

**MINUTES
FOR THE REGULAR MEETING
CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD
Docket No. 5617**

Open Session

The Appeals Board convened at 10:30 a.m., April 11, 2017, in Sacramento with Chair Marty Block presiding.

1. Roll Call: <u>Members</u>	<u>Present</u>	<u>Absent</u>
Marty Block, Chair	x	
Michael Allen, Vice Chair	x	
Ellen Corbett	x	
Robert Dresser		x

Information Items:

Deputy Attorneys General Ted Prim and Julia Zuffelato of the Attorney General's Office gave a PowerPoint presentation on the Bagley-Keene Open Meeting Act. Questions were asked by Board Members Allen and Corbett, and by Staff Attorney Ralph Hilton. Chair Block thanked Mr. Prim and Ms. Zuffelato for their time and expertise.

2. Approval of the Minutes:

The March 22, 2017 Board Meeting Minutes were approved unanimously by all members present.

3. Chair's Report:

Chair Block acknowledged that there were several presiding judges in the audience and indicated that the Board will be joining them for lunch after the meeting.

Due to the fact that Chair Block made an extensive report at the recent March Board meeting, he opted to provide no further comments.

4. Board Member Reports:

Vice Chair Allen and Member Corbett also opted to provide no further reports.

5. Public Comment:

No public comment.

6. Chief ALJ/Executive Director Report:

Chief ALJ/Executive Director Gonzales reported that the Field Office timeliness statistics looked very good. She thanked Hugh Harrison for monitoring and distributing workload between Field Offices. She also thanked the Presiding Judges for ensuring that appeals were processed properly, efficiently, and on time.

Chief ALJ/Executive Director Gonzales reported that the annualized measurement for the 30-day time lapse standard was 62.7%. For the month of March, 2017, it was a remarkable 82.5%. The annualized measurement for the 45-day time lapse standard was 81.7%. For the month of March 2017, it was 93.4%. The annualized measurement for the 90-day time lapse standard was 96%. For the month of March, 2017, it was 98.3%.

Chief ALJ/Executive Director Gonzales further reported that the average case age on March 31, 2017, was 18.7 days. She noted that this is an outstanding achievement given the goal is 30 days or less. She noted that a lot of hard work went into satisfying the timeliness requirements for this year and again thanked the Presiding Judges and the staff as a whole.

Chief ALJ/Executive Director Gonzales announced that Jasmine Mukai, Presiding Judge of Oxnard, has retired. Chief Gonzales further announced that Mariluz Worden has relocated to the Executive Office and will act as a support analyst for the Board.

Chief ALJ/Executive Director Gonzales reported on the Board referral process. She has worked with the Chair to simplify the process. There will now be a link on the panel approval form that will enable Board Members to forward a referral to Mariluz Worden. The referrals will be tracked by Ms. Worden as they come in. A Board Member can indicate whether he or she would like an update on the referral, and whether he or she wants to be apprised of any action taken. Chief Gonzales will follow-up individually with the Board Member who requests such information.

Chair Block commented that referrals should be seen not so much as a sanction, but as an opportunity for professional development. In that regard, training becomes an important component of the referral process. Efforts will be made to provide training locally to enhance performance and skills. Board Members who make referrals will be notified when the training has been provided.

Chair Block congratulated Mariluz Worden and stated that the Board is glad to have her join the Executive Office. Ms. Worden responded she looks forward to the opportunity and to continue serving the Board.

Chair Block thanked all the Presiding Judges for their excellent work during the March push.

Vice Chair Allen volunteered to help in any way with a newsletter and with updating information on the CUIAB internal website.

Chief ALJ/Executive Director Gonzales stated that she also would like to make sure that news and information is up-to-date, and indicated that Lori Kurosaka, along with Nick Dressler, are very good at making sure information is available.

7. Chief ALJ of Appellate Operations, Elise Rose Report:

Chief ALJ Rose was absent. No report.

8. Chief Information Officer, Nick Dressler Report:

CIO Nick Dressler was unavailable. Paul Prestwich, Data Processing Manager, on behalf of CIO Dressler, reported that the IT Division is in the process of reviewing bids for a Dictaphone replacement system. The selection of a vendor should be made soon.

Mr. Prestwich further reported that the Labor and Workforce Development Agency has requested another demonstration of CUIAB's Time Reporting System. A date for that demonstration will be selected in the near future.

9. Chief Administrative Services, Robert Silva Report:

Chief Silva reported on monthly overtime and lump sum payouts. He indicated that overtime for the agency continues to trend downward. In February, 2017, overtime

expenditures totaled \$1,700. As a result, the projected fiscal year shortfall for the category, which was once at \$33,000, is now reduced to \$21,000.

Chief Silva further reported that there was no change in the amount of lump sum payouts during February, 2017, but as previously reported, he does expect to have fairly significant lump sum expenditures in May and/or June.

Chief Silva reported that next month CUIAB is going to engage in an audit of the bilingual staff to ensure that those receiving a bilingual pay differential are utilizing their bilingual skills in 10% or more of their work. This audit occurs every two years. Currently, there are 47 employees receiving the bilingual pay differential.

Chief Silva reported that CUIAB is still spending within the budget that was adopted at the January, 2017 Board Meeting. Chief Silva further noted that there is some office equipment that needs to be replaced, and that the IT and Administrative Divisions are working to secure procurements before the end of the fiscal year.

Vice Chair Allen thanked Chief Silva for his excellent work. Vice Chair Allen further commented that he appreciates the clarity with which budget information is provided by Chief Silva, and encourages him to provide as much information as possible throughout the year so that the staff and public can fully understand the how the budget is constructed and what fiscal challenges face CUIAB.

Chief Silva responded that he will make every effort to keep the Board and staff apprised of funding developments that may occur at the federal level. Chief Silva also reminded the Board of the Call Letter process wherein each branch within CUIAB is asked to make requests and suggestions for further personnel and operational needs. He concluded by inviting the Board to share with him any cost savings ideas they may have.

Closed Session:

The Board adjourned Open Session at 11:51 a.m. The Board commenced a Closed Session at approximately 11:56 a.m. Closed Session was adjourned at approximately 12:16 p.m.

Open Session:

The Board reconvened in Open Session at approximately 12:16 p.m.

Chair Block adjourned Open Session at 12:17 p.m.