



EXECUTIVE BOARD MEETING MINUTES

February 22, 2017

Position	Name	Position	Name
● President	Matt Hilton	● At-Large, 11	Sarah Cinnamon
○ Vice President	Chinetta Montgomery	n/a At-Large, 12	VACANT
● Treasurer	Marci Jo Carlton	● Building Manager, 13	Mike Bandy
● Secretary	Jennifer Barker	n/a At-Large, 14	VACANT
● Chief Steward	Michael Stewart	n/a At-Large, 15	VACANT
● Community Liaison, 1	Theresia Lloyd Siemer	● At-Large, 16	Tara Karnes
● Data Maintenance, 2	Haley Wolford	● At-Large, 17	Debbie Brock Talarsky
● Education & Training, 3	Vivian Lalangan	● At-Large, 18	Catherine Martinez
E At-Large, 4	Helen Metts	● Trustee, 1	Michelle Libra
● At-Large, 5	Robert Dorsett	n/a Trustee, 2	VACANT
n/a Political Action, 6	VACANT	n/a Trustee, 3	VACANT
● Internal Communications, 7	Trisha Crabb	● Staff	Kate Baker
E At-Large, 8	Elisa Davidson	● Staff	Andy Chavira
○ At Large, 9	Nate Leviner	○ Staff	Frank Vehafric
n/a At Large, 10	VACANT	● Staff	Dennis Ziemer

Key: ● present, E excused, ○ unexcused

Observers Present: Andy Friedman

- I. The meeting was called to order at 5:30 p.m. by Matt Hilton.
- II. Roll was taken by Jennifer Barker
- III. Guests: Molly Clasen, Program & Outreach Coordinator from the CWE Center gave a presentation on their services. They offer classes, certificate programs, online resources, personalized services, and more. The CWE Center just hired a new senior trainer and now have a full team on board. They'll be redesigning their marketing materials. They're planning on bringing back their English language learner program and are about to launch training for a new cohort of conflict coaches (applications accepted beginning February 27). Their administrative offices are now located in Marquam Plaza, but classes and counseling are still located on the hill or the waterfront. The OHSU Career Fair is being held Tuesday, May 2, from 10:00 a.m. - 2:00 p.m. in the BICC Gallery.
- IV. Officer Reports:
 - a. President's Report: See submitted reports.
 - i. Lobby Day: Monday, March 13, in Salem. Participating in Lobby Day is covered by lost time. Email Matt if you're interested in participating. People in PERS should be following this legislative session.
 - ii. Council 75 Executive Director: Michael Seville will be a guest at the April board meeting to give a presentation on upcoming challenges for the labor movement.
 - iii. ONA Bargaining/PTO: ONA bargaining is underway. One of the big issues is OHSU's PTO proposal. ONA has filed a ULP against OHSU re: the communications rollout about PTO. (ONA also has a different ULP in process.) AFSCME's PTO task force with OHSU is on hold until ONA bargaining on the matter is concluded.

- iv. Survey: Theresa moved and Sarah seconded to pay up to \$23,000.00 from the contract-defense fund for Patinkin Research Strategies to conduct a bargaining survey for the local. **Motion passed unanimously. (mm# 010117)**
- v. Audit Issue: We'll likely get penalized on our next audit for some issues related to the transition between treasurers; e.g., the hard copies of some paid bills were unable to be located. We're in a much better situation now with our paid bookkeeper in addition to a volunteer treasurer. Matt will arrange a board presentation re: our funds, what the treasurer and bookkeeper do, etc.
- vi. PAC Formation: Tara has volunteered to be the new PAC chair, so we can get the committee restarted. Matt has contacted previous committee members. Email Matt if you're interested in participating.
- vii. Why Does Labor Care About Immigration?: Matt discussed recent presidential executive orders and why labor unions should be involved in pushing back. It affects our members and their families, and it affects our patients.
 - 1. OHSU Statement/ICE Compliance: Dr. Robertson previously made a public statement that OHSU would not be cooperating with ICE officials. Matt recently learned that Public Safety doesn't have a protocol in place re: how to deal with ICE officials. He would like to get board buy-in to send a letter on behalf of the board to Hollie Hemenway, pushing OHSU to develop these protocols as soon as possible. The board supports such a letter—he'll share a draft with the board before sending it to OHSU.
 - 2. Donation—PCUN/Causa/Unite Oregon: Andy F. discussed the various local organizations serving immigrants and what they do. He noted that PCUN has affiliated organizations that we could donate to (we can't donate directly to the union). We can also let our members know about these organizations and how to donate, can donate more later if we decide to, etc. Matt moved and Michael seconded to donate \$250.00 each from project-charter funds to PCUN, Causa, and Unite Oregon, for a total of \$750.00. **Motion passed unanimously. (mm# 010217)**
- viii. Convention Nominations: Nominations closed today at 5:00 p.m. We may not have enough nominations to require an election.
- b. Vice President's Report: No report submitted.
- c. Treasurer's Report: See submitted reports.
 - i. Marci Jo reported that all check signers must attend the upcoming financial-standards training on April 1, as should trustees who've not yet attended. New Procedures and Practices: Marci Jo and Jeneane are almost finished with the 2015 audit. Committees need to provide copies of sign-in sheets for catered meetings, invoices, copies of minutes discussing how budgeted funds are to be spent and that the committee agreed (this should be formal, in the form of a motion), etc. Travelers need to submit Google Maps printed documentation showing mileage to accompany reimbursement requests. Please submit reimbursement paperwork as soon as possible. Folks can bundle reimbursement requests, but they should be submitted within the same fiscal year the expense was incurred. Please sign your actual physical receipt. Checks will be run twice a month (on the 10th and 25th); a 30-day turnaround for reimbursements is allowed, but they may take less time than that. All pending reimbursements and invoices have been paid--if you submitted something to Christi and haven't been paid yet, you'll need to resubmit to Marci Jo.

- ii. Council 75's trustees are hosting a "Secretary/Treasurer 101" workshop on Friday, March 31, at 7:00 p.m. in Wilsonville—email Theresia for additional information.
- 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. 2016 Q1, 2016 Q2, 2016 Q3, and 2016 Q4 Balance Sheets and Income Statements
 - 2. Jan-17 Balance Sheet and Income Statement

Motion passed unanimously.

- d. Secretary's Report: It was moved by Jennifer and seconded by Matt to approve the following minutes: Nov-16 E-Committee, Nov-16 E-Board, Jan-17 E-Committee, Jan-17 E-Board. A spelling correction to a guest's name will be made to each of the board minutes before they are signed and posted online. **Motion passed unanimously.**
- e. Chief Steward's Report: See submitted report. If you know employees who might want to be a steward, let them know about the incentive program and let Michael know about them.

V. Money Motions:

- a. Project Charters:
 - i. West Campus Event: At the November 2016 board meeting, the board approved to commit to use union funds to again sponsor a breakfast for Primate Center Tech Appreciation Week, with the amount and source of funds to be determined at the January meeting. This money motion wasn't done in January, so needs to be done tonight. Theresia moved and Debbie seconded to spend \$272.23 from project-charter funds to reimburse Haley for the West Campus event. **Motion passed unanimously. (mm# 010317)**

VI. Staff Reports/LOAs:

- a. Baker: No report submitted--Kate has been out and is getting caught up.
- b. Chavira: He will have an LOA ready to be reviewed and approved by the board soon—this will be sent by email.
- c. Vehafic: No report submitted.
 - i. LOA—Payroll Specialist 3: Matt presented the LOA on Frank's behalf. This is a new position, with a plan for a specific person to be moved up into the position. Trisha moved and Vivian seconded to approve the LOA. **Motion passed unanimously.**
- d. Ziemer: See submitted report. Dennis elaborated on the Pharmacy vacation-requests consensus agreement--it covers the entire department. However, he found out today that it's not being implemented properly. Other aspects are going well, however. Some previous grievances are still pending. Dennis elaborated on the Food & Nutrition vacation-request consensus agreement. The Food & Nutrition supervisor who shoved a member grabbed another employee; Public Safety was involved this time. This supervisor may have resigned or may have been suspended--if he hasn't resigned, there'll be some related grievances.

VII. Committee Reports:

- a. Community Liaison (Lloyd-Siemer): See submitted report. Theresia will be attending the SWCLC meeting on March 1. Lots of women have signed up for the women's conference. There are still openings, but interested parties need to get their registrations to Vivian by this weekend.

- b. Data Maintenance (Wolford): The new streamlined process has left Haley unable to answer questions about specific members, since she no longer has a hard copy of cards and doesn't have access to the database. The new council secretary will be trained on how to use the database and she should be able to assist more after that.
 - c. Education & Training (Lalangan): Leadership Conference is happening April 28 in Salem, but Vivian doesn't have the information about it. Andy F. noted that the registration form will be posted on the Council 75 website soon. Vivian asked if there are other caterers we can use, since it seems like we have a lot of the same food. OHSU Catering might be doing evening catering again. It was reported that some of those members want to switch to fair-share because the union hasn't been using their services. We haven't been able to order hot food from them in the evenings because it hasn't been available. Michelle will talk to Justin (catering manager) about this.
 - d. Internal Communications (Crabb): See submitted report. The ICC met again today and talked about upcoming projects like the strike-prep committee. She will have project charters to present next month and will be more active on social media.
 - e. Building (Bandy): We finally have our new roof; Marci Jo is taking care of the billing. The cleaning service is great. We have long-term renters and have received no complaints. Farmers Insurance's lease is up next year.
- VIII. Other Reports:
- a. OHSU Retirement (Barker): Nothing to report.
 - b. OHSU Parking (Bandy): See submitted report.
 - c. OHSU Policy (Barker): See submitted report.
 - d. NOLC (Carlton): No report submitted.
 - e. SWCLC (Lloyd-Siemer): See submitted report.
- IX. New Business:
- a. PAC Chair Appointment: Mike moved and Theresia seconded to appoint Tara as PAC chair. **Motion passed unanimously.**
- X. Announcements:
- a. Immigration-Related Tabling: Michael is organizing tabling/flyers on campus re: immigration, dates/shifts/details are TBD. Please let him know your availability if you're interested in helping.
- XI. The next meeting will be held Wednesday, March 15, in **Old Library 217**. Dinner starts at 5:00 p.m.; meeting starts at 5:30 p.m.
- XII. Seeing no additional business before the body, it was moved by Matt and seconded by Mike to adjourn the meeting. **Motion passed unanimously.** Matt Hilton adjourned the meeting at 7:47 p.m.

Respectfully submitted,

APPROVED 3/15/2017

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.)