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INTRODUCTION

The Employer Advisory Council (EAC) Handbook was prepared by the California Employer Advisory Council (CEAC) Education and Training Committee. A special thanks you to Sue Ampi, Committee Chair and Bev Powers who worked so diligently. This handbook was developed to provide information on effective strategies and practices for EAC boards, and to use as a training tool for new EAC members who assume leadership roles.

This handbook should also help clarify the roles and responsibilities of the partnership between the Employment Development Department (EDD), the EAC(s), the CEAC and the National Employer Council (NEC).

The EAC Handbook was designed to be reproduced and shared with any member of an EAC Board or Steering Committee. For your convenience, this handbook has been three-hole-punched, and includes pre-printed tab dividers and a cover and spine to be used with view binders. Please place each of the written sections behind the appropriate pre-printed tab and store in a binder.

The Appendix section should contain all special forms and information sheets referenced throughout this handbook. The CEAC hopes that this handbook is a valuable resource for all EACs.

EDD, an equal opportunity employer/program, is a partner in this publication. Special request for alternate formats need to be made by calling the phone number of your local EDD office (listed in the phone directory under “State of California, Employment Development Department”).

HISTORY AND OVERVIEW

Employer Advisory Councils (EAC) were formed as a result of the recommendations of a “Blue Ribbon” Commission (funded by the US Department of Labor) with the task of determining why employers were not using the job services for which they were paying. The recommendations of the commission encouraged employer participation with state job service offices resulting in better service to employers, increased placement of job seekers, and reduction of the time that individuals were unemployed.

In California, local committees were formed beginning in 1971. The spring of 1980, ten representatives from the local organizations met with Employment Development Department (EDD) to discuss the formation of a statewide council. In October 1980, the first meeting was held. The organization was named the California Employer Council (CEC).

In 1988, the CEC voted to become a nonprofit, tax-exempt corporation, as this would permit the CEC to expand its role with local chapters by offering services including membership. The local chapters would support the state’s organization through membership dues. Also, at that time, Regional Vice Presidents (RVP) were added to the CEC. The EAC members in the region would elect these RVPs. The RVP would hold regional meetings to share information about the activities within each region, to provide a local forum for discussions on the activities of the state organization, and to establish a more cohesive and unified organization.

In 1995, The CEC changed its name to the California Employer Advisory Council (CEAC), incorporating ADVISORY. This change described the primary role of the organization and provided a name that links it more closely with both the local advisory councils and the National Employer Council (NEC). EACs demonstrate their commitment to the organization through financial support, with participation of individual members in work groups, focus sessions, committees, and as candidates for statewide office.

Many employers, when the EAC is mentioned, think only of seminars. That is because EACs have earned a reputation for producing employer seminars featuring experts who speak on a wide range of employment related subjects. However, the EACs and the CEAC are important for their contributions on much more than seminars. These include participation in focus groups, sponsorship of job fairs, and promotion of EDD programs and services.

The original role of these partner organizations to provide for continuous improvement of job services has been expanded. This expansion is the acknowledgement that employment issues are part of all the programs and services which EDD administers. The CEAC/EDD/EAC partnership is an important and necessary link between business and government.

Employment Development Department (EDD)—The EDD administers a variety of services under the Job Service (JS), Unemployment Insurance (UI), and Disability Insurance (DI) programs. EDD also handles the collection of employment taxes such as UI, DI, Employment Training Tax, and Personal Income Tax. The EDD is responsible for:

- Bringing together employers and job applicants
- Paying benefits to eligible unemployed or disabled persons
- Collecting payroll taxes
- Assisting unemployed persons to become self-sufficient
- Gathering and sharing information on California's labor markets
- Administering employment and training programs
- Ensuring that these activities are coordinated with other organizations that also provide employment, training, tax collecting, and benefit paying services

It is essential for the EDD to obtain and use the support of the employer community–its primary customers. This requires opening and maintaining channels of communication between employers and EDD at every level. EDD establishes and maintains these channels through EACs.

Employer Advisory Councils (EAC)—The EACs are comprised of employer volunteers representing a cross-section of business and industry. There are approximately fifty EACs in California. The EACs were developed to promote a stronger partnership between the California EDD and the business community. Its commitment is to assist employers in conducting their business more effectively and efficiently, to provide information on employment-related issues, and to enhance the communication between EDD and the private sector. The purpose of local EACs is to:

- Identify employer related community needs and work with EDD representatives to recommend ways to meet them.
- Act as a sounding board for proposed and ongoing EDD policies, programs, and procedures.
- Obtain employer support for EDD programs.
- Co-sponsor employer seminars. The EAC provides a vehicle for discussion of mutual problems and information on services available through Job Service, other EDD programs and services, and other employment related issues.

EAC Structure—Typically, each EAC is made up of the following executive officers, board of directors, and committee members:

EXECUTIVE OFFICERS	BOARD OF DIRECTORS	COMMITTEES
Chairperson Vice Chairperson Treasurer Past Chairperson Secretary	Legislative Chair Speaker Chair Publicity Committee Chair Seminar Committee Chair Membership Committee Chair EDD Coordinator EDD Managers EDD Area Administrator	Legislative Committee Speaker Committee Publicity Committee Seminar Committee Membership Committee

Executive Officers:

- **Chairperson**—Presides over monthly meetings and executive board meetings. Attends CEAC regional meetings. Maintains contact with the EDD Manager, EDD Coordinator, Committee members and general members.

- **Vice Chairperson**—Presides over monthly meetings and executive board meetings in the absence of the Chairperson. May chair or work as part of a committee, such as the speaker or seminar committee. Report on committee activities at executive board meetings.

- **Treasurer**—Has charge of and is responsible for all funds of the EAC. Deposits membership dues, program registration and all other funds in the EAC bank account. Pays bills as approved and directed by authorized members of the executive board. Reconciles bank statements. Maintains bank balances and reports the balances to the executive board and general members at the monthly meetings. Collects and distributes EAC mail to the appropriate person at least once per week. Assists the board in developing the budget.

- **Past Chairperson**—Acts as a liaison to the executive board and provides guidance and or assistance on special projects as requested by the chairperson. The executive board should always consider the level of commitment of any request and the time and effort the past chair has already given during his/her just completed term of office.

- **Secretary**—Records and maintains minutes of all meetings (to include executive board meetings and regular membership meetings). Mails or delivers a copy of minutes to the EDD Coordinator for mailing by the specified date. Maintains EAC binder (including, minutes, correspondence, speaker critiques, master forms, etc.).

Committee Members:

- **Legislative Committee—**Provides updates on significant legislation at the monthly meetings. Identifies and informs the members regarding pertinent legislation at either the state or federal level that would be of interest to the members.

- **Speaker Committee—**Identifies and contacts qualified individuals to speak at the EAC meetings. Develops calendar of monthly speakers. Assists seminar committee in identifying speakers for the seminar. Prepares and sends thank you letters to monthly speakers. Introduces guest speakers at the EAC meeting.

- **Publicity Committee—**Identifies, establishes, and maintains good working relationships with appropriate media. Prepares and distributes press releases to the media. Develops promotion for EAC events. Promotes annual seminar.

- **Seminar Committee—**Implements and coordinates all details regarding the seminar. Coordinate, with the Publicity Committee, the promotion of the seminar. Identifies, with the Speaker Committee, possible seminar speakers. Coordinates, with the Treasurer, to ensure the prompt payment of seminar expenditures.

- **Membership Committee—**Maintains membership lists. Responds to inquiries regarding the EAC. Collects and maintains prospect list of potential EAC members. Designs and implements recruitment strategies and activities to solicit new members.

In addition, the EAC structure includes an EDD Coordinator:

- **EDD Coordinator—**Assists executive board as necessary. Mails out announcements, minutes and miscellaneous correspondence to members and non-members, as requested. Attends EAC meetings and CEAC regional meetings.

California Employer Advisory Council (CEAC)—The CEAC is a non-profit, tax exempt corporation. Members of the CEAC are elected by the EACs. This council was composed of one employer representative of each of EDD's Job Service/Ul Districts. The CEAC provides the link between local EACs, EDD's Central Office, and the NEC. It also identifies problems affecting services that have statewide or national implications, recommends changes in state or federal laws, regulations, policies, or procedures, proposes or reviews legislation and makes recommendations to state or federal legislators and administrators.

CEAC Structure—The CEAC is comprised of the following Board members: (See **Exhibit A** CEAC Organization Chart).

CEAC BOARD
President
Vice President
Secretary
Treasurer
Past President
Regional Vice Presidents (Region 1-8)

The roles and responsibilities for each of the board members are further described in the CEAC Roles and Responsibilities included in (See **Exhibit B** CEAC Organization Chart).

- **Regional Vice Presidents—**The role of the Region Vice President (RVP) is primarily to communicate information between the CEAC and the EACs. Each Region has one vote, regardless of the number of EACs in each region. Responsibilities include:

- Upholds and abides by the Articles of Incorporation and Bylaws.
- Submits a quarterly report to the President of the CEAC outlining the CEAC activities within the region.
- Attends all Executive Board Meetings.
- Holds regional meetings as necessary to communicate and accomplish the goals and objectives of the EACs within the region.
- Establishes and assists any regional subcommittees as necessary.

Benefits of CEAC Affiliation—Benefits for EAC affiliation with the CEAC include:

BENEFITS	
• Use of the Employer Hotline	• Small Business Employer Advisory
• Inclusion under the tax exempt umbrella	• EAC Support – Speakers
• Legislative information	• Address employer issues
• A voice at the state and federal level	• Employer Recognition
• Associations with IAPES, Veterans, EDD, NEC, One-Stop Task Force, and School-to-Career	• CEAC Web Site
	• EAC Handbook
	• Various task force involvement

CEAC Annual Conference—The CEAC holds an annual conference each spring. The goals of the conference include:

- Providing EAC board members with tools to effectively lead their EACs and develop transferable skills they can also use in the day-to-day jobs.
- Offering workshops to employers on personnel issues.
- Providing a networking opportunity to strengthen the partnership between EDD and the employers.
- Recognizing local EACs, EDD Coordinators, and employers for their veteran employment efforts.

CEAC Dues Structure—Each EAC pays dues to the CEAC based upon membership. The current dues structure is as follows:

NUMBER OF MEMBERS	DUES
One - Forty (1-40)	$450
Forty One - Eighty (41-80)	$600
Eighty One Plus (81 +)	$750

Sponsorship Program—Local EACs may also wish to participate in the Sponsorship Program. The EAC can make an additional donation to the CEAC at various sponsorship levels. Sponsorship provides some additional benefits to EACs (See **Exhibit C** in Appendix Section).

Adopt an EAC Program—The “Adopt an EAC" is a program whereby the resources of the CEAC provides various forms of assistance to:

- Help individuals wishing to create a new EAC.
- Provide assistance to newly formed organizations.
- Enhance established EACs.

The objective of this program is to provide one-on-one guidance from one EAC to another that requests assistance. Types of assistance that may be provided include:

- How to recruit members.
- How to develop workshops and seminars.
- How to develop by-laws, etc.
- How to develop funding sources.

Financial Assistance to EACs—The CEAC or other EACs may also provide financial assistance to EACs.

- **CEAC Financial Assistance—**Generally this assistance is for the purpose of funding CEAC dues, conference registration and expenses, or other requested expenses. Financial assistance can be provided by submitting an application to the CEAC for Executive Board approval (See **Exhibit D** in Appendix Section).

- **Direct Financial Help from One EAC to Another—**The mentoring EAC can either contribute the funds directly to the requesting EACs Treasurer or mail the funds to the CEAC to administer as requested.

CEAC Bylaws—Included in this section (See **Exhibit E** in Appendix Section).of the handbook are the bylaws for the CEAC. The bylaws describe the mission and purpose of the CEAC, as well as information covering membership, financing, officers, meetings, and executive board powers.

National Employer Council (NEC)—The NEC is comprised of employers from each state, and its purpose is to provide the Department of Labor with employer comments and recommendations on employment and training issues. It functions chiefly through quarterly steering committee meetings. The NEC also holds an annual conference in Washington, D.C.

The purpose of the NEC is:

- To open up and maintain a dialogue with the US Department of Labor and other appropriate agencies, groups and individuals.
- Coordinate employer efforts and exchange information.
- Seek solutions to employment training related problems in need of national attention.

The NEC was formed in 1971 and was comprised of executives from major U.S. firms. It was from this committee that the establishment of Employer Advisory Councils was recommended to contribute ideas and support to Employment Services.

NEC Bylaws—The NEC bylaws are included in this section of the handbook (See **Exhibit F** in Appendix Section).and further describes the purpose of the NEC, membership, meetings, committees, and powers and rights.

Exhibit A

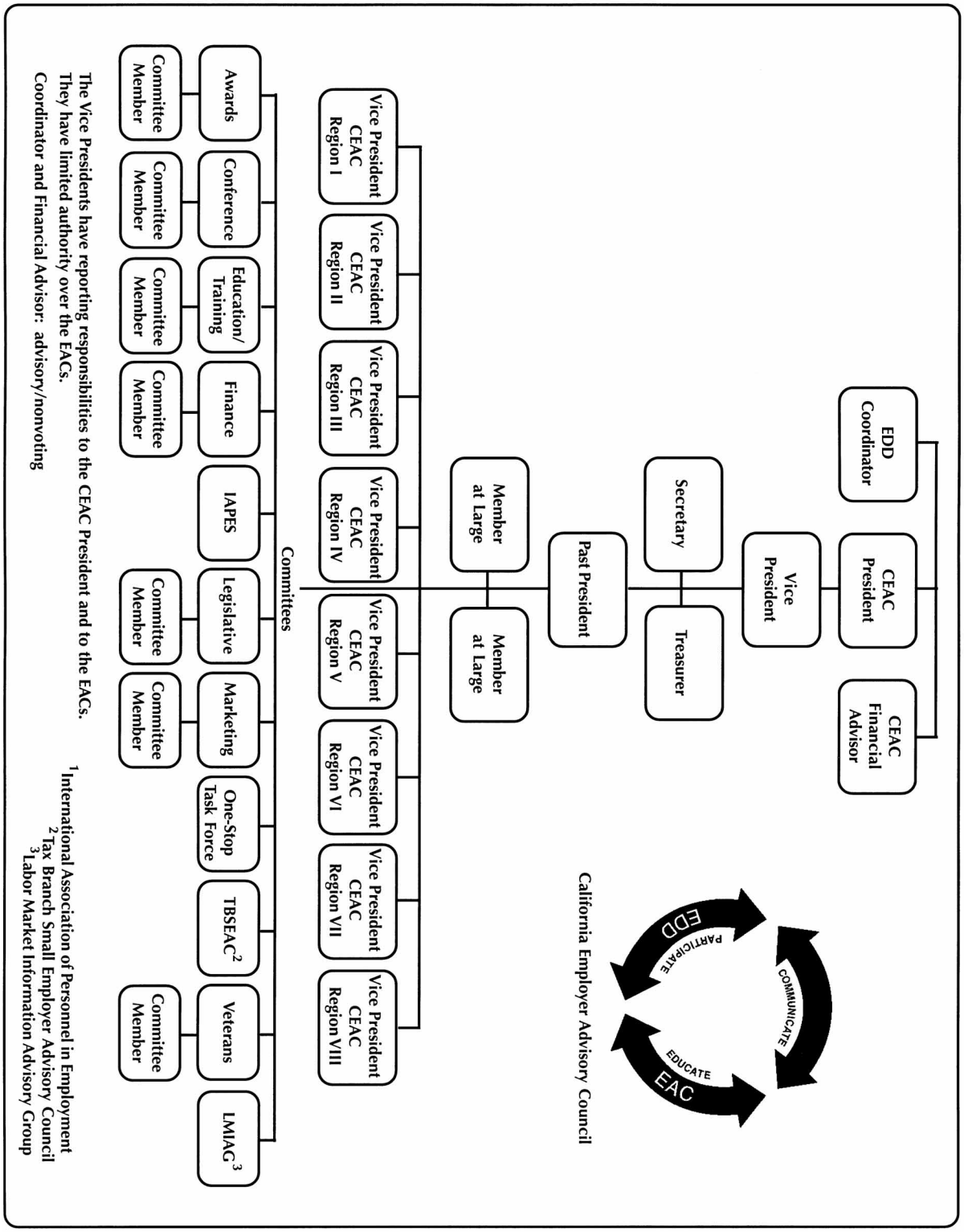
EDD Coordinator
CEAC President
CEAC Financial Advisor
Vice President
Secretary
Treasurer
Past President
Member at Large
Member at Large
Vice President CEAC Region I
Vice President CEAC Region II
Vice President CEAC Region III
Vice President CEAC Region IV
Vice President CEAC Region V
Vice President CEAC Region VI
Vice President CEAC Region VII
Vice President CEAC Region VIII
Committees
Awards
Conference
Education/ Training
Finance
IAPES
Legislative
Marketing
One-Stop Task Force
TBSEAC2
Veterans
LMIAG3
Committee Member
Committee Member
Committee Member
Committee Member
Committee Member
Committee Member
Committee Member
Committee Member
COMMUNICATE
PARTICIPATE
EDUCATE
EDD
EAC
California Employer Advisory Council
The Vice Presidents have reporting responsibilities to the CEAC President and to the EACs.
They have limited authority over the EACs.
Coordinator and Financial Advisor: advisory/nonvoting
1International Association of Personnel in Employment
2Tax Branch Small Employer Advisory Council
3Labor Market Information Advisory Group

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

PRESIDENT

The bylaws state: The President presides at the meetings of the CEAC and the Executive Board, serves as the representative of the CEAC to the National Employer Council or shall designate a CEAC member as representative for this purpose and may serve as a member of any committee of the CEAC at his/her discretion. The President shall have the power to appoint CEAC Committee Chairs, who serve at his/her discretion. A summary report of Executive Board activities shall be prepared on a quarterly basis and forwarded to each member EAC Chair and each EDD Regional Representative. The President will serve as a member of any ad hoc committees created by his/her authority under ARTICLE XI.

Term: The President is elected by the membership and serves a two year term beginning July 1.

The President is responsible for the overall direction of the organization.

The CEAC President and CEAC Coordinator must work closely in many endeavors and the President will rely on the Coordinator for information and insight. It is imperative to have open, regular communication between the President and the Coordinator.

CEAC COORDINATOR

- Provides coordination and liaison services between the EDD and the CEAC;
- Assists President in preparing agendas for CEAC Board meetings;
- Arranges Board meetings;
- Prepares the quarterly CEAC Newsletter
- Prepares a variety of correspondence* for the CEAC President's signature such as: thank you letters, invitations to speak, and requests for participation;
- Prepares revisions of the CEAC Map based on changes to the organization;
- Distributes a variety of materials to the Board, EACs, and EDD, as needed*;
- Facilitates CEAC/EAC participation in various EDD workgroups and task forces;
- Assists in the preparation of the CEAC Annual Report.

*MACS Support staff may assist. rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

VICE PRESIDENT

The bylaws state: The Vice President presides in the absence of the President, succeeds to the Presidency if the President is unable to serve, serves at the direction of the President as liaison to the Director's Office of the EDD in matters of the agenda for Executive Board meetings. Further, he/she shall be a member of at least two committees, and shall perform other duties as may be assigned by the President.

Term: The Vice President is elected by the membership and serves a two year term beginning July 1.

The Vice President presides in the absence of the President. Therefore, any of the duties listed for the President and the responsibilities of the Coordinator could be applicable to this officer.

The President may make special assignments for the Vice President.

CEAC COORDINATOR

No responsibilities identified at this time.

*MACS Support staff may assist. rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

PAST PRESIDENT

The bylaws state: The Past President will participate in strategic planning, act as liaison to the Executive Board and shall perform other duties as may be assigned by the President.

The Past President provides history and continuity to the CEAC Executive Board.

The Past President may be asked to provide guidance or lend assistance to special projects. However, when making any requests, the CEAC Board needs to consider the level of commitment and the time and effort which this person gave during his/her just completed term of office.

CEAC COORDINATOR

- Has no specific responsibilities to the Past President;
- Assistance would be determined in connection with projects which this officer may accept.

*MACS Support staff may assist. rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

SECRETARY

The bylaws state: The Secretary serves as the recording officer for the CEAC and the Executive Board, is responsible for recording the minutes of these meetings and for their dissemination and will be a member of at least one Committee, and shall perform other duties as may be assigned by the President.

Term: The Secretary is elected by the membership and serves a two year term beginning July 1.

The Secretary:

- Takes minutes of CEAC Board meetings (in-person and conference call);
- Prepares the minutes within three weeks following each meeting for the Coordinator to copy and distribute*;
- Serves in other functions as requested by the CEAC President;
- Signs chapter and sponsorship certificates.

CEAC COORDINATOR

- Reviews the minutes within five days of receipt, informs the Secretary of any corrections and/or changes;
- Distributes the minutes to the Board*;
- Prepares the notice of the CEAC Annual Membership meeting for distribution to the CEAC's general membership at least 60 days prior to the annual meeting;
- Duplicates and distributes annual meeting notices*;
- Duplicates and distributes election information for statewide elections*;
- Collects biographies from candidates for statewide elections;
- Distributes sponsorship certificates as needed*.

*MACS Support staff may assist. rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

TREASURER

The bylaws state: The Treasurer is responsible for receiving, disbursing, and accounting of all funds the CEAC receives and will be the Chairperson of the Finance Committee, and shall perform other duties as may be assigned by the President.

Term: The Treasurer is elected by the membership and serves a two year term beginning July 1.

The Treasurer:

- Chairs the Finance Committee;
- Approves expenditures based on the guidelines established by the CEAC;
- Submits approved expenditures to the CEAC Financial Advisor for payment;
- Prepares and sends the annual dues statements, between June 15 and July 15, to EAC members;
- Requests budget information from each Board Member and Committee Chair to be used to formulate the annual budget;
- Makes changes to the budget as necessary;
- Provides the Board with quarterly updates of the organization's financial status; (suggest change from monthly)
- Prepares (or oversees preparation of) all financial statements provided to the Board;
- Reviews all CEAC financial contracts and may be a signer;
- May receive registration information for the CEAC Annual Conference;
- Tracks CEAC Annual Conference income and expenses;
- Prepares an annual CEAC financial statement and presents it to the general membership during the Annual Business Meeting at the CEAC Annual Conference.

CEAC COORDINATOR

- Provides the Treasurer with the EAC Chair Roster, quarterly;*
- May duplicate and distribute financial information;*
- Assists EAC Chairs and/or EAC Coordinators in obtaining financial and corporate information which is related to the organization;
- Assists in determining accuracy of meeting and conference expenses based on Board and Committee activities.

*MACS Support staff may assist. rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

REGIONAL VICE PRESIDENTS (RVP)

The bylaws state: Duties of RVPs--Uphold and abide by the Articles of Incorporation and Bylaws, submit a quarterly written report of their CEAC activities to the President and CEAC Coordinator, attend all Executive Board Meetings, hold regional meetings as necessary to accomplish the objectives of the EACs with the region, establish and assist any Regional Subcommittees as necessary and assist the President as directed.

Term: RVPs are elected by the EACs in the region they serve. Terms of office are two years beginning July 1. Elections are held in even numbered years for the even numbered regions and in odd numbered years for the odd numbered regions.

It is advisable for each RVP to have an Alternate. The Alternate acts for the RVP when that person is not available.

RVPs have one of the most important positions in the organization as they are the most direct link between the CEAC Board and the individual EACs. RVPs hold regional meetings and invitations are extended to the regions' EAC Chairs, EDD's EAC Coordinators, other EDD staff as appropriate, and speakers. The purpose of these regional meetings is to provide a forum to share organizational information, establish regional goals, address problems, and seek solutions. Meetings are usually scheduled quarterly. Due to the size of some regions and other factors, meetings may be held by conference call.

The RVP primary responsibilities:

- Schedules and conducts regional meetings (local or regional EDD staff may assist);
- Maintains an ongoing dialogue with each EAC in their region;
- Communicates regional needs to CEAC Board;
- Ensures that EACs meet their financial obligations to the CEAC;
- Assists EACs who need help through the "Adopt an EAC" Program;
- Informs the CEAC Coordinator of EAC changes with the region;
- Considers requests for EAC changes, mergers, establishment of new EACs within the region;
- Provides written regional information for each EAC Board meeting;
- Provides written regional information for the CEAC Annual Report.

CEAC COORDINATOR

Provides names of EAC Coordinators within each region;
Provides names of appropriate EDD staff for various activities;
Copies regional reports for inclusion in EAC Board meeting packets;**
Makes arrangements for the RVPs attendance at Board meetings;
May attend regional meetings and may speak at those meetings.

** Coordinator will provide copies if originals are received at least ten working days prior to these meetings.

*MACS Support staff may assist. rev. 9-98

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CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

MEMBERS-AT-LARGE

The bylaws state: The President may appoint Members-at-Large to serve on the Executive Board at the convenience of the President. The President may appoint no more than two Members-at-Large without the approval of the Executive Board. Members-at-Large are voting members of the Board and are required to meet the qualifications set forth in Article VI, Section 1.

Term: Members-At-Large are appointed by the President.

Members-At-Large must be active members of a local EAC. In selecting Members-at-Large, the President considers:

- Their activities in local EACs;
- Their history with the organization;
- Their areas of expertise;
- Special projects in which they might become involved;
- Other types of special contributions they might make.

Members-At-Large:

- Attend CEAC Board meetings;
- May participate on CEAC Committee(s);
- May participate on CEAC special projects;
- May participate on EDD Focus Groups.

CEAC COORDINATOR

- May assist Members-at-Large in special project needs*;
- Makes arrangements for their attendance at Board meetings in the same manner as for other Board members;
- Distributes materials to them in the same manner as for other Board members*.

*MACS Support staff may assist. rev. 9-98

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CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

FINANCE COMMITTEE

The bylaws state: The Finance Committee shall identify and quantify the need (budget function) for funds necessary for present and future CEAC operation, explore methods of raising these funds, and make recommendations to the Executive Board toward this purpose.

The CEAC Finance Committee is chaired by the Treasurer. The Treasurer appoints committee members. The CEAC Financial Advisor and the CEAC Coordinator are ex officio members.

The Finance Committee:

- Is responsible for the finances necessary to meet the operational expenses of the organization;
- Meets in person as needed, usually in connection with the CEAC Board meetings.

CEAC COORDINATOR

- Attends Finance Committee meetings;
- Arranges meeting space for committee meetings;
- Distributes financial information to Board members*;
- Assists EACs/EDD in contacting the appropriate CEAC Board member or the Financial Advisor with financial questions;
- Maintains information for EDD on the membership status of EACs;
- Forwards requests for financial assistance needed by EACs;
- Prepares Sponsorship Certificates for CEAC signatures.

*MACS Support staff may assist.

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Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

LEGISLATIVE COMMITTEE

The bylaws state: The Legislative Committee shall undertake to consult with the Executive Board, EACs, EDD and others concerning positions to be recommended and actions to be taken to further employer and the membership's interests in both legislation and the Legislature which are consistent with the purpose of the CEAC and within guidelines established by State and Federal law.

The Chair of this Committee is appointed by the CEAC President. Committee members are selected by the Chair. The CEAC Coordinator is an ex officio member.

The EDD Legislative Liaison Office (LLO) may provide information to this committee. The Coordinator will copy and distribute as appropriate. This information is often the Legislative Update provided by LLO*.

EDD will not participate in any manner in committee or other activities which are considered lobbying.

A Memorandum of Understanding (MOU) exists between this committee, MACS, and LLO.

CEAC COORDINATOR

- Attends meetings;
- Maintains the committee roster with information provided by the Chair;
- Monthly, will provide copies of the status of bills which EDD follows. Specific bills will be updated on an as needed basis by LLO.

*MACS Support staff may assist.

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CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC) ROLES AND RESPONSIBILITIES

CONFERENCE COMMITTEE

The bylaws state: The Conference Committee will plan and organize the Annual Meeting (Conference) and any other CEAC meetings, in consultation (with the) Executive Board and other Committee Chairs.

The Chair of this Committee is appointed by the CEAC President. Committee members are selected by the Chair.

Each year, the format of the Annual Conference is reviewed and discussed. Until the issues regarding the conference are resolved, the specific duties of the Chair and the Committee cannot be detailed.

CEAC COORDINATOR

Activities related to the CEAC Annual Conference:

1. Gives advice on overall conference plans as they relate to EDD policies and procedures. The CEAC Coordinator may not be involved with contract negotiations or money handling of any sort related to the annual conference.

2. Attends Conference Committee meetings as mutually agreed.

3. May attend pre- and post-conference meetings with the hotel.

4. Assists with the preparation and distribution of publicity for the conference to the CEAC and Employer Advisory Councils (EAC) which includes:
   - preparation and distribution of internal EDD memo(s) and publicity related to the conference;
   - preparation of the EDD work orders used for the printing of the conference brochure;
   - distribution of the conference brochure to EAC Coordinators and other EDD personnel; and
   - proofing of conference materials to ensure appropriate use of EDD logo and acknowledgment of EDD's cosponsorship of the event.

5. Coordinates EDD speakers at the conference.

6. Prepares letters of invitation, as necessary, to EDD conference speakers.

7. Prepares the (DE 9112) clearance form to request an approval through appropriate State departments and agencies for EDD's attendance at the CEAC conference.

*MACS Support staff may assist. rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

8. Plans, coordinates, and facilitates the EAC Coordinators workshop.

9. Assists in determining CEAC Board and Committee Chair assignments during the conference week.

10. Assists with the seating arrangements, Audio Visual (A/V) equipment needs, and meal reservations for the Veteran's Employer Awards Luncheon.

11. Assists during the week of the conference with final preparations and as needed during the conference.

Activities related to the CEAC Board meeting held in conjunction with the Annual Conference:

1. Assists in the planning and preparation of all materials for the CEAC Board meeting held in conjunction with the conference; including booking hotel rooms for the CEAC Board and Committee Chairs, and submitting registration information to the hotel.

2. Coordinates all Board and Committee meetings including scheduling of meeting room space for the CEAC Board and Committee meetings held during the conference.

Activities related to the CEAC Annual Membership meeting:

1. Assists in the planning, development, and preparation of the General Membership Business meeting held in conjunction with the conference.

2. Prepares the notice of the CEAC Annual Membership meeting for distribution to the CEAC's general membership at least 60 days prior to the annual meeting.

3. During an election year, may assist the Nominations/Bylaws Committee in:
   - collecting biographies from candidates for statewide elections;
   - mailing proxy ballots;
   - receiving proxy ballots; and
   - counting ballots.

EDD agrees to provide the CEAC President with a letter of intent that outlines and defines the responsibilities between the CEAC and EDD and the specific role of the CEAC Coordinator in preparation for and during the annual conference each year. This letter to serve as an agreement between EDD and the CEAC.

*MACS Support staff may assist. rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

RECOGNITION/AWARDS COMMITTEE

The CEAC President appoints the Chair of this Committee. The Chair appoints the Committee members.

The Recognition/Awards Committee:

- Finds ways to recognize achievement and participation from the EACs;
- Plans and coordinates the awards ceremony held in conjunction with the CEAC Annual Conference.

CEAC COORDINATOR

- Duplicates and distributes criteria for the annual CEAC awards to all EACs;
- Duplicates and distributes criteria for the annual National Employer Council (NEC) awards to all CEAC Board members and local EACs.

*MACS Support staff may assist. rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

VETERANS COMMITTEE

The bylaws state: The Veterans Committee shall work to enhance the employment of Veterans in the private sector and to enhance EDD's work with Veterans' projects.

The Veterans Committee is comprised of the Chair and members appointed by the Chair. These members are employers and representatives from a variety of government and community-based organizations.

The Veterans Committee cosponsors with EDD a recognition/awards program for California employers. This program begins with the nomination of employers who give priority to the hiring and training of veterans. It culminates with an annual luncheon held in conjunction with the CEAC Conference where 12-15 employers are honored.

The nominations are usually made by EDD's Local Veterans Employment Representatives (LVER) and Disabled Veteran Outreach Program (DVOP) Representatives in local field offices in collaboration with the local Employer Advisory Councils. Following the nomination process, a subcommittee of the CEAC Veterans Committee evaluates each nomination on established criteria. From this process employers are selected for recognition at the statewide awards luncheon.

CEAC COORDINATOR

- Maintains a roster of the Veterans Committee*;
- May notify members of meetings*;
- May make meeting arrangements;
- May duplicate and distribute minutes of meetings*;
- Coordinates with EDD's Operations Branch, Operations Support Division Veterans Unit staff for the attendance of veterans and employers at the annual Employer Awards ceremony held in conjunction with the Annual CEAC Conference;
- Coordinates requests for funds for special veteran's related projects;
- Makes arrangements for the Veterans Committee representatives attendance at CEAC Board meetings.

*MACS Support staff may assist. rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

NOMINATIONS/BYLAWS COMMITTEE

The bylaws state: The Nominations/Bylaws Committee will present to the President nominations for each officer position prior to the Annual Meeting and as vacancies occur will recommend persons for selection by the Executive Board, and will prepare and recommend amendments to the Bylaws as deemed necessary.

The Chair of this Committee is appointed by the CEAC President. Committee members are selected by the Chair.

Nominations/Bylaws Committee:

- Solicits nominations for statewide officers;
- Receives biographies from each of the candidates;
- Prepares and sends letters to each EAC Chair stating:
  a) the date, time, and location of the annual meeting;
  b) any proposed changes to the bylaws;
  c) the candidates for statewide office and their biographies;
  d) proxy ballots;
- May receive proxy ballots.

CEAC COORDINATOR

- Provides the Chair with the information needed to mail the materials indicated above;
- During an election year, may assist the Nominations/Bylaws Committee in:
  a) collecting biographies from candidates for statewide elections;
  b) mailing out proxy ballots;
  c) receiving proxy ballots; and
  d) counting ballots.

*MACS Support staff may assist. rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

EDUCATION & TRAINING HANDBOOK COMMITTEE

The Chair of this Committee is appointed by the CEAC President. Committee members are selected by the Chair.

The Education & Training Handbook Committee:
This committees roles and responsibilities are currently being reviewed.

CEAC COORDINATOR

Provides administrative support as needed.

*MACS Support staff may assist.

rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

MEMBERSHIP COMMITTEE

The Chair of this Committee is appointed by the CEAC President. Committee members are selected by the Chair.

The CEAC Membership Committee:

- Maintains the sponsorship program;
- Conducts an annual survey of the CEAC General Membership.

CEAC COORDINATOR

No responsibilities identified at this time.

*MACS Support staff may assist. rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

MARKETING COMMITTEE

The Chair of this Committee is appointed by the CEAC President. Committee members are selected by the Chair.

The CEAC Marketing Committee:

- Researches other organizations the CEAC could belong to or partner with, such as the Chamber of Commerce;
- Looks at how these affiliations can also help the EACs;
- Finds new ways to market the CEAC and the EACs.

CEAC COORDINATOR

No responsibilities identified at this time.

*MACS Support staff may assist.

rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

TAX BRANCH SMALL BUSINESS EMPLOYER ADVISORY COMMITTEE (TBSBEAC)

The delegate to this Committee is appointed by the CEAC President.

The delegate:

- Attends meetings of the TBSBEAC;
- Represents the CEAC on the TBSBEAC;
- Provides written reports on TBSBEAC activities;
- May attend CEAC Board meetings.

CEAC COORDINATOR

- May duplicate and distribute the reports furnished by the delegate to the CEAC Board*.

*MACS Support staff may assist.

rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

LABOR MARKET INFORMATION DIVISION (LMID) ADVISORY GROUP

The delegate to this Committee is appointed by the CEAC President.

The delegate:

- Attends meetings of the LMID Advisory Group;
- Represents the CEAC on the LMID Advisory Group;
- Provides written reports on the LMID Advisory Group;
- May attend CEAC Board meetings.

CEAC COORDINATOR

- May duplicate and distribute the reports furnished by the delegate to the CEAC Board*.

*MACS Support staff may assist.

rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC)
ROLES AND RESPONSIBILITIES

ONE-STOP - WORKFORCE DEVELOPMENT COMMITTEE

The delegate to this Committee is appointed by the CEAC President.

The delegate:

Participates in the One-Stop Meetings for the purpose of updating the CEAC Board.

CEAC COORDINATOR

No responsibilities identified at this time.

*MACS Support staff may assist.

rev. 9-98

Exhibit B

CALIFORNIA EMPLOYER ADVISORY COUNCIL (CEAC) ROLES AND RESPONSIBILITIES

NATIONAL EMPLOYERS COUNCIL

BACKGROUND

The CEAC is linked with the National Employers Council (NEC) similar to the manner in which EACs are linked to the CEAC. However, a major difference is that the CEAC provides a corporate umbrella nonprofit, tax exempt status to EACs who choose to pay dues and meet corporate requirements.

The NEC has an Executive Director based in Washington D.C. and an elected board representing state organizations. In all states except California, these employer organizations are known as Job Service Employer Councils (JSEC). Most of the 50 states have JSECs.

California has played an important role in the NEC. Many NEC officers have come from this state. We have provided many inspirational speakers and a variety of workshops at the annual conferences. EDD's Director, the CEAC, its Veterans Committee, many EACs and the state Coordinator have received national recognition.

The NEC provides information on a regular basis to the state chairs and state coordinators. It also holds an annual conference in Washington D.C., usually in March.

REGION IX REPRESENTATIVE

California is part of the Department of Labor (DOL) Region IX which also includes Hawaii, Nevada, Arizona, and Guam. California is the most active state and is often the one from which the NEC's Region IX Representative is elected. The CEAC Coordinator with the CEAC President, or designee, prepares a report quarterly for the NEC representative. The NEC representative should provide an annual reporting schedule.

A number of California employers attend the annual NEC Conference. Their attendance is funded by the CEAC, or local EACs, or by the attending employer. For the past several years, the CEAC has funded the participation of the CEAC Coordinator and EDD has provided Administrative Time Off to attend.

In connection with the NEC Conference, the CEAC Coordinator may be asked to:

- Collect the names of all California attendees;
- Participate in a conference workshop;
- Assist with providing CEAC, EAC, and or EDD materials to be used at the conference;
- Assist with activities involving the California delegation at the conference;
- Join members of the California delegation in activities during the conference.

As with legislative issues within California, the CEAC Coordinator can provide factual information but must not, either while in their official capacity or when there is a perception that they are acting in an official capacity, lobby or use EDD resources for that purpose.

*MACS Support staff may assist. rev. 9-98

EMPLOYER

ADVISORY

COUNCIL

MEMBERSHIP

General Operating Information

In order to establish a successful Employer Advisory Council, one of the first things we must remember is to make it happen, it takes someone who is truly dedicated. This is usually a member of the employer community, but can also be an EDD field office manager. We need to establish the reason to start an EAC. For example, EDD's Job Service program serves employers by referring qualified applicants to employer job listings; therefore, it makes sense for employers to give input to that service. This program provides a mechanism for employers to establish a local Employer Advisory Council to provide input into the management process of Job Service offices.

What then, must be done to organize a new EAC? The following is meant to be a guide, and not to be taken as the only way a group can be formed.

The First Meeting

It is important for the meeting to be structured. It will probably last for 1½ to 2 hours. The purpose for the meeting is employer input. The employers should have been briefed about the project and they should be ready to voice their own ideas. The goals for the meeting should include:

- Orient the employers to the EDD Job Service process.
- Establish what roles the employers can play.
- Initiate communication between employers and EDD Job Service staff.
- Educate both EDD and employers on how the relationship can improve.

The acting Chairperson should conduct the Group's meeting. The EDD Field Office Manager should introduce him/herself and express support for the project and a willingness to make changes. It is helpful if you have a flip chart to record the employers' comments. The last order of business should be to establish a permanent chairperson. Results of the meeting should be recorded and mailed to the employers for further comments and to assure that accurate recording has taken place.

1. A group of employers, usually with at least one already involved with the process, meets to establish the need for such a group. At this first meeting you may want to have assistance from a CEAC Regional Vice President. The primary purpose of this meeting is to familiarize everyone with the program.

2. An EDD field office manager should also be present to give input as to the purpose of the group, and how business and government can work together.

3. EDD Job Service staff should review the employers' comments and suggestions and develop a plan of action to establish the group. This process can sometimes be lengthy, depending on the feeling about establishing such a group.

4. The next step is to "sell" the plan to the employer community, EDD staff, and begin recruiting members.

Recruiting for General Membership

The key to recruiting new members is getting them to a meeting! Once they have attended a meeting, meet other members, and gained valuable employment information at a relatively small cost - they most likely will join.

Good sources for potential members:

- EDD's tax mailing list - This is a master mailing list for all California businesses. This will give you hundreds of potential members.

- Local Chamber of Commerce mailing list - This master list will have some duplicity from the EDD list; however, it still is worth exploring.

- Use employer seminar participant lists as targeted employers to invite as guest to a meeting. After an employer has attended a meeting, invite him/her to join the EAC.

- Promote the EAC when you attend other business meetings or when having lunch with a fellow businessperson.

- Ask employer members to periodically invite other employers to a meeting as guests.

- Ask the local Job Service Manager to keep the EAC informed of new businesses in the area.

- Sponsor an open house at the local EDD Job Service site to encourage interest.

- Submit articles in the local newspapers announcing the EAC meeting time and place, and extend an invitation to employers to attend the next meeting.

Other ideas to encourage membership:

- Offer discounted meeting fees for guests of members or for those attending a meeting for the first time.

- Offer a standard discount on all program fees to members. This gives members an additional "benefit".
- Promote the CEAC Management Hotline as a benefit of membership.
- Each year, conduct a "membership drive" including a combination of the ideas above and reminding those who are not members what they have been missing!
- Send out personal, individualized letters to prospective members inviting them to join your EAC. *(See sample recruitment letter attached.)*
- Try to address a particular person, rather than a "sir or madam". People feel important when you've taken the time to find out their names.
- Be sure to include the benefits of joining the EAC in your letter.
- Have both the Chairperson and the EDD Coordinator sign the letter.

Adopt an EAC

Often the financial burden of establishing an EAC is something, which concerns those who are trying to get something going. Other established EACs have adopted newly formed groups. While the financial concerns are being helped, the "parent" EAC also assists in the areas of seminars, recruitment, and any other aspect the newly formed group may need. Your Regional Vice President will gladly help you find a group willing to "adopt" you. *(Additional information adopting an EAC is located in the Overview section).*

Keys to Success

Remember, it is important to have someone who is dynamic, well known, and respected in the community to be your chairperson. A strong commitment of interest, support, and a willingness to make a change from the local office manager is necessary.

Equally important is to include a broad cross section of the community in your group. Be sure both major and minor market firms, and varied classifications are represented. Any employer who would have occasion to use the Job Service should be interested in helping to make that function even more effective. Both large and small employers should be included.

For Sample Recruitment letter and EAC Membership Application
(See **Exhibits G & H** in Appendix Section).

SAMPLE

EAC Recruitment Letter

(DATE)

Dear Employer

As a fellow employer, I'd like to welcome you to the community. I have a suggestion which I hope will help you begin your business activities more successfully.

I am a member of the Employer Advisory Council (EAC) of the State of California Employment Development Department (EDD). In its Job Service capacity, EDD leans heavily on local participation and depends on EAC help to improve the community's employment situation. As local people with knowledge of local conditions, we share our expertise to make EDD more effective, and in the process, more responsive to our own employment needs. Perhaps you'd like to attend our meetings and consider joining us.

Here's the suggestion-EDD can help with you staffing requirements., too. As the public Job Service office, they have the largest number of applicants from which to choose. My firm has been using Job Service for (insert the number of) years. We feel that, since this service is supported by our employer taxes, we should utilize it. And we do!

We call (**insert the local order-taking phone number**) and give the experienced ordertaker a description of our job needs. Then, we relax and let them make the search. Unless we are seeking a person with unusual skills or experience, we should be interviewing to fill the job the next working day.

They screen all applicants before referral to see that they meet our requirements. They also control the number of applications referred for each job to prevent wasting our valuable time in excessive interviewing. There is no fee charged for this service to the employer or to the applicant.

Take my advise. Call (**insert the telephone number**) and let Job Service take the worry and expense out of your search for qualified employees.

Respectfully,

(Name)
President or Membership Chair

EMPLOYER

ADVISORY

COUNCIL

BYLAWS

Employer Advisory Council Bylaws

A non-profit organization is established and maintained via three organizational documents:

1. **Articles of incorporation:** This document is required by the Secretary of State, Internal Revenue Service, and the Franchise Tax Board. It is the originating document that identifies the organization, the officers and the purpose of the organization. The California Employer Advisory Council has established Articles of Incorporation that include the member Employer Advisory Councils.

2. **Minutes of the organization:** The minutes are the official records of the organization and reflect activities and the business of the organization. Minutes are less formal than the Articles and the Bylaws. There are established formats to follow for minutes. The law requires at least one Board meeting per year that is documented by the minutes. There must be a notice sent to all members of the scheduled meeting that includes the location, time and agenda. Minutes are also required of the Board of Directors Meetings and any committee activities. These minutes should also be maintained within the organization's historical records.

3. **Bylaws:** Bylaws are created when the organization is established, but, unlike the Articles of Incorporation, the bylaws my change over a period of time by amendments or revisions. Bylaws should be written in general terms and should permit the organization to operate effectively without overly strict provisions. For example, the bylaws should state if there will be membership dues that are established by the board as required for financial operations. However, the exact amount should not be stated. Otherwise, the bylaws would have to be amended every year. Bylaws should not be amended too frequently. The following items must be addressed in the bylaws:

   a) Name and location of the organization
   b) Objectives of the organization
   c) Membership:
      _ Qualifications
      _ Types of membership
      _ Voting status
      _ Removal conditions, reinstatement and resignation
   d) Organization structure
   e) Dues
   f) Meetings of membership and voting provisions
   g) Quorum requirements
   h) Officers:
      _ Positions
      _ Qualifications

- _ Term of office
- _ Election Requirements
- _ Duties of officers, board of directors, executive committee and other committees.

i) Finance:
- _ Fiscal period
- _ Budget
- _ Audit

j) Dissolution provisions. There must be a statement that identifies which existing assets of the organization must go to a non-profit organization in the event that the organization dissolves

k) Amendment procedures

l) Affiliation statement: This statement must provide to the central or parent organization (the CEAC) general supervisory and management controls over the organization as it relates to tax and legal organization. The chairperson must sign this statement and file a copy with the CEAC.

The following items are recommended for the bylaws, but not required:

- _ Membership application procedures
- _ Vacancy of board/officer/committee procedures
- _ Standards of performance and conduct
- _ Details on standing committees
- _ Responsibilities
- _ Meeting requirements
- _ Authority of organization
- _ Political activities and lobbying activities
- _ Publications
- _ Rules of order
- _ Attendance requirements
- _ Financial organization and reporting

Employer Advisory Council Responsibilities:

1. Ensure the EAC has current bylaws.
2. Review bylaw amendments with the CEAC Financial Advisor for legal and tax compliance.
3. Send copy of current bylaws to the CEAC Financial Advisor.

California Employer Advisory Council Responsibilities:

1. CEAC Financial Advisor reviews EAC bylaws for compliance with current tax laws and regulations governing non-profit organizations.

Sample Bylaws for the Employers Advisory Council

Article I: Objectives

The Employer Advisory Council (EAC) is made up of representatives of the employer community in the _____ (county, area, etc.) These representatives act in an advisory capacity to the local offices of the employment Development Department (EDD) without administrative or supervisory responsibility. The EDD makes every effort to keep its operation and services up-to-date and functional by being geared to the needs of the employees and employers in its service areas. One of the most effective means of accomplishing these objectives is through the guidance of an Employer Advisory Council. The Council's responsibilities are:

Section 1. Recommending employer representatives to serve on the EAC in accordance with Article two. Providing employers with direct access and availability to EDD, including employment services, management aids, tax and unemployment insurance information.

Section 2. Identifying employment related community needs, which are not being met and recommending ways to meet these needs.

Section 3. Identifying problem areas and recommending changes, thereby improving the quality of service delivered by field offices, and increasing confidence in, and use of, these services by employers. Using the EAC as a sounding board for proposed and on going EDD policies, programs, and procedures.

Section 4. Obtaining employer support for EDD programs and communication networks between employers, actively encouraging member/employer support with EDD policies, programs, and procedures. Encourage effective communication and membership participation at board meetings, seminars, and workshops.

Section 5. Sponsoring educational programs and participating in special community projects such as Job Fairs, Career Days, Job Search Workshops, and Employer Seminars.

Article II - Membership

Section 1. The EAC will comprise representatives of the employers' community with a focus on individuals involved in Human Resources. EAC membership will be representative of the area served by the _____ EDD Offices.

Section 2. Annual dues will be set by the board of directors and will run on a calendar year.

Section 3. The EDD Area Manager will designate an EAC coordinator.

Section 4. EDD employees, including the individual(s) designated as EAC Coordinator, will not be voting members of the EAC.

Section 5. The term of membership will be indefinite, contingent upon payment of the membership fee.

Section 6. Each member employer will be entitled to one (1) membership. Each membership will be entitled to one (1) vote. Each member employer may designate in writing a primary representative and an alternate. The designated alternate will have eligibility to vote in the absence of the primary representative.

Article III - Board Officers & Duties

Section 1. The officers of the EAC will be the Chairperson, Vice-Chairperson/Public Relations Coordinator, Treasurer, Secretary/Speaker Coordinator, Membership Coordinator, and Legislative Coordinator. Officers shall be elected by a majority vote of the membership in attendance at a duly noticed general EAC meeting held before the end of each calendar year. Nominees for Board members shall be announced in the meeting notice for the election of officers, and nominations from the membership shall be allowed by advance written petition of a member, or from a voting member in attendance at the general meeting in which the election is to be held. Newly elected officers shall start their term of office as of the first day of January.

Section 2. The Chairperson will preside over all general and board meetings of the EAC. The Chairperson will be responsible for coordination of the meeting agenda and schedules, represent the EAC at CEAC, and liaison between the EAC and EDD staff.

Section 3. The Vice-Chairperson/Public Relations Coordinator will be alternate to the Chairperson and coordinate EAC publicity with the press and other employers' organizations.

Section 4. The Treasurer will be responsible for the following. Collection and disbursement of all EAC funds. Provide timely maintenance of all necessary financial records and submission of full reports to the Board concerning all receipts and disbursements during the period since the previous board meeting. The Treasurer will be one of four signatures on the EAC checking account The Treasurer will provide the board an annual financial report at the first meeting in the calendar year. The Treasurer will insure that valid signature cards are on file at the bank holding the EAC checking account. The account requires two signatures for each check, and will have four authorized signatures available--Chairperson, Vice-chairperson, Treasurer, and one other member from the Board.

Section 5. The Secretary/Speaker Coordinator will retain a list of the general membership containing the names and position of the members and designated alternates. The Secretary will keep a record of all financial reports, board minutes and agendas, and related correspondence. The Secretary will keep a record of attendance of the Board for purposes of monitoring attendance. As Speaker Coordinator this board member will assist the board in selecting seminar speakers and making arrangements for their attendance at seminars and workshops. The Speaker Coordinator will also be responsible to the board for collecting and reporting on speaker evaluations.

Section 6. The Membership Coordinator will be responsible for assisting the board in recruiting and retaining membership in the EAC. The EAC Coordinator will coordinate distribution of literature at EAC activities, and be available for questions about membership.

Section 7. The Legislative Coordinator will serve as the liaison with the CEAC Legislative Committee. The Legislative Coordinator will recommend matters to the Board when positions of a legislative nature may be supported or opposed, and issues to keep the membership informed.

Section 8. In the event of a vacancy on the Board, the Board may appoint a replacement for the balance of the term of office. All active board members must participate in a minimum of 70% of the board meetings in a calendar year, and at least half of the seminars and EAC activities. Lower attendance will constitute a voluntary resignation.

Section 9. The President for any appropriate activity, may establish committees for the board, board members and/or EAC members.

Article IV - Conduct of Meetings

Section 1. Board meetings will be announced in writing to the members at least three working days in advance. The agenda should be part of the announcement. The Presiding officer will coordinate the agenda with EDD staff. The number, time and place of Board meetings will be established by consent from the Board. The President or Vice-President if the office of President is vacant, may call special meetings without prior consent of the Board.

Section 2. A quorum of at least half of the board positions, excluding vacant positions, will be required to conduct board business. All action taken must be approved by a majority vote of those present at a board meeting. At EAC meetings, a quorum of the general membership will be declared by the presence of at least 25% of eligible voters in attendance, or represented by written proxy votes.

Section 3. The EAC will hold at least one general membership meeting per year for the purpose of electing board members and receiving a status report on the activities and financial position of the EAC. All seminars and workshops will be announced and open to EAC members.

Article V - Fiscal Responsibility/Authority

Section 1. The Board will select an appropriate FDIC insured bank in which to have a banking account. The depository will be used for all funds received by the Board from any source. The Board may keep part of the funds in certificates of deposit, or time deposit, for periods of no longer than one year. Said deposits may be U.S. Treasury Bills or deposits with institutions with an above average or better rating by the State of California. While it is generally the function of the Treasurer, the Chair, Vice-Chair or Secretary may sign checks. Two signatures will be required for each transaction.

Section 2. The Treasurer will be responsible for the receipt of all revenues. He or she will deposit money on a timely basis in the account designated by the Board. The Treasurer will maintain accurate and timely accounts of the origination and disbursement of all funds. Appropriate accounting and expenditure of funds will begin with the Treasurer as authorized by the Board. Disbursements will be consistent with the goals of the _____ (name of EAC) EAC, as well as in line with tax laws that the EAC comes under as a tax exempt organization.

Section 3. A majority approval of the board is required for the Treasurer's reports of expenditures.

Section 4. Contracting of goods and services bids for reimbursable services by EAC members(s) or their respective companies are acceptable. Said EAC members(s) will not be permitted to vote on the decision to purchase or acquires products or services by the EAC.

Article VI - EAC Coordinator

Section 1. Under the supervision of the EDD Area Manager, the Employer Advisory Council (EAC) representative for the Employment Development Department will be an active participant and EDD liaison at EAC board meetings and designated committees as a non-voting member. Duties will include but not be limited to promoting a better understanding between local employers and EDD. Act as a liaison to promote and present EDD policies, programs and procedures. Assist in securing speakers for conducting co-sponsored employers' seminars, job fairs, workshops and other programs of benefit to the local employers' community. Assist in the development of agenda items, conduct employer visits to communicate EDD programs and services and encourage increased membership. Attend monthly board meetings and represent the local EAC at area meetings as assigned.

The Coordinator may also assist the EAC in composing various correspondences for new members and speakers, and coordination of mailings for EAC related activities.

Article VII - Amendments

Section 1. These bylaws may be amended by the majority vote of the Quorum of members in attendance at any regular or special meeting of the EAC provided all members receive notice of intended amendments at least fifteen (15) days prior to the date of the meeting.

Article VIII - Termination Procedures

Section 1. Upon the dissolution of the EAC, all funds held by or due the EAC will be distributed to a successor EAC, or to the California Employer Advisory Council, or to any combination of the above, at the discretion of the terminating board.

We hereby certify that the above bylaws for the _____ (name of EAC) EAC were properly noticed and adopted by a majority of the membership on _____ day of _____ (year). All previous bylaws are hereby replaced as of the date.
Chairperson _____ Secretary _____

Revised (Date)

EMPLOYER

ADVISORY

COUNCIL

FINANCIAL GUIDE

FINANCIAL GUIDE
FOR
EMPLOYER ADVISORY COMMITTEES

General Purpose

The purpose of this guide is to furnish local Employer Advisory Councils with information pertaining to the financial and tax responsibilities of their organization. This information will aid in the successful operation of the EACs, and will assist them in the compliance of state and federal laws.

The first section deals with financial issues including types of tax entities, organization records, and accounting and bookkeeping requirements. The second section addresses obtaining tax-exempt status from the CEAC and required annual update reports.

It is impossible to address and answer all possible questions that may arise regarding EAC finances. Therefore, the California Employer Advisory Council stands ready to provide additional assistance as requested. Highly technical or legal inquires should be addressed to your local attorney or tax expert.

Please keep this guide enclosed with your EAC handbook; however, feel free to duplicate this section of the handbook as necessary and make it available to your treasurer for their operational assistance.

Summary of Responsibilities:

EAC:

- Prepare budget according to the goals for the EAC.
- Maintain proper bookkeeping for the EAC.
- Provide tax-return information to the CEAC Financial Advisor by August 1 of each year.
- Provide annual update information to the CEAC Financial Advisor by March 31 of each year.
- Pay CEAC annual dues (dues statement sent to the EAC in June for the new fiscal year starting in July).
- Return EAC membership survey with annual dues.

CEAC:

- Assist the EACs with tax return preparation.
- Send annual dues statement and EAC membership survey to the EACs in June of each year.

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SECTION I

FINANCIAL ISSUES

Types of Tax Entities

Based upon the government regulations pertaining to income tax reporting and liabilities there are three (3) general types of tax entities.

1) Unspecified: those entities that do not report their taxable income or liabilities.

2) Taxable entity: those entities (individual, partnerships or corporations) which are required to report their-revenues and expenses, and are subject to income taxes on their taxable incomes.

3) Non-taxable entity: those legal entities, which fall within certain categories which, have been determined by the government to be tax-exempt within specified criteria. These entities must establish themselves as legal entities, fall within those tax-exempt provisions, and apply for and be approved by the federal and state government. Within this category, tax-exemption can be obtained either as an independent organization or via a group tax-exemption front a parent organization.

The CEAC has obtained California Corporation structure. Additionally, the CEAC has organized in such a manner as to allow local Employer Advisory Councils to become Chartered members of the CEAC thereby eliminating the cost and time necessary for each individual local EAC to incorporate themselves. Additional instructions for applying for Chartered Membership is found later in this guide under the section entitled CHARTER MEMBERSHIP.

Organization Maintenance of Financial Records

The maintenance of organizational financial records are required because (1) the organization must know the source and type of income which it receives along with the types and amounts of expenses which it pays so that it can insure that it has sufficient operating capital. (2) the Internal Revenue Service and California Franchise Tax Board require adequate and proper records of an organization. (3) to maintain organization records to show transactions conducted by the organization and to insure proper accounting and to avoid improper use of organizational funds. This section is divided into five (5) main areas involving organizational financial records.

Organization Records: The books of the organization must be maintained in a fashion acceptable to standard accounting principals. The key is to have an audit trail or a record of all transactions that occur within the organization. The government provides general guidance on the type of records that must be maintained and the length of time which records must be kept. The EAC Treasurer should maintain the following types of records:

1) BALANCE SHEET: record that reflects the available assets, liabilities and organization equity at any given time. It is a snap shot of the organization on a certain date. Generally, Balance Sheets are prepared at the end of a time period such as a month, quarter or year. Records must be reconciled prior to the preparation of the Balance Sheet.

2) INCOME STATEMENT (PROFIT OR LOSS STATEMENT): income statement reflects the total income, expenses and profits of the organization during a particular time period such as a month, quarter or year. This key document shows where the money is coming from and what category it is being spent within.

3) SALES JOURNAL: a ledger type entry of monies received from various sources during a particular time period. It should reflect the date received, source of income, amount of income and general category of revenue.

4) CASH JOURNAL: ledger that records where the money of the organization has gone during a particular time period according to expenses categories. This ledger has two parts. The first part is the check register which records all checks written, the date, amount, and what expense category the funds were spent in. The second part reflects expenses paid in cash and reflects the same information as the check ledger. The cash journal and the sales journal are very important documents because it reflects the transactions of the organization and creates an audit trail of the organization's finances.

5) PAYROLL JOURNAL: for organizations that have employees. If the organization does have a payroll than that organization must have both a federal and state employer identification number and must file and pay their payroll quarterly reports. This ledger reflects gross wages paid to each individual, dates paid, amount of withholding of social security, federal income taxes, state income taxes, and state disability insurance. Additionally the ledger must show the check number and the net amount of the payroll during the pay period.

Special Rules for Tax-Exempt Organizations: A tax-exempt organization has several procedures and rules that must be followed to maintain the tax-exempt status and to insure those acceptable accounting practices are followed. The following areas require special attention on behalf of the organization and its treasurer:

1) TYPES OF FILES: The treasurer should establish a set of books on the financial transactions of the organization. These files should include the following information.
   - Organization Bylaws
   - Application for Federal Identification Number
   - Assignment of Federal Identification Number
   - Application for Federal and State Tax-Exemption
   - Authorization for Federal tax-exempt as non-profit organization
   - Copies of Federal and State Tax returns (five years)

2) BUSINESS TRANSACTIONS: include the following:
   - Listing of Officers and addresses
   - Listing of members and addresses
   - Copies of organization meeting minutes

3) FINANCIAL RECORDS: include:
   - Record of annual income and sources
   - Checkbook register
   - Bank reconciliation
   - Invoices
   - Cash paid out register
   - Expense claims
   - Saving account records, investments and interest ledger

Retention of Files: Generally back up documentation of income and expenses must be maintained for a period of three (3) years. However, some records must be retained up to seven (7) years. Questions pertaining to the retention of various documents should be addressed to an accountant.

Separation of Control: The individual that prepares and signs the organization checks should not be the individual, which authorizes such payments. There should be two (2) separate individuals in the financial area, one authorizing expenses, and payments and the other making actual payments.

Check Signature Control: Checks should require two (2) signatures, however, frequently this concept is not practical. Therefore a limit should be placed on the amount of a check that can be signed by one individual, while checks over this limit requires two (2) signatures. The organization should have at least three (3) individuals that are authorized to sign checks.

Bonding: Bonding of the individual that handles and is responsible for the organization funds is a wise action to safeguard against fraud or theft. Organizations that deal with small amounts of funds do not have a great need for such security. However, as the amount of funds grow within an organization the more logical and economical is such action. General bonding can be obtained from local insurance brokers.

Audit Control and Trail Balances: Officers should establish, within their organization, a system that requires a balancing of the books each month. Annual audits of the books should be performed at the end of each year by an individual qualified for such audits and who is not involved in the financial matters of the organization. Special audits should be conducted where there is a change in the treasurer or individuals charged with the responsibilities of the organization funds or when there is an indication that there is a discrepancy in the books.

A simple audit is taking the beginning period funds on hand and in the bank and adding the income received during the period and subtracting the money paid out during the same period. The total should then be compared to the actual funds on hand. Both figures must be the same. Differences must be identified and explained. During the audit, original source documents must be used when reviewing income and expenses.

Bank Reconciliation: This is the act of checking the check book transactions with that of the bank statement and insuring that both amounts are the same. This process also includes the reconciliation of the petty cash fund and the cash on hand. The treasurer should report such reconciliation's to the organization officers each month. Discrepancies must be identified immediately and corrected.

Expense Verification: The individual that makes the payments for the organization must have some method for determining that the expense should be paid. There are three elements within this process that should be followed:

1) BUDGET: Organizations should prepare annual budgets to reflect the sources and amounts of income that the organization is planning to receive. Based upon expected revenues, the organization should also prepare a break down of expenses according to what category funds shall be spent. Example: workshop expenses, operating supplies, speakers etc. This system allows the treasurer to know how much should be spent in each category and to monitor the financial position of the organization.

2) EXPENSE MONITOR: Each activity of the organization generally has a chairperson assigned to insure the activity is accomplished according to plans. This individual should also be assigned as the Expense Monitor for that function. This means that the monitor must sign off all expenses within this function or activity before the treasurer pays the expense.

3) EXPENDITURE LIMITATION: This provision establishes a limit an the amount which can be paid by one individual on a check. Example: Limit $1,000.00 means that the treasurer must have two signatures for any amount over $1,000.00, and the organization board of officers must approve such expenditures. Additionally, the board of officers must authorize expenses that are not identified within the approved budget.

Lobbying and Political Activities: As a nonprofit volunteer organization special provisions have been placed onto the type and amount of lobbying which can be accomplished by tax exempt organizations. The Internal Revenue Service has determined that volunteer tax-exempt organizations can not become involved in the grass root lobbying or political activities for a particular individual or political party. However, the organization can become involved in those political activities that involve issues or pending legislation that are of interest to the general membership. The Internal Revenue Service has placed a dollar limit on the amounts that can be spent in this area. Questions pertaining to this dollar limitation should be addressed individually to the CEAC Financial Advisor.

Accounting: The following information is general guidance pertaining to simple accounting rules which should, as a minimum, apply to each organization regardless of their tax-exempt status.

1) ACCOUNTING PERIOD: The organization must establish an accounting period which can be either a calendar year basis (from January 1 to December 31 of each year), or a fiscal year basis (July I of one year to June 30 of the following year.) Organizations are placed on a calendar year basis unless they request, from the Internal Revenue Service and the Franchise Tax Board, a particular Fiscal Year and justify their request. Special rules apply to request for Fiscal Year accounting and an organization should contact a qualified accountant for advice of the special requirements.

2) BUDGET PRINCIPALS: The purpose of a budget is to determine the source and amount of revenues which will be earned by the organization and how the funds will be spent according to expense categories. The budget is the tool that helps the organization determine its organizational plan for the current year and measures its accomplishments toward its goals.

3) BUDGET FORMAT: Budgets may be very simple or complex depending on the desires of the organization and how much it is used as an organizational tool. Ideally, the budget should be tied to the organization's overall goals and functions during the current year. In order to accomplish a budget, an organization must plan its activities and analyze the details necessary in the accomplishment of its goals and activities. Generally, when preparing a budget certain steps should be accomplished in a logical order:

- Determine the organizational goals and function for the current year.
- Analyze what has to be done to accomplish each goal and function.
- Determine the cost to accomplish those task involved in the goals and activities.
- Prepare a time schedule of the events, which are necessary in the accomplishment of the goals and activities.
- Place expenses into general categories and into the time period, which the expenses will occur.
- Once these tasks are accomplished, the organization will know how much money is required for their annual operation.
- Compare available organization funds to required needs. This determines the amount of additional funds required for the current year.
- The organization should then evaluate the various sources of funds to determine how much should be raised from each source to satisfy the organization operating requirements.
- The receipt of funds must be aligned into those time periods, which the funds are required.
- The organization should tie the sources of funds into some benefit or service received by the entity providing the funds.
- The budget must be established to reflect both income and expenses according to monthly projections.
- Income and expenses projection must be logical and based upon events.

- The budget should be started and built based upon expenses of the various planned organization activities and projects. Expenses should include those expenses that are necessary in raising income funds.

The following is an example of an organization budget:

Revenue	Projected Amount	Actual Amount
Membership dues	1,000.00	1,000.00
Workshop fees	3,000.00	2,500.00
Seminar fees	3,000.00	3,500.00
Donations	1,000.00	1,000.00
Interest	500.00	300.00
Total Revenue	**8,500.00**	**8,300.00**
Expenses		
Administrative	300.00	250.00
Workshop speakers	500.00	500.00
Workshop meals	1,500.00	1,490.00
Workshop supplies	50.00	30.00
Workshop committee	50.00	50.00
Seminar speakers	500.00	500.00
Seminar meals	1,500.00	1,500.00
Seminar supplies	50.00	50.00
Officers meetings	1,100.00	1,100.00
Supplies	50.00	5,011.00
Committees	1,300.00	1,250.00
Printing	375.00	370.00
Mailing	30.00	30.00
Total Expenses	**7,305.00**	**7,170.00**
Net Profit	**1,195.00**	**1,130.00**

Special Note: Budget should allow for a profit margin to cover either shortages in income or excessive cost beyond projection. Additionally, this surplus provides operating capital to start the next year and provides a margin for error in projections.

Budget Monitoring: An individual must be assigned the responsibility for monitoring the financial affairs of the organization and for maintaining income and expenses on a month to month basis. This individual should track expenses according to budget projections then advise the organization of any discrepancies that may occur during the year for necessary adjustments. Once the sources of income have been determined, there is little opportunity to adjust income; therefore, any adjustments must be made by controlling expenses. (See **Exhibit I** in Appendix Section).

Revenues: Revenues are the income that the organization receives during the year. An organization must project the type and amounts of income which it expects to receive so that it can determine its funding for the year and pay for those activities and functions which has been authorized by the organization

SOURCES OF INCOME: The only limitation on annual revenues of an organization is the ability of its members to develop opportunities to obtain income from various sources. Revenues are divided into business related income and non-business related income. Non-business related income is subject to income taxes even if the organization is tax-exempt. Non-business related income is those funds received from some activity that is not directly related to the purpose of the organization. The following is a listing of business incomes:

- Membership dues.
- Sales of items such as pins, shirts and other items related to the organization and it's purposes.
- Seminar/Workshop and meeting registrations.
- Membership donations and contributions.
- Non-business related income.
- Interest income.

Invoicing: An organization must establish a numbered invoicing system that reflects all income from all sources. Each individual transaction must be recorded to reflect the type of income, amount, date, and from whom the funds were received. Invoices should be provided to each individual that has paid for a service or product. Invoices should be prepared to reflect what is being sold or provided. If merchandise is being sold, the invoice must reflect the item being sold, the individual cost and the sales tax amount added to the sale.

Categories of Expenses: This section is meant to provide general definitions of various commonly used expenses and to provide any special knowledge that applies to that type of expense.

CONTRACT SERVICES/LABOR: the organization hires the services of an individual or another organization to perform a task or job. As an example, the organization retains a guest speaker for a seminar, and pays for that service. Another example would be an individual is retained to prepare a tax return.

If an individual is paid more than $600.00 during the year for such services and the individual is not part of a corporation, a Form 1009 must be prepared for the IRS, the state and the individual which is due by January 30 of each year. See guidance on preparing IRS Forms 1099.

CONTRACTS: A legal document prepared whereby an agreement is established which identifies that a task or project shall be performed by one party and paid by another.

All organizations should insure that a contract is prepared whenever they enter an agreement that some individual or agency will perform a task or project for the organization. This contract should state who shall perform the task, the conditions, what shall be done, when shall it be done, where it shall be done, how it shall be done, and how much shall it cost and when shall the expense be paid.

REFUNDS: The act of returning money to an individual after payment has been made. An example is refunding a seminar registration before the seminar for an individual cancellation.

The refund must be documented on a receipt and retained on file within the organization. The organization must state the terms and conditions of how, when and how much shall be refunded in writing, such as on the registration forms or in other similar manner.

TRAVEL ALLOWANCE: This is the payment by the organization to an individual for an authorized and budgeted trip. Generally travel allowance is the payment expenses such as airline or auto, meals, hotel rates, and other similar cost involved in trip. The organization must establish, in writing, the amounts that are authorized to be paid for any authorized travel.

EXPENSE ALLOWANCE: The organization provides funds to an individual for authorized expenses which will be paid some time in the future, or, when the exact amount of the expense is unknown, an amount is provided to cover the unknown cost. Care must be taken to maintain a record of this allowance until the actual expense has been paid and receipts have been received to reflect the payment.

Pending receipt of the payment, the funds issued must be recorded as an organizational asset under current assets.

PETTY CASH: Funds that have been issued to an individual to cover small operating expenses and require cash on hand to satisfy payments. An example would be a $50.00 petty cash fund to cover small expenses during a workshop or to provide change for payments made in cash.

Petty cash is recorded and accounted for as a current asset on the balance sheet. The Treasurer must reflect all transactions pertaining to cash paid out of the petty cash fund and record any replacement of the petty cash fund.

DONATIONS: Funds provided to an authorized organization or function that is considered as a charitable or non-profit activity. Such funds are identified as a business expenses on the income statement. Donations should be recorded to reflect the date, amount and name of the organization receiving the donation.

TAXES & LICENSES: All expenses paid for any type of taxes and business licenses. The treasurer should keep a record pertaining to the exact type of tax or license that is paid.

LOBBY EXPENSES: Direct expenses related to impacting legislation that pertains to the purpose and interest of the organization. An organization can not participate in lobbying for an individual or a political party. It also can not lobby on an issue that is not directly related to the purpose and function of the organization. Any unauthorized lobbying can not be deducted as an expense and must be reported separately on your tax return with taxes owed on those expenses.

OFFICER COMPENSATION: Organization officers and chairpersons can not be paid for services in a non-profit volunteer organization. Officers and committees may be reimbursed for their personal expenses that they have paid, provided that they submit an authorized expense claim that documents their expense.

PER DIEM: Expenses related to the authorized travel of organization members. It includes a specified amount authorized to cover expenses on a daily basis for hotel, meals and other similar expenses that are necessary and reasonable for the authorized trip. Generally, an authorized per diem is $25.00 per day without hotel room expense and $85.00 per day with hotel room cost. Any amount can be established by the organization; however, those amounts that exceed the authorized rate by the IRS may he subject to income tax by the individual.

GIFTS: Donation of an item to an individual for a particular reason, such as for services rendered. The amounts given for gifts should be limited and not excessive. Such gifts should be well documented as to the amount, the reason and who received the item.

PERSONAL EXPENSES: Members of the organization may from time to time pay out organization expenses from their personal funds. These expenses must be re-paid to those individuals. An individual, who pays such expenses, must submit to the Treasurer a copy of the expenses that can be verified as a business expense and duly paid. Upon such verification, the Treasurer should pay the individual and record such payments under the proper expense category. Care must be taken to insure that only authorized and verified organization expenses are paid from the treasury.

SEMINAR/WORKSHOP: Those cost which are directly related to the preparing and the production of seminars/workshops. These costs include room cost, speakers, meals, printing, entertainment, supplies and other direct expenses. The Internal Revenue Service considers these cost as program cost and as such they should be accounted for according to each individual event and not included in the cost category of general management of the organization.

1099 Reporting Requirements: The Internal Revenue Service and the California Franchise Tax Board have established procedures to track and account for the payment of monies to organizations and individuals to that they will report such payments and income on their income tax returns. An individual or organization that pays an expense to an individual or partnership must take certain actions to report this transaction to the government for tax purposes.

The IRS -form 1099 and State form 596 are those forms that insure that such transactions are properly reported. Generally, the rules for reporting to the IRS are the same for reporting to the State. The reporting rules are as follows:

- Money paid to a legal corporation is not required to be reported on the form 1099.
- Monies less than $600.00 paid to an individual or partnership is not required to be reported.
- The provisions for reporting only applies to monies paid for services or rent and does not include payments for the purchase of materials, such as meals, supplies, and merchandise for resale.
- If reporting is required, the organization making such payments must complete the 1099 form and send a copy to the individual who received the payment, a copy to the IRS, and a copy to the state Franchise Tax Board.
- The 1099 must be sent to the individual prior to January 31 of each year, and the IRS Form 1096 Transmittal Report must be sent to the IRS and Franchise Tax Board by February 28 of each year.

Liquidation: When an organization has been legally established, it has created an entity which owns certain properties such as cash on hand, cash in bank, supplies, and other types of assets. Liquidation means that the organization has stopped its functions and activities. When liquidation occurs, the organization must dispose of its assets and must resolve any liabilities that it may owe.

The organization must create a final tax return within 90 days of termination, and it must show what happened to its assets. (i.e. who or what received the money, supplies, and equipment.)

It is strongly suggested that upon termination that the organization donates its assets to a charitable organization or to another legal tax-exempt organization. Otherwise, the receipt of such assets will be considered a taxable event for the person, receiving the assets.

SECTION II

OBTAINING GROUP TAX-EXEMPT STATUS AND CORPORATION CHAPTERED MEMBERSHIP FROM THE CALIFORNIA EMPLOYER ADVISORY COUNCIL:

In 1987, the CEAC applied for California Corporation status. Shortly after being approved as a California corporation, the CEAC applied for and was granted tax-exempt status by the IRS under IRS Code Section 501 C (6) as a mutual benefit nonprofit business league organization. The CEAC then applied for and was granted California tax-exempt status under California Franchise Tax Board Code Section 23701e. The CEAC then contacted local Employer Advisory Councils to obtain required information necessary to obtain Group Tax Exempt Status for each local EAC who was interested in belonging to the CEAC corporation and having group tax-exempt status. Application and requirements for inclusion within the CEAC group tax-exempt corporation are outlined within this section.

Advantages of CEAC Group Tax Exempt Status: The following is a summary of some of the advantages of EACs electing to come under the CEAC group tax exemption:

- Saving of $325.00 filing fee required to obtain individual organization tax-exempt authorization.
- Filing only one exemption request to CEAC as compared to preparing and submitting requests to the IRS and state Franchise Tax Board.
- Assistance from the CEAC in obtaining required information.
- Eliminates duplication of effort and expenses for each EAC to file separately.

CEAC Annual Dues: Each EAC must pay the annual membership dues to the CEAC. Annual membership dues are determined based on the number of members of the EAC. Annual membership dues **Must** be paid each year to retain chartered, non-profit, tax-exempt status within the CEAC.

CEAC dues structure: Each EAC pays dues to the CEAC based upon membership. The current dues structure is as follows:

Number of Members	Dues
One – Forty (1-40)	$450.00
Forty One – Eighty (41-80)	$600.00
Eighty One Plus (81+)	$750.00

The CEAC Membership Survey should be completed and returned to the CEAC with the annual dues.

Application Procedures for CEAC Group Tax-Exempt Status:

There are two separate procedures required for CEAC tax-exempt status, Initial Application and Annual Update Report.

1) **Initial Application:** The following list of information will be needed to receive initial group tax exempt status from the CEAC: (See **Exhibit J** in Appendix Section).

- Name and address of your organization
- Name and address of each officer.
- Copy of current Bylaws.
- Date organization was started.
- Federal Tax Identification Number
- Statement of organization purpose.
- Listing of types of income (Source of income).
- Statement of acceptance of CEAC Fiscal Year. (July 1 to June 30 of each year)
- Statement of Affiliation to the CEAC:

  "The _____ Employer Advisory Council, being desirous of becoming a charter member of the California Employer Advisory Council, hereby acknowledges and consents that the California Employer Advisory Council shall be considered the parent organization and is authorized as such, general supervisory and control of our employer advisory council as it pertains to those issues involving charter membership, federate and state requirements."

  So attested by:

  _____
  Signature of officer, Title
  Date

- Copies of prior year tax returns (if applicable)
- Name and address of person responsible who is for financial information and who is to be contacted for additional information.
- Answer to the following questions: (a) Are your records computerized? (b) Are your gross receipts over $25,000?
- Identify sources and amounts of income into categories such as:
  a) Contributions
  b) Membership dues
  c) Interest income
  d) Seminars/Workshop income
  e) Assets sales
  f) Other sources of income

- Identify types and amounts of expenses:
  a) Grants
  b) Accounting fees
  c) Legal fees
  d) Supplies
  e) Telephone
  f) Postage
  g) Equipment rental
  h) Printing and publications
  i) Travel
  j) Conference/convention/meetings
  k) Membership dues
  l) Meals
  m) Gifts
  n) Payroll
  o) Contract labor
  p) Interest
  q) Dues & subscriptions
  r) Taxes & licenses
  s) Other expenses

- List purchases of organization assets.

Special instructions apply to organizations that have employees. This situation should be avoided when possible. Contact CEAC Financial Advisor when dealing with employees.

2) Annual Update Reports: This report is due to the CEAC 90 days before the end of the annual accounting period or on March 31 of each year. The CEAC Financial Advisor then compiles all information and sends an update report to the IRS. The following information is required for annual update reports:

- Name and address of EAC.
- Name and address of each officer.
- Changes in purpose, character, or method of operation.
- Federal Identification Number.
- Name, address and phone number of person to be contacted for additional information pertaining to this report.

ANNUAL TAX RETURN REPORTING:

The California Employer Advisory Council will prepare the IRS and State Tax return for each EAC which requests such assistance and provides the required information to the CEAC Financial Advisor prior to the suspense date.

Reporting Requirement: Each EAC is required to file both the Federal and State tax returns under the following conditions:

- Gross Revenues during the year is more than $25,000.
- The IRS or State has requested a return be filed.
- The IRS or State has sent to the EAC a tax return package for filing.
- The EAC has non-business-related income.
- A return must be filed with the State, if the IRS has requested a return or if a Federal Tax Return is required.

Filing Due Date: Tax returns must be mailed to the IRS and State by the 15th day of the 5th month after the end of the accounting period. The accounting period ends June 30 and the tax returns must be mailed by November 15.

If the CEAC is requested to complete the tax return, the CEAC Financial Advisor must receive the required information prior to August 15, so that the return can be completed and returned to the EAC prior to the due date.

Filing Report:

1) IRS FORM 990: If gross revenue is over $100,000.
2) IRS FORM 99OEZ: Gross revenue is under $100,000.
3) IRS FORM 990T: Unrelated business income over $1,000.
4) CALIFORNIA FORM 199: Filed with copy of IRS report.

Required Tax Return Information for Report: (See **Exhibits K & L** in Appendix Section).

1) Name and address of the EAC
2) Federal Identification Number
3) Corporation Identification Number
4) Revenue
   a) Contributions, gifts, grants
   b) Program service revenue
   c) Membership dues and assessments
   d) Investment income
   e) Income from sale of assets
   f) Other income

5) Expenses:
   a) Grants
   b) Benefits paid to or for members
   c) Salaries or other compensation
   d) Professional fees
   e) Contract services or labor
   f) Rent or lease
   g) Utilities
   h) Telephone
   i) Repair and maintenance
   j) Printing, publications, postage, shipping
   k) Other expenses

      1. Conference or Workshop expenses
      2. Seminar expenses
      3. Travel and per diem
      4. Tax and license
      5. Operating supplies
      6. Committee expenses
      7. Gifts and donations
      8. Beginning cash and savings
      9. Ending cash and savings
      10. Total Assets
      11. Total Liabilities

EMPLOYER

ADVISORY

COUNCIL

GOAL SETTING

Overview

When considering an organization's structure, there are several components, which must be addressed. These components include organization purpose and goal form of entity, functions of organization, creation documentation, membership, statement of policies and procedures, and financial issues.

There are two basic reasons why an organization should firmly state its purpose and goals.

1) The first reason is that the law requires such a definition when creating the type of organization structure needed for an EAC. Corporation applications require the organization to state the purpose of the organization. Applications for tax-exempt status requires the organization to state their purpose and goals to determine if their activities fall within the tax exempt criteria and under what exemption code the organization belongs.

2) The second reason for stating the organization purpose and goals is for the members to fully understand the organization and to establish a method for keeping the organization on track and for evaluating the effectiveness of the organization in accomplishing it's functions. An organization's purpose should be stated in general measurable terms, and should not be changed from year to year.

Goals should be established into three categories:

1) **Long term** goals generally cover those major projects aimed at the overall purpose of the organization and are classified in a time period of over five (5) years.

2) **Intermediate** goals are generally projects over one year and less than a five-year period. These goals are main components of the long-range goals and organization purpose, which are divided into measurable elements to be accomplished in a period of one year.

3) **Short-range** goals are those elements, which should be accomplished within one year or less and should be identified into the accomplishment of certain activities necessary for the operation of the organization or in obtaining longer termed goals.

Goals should be stated in simple tasks, which are measurable and should include persons/groups, which are responsible, for it's accomplishment. Goals should be a component of the organization's meeting minutes.

Goal Setting For EAC Chairpersons

Each EAC must set its own goals and determine how to achieve them. Goals must be specific and worthwhile, but most importantly for volunteer EAC Board members, -- goals must be realistic.

Areas in which to set goals are determining who makes up your membership, income requirements, events, a possible publication, and partnership activities with EDD.

In setting its goals, the Board must decide if goals can be achieved without financial means. If not, revenue-generating ideas must be put into effect. This can be achieved by sponsoring events. Financial requirements will determine the type and number per year. Donations can be obtained from local employers. Membership dues can also be charged. (Value is perceived by some to be something for which they must be willing to pay. It is interesting to note that the success of an EAC may be in direct relationship to the amount of membership dues charged.)

Examples of some goals, which might require funds, are:

a. To hold or support veteran standdowns/veterans' programs
b. Sponsor job fairs
c. Send board members to EAC or CEAC conferences
d. Pay for speakers at events
e. Sponsor local Youth Employment & Opportunity Programs (YEOP)
f. Give scholarships
g. Support local EDD projects
h. Printing and postage costs

Tools, which can assist in obtaining these goals, are:

a. Bylaws
b. Budget (Goals will drive tools; tools will drive goals)
c. Mission statement ("What do you want to be when you grow up")
d. Meeting tools (Sets the agenda and appoints a facilitator, usually the Chairperson, at
meetings to keep on track)

EMPLOYER

ADVISORY

COUNCIL

MARKETING

Marketing Your Employer Advisory Council

In today's fast paced business climate, employers need to know right from the start how they will benefit when considering any type of investment, whether it's training or joining an Employer Advisory Council (EAC). While EACs were designed to partner with EDD in helping California employers do business more effectively and efficiently, there is still a need to develop marketing strategies which will enhance the EAC image to the employer population in general.

Developing marketing strategies for your EAC will increase awareness of EDD programs and services, promote access to low cost educational employer seminars and position your EAC as a leading employer association in California.

Below are a sample of ideas you can use to market your EAC and its activities. At the end of the marketing section are sample marketing materials for your review.

1. **General Brochures** should be available at <u>each</u> meeting, and should include information on:
   a. EAC purpose
   b. Goals and objectives
   c. Announce all planned topics for the entire year
   d. Location of each meeting
   e. Price of each meeting
   f. Benefits of membership

2. **Membership Brochures** should contain the following information
   a. Membership Application*
   b. History & Overview
   c. Purpose, Goals & Objectives
   d. Membership Fee
   e. Benefits of membership

3. **Directories**
   a. Membership Roster (make certain that all members agree with publishing the roster).
   b. Consultant Business Directory
   c. List available business services through the CEAC

4. **Public Service Announcements** (Consider this as FREE advertising)
   a. Newspaper
   b. Radio
   c. Television
   d. Other organizations (Chamber of Commerce, Rotary, etc.)
   e. Web Site on the Internet
5. **Other Advertisements**

a. Table banners
b. Business cards

6. **Newsletters**
   a. Monthly newsletters
   b. Identify Board of Directors
   c. Welcome new members
   d. Feature article on next speaker/topic

7. **Meeting Evaluations**
   a. Involve all EAC members
   b. Generate new ideas

Conducting periodic meeting evaluations will help your EAC members learn the good aspects of your meetings and what could be improved. The EAC can then use this information to generate marketing ideas to enhance membership participation as well as attract prospective new members.

8. **Promote Good Will**
   a. Donations
   b. Community service

9. **Membership Campaigns/Incentives**
   a. Personalized prospective member letter
   b. Personalize a “Welcome letter”
   c. Be A Star Program – promotional membership campaign (prize for anyone who brings the most new members in a year)
   d. Writing pen give away (to anyone who brings a new guest)
   e. Free lunch at the next meeting (random prize)
   f. Coffee certificates (to anyone who pays in advance for the next monthly meeting)
   g. EAC key chains
   h. EAC coffee mugs

10. **New Member Welcoming Program**
    a. Welcome guest at each meeting
    b. Award new membership certificate
    c. Develop an EAC buddy system
    d. EAC Lapel Pins (Members since (**Year**)
    e. Engraved name tags (Members since (**Year**)

Two additional items that can be used to market a local EAC are the Management Hotline and the CEAC Web Site. The Management Hotline and the CEAC Web site are currently benefits that local EACs receive as part of their membership to the CEAC.

MANAGEMENT HOTLINE

The Management Hotline* provides assistance to business owners and human resource professionals on a variety of employer-employee related topics. This is a benefit that is provided to **EAC members only!**

To use this service, call **(714)-871-0678**, fax **(714) 871-4577** or email your questions to eac-hotline@pacbell.net. You should then identify yourself and your EAC and ask for Gene Fredricks. If he is available, he will take your call at that time; if he is not available he will return your call or e-mail within one business day. Additional information about this service is contained in the Management Hotline brochure contained in this section.

CEAC Web Page

The CEAC maintains a web site at www.ceac.org that has been provided for local EACs to post information about their EAC worldwide. To use this service you will need to contact the CEAC Webmaster. Please refer to the latest revision of the CEAC Executive Board, Committee Chairs, and Contractors Roster* located in the roster section of this handbook. You will find the following information on the web site:

- CEAC General Information
- News & Organization
- CEAC Executive Committee
- Government Institutions
- Membership Information
- Veterans
- EAC Meetings

DRAFT

November 5, 1998

Mr. Rick Garza
Mr. Don Allen
Internews Network
P.O. Box 4448
Arcara, CA 95518

Dear Rick and Don:

I would like to *personally* welcome you as a members of the Northcoast Employer Advisory Council!

I hope you plan on attending our monthly meetings. Information is exchanged through a featured guest speaker who addresses relevant employer/employee topics. We also host an annual seminar covering current hot topics affecting businesses (including labor law and upcoming legislation), and as a EAC member, you will enjoy a member discount. In addition, the California employer Advisory Council provides a free, telephone hotline service for legal advice and information on labor law issues (please see the enclosed pamphlet).

If you have any qustions or ideas, please feel free to call me at 725-9371, extension 343. See you at any upcoming meeting?

Sincerely,

Bev Powers
EAC Chairperson

Enclosures

Sacramento Employers Advisory Council
MEMBERSHIP ENROLLMENT APPLICATION FORM

Enclosed is my check for:

☐ $40.00 Individual ☐ $50.00 Corporate
☐ New Member ☐ Renewal

CORPORATE MEMBER

Company Name:

Name:

Title:

Cor

Fa

E-Mail Address:

Example

INDIVIDUAL MEMBERSHIP:

Company Name:

Name:

Title:

Company Address:

City/State Zip

Telephone & Area Code:

Fax No. & Area Code:

E-Mail Address:

Please make check payable and mail to:
Sacramento Advisory Council
P.O. Box 13305
Sacramento, CA 95813-3305
(916) 484-4647

Luncheon meetings are held on the second Wednesday of each month. Don't miss out on great networking opportunities plus a chance to listen to the great speakers we have lined up. Mark your calendar now for a great 1998 year with SEAC!

1998 SEAC Calendar

Date	Topic*	Time
Jan 14	**Wage & Hour Legal Update**	11:30-1:15 pm
Feb 11	**Compliance Update for small business**	11:30-1:15 pm
Mar 11	**The ABC's of Recruiting**	11:30-1:15 pm
Apr 8	**Sexual Harassment**	11:30-1:15 pm
May 13	**Salary Survey - Commensurate with experience**	11:30-1:15 pm
June 10	**How to Represent Yourself Effectively Against Employment Claims**	11:30-1:15 pm
July 8	**No Meeting**	11:30-1:15 pm
Aug 12	**Tax Engineering & Modernization**	11:30-1:15 pm
Sep 9	**Unemployment Appeals Board Update**	11:30-1:15 pm
Oct	**Annual Seminar**	8:00-4:00 pm
Nov 11	**Employment Training Panel (ETP)**	11:30-1:15 pm
Dec 9	**Holiday Luncheon**	11:30-1:15 pm

**Topics are subject to change.*

Meetings are held at the Sacramento Inn, 1401 Arden Way, every second Wednesday of each month. Luncheon member cost is $19.00; non-member cost is $21.00.

Call (916) 484-4647 for reservations or to be placed on

SEAC 1998

SACRAMENTO EMPLOYERS ADVISORY COUNCIL
P.O. Box 13305
Sacramento, CA 95813-3305
(916) 484-4647
FAX (916) 927-8915

SEAC

What is the Sacramento Employers Advisory Council?

The Sacramento Employers' Advisory Council is a California nonprofit corporation. The Purpose of the Sacramento Employers' Advisory Council is to:

- Act in an advisory capacity to the State of California EDD field offices in Sacramento;
- To enhance the services and communications network for local employers;
- To be of assistance to employers on an educational communication and legislative level;
- To arrange for speakers at meetings and other functions, who can provide educational information of interest to members.

To accomplish SEAC's purpose the board of directors will:

- Identify problem areas, recommend changes, increase confidence in and encourage the use of EDD services by employers;
- Identify employmer community nee being met a meet suc
- Ur .d for D policies, es;
- support for EDD
- ign, implement and participate in various community activities such as job fairs, career days and job search workshops;
- Help identify employment trends and needs of local employers.

Example

Sacramento Employers Advisory Council

MEMBERSHIP BENEFITS

There are many benefits available to members in the Sacramento Employers Advisory Council.

- Continued involvement and education in all significant employment issues;
- Reduced monthly luncheon cost
- Valuable information on topics from experts in their field
- Reduced fee for annual seminar
- Networking opportunities
- Direct contact with EDD managers and the area administrator
- Participation in EDD focus groups/Up-to-date information on Legislative changes

For more information contact:

Sacramento Employers Advisory Council
P.O. Box 13305
Sacramento, CA 95813-3305
(916) 484-4647

Northcoast Employer Advisory Council
Membership Enrollment
Application Form

Yes! I wish to join the Northcoast Employer Advisory Council. I have enclosed $25.00 for corporate membership dues:

Please print:

Company Name: _____

Representative(s)/Titles: _____
_____

Mailing Address: _____
_____

Type of Business: _____

Tel. #: _____

Fax #: _____

# of Employees: _____

Years in Business: _____

Type of Entity:
- ❑ Profit
- ❑ Nonprofit
- ❑ Governmental Agency

- ❑ New Member
- ❑ Returning Member

Luncheon meetings are held on the third Wednesday of each month. Don't miss out on great networking opportunities plus a chance to listen to the great speakers we have lined up. Mark your calendar now!

LUNCHEON CALENDAR

Date	Topic*
Jan	Administrative Law Judge
Feb	ADA, FMLA & Workers' Compensation Connection
Mar	E.D.D. Panel
Apr	Annual Seminar
May	Third Party Administration
June	EDD Employment & Training
July	Summer Break
Aug	Summer Break
Sept	Half Day Seminar
Oct	Workers' Comp Rehab (Working with the employer)
Nov	Occupational Health
Dec	Senior Employment

** Topics are subject to change.*

Meetings are held on the third Wednesday of the month at the DoubleTree Hotel. Luncheon cost is $10.00.

Please call 441-5702 for reservations.

NEAC

Northcoast Employer
Advisory Council
P.O. Box 6414
Eureka, CA 95502-6414
(707) 441-5702

NEAC

What is the Northcoast Employer Advisory Council?

The Northcoast Employers' Advisory Council is a California non profit corporation. The purpose of the Northcoast Employers' Advisory Council is to:

- Act in an advisory capacity to the State of California EDD field office in Eureka;
- To enhance the services and communications network for local employers;
- To be of assistance to employers on an educational communication and legislative level;
- To arrange for speakers at meetings and other functions, who can provide educational information of interest to members.

Northcoast Employer Advisory Council

MEMBERSHIP BENEFITS

There are many benefits available to members in the Northcoast Employers' Advisory Council.

- Continued involvement and education in all significant employment issues;
- Valuable information on topics from experts in their field;
- Reduced fee for annual seminars;
- Networking opportunities;
- Direct contact with EDD manager and staff;
- Free Management Hotline which provides assistance to members on a wide variety of employer-employee topics.

For more information please contact:

Northcoast Employer Advisory Council
P.O. Box 6414
Eureka, CA 95502-6414
(707) 441-5702

Executive Board Members:

Bev Powers, Chairperson,
Humboldt Group
Rod Sandretto, EDD Coordinator,
Humboldt/Del Norte
Julie Damron, Vice-Chair,
Adult Day HealthCare of Mad River
Patty Johnson, Secretary,
Mad River Community Hospital
Jean Pacheco, Treasurer,
Redwood Community Action Agency
Kim Caywood, EDD Marketing Specialist

Please note: We invite you to offer suggestions for future luncheon speakers/topics. We encourage employers to get involved in the NEAC, as this is an all volunteered run group.

Serving the People of California
Employment Development Department

★

BE A STAR

AND HAVE

YOUR

EFFORTS

SHINE

AT

SEAC!

☆☆☆☆☆☆☆☆☆☆

1996 CAMPAIGN

(Effective Dec 95 - Sept 96)

★

Our Mission:

Spread the SEAC word!

☆

Enhance Networking!

☆

Increase Membership!

☆☆☆

HOW YOU EARN YOUR STARS!!

Earn One Star for:

☆ - Bring a new guest to a SEAC Luncheon Meeting

☆ - Your Attendance at each SEAC Luncheon Meeting

☆ - Your Paid 96 SEAC Membership

☆ - Serve on a SEAC Committee

Earn Three Stars for:

☆☆☆ - Your referral of a new 96 SEAC Paid Member

☆☆☆ - Your attendance at the Oct. 95 Richard Simmons Seminar

WHA

Example

...chard Simmons Books, plus Oct. 96 free seminar ticket.

3rd Place Winner

Two Richard Simmons Books, plus Oct. 96 free seminar ticket.

6

EARN YOUR STARS AT SEAC!

PROGRESS REPORTS

At each SEAC Luncheon meeting from January through September 96, a progress report of individuals who have earned stars will be announced!

For more information, regarding this campaign, please call the following SEAC Board Members:

Sally Oredvig (w) 916 922-7181

Margie Karps (w) 209 745-3001

Example

☆☆☆☆☆☆☆☆

7

MANAGEMENT HOTLINE

provided by

Del Jones Associates
26452 Lope De Vega
Mission Viejo, California 92691-3316

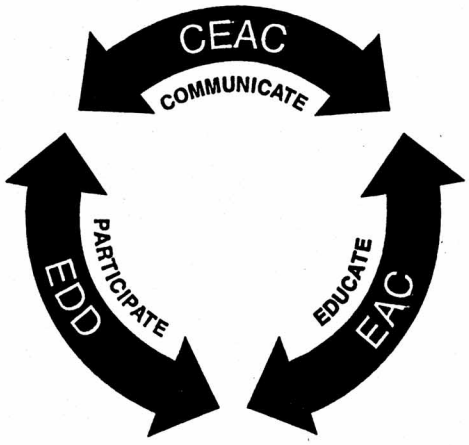
Gene Fredricks, Consultant
and
Bruce Matlock, Labor Law Attorney

Providing Employee and
Labor Relations Consulting to Management

Since 1971

EDD, an equal opportunity employer/program, is a partner in this publication. For copies of this publication in alternate formats, please call (714) 871-0678 reachable by TTY users through the California Relay Service at 1-800-735-2929.

CU 679 (5-98)



California Employer Advisory Council

MANAGEMENT HOTLINE

A Membership Service
of the California Employer Advisory Council
to the Business Owner
and the Human Resources Professional

Your **MANAGEMENT HOTLINE** provides assistance to the business owner and the human resources professional on a wide variety of employer-employee relationship topics, such as:

Age Discrimination
Arrest & Conviction Records
Attendance & Tardiness
Change of Status Notice
Cost of Living
Disability Insurance
Disability Leaves
Discrimination
Discipline
Documentation & Recordkeeping
English Only Rules
Employee Benefits
Exempt & Non-Exempt Status
Employment Contracts
Employment of Minors
Employment References
Family Leaves
Final Pay
Garnishments
Harassment
Independent Contractors
Insubordination
Inspection of Personal Files
I-9 Form
Immigration
Minimum Wage
Mental Disability
Meal & Rest Periods
Nepotism
New Hire Notification
Overtime Compensation
Personnel Rules & Regulations
Physical Disability
Policies
Posters
Polygraph
Posting Requirement
Pre-Employment Practices
Pregnancy Leave
Progressive Discipline
Record Keeping
Records Retention
Reporting Pay
Reference Checks
Religious Discrimination
Race Discrimination
Sexual Harassment
Sexual Orientation
Severance Pay
Standby Time
Survey Data
Termination
Time Keeping Requirements
Time of Payment of Wages
Unemployment Insurance
Wage Setoffs & Deductions
Wrongful Discharge
Workers' Compensation
Wage & Hour Regulations
Workweek & Workday
---and others

How to use your

MANAGEMENT HOTLINE

Call (714) 871-0678
or
FAX your question anytime
(714) 871-4577

Your call will be returned as soon as possible, and no later than the next business day.

EMPLOYER

ADVISORY

COUNCIL

MEETING PLANNING

Planning Employer Advisory Council Meetings

Most members' initial contact with an Employer Advisory Council comes through local meetings. There is a need to develop methods to attract and maintain employer interest in attending employer council meetings. Careful planning will help ensure that employers receive value for their time spent**.**

Every meeting should follow a basic plan to ensure consistency and quality. Careful planning is essential to the conduct of a productive meeting. There are three roles a person can play with regard to a meeting: he/she may **conduct** the meeting, may **attend** the meeting, or **plan** the meeting. Providing an outline of each of these duties will assist the leader and make the meeting more efficient and effective.

Many members do not have meeting planning skills and the details can make or break a program. Meeting planners should develop an agenda that focuses on a few subjects in-depth. The meeting leader should conduct sufficient research on the subjects to be able to facilitate discussion. It is important to begin the meeting on time and lay out the agenda. Listen objectively as participants offer their input, but quickly bring tangential discussions back to the agenda.

Conducting an Effective Board Meeting

The need to plan meetings is important at all levels. This practice applies uniformity and gives structure to all meetings. Appoint a facilitator and a recorder (usually the Chairperson and secretary). It is a good idea to have all the following information displayed so everyone can see it... on a flip chart, chalk board, dry erase board, etc.

Utilize the agenda. An agenda should be sent to all participants at least one week before the meeting. The agenda can include:

1) Introduction
2) Set of ground rules
3) Approval of agenda
4) Approval of minutes
5) Treasurer's report
6) Committee Reports
7) EDD Funding Request
8) Old/New Business
9) Next meeting date, time and location
10) Evaluation of meeting (plus/delta)

At the meeting set ground rules -- (1) no rank, (2) establish confidentiality of meeting content, (3) stay on track, (4) stay on track, (5) one speaker at a time; and (6) have fun.

Set up an action plan (post on wall for all to see). The plan should include actions to be taken, person(s) responsible for action fulfillment and time required for completion. These become part of the next meeting's agenda. Any items which have not been covered or can wait until next meeting goes into the "Issue Bin" to be brought up at the next meeting by the designated presenter. If any items keep being postponed, revisit necessity of that item and eliminate if deemed unrealistic or unimportant.

Action Plan:

Action	Person Responsible	By When

Evaluation:

Evaluation at the conclusion of the meeting can be set up as Plus (what was good about the meeting) and Delta (what could be improved.). Anyone can speak out about anything regarding the meeting -- make it fun.

Plus	▲

The larger and more successful an EAC, the more business may need conducting. One meeting a month may not be sufficient. An "off-site" may be beneficial, whether it be a few hours or a weekend, to handle such items as annual budget, annual goals, seminar topics, etc.

Effective Meeting Appraisal

Meeting Date	Chairperson	Group	Length (in hours)	Number of Attendees

Good Meeting Criteria

- Provide agenda
- State objective
- Start and end on time
- Stick to agenda
- Keep meeting on track
- Summarize and review
- Decisions/assignments

What could the chairperson have done to improve the meeting?

_____
_____
_____
_____
_____
_____

Participant Responsibilities

- Be on time
- Be prepared
- Participate more/less
- Limit discussions to agenda items
- Prepare summary report

What might you have done to help the meeting?

_____
_____
_____
_____
_____
_____

Was this meeting necessary/appropriate? ❍ Yes ❍ No

Was my presence needed/required? ❍ Yes ❍ No

- How successful was this meeting for you?
- Did it meet the stated objective?

Percentage of success

❍ 0% ❍ 25% ❍ 50% ❍ 75% ❍ 80% ❍ 90% ❍ 100%

Comments

_____
_____

Your name (optional)

SEAC Meeting Evaluation

Our mission is to provide a quality **Annual Employer's Seminar** with valuable information in a friendly atmosphere. Your comments are very important to us in planning future meetings. Please take a moment to complete this evaluation and leave it at the center of your table when you leave at the end of the Seminar.

	Excellent		(Circle One)		Needs Improvement
1. Rate meeting facility (hotel)	1	2	3	4	5
2. Rate luncheon	1	2	3	4	5
3. Rate Legal Update Speaker, Floyd Palmer	1	2	3	4	5
4. Rate Wage & Hour Speaker, Leslie Mitchell	1	2	3	4	5
5. Rate Lunch Presentation/EED Jobs on the Internet	1	2	3	4	5
6. Rate Violence in Workplace presentation	1	2	3	4	5

Are you a member? ☐ Yes ☐ No If not, is there a possibility you may join? ☐ Yes ☐ No

How did you hear about us? _____

Comments: _____

OPTIONAL:

Your Name: _____

Company: _____

Address: _____

Phone: _____

Example

*Did you know.....***Sacramento Employer Advisory Council**.....
is made up of people who really care... ... ...???

Not only does SEAC enhance the services and communications network between local employers and EDD.... we are made up of people who really do care about our community.

For example, SEAC supports and makes donations to other worthwhile organizations like:

- ♥ Clothing Women for Success (organization providing clothing for needy unemployed individuals who are trying to get back to the work force)
- ♥ ROP Program - Supporting Our Youth
- ♥ Goodwill Industries - Donations
- ♥ Hire A Veteran Program - Donations
- ♥ Stand Down Program (program helping needy families with food & clothing)
- ♥ Boys & Girls Club - Donations

If you are not a member of SEAC, why not considering joining today. SEAC is made up of people who service the community and employers like you.

5

Program Planning

A checklist should be used to cover meeting details. Solicit employer input at meetings for suggested topics, speakers, and possible locations (if applicable) for future meetings. Contact with potential speakers is initially done by telephone, followed by a written confirmation, including date, time, and location of the meeting, and any audiovisual needs, handouts, etc. New sponsors for meetings are contacted in writing to discuss their responsibilities. These include room arrangement, audiovisual requirements, parking availability, etc. Advertising is a major part of this process. Flyers and/or letters (announcements) are developed, printed, and distributed. An indirect mailing effort can be part of your advertising campaign. You can contact and offer to provide flyers to any local organizations that may benefit from the meeting. These may include Chamber of Commerce, community colleges, business associations, other social service agencies, etc. You should network by attending meetings of business and community organizations to help promote employer council meetings. You can develop and maintain a listing of media outlets to routinely send public service announcements to announce meetings.

The development of a standard procedure for planning meetings will reduce your number of mistakes. A process for having better planned meetings will result in an increased number of employers attending your meetings, and your reputation for providing information and services to employers will be enhanced. You should develop your own checklists, invitations, publicity, and correspondence to have readily available on a month to month basis.

EMPLOYER

ADVISORY

COUNCIL

LEGISLATIVE

COMMITTEES

PURPOSE:

The purpose of the CEAC Legislative Committee is to educate our members on legislative matters, by providing them with up-to-date information on issues effecting California employers. It is also to provide a forum and process for members to share legislative related information and/or to identify legislative issues that they believe the CEAC should consider taking a position. The committee consists of the CEAC Committee Chair and one representative from each CEAC region.

SUMMARY OF RESPONSIBILITIES

CEAC Legislative Chairperson

- Reviews the source of information and makes recommendations or additions/deletions to publications.

- Work with the CEAC web master to provide and/or update legislative information on the CEAC web site.

- Communicate mailing address changes to the California Chamber of Commerce and other publishers providing information to EAC Chairs and their designees and CEAC Regional Vice Presidents (RVP).

Keep the CEAC President and Executive Committee informed of legislative committee related activities.

EAC LEGISLATIVE REPRESENTATIVE:

- Distribute and review legislative information with their EAC membership.
- Inform CEAC RVP(s) of mailing list changes as they occur.
- Take legislative action as desired and shares this information with CEAC RVP(s) and at the CEAC region meetings.

Attend their CEAC region meetings

CEAC Regional Vice President:

- Update mailing list at every CEAC region meeting
- Provide mailing list changes to CEAC Legislative Chair
- Share region legislative action with the CEAC Board

Serve as a liaison between the local EAC and the CEAC Board on legislative positions

CEAC COORDINATOR:

- The CEAC Coordinator and the Legislative Chair will work together to keep the mailing list for the Legislative update and the Chamber “Alert” current.

SOURCES OF INFORMATION

Publications the EAC Chairperson or designated representative may receive include:

- Inside The Capitol" publication (March-September)
- The California Chamber of Commerce "Alert" newsletter (biweekly)
- Mitchell/Ison Employment Law Newsletter (CEAC web site)
- EDD/Major Legislation Update (monthly)
- California Chamber of Commerce "Business Issues and Legislative Guide" (Annual)

The CEAC Legislative Chairperson will continue to identify additional publications and contact publishers to see if they would be interested in forming an agreement similar to the one we have with the California Chamber of Commerce to mail their publication to the EAC Chairperson or their designee.

In some cases, the CEAC may have to pay for a subscription or a membership fee to receive a particular publication. This fee would be an expense that would be included I the Legislative Committee budget. Each year the CEAC Legislative Chairperson will review the sources of information and make changes as needed.

The CEAC Legislative Chairperson will also inquire about individual newsletters produced by local EAC members focusing on local legislative issues throughout the state (i.e. Mitchell/Ison newsletter) to place on the CEAC web site. There would be a link from the CEAC web site to other governmental agencies for additional legislative information.

DISSEMINATION OF INFORMATION

Publications

The "Alert" and the "EDD/Legislative Update" will be sent directly to each EAC Chairperson or their designee and to CEAC RVP(s).

Web Site

Newsletters from various organizations (i.e. Mitchell/Ison newsletters) will be placed on the web site an updated each time a new issue is released.

LEGISLATIVE POSITIONS

The EAC(s) shall take a legislative position on any issue their local members approve s of. If there is legislation that an EAC would like the CEAC to consider taking a position take the following steps:

- The EAC(s) should submit a proposal to the CEAC by putting together a comprehensive position paper that includes information as to how the legislation would affect all California employers and, in itself, will allow someone to make the decision to support or oppose the legislation. The EAC representative should submit the position paper at the next CEAC Region meeting.

  The originating (EAC) of the position paper should be available to answer questions by allowing their representative to participate (at the EAC's expense) in the discussion at the CEAC Regional and Legislative Committee decision points. The region will make a recommendation of whether or not to send the position paper to the CEAC Legislative Committee for review.

The CEAC Legislative Committee will review the region recommendation and if approved by a majority of the Legislative Committee members, the position paper will be presented to the CEAC Board.

- If the CEAC Board determines that they will take a position on the legislative issue such action will be taken. If the CEAC Board determines that they will not take a position, then the CEAC Legislative Committee Chair will notify the originating (EAC) in writing and provide the reason the CEAC will not take a position.

<u>CEAC Legislative Position:</u>

If there is a legislative issue that the CEAC would like an EAC(s) to take a position, the following steps should be taken:

The CEAC should provide the EAC Chairs with a proposal by putting together a comprehensive position paper that includes information on how the legislation will affect all California employers and, in itself, will allow someone to make a decision to support or oppose the legislation. The position paper should then be submitted by the RVP at their next CEAC Region meeting.

- The position paper should be discussed during the region meeting where most EAC Chairs and other employers are present to provide feedback.

- The RVP(s) will then provide feedback regarding their region's position on the legislation to the CEAC Board either on a conference call or at the next CEAC Board meeting. The CEAC will determine what position will be taken based on the feedback generated from the various CEAC regions.

Urgent Legislation:

In the event of an urgent legislative issue that an EAC(s) would like the CEAC to take a position or the CEAC would like an EAC(s) to take a position, the following steps should be taken:

Local cal EAC(s) must provide written information about the legislation and submit it to their RVP.

The RVP will send this information the CEAC Legislative Committee Chair who will present the information to the CEAC President.

The CEAC President will contact other members of the Executive Committee to decide if the CEAC will take a position.

EMPLOYER

ADVISORY

COUNCIL

SEMINAR PLANNING

Planning and coordinating a successful employer seminar involves scheduling and accomplishing a set of pre-seminar tasks that insure seminar participants receive the information they want in a professional manner.

Gathering comments/suggestions from local employer committees and employers who have attended past seminars for topic ideas and potential speakers is an essential part of planning seminars that present timely topics of interest to the employer community. Contacting potential speakers to discuss seminar format and to ascertain the speaker's expertise, presentation sills, and availability is the first of several contacts that must be conducted with seminar speakers. Setting the date of the seminar, establishing a production schedule, drafting a communication plan, coordinating a public relations effort preparing an emcee, collating seminar packets, and attending to details the day of the seminar are some of the items that should be addressed when planning an employer seminar.

General Guidelines

1. Develop a Schedule. Hour by hour, event by event, agenda breakdown, leave wide margins for notes and changes. Type, copy and distribute to all Board and Committee members.

2. List and Track.
   a. Committees and volunteers, assign chairperson for each major agenda item. Utilize everyone's special talents, contacts, etc.
   b. Speakers and their requirements
   c. Exhibitors and their requirements
   d. Sponsors, donors, and prizes; and
   e. Attendees (past attendance, project for future)

3. Compare. Cost year to year, to other organizations, other conferences. Estimated expenses. What to charge? Sliding scale or discount rate for member, non-member, 1/2 day, one-day rate, multi-registrants per firm. Cost of additional meals, special event tickets.

RECORD ALL FINANCIAL INFORMATION,
KEEP ABSOLUTELY IMPECCABLE RECORDS.

4. Arrange Bank Account. List and track all deposits and withdrawals by:
   a. Company name
   b. Attendee or Exhibitor name
   c. Date(s) attending
   d. Check date, number and amount
   e. Date check received, deposited, deposit ticket number
   f. List check information on deposit ticket
   g. Issue numbered receipts

5. Start Organized; stay organized.
   Committees:
   a. Ask for volunteers, approach people, assign tasks
   b. Delegate Committee Chairs, stay in touch, meet, keep written records
   c. Give clear direction, determine reporting structure, and track all activity
   d. Keep each committee's objective in mind
   e. Show your personal appreciation
   f. Give public recognition to volunteers and their companies
   g. Estimate time required
   h. Enjoy!

EAC PUBLICATION MANUAL

The partnership between the Employment Development Department (EDD) and the numerous Employer Advisory Councils (EAC) continues to grow in strength due largely to outreach efforts and the educational seminars provided throughout the year.

The most critical communication piece with regards to the seminars is the publication used to publicize the event. Due to increasing demands, an EDD/EAC publication template system was developed to effectively and efficiently use EDD graphic, print, and mail services. The template system must be used for all annual, semi-annual and quarterly seminar publications if they will be **printed** and/or **mailed** by EDD.

The purpose of this template system is to:

1. Establish an EDD/EAC corporate identity throughout the community by providing quality, cost-effective publications that project a consistent image.
2. Simplify the ordering process for publications to save you time and effort.
3. Promote timeliness in the distribution of information.
4. Ensure that publications are of the highest quality.
5. Help promote the attendance of employers at annual, semi-annual and quarterly seminars.

EAC Chairs and/or Seminar Committee Chairs should work closely with the EDD/EAC Coordinator in developing your seminar brochures. If an EAC chooses alternative printing and/or mailing services, you are not obligated to use this template.

One copy of the EAC Publication Manual is available for every EAC Chairperson, EAC Coordinator and EDD Field Office Manager. As EAC officers, EAC Coordinators and EDD Field Office Mangers may change, it is important to leave this manual for each of your successors.

Seminar Timeline

The information in the next section is an outline of tasks and timelines for consideration when planning and coordinating an employer informational seminar. Depending on the size of your EAC and Seminar Committee, you may need to change some of these suggestions to fit your particular needs.

6-5 Months

Determine
- Geographic location
- Target audience
- Hotel
  - Site inspection
  - Negotiate contract
  - Meeting rooms format
  - Meals (also special meals)
  - Banquet rooms
  - Sleeping rooms
  - Traffic flow
  - Exhibit area
  - Social activities, special events
  - Establish account

Prepare
- Projected budget

Determine
- Registration fees
- Exhibit fees

Appoint
- Conference chair
- Committee chairs:
  - Finance
  - Program/speakers
  - Registration
  - Hospitality
  - Social Events
  - Publicity
  - Brochures
  - Hotel liaison
  - Exhibits/adv.
  - Sponsorships

5-4 Months

Meet
- With Program committee

Review
- Speakers

Select
- Contract and negotiate with speakers and exhibitors

Determine
- Conference theme

Outline
- Program and special events

4-3 Months

Request
- Speakers bio, photo Presentation synopsis

Mail
- Exhibitors contracts, with copies of hotel floor plans, conference agenda, and hotel info

Request
- Exhibitor advertising

Submit
- Speaker and exhibitor information to printer

Choose
- Printed material

Select
- Sign maker

Set-up
- Mailing lists

3-2 Months

Order	· Awards, plaques, recognition gifts
Visit Site	· Meet with hotel staff
Conduct	· Committee meetings at hotel
Meet	· With sales, catering and banquet staff regarding meal selections, AV equipment
Re-Confirm	· Exhibit specifications
Begin	· Promotional mailings & brochures with location info and hotel reservation cards information
Prepare	· To Board of Directors and Committee Chairs, general membership: - meeting agenda, - exhibit information, - treasurers report

3-2 Months

Mail	· Press releases
Select	· Attendee Packet information
Re-Confirm	· Speakers
Distribute	· Speaker bio information and meeting agenda to respective "Introducers" and moderators
Finalize	· Exhibitor contracts and needs
Obtain	· Raffle/Door prizes

2-1 Months

Mail	· second press release
Develop	· Complete master notebook (to be passed on) Include: - Attendee list - Exhibitor list/ floor plan - Speaker bio, fees, etc. - A/V, special equipment - Board of Director agenda - Special/social events - Committee/volunteer information - Copies of all printed material and correspondence
Print	· Name tags and ribbons · Final agenda
Assemble	· Packet information
Assign	· Volunteers/staff
Distribute	· Volunteer/staff instructions, (explain special instruction in writing, i.e. color coded badges, tickets, etc)
Mail	· Final reminder mailing

1-0 Months

Prepare	· VIP, Authorized guest, special discount, "freebie" list
Assure	· Speaker bio info received by moderators and "introducers"

2 Weeks

Stuff	· Attendee packets
Check	· Double check ALL hotel speaker, exhibitor arrangements
Request	· All Committee Chairs check and double-check their respective arrangements

1 Week

Meet	· With all Committee Chairs (in person or by phone)
	· With hotel (Dry run complete agenda.)

Conference Day

Meet	· With hotel personnel
Greet	· VIP's, speakers, and special guests
Assure	· All meeting and function rooms are in order
Monitor	· Numbers for meals, breaks, A/V equipment
Organize	· Flow for Evaluation forms to be turned in
Prepare	· For emergencies or mishaps, have alternative plans
Approach	· Exhibitors regarding next year

Post Conference

Write	· "Thank you" letters to: speakers, exhibitors, sponsors, donors, committees, volunteers, and hotel managers
Tally	· Evaluations
Record registrations	· Last minute
Reconcile	· Bank account
Submit	· Reports
Begin	· Assessing - Program topics - Speakers - Site selection - Committees - Exhibitors for next year

HOTEL CONTRACT

The following list is designed to assist you in reviewing the hotel contract and for your use in determining items you may or may not wish to include on the day of your seminar. Hotel contracts should be carefully negotiated and it is always okay to ask if certain items can be inclusive or reduced in price.

Preliminary Contract
- Establish a Master Account
- Determine who signs the contract
- Select Meeting/Function Rooms
- Registration/Hospitality Areas
- Select Meals/Catering

Program/Speakers
- Podium
- Risers
- A/V Equipment
- Other Equipment

Exhibitors
- Exhibit Space
- Drayage (pipe and drape)
- Electricity
- Set-up time
- Equipment arrival dates
- Hotel storage capacity.
- Security
- Take down

Social Events
- Assistance with Social Activities
- Reservation Cards or Envelopes
- Banquet Themes and Decorations
- Promotional/Giveaways

Sleeping Rooms
- Room Nights Based on usage
- Number of Suite(s)
- Complimentary rooms/items
- Room Up-grade for Reservations made prior to Conference Date.

Meeting/Function Rooms
- Daily Per Room Microphones
- Message/Cork Boards
- Sign, Coat Racks, etc.
- Maps, Literature

Signs Needed
(Determine if signs are inclusive or if you must provide your own.)
- Registration
- Hospitality
- Meetings
- Speakers
- Exhibits

Developing a Budget for Seminars

Many local EACs depend on their seminars and workshops to attract members and raise funds. Most EACs do not determine if the programs they want to offer are cost effective. The purpose of developing a budget for conducting seminars using private sector practices, is to ensure adequate revenues and profits.

The first area that should be addressed when planning any kind of meeting is preparing the budget. Because the registration fee for the seminar should be determined by the expenses that must be recovered, expenses should be calculated before estimating income. When calculating expenses, include every dollar that will be spent on the meeting. To determine the registration fee, which must be charged to cover the expenses, divide the total expense figure by the number expected to attend. The safest route to ensure recovery of expenses is to use the lowest reasonable attendance figure, although this results in a higher per person charge. The registration fee should be slightly higher than the cost per person in order to allow for unexpected expenses, lower attendance that expected, or simply to make a profit, which can be invested in future, meetings or other association activities. Because of the potential effect on the financial outcome of the seminar, careful thought must be given to the method of handling registration and dealing with the ever-present possibility of cancellation. Registrations should be prepaid to ensure receipt of all funds. A deadline date for receipt of registrations should be set, as well as a deadline date for cancellation.

Planning and organizing includes knowing what it costs. A well-planned seminar or workshop, which includes budgeting, will ensure a successful event and a source of revenue for the local treasury. The tables that follow will help you develop a budget.

CONFERENCE BUDGET

Item	Expenses	
	Projected	Actual
Postage		
Photographer		
Brochure		
Graphics		
Paper		
Printing		
Copies		
Recognition Plaques		
Special Awards		
Flowers		
Decorations		
Balloons		
Flowers		
Tickets, Badges, Ribbons		
Signage		
Supplies		
Typewriter Rental		
Giveaways		
Maps		
Pens		
Pencils		
Rulers		
Etc.		

Item	Expenses	
	Projected	Actual
Rental		
Hotel Phones		
Special Equipment		
AV		
Moveable Panels (set-up and removal)		
FAX		
Copies		
Business Services		
Speakers (Separate list for each)		
Fees/Honoraria		
Travel		
Hotel		
Meals		
Exhibits (build into exhibitor charge)		
Booths (List each by number needed x per unit cost)		
Table Top Display		
Extra Electricity		
Drayage		
Security		
Administrative/Clerical Assistance		

Item	Expenses	
	Projected	**Actual**
Conference Committee Expenses		
Meetings		
Meal, Refreshments		
Travel		
Chairperson Expenses		
Hotel		
Parking		
Travel		
Refunds		
Attendees		
Exhibitors		
Entertainment / Honoraria Fees (separate list for each)		
Travel		
Expenses		
Equipment		
Socials / Special Events		
Food		
Drink		
Bartender		
Corkage		
Props		
Music		
Audio/Visual		
Other Equipment		

DAILY MEALS
(Use separate page for each day)

Item	**Expenses**	
	Projected	**Actual**
Costs: Calculate for each function (inclusive or +) (Number of people x per person) (Guarantees vs. actual)		
Breakfast		
AM Break		
Lunch		
PM Break		
Reception		
Committee Meetings		
Fee paying + Hosted guests - Total Costs		
Total Expenses		

CONFERENCE INCOME

Item	Expenses	
	Projected	**Actual**
Attendees		
Exhibitors		
Sponsorship		
List each		
Raffle/Door Prizes		
Additional Tickets		
Meal		
Reception		
Socials / Special Events		
Total Income		

CONFERENCE ATTENDEE INCOME

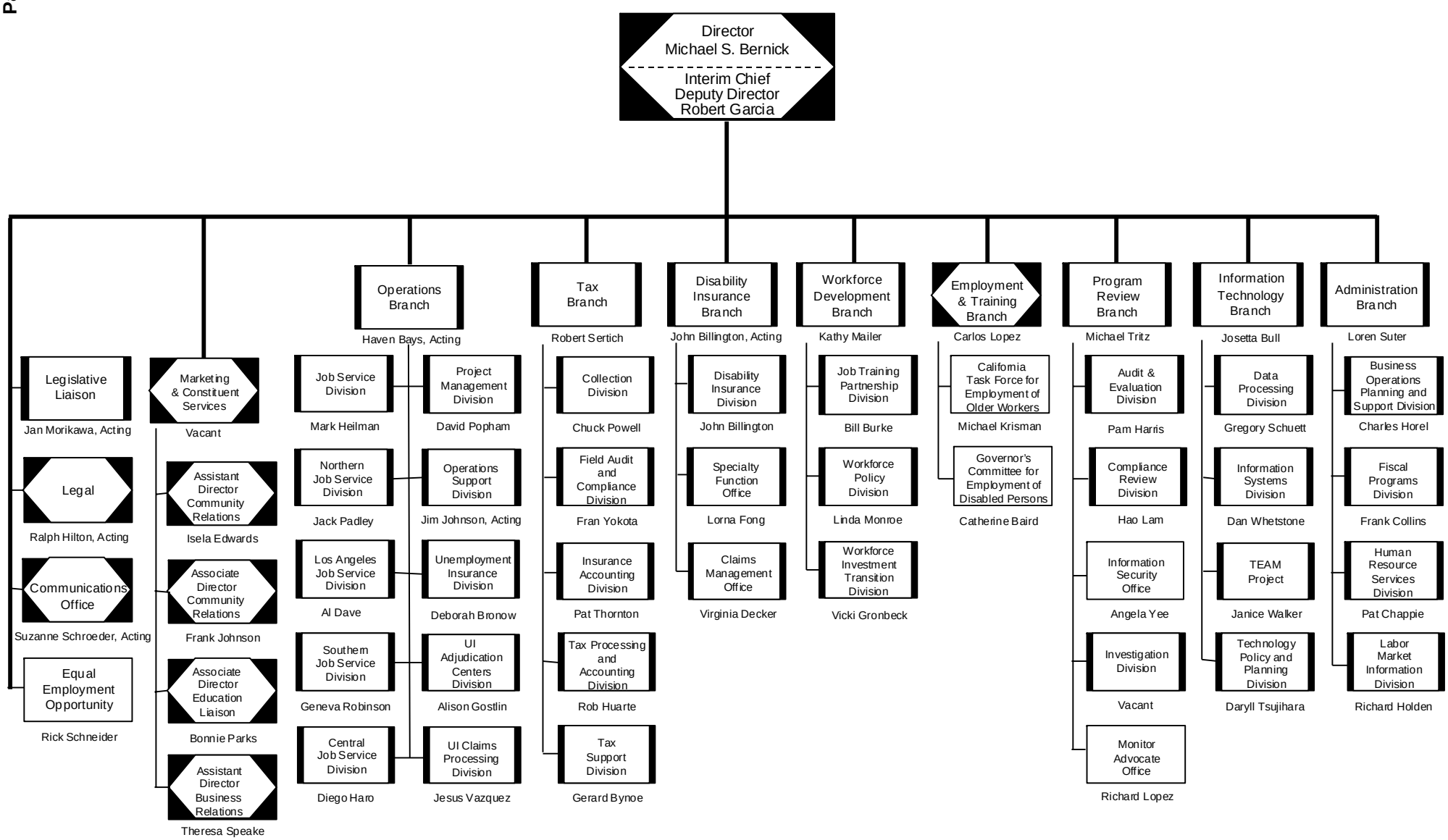
Item	Expenses	
	Projected	**Actual**
Calculate: Number of people x per person cost for each category.		
Full Registration		
Members		
Non-Members		
Partial Registration		
Members		
Non-Members		
Total Attendee Income		

CONFERENCE RECAP

Item	Expenses	
	Projected	Actual
Income		
Expenses		
Conference Profit		

EDD PROGRAMS AND SERVICES

EMPLOYMENT DEVELOPMENT DEPARTMENT ORGANIZATIONAL CHART



April 9, 1999

Employment Development Department
State of California

FACT SHEET

EMPLOYMENT DEVELOPMENT DEPARTMENT

The California Employment Development Department (EDD) is a multifaceted department offering a variety of services under the Job Service, Unemployment Insurance, and Disability Insurance programs. As California's largest tax collection agency, EDD also handles the audit and collection of employment taxes and maintains employment records for more than 19 million California workers.

One of the largest departments in state government, EDD has approximately 11,000 employees who serve millions of Californians each year at more than 300 service locations throughout the state. Here is a brief look at EDD's activities in a typical year:

Job Service

The EDD provides employment services in California and has one of the world's largest public employment service operations. Over the years, EDD has facilitated the match between countless employer job openings and qualified job seekers. Our Job Service:

- Provides comprehensive services to employers, and offers an Internet-based automated system (CalJOBS) that enables employers to search, screen, and select employees from a database of résumés.
- Matches qualified job seekers with employer job listings based on employers' requirements and job seekers' qualifications.
- Enables job seekers to self-enroll and produce quality résumés from various locations through CalJOBS so they can self-search and self-refer to job openings.
- Is committed to state and local economic development and workforce preparation services.
- Partners with California's One-Stop Career Center system and employment and training resources.
- Assures priority of services to veterans.
- Provides labor market information to employers, job seekers, and others, including policy makers, economic developers, economists, and planners.
- Offers programs that provide many valuable services, such as job search workshops, case management services, and referral to education, training, and supportive services to client groups with special needs.

Unemployment and Disability Insurance

Through the Unemployment Insurance (UI) and Disability Insurance (DI) programs, EDD provides benefits to eligible claimants. These programs are designed to assist those who are out of work or ill, thus providing a strong stabilizer to California's economy. Each year, EDD:

- Pays out more than $3.4 billion in UI benefits and over $1.7 billion in DI benefits.
- Receives and processes more than 1.2 million new UI claims and approximately 650,000 DI claims.

In a continuing effort to make our services more accessible to our customers, EDD has changed from in-person claim filing to telephone filing for UI claims, and filing by mail for DI claims. Our call centers provide customer service for both the UI and Job Service programs. Information on UI and DI claims is available 24 hours a day by phone. In-person assistance continues to be offered at all local Job Service sites.

Job Training

The EDD plays a crucial role in the administration and operation of a number of major job training programs in the state. The EDD is the state's administrator of the federal Job Training Partnership Act (JTPA) in California, which operates through a network of locally-run Service Delivery Areas (SDAs), providing job training and related services under the guidance of Private Industry Councils (PICs). Local EDD administrators are members of the PICs, and EDD field office managers work closely with local SDA administrators to train and place participants in jobs.

The JTPA's primary purpose is to establish programs to prepare youth and adults facing serious barriers to employment for participation in the labor force by providing job training and other services intended to increase employment and earnings, improve educational and occupational skills, and decrease welfare dependency.

The JTPA's Title III, the Economic Dislocation and Worker Adjustment Assistance Act, is directed toward individuals who are terminated from employment due to plant closures or mass layoffs; the long-term unemployed; formerly self-

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employed individuals who are unemployed as a result of economic conditions; and displaced homemakers.

The EDD also administers the Worker Adjustment and Retraining Notification (WARN) Act, which requires employers to give 60 days advance notice of plant closures or mass layoffs to affected employees and to the state Dislocated Worker Services Section.

Through the state Employment Training Panel (ETP), we work with employers to develop training programs for their workers, particularly those whose job skills need to be upgraded. The focus of the panel is to assist businesses in obtaining the skilled workers they need to stay competitive, productive, and profitable by funding training for new and existing employees. Each year:

- More than 80,000 people participate in JTPA Titles II-A and II-C training programs for economically disadvantaged adults and youth, and about 60,000 are served through JTPA Title III programs for dislocated workers.
- Over 60,000 young people participate in the JTPA Title II-B Summer Youth Employment and Training Programs.
- More than 47,000 are enrolled in ETP training.

Tax

The EDD handles all administrative and enforcement functions for audit and collection of UI, DI, Employment Training Tax, and Personal Income Tax (PIT). The vast majority of these taxes are collected through payroll withholding programs and paid by California's employers on behalf of their workers. Each year, EDD:

- Collects more than $23 billion in employment taxes, including nearly $20 billion in PIT (77 percent of the total state collection of this tax).
- Processes more than 11 million employer tax documents and remittances.
- Recovers more than $11.5 million in benefit overpayments through interagency agreements with the California Franchise Tax Board and the California Lottery Commission.

Labor Market Information

As the major source of labor market information in California, EDD provides data for national, state, and local area employment and unemployment statistics, economic planning information, occupational information, and other statistics. We publish and disseminate more than 200 publications dealing with employment, unemployment, industry and occupational outlook, social and demographic data, and labor market data.

Additionally, EDD:

- Administers federal grants for initiatives in workforce education, service delivery, and welfare reform. The School-to-Career system connects school and work-based learning to create a rigorous and relevant educational system. The One-Stop Career Center system develops a statewide workforce preparation service delivery system that is integrated, comprehensive, customer-focused, universally accessible, and based in performance accountability. The Welfare-to-Work Grant Program provides additional support, principally through SDAs, for helping the hardest to employ welfare recipients make the transition into employment and self-sufficiency. All of these initiatives rely on strong state and local coordination, partnerships, and flexibility.

- Has auditors and investigators monitoring, detecting, and prosecuting anyone attempting to defraud EDD systems. In a typical year, more than $53 million in fraudulently-claimed UI benefits are recovered.

- Participates as a member of the Joint Enforcement Strike Force on the Underground Economy, a partnership of seven state agencies that combats noncompliance with state business laws.

- Works with the California Employer Advisory Council (CEAC), the statewide umbrella organization for the more than 50 local Employer Advisory Councils located throughout the state. Members represent a cross section of business and industry, and their mission is to assist EDD in improving services to California's employers.

- Works with local community groups to develop programs that increase employment and educational opportunities for people with special needs, such as youth.

To find the EDD office nearest you, please check the State Government section of your telephone directory under "Employment Development Department," or visit our Internet site at *www.edd.cahwnet.gov*.

ROSTERS

EXECUTIVE BOARD
COMMITTEE CHAIRS
CONTRACTORS

PRESIDENT	**Ralph Barsi** Sutter Health at Mills Peninsula Hospitals 1783 El Camino Real Burlingame, CA 94010	Wk. 650-570-2590 Ofc. 650-696-5311 Fax 650-696-5374 Res. 650-355-6614 email ralph_barsi_at_mph@ccgate.mphs.org
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*NOTE: Must call before sending a fax to Gery Hickman Architects.

REGIONAL V.P. (4)	**Linda Shephard** Shephard & Associates 1106 Linda Drive Arroyo Grande, CA 93420	Wk. 805-489-4095 Fax 805-481-5412 e-mail linda.shep@thegrid.net
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	Charles McGee Pinnacle Micro 140 Technology Irvine, CA 91618 Home Office: 11525 Candytuft Circle Fountain Valley, CA 92708	Wk. 800-553-7070 Wk. 949-789-3105 Fax 949-789-3157 Res. 714-775-4961 Rfax 714-775-7805 e-mail cmcgeea@aol.com
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EDD/MARKETING & CONSTITUENT SERVICES	**Stacey Baker** Employment Development Dept. 800 Capitol Mall, MIC 84 Sacramento, CA 95814	Wk. Fax email	916-654-7038 916-654-5843 sbaker@edd.ca.gov
EDD/MARKETING CONSTITUENT SERVICES	**Karen Sanders** Employment Development Dept 800 Capitol Mall, MIC 84 Sacramento, CA 95814	Wk. Fax email	916-657-5125 916-654-5843 ksanders@edd.ca.gov

CEAC CONTRACTORS

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"HOT LINE"	**Gene Fredricks, President** Bruce Matlock, Esq. Del Jones Associates 26452 Lope De Vega Mission Viejo, CA 92691-3316	Hotline & Work Fax R/Fax email hotline	 714-871-0678 714-871-4577 949-586-4120 ghf-sew@pacbell.net eac-hotline@pacbell.net

COMMITTEES

EDUCATION/TRAINING Chairpersons	Sue Ampi see Region 1 RVP for address, phone, and fax information
FINANCE Chairperson	Nancy Stokke see Treasurer for address, phone and fax information
IAPES Representative	Chuck McGee see Member-at-Large for address, phone, and fax information
LEGISLATIVE Chairperson	Helen Winchester see Secretary for address, phone, and fax information
ONE-STOP	Vince O'Hara see Member-at-Large for address, phone, and fax information
MARKETING Affiliation	**Vacan**t

CEAC WEB Page	**Alex Hill** BCM P.O. Box 340777 Sacramento, CA. 95834	Wk. Fax email email	916-278-5147 916-278-5999 alex@bcmweb.com alexh@csus.edu

MEMBERSHIP	Jim Lewis see VP for address, phone, and fax information

CONFERENCE 1999
Chairperson — Gayle Champlin
see Region 7 RVP for address, phone, and fax information

RECOGNITION/AWARDS — Gayle Champlin
see Region 7 RVP for address, phone, and fax information

TAX BRANCH SMALL EMPLOYER ADVISORY COMMITTEE
Delegate — Doug Gray
see Financial Advisor for address, phone, and fax information

LABOR MARKET INFORMATION ADVISORY GROUP
Delegate — Charles McGee
see Member-at-Large for address, phone, and fax information

VETERANS

Jerry Dominguez	Wk.	714-895-0271
Southern California Edison	Fax	714-895-0188
7333 Bolsa Avenue	Res.	562-596-2363
Westminster, CA 92683-5210	email	domingj@sce.com

NATIONAL EMPLOYERS' COUNCIL

Charles I Carter	Voice	202-624-3650
Chief Operating Officer	Fax	202-624-3659
444 North Capitol Street, N.W.	Cell	202-255-9624
Suite 309	Hm Pg	necinc.org
Washington, D.C. 20001	email	ccarter@sso.org
Vince O'Hara	Wk.	619-475-9515
NEC Region IX Representative	Fax	619-475-1221
The Solutions People	Res.	619-475-8865
6224 Viewpoint Drive	e-mail	vohara@talktech.com
San Diego, CA 92139-2351		

Note: Please remember to make your travel reservations through **Modesto UNIGLOBE** at (800) 292-1930 or (209) 549-0962, fax (209) 549-0966, and also to request the least expensive flights.

EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
'REGION 1							
Lake County Lakeport #075	**AG** **JV**	✗	**Laura Dickinson**	Maximus, Inc. 991 Parallel Dr. Suite E Lakeport, CA 95453	707-262-0280 707-262-1532 fax	**Laurel Groshong** 707-262-3106 707-263-7637 fax	50
Northcoast Eureka #095	**AG** **JV**	✗	**Bev Powers** **Alternate Region Vice President**	Humboldt Group P.O. Box 930 Fortuna, CA 95540	707-725-9371 707-725-6837 fax powers2b@ humboldt1.com	**Rod Sandretto** 707-445-6530 707-444-3138 fax	26
North Valley Redding #092	**AG** **JV**	✗	**Dennis Maderios**	Simpson Paper P.O. Box 637 Anderson, CA 96007	530-378-6278 530-378-6589 fax dmaderi@smpsn. com	**Jocie Boyer** 530-225-2285 530-225-2206 fax bjocie@shastapic.co m	25
Northern Butte and Glenn Counties Chico #080 * Oroville #084	**AG** **JV**	✗	**Frank Ritter**	Bidwell Title & Escrow 500 Wall Street Chico, CA 95928-5625	530-894-2612 530-894-0713 fax	**Noreen Froke** 530-895-5698 530-895-6488 fax	20
Tehama County Redding #1310	**AG** **JV**	✗	**Lenora Chapman**	Walmart Distribution Ctr. 10815 Hwy 99W Red Bluff, CA 96080	530-529-8402 530-529-8404 fax	**Jack Hill** 530-529-7112 530-529-7113 fax eddemc2.jhill@hw1. cahwnet.gov	30
Regional V.P.			**Sue Ampi** Tehama Co EAC	PG&E North Valley Division 460 Rio Lindo Chico, CA 95926	530-894-4772 530-894-4793 fax Sma2@pge.com		

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
REGION 2							
Central Contra Costa County Pleasant Hill #096	**AG** **JV**	✗	**Georgie Tapia**	Bank of America UI Admin P.O. Box 37000 Dept 3118 San Francisco, CA 94137	925-356-2196 925-356-2198 fax GTAPIA3@PRODIGY .NET	**Cindy Sugrue** 925-602-1552 925-602-1540 fax	100
East Bay Oakland #033* Berkeley #032 Richmond #035	**AG** **JV**	✗	**Frances Laskey**	Berkeley Planning Assoc. 440 Grand Ave. # 500 Oakland, CA 94610	510-267-9680 ext.206 510-465-7884 fax frances@bpacal.com	**Elaine Pannell** 510-563-5251 **Carol Saunders*** 510-563-5254 510-563-5331 fax	225
East Contra Costa County Antioch #036	**AG** **JV**	✗	**Robert Urian**	E.I. Dupont Company P.O. Box 310 Antioch, CA 94509		**Joan Freitas** 925-756-1750 925-756-1758 fax	40
Gavilan Gilroy #076 Hollister #029 *	**AG** **JV**	✗	**Cathy Hamilton**	Western Staff Services 8359 Church Street Gilroy, CA 95020	408-847-8877 408-842-3932 fax	**Ruben Garcia *** 408-638-3324 408-637-0478 fax	65
Marin County San Rafael #064	**AG** **JV**	✗	**Lester Roth**	Business Consultant EAC PO Box 3386 San Rafael CA 94912-3386	415-472-7956 no fax	**Pauline Fong** 415-499-1259 415-446-4441 fax	5
Monterey Peninsula Monterey #027 Salinas #0452*	**AG** **JV**	*	**Elaine Giuliano**	Central Coast College 480 So. Main Salinas, CA 93901	408-424-6767 408-753-6485 fax	**Sandra Stevens** 831-649-2943 831-649-7174 fax	60

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
REGION 2, con't							
San Francisco County San Francisco #021, #504*	**AG** **JV**	✗	**Adrianne Cabanatuan**	San Francisco Newspaper 925 Mission St. San Francisco, CA 94103	415-777-6823 415-974-0540 fax	**Betty Webb*** 415-920-2331/2368 415-749-7476 fax	300
San Mateo County San Mateo #046 S. San Francisco #054*	**AG** **JV**	✗	**Ellen Heald**	421 Huntington Avenue San Bruno, CA 94066	650-869-8604	**Paul Joyce*** 650-737-2671 650-588-0642 fax	160
Santa Clara County Campbell #069 San Jose #145 Sunnyvale #157 *	**AG** **JV**	✗	**Gwen Carscadden**	4174 Vincente St. Fremont, CA 94536	408-746-4617 408-746-7174 fax	**Myrna Shiraev*** 408-774-5405 408-732-8526 fax	225
Sonoma County Santa Rosa #066* Petaluma #067	**AG** **JV**	✗	**Alan Ross**	Multi-Fax Services, Inc. 1049 Fourth St., Suite D Santa Rosa, CA 95404	707 874-1544 707 874-1555 fax	**Heidi Timko*** 707-576-2021 707-576-2859 fax	100
Southern Alameda County Fremont #097 Hayward #034*	**AG** **JV**	✗	**Jean Ingraffia**	Abode Roommate Finders 40979 Fremont Blvd. #5 Fremont, CA 94538	510-490-4444 510-490-8275 fax	**Colleen Janatpour** **Vicki Reischman*** 510-293-1714 510-783-2556 fax	100

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 2, cont.							
(1) Santa Cruz Santa Cruz/Capitola #0470 (2) Watsonville #0471	**AG** **JV**	✗	**MaryLee Kinney**	Kinnetic Labs 307 Washington St. Santa Cruz, CA. 95060	831-457-3963 831-426-0405 fax	**Susan Pearce (1)** 408-479-0393 408-464-6321 fax **Sally Pettit (2)** 408-763-8700 408-763-8706 fax	25
Greater Bay Area Hayward #034 24790 Amador St Hayward, CA 94544						**Joan Laureta** 510-293-1800 510-293-1742 fax	
Regional V.P.			**Janett Spirer** **East Bay EAC**	TriNet Employer Group 3525 Joaquin Miller Rd Oakland, CA 94602	510-297-0222 510-531-4882 fax	janetts@ trinetgroup.com	
Alternate			**Vacant**				

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 3							
Foothill Roseville #160*	**AG** **JV**	✗	**Linda Nelson**	2201 Howe Ave. #97 Sacramento, CA 95825	916-972-3252	**Mary Lou Skaggs*** 530-823-4150 530-823-4139 fax	25
Greater Stockton Stockton #175* Lodi #026 Manteca #150 Tracy #177	**AG** **JV**	*	**Dorothy Bechthold**	Kaiser Permanente 7373 North West Lane Stockton, CA 95210	209 476-2000 ext. 4478 209-476-3355 fax	**Dean "Fritz" Turner** 209-948-7827 209-941-1935 fax	800
Merced Los Banos #109 Merced #052*	**AG** **JV**	*	**Al Romero**	Valley Auto Wrecking 1330 N. Lander Stevinson, CA 95374	209-667-0191 209-667-0193 fax	**Robert Bittner** 209-726-5449 209-726-5444 fax Nadine Dhanju* 209-726-5404 209-726-4444 fax	20
Sacramento Sac Midtown #059* Sac North #024 Sac South #025	**AG** **JV**	✗	**Helen Winchester Chair**	CSUS Foundation 6000 J Street Hornet Bldg. 3rd Flr. Sacramento, CA 95819	916-278-1546 916-278-5111 fax 916-278-4884 fax Pgr.800-738-1592 helenw@csus.edu	**Bob San Gregorio*** 916-227-0301 916-227-0211 fax	250

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 3, con't							
South Placer Roseville #160	**AG** **JV**	✗	**Dorene Baltazar**	Alan Semion, MD 729 Sunrise Ave #700 Roseville, CA 95661	916-782-7546 916-784-8827 fax	**Anita Lowe** 916-774-4033 916-786-6177 fax	25
Stanislaus County Modesto #062* Oakdale #149 Turlock #130	**AG** **JV**	*	**Denise Tillery**	Tillery's T Works P.O. Box 1311 Turlock, CA 95381	209-667-9355 209-667-1166 fax	**Carletta Steele** 209-576-6080 209-576-6093 fax	50
Yuba/Sutter/ **Colusa** Marysville #082	**AG** **JV**	✗	**MaryAnn Deabel**	Pipeteck 615 Mariah Dr. Yuba City, CA 95991	530-822-4705	**Bill Padgett** 530-741-4159 530-743-7058 fax	50
Regional V.P.			**Denise Tillery** **Stanislaus EAC**	Tillery's T Works P.O. Box 1311 Turlock, CA 95381	209-667-9355 209-667-1166 fax		
Alternate			**Helen** **Winchester** **Sacramento** **EAC**	CSUS Foundation 6000 J St. Hornet Building, 3rd Fl. Sacramento, CA 95819	916-278-1546 916-278-5111 fax 916-278-4884 fax Pgr.800-738-1592 helenw@csus.edu		

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 4							
San Luis Obispo San Luis Obispo #071	**AG** **JV**	*	**Janice Bruckman**	Limberg Eye Surgery, Inc. 1270 Peach St. San Luis Obispo CA 93401	805-781-7805 805-781-7966 fax	**Norie Placak** 805-594-6130 805-549-9974 fax	15
Santa Maria Santa Maria #072	**AG** **JV**	*	**Kevin Brenna**	Artis, Inc. 85 Industrial Way Buellton, CA 93427	805-688-7339 Ext. 119 805-688-9927 fax	**Cindy Graumann** 805-922-4682 805-922-4912 fax	15
Simi Valley/ Conejo (1) Oxnard 1360 (2) Simi Valley #1761	**AG** **JV**	*	**Claire Hope**	Hope Enterprises 1372 El Lazo Ct. Camarillo, CA 93012	805-987-3118 805-987-0048 fax	**Janet Yamanaka (1)** 805-382-8600 805-382-8700 fax **Linda Dever (2)** 805-582-8774 805- 583-1347 fax	40
Western Ventura County Oxnard #176	**AG** **JV**	*	**Scott Goodwin**	Western Ventura County PO Box 9020 Oxnard, CA 93030 Questemps 405 Esplanade Drive #101 Oxnard, CA 93030	805-983-3959 805-983-6939 fax	**Annette Havens** 805-382-5125 805-382-8706 fax	25
Interim Regional V.P			**Linda Shephard**	Shephard & Associates 1106 Linda Drive Arroyo Grande, CA 93420	805-489-4095 805-481-5412 fax	linda.shep@the grid.net	

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 5							
Fresno County Fresno East #126 Fresno West #128 Mendota #123 Sanger #112*	**AG** **JV**	*	**Susan Monasterio**	Menicon U.S.A., Inc. 333 W. Pontiac Clovis, CA 93612-5613	209-292-2020 ext.123 209-294-2057 fax	**Mark Potter** 559-875-1736 559-875-7585 fax	50
Kings County Hanford #050	**AG** **JV**	*	**Casey Roberts**	Candlewick Yarns P.O. Box 70 Lemoore, CA 93245	209-924-3411	**Marcia Becerra** 209-585-3545 209-584-8968 fax	15
Madera **Madera #051**	**AG** **JV**	*	**Diane Hansen**	Earth & Oceans, Inc. 401 S. Granada Dr. #100 Madera, CA 93637	209-675-0110 209-675-0226 fax	**James Diaz** 209-675-5265 209-673-1789 fax	20
North Kern Delano #142	**AG** **JV**	*	**Dan Madriaga**	Whitten Pumps, Inc. 502 County Line Rd. Rt. 1 Box 1101 Delano, CA 93215	805-725-0250 805-725-6553 fax	**John Dallosta** 805-721-3415 805-725-4364 fax	20
Porterville Porterville #068	**AG** **JV**	*	**Teresa Jackson**	Beckman Coulter, Inc. 167 W. Poplar Ave. Porterville, CA 93257	209-782-5290 209-782-5201 fax	**Bert Flores** 209-636-7307 209-739-0633 fax	25

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 5, cont.							
Visalia Visalia #053	**AG** **JV**	*	**Rita Richmond** **Director, Financial Services**	Cypress Surgery Center 842 South Akers Road Visalia, Calif. 93277	559-740-4094 559-740-4100 fax rrichmond@ lightspeed.net	**Bert Flores** 209-636-7307 209-739-0633 fax	100
Bakersfield Bakersfield South #135	**AG** **JV**	*	**Carol Smith**	1830 Golden State Avenue Bakersfield, DCA 93301		**Cheryl Peoples** 805-395-2852 805-336-6705 805-322-4334 fax	200
Regional V.P.			**Angelia Roberson** **Porterville EAC**	Beckman Coulter, Inc. 167 W. Poplar Ave. Porterville, CA 93257	209-784-0800 209-782-5201 fax	**Jim Chavez** 209-788-6464 209-782-8010 fax	
Regional V.P.			**Teresa Jackson** **Poterville EAC**	Beckman Coulter, Inc. 167 W. Poplar Ave. Porterville, CA 93257	209-782-5290 209-782-5201 fax		

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 6							
Antelope Valley Lancaster #102	**AG** **JV**	❖	**Frank C. Roberts**	City of Lancaster 44933 N. Fern Avenue Lancaster CA 93534-2461	805-723-6018 805-723-6141 fax	**Pete Eskis** 805-726-4128 805-945-5767 fax	20
L.A. Metro Avalon #168 East L.A. #122 LA Central #121 S. Central #167 South Gate #005 LA Metro #137*	**AG** **JV**	❖	**David Gutierrez**	Radisson Hotel 3540 S. Figueroa St Los Angeles, CA 90007	213-748-4141 213-748-0043 fax	**Ed Marquez*** 213-744-2342 213-744-2296 fax Simmie McDaniel 213-887-6340 213-728-7615 fax	50
San Fernando Valley Glendale #003 Hollywood #004* San Fernando #010 Van Nuys/Canoga Park #011	**AG** **JV**	❖	**John Rees**	Association for L.A. Deputy Sheriffs 828 W. Washington Blvd. Los Angeles, CA 90015	213-749-1020 213-747-2705 fax EAC Phone line 818-888-7322	**Joan Dix*** 213-993-4689 213-993-4703 fax Ana Rofe 818-596-4209 818-596-4228 fax	50
San Gabriel Valley El Monte #001 Pasadena #008 Pomona #009* West Covina #018 Whittier #016	**AG** **JV**	❖	**Charles R. McGee**	SGV-EAC P.O. Box 161 Claremont, CA 91711	800-553-7070 W 949-789-3105 W 949-789-3157 fax Res. 714-775-4961 R/fax 714-775-7805 cmcgeea@aol.com	**Charles Edwards*** 909-392-2685 909-392-4760 fax **Elizabeth Solis*** 909-392-2684 909-593-8913 fax	50

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 6, cont.							
West L.A. Hollywood #004 Inglewood #006* West L.A. #182	**AG** **JV**	❖	**Joseph (Joe) Shanahan Jr**.	Fiber-Seal of L.A., Inc. 2990 Sepulveda Blvd., #203 Los Angeles, CA 90064	(310) 312-6666 (310) 312-1631 fax	**Richard Brown*** 310-330-5970 310-330-5990 fax **Carrie Marks** 310-680-4028 310-680-4045	25
Regional V.P.			**Charles McGee**	11525 Candytuft Circle Fountain Valley, CA 92708	949 789-3105 949 789-3157 fax 714-775-4961 714-775-7805 fax cmcgeea@aol.com	**Elizabeth Solis** 909-392-2684 909-593-8913 fax	50
Alternate			**Vacant**				

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 7							
Desert Communities Indio #038 * Blythe #170 Palm Springs #141 Yucca Valley #1411	**AG** **JV**	◆	**Charlotte Rios**	Desert Vocational Services 68-860 Perez Rd., Ste. F2 Cathedral City, CA 92234	619-324-7003 619-321-9495 fax	**Anita Marlowe *** 760-327-7294 760-327-3984 fax	60
Hemet/Temecula Hemet #079 * Temecula #079	**AG** **JV**	◆	**Clyde Gibson**	Idyllwild Arts P.O. Box 38 Idyllwild, CA 92549	909-659-2171 909-659-5463 fax	**Mary Williams *** 909-308-2771 909-695-7647 fax	150
High Desert Victorville #088	**AG** **JV**	◆	**Steve Scotton**	High Desert EAC P.O. Box 210 Victorville, CA 92392	760-243-0830 760-243-0522 fax	**George Merriman** 760-241-7403 760-241-2468 fax	150
Inland Empire Fontana #169 San Bernardino #041* Redlands #173	**AG** **JV**	◆	**Gayle Champlin**	Inland Empire EAC P.O. Box 963 San Bernardino, CA 92402-0963	909-884-2159 909-888-8910 fax	**Madeline Farlow*** 909-383-4607 909-383-4393 fax **Mary Nemnich** 909-798-1795 ext 215 909-798-6857	200

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 7, cont.							
Inland Valleys Corona #161	**AG** **JV**	◆	**William H. Prouty**	William H. Prouty PO Box 989 Sun City, Ca 92586-0989	909-301-0605 909-301-0606 fax wprouty@aol.com	**Lee Schrank** Danise Gabriel 909-340-4054 909-734-5783 fax	100
Riverside Riverside #040	**AG** **JV**	◆	**Bernie Williamson**	Best, Best, and Krieger P.O. Box 1028 Riverside, CA 92502	909-686-1450 909-686-3083 fax	**Brianne Swain** 909-248-2877 909-782-4195	100
West Inland Empire Ontario #039	**AG** **JV**	◆	**Annaliese Scherf-Bliss**	Schmalbach-Lubeca, Inc. 9121 Pittsburg Rancho Cucamonga, CA 91730	909-987-5690 x116 909-987-8768	**Jeannie (Maria) Frias** 909-460-7618 909-460-7659 fax	100
Regional V.P.			**Gayle Champlin** Inland Empire EAC	Krueper Engineering P.O. Box 963 San Bernardino CA 92402-0963	909-884-2159 909-888-8910 fax		
Alternate V.P.			**Vacant**				

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 8							
Greater Harbor Carson #085 Compton #103 Lakewood #118 Long Beach #155* Norwalk #125 Redondo Beach #143 Torrance #014	**AG** **JV**	❖	**Eileen Gelso**	Greater Harbor EAC PO Box 90894 Long Beach, CA 90809 EduCorp Career College 236 East Third Street Long Beach, CA 90802	562-437-0501 562-432-3721 fax	**Gary Quiggle*** 562-570-3671 / 3672 562-570-3653 fax	60
Imperial Valley Calexico #140 El Centro #048 *	**AG** **JV**	◆	**Vicki Rush**	Valley Plaza Mall 1681 W. Main St. #104 El Centro, CA. 92243	760-353-6540 760-353-7484 fax	**Sylvia Preciado*** 760-339-2709 760-339-2740 fax	25
Orange County Anaheim #074 * Fullerton #017 Garden Grove #107 Santa Ana #042 Mission Viejo #133	**AG** **JV**	◆	**Gene Fredricks**	Orange County EAC 1442 Irvine Blvd. #104 Tustin, CA 92780-3845	714-573-0741 714-730-5016 fax Hotline 714-871-0678 714-871-4577 fax	**Joanna Rodgers (interim)** 714-518-2370 714-518-2391 fax	750

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
Region 8 cont.							
San Diego El Cajon #147 Escondido #138 Oceanside #081 San Diego#106 East #132 West #049 South #146	**AG** **JV**	◆	**Vince O'Hara**	Talk Technology - TSP 6224 Viewpoint Drive San Diego CA 92139-2351	619-475-9515 619-475-1221 fax 619-475-8865 res. vohara @talktech.com	**Charlie Bradley** **(Area Office #917)** 619-689-6031/6017 619-689-6030 fax	100
Regional V.P.			**Laurie Franks** Imperial Valley	Imperial Valley College PO Box 158 Imperial, CA 92251-0158	760-355-6368 760-355-6366 fax	franks@brawleyonline.com	
Alternate V.P.			**Vacant**				

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EAC CHAIR ROSTER

	UI	JS	Chair	Company	Phone/Fax	Coordinator	Copies
				NON CEAC MEMBERS			
Santa Barbara Santa Barbara #070	**AG** **JV**	*	**N/A**	**N/A**	**N/A**	**Suzette Cobb** 805-568-1293 805-568-1316 fax	2
Solano/Napa Vallejo #1580 (1) Suisun #1581 (2) Napa #1582	**AG** **JV**	✗	**Jeff Brown**	Herman Goelitz 2400 N. Wathey Way Fairfield, CA 94533	**707-428-2800**	**Jean Douglas (1)** 707-649-4796 707 645-9856 **Cathy Horst (2)** 707-863-3574 707-864-3216 fax	6

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EAC CHAIR ROSTER

UI Field Division Chiefs

A
G UI Division/Adjudications
Alison Gostlin, Division Chief
P.O. Box 277317, MIC 912
Sacramento, CA 95827-7313
916-464-3511 #9120

J
V UI Division/Call Centers
Jesus R. Vazquez, Division Chief
2420 E. Lincoln Avenue, Ste. A
Anaheim, CA 92806-4201
714-518-2200 #9160

JS Field Division Chiefs

◆ Orange County & San Diego
Geneva Robinson, Division Chief
8977 Activity Rd., MIC 9170
San Diego, CA 92126-4427
619-689-6550

✗ Northern Area & Greater Bay Area
Jack Padley, Division Chief
P.O. Box 13140
Sacramento, CA 95813-4140
916-227-0290 #9110

✻ Central Valley & Central Coast
Job Service Division
Diego Haro, Division Chief
2550 Mariposa Mall, Room 1080
Fresno, CA 93721-2269
209-445-5266 #9180

❖ Los Angeles Job Service Division
Alfonzo Dave, Division Chief
5401 S. Crenshaw Blvd., #A
Los Angeles, Ca 90043-2407
323-290-5235 #9150

APPENDIX

Exhibit C

California Employer Advisory Council

Employer Advisory Council **Sponsorship Program**

Types of Sponsorship	*Amounts*	*Benefits*
Diamond Sponsor	$5,000	Sponsor Certificate Free annual membership dues for EAC – 1 year Full registration – 2 people annual conference Hotel room paid for 2 people for 2 nights at annual conference
Golden Sponsor	2,000	Sponsor Certificate Free annual membership dues for EAC – 1 year Full registration – 2 people annual conference
Silver Sponsor	1,000	Sponsor Certificate Full registration – 1 person annual conference 50% discount – 1 person annual conference
Bronze Sponsor	500	Sponsor Certificate 50% discount – 2 people annual conference
Associated Sponsor	250	Sponsor Certificate 50% discount – 1 person annual conference
Honorary Sponsor	100	Sponsor Certificate

Exhibit D

APPLICATION FOR ADOPT AN EMPLOYER ADVISORY COUNCIL

EAC Name: _____

Name of EAC Contact Person: _____

Address of EAC Contact Person: _____

Telephone of EAC Contact Person: _____

Type of Assistance Requested:

A. Financial

1.) Loan:

a.) Amount: _____

b.) Purpose: _____

_____

2.) Grant:

a.) Amount: _____

b.) Purpose: _____

_____

B. Other Assistance: (Explain)

_____

_____

_____

_____

_____

SIGNATURE OF APPLICANT

SEND TO: CEAC Coordinator
EDD Marketing & Constituent Services
800 Capitol Mall, MIC 84
Sacramento, CA 95814

Exhibit E

BYLAWS
OF THE
CALIFORNIA EMPLOYER ADVISORY COUNCIL

ARTICLE I – NAME

The name of this organization is: California Employer Advisory Council (CEAC), a Non-Profit Mutual Benefit Corporation.

ARTICLE II – MISSION AND PURPOSE

Be an advocate for and an active participant in a business/government partnership between California Employers represented by local Employer Advisory Councils and the Employment Development Department (EDD) to further the interests of the Community at large on issues relating to the delivery of services under the Wagner-Peyser Act and other Federal or State legislation.

Facilitate communication among California EACs and between the Employers/ National Job Service Committee, the CEAC, and California EACs.

Assist the California EDD, as an advisor, in continuing to be responsive to the needs of California employers and employees.

ARTICLE III – ORGANIZATION

The CEAC consists of statewide local EACs formed into several regions. The governing authority is the Executive Board (Article VIII).

ARTICLE IV – MEMBERSHIP AND REPRESENTATION

Members of the CEAC are all actively participating members of each local California EAC having met its financial obligations to the CEAC. No person shall be denied membership or election to an office because of race, creed, national origin, sex, religion, age, handicap, or veteran status.

SECTION 1. Representation - Each California EAC having met its financial obligations to the CEAC shall be entitled to one Representative with one vote in the CEAC.

Exhibit E

(a) Qualifications - Representatives shall be a California Employer (or its designee) selected by the local EAC in a manner prescribed by its Bylaws or Practice.

(b) Term - Representatives shall hold the position as outlined by the local EAC for a term prescribed by its Bylaws or Practices, until a successor is chosen, or he/she resigns.

(c) Responsibilities – Representatives shall represent their EAC at the CEAC Annual Conference, elect Officers and Regional Vice Presidents as prescribed herein and vote in other matters presented for consideration by the CEAC Executive Board.

ARTICLE V – REGIONS

The CEAC is divided into eight (8) geographical Regions, numbered one through eight (1 – 8). Each geographical region shall have one (1) representative serving on the CEAC Executive Board. The CEAC reserves the right to add, change or delete regions as the needs of the organization dictate.

ARTICLE VI – OFFICERS

The CEAC shall have the following officers: President, Vice President, Secretary, Treasurer, Past President. These officers shall represent the corporation and serve on the Executive Board.

SECTION 1. Qualifications – An officer must be a California Employer (or its designee) and a member of a California EAC (having met its financial obligations to the CEAC). Officers may not hold any office or chair in an EAC for more than 60 days after their election unless the written approval of the EAC is submitted to the EAC Executive Board.

SECTION 2. Selection – Officers shall be elected by the EAC Representatives at the annual meeting by a simple majority vote after having been nominated by the Nominations/Bylaws Committee or from the floor at the annual meeting except for the Past President. The Past President, if unable to serve, may designate any of the previous years's Officers, or if none of these can serve, is selected by the new Executive Board.

Exhibit E

SECTION 3. Term – Officers serve a term which begins July 1 following elections and ends June 30 following a term of two years of service. Elections will be held at the CEAC Annual Meeting (Conference). The President and Treasurer shall be elected in even numbered years. The Vice President and Secretary shall be elected in odd numbered years. Officers may not serve for more than two consecutive terms holding the same office. Vacancies during a term shall be filled by selection by the Executive Board.

SECTION 4. Removal – An officer will be removed from office on presentation to the Executive Board of a recall petition signed by three-fourths of the EAC Representatives or by a three-fourth majority vote of the Executive Board when any situation exists such as, but not limited to, failure to attend or send a designee to attend two consecutive scheduled CEAC meetings.

SECTION 5. Meetings – The officers will meet at the direction of the President, and as required by corporate necessity (but not less than once a year).

SECTION 6. Duties of Officers – Uphold and abide by the Articles of Incorporation and Bylaws, attend all Executive Board Meetings, assist the President as directed and as outlined below.

(a) The President presides at the meetings of the CEAC and the Executive Board, serves as the representative of the CEAC to the National Advisory Committee or shall designate a CEAC member as representative for this purpose and may serve as a member of any committee of the CEAC at his/her discretion. The President shall have the power to appoint CEAC Committee Chairs, who serve at his/her discretion. A summary report of Executive Board activities shall be prepared on a quarterly basis and forwarded to each member EAC Chair and each EDD Regional Representative. The President will serve as a member of any ad hoc committees created by his/her authority under ARTICLE XI.

(b) The Vice President presides in the absence of the President, succeeds to the Presidency if the President is unable to serve, serves at the direction of the President as liaison to the Director's Office of the EDD in matters of the agenda for Executive Board meetings. Further, he/she shall be a member of at least two Committees, and shall perform other duties as may be assigned by the President.

Exhibit E

(c) The Secretary serves as the recording officer for the CEAC and the Executive Board, is responsible for recording the minutes of these meetings and for their dissemination and will be a member of at least one Committee, and shall perform other duties as may be assigned by the President.

(d) The Treasurer is responsible for receiving, disbursing, and accounting of all funds the CEAC receives and will be the Chairperson of the Finance Committee, and shall perform other duties as may be assigned by the President.

(e) The Past President will participate in strategic planning, act as liaison to the Executive Board and shall perform other duties as may be assigned by the President.

ARTICLE VII – REGIONAL VICE PRESIDENTS

Each of the Regions of the CEAC shall elect a Regional Vice President (RVP) to serve on the Executive Board.

SECTION 1. Qualifications – An RVP must be a California Employer (or its designee) and a member of a California EAC (having met its financial obligations to the CEAC) in the Region being represented at the CEAC. Regional Vice Presidents may not hold any office or chair in a local EAC for more than 60 days after their election unless the written approval of the EAC is submitted to the CEAC Executive Board.

SECTION 2. Selection – Regional Vice Presidents for each region are elected by the EAC Representatives of their region by a simple majority. Regional Vice Presidents in odd numbered regions are elected in odd years and RVPs in even numbered regions are elected in even years.

SECTION 3. Term – Regional Vice Presidents serve a term which begins on July 1 following elections and ends June 30 following a term of two years of service. Regional Vice Presidents may not serve for more than two consecutive terms as RVPs. Vacancies during a term are filled by selection by the EAC Representatives of the respective region.

Exhibit E

SECTION 4. Removal – Regional Vice Presidents will be removed from office on a presentation to the Executive Board of a recall petition signed by three-fourths of the EAC Representatives for their region or by a three-fourths majority vote of the Executive Board when any situation exists such as, but not limited to, failure to attend or send a designee to attend two consecutive scheduled CEAC meetings.

SECTION 5. Meetings – Regional Vice Presidents or their designated alternate will attend all Executive Board meetings called by the President and meetings of the CEAC Committee(s) to which he/she has been assigned, by mutual consent of the individual RVPs and the CEAC President. Any person appointed by an RVP to serve as their designated alternate, will have the power to vote in the place of the RVP, on any item presented.

SECTION 6. Duties of RVPs – Uphold and abide by the Articles of Incorporation and Bylaws, submit a quarterly written report of their CEAC activities to the President, attend all Executive Board Meetings, hold regional meetings as necessary to accomplish the objectives of the EACs within the region, establish and assist any Regional Subcommittees as necessary and assist the President as directed.

ARTICLE VIII – EXECUTIVE BOARD

The Executive Board consists of all Corporate Officers and all CEAC RVPs. The Executive Board shall administer the affairs of the CEAC and carry out its purpose.

SECTION 1. Meetings – Shall be held in the manner prescribed below:

(a) Notice – All Executive Board members are to be notified, in writing, by the EDD/CEAC Coordinator at least two weeks in advance of any Executive Board meeting. Notice may be either, first-class mail or delivered personally or by telephone or telegraph. If sent by mail or telegram, the notice shall be deemed to be delivered on its deposit in the mails or on its delivery to the telegraph company. Such notices shall be addressed to each Executive Board member at his or her address as shown on the corporate records.

Exhibit E

(b) Contents of Notice – Notice of meetings not herein dispensed with shall specify the place, day and hour of the meeting. The purpose of any Executive Board meeting need not be specified in the notice.

(c) Waiver of Notice and Consent to Hold Meetings – The transactions of any meeting of the Executive Board, however called and noticed or wherever held, are as valid as though the meeting had been duly held after proper call and notice, provided a quorum, as hereafter defined, is present and provided that either before or after the meeting each Executive Board member not present signs a waiver of an approval of the minutes thereof.

This notice is to be sent by the CEAC Secretary or his/her designee. All such records are made a part of the minutes of the meeting.

(d) Meetings by Telephone – Any meeting, may be held by conference telephone or similar communication equipment, so long as all Executive Board members participating in the meeting can hear one another, and all such Executive Board members shall be deemed to be present in person at such a telephonic meeting.

SECTION 2. Quorum – Shall exist when at least two-thirds of the officers and at least two-thirds of the RVPs are present.

Except as otherwise provided in these Bylaws or in the Articles of Incorporation of this Corporation, or by law, no business shall be considered by the Executive Board at any meeting at which a quorum, as herein defined, is not present, and the only motion which the President shall entertain at such meeting is a motion to adjourn. However, a majority of the Executive Board present at such meeting may adjourn from time to time until the time fixed for the next regular meeting of the Executive Board.

When a meeting is adjourned for lack of a quorum, it shall not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted at such meeting, other than by announcement at the meeting at which the adjournment is taken, except as provided in Section 1(a),(b),(c) of this Article.

Exhibit E

The Executive Board members present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of Executive Board member(s) from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, or the Articles of Incorporation or Bylaws of this Corporation.

SECTION 3. Exclusion from voting – Shall be required when such vote is held on any transaction to which this Corporation is a party and in which any member of the Executive Board has a material financial interest, except as expressly provided in Section 5233(d)(3) of the California Nonprofit Mutual Benefit Corporation Law.

ARTICLE IX – FINANCING

The CEAC meets its operating expenses from revenue derived from dues paid by California EACs, fees paid to attend the Annual CEAC Meeting (Conference), and from other dues, fees, or policies established by the Executive Board.

(a) Each EAC pay annual dues according to a scale determined by the Executive Board and submitted in the annually approved budget.

(b) Annual Meeting (Conference) fees are set each year by the Conference Committee in consultation with the Treasurer.

(c) All Officers, RVPs, Representatives, and Committee Members serve without compensation.

(d) On those matters having financial impact greater than $500.00 and which are outside the approved budget, will required a two-thirds vote with 5 days notice of and to the Executive Board.

All expenditures of monies by the Executive Board or its subordinate committees, will be done in accordance with established operating procedures.

Exhibit E

ARTICLE X – INDEMNIFICATION OF EXECUTIVE BOARD MEMBERS, OFFICERS, EMPLOYEES, ADVISORS OR OTHER AGENTS OF THE CALIFORNIA EMPLOYER ADVISORY COUNCIL

SECTION 1. Definitions

For purpose of this Article,

(a) "agent" means any person who is or was an Executive Board member, officer, employee, advisor or other agent of this corporation, or is or was serving at the request of this corporation as a director, officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation that was a predecessor corporation of this corporation or of another enterprise at the request of the predecessor corporation.

(b) "proceeding" means any threatened, pending, completed action or proceeding, whether civil, criminal, administrative, or investigative; and

(c) "expenses" includes, without limitation, all attorney's fees, costs, and any other expenses incurred in the defense of any claims or proceedings against an agent by reason of his position or relationship as agent and all attorneys' fees, costs, and other expenses incurred in establishing a right to indemnification under this Article.

SECTION 2. Successful defense by Agent

To the extent that an agent of this corporation has been successful on the merits in the defense of any proceeding referred to in this Article, or in the defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection with the claim. If an agent either settles any such claim or sustains a judgment rendered against him, then the provisions of Section 3 through 5 shall determine whether the agent is entitled to indemnification.

Exhibit E

SECTION 3. Actions brought by Persons other than the corporation

Subject to the required findings to be made pursuant to Section 5, below, this corporation shall indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding other than an action brought by, or on behalf of, this corporation, or by an officer, Executive Board Member or person granted related status by the Attorney General, or by the Attorney General on the ground that the defendant officer or other was or is engaging in self-dealing within the meaning of California Corporations Code, or by the Attorney General or a person granted related status by the Attorney General for any breach of duty relating to assets held in charitable trust, by reason of the fact that such person is or was an agent of this corporation, for all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with the proceeding.

SECTION 4. Action brought by or on behalf of the corporation

(a) Claims settled out of court. If any agent settles or otherwise disposes of a threatened or pending action brought by or on behalf of this corporation, with or without court approval, the agent shall receive no indemnification for either amounts paid pursuant to the terms of the settlement or other disposition or for any expenses incurred in defending against the proceeding.

(b) Claims and suits awarded against agent. This corporation shall indemnify any person who was or is a party or is threatened to be a party to any threatened, pending or completed action brought by or on behalf of this corporation by reason of the fact that the person is or was an agent of this corporation, for all expenses actually and reasonably incurred in connection with the defense of that action, provided that both of the following are met:

(i) The determination of good faith conduct required by Section 5, below, must be made in the manner provided for in that section; and

(ii) Upon application, the court in which the action was brought must determine that, in view of all of the circumstances of the case, the agent should be entitled to indemnity for the expenses incurred. If the agent is found to be so entitled, the court shall determine the appropriate amount of expenses to be reimbursed.

Exhibit E

SECTION 5. Determination of agent's good faith conduct

The indemnification granted to an agent in Sections 3 and 4 above is conditioned on the following:

(a) Required standard of conduct. The agent seeking reimbursement must be found, in the manner provided below, that he/she acted in good faith, in a manner he/she believed to be in the best interest of this corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use in similar circumstances. The termination of any proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith or in a manner which he/she reasonably believed to be in the best interest of this corporation or that he had reasonable cause to believe that his/her conduct was unlawful.

In the case of a criminal proceeding, the person must have had no reasonable cause to believe that conduct was unlawful.

(b) Manner of determination of good faith conduct. The determination that the agent did act in a manner complying with Paragraph (a) above shall be made by:

(i) The Executive Board by a majority vote of a quorum consisting of board members who are not parties to the proceeding;

(ii) The affirmative vote (or written ballot in accordance with Article VIII, Section 2 – 3) of a majority of the votes represented and voting at a duly held meeting at which a quorum is present (which affirmative votes also constitute a majority of the required quorum).

(iii) The court in which the proceeding is or was pending. Such determination may be made on application brought by this corporation or the agent or the attorney or other person rendering a defense to the agent, whether or not the application by the agent, attorney, or other person is opposed by this corporation.

Exhibit E

SECTION 6. Limitations

No indemnification or advance shall be made under this Article, except as provided in Sections 2 or 6(b)(iii), in any circumstance when it appears:

(a) The indemnification or advance would be inconsistent with a provision of the articles, a resolution of the members, or an agreement in effect at the time of the accrual or the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) That the indemnification would be inconsistent with any condition expressly imposed by a court in approving a settlement.

ARTICLE XI – COMMITTEES

The following committees will be established as standing committees of the CEAC: Communication, Finance, Legislative, Conference, Nominations/Bylaws and Veterans Affairs. Additional ad hoc committees may be created by the President as deemed necessary.

SECTION 1. Committee membership – Members may be selected from EACs having met their financial obligation to the CEAC, as well as from members of the Executive Board. Committee members may be removed by a majority vote of the Executive Board.

SECTION 2. Committee duties – Each committee will have a chairperson to be appointed by the President. Each Committee will organize itself as necessary to perform its assignments. The Chair for each committee shall be responsible for furnishing a written report (of its activities and progress) to the CEAC President at least one week prior to each Executive Board meeting, and attend these Executive Board meetings whenever possible.

(a) The Communication committee shall assist the Executive Board and Committee Chairs in communicating with each other and the EACs. It shall publish materials as deemed necessary.

Exhibit E

(b) The Finance committee shall identify and quantify the need (budget function) for funds necessary for present and future CEAC operations, explore methods of raising these funds, and make recommendations to the Executive Board toward this purpose.

(c) The Legislative committee shall undertake to consult with the Executive Board, EACs, EDD and others concerning positions to be recommended and actions to be taken to further employer and the membership's interests in both legislation and the Legislature which are consistent with the purpose of the CEAC and within guidelines established by State and Federal law.

(d) The Conference committee will plan and organize the Annual Meeting (Conference) of and any other CEAC meetings, in consultation with the Executive Board and other Committee Chairs.

(e) The Nominations/Bylaws committee will present to the President nominations for each Officer position prior to the Annual Meeting and as vacancies occur will recommend persons for selection by the Executive Board, and will prepare and recommend amendments to the Bylaws as deemed necessary.

(f) The Veterans committee shall work to enhance the employment of Veterans in the private sector and to enhance EDD's work with Veterans' Programs.

SECTION 3. Quorum – Shall exist when at least two-thirds of the committee members are present in person or via telephone.

ARTICLE XII – ANNUAL MEETING OF THE CEAC

An annual, joint meeting of the CEAC, Representatives of EACs and Representatives of the EDD shall be held each year. Other meetings may be called by the Executive Board.

SECTION 1. Meetings – Shall be held in the manner prescribed below:

(a) Notice – All Executive Board members of the CEAC and Chairpersons of all EACs and CEAC Committees are to be notified, in writing, by the EDD/CEAC Coordinator at least sixty (60) days prior to the annual meeting.

Exhibit E

(b) Contents of notice – Notice of the annual meeting must communicate the date, place, time and agenda of said annual meeting.

SECTION 2. Quorum – Shall exist when 50 percent (50%) plus one of the total number of EAC Representatives (or their designated proxy), of member EACs having met their financial obligations to the CEAC, are present to vote.

ARTICLE XIII - AMENDMENTS

These Bylaws will be amended if the quorum requirements of Article XII are met and a two-thirds majority vote is obtained when:

(a) A proposed amendment recommended by the Nominations/Bylaws Committee is presented at the next annual meeting.

(b) No less than 20 percent (20%) of the member EACs submit a written proposal to the amend the CEAC Bylaws. Said submission is to be presented to the CEAC Executive Board at least thirty (30) days prior to the Annual Meeting in order to qualify as a ballot issue for that year's meeting.

(c) The Executive Board unanimously agrees, at any time during the year, to request the Nominations/Bylaws Committee to conduct a vote through the mail of the EAC Representatives on any proposed amendment(s).

ARTICLE XIV – ADVISORS

The EDD Director, and others designated by the Director shall be advisors to the CEAC. Advisors shall be welcome to attend and encouraged to participate in discussions of all CEAC meetings including Committee meetings unless specifically requested not to participate by the Executive Board.

The Executive Board may, from time to time, appoint, hire, contract or otherwise engage the services of advisor(s), as needed, to carry out the functions of corporate operations.

Exhibit E

ARTICLE XV – DEDICATION OF ASSETS

The properties and assets of this nonprofit corporation are irrevocably dedicated to fulfillment of the Objectives and Purposes of this corporation as set forth in Article II hereof. No part of the net earnings, properties, or assets of this corporation, on dissolution or otherwise, shall inure to this exclusive benefit of any private person or individual, or any member or director of this corporation except in fulfillment of said Objectives and Purposes. On liquidation or dissolution, all properties, assets and obligations shall be distributed pursuant to the non-profit mutual benefit provisions of the California Corporation Code then in effect.

ARTICLE XVI – PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the CEAC in all cases to which they are applicable and in which they do not conflict with these Bylaws.

ARTICLE XVII - CONTINUITY

If any section or subsection of these Bylaws is found to be invalid because of conflicts with State or Federal law the remaining sections shall continue in full force and effect.

ARTICLE XVIII – EXECUTIVE BOARD POWERS

SECTION 1. General Corporate Powers – Subject to the provisions of the California Nonprofit Mutual Benefit Corporation Law and any limitations in the articles of incorporation and these by laws relating to action required to be approved by the members, the business and affairs of the corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Executive Board.

SECTION 2. Specific Powers – Without prejudice to these general powers, and subject to the same limitations, the Executive Board shall have the power to:

(a) Select and remove all officers, agents, and employees of the corporation; prescribe any powers and duties for them that are consistent with law, with the articles of incorporation, and with these bylaws; and fix their compensation.

Exhibit E

(b) Change the principal executive office or the principal business office in the State of California from one location to another; cause the corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business within or outside the State of California; and designate any place within or outside the State of California for the holding of any members' meeting or meetings, including annual meetings.

(c) Adopt, make, and use a corporate seal; prescribe the forms of membership certificates; and alter the form of the seal and certificate.

(d) Borrow money and incur indebtedness on behalf of the corporation and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation's, and other evidences of debt and securities.

SECTION 3. Action without meeting

Any action required or permitted to be taken by the Executive Board may be taken without a meeting, if all members of the board, individually or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as a unanimous vote of the Executive Board. Such written consent or consents shall be filed with the minutes of the proceedings of the Executive Board.

Exhibit F

EMPLOYERS' NATIONAL COMMITTEE

JOB SERVICE

BY-LAWS

National Officers

J.R. Hill
Chairman
Clopay Corporation
Covington, Tennessee

Walter B. Kates
Vice-Chair-East
Florida Fruit & Vegetable Growers
Orlando, Florida

Alice M. Keller
Vice-Chair-West
Santa Clara University
Santa Clara, California

Steering Committee

William Hanigan
Zagar, Inc
Cleveland, Ohio

Fred G. Huskey
Gold Kist Poultry, Inc
Athens, Georgia

Russell J. Mueller
'&M
nsas City, Missouri

.omas D. Muller
Marine Midland Bank
Rochester, New York

Charles F. Nielsen
Texas Instruments, Inc
Dallas, Texas

Jan J. Parke
Southern Utah State College
Cedar City, Utah

Pat Reeves
Charter College
Anchorage, Alaska

Merlin J. Remmers
George H. Lehleitner & Co
maranan, Louisiana

Jerry L. Rittenderf
Crowe Rope Company
Warren, Maine

Henry T. Schlapp, Jr.
MARCO Seattle
Seattle, Washington

Robert R. Scruggs
Scruggs Florist, Inc
Greensboro, North Carolina

Sheron E. Spring
American Racing Equipment
Rancho Dominguez, California

Tim Walden
Ford Motor Company
Norfolk, Virginia

EMPLOYERS' NATIONAL JOB SERVICE COMMITTEE

Section 1. NAME AND PURPOSE

1.1 Name and Purpose. The name shall be the Employers' Job Service Committee, hereinafter referred to as the National Committee. Its purposes shall be to support local, state and regional Job Service Employer Committees by functioning at the national level to (1) open up and maintain a dialogue with the United States Department of Labor and other appropriate agencies, groups and individuals, (2) coordinate employer efforts and exchange information, and (3) to seek solutions to employment/training and related problems in need of national attention.

Section 2. GENERAL MEMBERSHIP

2.1 Membership. The membership will be from each state, territory and the District of Columbia who are active members of local, state or regional Job Service Employer Committees. Except that the member must be an employer from a Job Service Employers Committee. Qualifying for membership in these committees will be dictated by their respective by-laws.

2.2 Voting Member. There shall be one (1) voting member from each state, territory and District of Columbia eligible to vote in any issue under consideration at a meeting of the General Membership. The voting member will be the state chairperson or a Job Service Employer Committee member designated by the State Committee to represent that state, territory, or District of Columbia.

2.3 Tenure. Each voting member shall hold office until a successor is chosen.

2.4 Powers and Rights. The voting membership shall have the power to elect the Chairperson and shall have all other such powers and rights as are vested by these by-laws.

2.5 Meetings. Meetings shall be called by the Chairperson or a majority of the Steering Committee.

2.6 Quorum. At any meeting of the members a majority of the total voting membership of the Committee shall constitute a quorum.

2.7 Action by Vote. When a quorum is present at any meeting, a majority of the vote cast by voting members present or duly designated representative shall decide any question. Any action may be taken without a meeting and handled by mail provided all other provisions of these by-laws are met.

Job Service **Unemployment Insurance** **Labor Market Information**

Exhibit F

Section 3. OFFICERS

3.1 Number and Term of Office. There shall be a Chairperson with the term of office to be two (2) years, which can be extended one (1) year upon recommendation of the Steering Committee and approval by majority of the voting membership.

3.2 Duties and Responsibilities. The Chairperson shall preside at the meetings of the Steering Committee and the National Committee, and shall have the authority to act on behalf of the committee. The Chairperson shall appoint all committees approved by the Steering Committee.

3.3 Qualification and Procedures for Election. The Chairperson shall be elected by secret ballot or voice vote by the voting membership of the National Committee. The name of any member may be submitted from the floor or as a write-in candidate on the election ballot in lieu of the candidate(s) thereon submitted by the Nominating Committee. The candidate receiving the most votes will be elected to serve as the new Chairperson. In the event of a tie vote, the Steering Committee shall determine which candidate shall become the Chairperson.

3.4 Removal and Vacancy. The Chairperson may be removed from office by a recall petition signed by three-fourths (3/4) of the voting membership of the National Committee and presented to the Steering Committee. If the office of Chairperson is vacated for any reason, the Steering Committee shall appoint a member of the Steering Committee to the office until a new Chairperson is elected.

3.5 Vice-Chairperson Duties and Responsibilities. Vice-Chairpersons shall be appointed by the Chairperson from among the general membership. Vice-Chairperson shall preside at meetings of the Steering Committee and the National Committee in the absence of the Chairperson, and shall carry out such other duties and responsibilities as are assigned by the Chairperson.

Section 4. COMMITTEES

4A. Steering Committee

4A.1 Number and Election. The Steering Committee shall consist of the Chairperson; the immediate past Chairperson; two (2) Vice Chairpersons; and ten (10) members who shall represent each of the ten (10) Federal Regions (as defined by the United States Department of Labor) and shall be selected by and from the general members representing that region. The Vice Chairpersons shall be appointed by the Chairperson.

4A.2 Term of Office. Steering Committee members shall hold office for a term of three (3) years.

4A.3 Powers. The Steering Committee shall exercise all powers necessary to carry out the affairs of the National Committee, except those powers specifically reserved to others as stated in these by-laws.

Exhibit F

4A.4 Resignation. A Steering Committee member may resign upon submitting written notice to the Chairperson.

4A.5 Vacancies. An acting Steering Committee member shall be appointed by the Region to represent the Region until the next National meeting, when a formal election must be held.

4A.6 Meeting. Meetings may be called by the Chairperson, or by a majority of the members of the Steering Committee.

4A.7 Quorum. A Majority of the members of the Steering Committee shall constitute a quorum.

4A.8 Action by Vote. When a quorum is present at any Steering Committee meeting, a simple majority shall decide any question.

4A.9 Members at Large. The Chairperson may appoint individual members at large to serve at the convenience of the chairman but will serve as a non voting member of the Steering Committee. Members at large must be re-appointed annually at the National Conference.

4B.1 Standing and Adhoc Committees. Are established or disbanded by the Steering Committee. Members are appointed by the Chair.

Section 5. AMENDMENTS

These by-laws may be altered, amended or repealed by vote of a majority of the voting National Committee members at a meeting of the general membership. Thirty (30) days advance notice stating the substance of such proposed changes shall be made to the voting members of the National Committee.

bylaws2.doc

Exhibit F

NEC REGIONS

REGION I: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island

REGION II: New Jersey, New York, Puerto Rico, Virgin Islands

REGION III: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

REGION IV: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

REGION V: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

REGION VI: Arkansas, Louisiana, New Mexico, Oklahoma, Texas

REGION VII: Iowa, Kansas, Missouri, Nebraska

REGION VIII: Colorado, Montana, North Dakota, South Dakota, Utah, Kentucky

REGION IX: Arizona, California, Hawaii, Nevada, trust territory of Guam, American Samoa, Marshall Islands, Republic of Palam, Pohnpei, Eastern Caroline Islands and Saipan

REGION X: Alaska, Idaho, Oregon, Washington

NOTE: Region I is currently not participating.

Exhibit G

DRAFT

October 7, 1998

FIELD(name)
FIELD(company)
FIELD(address)
FIELD(city)

Dear FIELD(salutation):

As an employer, you make decisions every day to ensure the health of your company. The Northcoast Employer Advisory Council (NEAC) is here to help you make the right decisions!

The NEAC provides:

- Monthly meetings which features a guest speaker who addresses relevant employer/employee topics.
- An annual local seminar covering current hot topics affecting business, including labor law and upcoming legislation.
- Through the California Employer Council, a telephone hotline service is provided for legal advice and information on labor law issues.
- A chance to "network" with other local employers.

We invite you to complete the enclosed membership form and return it to: Northcoast Employer Advisory Council, P.O. Box 6414, Eureka, CA 95502. If you have any questions or would like to be our guest at an upcoming luncheon meeting please call either me.

Sincerely,

Bev Powers
Chairperson

Enclosures

Exhibit H

Employment Development Department
State of California

EMPLOYER ADVISORY COUNCIL MEMBERSHIP APPLICATION

☐ New ☐ Renewal Date _____

PLEASE COMPLETE ALL INFORMATION AND RETURN TO YOUR LOCAL EAC

Membership Name _____

Contact Person _____ Title _____

Address _____

City _____ ZIP _____

Type of Business _____

Telephone _____ FAX _____ No. of Employees _____

E-Mail

_____

Years in Business _____ Would you be willing to serve on a committee? _____

Type of Entity ☐ Profit ☐ Nonprofit ☐ Governmental Agency

How did you hear about the EAC? _____

_____

EAC dues are paid annually. Amount _____

Please make checks payable to: _____

Mail to: _____

The information given above is strictly confidential, for the exclusive use of the Employment Development Department, the Employer Advisory Council, and the California Employer Advisory Council. This information may not be used for solicitation, the creation of mailing lists, or any other unauthorized use, and will not be released unless authorized by statute.

For EAC Use Only

Region Number ☐☐ EDD Office ☐☐☐ EAC Number ☐☐☐ Membership Number ☐☐☐☐ Membership Year ☐☐

EAC Federal Tax I.D.: _____ SIC Code # _____

Method of Payment:

Cash _____ Check # _____ Other _____ Amount $ _____

For CEAC Use

Notification: ☐ Regional Vice President ☐ Membership Committee

DE 8138 Rev. 1 (10-98) CU

Exhibit I

CALIFORNIA EMPLOYER ADVISORY COUNCIL
BUDGET FORMAT WORKSHEET

Name of Committee or Special Activity: _____

Chairperson: _____

Number of Members: _____

Goals and Objectives: _____

_____

_____

Annual Activities Planned: _____

_____

Estimated Income: _____

Proposed Expenses: Number of meetings _____ during the year, times average number of members attending each meeting _____ ____ times the average cost _____ equals the meeting cost.

Identify the estimated expenses according to the following categories:

Meeting Expenses:	
Postage:	
Printing Costs:	
Operating Supplies:	
Speakers/Presenters:	
Donations:	
Dues/subscriptions:	
Brochures/mailers:	
Refunds:	
Awards:	
Other Expenses:	
TOTAL EXPENSES:	

_____ _____
Activity Chairperson **Treasurer Review**

_____ _____
EAC Chair Approval **Date**

Exhibit J

Employer Advisory Council
Application For Chartered Membership and Group Tax-Exempt Status
From the California Employer Advisory Council

Name of Employer Advisory Council: _____

_____

Address of the EAC: _____

_____

Date Organization Established: _____

Name, Address and Position of Current Officers:

_____

_____

_____

Federal Identification Number: _____

Name, Address and Telephone Number of Contact Person if additional information is required by the CEAC: _____

_____

_____

Attach copy of Articles of Incorporation (if incorporated): _____

Attach copy of current Bylaws: _____

Attach copy of signed Affiliation Statement: _____

Attach financial statements for past 3 years: _____

Attach Budget Format worksheet: _____

_____ _____

Signature of EAC Officer **Date**

Exhibit K

California Employer Advisory Council
EAC Financial Statement for Tax Return Preparation

Name of EAC: _____

Address: _____

Federal Identification Number: _____

Reporting period: _____

Name and address of officers:

_____

_____

_____

_____

_____

_____

Name, address and phone number of person responsible for EAC financial records:

_____

_____

_____

_____

_____

	YES	NO
Is your gross income over $25,000.00?	_____	_____

If no, a tax return is not required unless requested by the IRS/State Franchise Tax Board.

Are you records computerized?	_____	_____
Has the IRS or State requested a tax return or Sent you the required forms?	_____	_____

If you are required to file a tax return, complete the following information, and send it to the CEAC Financial Advisory by **August 1**.

Exhibit L

Financial Information Required For Tax Returns

Money on hand and in bank at start of year: _____

Money on hand and in bank at end of year: _____

Assets owned by the organization

Item	Date Obtained	Cost

Income:

Contributions:	
Membership Dues	
Interest	
Program Services (Seminars/workshops)	
Sales of Items	
Asset Sales (identify)	
Other Income (identify)	
Total Income	

Exhibit L

Expenses:

Accounting Fees	
Advertising	
Awards	
Contract labor/services	
Conference/Convention/Meetings	
Cost of Material for Sale	
Dues and Subscriptions	
Depreciation	
Donations	
Entertainment	
Equipment Rental	
Equipment Repair/maintenance	
Grants	
Gifts	
Hotel Expenses	
Interest	
Insurance	
Legal Fees	
Lobby Expenses	
Operating Supplies	
Payroll	
Printing and Publications	
Postage	
Political Expenses	
Per Diem	
Refunds	
Speakers' Fees	
Telephone	
Travel	
Taxes and License	

NOTES