

**ORANGE COUNTY MANAGERS ASSOCIATION (OCMA)**  
Minutes of April 30, 2008 Meeting  
Board Planning Room, Hall of Administration, Santa Ana, CA  
**OBTAIN INFORMATION AT OUR WEB-SITE: [www.ocma.info](http://www.ocma.info)**

Present: Board Members Dave Sankey, Sharron Gibson Casler, Tony Bernard, Oscar Garza, Mark McDorman and OCMA Executive Director Karen Davis, plus 112 Administrative Managers (sign-in sheets on file).

**I. CALL TO ORDER**

The meeting was called to order at 12:04 pm. Dave welcomed everyone, thanked managers for attending, and introduced the Board of Directors and volunteers.

Update on OCMA Partnering with the Orange County Attorneys Association (OCAA):

OCAA is now sharing the OCMA office space, OCAA and OCMA use the same attorney, both are using services from Karen Davis, and we have agreed to work together in joint-interest issues. In that regard, OCAA will share the cost of the upcoming Retirement/Health Care Consultant Study.

Catastrophic Leave Changes: Due to IRS regulations, the Auditor-Controller has advised the County that changes must be made to the current Catastrophic Leave Program in order for the leave donors not to have to pay taxes on their donations. OCMA will “meet and confer” with the County regarding proposed changes, which include:

- The County will treat the program as one Countywide program administered by HRD
- Donations will be used in 80 hour increments, first in-first out, with unneeded donations returned to donors
- There is an option to provide donated hour of hour, versus the current conversion of hourly pay from the donor to the recipient. Dave asked for comments regarding this element, many managers preferred to keep the pay conversion process in place.

Health/Pension Consultant: A solicitation to review manager’s pension and health care costs was sent to eight vendors. No responses have been received, however Karen will follow-up with the vendors to determine reasons or to accept a late bid. If this is not successful, we will re-bid the project.

Public Records Request: The recent public records request for employee names, classifications and pay rates has caused a great deal on concern for employees, OCMA, and the County. County Counsel has been working with the Register in regard to releasing the information and has made some strides in this regard, including protecting the safety of employees through redaction of some names. Unfortunately, governmental employee names and pay are subject to public records requests, per the Government Code and Supreme Court decisions. OCMA has contacted the Register also expressing our/your concern.

**II. APPROVAL OF MINUTES OF JANUARY 30, 2008 MEETING**

The minutes from the January 30<sup>th</sup> meeting were presented for review and approval by Tony Bernard. Tony asked for a motion to approve the minutes, Joe Kiraly called for approval of the minutes, seconded by Debra Lakin, and the motion was unanimously approved.

**III. TRESURER’S REPORT**

The Treasurers report was provided by Oscar Garza. This verbal report identified where OCMA funds were deposited, indicating that the fund was solvent.

**IV. COMMITTEE REPORTS**

- **Membership:** Debra Lakin reported that OCMA currently has 784 dues paying members of approximately 1050 total administrative managers.

**V. PAY FOR PERFORMANCE STATUS/UPDATE**

Karen reported that the OCMA 2007-10 MOU provided for the County and OCMA to work together to develop a Pay-For-Performance (P4P) Plan for managers. The program will begin this year. A hand-out of the ASR and Program Highlights was distributed at the meeting (please see the hand-out which is now posted on the OCMA web-site, [www.ocma.info](http://www.ocma.info), on the Home page, under "OCMA News") and was used to review the details of the plan. She reported that OCMA and the County worked cooperatively on this project and that OCMA got 90% of what they (you) wanted, based on the survey that managers completed last year. Oscar reported that mandatory training will be provided, beginning in May 2008 and that additional voluntary training is available also. Oscar encouraged all managers to attend the training.

**VI. UPCOMING EQUITY REQUESTS**

Karen reported that the County/OCMA team is currently in the second round of reviewing equity requests; the first round was last year when we approved approximately 175 equity adjustments @ \$ 1 million. This year and next year, there are two annual opportunities for equity request reviews – both in February and August. In the current process member's requests were due to OCMA or from Department/Agencies in early March. Of the 160 requests received, 70 were directly to OCMA from members and 90 were submitted by Departments/Agencies in an amount of approx. \$1 million. During late March and April all requests were evaluated, analyzed and prioritized, using the same criteria for everyone. Priority 1, 2, 3 were established (1-new request, 2-repeat equity request, and 3- manager on Probation). We evaluated the requests within the Dept./Division and across county departments, when applicable. In 2008, we have \$ 500,900 available to fund equity requests and as of today we have recommended 90 requests for a little over \$ 300,000. This leaves \$ 200,000 for the August/September equity review process. We are about 90% complete – still awaiting Department feedback on a few. We are running a few weeks behind, with final decisions slated for mid-late May. OCMA will notify all managers who provided requests to us of the results of the review.

**VII. OCLA PRESENTATION:** Jess Carbajal, SSA, made a presentation in regard to the importance of the Orange County Leadership Academy (OCLA). He announced that the academy wanted to spread the training to the entire County – there will be short training sessions offered (Lessons in Leadership), 4 hours each, with sign-ups available. The focus is to develop tools for managers to manage and grow with the County and to develop opportunities for collaboration. Also, a conference will be held on 6-13-08. Because OCMA supports this vital training program, OCMA will be helping to supply books to be used by OCLA participants.

**VIII. OTHER ISSUES**

Dave announced that an "incentive program" will be developed for OCMA managers who bring in new dues paying OCMA members. The program will begin on 7-1-08 and will pay \$30 to each manager who brings in a new member. Also, Dave asked the group if there was any interest in OCMA providing discount tickets to Disneyland, which requires a 100 ticket up-front purchase; the group decided that they would not use the program, so it will not be provided.

**IX. ADJOURNMENT**

The membership was thanked for attending and the meeting was adjourned at 1:05 pm.