



DISASTER MANAGEMENT

www.areaedma.org

# AREA E DISASTER MANAGEMENT Executive Committee Meeting

Thursday  
October 1, 2015  
3:00-4:30pm

La Mirada City Hall, A&B Rooms  
La Mirada, CA 90638  
(562) 902-2368

**Cullen Armet**  
Area E DMAC

## AREA E MEMBERS

ARTESIA

BELL

BELL GARDENS

BELLFLOWER

CARSON

CERRITOS

COMMERCE

COMPTON

CUDAHY

DOWNEY

HAWAIIAN GARDENS

HUNTINGTON PARK

LA HABRA HEIGHTS

LA MIRADA

LAKEWOOD

LOS ANGELES CO

LYNWOOD

MAYWOOD

MONTEBELLO

NORWALK

PARAMOUNT

PICO RIVERA

SANTA FE SPRINGS

SOUTH GATE

VERNON

WHITTIER

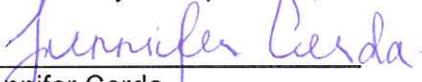
## AGENDA

1. Roll Call
2. Public Comment
3. Approval of Executive Committee meeting minutes- September 3, 2015

### New Business

4. Discussion of Area E Human Resources, Benefits, and Payroll – Human Resources Consultant, Sharon Greth
5. Discussion of Area E DMA Website and hosting
6. Discussion of Area E EMPG Match

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at La Mirada City Hall, not less than 72 hours prior to the meeting. Dated this 28<sup>th</sup> day of September, 2015.

  
Jennifer Cerda  
Administrative Manager  
Area E Disaster Management



## Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for September 3, 2015

Meeting was called to order at 2:00 pm by Executive Committee Chairman, Andrew Vialpando.

1) **Roll Call:** Roll call was taken and self-introductions were made.

**Members Present:** Chairman, Andrew Vialpando; Vice Chairman, Stacy Barnes; Member, Andrew Stevens; Treasurer, Rod Hill

**Members Absent:**

**Guests Present:** Joel Hockman

**Staff Present:** Area E DMAC, Cullen Armet; Administrative Manager, Jennifer Cerda; Administrative Assistant, Zaira Villa.

2) **Public Comment:** No public comment was made.

3) **Approval of Executive Committee meeting minutes- August 6, 2015**

Vice Chairman Stacy Barnes moved and Member Andrew Stevens seconded to approve the minutes of the August Executive Committee meeting.

**MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:**

**AYES:** Member Andrew Stevens, Vice Chairman Stacy Barnes, Chairman Andrew Vialpando

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

### UNFINISHED BUSINESS

4) **Discussion of Draft Purchasing Policy**

Administrative Manager Jennifer Cerda discussed findings and recommendations for Purchasing Policy draft, drawing from local City and Special District policies. Treasurer Rod Hill made recommendations to staff on enhancements to the draft.

**5) Discussion of Human Resources and CalPERS**

Chairman Andrew Vialpando discussed updates on Human Resources and CalPERS accounts and arrangements for medical benefit compensation for full time Area E staff.

**6) Discussion of FY 15-16 Budget and Amendments**

Chairman Andrew Vialpando discussed the proposed budget amendments for the Area E FY 15-16 budget.

**NEW BUSINESS**

**7) Professional Services Agreement with Richards, Watson, & Gershon for Legal Services-** It is recommended that the Area E Executive Committee authorize the Chairman to enter into an Agreement with Richards, Watson & Gerson for legal services on behalf of Area E.

Chairman Andrew Vialpando discussed the proposed legal services retention of Richards, Watson & Gershon.

Member Andrew Stevens moved and Vice Chairman Stacy Barnes seconded to approve authorization for Chairman Andrew Vialpando to enter into an Agreement with Richards, Watson, & Gershon.

**MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:**

**AYES:** Member Andrew Stevens, Vice Chairman Stacy Barnes, Chairman Andrew Vialpando

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**8) Discussion of Agreed Upon Procedures Findings**

Executive Committee Treasurer Rod Hill discussed findings of the Area E Agreed Upon Procedures Audit conducted in October 2014.

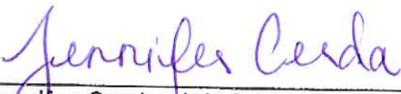
**9) Presentation of Office Operations**

Area E DMAC Cullen Armet and Administrative Assistant Zaira Villa discussed findings of the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis for the Area E office.

**10) Adjournment**

There being no further business to be brought before the Area E Executive Committee, the September meeting adjourned at 3:24 pm.

**Submitted:**

  
\_\_\_\_\_  
Jennifer Cerda, Administrative Manager

**Attest:**

  
\_\_\_\_\_  
Andrew Vialpando, Chairman

**APPROVED:**

October 1, 2015



**Sharon Greth  
Human Resources Consultant  
Area E Disaster Management**

**ACCOMPLISHMENTS**

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**CalPERS**

1. Monitoring CalPERS account
2. Manage annuitant payments
3. CalPERS reporting after each payroll
4. Invoice payment monthly for retired health premium

**Payroll**

1. Updated timecards to reflect lunch and break periods (per non-exempt employment laws)
2. Revised vacation and sick accrual to establish policy consistency
3. Processing of payroll bi-weekly basis
4. In process of changing payroll companies due to several processing errors by Paychex
5. Vacation/sick/holiday availability spreadsheet send to employees after bi-weekly payroll

**HR Services**

1. Audited all personnel files and medical folders and found multiple infractions
2. Created new employee personnel files and separated confidential information
  - a. Re-located personnel files, medical folders, and I-9's in a locked cabinet with access only to Human Resources and Chairperson
3. Updated all I-9's and W-9's on existing employees (created audit log and notations of revisions)
  - a. Employers can be fined between \$100 and \$1,000 for each failure to accurately complete an I-9 Form
4. Updated California and Federal Labor Law postings
5. Reviewed all benefits offered through CalPERS and establish a consistent benefits policy for Area E (Medical, Stipend Medical, Retirement, Vacation, Sick, and Holiday).
6. New Sick Leave Policy compliance and accrual for part time employee
7. Reviewed summary of benefits letter to Jennifer Cerda and amended benefits errors
8. Created new hire checklist to ensure all documents required are in employee personnel files (i.e. wage and employment notice, Disability pamphlet notice, PFL pamphlet notice, Sexual Harassment pamphlet, CFRA pamphlet notice, Worker's comp pre-designation forms)
9. Created HR forms (i.e. Emergency form, Property return agreement form, Wage and employment notice, Time of hire packet info )
10. Documentation for Jennifer Cerda regarding medical stipend amount filed in personnel folder
11. Created Employee Handbook

**Worker's Comp**

1. Audited Worker's Comp file (Area E out of compliance in several areas)
  - a. Required postings not posted
  - b. Annual reporting (300A) must have at least 5 years on file
2. Establish connection with JPIA regarding over compliance for Worker's Comp
3. Created process for reporting of injury
4. Worker's comp medial facility location establish

## Future Projects

1. Create Injury Prevention Plan
2. Annual Performance Appraisals
  - a. Work with Andrew on employee evaluations
    - i. Create appraisal forms
    - ii. Establish goals
3. Required annual trainings (Sexual Harassment, Code of Ethics, Respectable workplace)
4. Create additional HR forms
5. Create summary of benefits packet
6. Filing of 1094's and 1095 for ACA
7. Continue to audit overall HR compliances
8. Create termination process procedures
9. Continual processing of payroll
10. Continue to provide guidance on HR policies as they arise

## ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

### How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

### Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

### The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

### WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

# HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

## MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

## AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

## REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

## POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until \_\_\_\_\_."

## PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

## LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

## **POSTPONE INDEFINITELY**

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

## **POSTPONE INDEFINITELY**

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

## **RECESS**

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

## **ADJOURNMENT**

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

## **PERMISSION TO WITHDRAW A MOTION**

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

## **CALL FOR ORDERS OF THE DAY**

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

## **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

## **POINT OF PERSONAL PRIVILEGE**

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

## COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

## POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

## POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

## POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

## APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

### Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

# PARLIAMENTARY PROCEDURE CHEAT SHEET

## STEP 1

### Main Motion

Chair: Is there a motion....?

Member: I move to....(state your motion—see Parliamentary Procedure Handout for list of motions.

## STEP 2

### 2nd

Chair: Is there a 2nd....?

Member: I 2nd the motion

## STEP 3

### Discussion

Chair: Is there any further discussion?

Member: (This is where members can give opinions, provide information and ask questions.)

## STEP 4

### Vote

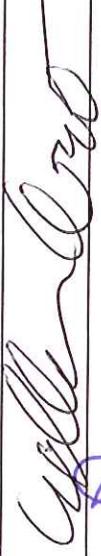
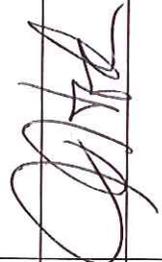
Chair: All in favor say "aye"  
All opposed say "nay"  
Any abstentions?

Member: (pls. state your vote)

Chair: Motion passes/fails  
& indicate vote (ex. 5-0-0)

No discussion or Q&A during Reports or Public Forum.

Area E Executive Committee Mtg.  
 October 1, 2015  
 La Mirada 3:00-5:00 p.m.

	Last Name	First Name	Agency	Signature
1	Armet	Cullen	Area E DMAC	
2	Barnes	Stacy	City of Compton	
3	Cerda	Jennifer	Area E Staff	
4	Hill	Rod	City of Whittier	
5	Hockman	Joel	City of Bellflower	
6	Koomen	Sheri	City of South Gate	
7	Palta	Ashu	LA Co OEM	
8	Stevens	Andrew	City of Downey	
9	Vialpando	Andrew	City of La Mirada	
10	Villa	Zaira	Area E Staff	
11	Gresh	Sharon	Consultant	