



**ENGINEERS AND ARCHITECTS ASSOCIATION
UNIT 1894 IBEW 11 AFL-CIO, CLC
Board of Governors Meeting Agenda
April 14, 2021 6:00 PM**



In accordance with the Governor's Executive Order N-29-20 (March 17, 2020) and the ongoing and escalating concerns related to the Coronavirus Pandemic, the EAA Board of Governors meeting will be conducted electronically until further notice. The meetings will not be conducted at 2911 West Temple Street, Los Angeles, CA 90026. This meeting will be recorded in accordance with EAA policy, all other recordings are prohibited. This meeting is closed to the public and limited to EAA members.

- 1) CALL MEETING TO ORDER**
- 2) ROLL CALL OF THE GOVERNORS**
- 3) SECRETARY'S REPORT INCLUDING MINUTES**

MOTION #1

Motion to approve the Regular and Closed Session Minutes of the March 10, 2021, Board of Governors Regular Meeting.

MOTION #2

Motion to approve the Closed Session Minutes of the April 2, 2021, Board of Governors Special Meeting.

4) GENERAL ANNOUNCEMENTS

- a) [EAA Event: Finding Joy During a Difficult Time is April 15, 2021 at 5:30PM](#)
- b) [EAA Telecommuting Discussion is April 20, 2021 at 5:30PM](#)
- c) [Next Stewards Meeting is tentatively scheduled for April 22, 2021 at 5:30PM](#)
- d) Next EAA Regular Board of Governors Meeting is May 12, 2021 at 6:00PM

6) MEMBER COMMENTS (15 minutes; members limited to 3 minutes each)

7) EXECUTIVE DIRECTOR'S REPORT (ATTACHED)

8) COMMITTEE REPORTS

Committees marked with an asterisk* are created by EAA's Constitution and By-Laws

a) Executive Committee*

The Executive Committee met on April 7, 2021 at 5:30PM. The Executive Committee moved as follows:



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MOTION #3

Motion to adopt the revised Stipends Policy & Remote Meeting Rules (attached).
MOVED BY: Executive Committee. No Second Required.

- b) Finance Committee* and Treasurer's Report**
Meeting held on April 10, 2021 at 830AM at EAA Office. Treasurer's Report (verbal) will be provided.
- c) Constitution and By-Laws Committee***
Meeting held on March 19, 2021. No report.
- d) Election Committee***
Meetings held on March 23, 2021 and . No Report.
- e) Political Action Committee (PAC)**
Meetings held on March 24, 2021. Report (verbal) will be provided.
- f) Membership Committee**
Meetings held on March 16, 2021, and April 6, 2021. Report (verbal) will be provided.
- g) Racial & Gender Equity Committee**
Meeting held on March 16, 2021. No report.
- h) Bargaining Committee**
No report.
- i) Young Workers Committee**
Meeting held on March 18, 2021. No report.
- j) Outreach & Events Committee**
No report.



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8) MOTIONS

MOTION #4

Motion to explore EAA advocating for a permanent telecommuting policy for city employees

MOTION directing the Executive Director of the Engineers and Architects Association to provide the Board of Governors with a report on:

- 1) the opportunity to propose a permanent telecommuting policy; and
- 2) the potential mechanisms to enforce telecommuting language in the event Departmental Management does not comply with requests for telecommuting prior to adoption of permanent telecommuting policy.

MOVED BY: Samaan. SECONDED BY: Cornejo.

MOTION #5

Resolution of EAA to support the creation of a Los Angeles Public Bank:

WHEREAS the creation of a publicly controlled, state-chartered bank can provide cities a means to meet their banking needs, services, and deposits that recycling investment back to the community;

WHEREAS a public banking model could finance urgent public services such as the creation and rehabilitation of affordable and workforce housing, public transportation infrastructure, support local businesses, and other needed solutions to address climate and housing crises;

WHEREAS the passage of Assembly Bill (AB) 857 creates a process for local jurisdictions to apply for a Public Bank license similar to the requirements of forming a commercial bank;

WHEREAS nearly 50% of the cost of all infrastructure projects goes towards paying interest and fees to private banks;

WHEREAS a Public Bank can further support the advancement of urgent solutions and public services the members of EAA serve to provide acting in their capacity in their respective City agencies;



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WHEREAS it is in the interest of EAA to support solutions that improve the public welfare or our city's inhabitants; and

WHEREAS the City Council Economic Development and Jobs Committee is expected to hear this item as early as their May 11th meeting;

NOW, THEREFORE, BE IT RESOLVED that upon adoption of this resolution, that EAA prepare a letter of support to the Los Angeles City Council Economic Development and Jobs Committee for the creation of an LA Public Bank in the City of Los Angeles that could finance public services. There is no request for financial contribution for a support campaign and none provided.

MOVED BY: Somers. SECONDED BY: Cornejo.

Attachments:

1. City Council Motion - [Council File \(CF\) 19-1235](#)
2. [Public Bank Los Angeles Resource Booklet](#)
3. [Letter of Support from the Los Angeles County Federal of Labor signed March 25, 2021](#)
4. [Letter of Support from UFCW Local 770 signed March 22, 2021](#)

9) NEW BUSINESS

10) OLD BUSINESS

11) GOOD AND WELFARE

12) ADJOURNMENT



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Staffing updates

- New administrative employee from LiUNA Local 1309 began at EAA. He has over 15 years' experience assisting union members in the pension and benefits departments and has extensive experience with the database that is being finalized. His immediate primary function is to get our new database up and running. We welcome Jorge Torres aboard.
- The Sr. Labor Representative position is vacant and will remain so until further notice.
- Dan Mariscal has agreed to take on a full-time load until a final permanent Labor Representative is found.
- As reported prior, Labor Representatives will soon be assigned by Departments. That change will happen in late May at the latest.
- New Labor Representative, retired LAFD Captain, David Sifuentes, will begin with EAA on 5/17. He brings a strong city/labor resume with him and will be representing members of LAPD, LAFD, Planning, ITA, EMD and other Departments TBD.

Policy updates

- New State Law – SB 95 passed in response to COVID. It was effective 3/29/21 and is retroactive to 1/1/21. It will provide 80 hours of supplemental paid sick leave (SPSL) for each full-time employee. The City will produce a memo regarding it's implementation and usage. The time will be displayed on your paystub as well as in DTime. The code is forthcoming and can be used for any of the following reasons:
 - Employee who is COVID positive or quarantined for exposure
 - Vaccine side effects (employees should still use QI for vaccine administration)
 - Caring for a family member who is COVID positive or is quarantined for exposure
 - To care for a child whose school or care facility is closed due to COVID
- Telecommuting Plan/Policy: As the City begins to think about calling employees back to work, they recognize the inability to return to 100% occupancy. They have acknowledged the need to discuss longer term and/or permanent telecommuting policies with labor. This is our opportunity to have your employer show us that they care about progression in the workforce, that they're willing to compete with private sector to retain you, that they care about the environment and your quality of life. We're excited and ready for this push and we want to ensure we're extra prepared for every discussion with the city. I need to know your concerns, questions, challenges with telecommuting. I want to hear all viewpoints on the matter. We won't force anyone to telecommute who doesn't want to and we want to address all questions members might have on this. A telecommuting forum / discussion is being scheduled for 4/20/21 at 530 pm. The registration link will be contained in my email message going out at the end of this week.
- 40 hours Personal Leave – Most departments are adhering to language and not imposing extra restrictions on the use of the 40 hours personal leave. However, some managers in a few specific departments continue to add criteria. The most popular (and



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INCORRECT) additions are: it must be used for emergencies only and it cannot be used for anything pre-planned. Neither of these are true. The time can be used for anything that requires your immediate attention on the day you're going to use it. They should not ask for specifics as it is a personal matter. We are working with these departments to ensure consistency in how the usage is applied.

Labor Rep caseload reports

- 12 active grievances (LAPD, LAWA, SAN, DOT, RAP, LADBS)
- 9 active disciplinary cases (LAPD, LAWA, PW, DOT)
- 6 pending arbitrations – 2 denied without appeal and 1 settled. Some arbitrators are having virtual hearings while others are not. We have requested new lists of arbitrators to choose from for 2 hearings that have been on hold by the arbitrator.
- Meet & Confers: LAPD Sr. PSR scheduling matter in final discussions; LAPD assigning EAA work to sworn officers;
- Wins: 4 denials of personal leave time were overturned (LAWA, Finance), 1 grievance successfully resolved (Controller's office); tuition reimbursement grievance resolved via settlement.

City Council / City Budget

- City of Los Angeles is due to receive half of the Federal Stimulus Package money in June (\$677m)
- As reported in my March communication, almost all of this is going to repay money that's been borrowed from the various trust funds and to replenish the city's reserve.
- The city is cautiously projecting the same amount of revenue loss in the coming Fiscal Year 21/22 (\$600m)
- The Mayor's budget will be presented by 4/20/2021, and budget discussion will begin the following week at Budget & Finance Committee.
- City Council recently approved the lifting of the hard hiring freeze (hiring moratorium) and reimplemented the Managed hiring Committee. This will allow for critical vacancies to be filled with proper justification and approval. Requests are initiated by the Department and will be supported by the union for EAA represented classes.

Building

- Last month's ED report informed of a new front door and roll down gate installation and the extra work it had created. This included new electricity to run power to the sliding door and the motor on the gate. The electrical work is now complete.
- Permits were not pulled for the door and roll down gate which has caused a delay in the completion of the work and in passing the electrical inspection. I've filed the appropriate permits and awaiting the inspection.



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IBEW Local 11

- Local 11 is currently having their leadership elections. All EAA/IBEW members in good standing will receive election/voting information in the mail (USPS).
- Staff have received the election rules. Please do not ask staff any questions regarding the election. All questions must be directed to electionjudge@ibew11.org.



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STIPEND POLICY

The following stipends will be payable for BoG, UC, Committee and Stewards meetings:

| MEETING | STIPEND PAYABLE |
|-------------------------|-----------------|
| BoG (Regular) | \$70 |
| BoG (Special) | No stipend |
| BoG Executive Committee | \$70 |
| Unit Councils | \$70 |
| Board Committees (All) | \$70 |
| Stewards | \$50* |

*Supplemental Steward Bonus Program remains in effect (See Appendix B).

TERMS & CONDITIONS

1. Each member leader is eligible for a maximum of three (3) stipends per calendar month. The purpose of this restriction is to encourage and solicit more diverse member participation in the committees and to avoid creating a monetary motivation for participation.

EXAMPLE:

If a Unit Governor attends a BoG Regular Meeting (\$70), an Executive Committee Meeting (\$70), a UC Meeting (\$70), and a Steward meeting (\$50), they will only receive three (3) stipends for attending these four meetings. The member can elect for which three meetings they wish to receive a stipend.

2. Each member leader is eligible for a maximum of one (1) stipend per committee per month. The Chairperson of each Committee and UC are responsible for convening their committees as needed and ensuring the meetings are productive. Committees may have more than one meeting per calendar month, but only one (1) stipend will be payable regardless of the number of meetings.
3. Stipends for additional meetings to attend to specific tasks and projects must be pre-approved by the Board by a simple majority vote. Additional BoG-only meetings are not eligible for additional stipends e.g. Special BoG meetings.



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4. Refreshments/dinner will not be provided for remotely-hosted meetings. Currently, only the Finance Committee is **required** to meet in person at EAA Headquarters (2911 W. Temple Street, Los Angeles, 90026) given the nature of their work, and is therefore the only committee for which refreshments shall be provided, if requested.
5. The Stewards Program will be overseen by the Membership Committee but these are two separate bodies and appointed members of both may receive a stipend for each in the same calendar month, provided they haven't exceeded the three (3) stipend per month allowance.
6. Stipends are not payable for BoG Special Meetings. Governors are expected to make themselves available for Special Meetings in order to attend to the business of the Union as part of the fiduciary obligations.
7. The Chairperson (or designee) is responsible for circulating the Meeting Stipend Form (Appendix A) or Stewards Meeting Stipend Form (Appendix B) for signatures (digital or wet) from the BoG, UC members, Committee members or Stewards (Membership Committee Chairperson(s) or designee).
8. Completed Meeting Stipend Form must be submitted to EAA by email (eaadmin@eaunion.org) by the end of the calendar month in which the meeting occurred. If the completed form is not received by this time, processing will be delayed until the following month's processing period. Stipends will only be processed once per month.
9. Requesting stipends for meetings that are not eligible for stipends is not allowed. Audits will be conducted to ensure that stipends are only requested for eligible meetings and do not exceed the three (3) stipend per month maximum.
10. In compliance with the Internal Revenue Service (IRS) requirements, a 1099-NEC Form will be issued to each member who receives more than \$600 in stipends in a calendar year. 1099-NEC Forms will be sent to members by January 31 each calendar year, per the IRS guidelines.
11. Stewards are eligible for the Stewards Bonus Program created in 2017. See Appendix C.
12. Remotely-hosted meetings are subject to the Remote Meeting Rules. See Appendix D.



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**APPENDIX A
MEETING STIPEND FORM**

2020 ~ 2021

BOARD OR COMMITTEE: _____ **DATE:** _____

Signature acknowledges request of \$70.00 for the above meeting:

| PRINT NAME | SIGNATURE |
|------------|-----------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |

Charge to Account #5051



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**APPENDIX B
STEWARDS MEETING STIPEND FORM**

2020 ~ 2021

DATE: _____

Signature acknowledges request of \$50.00 for the Stewards Meeting on the above date:

| PRINT NAME | SIGNATURE |
|-------------------|------------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 11. _____ | _____ |
| 12. _____ | _____ |
| 13. _____ | _____ |
| 14. _____ | _____ |
| 15. _____ | _____ |

Charge to Account #5051



APPENDIX C STEWARD BONUS PROGRAM

In addition to the monthly paid stipend indicated in the Stewards Policy, a Steward may be paid a maximum yearly bonus of \$250.00. The bonus is to be paid in one lump sum at the end of the calendar year if the Steward attends at least nine (9) monthly Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards meeting and participates in any combination of four (4) additional Union activities in a calendar year.

A Steward must attend a minimum of nine (9) Stewards meetings, or Stewards Trainings designated in lieu of a Stewards Meeting, to be eligible for the bonus. This allows for a Steward to miss three (3) regularly scheduled Stewards Meetings, or Stewards Trainings designated in lieu of a monthly Stewards meetings, per year.

The following events shall qualify as additional union activity that are eligible to count for Stewards to receive a bonus beyond attending the Stewards meetings and trainings:

- EAA organized Community Outreach Event
- EAA organized Political Action Committee (PAC) Event e.g. Precinct walking, telephone banks, BoG approved attendance at political functions on behalf of the BoG etc.
- Attendance and active participation at Stewards Trainings and Conferences that are not designated as in lieu of monthly Stewards meeting

Note: Abbreviated Stewards Trainings that take place during a monthly Stewards meeting are not considered to be a part of the bonus program.

EXAMPLES OF BONUS

1. A Steward attends at least nine (9) Stewards Meetings, or Stewards Trainings designated in lieu of a monthly Stewards Meeting, and does not attend any of the additional union activities listed above will only be entitled to the monthly payment of \$50.00 for each Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards Meeting.



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APPENDIX C STEWARD BONUS PROGRAM (CONTINUED)

2. A Steward attends at least nine (9) Stewards Meetings, or Stewards Trainings designated in lieu of a monthly Stewards Meeting, and attends additional union activities listed above will be entitled to the monthly payment of \$50.00 for each Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards Meeting and a bonus as outlined below:

- Attendance at four (4) additional Union activities = \$250.00 bonus
- Attendance at three (3) additional Union activities = \$200.00 bonus
- Attendance at two (2) additional Union activities = \$150.00 bonus
- Attendance at one (1) additional Union activities = \$100.00 bonus



APPENDIX D REMOTE (ELECTRONIC) MEETING RULES

Due to the COVID-19 pandemic, EAA continues to conduct electronic meetings for the Board of Governors, Committee, Unit Council, and Stewards meetings. Due to the evolving nature of work and official EAA business, this policy intends to set guidelines and procedures for remotely-hosted (electronic) meetings.

BOARD OF GOVERNORS MEETINGS (REGULAR & SPECIAL)

- Must be hosted on EAA's Zoom Account and shall be recorded.
- All participants must use the Zoom app (no calling in is permitted) to access the meeting as all participants need to be identifiable.
- All Governors must be on camera.
- The Chat feature* will not be used.

UNIT COUNCIL & BOARD COMMITTEE MEETING

- Personal Zoom/Google Meets Accounts may be used
- All participants must use the Zoom app (no calling in is permitted) to access the meeting as all participants need to be identifiable.
- All participants must be on camera.
- Shall only be recorded with informed consent of all participants **and** only if hosted on EAA Zoom Account.

STEWARDS MEETINGS

- Must be hosted on EAA's Zoom Account.
- All participants must use the Zoom app (no calling in is permitted) to access the meeting as all participants need to be identifiable.
- All participants must be on camera.
- The Chat feature* will not be used.

*The Chat feature shall not be used for BoG or Stewards meetings. While we are meeting remotely the in-person experience should be replicated as much as possible. These are meetings that have a larger number of participants and the Chat feature is distracting and cumbersome to manage simultaneously for the meetings host(s). Additionally, participants are expected to participate as they would in an in-person meeting setup.