

## **ORANGE COUNTY MANAGERS ASSOCIATION (OCMA)**

Minutes of July 24, 2013 Membership Meeting-Board Planning Rm, Hall of Adm., Santa Ana, CA

**OBTAIN INFORMATION AT OUR WEB-SITE: [www.ocma.info](http://www.ocma.info)**

Present: Board Members Mark McDorman, Phil Daigneau, and Oscar Garza and OCMA Executive Director Karen Davis, plus 139 Administrative Managers (sign-ins on file).

### **I. CALL TO ORDER**

Introductions: The meeting was called to order at 12:03 pm. Mark welcomed everyone and thanked managers for attending. Mark introduced the attending OCMA Board members.

Angels Night: Mark provided a recap of the OCMA annual Angels Night event. He noted that 120 tickets were provided and that all attendees received \$10 in Angel's bucks, a Trout Farm T-shirt, a seat at the game, where the Angels "Won", and a terrific fireworks display. Attendees had a good time and pictures from the event will soon be placed on the OCMA website.

Significant Changes to OCMA: Mark announced that he retired from the County in June 2013 and that Mike Montijo plans to retire in September 2013. This will leave two opens seats on the OCMA Board of Directors. He indicated that Karen Davis, our founding OCMA Executive Director, is retiring also. Karen has agreed to remain on contract for the next year as she trains her replacement. The OCMA Board of Directors has hired/contracted with Mark McDorman as the new Executive Director of OCMA in order to ensure continuity and because Mark is a good "job fit" for the Association.

Given the above changes, the new Board of Directors officers are Stephen Schrieber-Smith, President; Oscar Garza, Vice President; Mike Montijo, Treasurer (until mid-September 2013); Phil Daigneau, Secretary.

### **II. APPROVAL OF MINUTES OF THE MAY 1, 2103 MEETING**

Phil called for a motion to approve the minutes from the prior OCMA meeting. Kim Evans, offered the motion to approve the minutes, seconded by Donna Grubaugh, and the minutes were approved by a vote of the attending membership.

### **III. TRESURER'S REPORT**

A verbal Treasurers report was provided by Karen Davis, who told the group that OCMA was solvent and that dues money is held in various CD's, with the operating fund at the Orange County Credit Union.

Linda Cota Presentation: With the administrative changes within OCMA, a determination was made to contract the OCMA accounting services with a local CPA. Until now, Linda Cota has acted as the Assistant Treasurer (as a volunteer) for several years and has donated countless hours on behalf of OCMA. Mark presented Linda with a "Certificate of Appreciation" for all her hard work.

### **IV. COMMITTEE REPORTS**

- **Membership Committee:** Debra Lakin reported that OCMA currently has approximately 773 dues paying members out of approximately 999 total County administrative managers, or approximately 77% are OCMA members.

## **V. OCMA ELECTIONS**

Karen reported that the OCMA by-laws state that elections for the OCMA Board of Directors will be completed by the end of November each year. Usually this process starts in September, but we are starting it early this year due to two members of the Board of Directors retiring. We are looking for a few good men and women to help lead OCMA. The by-laws state that “the intent is that Board membership should reflect the broad spectrum of County managers in various departments and agencies”. We hope that many interested managers will consider being a nominee for the Board of Directors. We would especially encourage younger managers (who may have different perspectives than tenured managers) and women to apply, as these two distensions would help to reflect the board spectrum of the actual County managers workforce.

The 2014 Nomination Form is posted on the OCMA website, under “forms”, and is due on August 7<sup>th</sup>. Please consider running for this important office – it will not take that much of your time and you will really enjoy the opportunity. We want to finalize the election this year by mid-September.

## **VI. 2013 EQUITY REVIEW PROCESS AND CALENDAR:**

Karen noted the OCMA MOU states that there will be an annual equity review process beginning in July. On June 24<sup>th</sup> OCMA contacted the County to begin coordination this year. It has taken an entire month for the County to finally concur with the Equity Review Format and the Calendar and they made it clear that if we wanted to skip it this year, it was OK with them – we made it clear that it was not OK with OCMA.

The good news is that the equity process will begin Friday (7-26) and the 2013 form can be found on the OCMA website, under “forms”. Please remember that in this process “less is more”. Your requests should be short and succinct – no more than 2 pages, plus an organization chart. This process focuses on salary comparisons of peers with similar duties – not across the Board salaries of all individuals in your classification. Please do not make a request unless your salary is at least 5% below your peers. Also, remember that past P4P increases are backed out of all salary comparisons. FYI - There are three entities who are involved with reviewing the requests: OCMA, HRS, and your Department. If you have questions when preparing the form, just give us a call at the office.

## **VII. MEMBER SURVEY FOR 2014 CONTRACT NEGOTIATIONS**

Mark indicated that OCMA contract negotiations will likely begin in October/November 2013. It will be important for OCMA to participate in negotiations in the upcoming year as we would like to obtain a salary increase for managers. In order to begin negotiations, we will need membership input. In the last survey sent to the membership, only 11% participated. Although we appreciated the input that was received, it is extremely important that all members provide input – as it’s your “conditions of employment” that we are negotiating.

During the membership meeting, several member comments were made in regard to retirement and P4P. Some attendees voiced their concerns in regard to escalating retirement rates and

contribution formulas/cost. Other members indicated that P4P should be replaced by Step increases because most managers do not reach the top of their salary range. Discussions ensued in regard to these two issues and Mark noted that it will be important to reference these opinions in the upcoming survey.

#### **VIII. RECAP OF MEETING WITH OCERS AND UPCOMING CHANGES TO RETIREMENT**

Mark reported on a meeting he had with Steve Delany (CEO of OCERS). Mark reviewed the OCERS Annual Report highlights and told the membership that the report is available in the office if anyone wants to see it. Mark noted that the performance report shows that OCERS has maintained 8.18% growth in the past 20 years. OCERS uses a low to medium risk in investments. There are several issues that currently/will affect employees in regard to retirement rates, including lowering of assumptions, amortization, etc. The independent audit report shows that OCERS is doing a good job.

The average employee (age 33) is contributing approximately 18% to their retirement, while the County is contributing approximately 33%. These contribution rates are likely to increase in the future.

#### **IX. UPDATE ON MEETING WITH THE COUNTY IN REGARD TO P4P CHANGES AND CAFETERIA/FLEX SPENDING PLAN**

Karen reported that the County, who had originally been interested in discussing the P4P process prior to beginning contract negotiations, now desires to await upcoming negotiations. The County was willing to discuss the “mechanics” of the P4P process but they were reluctant to discuss the monetary aspects – therefore OCMA concurs that P4P will be discussed (in total) during upcoming negotiations.

OCMA has requested a great deal of information from the County in regard to current costs of benefits, etc. We are in the process of reviewing this information and will be meeting with the County again soon. As more information becomes available in regard to the Cafeteria/Flex Spending Plan, it will be shared with the membership.

#### **X. ADJOURNMENT**

The membership was thanked for attending; the meeting was adjourned at 1:00 pm.