

Important Notification Regarding Changes to the MEA Management Training Program

Effective November 1, 2009

TO: MEA Represented Managers Employed by the City and County of San Francisco

FR: Raquel Silva, MEA

Donna Kotake, DHR

DATE: October 15, 2009

MEA Management Training Program Overview for 2009-2010

MEA and DHR have agreed to some minor changes to the City's administration of the MEA Management Training and Equipment Reimbursement Fund. These changes – which will go into effect on November 1, 2009 - do not alter the basic nature of the program, which permits managers broad discretion in choosing how to augment their educational and professional credentials.

The protocol for submitting requests to MEA will remain unchanged.

The protocol for submitting reimbursement requests to the City will change - those requests will now be processed on a departmental basis rather than centrally through DHR. DHR has identified the individuals in each department who will be responsible for verification of the amounts to be reimbursed and documentation verifying amounts for submission to the DHR Accounting Division. **A listing of those individuals can be found at the end of this memorandum. Updated contact information can be obtained through DHR.**

MEA will participate with DHR in training the departmental contacts so that the transition will be as seamless as possible. That training will take place this month, on October 21st, prior to the switch.

In addition, the following Management Training Guidelines have been approved by the MEA Board of Directors for 2009-2010:

1. Allocation to Training Program: \$175,000 in FY 09-10;
2. Allocation to Equipment Program: \$50,000 in FY 09-10;
3. July of each new FY will be a blackout period on all equipment requests to allow MEA to close the books on the prior FY;
4. The last business day in June of each FY will be the cut-off date for reimbursement requests submitted to and processed by MEA (both equipment and training);
5. In 2009-2010, the last business day of May 2010, or the point at which MEA processes 50 applications, will be the cut-off date for MEA to issue "ok to buy" letters under the Equipment Program;
6. For the first six months of each fiscal year, Equipment Program approvals ("ok to buy" letters) will only be issued to those MEA represented managers who have not participated in the program in prior fiscal years. We will look at processing second requests starting in January assuming funding is available.

Questions about these guidelines should be directed to the MEA office.

NOTE: Prop F employees in MEA represented classes may be reimbursed for training on a pro-rata basis.

Departmental Contacts – MEA Training Fund

Code	Department name	Contact Name	Phone number	Email
ADP	Adult Probation	Diane Lim	415 553-1058	diane.lim@sfgov.org
AIR	SF Airport Commission	Rafael Centeno	650 821-2099	rafael.centeno@flysfo.com
ART	Arts Commission	Kan Htun	415-252-4604	kan.htun@sfgov.org
AAM	Asian Art Museum	Valerie Pechenik	415-581-3720	vpechenik@asianart.org
ASR	Assessor's Office	Kimberlee Kimura	415 554-7911	kimberlee.kimura@sfgov.org
BOA	Board of Appeals	Victor Pacheco	415-575-6887	victor.pacheco@sfgov.org
BOS	Board of Supervisors	Eng Eng Chan or Nilka Julio	415 557-7707 or 415 554-6755	eng.eng.chan@sfgov.org or nilka.julio@sfgov.org
CAT	City Attorneys Office	Mary Jane Winslow	415 554-4276	maryjane.winslow@sfgov.org
CFC	Children and Families Commission	Kahala Drain	415-934-4849	kahala@first5sf.org
CHF	Children, Youth & Families	Taras Madision	415-554-8959	tmadison@dcyf.org
CON	Controller's Office	Jackie Kolley	415-554-7576	jackie.kolley@sfgov.org
CSC	Civil Service Commission	Sandra Eng or Lizette Enriquez	415 252-3254 or 415 252-3251	sandra.eng@sfgov.org or lizette.enriquez@sfgov.org
CSS	Department of Child Support Services	Christine Anderson and/or Thomas Willis	415-356.2740 415-356.2970	christine.anderson@sfgov.org thomas.willis@sfgov.org
REG	Department of Elections	Aura Mendieta	415-554-4347	aura.mendieta@sfgov.org
DT	Department of Technology	Marsha Young	415-581-3913	marsha.young@sfgov.com
DBI	Dept of Building Inspection	Patty Herrera	415-558-6130	pattv.herrera@sfgov.org
WOM	Dept. On the Status of Women	Emily Murase	415-252-2571	emily.murase@sfgov.org
DAT	District Attorney	Evette Monachino	415-553-1009	evette.monchino@sfgov.org
DPH	DPH Central/Clinics	Sandra Chiong	415-554-2747	sandra.chiong@sfdph.org
DPW	Dept of Public Works	Ada Aberilla	415 554-6019	ada.aberilla@sfdpw.org
ECD	Dept of Emergency Management	Alice Herndon	415 558-3821	alice.herndon@sfgov.org
ECN	Economic & Workforce Development	Julian Low	415 554-6491	julian.low@sfgov.org
ENV	Environment	David Assman	415-355-3702	david.assman@sfgov.org
FIR	Fire Department	Jesusa Bushong	415-558-3615	jesusa.bushong@sfgov.org
GSA	General Services Agency	Ada Aberilla	415 554-6019	ada.aberilla@sfdpw.org
HSS	Health Service System	Tess Navarro	415.554.0650	Tess.Navarro@sfgov.org
HRC	Human Rights Commission	Jill Jay Couch	415.252-2502	jill.jaycouch@sfgov.org
HSA	Human Services Agency	Robert Thomas	415-557-5649	robert.s.thomas@sfdph.org
JUV	Juvenile Probation	Louise Brooks Houston	415-753-7772	louise.houston@sfgov.org
LHH	Laguna Honda Hospital	Alma Hwe	415-759-3065	alma.hwe@sfdph.org
MYR	Mayor's Office	Julian Low	415 554-6491	julian.low@sfgov.org
PLN	Planning	Josie Lee and/or Alicia John Bapstiste	415-558-6280 415-558-6547	josie.lee@sfgov.org ; alicia.johnbaptiste@sfgov.org
POL	Police Department	Alice Villagomez	415 553-1295	alice.villagomez@sfgov.org
PDR	Public Defender	Sandy Chan	415-734-3321	sandy.chan@sfgov.org
PRT	Port	Lavena Holmes-Williams	415-274-0421	lavena.holmes-williams@sport.com
PUC	Public Utilities Commission	Janet Chan	415- 554-2422	jschan@sfgov.org
RPD	Recreation & Park	Steve Shapiro	415-831-2792	steve.shapiro@sfgov.org
RET	Retirement	Dianne Owens-Lewis	415-487-7026	dianne.owens-lewis@sfgov.org

ETH	San Francisco Ethics Commission	Mabel Ng	415.252.3102	mabel.ng@sfgov.org
SFGH	SF General Hospital	Irma (Nelly) Rodriguez	415- 206-5138	irma.rodriguez@sfdph.org
LIB	SF Public Library	Donna Marion	415-557-4569	donnam@sfpl.org
SHF	Sheriff's Department	Maureen Gannon	415-554-7225	maureen.gannon@sfgov.org
TTX	Treasurer/Tax Collector	Tajel Shah	415-554-4506	Tajel.shah@sfgov.org
WAR	War Memorial	Steve Lara	415-554-6312	steven.lara@sfgov.org