

**MINUTES
FOR THE REGULAR MEETING
CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD
Docket No. 5635**

Open Session

The Appeals Board convened at 1:00 p.m., October 17, 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	

2. Approval of the Minutes:

The September 20, 2018 Meeting Minutes were approved unanimously.

3. Chair's Report:

Chair Block noted that although the Board meets once a month and the meetings are relatively short, it is important to know that most of the Board's work is done between meetings, in the review of cases on appeal. During the last month the Board has adjudicated 808 cases, with assistance from Appellate ALJs and staff. Chair Block also stressed the importance of transparency, as the Board is now preparing to have these meetings streamed for the benefit of the public and Board employees.

Chair Block reported he attended the monthly Labor and Workforce Development Agency meeting. He discussed the consolidation of the San Francisco and Oakland offices, approved unanimously by the Board at its meeting last month. They were pleased about the consolidation of the offices and the approximate \$746,000 savings in employee salaries. In addition, CUIAB is saving over approximately \$2 million in rent on not having an office in San Francisco. The consolidation is saving over approximately \$3 million of taxpayer money. CUIAB is able to accomplish this without any reduction in service to the people in San Francisco due to utilizing an outstation for hearings in San Francisco. Thus, those who want hearings in the city will continue to get them. This was very well received by the Secretary and others.

Chair Block also reported during the LWDA meeting about CUIAB's Budget Change Proposal and the goal of reducing the backlog of tax cases. CUIAB's backlog of tax cases is the lowest it has been since 2007. In addition, Chair Block is pleased to report each month that CUIAB has met and exceeded Department of Labor expectations in terms of timeliness of cases. It is great to be able to give a positive report on how our agency is running very efficiently and effectively.

Lastly, Chair Block shared the SEIU climate survey. A climate survey of all CUIAB offices was conducted stemming from concerns about one office. The climate survey did show that there are concerns in that one office, but the rest of the offices around the state all came in with no significant problems. It was a very good experience for CUIAB. He stated that on the whole it was a very positive report for CUIAB and very well received.

Chair Block welcomed the new Chief Information Officer, Jeff Willoughby, to CUIAB.

4. Board Member Reports:

Vice Chair Allen expressed his appreciation to all agency staff, highlighting how hard the Field and Appellate judges, along with the Board Members, work to get the decisions right. He noted the litigation report reflects the Board was affirmed in 26 cases, reversed zero and remanded in three cases. An indication of how diligently they work on the decisions, using compassion and justice to do right by the employers and the claimants. It is a positive commentary on our agency

Vice Chair Allen noted that October is the anniversary of many natural disasters in California such as the Loma Prieta earthquake and the Santa Rosa fire. He was pleased to notice on the IT Projects Report there is a mandatory Technology Recovery Plan in case of disasters. He noted the importance of organizations to be able to recover data now that we are so dependent on technology.

Member Corbett commented that clearly the caseload is down because the economy is doing so well, particularly in the Bay area and San Francisco. She is pleased the agency was able to do some consolidation and save taxpayers money while also having the ability to handle any uptick in appeals if the economy changes.

Member Corbett also reflected on the anniversary of the Loma Prieta earthquake and the Santa Rosa fire, which make us realize the important roles which EDD,

CUIAB, the Department of Labor and unemployment insurance play in the lives of people disrupted by these disasters. She noted many California workers and state employees are involved in going on-site and spending time with people who need help signing up for benefits. All these efforts keep people going if they lose their jobs in connection to these disasters. Member Corbett stated many people would be participating in the great Shake Outs all over the state to make sure we are all prepared in memory of the disaster Loma Prieta and in stressing the importance of being prepared for these situations.

5. Public Comment:

No Public Comment.

6. Chief ALJ/Executive Director Report:

Chief ALJ/Executive Director Gonzales reported the consolidation of the San Francisco and Oakland Office is going well. There will be minimal disruption of the services provided as the change is a continuation on what the two offices have already been doing. The offices are gathering documents and preparing for the merger. Kim Hickox, Labor Relations Officer is setting up a meeting with the unions to confer on the impact of the implementation. Once complete they will move forward with the final implementation.

Chief ALJ/Executive Director Gonzales welcomed CIO, Jeff Willoughby. She commented CIO Willoughby had the trial by fire the first two weeks with phones going down in one place and computer problems in another. She is pleased he understood right away some of the issues facing the agency. She thanked Lori Kurosaka and Janet Maglinte for keeping the IT Department running and for helping CIO Willoughby acclimate to the new staff and position.

Chief ALJ/Executive Director Gonzales reported Autumn Gonzalez's last day was this past week. We hope to have the posting for the position out within the next couple weeks.

Chief ALJ/Executive Director Gonzales reported it is the time of year when the Field has an opportunity to evaluate the work, they have been able to address many of the tax cases, and now they are focusing on UI and DI cases. She reported the Field is meeting all time lapse standards closing 63.5% of their cases in 30 days – the standard is 60% and closing 87.4 % in 45 days – the standard is 80%. The average case age is 27.6 days and the standard is 30 days. The workload continues to fluctuate. The extension cases which at one time were a

substantial portion of the workload are down now less than 1%. Lastly, there were no security incidents to report.

7. Presiding ALJ of Appellate Operations, Jodi Remke Report:

PALJ-Appellate Operations (AO) Remke reported the Board continues to move cases in a timely manner. The reports reflect AO is meeting the Department of Labor guidelines by closing 94.5% of the cases in 45 days, with an average pending case age of 28 days. She highlighted the number for UI time lapse appeals of closed cases is 23 days which is an impressive number considering CUIAB closed 808 cases last month. She noted there have been more school cases lately because of the season, but everything in AO is being handled very well.

Vice Chair Allen asked for an update on his request for an abbreviated memo on the standard procedure or flowchart for the process of a Precedent Decision, stating it is important for future Board Members to have documentation of the workflow and the Precedent process.

Chief ALJ/Executive Director Gonzales replied that she is working with PALJ Remke, Hugh Harrison and Ralph Hilton on the Precedent Procedures. They have put together a two-page summary which they are finalizing to submit to the Board Chair for review.

8. Chief Information Officer, Jeff Willoughby Report:

CIO Willoughby thanked Lori Kurosaka for minding the IT shop and for handing over a very good plan so that he can be successful. He appreciates the confidence Executive Director Gonzales has shown. He thanked Janet Maglinte for the great attention put into the Information Security office role. He noted IT's compliance to information security detail is of great interest to our control agencies and Ms. Maglite's efforts will make sure that continues in a good trajectory.

CIO Willoughby reported the Venture Oaks phone system upgrade is complete. The last site to upgrade is Oxnard, to start at the end of this month. They will finish ahead of the target for that effort. Kudos to Jeff Kumanchik for the work he has done in putting that together.

CIO Willoughby reported the Windows 10 deployment is on schedule, the testing is near complete and they hope to have that done by the end of the year. In addition, the live stream project is on schedule to be completed by the end of the year.

CIO Willoughby reminded the Board that the Department of Technology independent audit has been pushed out to the spring of 2019, but preparations for the audit are extensive. Janet Maglinte is spearheading the project until he can hire into the ISO position and then there will be transition.

Finally, CIO Willoughby reported they are well underway with the office consolidation analysis of all of the affected systems.

9. Chief Administrative Services, Robert Silva Report:

Chief Silva discussed the Monthly Overtime and Lump Sum Payout report set forth in the meeting packets.

Chief Silva reported that an agreement has been reached for the Department of Insurance (DIR) to utilize excess space in our Los Angeles Appeals Office for at least an 18-month period.

Chief Silva also reported that CUIAB is recruiting for four new ALJ II's, and that those positions will likely be filled from our reemployment list.

Closed Session:

There were no Closed Session items. The Board adjourned at 1:25 p.m.

Adjournment