

**MINUTES
FOR THE REGULAR MEETING
CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD
Docket No. 5549**

1. Opening of Meeting:

The Appeals Board convened at 10:30 a.m., January 10, 2012, in Sacramento with Chair Robert Dresser presiding.

2. Roll Call: Members

Present

Absent

Robert Dresser, Chair	X	
Bonnie Garcia, Vice Chair	X	
Alberto Torrico	X	
Roy Ashburn	X	
Kathleen Howard	X	

3. Approval of the Minutes:

The December 13, 2011 minutes were approved by all members except Member Garcia who was not present at the beginning of the meeting.

4. Chair's Report:

Chair Dresser acknowledged the passing of former board member, Senator Ruben Ayala. Chair Dresser also thanked Jorge Carrillo for his outstanding service over his many years with CUIAB, thanked Board Member Howard for taking on more cases and stated she was a welcomed addition to the board.

Chair Dresser announced at the last meeting the cancellation of the training for the ALJs and support staff this year because of financial considerations, but as an alternative they will provide training in each individual office for the ALJs. There is already a schedule, to begin in July, for the 12 field offices as well as Appellate Operations. He thanked PALJ Angela Bullard and ALJ Kim Steinhardt, the two trainers, for their role in putting this together. This training will focus on decision writing as well as substantive subject matter areas. The NAUIAB meeting in May 2013 will also have training for the judges. For support staff there is training in development right now. This training is very important and is essential for the judges and the support staff because of the fast-paced changes with respect to IT, the law and other matters.

Chair Dresser talked about the need to expedite the filling of positions for which we have freeze exemptions. We are unsure if there will be another hiring freeze, but it could happen. Chair Dresser also talked about the consolidation of services that

took place and stated he felt somewhat remiss in not thanking the staff now at EDD for their fine service, which he did now. Lastly, he stated that senior staff will be conducting some long range planning later this month.

5. Board Member Reports:

Member Howard thanked the staff and stated that in her first month at CUIAB she has been so favorably impressed by the overall competence of the organization and the training she has received. She stated that when Senator Steinberg appointed her she was aware of the proposal to eliminate the board, and now welcomes the opportunity to respond and to be helpful in any way that she can. She understands the Governor's need to be responsible and to create more efficiency in government, but we also need to really examine whether there are really any cost savings associated with the proposed elimination; what are the alternatives, and then of course, what are the benefits of having an appointed board that is accountable to the public.

6. Public Comment:

There was no public comment.

7. Chief ALJ/Executive Director Report:

Chief ALJ/Executive Director Roldan reported that 2011 was very productive in addressing the work of the people of the State of California here at CUIAB. In January 2011 we had an overall balance of cases of 75,183 cases. We closed out December with a balance of 55,653 cases, a reduction in the outstanding backlog of 18,608 cases in the year 2011. That is despite a near record-setting pace of 37,778 new cases each month. Another important trend was the improved timeliness of decisions, with an average case age in January 2011 of 47 days, but at the end of December 2011 the average case age was 36 days. Another very important achievement was in time lapse, where at the beginning of 2011 about 76% of the workload was being closed within 90 days, whereas at the end of December 96% of the workload was being closed within 90 days. The 45-day time lapse improved from 12% up to 21%; and there was a 1% increase in the 30-day time lapse as well. DOL is generally happy with the trends.

8. Special Assistant to the Board, Lori Kurosaka Report:

Special Assistant Kurosaka reported that the Department of Labor is calendaring a staff level planning session for January 17 to plan for the 2013 Corrective Action Plan. We also anticipate a request by DOL for a site visit following the completion of the first quarter of the federal fiscal year. Region 6 has appointed a new appeals specialist, Marie Brillante, replacing Pat O'Neal. Marie is the former UI Director for the State of Washington. To familiarize herself with the California UI program, she has requested site visits with the EDD Primary Adjudication Centers and the CUIAB field offices in the San Francisco Bay Area, either in January or February.

Special Assistant Kurosaka reported that EDD and CUIAB completed implementation of electronic transmittal of disability insurance and paid family leave appeal decisions on December 21. All went smoothly and the EDD staff is now using the Info Image System to process the decisions and implement them in the same manner as with UI decisions. To show the impact of this very small scale solution that they worked on, in 2009 EDD UI Branch was reporting to DOL that it took UI staff 20.9 days to implement the decisions once CUIAB sent them to EDD. With electronic transmittals UI staff are implementing the decisions within 24 to 48 hours. Chair Dresser asked if they were tracking the paper savings. Special Assistant Kurosaka responded that the savings last year was about 1.5 million sheets of paper and \$140,000 in postage. This year they are anticipating postal savings of about \$180,000.

Special Assistant Kurosaka reported another project they are undertaking is the development of web-based appeal forms. EDD and CUIAB currently use six different appeals forms, and they hope to develop web filing of those appeal forms this year.

9. Chief ALJ of Appellate Operations, Jorge Carrillo:

Chief ALJ AO Carrillo reported AO closed 3,006 cases, which was 445 more cases than registered. This was the fourth month in a row that dispositions exceeded registrations. The open balance of cases was at a high of 6,423 in August, but it is now at 3,792, about a 40% drop. AO is at 39 days for case aging (DOL standard is no more than 40 days) and their goal is to maintain that through March, when the DOL measures state performance. AO also met two out of the three time lapse requirements. For the year the board closed 36,090 cases. Lastly, the monthly report that tracks the time it takes for board appeals to arrive at the board shows it averaged 3.73 days, the lowest since they started tracking them. This is tremendous progress from when we first started tracking it, where the average was over 10 days.

10. Chief Information Officer, Rafael Placencia Report:

CIO Placencia reported that the AO Paperless Project is moving forward. They do not anticipate any issues from today going forward with full implementation in June. There has been a very high level of acceptance by the testers and they are currently in live testing.

CIO Placencia reported that Phase 1 of the Automated Case Scheduling System continues to move towards implementation in late March.

Member Garcia asked about the new website and when it would be fully operational. CIO Placencia responded that the website system is completely programmed and ready to be released. They are just waiting for a go live date.

Special Assistant Kurosaka commented that they would like to set up a meeting with Member Garcia and Chief Counsel Hilton to review some of his comments.

11. Deputy Director, Administrative Services Branch, Pam Boston Report:

Mr. Robert Silva gave the report on behalf of Deputy Director Boston. He reported on the overtime report that they are projecting to have a \$38,000 cushion as an Agency.

Mr. Silva reported, with regard to the consolidation, that the Personnel unit moved over to EDD yesterday. They met last week with Tina Campbell, Chief of Human Resources at EDD, to go over the recruitment procedures. We will be adopting some minor changes to our existing recruitment procedures that should cause little problem if any for CUIAB with regards to recruitment. Communication was sent out to CUIAB yesterday explaining that the personnel specialists for all of the cost centers are remaining the same, and provided new contact information for those personnel specialists now that they are in downtown Sacramento. Chair Dresser asked if the composition of the hiring panels would remain at our discretion. Mr. Silva responded that was correct.

Mr. Silva also reported that EDD has made the facility assignments, two of whom are former CUIAB facility representatives. CUIAB offices have started ordering supplies through EDD's procurement office. This required EDD to provide access to their intranet system to about 40 CUIAB employees. There was a meeting yesterday with EDD's asset management crew and they were very confident in their ability to take our previous asset management information and import it into their existing database and continue to provide asset management tracking services that are consistent with what we expect here at CUIAB. On the Bench there is a quick reference guide, essentially an alphabetical listing of all services that CUIAB provides to their employees and they are updating that with all of the new consolidation information

Finally, on January 5 the budget call letters were distributed for the 2012/13 fiscal year. Over the month of January CUIAB cost centers will be submitting their budget call letter requests. Field Operations is due the very end of January, the remaining Branches will be due at the being of February. We are planning on a budget report for the February board meeting. Chair Dresser asked if they had gotten any answers back from EDD on the service level agreements. Mr. Silva responded they hadn't yet.

Member Garcia commented that she thought they were suppose to get a report on how much furlough time was still left on the books for the staff. Mr. Silva responded that he will make sure the board gets that for the next meeting.

12. Chief Counsel's Report:

Chief Counsel Ralph Hilton reported that five new cases were filed last month, and no decisions were issued in any of our existing cases. However, a petition for review in the California Supreme Court was denied in the Summit case, a SUTA (State Unemployment Tax Avoidance) matter.

13. Unfinished & New Business:

No unfinished or new business.

14. Closed Session:

The Board went into closed session. The Board voted to appoint Elise Rose to the position of Chief Administrative Law Judge, Appellate Operations Branch, which vote was reported in open session.

Adjournment