



EXECUTIVE BOARD MEETING MINUTES

October 21, 2015

Position	Name	Position	Name
● President	Matt Hilton	● At-Large, 11	Sarah Cinnamon
E Vice President	Chinetta Montgomery	● At-Large, 12	Vivian Lalangan
● Treasurer	Christi Branchaw	● At-Large, 13	Mike Bandy
● Secretary	Jennifer Barker	● At-Large, 14	Maureen Moncada
● Chief Steward	Michael Stewart	● At-Large, 15	Chris Fosnight
● Community Liaison, 1	Theresa Lloyd Siemer	● At-Large, 16	Tara Karnes
● Data Maintenance, 2	Haley Wolford	-- At-Large, 17	VACANT
● Education & Training, 3	Marci Jo Carlton	-- At-Large, 18	VACANT
-- Internal Organizer, 4	VACANT	E Trustee, 1	Michelle Libra
-- Navigator, 5	VACANT	-- Trustee, 2	VACANT
-- Political Action, 6	VACANT	-- Trustee, 3	VACANT
● Internal Communications, 7	Bernie Delaney	● Staff	Kate Baker
● At-Large, 8	Elisa Davidson	● Staff	Ross Grami
At Large, 9	Linda Ramsey	● Staff	Frank Vehafric
● At Large, 10	Matt Millard	● Staff	Dennis Ziemer

Key: ● present, E excused, ○ unexcused

Guests/Observers Present: Debbie Brock Talarsky, Corey Hope Nicholson, Catherine Martinez,

- I. The meeting was called to order at 5:30 p.m. by Matt Hilton.
- II. Roll was taken by Jennifer Barker.
- III. Guests: Debbie and Catherine were present to request appointment to the two at-large board seats. Corey is a temporary staff person working on the AFSCME Strong campaign for OHSU. Introductions were made.
- IV. Consent Agenda: Matt explained that we will no longer be using the consent agenda; minutes will be presented and approved during the secretary's report.
- V. Officer Reports
 - a. Treasurer's Report: See submitted reports.
 - i. The board approved **emm#2015094** on Sept. 24, to spend \$488 from project-charter funds to pay per diem for four people attending the AFSCME Women's Conference in Indianapolis from Oct. 8-11.
 - ii. The tentative deadline to submit budget first drafts to Christi Branchaw is Oct. 31.
 - iii. 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. Sep-15 Balance Sheet Standard, Balance Sheet Detail, Transaction List by Date and P&L Budget Performance.
 2. 2015 Q3 Reports for International
 3. 2014 Taxes

After discussion, the question was called. **Motion passed unanimously.**
 - b. President's Report: See submitted report.
 - i. Barbur office keys: Matt asked for show of hands of who has keys.

- ii. Holiday party details: The party will be held in lieu of a board meeting, on Dec. 16 at 6:00 p.m., again at the Kennedy School. We'll again be doing a \$20-limit white elephant exchange. Additional details will be forthcoming.
- iii. Additional board appointments: The agenda was paused to vote on appointing Debbie and Catherine to the board.
 - 1. Maureen Moncada moved and Marci Jo Carlton seconded to appoint Debbie to at-large position #17. Seeing no discussion, the question was called. **Motion passed unanimously.**
 - 2. Theresia moved and Sarah seconded to appointment Catherine to at-large position #18. Seeing no discussion, the question was called. **Motion passed unanimously.**
- iv. Swearing-in ceremony: Debbie and Catherine, as well as board members who were not present at the Sep-15 board meeting (Matt Millard, Chris Fosnight, Elisa Davidson) were sworn in by Matt.
- v. Budget-meeting preparation: This year's budget process will be different because planning around the Friedrichs decision needs to take place. Three budgets will need to be prepared: a best-case-scenario 100% funded version, a version at 75% funding and a version at 50% funding. The board will need to decide what projects and committees will be prioritized. Matt and Christi will be in touch with committee chairs with details about the process.
- vi. Orientation: An orientation session for new board members will take place before the end of the calendar year. Additional details will be forthcoming.
- vii. Winter board retreat: The plan is to hold a day retreat at University Place. Please send any content suggestions or other ideas to the executive committee. .
- c. Vice President's Report: No report submitted.
- d. Secretary's Report: It was moved by Jennifer and seconded by Christi to approve the following minutes: Sep-15 E-Board, Oct-15 E-Committee. Seeing no discussion, the question was called. **Motion passed unanimously.**
- e. Chief Steward's Report: See submitted report.

VI. Money Motions

- a. Project Charters
 - i. ICC video project: Bernie Delaney presented a request to use \$1,125 from project charter funds to pay OHSU EdCOMM to create a 1.5-minute video about the benefits of being a unit steward and a call to action to nominate someone to be a unit steward. Filming would take place the first week of November. It was moved by Bernie and seconded by Christi to approve the project charter. After discussion, the question was called. **Motion passed unanimously.**

VII. Staff Reports/Requests:

- a. Baker: See submitted report.
- b. Grami: See submitted report.
- c. Vehafric: See submitted report.
- d. Ziemer: See submitted report.
 - i. LOA—Rehab Services: This is a standard LOA used when a department finds they need more flex staff. Rehab Services needs the flex-staff cap lifted since the department has had trouble recruiting regular therapists. AFSCME members in the department are supportive of the LOA. It was moved by Christi and seconded by Theresia to approve the LOA. After discussion, the question was called. **Motion passed unanimously.**

VIII. Committee Reports

- a. Community Liaison (Lloyd-Siemer): See submitted report. In addition, the Council 75 Women's Committee will hold their conference Jan. 22-23, 2016. Registration cost is \$25. Keynote speakers will be Oregon Secretary of State Jeanne Atkins and Oregon Senate Majority Leader Diane Rosenbaum.
- b. Data Maintenance (Wolford): See submitted report.
- c. Education & Training (Carlton): No report this month. Marci Jo has been working on committee's budget.
- d. Internal Organizer (vacant): n/a
- e. Navigator (vacant): Matt noted that leadership decided that this seat would be changed to be for the unit-steward program. We need to fill this position as soon as possible.
- f. Political Action (vacant): See submitted report from Matt Hilton.
- g. Internal Communications (Delaney): See submitted report.
- h. Other
 - i. Building (Bandy): Roof work is being done at Barbur for a cost of about \$700; the roof will need to be replaced in about two years. The apartment is currently vacant; there should be no problem renting it again. The rent is \$1,995 (for 1250 sq ft, 2bd/3ba). The retail-space lease expires Dec. 31. The property manager has given Farmers notice of new terms for a two-year lease; we are waiting to see if they'll re-sign. We have three water meters and there have been problems with the incorrect meter running, with a meter not running, etc. The general contractor is talking to the plumbing company and will contact the City of Portland if necessary. We also had an attempted break-in at the side door of our space. Matt noted that the security tapes will now be reviewed weekly. If you notice anything suspicious at the building, please note the date and time and let Matt know.
 - ii. NOLC (Carlton): No report submitted.
 - iii. Parking (Militante): See submitted report.
 - iv. Policy (Barker): See submitted reports.
 - v. Safety (vacant): n/a

IX. New Business

- a. Printed contracts: Printed contracts (full size and mini) were available for distribution. Note that the page numbers are off in the index.
- b. Unit stewards: Corey and Debbie gave a presentation on the unit-steward program. A regular steward does investigations and grievances; a unit steward is the "face" of the union and helps communicate with our members. This program has benefits that the Navigator program did not, such as protected steward time to do the duties of the role during work time.
 - i. Training: A total of 29 unit stewards in 24 departments have been trained to date. Local 328 currently has three lost-time organizers working with the program: Catherine, Debbie and Kelli Byrd, who is handling the training aspect. The next training will be held Nov. 19, and training will take place every Thursday starting in Jan. 2016.
 - ii. Outreach: We will start focusing on departments with the highest percentage of fair-share employees. Corey distributed a list of the target departments (March Wellness, Primate Op, Hospital Transportation, Ophth Admin, Respiratory Therapy, Logistics Warehouse, Outpatient Pharm, IDD Psychology, Enterprise Coding, Intercultural Psych). The board discussed ways to reach out to these departments, possible contacts, etc. Every board member will

commit to giving Debbie at least one name of a potential unit steward. Matt will send the board members an email reminder about tonight's ask.

- X. The next meeting will be held Nov. 18 in CDRC 3200. Dinner starts at 5:00 p.m.; the meeting starts at 5:30 p.m.
- XI. Seeing no additional business before the body, it was moved by Christi and seconded by Michael Stewart to adjourn the meeting. **Motion passed unanimously.** Matt Hilton adjourned the meeting at 6:31 p.m.

Respectfully submitted,
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.)