

**MINUTES
FOR THE REGULAR MEETING
CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD
Docket No. 5628**

Open Session

The Appeals Board convened at 10:30 a.m., March 22, 2018, 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	

2. Approval of the Minutes:

The February 21, 2018 Meeting Minutes were approved 4 to 0 by all members present.

3. Chair's Report:

Chair Block reported the most important thing to report was the March timeliness report. He stated the numbers from the March report were excellent and he thanked everyone from the Field offices to the Board for getting everything done in such a timely fashion. Chair Block stated he was happy for the good news. Chair Block stated he had an opportunity to meet with the new Chief Counsel, Autumn Gonzalez, on a number of occasions. He stated Chief Counsel Gonzalez was a quick study, learning quickly, and assertive and fitting in well. Chair Block thanked Chief Counsel Gonzalez.

4. Board Member Reports:

Vice Chair Allen thanked acting Presiding judge Rebecca Bach for her work as acting Chief Judge of Appellate Operations. He stated he thought she was doing a great job.

Vice Chair Allen reported he would begin working with the Management Staff and other Board Members in March to prepare for the summer newsletter. He stated he wanted to put out a good product and he wanted to let everyone know what CUIAB is doing. Vice Chair Allen reported he would be asking the Fiscal Officer to give a good explanation of the budget to the whole agency. He stated he would like the process for the budget explained. Vice Chair Allen stated he would like to leave the newsletter open to anyone who wants to contribute and he would be seeking articles from staff. Vice Chair Allen said providing two newsletters a year would be a healthy means of communication for the agency.

Member Corbett reported this year's March was nice compared to past years when March was a struggle to keep deadlines in sync. Member Corbett thanked everyone in the agency for their hard work and their teamwork. She stated the agency is moving forward, making strides and improving every day, and she is proud to be a part of that effort. Member Corbett thanked everyone who steps up and helps out in difficult situations and she said she greatly appreciates all of those who do.

Member Dresser stated it was great the agency had met all of their March annual deadlines. Member Dresser reported he had distributed his training memo and he said he hoped it would be helpful.

5. Public Comment:

No public comment.

6. Chief ALJ/Executive Director Report:

Chief ALJ/Executive Director Elena Gonzales reported this March was not a frantic rush to meet deadlines. She stated due to an early focus and to being ahead of the game the agency was able to make the required timeliness dates. Executive Director Gonzales stated the agency was in good shape and despite missing a few timeliness dates in prior months, by averaging the months this year we were successful in surpassing the goal of reviewing 60% of our cases within 30 days. Chief ALJ/Executive Director Elena Gonzales reported by the end of February 64.5% of our Unemployment Insurance cases had been reviewed within 30 days and 85.9% had been reviewed within 60 days.

Chief ALJ/Executive Director Elena Gonzales reported in April the Tax Office would be calendaring more Tax cases and they continue to satisfy all the requirements of the Budget Change Proposal.

Chief ALJ/Executive Director Elena Gonzales stated it was a team effort from all the people and all the departments within the agency that produced the positive results in the end.

Chief ALJ/Executive Director Elena Gonzales reported Agriculture Labor Relations Board (ALRB) will be renting office space in the Oxnard Office of Appeals Building.

Chief ALJ/Executive Director Elena Gonzales reported they have begun to rehire from the Reemployment list. She stated there are currently 112 Administrative Law Judges (ALJ's) in the field offices and 9 ALJ's in Appellate Operations (AO) for a total of 121 ALJ's. Director Gonzales said they had filled 7 ALJ II positions.

Member Dresser asked for a list of the ALJ's who were rehired and Chief Administrative Services, Robert Silva said he had a list he would send.

7. Chief ALJ of Appellate Operations Report:

Acting Presiding Judge Rebecca Bach reported that Administrative Law Judge Wendy Breckon retired. Judge Bach reported the AO numbers for February. The time lapse requirement for completion of cases within 45-days is 50% but AO had a completion rate of 87.1%. She also reported the time lapse requirement for 75-days is 80% but that AO had a completion rate of 95.6 %. Judge Bach stated are numbers are still great. She reported AO opened 910 cases and closed 1,033 cases which left an open balance of 829 cases of which 759 cases were Unemployment Insurance (UI) cases.

Vice Chair Allen commented he was working with Judge Bach to document a descriptive list for the CUIAB process for Precedent decisions. He noted CUIAB already had a flow chart but he said a list, describing the process, would be informative and could be helpful in providing a more consistent process for Precedent decisions

8. Chief Information Officer, Nick Dressler Report:

Chief information Officer, Nick Dressler reported the IT Department would be concentrating on IT procurement. He reported EDD is changing to a Fiscal

accounting system on July first. This change at EDD means the deadline for IT Department to make needed purchases, approved in the Budget, is moved to May 1, 2018. In the past the deadline had been June 1, 2018.

Chair Block commented he had heard Winscribe was working out great. Officer Dressler stated it has been very successful project and the department continues to monitor the Field offices. He said so far there had been no big issues mostly user error.

Member Corbett asked if sound quality had been resolved. Officer Dressler referred to Judge Bach who stated she thought the number, of cases remanded due to bad audio, had already decreased.

Member Dresser thanked Officer Dressler for getting back to him to resolve an issue and he commented the Help Desk was always very helpful.

9. Chief Administrative Services, Robert Silva Report:

Chief Silva reported the status of Fiscal Year Paid Overtime/Lump Sum Payout Report-State Controller's Office (SCO) Report July 2017 through January 2018. He reviewed each branch of the agency's 17/18 Fiscal Year-to-Date total Overtime expenditures. He included Fiscal Year 17/18 projections of over/under expenditures. Chief Silva assured the Board that despite predicted shortfalls, in some branches, the agency has sufficient funds in reserve to cover all shortfalls. Chief Silva also reviewed the agencies 17/18 Fiscal Year to Date Lump Sum Payout July 2017 through January 2018. The SCO Report is posted to the CUIAB public website.

Chief Silva reported all CUIAB branches completed Budget Call Letters for the coming Fiscal Year and he stated he was compiling a single page document for review. The bumped-up May 1, 2018, cut-off date made it necessary to decide in the next two weeks whether there would be enough in the current fiscal reserve to go ahead and purchase items requested in the Budget Call Letters before May 1, 2018, as opposed to budgeting them in 2018/19.

Chief Silva thanked Acting Presiding Administrative Law Judge Mark Maerowitz for being so helpful in facilitating the request to rent the Oxnard space to the ALRB. He reported that also due to the new EDD cut-off date of May 1, 2018 the contract requests had to be submitted in March. This meant the Inter-Agency agreement would not be effective until July 1, 2018 although ARLB would move in possibly next month. The contract amount was approximately \$25,000 dollars a year.

Chief Silva reported they are finalizing the lease renewal for the San Bernardino Hearing facility. The current rent annually is approximately \$129,000. The lease renewal was being reduced to approximately \$115,000.

Member Corbett asked Chief Silva to explain the Back-log Overtime Expenditure in Field Operations. Chief Silva deferred to the Field stating what he did know was that beginning in November and through the end of the 2017 Calendar Year the Hub was backed-up so Regional Support Unit Typists were assigned overtime-work. During that two month period they were able to clear out the back-log so there was minimal overtime paid in January.

Vice Chair Allen asked if Chief Silva had heard any news regarding the Federal budget. Chief Silva stated he has not.

Closed Session:

There was no closed session. Chair Block adjourned open session at 10:52 a.m.

Adjournment