



EXECUTIVE BOARD MEETING MINUTES

January 20, 2021

	Position	Name		Position	Name
●	President	Matt Hilton	○	At-Large, 12	Vivian Lalangan
●	Vice President	Michael Stewart	●	Building Manager, 13	Mark Chapman
●	Treasurer	Claire Irvan	●	At-Large, 14	Brandy Goldsbury
E	Secretary	Jennifer Barker	●	At-Large, 15	Karri Garaventa
●	Chief Steward	Haley Wolford	n/a	At-Large, 16	VACANT
●	Community Liaison, 1	T.J. Acena	●	At-Large, 17	Casey Parr
●	Data Maintenance, 2	Trisha Crabb	n/a	At-Large, 18	VACANT
●	Education & Training, 3	Molly Clasen	●	At-Large, 19	Karyn Trivette
E	At-Large, 4	Roxana Logsdon	E	At-Large, 20	Kasey Zimmer-Stucky
●	At-Large, 5	Cassie Barton	n/a	Trustee, 1	VACANT
E	Political Action, 6	Eli Shannon	●	Trustee, 2	Mike Bandy
●	Internal Communications, 7	Jesse Miller	n/a	Trustee, 3	VACANT
●	At-Large, 8	Jim Cherveney	●	Staff	Sima Anekonda
●	At Large, 9	Christine Murray	●	Staff	Kate Baker
●	At Large, 10	Cynthia Peckover	●	Staff	Ross Grami
●	At-Large, 11	Roger Clark	●	Staff	Vee Lewis

Key: ● present, E excused, ○ unexcused/not present

Guests/Observers Present: Alice Bartelt, Lia Sebring, Dana Hendricks

- I. The meeting was called to order at 5:03 p.m. by Matt Hilton.
- II. Roll was taken by Karri Garaventa.
- III. Guest—Alice Bartelt: Ms. Bartelt is a professional registered parliamentarian (since 2008) and retired attorney. She answered board questions about parliamentary procedure (appropriate voting, conflicts of interest, quorum, what can be tabled, definition of executive session, etc.). A recording of this presentation is available for reference. Ms. Bartelt recommended, due to our board's size, that we follow regular rules unless a subcommittee is meeting instead. She suggested that we have a board member join the National Association of Parliamentarians for more experience. Several real parliamentarian groups/units are meeting virtually—this is a good option to learn more, and one don't have to be a member to start attending. It's also okay to email her with questions.
- IV. Officer Reports
 - a. President's Report: See submitted report.
 - i. Board Vacancies: We currently have two at-large vacancies with three applicants (Jeff Vogt, Lia Sebring, and Jen Laverdure) and two trustee vacancies with three applicants (Dana Hendricks, Natlie Dutro, and Theresia Lloyd Siemer). Following a vote, Jeff Vogt was appointed to at-large position #16 and Lia Sebring was appointed to at-large position #18. It was moved by Trisha and seconded by Claire to vote on two of the trustee candidates as a pair. After Mike suggested a tallied vote considering all three candidates, the motion was withdrawn by Trisha. Following the vote, Dana Hendricks was appointed to trustee position #1 and Natlie Dutro was appointed to trustee position #2.

- ii. EBC Vacancy: The last EBC vacancy was filled by appointment, as we need a high-functioning member for this role. If you are interested, talk to Matt, Haley, or Jennifer prior to the February meeting.
 - iii. Hillsboro Medical Center Celebration: More than 600 HMC employees have joined Local 328; since OHSU is public and HMC is not, this group will be a sub-local. There will be a solidary event for their contract, and we would like to give gifts to those who worked tirelessly to bring in these members. This 600+ addition shows the power of a union, especially in the face of the Freedom Foundation—thanks to all who organized!
 - iv. Family Medicine Survey: Please strongly encourage your coworkers to take this survey. We very much want to address the needs of underserved employees, and this survey will also provide very useful information for bargaining. Concern was expressed re: confusion around who the survey email came from and why the members of our bargaining unit need to take the survey. It was clarified that the email was a partnership of OHSU Family Medicine and HR.
 - v. Convention Resolution: We will return to this at the March board meeting
 - vi. Hardship Fund: There have been questions about LCSA's tax status 501(c)3 and dispensing funds to our membership—we are working with legal at the council to make sure this is clarified. We're still waiting for the third of three \$100,000 payments from OHSU, but should be getting that soon. There are a lot of people who are truly in need—should we increase the amount being dispersed to requesters, target the money elsewhere, or make any other changes?
 - vii. Board Evolution/Retreat: This year is an election year for the board—nominations will open this summer. In 2019 we held a one-day retreat for the board, but it could have been longer with more variety. If you attended that day and found something lacking, please email Matt so that we are better prepared for this fall. The election will be held in September.
 - viii. COVID-Testing LOA: Prior to this LOA having passed, Matt requested the pay raise go into effect before the board vote was finalized, to put money in pockets sooner. A question came up after the vote—since COVID testing has been ongoing this whole time at the West Campus (8 hours/day twice weekly), because employees must be tested weekly to protect the primates, can those workers also qualify for the differential, since they don't technically fall under this LOA? Matt will bring this up with Magda Leo from HR.
- b. Vice President's Report: See submitted report.
 - c. Treasurer's Report: See submitted report. The treasurer's report comes with an automatic second to acknowledge receipt of the following reports and note that they will be filed for annual audit: Sep-20 and Oct-20 Balance Sheets and Sep-20 and Oct-20 Profit and Loss Reports. **Motion passed unanimously.** Claire reached out to Affinity, the property manager for the Barbur building, to find out basic information such as how utilities are paid, how much each rental unit is paying for rent, etc. She is also reviewing lost time and has discovered time that OHSU is incorrectly billing AFSCME for.
 - d. Secretary's Report: It was moved by Karri and seconded by Claire to approve the following minutes: Nov-20 E-Board and Dec-20 E-Committee. (The Jan-21 E-Committee minutes will be submitted for approval at the Feb-21 board meeting.) **Motion passed unanimously.**

- e. Chief Steward’s Report: See submitted report. Haley asked for feedback on her reports—let her know if there’s anything the board prefers to see or read about regarding the stewards.
- V. Project Charter—Tech Week 2021. It was moved by Haley and seconded by Michael to spend \$500 from project-charter funds to support Tech Week 2021 at the West Campus. **Motion passed unanimously. (mm#010121)**
- VI. Staff Reports
 - a. Anekonda:
 - i. Emergency Transport Coordinator CNI LOA: Sima was working on an LOA for critical-need incentive for emergency transport coordinators. There was a bit of confusion on the LOA—it was put in place without following a process and is currently on pause for two weeks while they’re working on a vote. The LOA would increase the CNI by \$4.00. Vote responses are expected within the next few days, and the LOA will be brought to the board ASAP.
 - ii. 1/28 Virtual Happy Hour: Sima requests everyone to email their favorite cocktail recipes to be combined into a booklet for this event—please send them well ahead of the happy hour.
 - b. Baker:
 - i. Class Spec—Perioperative Patient Assistant 2: There are no incumbents in the role right now, but there may be a few by spring. Want to match with sterile processing tech role classification. It was moved by Casey and seconded by Jim to approve the class specification. **Motion passed unanimously.**
 - ii. Arb Request (C.B.): Employee C.B. was selected for layoff in a case that feels retaliatory due to the timing. It was moved by Trisha and seconded by Roger to spend up to \$15,000 from contract defense to take the C.B. case to arbitration. **Motion passed unanimously. (mm#010221)**
 - iii. Other: Kate is working with coordinators and stewards on recruitment. She is also working with the food-pantry project—there’s a little hitch that will be reported next month. She is attending BLAST (bargaining leadership and staff team) meetings and has been planning AFSCME Strong Week.
 - c. Grami:
 - i. AFSCME Strong Week: The event list can be found at www.local328.org/afscme-strong-week. The VMO phone- and text-banking needs shifts (two-hour blocks filled)—you can sign up here: docs.google.com/forms/d/e/1FAIpQLSd6kAqr0UbN3ihMfMQqfLKcVKmIVmMMvRH5WFbceGnli2G-NA/viewform.
 - ii. Other: Ross is serving on the OSHA COVID/pandemic rules committee—a vote on financial statements was done last week, and a draft of the rules should be out soon. Work continues in Food & Nutrition—Ross has been unable to connect with Greg yet. He is also working on two harassment cases plus another case at West Campus. A reclass was handed to Sima. Next month or sooner Ross will have a reclass for the interpreters.
- VII. Lewis:
 - a. Black Caucus: Vee has been assigned to oversee the Council 75 Black Caucus—she will get a spot in AFSCME emails with updates and link to join. The first meeting was today—there were three attendees from Local 328. Anyone who isn’t Black but is interested in participating or lending support may join one of the other caucuses or can create a new caucus.

- b. Other: Vee is working on two cases—one is a resignation due to HIPAA violations and one is from the West Campus, where there were concerns about a circulated petition and the employer uncovered three- to five-year-old allegations after doing multiple interviews of employees.

VIII. Committee Reports

- a. Community Liaison (Acena): See submitted report.
- b. Data Maintenance (Crabb): No updates
- c. Education & Training (Clasen): See submitted report. Thanks for sharing the word about GED program—the CWE Center has gotten several inquiries. The GED program is for employees only. Rebecca will launch the first English class for ELL in the spring. Molly reported that the Collective Bargaining Institute is virtual this year, and filling up quickly—she’s trying to get seats set aside for our membership. The hosts will probably set up another session in the spring.
- d. Political Action (Shannon): See submitted report.
- e. Internal Communications (Miller): Jesse is helping get the word out for AFSCME Strong Week. He is attending BLAST meetings this and next year for bargaining prep. Let Jesse know if anything should be communicated out.
- f. Building (Chapman): See submitted report.
- g. Diversity/Equity/Inclusion (Acena): See submitted report.
- h. Policy (Barker): See submitted report. It was moved by Haley and seconded by Jim to approve the following three policies: Policy Creation & Revision, Member Appeals, and Steward Representation Conflicts. **Motion passed unanimously.**

IX. Other Reports

- a. Membership Update (Parr): Membership numbers are up a tiny bit—flat is better than how we were doing in late 2020. Recruiting members during COVID is REALLY difficult—special shout-out to Kate, Lia, Kasey, and Jordan for their efforts in keeping up this work.
- b. OHSU EBC (Barker/Hilton): See submitted report. Matt reported that OHSU’s bargaining counsel, Mike Brunet, wants Local 328 to agree to vote as a block as a condition of allowing the House Officers Union to have a voting seat on the EBC. Another EBC town hall will be coming up—please join if you can
- c. OHSU Parking (Bandy): Nothing to report
- d. OHSU Policy (Barker): See submitted report.
- e. OHSU Safety (Chapman): See submitted reports. The OSHA safety committee is still a little underrepresented, so if anyone wants to attend in the future, please let Mark know by email.
- f. NOLC: See submitted report.
- g. SWCLC: See submitted report.

X. Old Business: None.

XI. New Business

- a. Roberts Rules of Order Subcommittee (Clark): Roger expressed concerns to Matt about feeling that the budget approval process at the Nov-20 board meeting was rushed. Roger has volunteered to serve as chair of a new procedural-process committee—please contact him if you want to join/contribute or have any concerns. The mission of the subcommittee is to foster inclusion and make sure everyone is comfortable contributing during board meetings and understands the steps involved. Mike suggesting staying with Robert’s Rules due to their strictness and the fact that the

topic of the committee is finances. Some board members feel behind and out of the loop with a lot of the discussion topics and feel that having to review reports the day of or just before a meeting is a lot to manage and fully digest in time for the meeting. It was noted that if having the reports by the Monday before the meeting isn't enough time, that can be discussed, but the board does have "homework" and reports should be read prior to the meeting. Kate indicated that she prefers a few slow meetings so that everyone feels that they are heard—she's a huge fan of this new subcommittee idea and of including new people in it.

- b. Black Employee Resource Group (Irvan): Claire is in a leadership position for the BERG, to build a liaison between Local 328 and the BERG. The BERG understands that many on its mailing list are union members. Claire suggested that if you are a member of any ERG, reach out and have a conversation with them in order to strengthen the ERG's connection and working relationship with the union.
- c. Black Stewards (Irvan): There was a recent situation where Claire's department ended up with three trained stewards, which is over the contractual limit of two stewards per department. Matt had a conversation with Greg Moawad re: granting case-by-case exceptions to this rule when there is a Black or other minority employee interested in doing steward work. Greg was amenable to this, and an exception was granted for Claire's department. Local 328 wants to ensure that Black and brown stewards are encouraged and given fair opportunities in roles and representation within the union.
- d. HR Discipline Matrix (Baker): Kate will let HR know on Monday who the team will be who will be reviewing this matrix. It was suggested to include someone from a department that faces a lot of this discipline—EVS, Food & Nutrition, etc. Contact Ross if you have an interest in participating.
- e. Swearing-In of New Board Members: This will be postponed until the February board meeting so that all new members can be present.

XII. Announcements: Matt commended all for tonight's participation.

XIII. The next meeting will be held via Zoom on Wednesday, February 17, at 5:00 p.m.

XIV. Seeing no additional business before the body, Matt Hilton adjourned the meeting at 8:29 p.m.

Respectfully submitted,

APPROVED 2/17/21

Karri Garaventa, At-Large Member
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 for review by the general membership.)