



# EXECUTIVE BOARD MEETING MINUTES

## October 17, 2018

<b>Position</b>	<b>Name</b>	<b>Position</b>	<b>Name</b>
● President	Matt Hilton	● At-Large, 12	Jamie Roberts
● Vice President	Michael Stewart	E Building Manager, 13	Mike Bandy
● Treasurer	Marci Jo Carlton	○ At-Large, 14	Samira Karajcic
E Secretary	Jennifer Barker	n/a At-Large, 15	VACANT
● Chief Steward	Debbie Brock Talarsky	n/a At-Large, 16	VACANT
n/a Community Liaison, 1	VACANT	n/a At-Large, 17	VACANT
● Data Maintenance, 2	Haley Wolford	n/a At-Large, 18	VACANT
● Education & Training, 3	Theresia Lloyd-Siemer	n/a Trustee, 1	VACANT
● At-Large, 4	Roxana Logsdon	n/a Trustee, 2	VACANT
● At-Large, 5	Vivian Lalangan	n/a Trustee, 3	VACANT
n/a Political Action, 6	VACANT	E Staff	Kate Baker
○ Internal Communications, 7	Trisha Crabb	E Staff	Andy Chavira
● At-Large, 8	Elisa Davidson	○ Staff	Nicole Meck
○ At Large, 9	Christine Murray	E Staff	Frank Vehafric
○ At Large, 10	Cynthia Peckover	● Staff	Dennis Ziemer
● At-Large, 11	Molly Clasen	○ Staff	Corey Hope Nicholson

Key: ● present, E excused, ○ not present

### Observers Present:

- I. The meeting was called to order at 5:31 p.m. by Matt Hilton.
- II. Roll was taken by Marci Jo Carlton.
- III. Guests: None.
- IV. Officer Reports
  - a. President's Report: See submitted reports.
    - i. Committee Budgets: After discussing how we should cut back on the budget, it was agreed we would cut our budget by 25% for the 2019 year. Marci Jo and Matt will have the draft 2019 operating budget ready for the next board meeting.
    - ii. Winter Holiday Member Celebration: The holiday party will be on December 18. We are in need of help decorating, as those who are on the bargaining team will be in training that day. Haley had looked into travel options from the satellite offices; this will not be possible due to logistics and costs, so it was decided that outside locations that are unable to attend can put in project-charter requests to have a small event at their location.
    - iii. Pie Day: This event is happening again this year, on November 16. It represents getting your piece of the OHSU pie. The pies will be distributed by staff as usual.
    - iv. AFSCME Strong Week: This weeklong event will be held the last week of January—please mark your calendars.
    - v. Bargaining Update: Bargaining starts in February. OHSU has been notified that we are not doing interest-based bargaining this year. We will do interest based upon mutual agreement, but there will be more traditional bargaining involved. The first bargaining-team training is on October 31 and trainings will be held monthly until bargaining starts. OHSU will have some new people at the table, but they have not picked their management representatives yet.

- vi. Open Enrollment: Open enrollment will run from October 22 through November 9. If you don't want to make any changes, you can leave it and your selections from the previous year will automatically carry over. Be aware that extra money you take out for medical expenses (FSA) or childcare will not roll over, however, so you will have to set that up for next year; if you don't, you won't have the money set aside next year. The FSA will be changing so you will now receive a debit card to pay your expenses as opposed to having to pay first and get reimbursed later. AFSCME does not recommend that our members select OHSU's new high-deductible plan for members; be sure to carefully read all the information prior to signing up for it.
- vii. Political Action: Text-banking was done during the meeting to remind members to vote.
- viii. Spoofing Emails: Some board members have received spoofed emails that appear to be from Matt—he is not sending these emails. He explained what's going on and how he is working on getting the issue resolved. If you are in doubt about whether an email is from Matt, please call him.
- b. Vice President's Report: See submitted report.
- c. Treasurer's Report: See submitted reports.
  - i. New Financial System: Marci Jo and Ruth will be able to get all financials caught up once the moving of the financials to the new system is complete; this move as to be done manually and cannot be uploaded into the new system. The goal is to have this done by the end of October.
  - ii. Movie-Ticket Project Charters: Funds were withdrawn from Unitus to cover the project charters to purchase movie tickets. Precautions are being put into place so this doesn't happen again, as it isn't a good standard practice. All documentation and receipts have been submitted to Marci Jo.
  - iii. Email Motions: Two email motions were approved and not put in the minutes. We need to make sure these are included in the minutes. Here is the information:
    - 1. Sep-18 Email Motion: It was moved by Matt and seconded by Theresia to spend \$200 from project-charter funds to support Haley's weekly compassion group at the Primate Center. **Motion passed 14-0-0. (emm#20180912)**
    - 2. Oct-18 Email Motion: It was moved by Matt and seconded by Marci Jo to spend \$359.96 from project-charter funds to purchase movie tickets for MA Week. **Motion passed 12-0-2. (emm#20181003)**
  - iv. Documentation: Marci Jo has been learning new things through doing this audit. She's going to start working on ways to help the board and staff know what to fill out for documentation.
  - v. LUAFR Form: Theresia and Marci Jo checked in with Jeneane Ramseier, Council 75 fiscal direct, and learned that Local 328 is not required to fill out a LUAFR form, so the local is not delinquent in completing this form as had been previously reported.
  - vi. The treasurer's report comes with an automatic second to acknowledge receipt of the below reports and note that they will be filed for annual audit:
    - 1. Jul-18 Balance Sheet
    - 2. Jul-18 Income Statement**Motion passed unanimously.**

d. Secretary's Report: It was moved by Marci Jo and seconded by Vivian to approve the following minutes:

i. Sep-18 E-Board

**Motion passed unanimously.**

e. Chief Steward's Report: There were 69 cases last month and still a high amount in Environmental Services. Debbie is going to run numbers on the amount of employees compared to the number of complaints (per capita).

V. Money Motions

a. Arbitrations

i. A.S. (Vehafric): The case involves a promotion being given to someone with less experience and seniority. It was moved by Michael and seconded by Marci Jo to spend up to \$15,000 from contract defense to take the K.P. case to arbitration.

**Motion passed unanimously. (mm#100418)**

ii. F.J. (Vehafric): The case involves someone not being hired off the preferential hire list and there not being proper restitution. It was moved by Michael and seconded by Jamie to spend up to \$15,000 from contract defense to take the K.P. case to arbitration. **Motion passed unanimously. (mm#100518)**

iii. K.P. (Ziemer): The case involves an employee who was asked to work out of class; the employee is still working out of class and not being paid for it. It was moved by Michael and seconded by Theresia to spend up to \$15,000 from contract defense to take the K.P. case to arbitration. **Motion passed unanimously. (mm#100218)**

iv. J.V. (Ziemer): The case involves an employee working out of class and not being paid for it. It was moved by Michael and seconded by Matt to spend up to \$15,000 from contract defense to take the J.V. case to arbitration. **Motion passed unanimously. (mm#100318)**

b. Project Charters

i. East County Rising (Michael): It was moved by Theresia and seconded by Marci Jo to donate \$800 from our non-interest bearing political funds for Eddy Morales' Gresham city-council campaign. **Motion passed unanimously. (mm#100118)**

ii. Compassion Group (Haley). It was moved by Matt and seconded by Theresia to spend up to \$400 from project-charter funds for food for the compassion group at the ONPRC. **Motion passed unanimously. (mm#100618)**

VI. Staff Reports/LOAs

- a. Baker: See submitted report.
- b. Meck: See submitted report.
- c. Vehafric: See submitted report.
- d. Ziemer: See submitted report.

VII. Committee Reports

- a. Building Report (Bandy): We are going to need approximately \$10,000 to do some maintenance and repair work at the Barbur property. If there are any other things that need to be done around the office, please let Mike know.
- b. Data Maintenance (Wolford): See submitted report.
- c. Education & Training (Lloyd-Siemer): See submitted report.
- d. Internal Communications (Crabb): No meeting this month.

- VIII. Other Reports
  - a. OHSU Parking (Bandy/Militante): See submitted report.
  - b. OHSU Policy Advisory Committee (Barker): See submitted report.
  - c. NOLC (Carlton): See submitted report.
  - d. SWCLC (Lloyd-Siemer): See submitted report.
- IX. Old Business: None.
- X. New Business
  - a. CWE Center Presentation: Molly will give a presentation on the CWE Center next month.
  - b. Union Email: Matt reported that we can no longer have our local328.org email connect with OHSU Outlook. There are other portals we can use to read our union emails, but having the connection with the OHSU system will not happen again any time soon. Please be sure to setup your email so you are getting your messages online.
  - c. Union Email Extras: Theresia gave a demonstration on where to find the calendar and document information in our union email system. She has been adding information there re: our meetings, check-run due dates, etc. She has also been uploading some board material there. It was noted that we should not add financial information there.
- XI. Announcements: No announcements.
- XII. The next meeting will be held Wednesday, November 28, in CDRC 3200. Dinner starts at 5:00 p.m.; meeting starts at 5:30 p.m. A reminder was given regarding the change of date.
- XIII. Seeing no additional business before the body, it was moved by Michael and seconded by Elisa to adjourn the meeting. **Motion passed unanimously.** Matt Hilton adjourned the meeting at 6:55 p.m.

Respectfully submitted,  
*APPROVED 11/28/18*

Marci Jo Carlton, Treasurer, for  
Jennifer Barker, Secretary  
AFSCME Local 328

*(Minutes are presented to the executive board for review and approval and then posted online at [www.local328.org](http://www.local328.org) for review by the general membership.)*