

Personnel Testing Council of Southern California

Meeting Minutes

June 15, 2017 – 12:00 PM

LACOE

Personnel Commission Annex Building-
9300 Imperial Highway, Downey, CA 90242

I. Call to Order

V. Cordero called the PTC-SC board/officers meeting to order at 12:00 pm on June 15, 2017.

II. Roll Call

The following persons were present:

- A. Rocha
- F. Olmos
- J. Park
- J. Robles
- L. Kwan
- P. Bourne
- P. Deines
- V. Cordero

III. Officer Reports

1) President Elect – Jung Park

- J. Park stated that PTC-SC has been asked to sponsor the 2018 CSPCA conference. Additionally, T.R. Lin has also encouraged a collaboration between WRIPAC, PTC-NC, and PTC-SC. Specifically, one (1) or two (2) tables can be secured at the 2018 CSPCA at a cost of approximately \$1,200 (i.e., \$400 per organization) as compared to the rate of \$600 for a single table. T. R. Lin will provide additional details after speaking to PTC-NC and WRIPAC. J. Park recommended adding the sponsorship of the 2018 CSPCA conference to the next agenda.
- A. Rocha commented that PTC-SC has historically sponsored CSPCA and this is usually reciprocated.

2) President – Vincent Cordero

- V. Cordero thanked all who attended the luncheon the previous week and stated that he was pleased with the fact that PTC-SC has hosted two (2) luncheons to date.

3) Past President – Alfredo Rocha

- A. Rocha stated that he was unavailable to attend the previous luncheon and inquired about attendance.
- V. Cordero stated there were approximately twenty-one (21) attendees and all were able to order from the menu.
- A. Rocha noted that the venue was very accommodating. He recommended looking into the factors that may be causing the attendance to decrease such as the venue locations.
- J. Robles stated that the last luncheon conflicted with a Directors' Brown Bag and a previous luncheon was canceled due to low registration numbers.
- A. Rocha stated that Y. Nguyen is working diligently on the conference preparations and stated his willingness to assist with the conference.

4) VP of Communications – Jessica Landin

- J. Landin had no comment at this time.

5) VPs of Programs – Rhiannon Kirchner & Jennifer Robles

- J. Robles stated that they are looking into new venue locations for luncheons, taking into account feedback regarding the current venue such as poor lighting, parking, and the distance for current MSIO students.
- J. Robles stated that research is being done to identify venues that offer reasonable pricing in the \$25 range. Brandon has offered to host luncheons, which would present a better location; however, this would not resolve some of the other issues currently faced, such as lighting. In terms of catering, the Nutritional Services Director will provide pricing for catering options or it may be a Brown Bag luncheon.
- A. Rocha commented that the Brown Bag idea has been discussed previously and he believes it would be successful.
- F. Olmos suggested a “Member Appreciation Luncheon” where members can bring their own lunch or take part in lunch provided by PTC-SC at no cost to the members.
- P. Bourne stated that free luncheons are a great idea; however, how would future revenue be generated.
- A. Rocha stated that historically, PTC-SC loses money with every luncheon. If the luncheons are hosted by organizations that are willing to do it at no cost, then the funds that would normally be paid to secure the venue can be used towards paying for lunch. Free luncheons are likely to attract more members and future revenue may be generated through the conferences.
- P. Deines supported such business model as the benefit of a PTC-SC membership would be free luncheons.
- F. Olmos commented that the free luncheons could be made available for members and non-members would pay a fee, which could include their membership fee on the day of the luncheons.
- P. Bourne recommended hosting a Brown Bag luncheon but also offering lunch to those individuals who are not able to bring their own lunch. For example, a Subway platter can be ordered and those individuals who are not able to bring their own lunch can have the option of purchasing a Subway sandwich on site. P. Bourne further recommended having individuals to pay for their lunch at the time that they RSVP, if applicable. Paying ahead of time will ensure that PTC-SC does not make unnecessary expenses for individuals who may RSVP but decide to cancel at the last minute.
- A. Rocha agreed with the idea of offering lunch for those who cannot bring their own food and inquired where the next luncheon will be held.
- J. Robles stated that the Anaheim area is being targeted because the speaker is coming from San Diego. Additionally, she inquired if a vote is necessary in order to change PTC-SC’s business model to free luncheons.
- A. Rocha and P. Bourne suggested that J. Robles consult the bylaws.

- L. Kwan stated that there are some cities that allow the use of their facilities at a discounted rate for non-profit organizations. Garden Grove can also be an option for a luncheon in Orange County.
- V. Cordero stated that the City of Los Angeles can also offer about four (4) large rooms that can be used for luncheons; however, there is no free parking available. Therefore, individuals would have to park at the meters around the building.

6) VP of Conferences – Yvonne Nguyen

- Y. Nguyen had no comment at this time.

7) Treasurer – Joleen Bourne

- J. Bourne stated that two (2) luncheons have been held. The second luncheon resulted in negative (-) \$361.53 with a total of twenty-one (21) attendees, including officers.
- A. Rocha commented that although luncheon prices have remained the same over the last two (2) to three (3) years (i.e., in the \$25 price range) PTC-SC continues to lose money with every luncheon. There is a need for a new strategy.
- L. Kwan asked if the annual membership fee can be increased to counterbalance the losses from the luncheons.
- A. Rocha noted that the annual membership does not provide enough benefits to justify the increase in price. However, if the new business model is adopted where luncheons are free for members, then an increase in membership price is justified.
- F. Olmos commented that with the new business model, non-member individuals who attend the luncheons can pay the membership price at the luncheon and become a member.
- L. Kwan commented that agencies in Orange County pay an annual membership fee for employees to be part of the Orange County Human Resources Consortium. Employees can then participate in trainings for no additional cost and lunch is covered. There are losses associated when there is a lot of food that is ordered and attendees do not show.
- A. Rocha stated that if luncheons are hosted by organizations that offer a central locations without costs, then lunch can be provided by PTC-SC. This would mean less coordination by the officers, which would allow for luncheons to be scheduled ahead of time thus, giving members ample time to plan ahead and attend.
- F. Olmos asked what is the primary source of revenue?
- A. Rocha stated that it is the annual membership fees.

8) Secretary – Cinthia Ramirez

- Cinthia Ramirez had no comment at this time.

9) Directors-At-Large – ad lib

- L. Kwan stated that many of the recent Human Resources training topics have focused on the new Marijuana law and suggested this as a luncheon topic.
- J. Robles asked how much can luncheon topics veer away from testing topics, if at all.
- L. Kwan commented that if we restrict ourselves to only testing-related topics, then luncheons may become redundant.
- P. Bourne stated that J. Stiegelmar wanted a discussion around the topics of luncheons to ensure that topics are relevant to testing. Additionally, P. Bourne stated that it is important to stay abreast of relevant topics in the industry such as the Marijuana law.
- P. Deines commented that the Marijuana law is relevant to testing because it presents a challenge for testing professionals to figure out if these individuals can move through the process.
- A. Rocha noted that the goal of PTC-SC is to provide topics related to testing and selection in addition to providing networking opportunities. Therefore, if it is a topic that affects the work of testing professionals, then it is appropriate for PTC-SC because it is more than likely a topic that is affecting other members.
- P. Bourne encouraged the Conference Committee to meet soon so as to provide an update at the next meeting. Additionally, she stated that the Policy Committee is comprised of Liane, Amy and herself. She invited other officers to join as the Policy Committee will resume their work in about a month.
- P. Deines stated that he was a rater for the Bemis Award and was impressed by some of the submissions that included quotes from people about the nominee.
- F. Olmos commented that a lot of great ideas had been shared and recommended developing a strategy with a timeline to implement them successfully. Additionally, he highlighted that although the number of attendees at luncheons is important, the quality of the presentation is also critical. The previous luncheon did not have a high number of attendees but the presentation was a high-quality presentation and those who attended were satisfied with the content.

IV. New Business

1. Approve minutes from most recent meeting on March 31, 2017

P. Bourne moved to approve the minutes of the March 31, 2017 meeting. F. Olmos seconded the motion. All present concurred.

2. Upcoming luncheon dates, topics, speakers, and venues 2017

V. Cordero stated that it is a goal to host a luncheon in August.

J. Robles stated that R. Kirchner was working towards securing a speaker from San Diego.

F. Olmos suggested a debate luncheon as a topic.

P. Bourne stated that she liked the idea of having door prizes because attendees were excited about it.

V. Cordero recommended having another luncheon early October and volunteered to be the speaker.

F. Olmos suggested topics that can be used for the debate luncheon, including: Is the Merit System helping or hurting?; The poison pill effect of exams; Is the midday switch-a-roo hurting or enhancing?. Additionally, F. Olmos stated that they will actually have data on the midday switch-a-roo topic.

V. Cordero asked F. Olmos to present his findings at the October luncheon.

F. Olmos tentatively agreed.

V. Cordero stated that after consulting the bylaws, the members should aim to vote on the changes to the luncheons, including free luncheons for members, and non-members can pay the regular non-member fees as soon as possible.

3. 2017 PTC-SC Annual Conference Committee

V.Cordero stated that Y. Nguyen identified five viable (5) locations for the conference, all of which include breakfast, the audio-visual package and parking arrangements such as validation. The least expensive location is the Marriott Hotel in Long Beach, which is about \$ 6,640 and it has free parking. The most expensive is the Maya Hotel in Long Beach, which is about \$10,187.

J. Robles stated that there were a lot of pens and flash drives left over from last year's conference but tumblers, totes, and other gifts may need to be purchased.

P. Deines reminded officers of the printing costs.

A. Rocha stated that there is a breakdown of all conference costs in Dropbox.

F. Olmos recommended expanding sponsorships and including credit unions.

A. Rocha stated that Neogov usually sponsors the CSPCA conference with about \$3,000; therefore, PTC-SC should pursue their sponsorship.

4. Discuss budget surplus in savings account

A.Rocha stated that there are no updates.

5. Discuss membership renewal

V.Cordero stated memberships are low; therefore the strategies discussed during the Officer updates are good ways to increase memberships.

F. Olmos stated that the new business model discussed will have multiple benefits and address many of the issues.

V. Cordero commented that J. Stiegelmar provided a reminder that all PTC-SC officers should have an active membership.

6. Update on Bemis Award

F. Olmos stated that paperwork was submitted nominating Kandice Serwood Taylor.

7. Update on Scholarship Committee

V. Cordero stated that the budget surplus can be used towards a scholarship.

J. Robles stated the committee found that in the past, the scholarship was offered to students working on a thesis; however, currently not all MSIO programs require a thesis. Therefore, the committee will look into how to broaden the pool of students who can participate.

V. Open issues

V. Cordero stated that the first open issue is voting on the new model. Second, finalizing the conference details and third, how to utilize the budget surplus.

VI. Next Board Meeting

The next meeting will be scheduled in August immediately before the luncheon.

VII. Adjournment

P. Bourne moved to adjourn the meeting of June 15, 2017. F. Olmos seconded the motion. All present concurred.

V. Cordero adjourned the meeting at 1:11 pm.