

JLMC HIGHLIGHTS AND UPDATES- AUGUST 2026

Hello all Licensing Program Analysts,

Below are key updates, discussions, and action items from the recent Joint Labor Management Committee (JLMC) meeting on August 19, 2026.

Occupational Chair Updates

Executive Board Elections will take place this coming October 2026. Iby Strong is the current Licensing Program Analyst Occupational Chair.

Joint Labor Management Committee (JLMC) – August 2026 Meeting Highlights

Meeting Overview- Attendees:

CCLD Program Team: Lya Johnson, Kevin Gaines, Kimberly Lewis, Vanessa Andrade, Kenneth Williams, Jean Chen, Shanice Orum, Paul Houser, Greg Olivia, Ilyas Hussein, and Ia Lo.

AFSCME: Rafael Serrano (Business Agent), Caroline Colson (CAB LPA), Iby Strong (LPA) and Nacole Patterson (LPA)

Licensing Program Analysts Key Topics & Updates

Pending Items from last JLMC

- 1) **Unlicensed Regional Office Memo (ROM)**- A ROM is currently being developed to provide smoother guidance for unlicensed inspections.
 - a. As of 11/2025 the following was discussed at the JLMC meeting.
 - i. **Procedure:** If an LPA does not receive a response from management within 30 minutes of reaching out during unlicensed inspections, LPAs are empowered to decide. Management was informed statewide of such in January 2025.
 - ii. **Communication:** Unlicensed procedures are being finalized and will be included in a new Regional Office Memo (ROM).
 - iii. **Clarification:** In straight forward cases, LPAs may deliver findings. Complex cases should be escalated; if complex and no response from management, "needs further investigation" determination should be delivered."
- 2) **Varying lunch times**
 - a. Program stated they are unable to change from GEN1190 as CDSS is not the only department in which it is used. Therefore, it was communicated to all of CDSS that LPA's may vary their lunches. LPAs and LPMS are to work communicate as LPA lunchtime may vary depending on work.
 - i. All LPAs are considered field employees
 - ii. It was confirmed that CAB LPAs are also considered field employees.
- 3) **Bilingual Pay**

- a. The Department stated that each Regional Office determines the need for bilingual staff. Requirements for bilingual pay is a minimum of 10% language use. LPAs currently receiving bilingual pay have it included in their pay.
- b. AFSCME expressed the Dymally-Alatorre Bilingual Language Surveys provided to employees biannually does not properly reflect the language use of LPAs.
- c. The Department expressed good faith in finding a proper channel to collect language needs for staff. They will connect the LPA Chair with the Equity Action Committee to find a solution to the problem.
- d. AFSCME requested data on all current bilingual positions within the Department.

4) Ergonomic Evaluations

- a. The Department provided AFSCME information which identified ergo evaluations are taking well over the required timeframes.
- b. AFSCME requested a better tracking system to facilitate evaluations.
- c. The Department stated they will work on a process to track evaluations.

REMINDERS-

Leadership within Program, including Kevin Gaines, Kimberly Lewis, Program Administrators and Assistant Program Administrators reinforce that Licensing Program Managers and Licensing Program Analysts are to work collaboratively, with open communication. LPMs are to be flexible and understanding of caseload and itinerary determinations made by LPAs.

Please elevate any internal issues within your office chain of command, starting with your LPM, if no resolution is found proceed with the Regional Manager, if no resolution is found proceed to the Assistant Program Administrator.

To add a topic to the JLMC, employees must be able to prove that the issue has been elevated through their local management chain and remains unresolved. Next JLMC meeting is November 18, 2026, please provide any agenda items to your JLMC team by October 21, 2026.