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| **Logo, company name  Description automatically generated** | **County Employees Management Association**  **1737 N First Street, Floor 3, Suite 370, San Jose, CA 95112**  **408.289.9691 | www.sccema.org** |

**CEMA 2023 Work Plan**

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| **Item** | **Lead** | **Q1** | **Q2** | **Q3** | **Q4** |
| **Priority 1: Plan for 2024 CEMA contract negotiations** | | | | | |
| 1. Create a negotiations action plan   (Santa Clara County) | Exec Board and CEMA Staff | X | X |  |  |
| 1. Distribute bargaining surveys   (Santa Clara County) | CEMA Staff |  | X | X | X |
| 1. Create the Contract Action Team   (Santa Clara County) | CEMA Staff |  | X | X | X |
| 1. Create a negotiations action plan   (Monterey County) | Monterey County Advisory Council and CEMA Staff |  |  |  | X |
| 1. Distribute bargaining surveys   (Monterey County) | CEMA Staff |  |  |  | X |
| 1. Create the Contract Action Team (Monterey County) | CEMA Staff |  |  |  | X |
| 1. Create a negotiations action plan   (Santa Clara County Superior Court) | Court Advisory Council and CEMA Staff |  | X | X |  |
| 1. Distribute bargaining surveys   (Santa Clara County Superior Court) | CEMA Staff |  | X | X | X |
| 1. Create the Contract Action Team   (Santa Clara County Superior Court) | CEMA Staff |  | X | X | X |
| 1. Conduct bargaining training (Santa Clara County, Monterey County, and Santa Clara County Superior Court) | Adam Cole | X |  |  |  |
| 1. Recruit more CEMA Liaisons (Santa Clara County, Monterey County, and Santa Clara County Superior Court) | Liaison and Membership Committee | X | X | X | X |
| **Item** | **Lead** | **Q1** | **Q2** | **Q3** | **Q4** |
| **Priority 2: Focus on data collection and performance tracking** | | | | | |
| 1. Collect membership numbers and applications | CEMA Staff | X | X | X | X |
| 1. Create and conduct entry and exit surveys | CEMA Staff and Nancy Rocha-Ortiz | X | X | X | X |
| 1. Collect in-take forms in member representation cases | CEMA Staff | X | X | X | X |
| **Priority 3: Increase membership to 80%** | | | | | |
| 1. Continue outreach to non-dues-paying members | Membership and Liaison Committee | X | X | X | X |
| 1. Recruit members to CEMA Committees | Exec Board and CEMA Committees | X | X | X | X |
| 1. Create CEMA Communications Plan | Communications Committee | X | X | X |  |
| 1. Incorporate communications tasks into Business Agent job specifications | CEMA Staff and Communications Committee |  | X | X |  |
| 1. Build the CEMA Retiree Chapter | Jim Piazza and Robin Rivas-Romano | X | X | X | X |
| 1. Explore incorporation of a Santa Clara County Confidential Unit | CEMA Staff |  | X | X | X |
| **Priority 4: Complete the move into new office** | | | | | |
| 1. Move in furniture and technical equipment | OE3 | X | X |  |  |
| 1. Update relevant documents and materials with new address | Jim Piazza | X | X | X |  |
| 1. Host a grand opening event | Exec Board and CEMA Staff | X | X |  |  |
| 1. Acquire CEMA IT services | Communications Committee | X | X |  |  |
| **Priority 5: Complete new website** | | | | | |
| 1. Transfer website domain/address | Lawrence Su | X |  |  |  |
| 1. Create a meeting and events calendar | Lawrence Su | X | X |  |  |
| 1. Have adequate training for website usage | Lawrence Su | X |  | X |  |
| 1. Upload CEMA meeting agendas and minutes | Dawna Mencimer | X | X | X | X |
| 1. Notify members of the use of the website with membership login | Communications Committee | X | X | X |  |
| 1. Upload CEMA policies and procedures | Lawrence Su | X | X | X | X |
| **Item** | **Lead** | **Q1** | **Q2** | **Q3** | **Q4** |
| **Priority 6: Create a CEMA Policies and Procedures Manual** | | | | | |
| 1. Centralize all CEMA documents into an internal repository | Exec Board and CEMA Staff | X | X |  |  |
| 1. Create an Elections Procedures | Lawrence Su | X | X |  |  |
| 1. Create a Budget and Expenditure Policy and Procedures | Lawrence Su | X | X |  |  |
| 1. Create a Political Action Committee Policy and Procedures | Lawrence Su | X | X |  |  |
| 1. Create a Communication Policy and Procedures | Lawrence Su | X | X |  |  |
| 1. Create a Bylaws Committee Policy and Procedures | Lawrence Su | X | X |  |  |
| 1. Create a Board Meeting Policy and Procedures | Lawrence Su | X | X |  |  |
| 1. Create a Representation Policy | Lawrence Su | X | X | X |  |
| 1. Create a Succession Policy | Lawrence Su |  | X | X | X |
| 1. Create a Liaison Committee Policy and Procedures | Lawrence Su |  |  | X | X |
| **Priority 7: Conduct the CEMA 2023 Executive Board Elections** | | | | | |
| 1. Announcement of CEMA Executive Board elections | Elections Committee | X | X |  |  |
| 1. Conduct information sessions | Elections Committee |  | X | X |  |
| 1. Hold the 2023 Executive Board Elections | Elections Committee |  |  | X |  |
| **Priority 8: Enhance training for the CEMA Executive Board** | | | | | |
| 1. Set up process/expectations for future training/planning sessions | Strategic Planning Committee | X | X |  |  |
| 1. Create a training calendar | Strategic Planning Committee |  | X | X |  |
| **Priority 9: Review the CEMA Bylaws and OE3 Affiliation Agreement** | | | | | |
| 1. Review the CEMA Bylaws and propose changes | Bylaws Committee |  |  | X | X |
| 1. Review the OE3 Affiliation Agreement and propose changes | Bylaws Committee |  |  | X | X |
| **Item** | **Lead** | **Q1** | **Q2** | **Q3** | **Q4** |
| **Priority 10: Recruit part-time administrative interns** | | | | | |
| 1. Publish applications for part-time administrative interns | Exec Board and CEMA Staff |  | X |  |  |
| 1. Conduct interviews of applicants | Exec Board and CEMA Staff |  |  | X |  |
| 1. Onboard part-time administrative interns | Exec Board and CEMA Staff |  |  |  | X |

Approved by the CEMA Executive Board January 13, 2023