



**Date:** 02/21/2024  
**Time:** 12:00-1:00 PM  
**Location:** Teams

# BOARD MEETING

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## AGENDA

Call to Order— 12:02pm

Participants – Adriana Publico (AP), Lisa McNeill (LM), ~~Naveed Frank (NF)~~, Tony McMillen (TM), Caitlin Davis (CD).

### OPEN SESSION

- I. Approve Minutes from 2/14/24 meeting. Approved.
  
- II. Review Action Items
  - a. Lisa & Naveed – Tax ID Status Revision, update on GNCU account: AP will send GNCU contact info to LM for take over. LM to also check with UFCU. LM says that Tax ID number resolution requires a formal letter be sent for change, will create letter this afternoon. 501(c)(5) filing can take up to 6 months, Tax ID number doesn't come up on search on IRS website. LM to discuss with WCS D Payroll about check for dues (Feb 2024), hoping to open bank account before March pay date. TM suggest moving away from weekly meetings after new account set up.
  - b. Adriana & Lisa – By-laws complaint and grievance language (table for now)
  - c. Adriana - Social 3/19: VooDoo space is already rented out. LM sent out info for South 40. Member sent out Napa Sonoma South as option, space that is good for expandable amount of attendees. South 40 may be more accommodating for flexibility. Casa Grande doesn't have catering menu but space ok.
  - d. Tony – PhD/Doctoral MOU and WCS D Advisory Meetings/Follow up with Diana Calles: TM reviewing PhD MOU from WCS D. Superintendent's new EA not familiar with what these meetings are. TM explained that want to meet once per month, no less than quarterly. New EA only started recently. TM has not gotten notice to sign contract yet, or PhD MOU.

- e. Caitlin – Sick Bank form: sent to AP on 2/21/24. AP sent to Sara Mauer and Rob Luna. Based on language in contract seems like only retiring employees can donate 10 days after departure. TM had question about when someone leaves district can days be donated? AP waiting to hear back from WCSD Labor Relations about employees that resign. If WPTA starts to share sick bank with other CBU's then may need "Sick Bank Committee" for sick bank usage approval. Who (WPTA board member) receives sick bank requests and goes to WPTA board for approval. LM thinks Pro-Tech responsibility. AP to use APTA website forms as template for WPTA forms. LM sick bank balance could be updated several times per year, but member usage in closed meeting minutes.

### III. Updates/Next Steps

- a. LM to start working on a budget if time allows this week with projections. TM requested like a 4-year plan. Targets for employee assistance, arbitration.
- b. 2/21/24 WPTA dues have been deducted from members' paychecks. Now a drop down for WPTA in BusinessPlus, working on creating new salary index.

### IV. Tabled & Ongoing Items

- a. Current enrollment count **138** (if enrollment over 138 members, WPTA should lower monthly dues. Can't earn more than \$50k annually without paying taxes per 501(c)(5) regulations.)
- b. WPTA start up fees payment (pending \$5,100 invoice from Chief Negotiator, reimbursement to AP for IRS filing \$600, reimbursement to LM for state filing of about \$120, RRV services to date, social expenses).
- c. *Sick Bank update with WSPA (AP to reach out in June 2024, unless they settle before that time)*
- d. *Update By-laws (Summer/Fall 2024 with new board) – Grievance and complaint processes, who handles what, reducing dues, annual budget*
- e. Yearly Officers and Board's Responsibilities and training (AP working on, no updates yet, will email out when draft available)
- f. General Insurance Committee, TM requested what our responsibilities for that. WPTA has to identify who that is (any member of WPTA), present appointee to the WCSD BOT, and then appointed member sits on General Insurance Committee. GIC is subject to open meeting law and more formal process. TM suggest posting GIC updates on future WPTA website for historical tracking and ease of update reference. Members need to be educated on what it means to be "Self Insured" and habits to keep rates lower.
- g. *D&O Insurance – not ready to do anything until we can write a check.*
- h. *UFCU bank account with APTA – table until EMRB resolution*
- i. EMRB filing by APTA – AP and LM attending 2/27 meeting and will report back to group.
- j. Employee Resources Fair – 2/29/2024 & 5/10/2024
- k. Scholarships, target April 1 to send out application forms.

*l. Gmail and Website – table until we have bank account set up.*

CLOSED SESSION

- I. See CLOSED SESSION meeting minutes for 2/21/2024.

Next Meeting – 02/28/2024

Meeting Adjourned – 12:46pm

| Action items                     | Owner(s) | Deadline | Notes   |
|----------------------------------|----------|----------|---|
| Tax ID Revision Letter           | Lisa     | ASAP     |   |
| Member Dues Check from WCSD      | Lisa     | ASAP     |   |
| 3/19 Social Location             | Lisa     | 3/19     | South 40, Great Basin, Napa Sonoma, Peavine Taphouse  |
| 2/27 BOT                         | All      | 2/27     | Attend BOT meeting at 2pm   |
| Scholarship App due date         | TM / AP  | ASAP     | Determine April or May due date?  |
| Budget                           | Lisa     | Ongoing  | Yearly budget with projections, 4-year plan, targets for employee assistance and arbitration. |
| Gen Insurance Committee WPTA Rep | TM       | Ongoing  | Appoint a WPTA board or general member?   |
| GNCU                             | LM / NF  | ASAP     | Account set up status?  |
|                                  |          |          |   |