January 11, 2011

To: Board of Directors
From: Janlee Wong, Executive Director

JANUARY 29-30, 2011 BOARD MEETING

Please find enclosed the Board packet for the winter Chapter Board of Directors meeting at the Los Angeles Athletic Club, 431 West 7th St., Los Angeles, CA 1-213-625-2211.

Depending on where you are coming from, you can come in Saturday night and join us for a Board dinner (to be arranged) or for locals, you can come in to attend the Board meeting on Sunday morning. The Board and committee meetings run from 9am to 3pm on Sunday. The Executive Committee will meet Saturday from 5-6pm at the Club and then go out for the Board dinner.

You should have already made your travel arrangements and room preferences. If not, please contact Cheryl Raynak at your earliest convenience (800-538-2565 x15 or craynak@naswca.org). For those arriving by air, take an airport shuttle such as super shuttle or contact other Board members in your area to share a taxi. You can also take the Flyway Shuttle from LAX to Union Station and take a taxi or the subway (Red Line) from there. You can take the Metrolink from Burbank Airport to Union Station and then a taxi or subway (Red Line) from there.

The hotel is on West 7th St. between Olive and Hill with the parking entrance on Olive in downtown Los Angeles. The closest freeway is the 110 and take the 9th St. exit.

BOARD PACKET HIGHLIGHTS (please read in advance).

The packet includes a sheet of website links to the annual reports for each of Chapter’s mutual fund and bond investments. The annual reports provide information on the investment securities each fund invests in. There are hundreds or perhaps thousands of securities that the funds invest in and they can change all the time.

ADA Survey. The surveyor’s report and a staff report are included for your information.
NASW CALIFORNIA BOARD OF DIRECTORS
WINTER MEETING
LA Athletic Club, 431 West 7th St., Los Angeles CA
213-625-2211

JANUARY 29-30, 2011
SCHEDULE AND AGENDA

Saturday, January 29, 2011

5:00pm – 6:00pm  Executive Committee Meeting
6:00pm -  8:00pm  Board Dinner (optional) To Be Arranged

Sunday, January 30, 2011

7:00 AM  Continental Breakfast – Grill Room 3rd Floor

9:00AM – 10:20AM  Program Committee
(Ford, Davila, Griffin, Gilson, Traub, Haller)  Optional for other Board members.

Agenda:
1. Council Reports

10:20AM-10:30AM  BREAK

10:30AM – 11:45AM  Regional Directors’ Meeting (Kyle, Thomas, Brooks, C. Wong, Henry, Galford, Saenz-Belden, Greene Minz,Marcusen, Traub, Haller)  Optional for other Board members.

11:45AM-12:00PM  BREAK

12:05PM  BOARD OF DIRECTORS MEETING
LUNCH INCLUD.  Introductions

12:10 PM  Review and approve Agenda

12:15 PM  Approve Minutes (Pg.5 )

12:20 PM  President’s Report
• Executive Committee Report

12:35 PM  Executive Director’s Report
12:55PM  
ADA Survey Report (Pg. 9)  
CNLI Report: Preliminary 2011 Slate (Pg.16)  
Shelly Troop, CNLI Chair

1:00 PM  
Treasurer’s Report  
Action:  
1. Action: Accept Treasurer’s Report  
2. Action: Approve the FY10-11 Mid Year Revised Budget

1:20 PM  
3. Investment Report  
a) Investment report update  
b) Update: Socially conscious investments

1:40 PM  
First Vice President’s Report  
• Report of the Program Committee  
• Personnel Committee Report  
  1. Action: Approve Salary Ranges (pg. 19)

2:00 PM  
Student Directors’ Reports (Traub, Haller)

2:30 PM  
Regional Directors’ Report (C. Wong)

2:45 PM  
Vice Presidents’ Reports  
  • Membership (Griffin)  
  • Prof. Development (Davila)  
  • Legis/Political (Gonzales)

3:00 PM  
Adjourn  
  • Complete your Board Meeting Evaluation Form

Next Meetings:

April 8, 2011 evening Executive Committee  
April 9, 2011 Board of Directors meeting – Sacramento  
April 10-11, 2011 Lobby Days – Sacramento  
June 10-12, 2011 Annual Leadership Retreat – San Diego  
October 28-29, 2011 Annual Conference, Meeting of the Profession: SFO Marriott  
October 29, 2011 Fall Board of Directors Meeting (new and continuing Board members)
# NATIONAL ASSOCIATION OF SOCIAL WORKERS CALIFORNIA CHAPTER BOARD ACTIONS

**DATE:** January 30, 2011  **LOCATION:** LA Athletic Club

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<th>Motion</th>
<th>Maker/Second</th>
<th>Change current practice? How</th>
<th>List Any Committee Action</th>
<th>Finance Impact</th>
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<tr>
<td>1. Review &amp; Approve Agenda</td>
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<td>2. Approve minutes</td>
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<td>3. Accept Treasurer’s Report</td>
<td>Emily Nicholl (m)</td>
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<td>4. Adopt mid-term revised budget</td>
<td>Emily Nicholl (m)</td>
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<td>Finance Com: Recommend</td>
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<td>5. Approve Chapter personnel salary ranges</td>
<td>Christine Ford (m)</td>
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<td>Personnel Com: Recommend</td>
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NASW California Board of Directors Meeting Minutes  
Westin LAX  
Sunday, October 10, 2010  
Minutes submitted by Jennifer C. Tan, MSW, Board Secretary

Board Members:  
Mary K. Oliveri (President), Christine Ford (First Vice President), Emily Nicholl (Treasurer), Jenn Tan (Secretary), Julie Griffin (Vice President, Membership), Edward Davila (Vice President, Professional Development), Mary Kyle (Region A Director), Glenn Thomas (Region B Director), Sarah Brooks (Region C Director), Christina Wong (Region D Director), Cameron Galford (Region F Director), Tracy Greene Mintz (Region H Director), Carol Marcusen (Region I Director), Diana Traub (Student Director, North), Shelly Troop (CNLI Chair), Cyndy Thomas (CNLI Representative for Regions A, B, & C), Paul Provencio (Region E Alternate Director), Everardo Alvizo, Jr. (Region H Alternate Director), Glenda Gordon (Chair, Inland Empire Unit)

Staff Present:  
Janlee Wong (Executive Director), Rebecca Gonzales (Director of Legislative Affairs), Brendan Broms (Membership Coordinator), Vreny Palacios (Intern), Laila Annane (Intern)

I. Meeting was called to order at 12:33 PM (NASW-CA film presentation by Mary Kay – example of media that can be used for regions, schools, etc.)

II. Approve Minutes for 6/13/10 meeting – amend to include the roster (it was left out of BOD packet)  
   • Motion: Approve Minutes: Emily moves, Christina 2nds, motion carried

III. Review and approve agenda  
   • Motion: Accept Agenda: Edward moves, Christine 2nds

IV. President’s Report  
   • Executive Committee Report  
     ○ We will need consultation for the next ED salary/benefits review/survey  
     ○ Shared ideas for the Chapter to build a positive Social Work image  
     ○ The governance task force is no longer in effect, will be considered for future  
     ○ There is a desire to have all BOD/committee positions filled  
   • Appointed Jene Moio as Reg H Delegate Assembly (already done)  
   • Appoint Everardo Alvizo as Reg. H Alt Director  
     ○ Motion: Appoint Everardo: Tracy moves, Mary Kyle 2nds, Motion Carried  
   • Committee Appointments – note: Alt Directors will be asked to join committees – Mary Kyle reviewed 8 Alt Regional Directors to be appointed to Membership Committee, Awards, & Professional Development Committees (listed on p. 8)  
     ○ Motion: Consent to appointments: Julie G moves, Christina 2nds, motion carried  
   • Region Financial Chairs are to be appointed to Finance Committee

V. Executive Director’s Report  
   • ED Report was reviewed (p. 10)  
   • CNLI Report Shelly reviewed the CNLI’s meetings. National nominations are to be referred to Debbie Allen. Hoping to double slate every position for the upcoming election; deadline for nominations will be middle of November 2010.

VI. Treasurer’s Report  
   • Emily reviewed Saul’s report; audit will be discussed later. Highlight: there was an increase in equity and investments compared to last FY.  
     ○ Motion: Accept Treasurer’s Report: Christine moves, Constance 2nds, motion carried

VII. Break

VIII. Investment Report  
   • Josh Strong (UBS) joined via teleconference.  
   • Josh reviewed UBS report. Mary asked about investments under Consumer Staples and definition of Energy investments – are our investments socially conscious?  
     ○ Action: UBS report – deferred due to time constraints in order to allow for a full discussion. Janlee will move forward in getting specifics of our investments and the
cost/benefits of moving investments to “greener” investments, to be discussed in the next BOD meeting.

IX. Audit
- John Shaw (Auditor, Haley & Company. LLP) joined via teleconference.
- Chapter Tax Return 2009 and Form 990 were reviewed.
- Auditor’s Draft Report was reviewed – overall revenue decreased, but expenses were managed well, we improved substantially.
  - Motion: Accept Tax Return/Form 990 with amendments requested by Emily: Emily moves, Christine 2nds, motion carried
  - Motion: Accept Auditor’s Report: Christine moves to accept Auditor’s report, Christina 2nds, motion carried.
- Suggestion to follow-up with the Auditor’s recommendation to do a review on ADA compliance, then move forward based on the review.
  - Motion: To empower staff to collect estimates on cost of study: Christine moves, Mary Kay amended the motion, Mary Kyle 2nds amended motion, motion carried.

X. Student Directors’ Reports
- Diana (Student Director North): she has gained a sense of her role and direction, and she is looking forward to her activities throughout the school year.

XI. Regional Director’s Chair Report
- Christina: Reviewed RD meeting, which included discussion about the Public Education/Social Work Image campaign, themed days for all regions to participate in

XII. First Vice President’s Report
- Report on the Program Committee: they assigned VP’s to have liaison responsibilities with councils, visited the strategic plan, and will look at fitting the Social Work image into plan

XIII. Vice Presidents’ Reports
- Julie (Membership): Brendan reported that ethnicity has been addressed in membership application
- Edward (Professional Development): reviewed Annual Conference planning/results, next year’s location, discussion about eliminating the theme. Mary Kay asked if the committee would re-consider eliminating the theme, consider the next venue’s amenities, and try to find a union hotel.
- Shaaron (Legislative): Shaaron was not present, so Rebecca discussed legislative activities, noted that the CA State budget passed legislature w/minimized cuts to mental health/public services, but the Governor vetoed line items
  - Motion: Adopt the Chapter’s Diversity Plan: Julie moves to accept, Glenn 2nds, motion carried.

XIV. Other Business, Announcements
- New members were asked to review and agree to the Code of Conduct for BOD members.
- Announcement: Region C kick-off event on 10/16/10.
- Janlee asked members to support Lobby Days through marketing and to remember the importance of supporting student attendance (cost).

XV. Adjourn
- Motion: adjourn meeting: Christina moves, Tracy 2nds, motion carried – 3:00PM
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<td>Julie Griffin</td>
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<td>Edward Davila</td>
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<td>Everardo Alvizo</td>
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EXECUTIVE COMMITTEE MEETING
MINUTES OCTOBER 8, 2010

ATTENDANCE:
Mary Kay Oliveri, Janlee Wong, Christine Ford, Christina Wong, & Jennifer Tan

1. The meeting began at 8:15 PM.

2. The Annual Executive Director Evaluation process was discussed:

   a. The Executive Director evaluation will be completed between July 1 – June 30.
   b. Evaluation instrument needs to be reviewed, as well as the process for evaluation.
   c. Salary survey should begin soon in order for it to be considered during the next contract review.

3. The purpose of the Executive Committee was discussed.

4. The meeting was adjourned at 9:00 PM.
ADA Report

The Chapter contracted with K12 Architects for an Americans with Disabilities Act Survey of the Chapter building. In general, the survey highlighted areas that the Chapter building could remedy. The building is exempt from any elevator requirement so an elevator estimate was not included in the survey.

In lieu of an elevator, and because only one tenant (AUA Video Productions) has a commercial business that might require ADA access, AUA could use one of the Chapter meeting rooms on the first floor to comply if the need arises.

Staff Recommendations

Staff recommends work proceed in phases so as to minimize disruptions to operations and to spread out the cost of remodeling.

Phase One ($33,150)
- Downstairs Bathrooms ($16,350)
- Downstairs Doors ($16,800)

Phase Two ($42,390)
- Upstairs Doors ($16,800)
- Internal Office Modifications ($3,000)
- Stairs ($7,590)
- 2nd Floor Walkways ($15,000)

Phase Three ($51,920)
- Site work ($24,970)
- Signage ($1,600)
- Upstairs Bathrooms ($16,350)
- Windows ($3,000)
ALTERNATIVES

The Chapter has sufficient reserves to pay for the modifications to the building. However, an alternative could be for the Chapter to sell the building and lease office space. The money it saved by not retrofitting could be used for rent. The current average annual lease costs for the area that the Chapter office is located is about $16.38 per square foot. The Chapter currently occupies 3,332 square feet and has 6 parking spaces. At $16.38 per square foot annually, the Chapter’s lease cost for office space would be $54,564 per year. At this rate, the Chapter could lease for 3.2 years for the money that it would have invested in a ADA building retrofit.

The Chapter currently sublets 900 square feet for an annual income of $9,600. This would be foregone if the Chapter sold the building and leased space.

The Chapter cannot purchase a new building as National Association policy changed in the 1990’s to prohibit chapters from purchasing buildings. Sale of the building would require National office approval. It is not clear how the proceeds would be accounted for if a sale were to occur.
November 19, 2010

National Association of Social Workers
1016 23rd Street
Sacramento, CA 95816

FACILITY ACCESSIBILITY STUDY
FOR 1016 23RD STREET

On Friday, November 12, 2010 we inspected the property at 1016 23rd Street, Sacramento for ADA and California Title 24, Part 2 Accessibility to Public Buildings regulations. There are many existing violations at this property. Some will be very costly to correct as they will involve structural renovations to achieve compliance. This property has not had any upgrades to comply with these regulations and therefore leaves itself open to a lawsuit if a person with disabilities were to visit the site. While it will be difficult and expensive to bring the building into complete compliance there are minimal items that need to be corrected as soon as possible.

This report covers the basic requirements to bring the building into compliance with current accessibility codes, there could be additional work required by the city when getting a permit for this work. As an example the city might require additional landscaping planters in the parking area to meet city regulations as we are changing the parking lot and decreasing the existing planter area by increasing the width of the sidewalk.

Site Work & Parking:

The path of travel from the sidewalk to the access points on site does not meet the current code. From the public sidewalk there is a small ramp that leads you to the concrete walk along the building. This existing ramp exceeds the maximum slope. The height difference is between 6” to 7”, and the ramp is not long enough to meet the code. Possible fixes will include raising the sidewalk in this area. We will be limited to what we can do on-site as there is a door nearby and the landing area for the stairs to the second floor adjacent to this ramp.
Site Work & Parking Continued,

The main concrete walk to all first floor doors is 41 1/2” wide. It should be a minimum of 48” wide. The cross slope for the walk shall be 2% max. There are areas that exceed this cross slope. All concrete walks should be replaced. A maximum of 1/4” elevation change is required at all thresholds. This is not met at many of the doors.

There needs to be one van accessible parking space with an 8’ loading zone to the right of the space. Any ramps required have to be outside of this area. We can add a handicap parking space at the far end of the site (see exhibit). We will have to remove one existing parking space to achieve this. A new ramp to the main sidewalk from the loading area is required. There will also be a landing for the stairs that may be incorporated in this area. The handicap space and loading space have to have a maximum cross slope of 2% in any direction. This can be achieved by raising the height of this area with asphalt and sloping it back to grade outside of this area. New signage will be required as well as striping.

Path of Travel & Stairs:

Exterior stairs: The exterior stairs are not in compliance. They need to have new handrails on both sides of the stairs. The risers are currently open and need to closed. Proper tread indicators need to be applied to the top and bottom treads. The ladder to the roof will have to be relocated as it encroaches into the required landing for the stair. Overhead Hazard clearance protection will need to be installed at the area under the existing stairs to provide the required protection.

The second floor walkway exceeds the 2% maximum cross slope. The clearance width of the existing walkway is 41 1/2” to the current wrought iron guardrail and 47” to the edge of walk. The width should be 44”. The guardrail needs to be replaced to meet the 44” minimum clearance.

Doors & Doorways:

The screen/security doors that swing out over the walk are not in compliance. The ground level walkway will have to be increased to 6'-0” in width to keep these doors, or these doors should be removed. The second floor security doors will be difficult to keep, as the walkway can’t be increased in width to maintain the security doors. The gates at the end of the hall to the toilet rooms will have to be removed.

Door hardware will have to be replaced to lever type hardware on almost all the existing doors.
Doors and Doorways Continued:

The door at the top of stairs on the East end of the building will have to be relocated, as it is too close to the top of the stairs.

Exterior doors need to have a minimum of 2'-0" clear on the strike (latch) side of door. Some doors do not meet this requirement.

Interior doors need to have a minimum of 18” clear on the strike (latch) side of door. Some of these doors do not meet this requirement.

Exterior door thresholds can have a maximum of ½” height variation. Many exceed this requirement.

Glass within 18” of a door has to be tempered glass. There are a few situations where this occurs. Glass within 18” of the floor shall be tempered also.

Restrooms:

The restrooms on both floors are basically identical and are not in compliance. They are too small for a person in a wheelchair to access. They will have to be enlarged to meet codes. They do not have any of the required grab bars or other required handicap items. They will require substantial plumbing changes as well as a loss of some adjacent storage or office space.

Signage:

The building currently lacks all required accessibility signage. All entrance doors that allow access will need a sign, and doors that are not accessible need signage directing people to the accessible entrance. The toilet rooms will need accessibility signage. The accessible parking space requires signage as well.

Equipment/ Furniture:

There are a number of counters that should be lowered to 34” max. The microwave is too high for a disabled person to operate. Office furniture should be rearranged for required aisle widths. The large copier is located where there is not enough aisle width to operate or pass by therefore it should be relocated.
Cost Estimate:

The current maximum amount that needs to be spent on bringing a project into compliance is $128,410.86, valid through 12/31/10. If construction cost for accessibility renovations exceeds this amount that portion would not have to be done with this project. However, there will be a percentage of each future project that will have to be spent until it is in full compliance. Our estimate, which is attached, is $127,460. Once firm bids are received we may not have to complete all the items in our estimate.
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</tr>
</tbody>
</table>

**TOTAL CONSTRUCTION COST ESTIMATE**  
$127,460.00
Preliminary 2011 NASW-CA Chapter Election Slate

The Chapter Committee on Nominations and Leadership Identification (CNLI) presents the 2011 Chapter Election Slate.

President Elect
Shirley Gentilini
Joe Gorbea-Colon

Vice President Legislative and Political Affairs
Patrick Mace
Clark Williams

Vice President Membership and Organizational Services
Olga Sarabia
Julie Taren

Secretary
Julie Griffin
Jen Henry

Student Director North (MSW)
Melissa A. Marquez
Diep Ngoc Nguyen
Andrea Turnbull

Student Director South (BSW)
Samantha Chhim
Additional Candidate Needed

2011 Delegate Assembly Student Representative
Jen Haller
Diana Traub

Chair, Committee on Nominations and Leadership Identification
Catharine Ralph
Mary Ann Swanson

**NASW-CA Chapter 2011 Election Candidates for Regional Positions**

Regional Director Region A
Michelle Dowds, MSW
Additional Candidate Needed
Regional Director Region C
*Candidates Needed*

Regional Director Region E
Martin Dare
Jennifer Tinsley

Regional Director Region G
*Candidates Needed*

Regional Director Region I
Paul McDonough
*Additional Candidate Needed*

Committee on Nominations & Leadership Identification Reg. A & C
Jennifer Tan
*Additional Candidate Needed*

Committee on Nominations & Leadership Identification Reg. G, H & I
Karla Lagunas
*Additional Candidate Needed*

**Candidates Still Needed**
To submit nominations for consideration by the CNLI Committee Please, e-mail cnli@naswca.org. Additional candidates for positions that have a full slate (two candidates) can also be added to the ballot by petition.

**Chapter’s Elected Positions**
For a description of the positions, go to the Chapter’s website at www.naswca.org and click on “About Us, Chapter Elections.”

**Petition Process**
The petition process allows members to add his/her name to the slate by submitting a petition to the CNLI within 30 days of the announcement. For a statewide position, the petition must include signatures from at least 2% of the total number of chapter members with representation from each region (this is approximately 224 signatures).

For a regional position, the petition must include signatures from at least 2% of the total number of regional members. All signatories must be members of NASW and in the case of a region position; the signers must be members of the region.

**Petitions must be submitted by March 15, 2011** to NASW CNLI, 1016 23rd St., Sacramento, CA 95816.

**Spring 2011 Chapter Elections**
Chapter Elections will be held electronically again this year with the electronic polls open April 1 to April 30, 2011. Members will receive emails announcing the opening of the polls. Members wishing to vote by mail can request a paper ballot by leaving a message at 800-538-2565 x42 or emailing a request to naswca@naswca.org.
December 17, 2010

To: Board of Directors

From: Personnel Committee

SALARY RANGE RECOMMENDATIONS

It is recommended that the Board approve the following salary ranges for Chapter staff effective July 1, 2011.

PROPOSED SALARY RANGES 2011

Program Directors  65,000  82,500  100,000
Program Coordinators  39,000  52,000  65,000
Accountant  46,000  54,000  62,000

1. Salary ranges are guidelines. The Personnel Committee reviews the Chapter salary ranges and makes recommendations regarding their adoption by the Chapter Board of Directors.

2. The Executive Director, not the Personnel Committee or the Board, decides individual personnel salaries within Chapter budget parameters.

3. Salary ranges use the previously approved ranges as a baseline and then consider a number of factors including: market ranges, cost of living information, budget constraints and information from National.

4. The Executive Director’s salary is negotiated in his contract and subject to recommendation by the Executive Committee and approval by the Board of Directors.
National Association of Social Workers  
Board Meeting Evaluation Form  

Please indicate your overall rating of each item by a check mark or a "Y" for yes or "N" for no in the appropriate column. To help facilitate a more effective and efficiently run meeting, in areas where you think we need to improve, please offer specific suggestions for improvement.

<table>
<thead>
<tr>
<th></th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Suggestions for Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The agenda was clear, supported by the necessary documents, and provided in advance.</td>
<td></td>
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<tr>
<td>2</td>
<td>Written reports were clear and contained needed information.</td>
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<tr>
<td>3</td>
<td>Verbal reports provided greater clarity.</td>
<td></td>
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<tr>
<td>4</td>
<td>All board members were prepared to discuss materials sent in advance.</td>
<td></td>
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<tr>
<td>5</td>
<td>The meeting was guided effectively, we avoided getting into administrative/management details.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Comments were valued based on merits and not on the basis of the members position, or years of experience.</td>
<td></td>
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<td>7</td>
<td>Adequate time was allowed for a variety of opinions to be expressed and issues were dealt with in a respectful manner.</td>
<td></td>
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<tr>
<td>8</td>
<td>Members participated responsibly. Next steps were identified and responsibility assigned.</td>
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<td>9</td>
<td>The meeting began and ended on time.</td>
<td></td>
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<tr>
<td>10</td>
<td>Staff support was appropriately provided and met needs.</td>
<td></td>
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<tr>
<td>11</td>
<td>The meeting room was conducive to work.</td>
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This document is an adaptation of a published model by the National Center for Nonprofit Boards.  
j.johnson 01/09/02
Additional Comments:
NASW CALIFORNIA
BOARD OF DIRECTORS

ACTION ITEM

Maker of the Motion:       Date:

Statement of the Motion :

How Will This Motion Change Current Practice:

Has this motion been tried before or is there any other relevant history?

Committee Action Within the Following Program and Services:

A. Professional Development:
B. Legislative and Political Action
C. Membership & Organizational Services
D. Program Committee:

Regional Impact:

Finance:

Staff Comments:

Final Resolution: