigation and/or the agreement could be located.

Last month, we received a call from a member very upset about this deduction and we once again returned to the County to stop the deduction – this time, more forcefully. The deductions were stopped as of the payperiod in May 2014. Our accounting department has made a thorough accounting of possible monies owed and a recommendation from the Budget & Finance Committee to the Officers was requested in order to move forward to resolve this matter.

The Officers are asked to authorize one of the following options for affected member reimbursement:

1. To Reimburse only the member who contacted us in April 2014.

2. To Reimburse **ALL ACTIVE MEMBERS** (398) who have the 25 cent deduction automatically deducted (reduces labor costs with staffing) **going back 2 years only. Cost would be \$2,325.25 for the 398 members.**
3. To Reimburse **ALL 463 employees** who have/had the 25 cent deduction automatically deducted (reduces labor costs with staffing) **going back 2 years only. Cost would be \$2,537.75 for the 463 employees** (active – 398, deceased – 2, inactive – 52, out of unit – 1, retired – 3, terminated – 7 = 463).
4. To Reimburse **ALL ACTIVE MEMBERS (497)** who have the 25 cent deduction, IF they respond by a set time, **going back to 2008. Cost would be \$6,492.25 for the 497 members.**
5. To Reimburse **ALL 721 employees** who have/had the 25 cent deduction, IF they respond by a set time, **going back to 2008. Cost would be \$7,795.00 for the 721 employees** (active – 497, deceased – 5, inactive – 57, on leave – 1, out of unit – 58, resigned – 7, retired – 31, terminated – 65 = 721).

Our RECOMMENDATION (all above) is Option 2. A sample letter that would go out to the affect group is attached.

Motion: To authorize staff to implement Reimbursements to the appropriate affected members as outlined in Option 2 above.

Follow Up:

Moved by: _____ Second : _____

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

May 23, 2014

Dear Monterey County Worker and Retiree:

It has come to our attention that Monterey County may have miscalculated the dues withheld from your check. This error has been corrected and the correct rates are now being deducted

If you wish to see how this applies to you please contact this dedicated hotline at 408-678-3394 by Friday, June 20, 2014. Leave a message with your name and contact information and someone will get back to you shortly.

We apologize for any inconvenience this might have caused you.

Sincerely,

SEIU Local 521 Financial Department



**SERVICE EMPLOYEES
INTERNATIONAL UNION
CTW-CLC**

SAN JOSE H.Q.
2302 Zanker Road
San Jose, CA 95131

Phone: 408-678-3300
Fax: 408-954-1538

BAKERSFIELD
1001 17th Street
Bakersfield, CA 93301

Phone: 661-321-4160
Fax: 661-325-7814

FRESNO
5228 E. Pine Avenue
Fresno, CA 93727

Phone: 559-447-2560
Fax: 559-261-9308

HANFORD
101 N. Irwin St., Suite 205
Hanford, CA 93230

Phone: 559-587-1521
Fax: 559-587-1524

SALINAS
334 Monterey Street
Salinas, CA 93901

Phone: 831-784-2560
Fax: 831-757-1863

SAN CARLOS
981 Industrial Rd., Suite A
San Carlos, CA 94070

Phone: 650-801-3500
Fax: 650-595-1930

SANTA CRUZ
517B Mission Street
Santa Cruz, CA 95060

Phone: 831-824-9255
Fax: 831-459-0756

VISALIA
1811 W. Sunnyside Avenue
Visalia, CA 93277

Phone: 559-635-3720
Fax: 559-733-5006

www.seiu521.org



April 22, 2014

Patsy Girard
Auditor-Controller Office
168 W. Alisal Street
Salinas, CA 93901

RE: 25 cent COPE Deductions

Dear Ms. Girard,

It has come to our attention that there is a 25 cent deduction that is being deducted for certain number of employees in Monterey County that are and/or have been in the represented bargaining units with SEIU 521.

Our office has searched our records to find an authorization form by a member for the 25 cent COPE deduction and/or a side letter agreement that memorializes this agreement and/or deduction with the County. SEIU 521 is unable to find a record of such document authorizing this deduction. Furthermore, based on conversations with authorized representatives of the County of Monterey, the County is unable to produce such document memorializing an agreement made several years ago between the previous SEIU Regional Director John Vellardita and a County representative by the name of Esteban Coda.

Absent a document that authorized the County to deduct this 25 cents and forward the same to SEIU 521, we are requesting that the County of Monterey immediately cease and desist from further deductions in the amount of 25 cents, as documented in the attached spreadsheet, based on our internal audit. All other authorized COPE deductions shall remain in full force and effect until such time that our members request the deduction to cease, in accordance with the MOU. The 25 cent deduction is not authorized and all affected employees will be contacted by SEIU 521 individually to make the employees whole.

Should you have any questions, please contact me at (831)784-2561 or Debbie.narvaez@seiu521.org

Sincerely,

Deborah Narvaez
Regional Director
Monterey, San Benito and Santa Cruz Counties

cc: Brette Neal, HR Monterey County
Julie Filice, Monterey County Chapter President
Matt Nathanson, Regional Vice President SEIU 521
Luisa Blue, Chief Elected Officer SEIU 521
SEIU 521 Accounting Department
Jay Donato, Internal Organizer

DEVELOPMENT, IMPLEMENTATION AND EXPENDITURE OF THE 521 BUDGET POLICY AND PROCEDURES

Approved by Executive Board May 25, 2010 until January 2011 Executive Board
Changes made & Policy re-approved at June 28, 2011 Executive Board
Meeting

Development and approval of Annual or Biennial Budgets and Expenditures

1. General Funds

Budget Development and Expenditures

- A. There will be at least one Budget Development meeting of the Budget and Finance Committee to give input into the budget.
- B. All caucus/committee/industry budgets must be submitted to the Budget and Finance Committee prior to the first and/or only Budget Development meeting. This is usually the September Budget and Finance Committee meeting.
 - i. Budget Allocations:
 1. Where relevant, a minimum of 5% of a committee or industry budget shall be set aside for new growth.
 2. When relevant, committees/industries, staff, the Budget and Finance Committee, or leadership may choose to give more priority to particular caucuses/committees /industries, area, projects, etc., changing what the basic allocation of funds would typically be.
 3. Typically, individual committee/industry budgets shall be determined by the average active member participation in the previous 12 months of each section (caucuses/areas) of the total affected group/ line item.
 4. A dollar amount shall be assigned to each average active participating member
 - a. *This is an **example** of how budgets would be typically allocated:* The total budget for the SEJ Committee shall be determined by finding the average active member participation over the previous 12 month in all SEJ caucuses in all areas.
 - i. 5% would be set aside for new growth.
 - ii. 95% of the SEJ Committee Budget shall be allocated proportionally across the board to the various caucuses and areas within the caucuses based on their average active member participation in the previous 12 months.
 1. E.G. if the average active member participation for the SEJ

Committee over the previous 12 months is 400 members and the AFRAM Caucus in San Jose area has 25 average active member participation then the budget for the AFRAM San Jose Caucus would be 6.25%, (6.25% of 400 = 25), of the 95% of the total SEJ Committee budget.

- ii. The consequence of Caucus/Committee/Industry budgets not being presented on time to the Budget and Finance Committee for incorporation into the General Fund Budget: No expenditure of the caucus/ committee/industry allocation will be allowed until a budget is received and approved by the Budget and Finance Committee.
 - iii. Budget Details/Descriptions – There must be adequate descriptions of each line item/expense presented on the submitted budgets.
- C. In addition pre-approved general membership informational meetings may be scheduled for input.
 - D. All Personnel issues, including those involving budget issues, may be discussed by Officers in Executive Session before being presented publicly to the Executive Board or others affected.
 - E. Within the approved budgets, the CEO and her/his appointees spend and report monthly to the Executive Board and Officers the changes to the approved budgets – currently called Financial Documents #2 (general fund budget) and #3 (organizing budget).
 - F. Recommendations to transfer money from any savings account to the General Fund **for cash flow** must be approved by the majority of the Executive Board members voting at a special or regular meeting or if necessary, in an emergency, by an email poll.

Special Funds – Development and Expenditures -

From time to time items not anticipated in the approved Budget are needed. Recommendations **for projects or programs** from General Fund line items or Savings Accounts (Strike, Strike Prep, Legal Defense, Contingency, etc.) may be made by management staff, Committees, Caucuses, Industry Councils, Regional groups, or Chapters. Decisions by the Officers will be reported to the Executive Board within the month. Where no emergency exists, notice of such requests will be made to Officers and Executive Board members at least one week prior to the Officers' vote.

- A. Committee, Caucuses, and Industries
 - i. Committees, Caucuses, or Industries may provide input into development of those sections. Some groups are required to present their budget before they are approved as a caucus or committee.

- B. Capitol Expenses
- i. As part of the budget process, plans to purchase buildings or enter into long term building leases or plans for construction or retrofitting will be discussed at an announced meeting and incorporated into the Budget and Finance deliberations. The results of these deliberations will be part of the budget line items or separately earmarked expenditures from specific savings accounts. As long as the Executive Board approves these in advance, staff may implement reasonable costs toward eventual purchase or lease without further Board vote. All such expenditures will be reported to the Officers each month. Final approval of building or property purchases must be authorized by the Executive Board.
- C. Technology
- i. A “Technology” Committee of the Executive Board will submit a one year technology/office equipment plan (including computer hardware, software, networks, phones, video, printers, copiers, faxes, etc.) with priorities. This plan including estimated budget expenses must be submitted to the Budget and Finance Committee prior to the first and/or only Budget Development meeting. This is usually the September Budget and Finance Committee meeting. Once the plan is approved by the Executive Board the purchases may be implemented by staff following the directions of the approved plan using the appropriate line item or savings account as indicated on the plan. The Officers will be notified, in advance, should additional/replacement equipment need to be purchased or there is a rate increase on any existing equipment rental.
 - ii. Technology property for Caucuses/Chapters/Committees/Councils:
 1. Any technology property purchased belongs to SEIU Local 521 and is subject to audit, return, and support as necessary;
 - a. Periodic audits shall be required by the Information Technology Department. Any unauthorized “data” of any type (including but not limited to software etc.) shall be removed from the technology property.
 2. No technology property shall be issued unless it is previously budgeted by the Caucuses/Committees/Councils. Chapters, providing they have sufficient Chapter funds, may authorize purchase of technology property with a valid, approved motion at a valid meeting with an appropriate number of members present;
 - a. All technology property shall be purchase by the SEIU Local 521 Information Technology

Department. Any technology property purchased in any other way shall not be subject to reimbursement from any Local 521 funds.

- i. For any purchases under \$250, Caucuses/Committees/Councils/Chapters will work with administrative staff responsible for purchasing.
 - ii. All Caucus/Committee/Council/Chapter funds are SEIU Local 521 funds.
3. Technology property must be returned immediately to the Caucus/Committee/Chapter/Council at the end of the current term to be reissued to the appropriately elected successor. Additionally:
 - a. When a technology property holder is no longer eligible to perform his/her position for the Caucus/Committee/Chapter/Council the technology property shall be returned immediately to the Caucus/Committee/Chapter/Council for reissuance.
 - b. A binding use contract shall be signed between SEIU Local 521 and a member being issued any technology property prior to any technology property being issued.
 - c. If the property is not returned, the technology property holder shall be billed for the non-returned property.

D. Good and Welfare Committee

- i. Shall function under their Bylaws and rules.

2. Political Budget and Funds Including COPE PACs

Political moneys including Independent Expenditures (IE), Issues, Candidate PACs and political specified staffing, research or materials shall be approved and recommended by appropriate COPE Committees established. The Executive Board will approve a plan submitted by the Localwide COPE Chair with input from the Local's COPE Committees and the Political Director. The Executive Board shall approve this plan and then within that plan the appropriate COPE Committees will be authorized to make expenditures. Special care must be made to supply supporting documentation to the Localwide COPE Chair and the CEO for signatures in order to comply with Federal, State, and Local laws. Moneys remaining in PACE accounts will continue to be approved through their own bylaws process and be approved by the Officers of the Local.

[As of May 2014 and until a plan is approved, the Officers will continue to approve these signatures and report to the Executive Board.]

3. Organizing Budget

- A. The annual or biennial Organizing Budget will be recommended by the Organizing Committee and approved by the Executive Board. Within the approved budget, the CEO and her/his appointees spend and report monthly to the Executive Board and Officers.
- B. Reporting for the Organizing Budget shall be the same as reporting for the General Fund.
- C. Authorizing expenditures from the Organizing savings account must be recommended by the Organizing Committee or an Officer and must comply with all Local Union and International rules regarding proper uses of Organizing money. Organizing expenditures from the Organizing Savings Account above \$5,000 must be approved by the Officers and reported to the Executive Board.

4. **Approval** of the Budget and Program Budgets will be by the Executive Board at a scheduled meeting.

Monitoring of the Budget and Financial Situation

1. The Union will provide timely monthly copies of year to date expenditures/income and savings for the General Fund, the Organizing Fund and others which may be developed.
2. There will be a written explanation of any line item or Category which is more than ten percent over budgeted amount.
3. Written reports of Trustees will be made available to the Executive Board.
4. Meetings will be scheduled to ask questions regarding the Auditor's annual report and management letter.

Information Available to Members

1. All reports or audits will be available to members at each local office upon request.
2. Budget and Finance Committee meeting documents and reports that are approved by the Executive Board will be posted on the 521 website.
3. All members are invited to any input meetings listed in this policy (except Personnel Issues and Litigation Issues). The Local Union will post the times and dates on the website.

PROCEDURES:

1. All committees/caucuses/councils (with the exception of the Good & Welfare Committee) will forward their budgets to the Budget & Finance Committee for review no later than the 3rd month of the 3rd quarter of each year prior to the monthly Budget and Finance Meeting. The Budget & Finance Committee will then be required to review all budgets prior to submitting this information at the Executive Board (as a part of the overall general fund budget) for review and approve prior to the end of the calendar year.
2. All caucuses that fall under the purview of the Social & Economic Justice Committee will submit their respective budgets to the SEJ Chairperson for review and approval by the committee no later than the 3rd month of the 2nd quarter of each year.
3. If a committee/caucus/council requests additional funds outside of what has been approved, this request, along with the committee's/caucus'/council's written motions signed by the committee/caucus/council officers, must come before the Budget & Finance Committee, who will review and make a recommendation for approval/denial to the Executive Board. Procedural steps below also apply. If there is an appeared or actual conflict the more strict interpretation is to be used.
4. Money allocated to any committee/caucus/council/industry budget is from the SEIU Local 521 General Fund Budget and is ultimately dues money collected from members and service fee payers. As such all expenditures must be continually evaluated and reevaluated to determine if they continue to meet the Mission and Purpose of the committee/caucus/council/industry as related to the general Mission and Purpose of the Local.
5. Budgeted moneys are to be reevaluated for relevance just prior to commitment to an event/etc. or expenditure.
6. Any unbudgeted expense over \$1,500 must be reviewed and approved by the Budget and Finance Committee prior to commitment and/or purchase.
7. All requests for reimbursement/payment must contain two authorizing leadership signatures or committee minutes approving purchase or reimbursement.
 - a. The original receipts of purchase (no copies) must be attached to the reimbursement request
 - b. In the case of meeting minutes, the signature page listing attending members with their own signature must be attached to the request packet.
 - c. All reimbursement requests must be submitted within a reasonable amount of time, i.e. 1 – 3 months from point of expenditure – EXCEPTION end of year reimbursement requests which must be submitted by December 15th.
 - d. Any expenditure over the 3 month timeframe must be reviewed and signed off by CEO (this shall apply to both members and employees)

8. All committees/caucuses/chapters/councils must make all purchases and submit all receipts for all encumbered money by December 15th of the current year so that the Finance Department may close out the books by the end of the current year. Any **BUDGETED** money not used or encumbered by December 15th of the current year will be rolled back into the General Fund.
9. Any unbudgeted expenses must be authorized before December 15th of the current year. Budget balances remaining unspent may not be “spent down” for unbudgeted items.
10. Gift cards for member gifts may not be purchased in amounts greater than \$25 – with no one person receiving more than one gift card per year. Any gifts over \$25 in a single year to any one person must be reported to the IRS as income.

All changes/reviews by the Budget & Finance Committee are being put into place strictly to monitor the overall General Fund Budget end balance. In no means is it designed to restrict membership participation/activity – but to make sure that all adhere to the approved budget.

DRAFT - May 2018

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DEVELOPMENT, IMPLEMENTATION AND EXPENDITURE OF THE 521 BUDGET POLICY AND PROCEDURES

Approved by Executive Board May 25, 2010 until January 2011 Executive Board Changes made & Policy re-approved at June 28, 2011 Executive Board Meeting

Development and approval of ~~the~~ Annual or Biennial Budgets and Expenditures

1. General Funds

Budget Development and Expenditures

A. There will be at least one Budget Development meeting of the Budget and Finance Committee to give input into the budget.

B. All caucus/committee/industry budgets must be submitted to the Budget and Finance Committee prior to the first and/or only Budget Development meeting. This is usually the September Budget and Finance Committee meeting.

i. Budget Allocations:

1. Where relevant, a minimum of 5% of a committee or industry budget shall be set aside for new growth.

2. When relevant, committees/industries, staff, the Budget and Finance Committee, or leadership may choose to give more priority to particular caucuses/committees/industries, area, projects, etc., changing what the basic allocation of funds would typically be.

3. Typically, individual committee/industry budgets shall be determined by the average active member participation in the previous 12 months of each section (caucuses/areas) of the total affected group/ line item.

4. A dollar amount shall be assigned to each average active participating member

a. *This is an example of how budgets would be typically allocated:* The total budget for the SEJ Committee shall be determined by finding the average active member participation over the previous 12 month in all SEJ caucuses in all areas.

i. 5% would be set aside for new growth.

ii. 95% of the SEJ Committee Budget shall be allocated proportionally across the board to the various caucuses and areas within the caucuses based on their average active member participation in the previous 12 months.

1. E.G. if the average active member participation for the SEJ

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Committee over the previous 12 months is 400 members and the AFRAM Caucus in San Jose area has 25 average active member participation then the budget for the AFRAM San Jose Caucus would be 6.25%, (6.25% of 400 = 25), of the 95% of the total SEJ Committee budget.

ii. The consequence of Caucus/Committee/Industry budgets not being presented on time to the Budget and Finance Committee for incorporation into the General Fund Budget. No expenditure of the caucus/ committee/industry allocation will be allowed until a budget is received and approved by the Budget and Finance Committee.

A-iii. Budget Details/Descriptions – There must be adequate descriptions of each line item/expense presented on the submitted budgets.

B-C. In addition pre-approved general membership informational meetings may be scheduled for input.

C-D. All Personnel issues, including those involving budget issues, may be discussed by Officers in Executive Session before being presented publicly to the Executive Board or others affected.

D-E. Within the approved budgets, the CEO and her/his appointees spend and report monthly to the Executive Board and Officers the changes to the approved budgets – currently called Financial Documents #2 (general fund budget) and #3 (organizing budget).

F. Recommendations to transfer money from any savings account to the General Fund **for cash flow** must be approved by the majority of the Executive Board members voting at a special or regular meeting or if necessary, in an emergency, by an email poll.

E.—

Special Funds – Development and Expenditures -

From time to time items not anticipated in the approved Budget are needed. Recommendations **for projects or programs** from General Fund line items or Savings Accounts (Strike, Strike Prep, Legal Defense, Contingency, etc.) may be made by management staff, Committees, Caucuses, Industry Councils, Regional groups, or Chapters. Decisions by the Officers will be reported to the Executive Board within the month. Where no emergency exists, notice of such requests will be made to Officers and Executive Board members at least one week prior to the Officers' vote.

A. Committee, Caucuses, and Industries

i. Committees, Caucuses, or Industries may provide input into development of those sections. Some groups are required to

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present their budget before they are approved as a caucus or committee.

B. Capitol Expenses

- i. As part of the budget process, plans to purchase buildings or enter into long term building leases or plans for construction or retrofitting will be discussed at an announced meeting and incorporated into the Budget and Finance deliberations. The results of these deliberations will be part of the budget line items or separately earmarked expenditures from specific savings accounts. As long as the Executive Board approves these in advance, staff may implement reasonable costs toward eventual purchase or lease without further Board vote. All such expenditures will be reported to the Officers each month. Final approval of building or property purchases must be authorized by the Executive Board.

C. Technology

i. A "Technology" Committee of the Executive Board will submit a ~~three-one~~ year technology/office equipment plan (including computer hardware, software, networks, phones, video, printers, copiers, faxes, etc.) with priorities. This plan including estimated budget expenses must be submitted to the Budget and Finance Committee prior to the first and/or only Budget Development meeting. This is usually the September Budget and Finance Committee meeting. Once the plan is approved by the Executive Board the purchases may be implemented by staff following the directions of the approved plan using the appropriate line item or savings account as indicated on the plan. The ~~Board Officers~~ will be notified, in advance, should additional/replacement equipment need to be purchased or there is a rate increase on any existing equipment rental.

ii. Technology property for Caucuses/Chapters/Committees/Councils:

1. Any technology property purchased belongs to SEIU Local 521 and is subject to audit, return, and support as necessary;

a. Periodic audits shall be required by the Information Technology Department. Any unauthorized "data" of any type (including but not limited to software etc.) shall be removed from the technology property.

2. No technology property shall be issued unless it is previously budgeted by the Caucuses/Committees/Councils. Chapters, providing they have sufficient Chapter funds, may authorize purchase of technology property with a valid, approved motion at a valid meeting with an appropriate number of members present;

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a. All technology property shall be purchase by the SEIU Local 521 Information Technology Department. Any technology property purchased in any other way shall not be subject to reimbursement from any Local 521 funds.

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i. For any purchases under \$250, Caucuses/Committees/Councils/Chapters will work with administrative staff responsible for purchasing.

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ii. All Caucus/Committee/Council/Chapter funds are SEIU Local 521 funds.

3. Technology property must be returned immediately to the Caucus/ Committee/Chapter/Council at the end of the current term to be reissued to the appropriately elected successor. Additionally:

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a. When a technology property holder is no longer eligible to perform their/his/her position for the Caucus/Committee/Chapter/Council the technology property shall be returned immediately to the Caucus/Committee/Chapter/Council for reissuance.

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~~a.b. There will be a binding use contract shall be signed between SEIU Local 521 and a member being issued any technology property prior to any member being issues any technology property being issued.~~

c. If the property is not returned, the technology property holder shall be billed for the non-returned property.

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~~There will be a binding contract signed prior to any member being issues any technology property.~~

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D. Good and Welfare Committee

i. Shall function under their Bylaws and rules.

2. Political Budget and Funds Including COPE PACs

Political moneys including Independent Expenditures (IE), Issues, Candidate PACs and political specified staffing, research or materials shall be approved and recommended by appropriate COPE Committees established. The Executive Board will approve a plan submitted by the Localwide COPE Chair with input from the Local's COPE Committees and the Political Director. The Executive Board shall approve this plan and then within that plan the appropriate COPE Committees will be authorized to make expenditures. Special care must be made to supply supporting documentation to the Localwide COPE Chair and the CEO for signatures in order to comply with Federal, State, and Local laws.

Moneys remaining in PACE accounts will continue to be approved through their own bylaws process and be approved by the Officers of the Local.

~~[In the mean time~~As of May 2014 and until a plan is approved, the Officers will continue to approve these signatures and report to the Executive Board.]

3. Organizing Budget

- A. The annual or biennial Organizing Budget will be recommended by the Organizing Committee and approved by the Executive Board. Within the approved budget, the CEO and her/his appointees spend and report monthly to the Executive Board and Officers.
- B. Reporting for the Organizing Budget shall be the same as reporting for the General Fund.
- C. Authorizing expenditures from the Organizing savings account must be recommended by the Organizing Committee or an Officer and must comply with all Local Union and International rules regarding proper uses of Organizing money. Organizing expenditures from the Organizing Savings Account above \$5,000 must be approved by the Officers and reported to the Executive Board.

4. **Approval** of the Budget and Program Budgets will be by the Executive Board at a scheduled meeting.

Monitoring of the Budget and Financial Situation

1. The Union will provide timely monthly copies of year to date expenditures/income and savings for the General Fund, the Organizing Fund and others which may be developed.
2. There will be a written explanation of any line item or Category which is more than ten percent over budgeted amount.
3. Written reports of Trustees will be made available to the Executive Board.
4. Meetings will be scheduled to ask questions regarding the Auditor's annual report and management letter.

Information Available to Members

1. All reports or audits will be available to members at each local office upon request.
2. Budget and Finance Committee meeting documents and reports that are approved by the Executive Board will be posted on the 521 website.

- All members are invited to any input meetings listed in this policy (except Personnel Issues and Litigation Issues). The Local Union will post the times and dates on the website.

*-for the second portion of 2010 the Development and Implementation of the 521 Budget as stated above will be used as possible

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PROCEDURES:

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- ~~It is recommended that (with the exception of the Good & Welfare Committee) that a~~All committees/caucuses/councils (with the exception of the Good & Welfare Committee) will forward their budgets to the Budget & Finance Committee for review no later than the 3rd 4st 2nd month of the 4th 3rd quarter of each year prior to the monthly Budget and Finance Meeting. The Budget & Finance Committee will then be required to review all budgets prior to submitting this information at the next Executive Board (as a part of the overall general fund budget) for review and approve prior to the end of the calendar year.
- ~~It is recommended that a~~All caucuses that fall under the purview of the Social & Economic Justice Committee will submit their respective budgets to the SEJ Chairperson for review and approval by the committee no later than the 2nd 3rd month of the 3rd 2nd quarter of each year.
- ~~Once the Executive Board approves the budget for the new year, each committee/caucus/council will be authorized to spend within its allotted budget according to its line items or as it sees fit, to modify or adjust within the general plan of activities. If each committee/caucus/council maintains its general plan of activities, it may modify or redistribute money without a further Executive Board vote. However, if~~ a committee/caucus/council requests additional funds outside of what has been approved, this request, along with the committee's/caucus'/council's written motions signed by the committee/caucus/council officers, must come before the Budget & Finance Committee, who will review and make a recommendation for approval/denial to the Executive Board. Procedural steps below also apply.

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If there is an appeared or actual conflict the more strict interpretation is to be used.

It is recommended that the following procedural steps be followed by committees/caucuses/chapters/councils

4. Money allocated to any committee/caucus/council/industry budget is from the SEIU Local 521 General Fund Budget and is ultimately dues money collected from members and service fee payers. As such all expenditures must be continually evaluated and reevaluated to determine if they continue to meet the Mission and Purpose of the committee/caucus/council/industry as related to the general Mission and Purpose of the Local.
5. Budgeted moneys are to be reevaluated for relevance just prior to commitment to an event/etc. or expenditure.
6. Any single unbudgeted expense over \$1,500 must be reviewed and approved by the Budget and Finance Committee prior to commitment and/or purchasing whether budgeted or not.
- 4-7. All requests for reimbursement/payment must contain two authorizing leadership signatures (if for an individual purchase or reimbursement) or committee minutes approving purchase or reimbursement approval.
 - 2-a. The original receipts of purchase (no copies) are to must be attached to the reimbursement request
 - 3-b. And (if in the case of meetings minutes), the signature page listing attending members with their own signature must be attached to the request packet.
 - 4-c. All reimbursement requests are must be submitted within a reasonable amount of time, i.e. 1 – 3 months from point of expenditure – EXCEPTION end of year reimbursement requests which must be submitted by December 15th.
 - 5-d. Any expenditure over the 3 month timeframe must be reviewed and signed off by CEO (this should shall apply to both members and employees)
8. All committees/caucuses/chapters/councils must make all purchases and make sure to submit all receipts for all encumbered money by the December 15th of January for the prior current year's expenditures so that the Finance Department may close out the books by the end of the current year. Any budgeted BUDGETED money not used or encumbered by December 15th of the current year will be rolled back into the General Fund. NOTE: The 3 month time frame does not apply in this instance as the Finance Department will be closing out the books for the previous year.
9. Any unbudgeted expenses must be authorized before December 15th of the current year. Budget balances remaining unspent may not be "spent down" for unbudgeted items.
- 6-10. Gift cards for member gifts may not be purchased in amounts greater than \$25 – with no one person receiving more than one gift card per year. Any gifts over \$25 in a single year to any one person must be reported to the IRS as income.

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All changes/reviews by the Budget & Finance Committee are being put into place strictly to monitor the overall General Fund Budget end balance. In no means is it designed to restrict membership participation/activity – but to make sure that all adhere to the approved budget.

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DRAFT - May 2014

SEIU LOCAL 521 POLICY – GUIDELINES FOR MEMBER/VENDOR REIMBURSEMENTS

This policy will address Caucus/Committee/Chapter/Industry member and vendor reimbursements for all SEIU Local 521 Caucus/Committee/Chapter/Industry expenses.

1. MEETINGS:

- a. Use **Authorization to Issue Caucus/Committee/Chapter/Industry Funds** form to submit all requests for payment.
- b. Form can be used to pay individual members, food vendors and American Express charges.
- c. Per IRS compliance, all individuals and companies receiving payment are required to submit a W-9 to SEIU Local 521 before payment can be made.
- d. All documentation including ORIGINAL, ITEMIZED receipts, invoices, minutes showing motions and sign-in sheets must be attached to form.
- e. Flyer, announcement or leaflet must be attached for additional back-up.
- f. Signed approvals from the appropriate Caucus/Committee/Chapter/Industry Leadership (e.g. Caucus Chapter Chairs and Local wide Chair of SEJ Caucuses) must be completed.
- g. Meeting minutes showing the **motion** to approve expenses that are not pre-budgeted/pre-scheduled must be attached to form.

2. TRAVEL EXPENSES:

- a. All travel arrangements will be coordinated by SEIU 521 Travel Coordinator. Rates will be compared and booked at the lowest available fare.
- b. If any Caucus member wants a specific accommodation that is more expensive, that member is responsible for paying the difference in price.
- c. If overnight stay is required, accommodations will be made at facilities where SEIU Local 521 has established a corporate account.
- d. All travel must be pre-approved by the appropriate Caucus/Committee/Chapter/Industry Leadership (e.g. Caucus Chapter Chair and Local wide Chair of SEJ Caucus or Chapter Chair).

3. MILEAGE:

- a. Mileage must be pre-approved by the appropriate Caucus/Committee/Chapter/Industry Leadership (e.g. Caucus Chapter Chair).
- b. Standard SEIU Local 521 **Mileage Reimbursement Form** can be used to document miles.

- c. All appropriate forms and documentation must be submitted together with appropriate signatures in order to authorize payment from the appropriate Caucus/Committee/Chapter/Industry Funds.

4. CONFERENCE REGISTRATION:

- a. Request to pre-register must be submitted at minimum four weeks prior to early registration deadline.
- b. Authorization form must have approval signatures.
- c. Registration forms, programs, brochures must be attached for additional back up.
- d. Remittance information must be clearly defined on the **Authorization to Issue Caucus/Committee/Chapter/Industry Funds** form.

5. TECHNOLOGY PROPERTY:

- a. Refer to SEIU Local **Development, Implementation and Expenditure of the 521 Budget Policy and Procedures**.

6. DONATIONS:

- a. Requests for donations must be submitted on the **Authorization to Issue Caucus/Committee/Chapter/Industry Funds** form.
- b. Pre-budgeted donations must be approved by the appropriate Caucus/Committee/Chapter/Industry Leadership (e.g. Caucus Chapter Chair and Local wide Chair).
- c. New donation request require a copy of minutes and motion approving dollar amount attached to the **Authorization to Issue Caucus/Committee/Chapter/Industry Funds** form along with approval signatures.
- d. Any recommendations for Good & Welfare Funds must be submitted to the Good and Welfare Committee (Article XIV of SEIU Local 521 Bylaws). Good and Welfare Donations for individual hardship must be handled through the Good and Welfare Committee.

7. SUPPLIES:

- a. Supplies purchased out of pocket or using SEIU Local 521 corporate accounts must be pre-approved by the appropriate Caucus/Committee/Chapter/Industry Leadership (e.g. Caucus Chapter Chair with final approval by Local wide Chair). Original legible receipts and/or invoices must be attached. IRS required W-9 must be on file.

8. SUBMITTAL PROCESS:

- a. All requests are to be submitted to the appropriate Administrative Assistant for payment.

- b. Administrative staff will put the documentation together and submit the completed request to Accounts Payable in the San Jose office.
- c. Expenses must be received by Finance at least 48 hours prior to the 15th or 30th of each month to be processed in the respective check run cycle. All payments are mailed out on the 15th and 30th of each month.
- d. Finance Department Accounts Payable needs a minimum of one week to turn around a payment. Incomplete requests cannot be processed for payment.
- e. All policy and procedures above apply to American Express related charges on behalf of Caucuses/Committees/Chapters/Industries.

SEIU LOCAL 521
SEJ / CAUCUS BUDGET PROCESS CALENDAR

First Quarter: January - March

Second Quarter: April-June

- Budget process begins at regular meeting with notification to Caucus Chairs to begin putting together two year plans and annual budgets
- Notification made of the July 31st deadline to submit plans and annual budgets to the SEJ Chair.

Third Quarter: July - September

- Deadline to submit two year plan and annual Caucus budgets to the SEJ Chair is July 31st
- Any Caucus needing assistance and/or training shall notify the Localwide SEJ Chair in order to meet the deadline
- The Localwide SEJ Chair will confirm total anticipated funds for each Caucus and area
- Special meeting of SEJ will be held to discuss and approve the master budget for SEJ and Caucuses in August
- Upon recommendation of SEJ Membership, Committee can accept, decline or send back to SEJ Committee and/or Caucuses to clarify and discuss
- Final SEJ Committee and Caucus budgets sent to Executive Board Budget & Finance Committee prior to its September meeting

Fourth Quarter: October - December

- Budget & Finance Committee evaluates the SEJ Committee and Caucus budgets during its general fund budget process
- Budget & Finance Committee forwards to general fund budget to the Executive Board for approval at its December meeting
- By December 15th each calendar year, all purchases must be made and documentation turned into the Finance Department to close books by December 31st.

SEIU LOCAL 521
POLICY — GUIDELINES FOR MEMBER/VENDOR
REIMBURSEMENTS

This policy will address ~~SEJ~~ Caucus/Committee/Chapter/Industry member and vendor reimbursements for all SEIU Local 521 ~~SEJ~~ Caucus/Committee/Chapter/Industry expenses.

1. MEETINGS:

- a. Use **Authorization to Issue ~~SEJ~~ Caucus/Committee/Chapter/Industry Funds** form to submit all requests for payment.
- b. Form can be used to pay individual members, food vendors and American Express charges.
- c. Per IRS compliance, all individuals and companies receiving payment are required to submit a W-9 to SEIU Local 521 before payment can be made.
- d. All documentation including Original-ORIGINAL, itemized-ITEMIZED receipts, invoices, minutes showing motions and sign-in sheets must be attached to form.
- e. Flyer, announcement or leaflet must be attached for additional back-up.
- f. Signed approvals from the appropriate Caucus/Committee/Chapter/Industry Leadership (e.g. Caucus Chapter Chairs and Local wide Chair of SEJ Caucuses) must be completed.
- g. Meeting minutes showing the **motion** to approve expenses that are not pre-budgeted/pre-scheduled must be attached to form.

2. TRAVEL EXPENSES:

- a. All travel arrangements will be coordinated by SEIU 521 Travel Coordinator. Rates will be compared and booked at the lowest available fare.
- b. If any Caucus member wants a specific accommodation that is more expensive, that member is responsible for paying the difference in price.
- c. If overnight stay is required, accommodations will be made at facilities ~~that where~~ SEIU Local 521 has established a corporate account.
- d. All travel must be pre-approved by the appropriate Caucus/Committee/Chapter/Industry Leadership (e.g. Caucus Chapter Chair and Local wide Chair of SEJ Caucus or Chapter Chair).

3. MILEAGE:

- a. Mileage must be pre-approved by the appropriate Caucus/Committee/Chapter/Industry Leadership (e.g. Caucus Chapter Chair).
- b. Standard SEIU Local 521 **Mileage Reimbursement Form** can be used to document miles.

- c. ~~Form must be attached to Authorization to Issue SEJ Caucus Funds with approval signatures. All appropriate forms and documentation must be submitted together with appropriate signatures in order to authorize payment from the appropriate Caucus/Committee/Chapter/Industry Funds.~~

4. CONFERENCE REGISTRATION:

- a. Request to pre-register must be submitted at minimum four weeks prior to early registration deadline.
- b. Authorization form must have approval signatures.
- c. Registration forms, programs, brochures must be attached for additional back up.
- d. Remittance information must be clearly defined on the Authorization to Issue Caucus/Committee/Chapter/Industry Funds form~~Authorization to Issue SEJ Caucus Funds form.~~

5. TECHNOLOGY PROPERTY:

- a. Refer to SEIU Local ~~521 Implementation/Expenditure of 521 Budget/Procedures for policy~~Development, Implementation and Expenditure of the 521 Budget Policy and Procedures.

6. DONATIONS:

- a. Requests for donations ~~to must~~ be submitted on the Authorization to Issue Caucus/Committee/Chapter/Industry Funds form~~Authorization to Issue SEJ Caucus Funds form.~~
- b. Pre-budgeted donations must be approved by the appropriate Caucus/Committee/Chapter/Industry Leadership (e.g., -Caucus Chapter Chair and Local wide Chair).
- c. New donation request require a copy of minutes and motion approving dollar amount attached to the Authorization to Issue Caucus/Committee/Chapter/Industry Funds~~Authorization to Issue form- along form along~~ with approval signatures.
- d. ~~All donations regarding~~Any recommendations for Good & Welfare Funds will must be submitted to the G&W Good and Welfare Committee (Article XIV of SEIU Local 521 Bylaws). Good and Welfare Donations for individual hardship must be handled through the Good and Welfare Committee.

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7. SUPPLIES:

- a. Supplies purchased out of pocket or using SEIU Local 521 corporate accounts must be pre-approved by the appropriate Caucus/Committee/Chapter/Industry

Leadership (e.g. –Caucus Chapter Chair and-with final approval by Local wide Chair). Original legible receipts and/or invoices must be attached. IRS required W-9 must be on file.

8. SUBMITTAL PROCESS:

- a. All requests are to be submitted to the appropriate Administrative Assistant ~~in the San Jose or Fresno office~~ for payment.
- b. ~~Our a~~Administrative staff will put the documentation together and submit the completed ~~the~~ request to Accounts Payable ~~(in the San Jose office)~~.
- c. Expenses must be received by Finance at least 48 hours prior to the 15th or 30th of each month to be processed in the respective check run cycle. All payments are mailed out on the 15th and 30th of each month.
- d. Finance Department Accounts Payable needs a minimum of one week to turn ~~over-around~~ a payment. Incomplete requests ~~will can~~ not be processed for payment.
- e. All policy and procedures above apply to American Express related charges on behalf of ~~SEJ-Caucuses~~Caucuses/Committees/Chapters/Industries.-

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SEIU LOCAL 521
SEJ / CAUCUS BUDGET PROCESS CALENDAR

First Quarter: January - March

Second Quarter: April-June

- Budget process begins at regular meeting with notification to Caucus Chairs to begin putting together two year plans and annual budgets
- Notification made of the ~~July - June~~ July 31st deadline to submit plans and annual budgets to the SEJ Chair.

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Third Quarter: July - September

- Deadline to submit two year plan and annual Caucus budgets to the SEJ Chair is July 31st
- Any Caucus needing assistance and/or training shall notify the Localwide SEJ ~~chairperson~~ Chair in order to meet the deadline
- The Localwide SEJ ~~chairperson~~ Chair will confirm total anticipated funds for each Caucus and area
- Special meeting of SEJ will be held to discuss and approve the master budget for SEJ and Caucuses in August
- ~~Deadline to submit two year plan and budget at August regular meeting~~
- Upon recommendation of SEJ Membership, Committee can accept, decline or send back to SEJ Committee and/or Caucuses to clarify and discuss
- Final SEJ Committee and Caucus budgets sent in October to Executive Board Budget & Finance Committee prior to its September meeting

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Fourth Quarter: October - December

- ~~Special meeting of SEJ will be held to discuss and approve the master budget for SEJ and Caucuses~~
- ~~Final budget sent in October to Executive Board Budget & Finance Committee~~

- Budget & Finance Committee evaluates the SEJ Committee and Caucus budgets during its general fund budget process
- Budget & Finance Committee forwards to general fund budget to the Executive all-Board for approval at its December meetingmeeting
- ~~Executive Board will approve budgets at year-end December meeting~~
- By ~~January~~ December 15th each calendar year, all purchases must be made and documentation turned in-to the Finance Department to close books by December 31st ~~each calendar year.~~

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MEMBER REIMBURSEMENT POLICY

Adopted by Executive Board June 28, 2011:

This policy will address member reimbursements for various Local 521 meetings and events.
Submitted to the Local 521 Executive Board June 28, 2011

1. All travel & expenses must be pre-approved prior to travel, meeting or event date by Local 521 Chief of Staff and coordinated through the Travel Desk of Local 521.
2. Any meeting/event where teleconferencing or video conferencing is available mileage and other expenses will not be paid (unless specifically preapproved).
3. All receipts must be submitted by members within 90 days of occurrence or by January 15th of the following year whichever is the lesser amount of time.
4. Travel Guidelines for Member Conferences or other Union Meetings.
In an effort to keep costs at a minimum and still provide ways for local and International members to meet together and conduct union business certain rules must be established.
 - a. Since the Local is responsible for all logistics it must know who and how many will be attending the various meetings/events. Therefore, preauthorization is required for all travel expenses when reimbursement of costs is expected.
 - b. To keep Travel arrangements consistent. All types of travel will be a function of the SEIU Local 521 Travel Desk.
 - c. To contain costs, often assigned carpools will be established and members/delegates asked to travel in a particular vehicle.
 - d. **Mileage:** Mileage will only be paid when it is fewer than 100 miles for the total round trip. Otherwise travel will be reimbursed at the cost of a car rental.
 - e. **Car Rentals:** For round trip travel over 100 miles, car rentals will be provided when a member is required by either position or by invitation to attend a union meeting/event.
 - i. A full tank of gas has been pre-purchased by the Local. Member will return the car on empty.
 - ii. If the trip requires more than one tank of gas, member will be reimbursed for the gas purchase. Original receipts are required.
 - f. **Carpooling:** Where several members are attending the same meeting from the same general area, carpools will be established by the Local, drivers authorized, and members assigned to ride in these carpools. A rental vehicle will be provided for these carpools (see item e).
 - i. In some cases members are authorized to drive their personal vehicle as a carpool, in that case the driver will be reimbursed up to the cost of a car rental. This must be authorized and approved in advance by the Travel Desk Coordinator otherwise there will be no reimbursed of any expenses.

- ii. Members who choose to drive their own vehicle without prior authorization will not be reimbursed.
5. **Air or Rail Travel:** All reservations must be made through the Local 521 Travel Desk. We will compare rates and book the lowest available fare. If a member wants a specific itinerary that is more expensive, the member is responsible for paying the difference in price. The Local will pay for one non-carry-on piece of luggage.
6. **Lodging:** If an overnight stay is required, Local 521 will provide housing at established properties where Local 521 has an account. All reservations must be made through the Local 521 Travel Desk. Local 521 will pay for room & tax and parking if applicable. Members must present their own credit card for incidentals: including but not limited to videos, room service, food and drink provided for purchase by the lodging, telephone calls, etc. Local 521 will pay for double occupancy only. If you request or require a single room you will be responsible for half of the double occupancy rate. Payment of the room must be received by Local 521 prior to check in date.
7. **Reimbursement for food:** When a member is required to travel for Local 521 and meals are included at the meeting, Local 521 will not reimburse for food. If meals are not provided then Local 521 will reimburse for meals with receipts not to exceed \$25.00 per day.
8. **Traveling with family/friend/others:**
 - a. If you want to bring your family or friend on a union trip with you, prior approval from or Director or Chief of Staff is required. This should not be a problem unless there are rules about attendance at the meeting/event. It is also important for logistical purposes.
 - b. You are responsible for booking travel for your family or friend and paying for all charges.
 - c. If you choose to stay with family or friends at any alternate location, Local 521 will not reimburse you for the cost or savings of the hotel charge.
 - d. Members should never incur charges to the local credit card. The member should make their own payment if the local has not already paid, then if appropriate request pre-approved reimbursement later.
9. **Lost Wages:** The Local does not pay lost wages for meetings/events. It is expected that members will take vacation time to attend. If for some extraordinary reason a member would request Lost Wages it must be preauthorized in writing by the Chief of Staff or CEO.
10. **Child Care:** The Local does not pay child care expenses for meetings/events.
11. **Other expenses:** Any other expenses that the member wishes reimbursed must be preapproved in writing and submitted to the Travel Desk Coordinator prior to the meeting/event.
12. **Reimbursements:** All approved expenses will be submitted to the Finance Department and a check will be written to the member within 45 days of submission. If you have questions about reimbursements please email travel@seiu521.org.



SEIU LOCAL 521

Authorization to Issue Chapter Funds

This form is to be completed and submitted to issue checks from Chapter Funds.

*Important: Always attach an itemized bill or receipt. Credit card receipts can **only** be used when a restaurant will not provide an itemized invoice.*

_____ \$ _____
CHAPTER NAME **CHECK AMOUNT**

ISSUE CHECK TO: _____
(Print Name of Vendor or Member to be Paid)

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

ITEM PURCHASED, PURPOSE, AND EVENT/REASON: (Examples: Dinner to facilitate meeting of workload committee; lunch to encourage attendance at membership meeting, etc.)

DATE & SOURCE OF AUTHORIZATION: _____
(Example: Per minutes from the 1/1/08 Executive Board Meeting; per policy adopted and recorded in the minutes of the 1/1/08 Membership Meeting.)

CHAPTER PRESIDENT & TREASURER MUST COMPLETE & SIGN BELOW:
My signature below verifies that this expenditure was properly authorized and our chapter funds are approved for this payment.

1) **NAME:** _____, Chapter President

Signature: _____ **Date:** _____

Phone Numbers: _____
Work Phone Home or Cell Phone

2) **NAME:** _____, Chapter Treasurer

Signature: _____ **Date:** _____

Phone Numbers: _____
Work Phone Home or Cell Phone

MAIL TO: SEIU LOCAL 521, Attention: FINANCE, 2302 Zanker Road, San Jose, CA 95131.
You must attach original receipt/invoice, not credit card receipts.

(Keep a copy of this form and receipts for your chapter records.)

-----FOR FINANCE DEPARTMENT USE ONLY-----

G/L Account: _____ Date: _____

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3. Gifts

Table of Contents

If you give gifts in the course of your trade or business, you can deduct all or part of the cost. This chapter explains the limits and rules for deducting the costs of gifts. **\$25 limit.** You can deduct no more than \$25 for business gifts you give directly or indirectly to each person during your tax year. A gift to a company that is intended for the eventual personal use or benefit of a particular person or a limited class of people will be considered an indirect gift to that particular person or to the individuals within that class of people who receive the gift.

If you give a gift to a member of a customer's family, the gift is generally considered to be an indirect gift to the customer. This rule does not apply if you have a *bona fide*, independent business connection with that family member and the gift is not intended for the customer's eventual use. If you and your spouse both give gifts, both of you are treated as one taxpayer. It does not matter whether you have separate businesses, are separately employed, or whether each of you has an independent connection with the recipient. If a partnership gives gifts, the partnership and the partners are treated as one taxpayer.

Example.

Bob Jones sells products to Local Company. He and his wife, Jan, gave Local Company three gourmet gift baskets to thank them for their business. They paid \$80 for each gift basket, or \$240 total. Three of Local Company's executives took the gift baskets home for their families' use. Bob and Jan have no independent business relationship with any of the executives' other family members. They can deduct a total of \$75 ($\$25 \text{ limit} \times 3$) for the gift baskets.

Incidental costs. Incidental costs, such as engraving on jewelry, or packaging, insuring, and mailing, are generally not included in determining the cost of a gift for purposes of the \$25 limit.

A cost is incidental only if it does not add substantial value to the gift. For example, the cost of gift wrapping is an incidental cost. However, the purchase of an ornamental basket for packaging fruit is not an incidental cost if the value of the basket is substantial compared to the value of the fruit.

Exceptions. The following items are not considered gifts for purposes of the \$25 limit.

1. An item that costs \$4 or less and:
 - a. Has your name clearly and permanently imprinted on the gift, and
 - b. Is one of a number of identical items you widely distribute. Examples include pens, desk sets, and plastic bags and cases.
2. Signs, display racks, or other promotional material to be used on the business premises of the recipient.

Figure B. When Are Transportation Expenses Deductible?

Most employees and self-employed persons can use this chart. (Do not use this chart if your home is your principal place of business. See *Office in the home.*)

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as reported on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	SEIU Local 521 2302 Zanker Road San Jose, CA 95131
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
+

or

Employer identification number
+

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding,
- or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

• any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

SEIU LOCAL 521 FAQ

This FAQ sheet will address SEJ/Caucus/Chapter/Industry Council member questions.

1: How do we submit a receipt for reimbursement?

- A: You would use an **Authorization to Issue SEJ Caucus Funds** form to submit all requests for payment.
- Form can be used to pay individual members, food vendors and America Express charges.
 - Per IRS compliance, all individuals and companies receiving payment are **required to submit a W-9** form to SEIU Local 521 before payment can be made.
 - Original itemized receipts, invoices and sign-in sheets must be attached to form.
 - Flyer, announcement or leaflet must be attached for additional back-up.
 - Signed approvals from Caucus Chapter Chairs and Local wide Chair of SEJ Caucuses must be completed.
 - Meeting minutes showing the **motion** to approve expenses that are not pre-budgeted/pre-scheduled must be attached to form.

2: How do we cover travel expenses?

- A: All travel arrangements will be coordinated by the SEIU 521 Travel Coordinator. Rates will be compared and booked at the lowest available fare.
- If any Caucus member wants a specific accommodation that is more expensive (with original quote from Travel Coordinator attached), that member is responsible for paying the difference in price.
 - If overnight stay is required, accommodations will be made at facilities that SEIU Local 521 has established corporate account.
 - All travel must be pre-approved by Caucus Chapter Chair and Local wide Chair of SEJ Caucus.

3: When do we have to turn in our reimbursement requests? Is there a cut-off?

- A: Reimbursement requests are due before the 15th and 30th of the month. See #8.

4: How do we get reimbursed for mileage?

- A: Standard SEIU Local 521 **Mileage Reimbursement Form** can be used to document miles.
- Mileage must be pre-approved by Caucus Chapter Chair.
 - Form must be attached to Authorization to Issue SEJ Caucus Funds with approval signatures.

5: How do we get reimbursed for a conference registration?

- A: Request to pre-register must be submitted at minimum four weeks prior to early registration deadline.
- Authorization form must have approval signatures.
 - Registration forms, programs, brochures must be attached for additional back up.
 - Remittance information must be clearly defined on Authorization to Issue SEJ Caucus Funds form.
 - Budgeting item in current budget.

6: How do we handle donation requests?

- A: Requests for donations to be submitted on Authorization to Issue SEJ Caucus Funds form. Pre-budgeted donations must be approved by Caucus Chapter Chair and Local wide Chair. New donation request require copy of minutes and motion approving dollar amount attached to Authorization to Issue form along with approval signatures.
- Good & Welfare: Donations related to good and welfare must to the G&W committee for review and approval. The caucus can make a recommendation (see Local 521 bylaws – Article XIV – attached)

7: How do we get reimbursed for supplies and equipment?

- A: Supplies purchased out of pocket or using SEIU Local 521 corporate accounts must be pre-approved by Caucus Chapter Chair and final approval by Local wide Chair. Original legible receipts and/or invoices must be attached. IRS required W-9 must be on file. We prefer that Local 521 does the purchases due to warranty tracking.
- IT Equipment: (policy on IT equipment)

8: To whom do we submit the reimbursement form?

- A: All requests are to be submitted to the SEJ Admin at the San Jose or Fresno office for payment. Our administrative staff will put the documentation together and submit completed request to Finance.
- All payments are mailed out on the 15th and 30th of each month.
 - Finance Department Accounts Payable needs a minimum one week to turn over a payment. Incomplete requests will not be processed for payment.
 - All policy and procedures apply to American Express related charges on behalf of SEJ Caucuses.

9: Can we use our funds to purchase gift cards and other items for holiday giving?

- A: Any purchase for which reimbursement is expected must be approved in advance. Gift cards cannot exceed \$25 each per the IRS. Additionally: we cannot purchase multiples of gift cards to make a larger total e.g. (4 ea. @ \$25 gift cards to total \$100). We require the names of the gift card recipient along with a completed W-9 form.

Officers' Installation Obligation

"I, (name) _____, accept my responsibility as an elected officer of the Service Employees International Union, and I pledge that I will faithfully observe the Constitution and Bylaws of the Service Employees International Union.

"I pledge that I will provide ethical, responsible leadership, representing our members, and organizing new workers to build power to win for all.

"I pledge to make the growing gap between the rich and everyone else the problem of our time, to inspire and support workers everywhere who are ready to take collective action to lift wages and create family-sustaining jobs, to elect political leaders on the side of the 99% and to hold them accountable when they support politics that benefit the 1%.

"I agree to defend the principles of trade unionism.

"I will not knowingly wrong a member or see a member wronged if it is in my power to prevent it.

"I pledge to exercise leadership based on the SEIU standards of:

- Shared unity of purpose;
- Openness to questions and willingness to learn;
- Acting with the courage of our convictions;
- Working together with accountability; and
- Commitment to inclusion.

"I believe in and will fight for the SEIU vision of a just society where all workers are valued and people respected, where all families and communities thrive, and where we leave a better and more equal world for generations to come."

SEIU Local 521 Officers' Motion

* Motion Number: A

Date: May 20, 2014

Motion Title: Report Consent Agenda

The Following Reports have been placed on the REPORT CONSENT AGENDA for approval/confirmation without discussion. If you wish discussion pull the report from the REPORT CONSENT AGENDA –

NO Motion is required to remove a report from the Report Consent Agenda.

Committee Reports Requiring Approval/Confirmation: (as noted below)

1. **Approval of the Minutes for the Officers' Meeting of April 22, 2014** - (pages 9-14)
2. **Budget & Finance Committee Report** – RoseAnn Dominguez, Local 521 Treasurer

May 14, 2014 Meeting – The Committee reviewed the March, 2014 Financials - (15-36), questions were asked.

- B&F Item 1 – Approved - the March 2014 Financials presented - (page 37-38)
- B&F Item 2 – NO MOTION – Hat will be passed at Region 5 Meetings for Sean's benefit - Donation to Sean Wallace for a Summer Program in Washington DC - \$250 - (page 39-40)
- B&F Item 3 – Tabled until there is more information – Implementing a Cost for Food for Friends/Guests/Children over 11 to attend the August SEIU Local 521 Convention - (page 41-42)
- B&F Item 4 – NO MOTION/NO QUORUM – Recommendation to Officers from B&F for Reimbursement of Unauthorized COPE Deductions in Region 2 - (page 43-44)
- Discussion on the Development, Implementation and Expenditure of the SEIU Local 521 Budget and the SEIU Local 521 Policy – Guidelines (addressing all Caucuses/Committees/Chapters/ Industries member & vendor reimbursements and expenses) Recommendations made will be discussed at the upcoming Officers' Meeting.
- Short Discussion on How to Process Service Fee Rebates. Thus far our membership drive has signed up over 1300 new members and half have also signed up for COPE. Luisa will send a Thank You note to Long Term Care for their help with our Blitz.
- Harris vs Quinn Federal Supreme Court Decision – Supreme Court decisions are released on Mondays. There is a 48 Hour Plan to be enacted when the decision comes down. It involves State and National actions by Labor.

3. **Good and Welfare Committee Report** – donations in May

- none.
- Please submit all Good & Welfare requests to both RoseAnn Dominguez and Karen Summers.

* **Motion A:** To approve/confirm as presented **ALL Reports** on the Report Consent Agenda **EXCEPT** those pulled and listed below which will be held for discussion:

Follow Up:

Moved by: Moved Second: Seconded

Pulled: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

Connie Chen

SEIU Local 521 Officers' Motion

* Motion Number: B

Date: May 20, 2014

Motion Title: Political Consent Agenda - (pages 63-64)

The Following Items have been placed on the CONSENT AGENDA for approval without discussion. If you wish discussion pull the item from the CONSENT AGENDA –

NO Motion is required to remove an item from the Consent Agenda.

Political Motions:

- B/1 – Endorse & Contribute to Jacqui Irwin for CA State Assembly District 44 – Candidates Account \$750 - (pages 65-66)
- B/2 – Contribute to Ken Yeager for Santa Clara BOS from the Candidates Account \$500 - (pages 67-68)
- B/3 – Endorse Robert Rivas for San Benito County District 3 Supervisor - (pages 69-70)
- B/4 – Confirm Endorsement of Mark Bourdraux – Tulare Sheriff - (pages 71-72)
- B/5 – Confirm Endorsement and Contribution for Virginia Gurrola for Board of Supervisors Tulare District 5 - (pages 73-74)
- B/6 – San Mateo County CLC Awards Dinner - \$1575 from Candidate Account - (pages 75-76)

* **Motion B:** To approve as presented **ALL Motions** on the Political Consent Agenda **EXCEPT** those pulled and listed below which will be held for discussion and approval or denial:

Follow Up:

Moved by: Mourd Second: Secord

Pulled: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

Connie Chew

SEIU Local 521 Officers' Motion

Motion Number: B/1

Date: May 20, 2014

Motion Title: Recommend Endorsement and to Contribute to Jacqui Irwin for California State Assembly District 44

Recommended By: Santa Clara and San Benito Counties COPE Committee - Unanimously

Background: Jacqui Irwin has been endorsed by SEIU 721 and SEIU State Council. She is in a hotly contested race, but is endorsed by many unions in the area. The area includes SEIU Local 721 members and Ventura County (which is working on having a 401(k) for new employees). This donation is to show our support for a democratic, SEIU endorsed candidate.

Motion: To endorse and contribute \$750 from the Candidates Account to Jacqui Irwin, a candidate, for Assembly District 44

Jacqui Irwin for State Assembly 2014
2033 Euclid Circle
Camarillo, CA 93010
FPPC #1362508

Follow Up:

Moved by: Mood Second: Secoinded

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

Connie Chen

SEIU Local 521 Officers' Motion

Motion Number: B/2

Date: May 20, 2014

Motion Title: Contribute to Santa Clara County Board of Supervisor Ken Yeager for his 2014 re-election campaign

Recommended By: Santa Clara and San Benito Counties COPE Committee - Unanimously

Background: On April 29th, Santa Clara County held a Speak with One Voice Town Hall meeting to interview Ken Yeager, incumbent County Supervisor for District Four.

Ken has been a key vote in two recent large Chapter contracts: Santa Clara County and Santa Clara County IHSS. Ken is a leader in health care and is committed to ensure that the Affordable Care Act is supported in Santa Clara County and fulfills the ACA's Mission. Additionally, Ken is committed to providing health care for all residents of Santa Clara County.

Ken was unanimously recommended for endorsement after his interview at the One Voice Town Hall meeting.

Motion: To contribute from the SEIU Local 521 Candidates Account \$500 for Ken Yeager's campaign.

Ken Yeager for County Supervisor • Santa Clara County • District 4
1925 Cleveland Avenue
San Jose, CA 95126
FPPC #1275876

Follow Up:

Moved by: Mourd Second: Secorndsd

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

Connie Chew

SEIU Local 521 Officers' Motion

Motion Number: B/3

Date: May 20, 2014

Motion Title: Endorse Robert Rivas for San Benito County District 3 Supervisor

Recommended By: San Benito County Endorsement Town Hall

Background: On April 17th, 2014 members from San Benito County interviewed Incumbent Supervisor Robert Rivas to consider his endorsement. SEIU Local 521 endorsed Robert Rivas in 2010. He is one of two County Supervisors who is generally supportive of our members on the County Board of Supervisors. He is running for re-election unopposed. We have not always been in agreement with Supervisor Rivas, but he recommitted himself during our interview to work with the union to fix problems within the county and to help us elect members to the Board of Supervisors who support workers' rights. In the past, he has stood up for our members when San Benito County and the City of Hollister were outsourcing 911 dispatchers.

Motion: To Endorse Robert Rivas for San Benito County District 3 Supervisor

Follow Up:

Moved by: Mourd Second: Secunded

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

Connie Chew

SEIU Local 521 Officers' Motion

Motion Number: B/4

Date: May 20, 2014

Motion Title: Confirm Endorsement of Mark Bourdraux –Tulare County Sheriff Candidate for 2014.

Recommended By: Tulare COPE Committee – 5/15/2014

Background: For the last 8 months Mark Bourdraux has served as the interim Sherriff. He has served the Sheriff's Department for 28 years – first as a cadet moving up the ranks to Undersheriff. He employs a proactive innovated approach to motivate positive changes within the Department. Morale and efficiency have improved under his leadership. He has ungraded equipment and is working to hire more dispatchers to provide some relief to the dispatcher staff.

Motion: To confirm the endorsement of Mark Bourdraux – Tulare County Sheriff Candidate for 2014.

Follow Up:

Moved by: Moord Second: Secorded

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

Connie Chew

SEIU Local 521 Officers' Motion

Motion Number: B/5

Date: May 20, 2014

Motion Title: Confirm Endorsement and Contribution to Virginia Gurrola – Board of Supervisors –Tulare County 5th District

Recommended By: Tulare COPE Committee – 5/15/2014

Background: Currently we do not have any labor friendly candidates on the Tulare County Board of Supervisor.

Virginia Gurrola is running for the Tulare County 5th District Board of Supervisors seat. She is a current Porterville City Council Member. She has served several terms as Mayor and Mayor Pro-Temp.

She is in a strong race against the incumbent. She has outraised him in the last political reporting cycle. She is clearly the front runner in the race.

While on the City Council she has shown her willingness to bring all affected groups to the table to solve issues impacting the Community. She has helped SEIU Child Care Providers in Porterville to assist in changing the City Ordinance for child care providers to have signage on residential property.

Motion: To confirm the endorsement of Virginia Gurrola for Board of Supervisors Tulare County 5th District and to approve a contribution of \$1,500 from the SEIU Local 521 Candidate PAC.

Follow Up:

Moved by: Mourd Second : Secorred

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

Connie Chen
KMS:kns SEIU 521 CTW/CLC

SEIU Local 521 Officers' Motion

Motion Number: B/6

Date: May 20, 2014

Motion Title: San Mateo County Central Labor Council COPE Awards Dinner - \$1.575 for a table of 10

Recommended By: San Mateo COPE Committee unanimously

Background: The San Mateo Central Labor Council is having a COPE banquet on July 25th at the San Francisco Airport Hyatt Regency. They are honoring Robert Morales, Secretary-Treasurer for Teamsters Local 350 with the Unity Award. In addition, Saru Jayaraman, co-founder and co-director of the Restaurant Opportunities Centers United (ROC United) and Director of the Food Labor Research Center at UC Berkeley will be receiving the Community Award. Entertainment will be provided by Will Durst, a comedian.

We will soon be working closely with the San Mateo Central Labor Council to promote a living wage ordinance with San Mateo County and help in our two open contracts with San Mateo County and San Mateo IHSS members.

Motion: To contribute either \$1,576 for a table of 10 to the San Mateo Central Labor Council COPE Banquet on July 25th from the SEIU Local Candidate PAC.

SMCLC COPE
1153 Chess Drive, Suite 200
Foster City, CA 94404

FPPC # 743614

Follow Up:

Moved by: Moved Second: Seconded

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

Connie Chen

SEIU Local 521 Officers' Motion

Motion Number: C

Date: May 20, 2014

Motion Title: Recommendation to the Officers for Reimbursement of Unauthorized COPE Deductions in Region 2

Recommended By: Luisa Blue, Chief Elected Officer; Matt Nathanson, Region 2 VP; Debbie Narvaez, Region 2 Director; Ming Lee, Finance Director.

Background: This motion as a recommendation to the Officers by the Budget and Finance Committee was on the Agenda for the Budget and Finance Committee Meeting on May 14th. Unfortunately, for the first 30 minutes of the meeting there was no quorum. Matt Nathanson was to present the motion which was scheduled for the beginning of the meeting because Matt had another meeting to attend. Since there was no quorum when Matt was available, the motion was not presented for a recommendation by the Budget & Finance Committee to the Officers. The Budget and Finance Committee was going to be asked to recommend Option 2 below for Officer approval.

Between 2011 and 2012 when Debbie Narvaez became the Region 2 Director, it was discovered that a 25 cent COPE deduction had been institutes prior to the 521 merger by an apparent agreement between John Velardita, the Local 817 Executive Director, and Esteban Codas, a representative for Monterey County. Our investigation into this situation has found that this deduction only affects some of the Monterey County members, and that, to the best of our knowledge, this deduction was not authorized by the members affected.

When the apparent unauthorized deduction was found, we asked the County to stop the deduction, but they refused since we were unable to product the agreement. Since then, we have asked our accounting department to hold these monies in a separate account and not send it to the International until further investigation and/or the agreement could be located.

Last month, we received a call from a member very upset about this deduction and we once again returned to the County to stop the deduction – this time, more forcefully. The deductions were stopped as of the payperiod in May 2014. Our accounting department has made a thorough accounting of possible monies owed and a recommendation from the Budget & Finance Committee to the Officers was requested in order to move forward to resolve this matter.

The Officers are asked to authorize one of the following options for affected member reimbursement:

- ~~1. To Reimburse only the member who contacted us in April 2014.~~

2. To Reimburse **ALL ACTIVE Members** (398) who have the 25 cent deduction automatically deducted (reduces labor costs with staffing) **going back 2 years only. Cost would be \$2,325.25 for the 398 members.**
3. To Reimburse **ALL 463 employees** who have/had the 25 cent deduction automatically deducted (reduces labor costs with staffing) **going back 2 years only. Cost would be \$2,537.75 for the 463 employees** (active – 398, deceased – 2, inactive – 52, out of unit – 1, retired – 3, terminated – 7 = 463).
4. To Reimburse **ALL ACTIVE Members (497)** who have the 25 cent deduction, IF they respond by a set time, **going back to 2008. Cost would be \$6,492.25 for the 497 members.**
5. To Reimburse **ALL 721 employees** who have/had the 25 cent deduction, IF they respond by a set time, **going back to 2008. Cost would be \$7,795.00 for the 721 employees** (active – 497, deceased – 5, inactive – 57, on leave – 1, out of unit – 58, resigned – 7, retired – 31, terminated – 65 = 721).

Our RECOMMENDATION (all above) is Option 2. A sample letter that would go out to the affect group is attached.

Motion: To authorize staff to implement Reimbursements to the appropriate affected members as outlined in Option 2 above.

of All Active Members (398) who have the 25 cent deduction automatically deducted (reduces labor costs with staffing) going back 2 years only. Cost would be \$2,325.25 for the 398 members.

Follow Up: *for the 398 members.*

Moved by: Moved Second: Seconded

Amendment: _____

Amended By: _____

Votes in Favor: _____ Votes Opposed: _____ Abstentions: _____

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

