

**SEIU -UHW**  
**Leadership Administration Advisory Committee**  
**Report to SEIU-UHW Executive Board**  
**February, 2013**

The Leadership Administration Advisory Committee (LAAC) exists to advise the Officers and Executive Board on administrative issues that affect the functioning of the Executive Board as leaders of a workers' organization. The committee welcomed two new members: Marites Romero, Nursing Homes and Maryana Dragni, Homecare.

Executive Board Meeting Lodging Policy and Procedure

To clear up confusion over practices for requesting single rooms at executive board, the committee developed a policy for lodging at meetings. The policy is attached and is in effect .

The committee reminds members who have medical conditions that they have the responsibility to submit a note from their health care provider in the time frame contained in the policy and keep track of your note's expiration date. (annually unless otherwise noted).

New Executive Board Member Orientation

Executive board members have the highest responsibility for leadership in the union. We propose an on-going orientation for new executive board members with the following goals

- Provide practical working knowledge about the Executive Board, its structure as a **leadership** body; and, important policies and procedures;
- Provide today's context of the labor /political environment and our union's role in social change.
- Train and inspire executive board members as passionate leaders who involve others in improving healthcare in California.

Elements of the Orientation

- An on-going "Welcome" Committee of board members across divisions who welcome new board members and conduct the orientation and serve as "buddies" throughout the new member's first board meeting.

- An orientation binder with the bylaws, minutes, resolutions, committee reports, etc. as is in our binders
- An orientation of two and a half (2-1/2) hours before each board meeting that is interactive and covers the role of board leader, the UHW history, the “Who’s Who” of leadership across divisions, and some of the “nuts and bolts” of being a board member—policies, Robert’s Rules.
- A “scavenger hunt” for the remainder of the board meeting for new members assisted by their buddies as a way for new members to meet and engage with other board members.

Clearly this orientation is not the end of learning leadership. We learn our role through action, working in a team with other board members in our “pod” and staff in our area; and by leading our co-workers.

Considerations:

- Scheduling/transportation/cost issues to bring in new members and Welcome committee members by Noon of the first day of the board meeting to conduct orientations.
- Launch date; can we start by May board meeting?

Other Issues:

We continue to work on the food issues at board meetings and overall in the union that have been raised by members.

Respectfully submitted:

**The SEIU-UHW Leadership Administration Advisory Committee**

**LeadershipAdmin@seiu-uhw.org**

**Members:** Maryana Dragni (Homecare) ; Beverley Thomas (Homecare); Marites Romero (Nursing Homes); Banji Oyewumi (Nursing Homes); Virginia Bolanos(Kaiser); Tinesha Thomas (Kaiser); Debbie Nickell (Hospitals); Karen Cain (Hospitals)

Attached: Executive Board Lodging Policy