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# PENDING APPROVAL OF STATE EXECUTIVE BOARD

## MINUTES OF ASEA/AFSCME LOCAL 52 Quarterly Business Session State Executive Board September 5-6, 2006 (Fairbanks AK)

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**QUARTERLY BUSINESS SESSION OF THE  
ASEA/AFSCME LOCAL 52 STATE EXECUTIVE BOARD  
SEPTEMBER 5-6, 2006  
Westmark Fairbanks Hotel, Fairbanks AK**

**DAY 1**

**CALL TO ORDER AND ROLL CALL (8:30 am.)**

The quarterly business session of the State Executive Board convened in the Harper Room of the Westmark Fairbanks Hotel, Fairbanks AK, and was called to order at 8:30 a.m. by President Fred Brown. Secretary Michael Williams called the roll and noted for the record the following board members and staff to be present. The presence of a quorum was declared.

Present were:

Chris Lyou, Class I Representative  
 Fred Brown, President  
 Karen Zubillaga, Treasurer (Arrival Time: 11:05 a.m.)  
 Michael Williams, Secretary  
 Pat Moss, Interim Northern (Fairbanks) Region Representative (joins telephonically at 11:00 a.m.)  
 Rosemary Foster, Professional Representative  
 Sheila Fowlkes, Technical Representative  
 Stephen Wright, Southeast (Juneau) Representative  
 Sue Layton, Administrative Support Representative  
 Wade Wahrenbrock, Rural Representative  
 Wyatt Wheeler, Central (Anchorage) Region Representative  
 Jim Duncan, Business Manager (with voice/no vote)

Absent: As noted above.

Also present: NW Area Field Services Director Tam Tocher; Admin Assistant II MaryAnn Ganacias (In training); and Admin Assistant III Roberta Holmes-Carter

**ADOPT AGENDA**

Main Motion 07-009 (Adopt Agenda)

Moved by Chris Lyou, seconded by Wyatt Wheeler  
 To adopt the agenda as presented.

Amendment 07-009A

The following amendments to the agenda were brought forward:

- Business Manager's Report – AFSCME Constitutional Amendment No. 3
- Business Manager's Report – Personnel/Labor Relations Issues
  - 7/12/06 letter to Kiesel re Transfer of Job Locations
  - 7/19/06 letter to Kiesel re 2006 Article 17 Class Series Review List

- 1           ▪       8/4/06 letter to Kiesel re Interns/Violation of Title 39. Alaska Statutes
- 2           Chapter 39.25, State Personnel Act
- 3           ▪       8/18/06 Letter to Kiesel re API Fingerprint Policy HR-60-1
- 4           ▪       Layoffs
- 5           ▪       Pre-Disciplinary Meetings
- 6       •       New Business – Executive Board Materials
- 7       •       President’s Report – Subcommittee of the Board on Policies & Procedures to be moved to
- 8           a time certain , first item on agenda on 9/6/2006
- 9       •       Business Manger’s Report – Layoffs, under Personnel/Labor Relations Issues
- 10      •       New Business – Professional Negotiator

11  
12           Amendment 07-009A passed, without objection.

13  
14           (Note of record: The P&P Subcommittee will meet immediately following the evening recess.)

15  
16           Motion 07-009 as amended passed, without objection.

17  
18           Point of Information: Karen Zubillaga will not be in attendance until after 11:00 a.m.

19  
20           **SWEARING IN OF NEW BOARD MEMBER FOR THE RECORD**

21           This agenda item was postponed until the arrival of Pat Moss.

22  
23           (To allow Business Manager Jim Duncan to contact Pat Moss, Interim Northern Region Representative,  
24           telephonically the Board went off the record at approximately 9:10 a.m.. Unsuccessful in the attempt, the  
25           record resumes at approximately 9:15 a.m.)

26  
27           Main Motion 07-010 (Dec.’ 06 Quarterly Board Meeting Schedule Change)

28           Moved by Wyatt Wheeler, seconded by Rosemary Foster

29           To move the December Quarterly Executive Board Meeting, due to an AFN scheduling conflict, from  
30           December 13 and 14 to December 14 and 15, 2006, in Anchorage.

31           Motion 07-010 passed, without objection.

32  
33           **APPROVE MINUTES (5/22-23/06, 7/7/06)**

34  
35           Main Motion 07-011 (Adopt 5/22-23/06 Minutes-Quarterly Business Session-Kodiak)

36           Moved by Wyatt Wheeler, seconded by Wade Wahrenbrock

37           To approve the May 22-23, 2006, minutes (Quarterly Business Session-Kodiak) as presented.

38  
39           Amendment 07-011A

40           Moved by Rosemary Foster, seconded by Stephen Wright

41           The following amendment to the May 22-23, 2006, minutes was noted:

- 42           ▪       P. 11, line 36, correct “Jeff” to read “John.”

43  
44           Motion 07-011 as amended, passed without objections.



1 both the FY06 and FY07 budgets; but, if the PAC does not need the funds for political  
2 contributions, then those funds will not be transferred.

3 Other Revenue

- 4 ▪ Contributions - Those listed were made through the Union to be directed to the Women's  
5 Committee: \$750, from the Anchorage Chapter; \$1,088.50, from funds raised at the 11<sup>th</sup> ASEA  
6 Biennial Convention; and \$1000, from the Midnight Sun Chapter.

7 EXPENSES

8 Payroll Expense

- 9 ▪ Salaries & Wages - over budget by \$4,360 due to overtime. The cause for overtime is a result  
10 from the Political Education Leadership Conference in February and the 11<sup>th</sup> ASEA Biennial  
11 Convention held in March.

12 Taxes & Benefits

- 13 ▪ Hiring Expenses - The hiring expense of \$5,000 was not budgeted. The expense was due to the  
14 hire of Business Agent Sam Rhodes to cover travel expenses for his move from Texas.

15 Operating Expense

- 16 ▪ Telephone - The telephone expense is a concern because we were over budget by \$8,161. First,  
17 due to the current Administration, there have been more conversations regarding worksite issues.  
18 Secondly, there has been an increase in cell phone usage. We are seeking a new cellular phone  
19 plan to help reduce that cost. Business Agents use these cell phones while they are in the field.
- 20 ▪ Contractual Consultants - we are not using contractual consultants. Collection costs were initially  
21 applied to this line item when temporarily hiring the Collections person from an employment  
22 agency, and then we transferred it over to staff salaries after she became a permanent employee  
23 with the Union.

24 Governance Expense

- 25 ▪ ASEA Convention - over budget by \$4,197 due to several items; such as, increased cost of hotel  
26 rooms, airfare, room rental, and the cost of providing the ability to project the convention  
27 materials on screen.

28 MEMBER ADVANCEMENT PROGRAM (MAP)

29 Organizing

- 30 ▪ The Organizing Expenses (Travel Costs, etc.) - over budget by \$15,716. Travel to Sitka is  
31 expensive. We received a grant of \$21,560 from AFSCME International which put the total for  
32 Organizing under budget by \$10,830.

33 Member Services

- 34 ▪ *Solidarity* - costs do not reflect paper or postage costs. Those figures are reflected under supplies  
35 and will be adjusted to reflect *Solidarity*.
- 36 ▪ Legal SB 141 Fight - This involved a legal firm contracted to look at SB 141 to determine if there  
37 was any way for us to "break suit and prevail," in which there was not. The costs were split  
38 among several unions. Another cost was an advertising campaign that was done during the last  
39 legislative session to encourage members to vote and overturn SB 141; and we contracted with a  
40 firm to look at alternatives to SB 141 and what approach we can take. It was presented in the last  
41 legislative session, but it was ignored.

42  
43 12-Month Cash Flow Review

44 Regarding the 12-month Cash Flow review and presentation, the Business Manager advised that the  
45 Union is maintaining its cash balance and would ideally like to be at \$1,000,000. It is important that we

1 continue with dues collection and we continue to do external organizing to increase the membership base  
2 and control our expenses as much as possible.

3  
4 (Note of record: The Business Manager receives a call from Business Agent/Organizer George Zuke,  
5 confirming results of the Sitka election for representation. ASEA prevailed with 70 percent of the votes.  
6 Sitka is a 62 member bargaining unit.)

7  
8 FY07 Budget

9 The Business Manager reviewed the balance sheet with no questions from the board. Regarding the FY07  
10 (Budget vs. Actual), the following items were especially noted:

- 11     ▪ Membership Dues - revenue reflects that we are currently in a surplus position. There are some  
12        unknowns for FY07, such as a possible decrease in revenue for the month of August due to the  
13        hiring freeze, and the impact that the next administration could have on GGU positions.

14  
15 AK EasyBiz Account

16 A report was not presented at this time.

17  
18 /end of budget presentation

19 AFSCME Constitutional Amendment No. 3

20 AFSCME Constitutional Amendment No. 3 (the 21<sup>st</sup> Century Initiative), was adopted at the 2006  
21 AFSCME International Biennial Convention held in Chicago IL. This initiative will, through a per capita  
22 increase that will be in addition to the AFSCME minimum dues increase, provide resources for the  
23 International to realize the goals within the 21<sup>st</sup> Century Programs, to provide assistance as to what the  
24 International can do for the union membership as a whole and to build the capacity of the Councils and  
25 Locals .

26        With the contractual 60-day notification requirement to enact the dues increase under the  
27 Initiative, the State of Alaska GGU members would have experienced two dues increases; ASEA has  
28 devised calculations, with an implementation of January 1, 2007, that will assure the membership will  
29 only experience one dues increase event against their pay vouchers totaling \$2.00 per month (for a full-  
30 time member/fee payor) plus the AFSCME minimum dues increase affected by the COLA. (A part-time  
31 member/fee payor will experience somewhat of a lesser amount.)

32  
33 (Note of record: Calculations for the January 1, 2007, dues increase is incorporated into the minutes at  
34 Exhibit A, a copy of which is available upon filing of an Information Request to the Business Manager.)

35  
36        Notification will be sent to the State of Alaska during the third week of October, simultaneously  
37 all members will be informed. We will develop informational pieces to distribute to the members.

38  
39  
40 (The Chair called for a brief break at 9:55 a.m., resuming the record at 10:00 a.m., with new board  
41 member, Northern Region Representative, Pat Moss joining via teleconference because of an injury she  
42 sustained.)

43  
44 **SWEARING IN OF NEW BOARD MEMBER FOR THE RECORD (Continued)**

45  
**ASEA/AFSCME Local 52 State Executive Board  
Quarterly Business Session  
September 5-6, 2006 (Fairbanks AK)**

Obligation of an Officer

Interim Northern Region Representative Pat Moss was sworn in for the record, subscribing to the “*Obligation of an Officer.*”

**REPORTS - BUSINESS MANAGER (CONTINUED)**

Main Motion 07-014 (Amend FY 2007 Budget)

Moved by Michael Williams, seconded by Chris Lyou

To amend the FY07 Budget to increase the AFL-CIO Convention line item to \$10,000.

Motion 07-014 passed, without objection.

Collections Report

Collections had a major impact on our ability to reduce the deficit for the year. The outstanding dues owed of \$167,000.00, less dues collected of \$98,100.85; net estimated dues owed, \$68,899.15.

As a result of dues collections, we have signed up 100 who had not previously completed their GGU Authorization for Payroll Deductions forms.

Active monthly payment plans total approximately \$4,000 per month. The amount will fluctuate when accounts are paid in full or if there are any additional payments plans.

Steward Training

The Business Manager presented a supplemental update report to the Board that stated the changes as of September 1, 2006, since the June 21, 2006 Steward Training Report; with discussion on the policy reference regarding those stewards that have not attended mandatory training.

Steward training sessions since the first of the year were brought forward with the proposed training sessions for the second half of the year. The basic training will remain 7.5 hours and the advanced training will be for only 4.0 hours.

The Business Agents will be conducting steward training in the Rural and Bush areas onsite. Dates for the Rural and Bush training are currently being established by the Business Agents, in consultation with the chapters.

Tentative dates for Anchorage are October 3<sup>rd</sup> & 4<sup>th</sup>; Fairbanks, October 10<sup>th</sup> & 11<sup>th</sup>; and, Juneau, October 24<sup>th</sup> & 25<sup>th</sup>.

In the urban areas, Business Agents are available to attend steward meetings for auxiliary training.

President Fred Brown inquires about the noon worksite meetings. Wyatt Wheeler states that those meetings are conducted for steward recruitment, informing the members, and outreach. Worksite visits have been successful. The Anchorage Chapter had a record attendance of over 75 attendees at the August chapter meeting that had Sarah Palin and Tony Knowles in attendance.

President Fred Brown requests that the chapter notify the Union when they have scheduled a noon worksite meeting so that staff can be in attendance. The Business Manager affirms that staff will be in attendance to the meetings, if notified.

Sue Layton inquires about steward testing. There is no current testing, only the mandatory training. Stewards that attend training receive a certified steward identification card.

The Business Manager affirms that a steward is not recognized until the State of Alaska has received a letter of certification from the Business Manager; at that point, they have become an active certified steward under the Collective Bargaining Agreement.

1 The Business Manager reports to the Board the process of steward applications. Email  
 2 notification will be sent to the Chief Stewards of those stewards of their chapter who have been certified  
 3 by the Union with the State of Alaska as an active steward.

4 Rosemary Foster affirms that the Anchorage Chapter is doing independent member outreach along  
 5 the lines promoted in the AFSCME 21<sup>st</sup> Century Initiative. Members are given the opportunity to discuss  
 6 their concerns at these worksite visits. President Fred Brown requests Rosemary Foster and Wyatt  
 7 Wheeler to inform Union Staff as well as Michael Williams regarding when the worksite visits are  
 8 scheduled.

#### 9 Political Action Program

10 The maximum political contribution amount has been cut from \$1000 to \$500. Michael Williams  
 11 encourages the Board to meet the higher end of contributions to the Political Action Fund. The Union has  
 12 received 181 PAC enrollment forms for the period of 1/1/2006 through 8/23/2006.

#### 13 Member Advancement Program (MAP)

14 The Business Manager reports that there have been 444 MAP forms received for the period of 1/1/2006  
 15 through 8/23/2006.

#### 16 Response to Member Concerns at Kodiak Board Meeting

17 With regard to member concerns that Wade Wahrenbrock brought before the Board on behalf of Heidi  
 18 Morrison, a response by the Business Manager was emailed on June 12, 2006, addressing those concerns.

#### 19 Steward Business Cards

20 The Business Manager reported the development and distribution of the generic steward identification  
 21 cards. The Juneau Chapter is the only chapter that has requested a supply.

22 Rosemary Foster reported the Anchorage Chapter chose to develop its own steward card. Samples  
 23 were distributed among the Board. In response to concerns expressed by Wade Wahrenbrock and Sue  
 24 Layton, Rosemary assured the Board that she retains oversight on the development and distribution of the  
 25 Anchorage steward cards.  
 26

27 (The Chair called for a brief break at 11:13 a.m. resuming the record at 11:34 a.m.)

#### 28 Membership Trend / UC/PUC/Appeal

29 During the pay period of August 1<sup>st</sup> through 15<sup>th</sup>, we lost 158 positions, of which 116 were seasonal.  
 30 There has not been a decrease of this magnitude in the past. It appears that the State of Alaska has laid off  
 31 the seasonal employees earlier this year.

32 During the period of 5/16/06 through 8/15/06 we have received 8 new positions in the GGU, 17  
 33 positions were transferred to the Supervisory Unit, and there are currently 11 positions before the Alaska  
 34 Labor Relations Agency; total unit clarifications for the time period is 36.

35 Pat Moss reported that there has been a 50 per cent decrease in staff since June 2006 due to budget  
 36 cuts, 12 positions in the last three months. DMV Fairbanks has also decreased staff by 50 percent.  
 37 Within Labor statewide, the State of Alaska has cut every Administrative I position across the state.

#### 38 New Member Orientation

39 The Business Manager presented the New Hire Orientation Packet to the Board. Also included in the  
 40 New Hire Packet is the publication "ASEA in Action." This informational piece is a snapshot in time on

**ASEA/AFSCME Local 52 State Executive Board  
 Quarterly Business Session  
 September 5-6, 2006 (Fairbanks AK)**

1 the achievements of the Union, to be updated approximately every three months. Distribution of the first  
2 publication is reported in writing.

3 The Business Manager briefly discussed the noninclusion of health insurance information within  
4 the New Hire Packets.

#### 5 Business Leave Update

6 The Business Manager presented the report, with no questions from the Board.

#### 7 Catastrophic Leave Update

8 As of 6/1/06 there was 12,129 hours in catastrophic leave. Since the last report of 5/15/06, 240 hours  
9 were approved for 12 members. No member was denied Catastrophic leave benefits for this time period.

10 As of 8/15/06, the balance is \$14,065.69.

#### 11 Emergency Leave Bank Update

12 During the period of 5/16/06 through 8/15/06, 8 members were approved for Emergency leave benefits.

13 There have been a total of 26 members receiving a total of 975 hours since the bank's inception.

14 Forty-four applications were received and 18 were rejected/not approved.

#### 15 Injury Leave Bank

16 During the period of 5/16/06 through 8/15/06, 2 members were approved for Injury Leave.

17 There have been a total of 7 members receiving 145 hours since inception. No member was denied Injury  
18 Leave benefits during this time period.

#### 19 Staffing Update

20 The Business Manager reviewed the staff assignments. Business Agent Stan Hafferman is now handling  
21 all departments for the Mat-Su Valley; and, Business Agent Chilly Felder, now handles the Department  
22 of Transportation in the Anchorage area. Current cases will be handled on a case-by-case basis but will  
23 normally be handled by the Business Agent who began the case.

24 Administrative Assistant III Roberta Holmes-Carter will be retiring on January 1, 2007; she will be  
25 in personal leave status beginning December 16, 2006. Administrative Assistant II MaryAnn Ganacias  
26 will be promoted to the Administrative Assistant III position for which she has been training.

27 The Public Relations/Communications Specialist position has been filled. Sharon Dart, having an  
28 extensive background in public relations, has been hired and will begin work effective October 2, 2006.

29 Administrative Assistant I Adrienne Andrews, has resigned due to her husband being transferred  
30 to Pittsburg PA. An emergency hire was enacted in accordance with policy, and the position has been  
31 filled. Karen Hamilton has been hired with an extensive background in Labor and account collections.  
32 Karen will begin work on September 5, 2006, as an Administrative Assistant I.

33  
34 (Interim Northern Region Representative Pat Moss is requested to disconnect to enable a dedicated  
35 telephonic connection to be established for Member Comments.)

#### 36 37 **MEMBER COMMENTS – Time Certain at 12:00 noon**

38 A telephonic connection was established at 12:00 noon for all incoming calls from members wishing to  
39 address the Board, with the meeting continuing until such time a call is joined or member arrived.

- 40  
41
- No member comments at this time

1 **REPORTS - BUSINESS MANAGER (CONTINUED)**

2 Staff Contract Update

3 ASEA/AFSCME Local 52 Staff has a new contract covering the period of July 1, 2006 through June 30,  
4 2009. There were minor adjustments in expense reimbursements pertaining to per diem and vehicle use.  
5 There is an increase in the Health insurance contribution: \$900/month for the first contractual year  
6 7/1/2006 to 6/30/2007; \$925/month for the second contractual year 7/1/2007 to 6/30/2008; and, \$975 for  
7 the third contractual year. Wages were also increased to 2% for year one,  
8 3-1/4% in year two, and 3-3/4% in year three.

9  
10 (Note of record: In concern for the lack of member participation and the costs to establish open  
11 telephonic access, Secretary Michael Williams requested future agendas to contain written notice that the  
12 Member Comments period will be cut off at a time-certain. )

13 Internal/External Organizing

14 Internal Organizing Report

15 The Business Manager gives a cursory review of the Internal Organizing Report, with no questions from  
16 the Board.

17  
18 (Note of record: Midnight Sun members Vicki Spear-Shipley and Sallie Rogers arrive to observe the  
19 meeting; they wish to make no comments at this time.)

20  
21 External Organizing Report

22 As reported earlier by the Business Manager, ASEA has won the election for union representation in Sitka  
23 by 70 percent of the votes, entitling. There will be a meeting of the Employee Relations Board later in the  
24 evening to accept the results of the election and formally certify ASEA to be the exclusive representative  
25 of the City and Borough of Sitka employees within the General Government Unit.

26  
27 Secretary Michael Williams responds to a request by Rural Representative Wade Wahrenbrock, by  
28 requesting that for future board meetings, the Internal Organizing Report is to be combined with the  
29 Chapter Travel/Contact Report, as they are common in their visits, other than normal day-to-day  
30 responsibilities.

31 Rural Chapter Travel

32 The Business Manager reviewed the Rural Travel by Staff. Reber Stein is included in the contact  
33 because, although he is based out of Sitka AK, he is operating beyond his job description with his  
34 involvement in the organizing efforts in Sitka.

35  
36 (Member Comment segment of the agenda concluded at 12:27 p.m.)

37 Personnel/Labor Relations Issues

38 7/12/06 letter to Kiesel re Transfer of Job Locations

39 The Business Manager discussed the issues of Job Location Transfers. The Business Manager has put the  
40 State of Alaska on notice in regards to Article 30.09 of the Collective Bargaining Agreement.

41

1 7/19/06 letter to Kiesel re 2006 Article 17 Class Series Review List

2 The Business Manager presented the 2006 Article 17 Class Series Review List and the Classification  
3 Study Report, with no questions from the Board.  
4

5 8/406 letter to Kiesel re Interns/Violation of Title 39, Alaska Statutes Chapter 39.25, State Personnel Act

6 The Business Manager discussed the letter to Division of Personnel & Labor Relations Director Dianne  
7 Kiesel in regards to Intern Job Classifications. There are approximately 250 intern positions within  
8 various departments of state service that are incorrectly categorized as exempt and should be transferred  
9 to the General Government Unit.

10 The State has replied that the intern positions are all education related and the Business Manager  
11 has asked the State to provide the Union the information on which their reply is based.

12 Pat Moss reported that the Department of Labor in Fairbanks is currently seeking to fill an intern  
13 position, simultaneously, other positions are being subject to layoff.

14 Michael Williams reported that the Department of Revenue, Tax Division, are utilizing Economics  
15 Interns from the University of Alaska Anchorage, and that they are doing work outside of the job  
16 classification such as those duties of the Economist I or II.

17 Karen Zubillaga reported that through her personal experience, the college intern program is being  
18 used as an avenue to hire non-permanent employees that are being assigned bargaining unit duties.

19 Chris Lyou reported that his supervisor, within the Department of Corrections, has contacted the  
20 University of Alaska to have student interns perform duties that are normally assigned duties of the  
21 bargaining unit.  
22

23 8/18/06 letter to Kiesel re API Fingerprint Policy HR-60-1

24 In early August 2006, the Alaska Psychiatric Institute implemented a fingerprint and background  
25 investigation policy. All employees are subject to fingerprinting and background investigations. The  
26 policy affects the terms and conditions of employment and therefore is a mandatory subject of bargaining  
27 under AS 23.40.070.

28 The Union has demanded that the implementation of the policy be suspended until such time as  
29 the parties have bargained and reached agreement concerning implementation of any such policy at the  
30 Alaska Psychiatric Institute.  
31

32 Pre-Disciplinary Meetings

33 The Union is currently working on a letter of agreement to resolve the issue regarding "reasonable" notice  
34 to the Union in regards to pre-disciplinary meeting. The Business Manager will be meeting  
35 telephonically with Division of Personnel & Labor Relations Director Dianne Kiesel to resolve this issue.  
36

37 Department of Labor Lay-Offs

38 Wyatt Wheeler and Pat Moss reported that the lay-offs within the Department of Labor were due to a lack  
39 of funding/budget cuts.

40 Layoffs are being done on a point system in the Fairbanks area and employees are being told that  
41 this is a statewide measure.  
42

43 (The Chair took a brief pause to recognize the Fairbanks Chapter members as they departed.)  
44

1 Wyatt Wheeler asked for policy language on picketing or striking. The Business Manager stated that  
 2 informational pickets are defined as a picket and that a picket will not be a union sanctioned picket  
 3 because it is against the Collective Bargaining Agreement.

4 The Business Manager discussed the following actions the Union is taking in regards to the  
 5 layoffs:

- 6 ▪ The Union Staff has spoken with each affected individual to assure that they are fully informed;
- 7 ▪ The Union is working to ensure that the layoff provision in the Collective Bargaining Agreement  
 8 is being followed by management;
- 9 ▪ The Business Manager is in the process of drafting a letter to the Department of Administration  
 10 asking to reevaluate the proposed layoffs because exempt employees are not being affected;
- 11 ▪ A Business Agent was present at each layoff teleconference to be sure that the proper questions  
 12 were asked to be sure we have full understanding and that management understood; and,
- 13 ▪ The Business Manager has implemented a layoff subcommittee consisting of Kelly Brown,  
 14 Fairbanks Business Agent; Sue Ernise, Anchorage Business Agent; and Kim Metcalfe, Juneau  
 15 Business Agent; to identify steps the Union can take and to develop a statewide plan for member  
 16 involvement.

17  
 18 (The State Executive Board took a brief break at 12:55 p.m., resuming the record at 1:07 p.m.)

19  
 20 (The Chair called for the Wachovia Presentation, upon telephonic connection with Wayne Pichon.)

21 Wachovia Presentation (time certain) - presented by Wayne Pichon

22 Wayne Pichon of Wachovia reported to the Board on the investment results of the reserve accounts for the  
 23 period ending June 30, 2006. An Executive Summary of Mr. Pichon's report was incorporated into the  
 24 minutes at Exhibit B, a copy of which is available upon filing of an Information Request to the Business  
 25 Manager.

26 External Organizing (Continued)

27  
 28 Main Motion 07-015 (Executive Session)

29 Moved by Michael Williams, seconded by Wyatt Wheeler

30 To enter into executive session to protect the confidentiality of negotiations and/or litigation, and to  
 31 protect the privacy of individuals.

32 Motion 07-015 passed, without objection.

33  
 34 (The State Executive Board entered into executive session at 1:24 p.m.)

35 Lobbyist Report (Times Certain – 1:30 p.m.)

36 The Board remained in executive session to receive the Lobbyist Report.

37 Grievances and Arbitration Report

38 The Board remained in executive session to receive the Grievance and Arbitration report.

39  
 40 (The State Executive Board resumed general session at T3-2596.)

1 The Business Manager continued the balance of the Grievance and Arbitration report in general session.

### 2 Labor Management Committees

- 3     ▪ Emergency Response Pay (Business Agent Bill Johnson) - This Labor-Management Committee  
4     formed under Article 21.06.C.4.d has not met with the state as of this time due to committee  
5     members being unavailable due to the fire season.
- 6     ▪ Ergonomics (Business Agent Doug Carson) – Mike Reed from Probation and Parole is interested  
7     in being a committee member. Benthe Mertl-Posthumus is the State’s representative and has  
8     assembled a team for the State’s side. The meeting will be held at the end of September and Doug  
9     Carson is still recruiting for any additional committee members.
- 10    ▪ Saturday/Sunday Differential (Business Agents Kelly Brown/Chilly Felder) – The committee has  
11    had several telephonic meetings with participation from Doreen Baxter of the Fairbanks Pioneers  
12    Home. One of the proposals presented was to have our members paid a 7.5 percent differential for  
13    work performed on a Saturday or a Sunday.
- 14    ▪ OT Eligibility (Business Agent Dick Isett) – Due to the resignation of the Director of Labor  
15    Relations, who previously was assigned to this committee, the committee has not been activated.  
16    The State has informed the Union on 8/24/06, that they have assigned Benthe Mertl-Posthumus  
17    and Nancy Sutch to the committee. Pat Nault (DHSS), Larry Owen (DOT), Frank Puschak  
18    (DCED), Jeff Barnhart (DF&G), and Michael Williams (REV) have been selected for the  
19    committee. A meeting will be held at the end of September.

### 20 Chapter Reporting Update

21 The Business Manager presented the list of chapters that have submitted their Fiscal Year-End 2006  
22 Reports. Chapters that have not yet reported as of 8/28/06 are as follows: Bristol Bay (Dillingham),  
23 Juneau, Kachemak Bay (Homer), Ketchikan, Mat-Su, Midnight Sun (Fairbanks), Nome, and Sitka.

### 24 Response to Legislative Initiatives

25  
26 Motion 07-016 (Executive Session)

27 Moved by Chris Lyou, seconded by Wyatt Wheeler

28 To enter into executive session to protect the confidentiality of negotiations and/or litigation.

29 Motion 07-016 passed, without objection.

30  
31 (The State Executive Board entered into executive session at 2:23 p.m., resuming general session at  
32 T3-3180)

33

### 34 2006 AFL-CIO Biennial Convention

35 The Business Manager updated the Board on the 2006 AFL-CIO Biennial Convention and the  
36 Coordinated Labor Campaign. The AFL-CIO determined that there would be an assessment of \$5 per  
37 capita which amounts to approximately \$36,000 for the ASEA.

38 The Business Manager reported that there will be activities that the Union will be taking to assist  
39 in the efforts of the 2006 General Election for the PAC endorsed candidates. Direct member  
40 communications to all GGU members will involve a mailing during the month of October, specific to the  
41 district in which they are registered to vote; a listing of all endorsed candidates in their voting district;

1 and, a second one-page mailing will be mailed to each member, ten days prior to the election, with  
 2 statements from each endorsed candidate and a reminder to vote in the November election.

3 Union Staff has been assigned to participate in the AFL-CIO Coordinated Labor Campaign; one  
 4 staff person in Juneau, two staff and Lobbyist Fate Putman in Anchorage, and one staff person in  
 5 Fairbanks.

6 The Business Manager will request a grant from AFSCME for the cost of the direct member  
 7 mailings and to cover staff salary while they are participating in the coordinated campaign.

8 The Business Manager encourages the Board to assist in recruiting members to volunteer time on  
 9 the coordinated campaign. Business leave will be available.

10  
 11 (The Chair called for a recess at 2:55 p.m., resuming the record at 3:10 p.m.)

### 12 Re-Run Election Update

13 Area Director Tam Tocher gave an overview on the status of the re-run election. A letter from the  
 14 Elections Committee Chair was distributed among the board members.

15  
 16 /end of Business Manager's Report at 3:15 p.m.

## 17 **REPORTS – PRESIDENT**

### 18 Subcommittee of the Board on Policies & Procedure

19 President Fred Brown requested Wade Wahrenbrock as subcommittee chair to go over and reach  
 20 consensus on all Policies & Procedures topics this evening so the Board can move on the proposed  
 21 package.  
 22

23 (The Chair requested this agenda item to be discussed first on Day 2. Without objection, the  
 24 Board concurs.)

25  
 26 (In a desire to recess for the evening at 4:00 p.m. today, the Chair has requested to suspend various  
 27 agenda items listed under the President's report until tomorrow. Without objection, the Board concurs.)

### 28 Committee Reports

#### 29 Main Motion 07-017(Receive Written Reports into the Record)

30 Moved by Michael Williams, seconded by Sue Layton

31 To accept and receive the following written reports of the AFSCME Gay & Lesbian Rights, the Election  
 32 Committee, Grievance Review Committee, and the ASEA Judicial Panel into the record.  
 33

#### 34 AFSCME Gay and Lesbian Rights Advisory Committee Report

35 Letter from John Roxburgh dated 7/13/06

36  
 37  
 38 Mr. Jim Duncan, Business Manager  
 39 ASEA/AFSCME Local 52  
 40 1577 "C" Street, Suite 201  
 41 Anchorage, AK 99501-5164

42  
 43 Brother Duncan  
 44

1 Last month I traveled to Washington, DC for the annual meeting of the AFSCME Gay and Lesbian  
 2 Rights Advisory Committee. I am please to enclose a copy of my report on that meeting, along with  
 3 the official minutes prepared by AFSCME staff.  
 4

5 As you will see, most of our time was spent reviewing the 21<sup>st</sup> Century Initiative. I understand that  
 6 you were instrumental in putting this program together, so I guess I don't need to tell you the  
 7 details.  
 8

9 Next month, as you know, I will once again be attending the Biennial Convention in order to help our  
 10 committee staff a table in the Exhibit Hall. In this I am grateful for the financial assistance of the  
 11 ASEA Juneau Chapter, and for the business leave which you have agreed to provide.  
 12

13 I look forward to seeing you, and the rest of our delegation, in Chicago. If you get a chance, please  
 14 stop by the LGBT booth in the Exhibit Hall to say "Hi."  
 15

16 In Solidarity,  
 17 John P. Roxburgh  
 18

19 *National Gay and Lesbian Rights Advisory Committee, AFSCME International*  
 20 *A "Li'l Report" by John P. Roxburgh, Local 52, Member of the Committee*  
 21

22 The national Gay and Lesbian Rights Advisory Committee of AFCME International met on June 9,  
 23 2006, at AFSCME Headquarters in Washington, DC. In attendance were 7 of the Committee's 16  
 24 members, viz.: Chair George Popyack, an International Vice-President from California; Charlene  
 25 Shores and Henry Pohler from the Bay Area in California; Jackie Beckett, Gary Kapanowski, and Rita  
 26 Urwitz from Pennsylvania, and Yours P. Truly from Alaska. States not represented at the meeting  
 27 included Massachusetts, Michigan, Minnesota, Oregon and Rhode Island, each of which has had  
 28 representation on this committee in the past.  
 29

30 We spent most of our time reviewing the 21<sup>st</sup> Century Initiative, AFSCME's plan to rethink the way it  
 31 does business in order to meet the challenges of these hostile times. We also discussed plans for our  
 32 presence at the International Convention in Chicago later this summer.  
 33

34 **Common Problems**

35 When asked to list the top challenges faced by our respective local unions almost half of us  
 36 mentioned the cost of health benefits, making that our top concern, followed closely by eroding  
 37 pensions, the aging of the workforce—which results in higher turnover and a need for new  
 38 leadership—and infighting and other internal problems within our respective locals.  
 39

40 We also talked about being targeted by nasty legislatures and having to negotiate with anti-union  
 41 governors, underscoring the need for us to support politicians who are with us. Some folks stated  
 42 that political endorsements by local Labor Councils are controlled by SEIU (they are "all over us"  
 43 apparently) and Rita complained that AFSCME failed to weigh in on the issue of a same-sex-marriage  
 44 ban when one was being considered in PA.  
 45

46 **21<sup>st</sup> Century Initiative**

47 AFSCME Research Director Kerry Korpi walked through a Powerpoint presentation on the 21<sup>st</sup> Century  
 48 Initiative. A copy of the slides was given to each of us, which I will be happy to present locally or  
 49 email to activists who are interested, but here is a summary of the most important points.  
 50

51 *Disturbing trends*

52 Every time we come to one of these meetings we hear that the sky is falling, but this time it really is!  
 53 We public employees are under attack by those who would deprive us of our rights, our pensions,  
 54 our health benefits, and even our jobs! Our enemies include Grover "Bathtub" Norquist, the

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1 Governor, and the Governor of Rhode Island who recently said, clearly and unequivocally, that  
 2 taxpayers should not have to pay for retirement benefits superior to those they get themselves.  
 3

4 It's easy to see why unions get short shrift from politicians: In 2004 unions contributed a total of  
 5 \$61 million to political campaigns; business contributed over 1.5 Billion! That is reflected in the  
 6 growth of outsourcing/privatization, which increased by roughly 50% in the ten years from 1992 to  
 7 2002.  
 8

9 Perhaps that is why so many disturbing trends have emerged in recent years, for example:

- 10 • Collective bargaining rights granted by executive order can be taken away the same way:  
 11 This is what happened recently in Missouri, Kentucky, and even in Indiana, which had had  
 12 them for 15 years.
- 13 • There have been 322,000 layoffs in the public sector since 2002—and that's not even  
 14 counting attrition.
- 15 • We still have good pensions in most states, but that may not last long. In the private sector  
 16 the percentage of jobs with pensions attached has decreased from 80% to 20% in the past 5  
 17 years. It is hard to elicit support for our benefits from workers who do not have similar  
 18 benefits themselves.
- 19 • In Bush's America there are more people without health care than ever before. Health care  
 20 costs are rising at an average rate of 11% per year, while wages are increasing only 3.2%.  
 21 The average worker's share has increased from a monthly contribution of \$52 in 1998 to  
 22 \$226 in 2005.
- 23 • Union membership across all sectors of the economy decreased from a high of 34% in 1945  
 24 to just 13% in 2005.  
 25

#### 26 *Path to power*

27 Here are the things we must do, both nationally and at the local union level, if we want to turn this  
 28 situation around:

- 29 ➤ build member involvement
- 30 ➤ hold politicians accountable
- 31 ➤ make healthcare universal and affordable
- 32 ➤ increase our membership
- 33 ➤ create a stronger organization
- 34 ➤ project a pro-public service image to the nation
- 35 ➤ raise the resources (additional money) we need  
 36

#### 37 *Training*

38 We need more stewards and Member Action Teams. We should establish a Leadership Institute to  
 39 train members, leaders, and staff. We must expand rank and file training to every affiliate.  
 40

#### 41 *Politics*

42 In 2004 36% of our members voted for George Bush(!), mostly based on issues like guns, abortion,  
 43 and marriage. We need to engage in year-round political action and grow our own candidates. We  
 44 will try to have 40,000 activists, to have 90% of our members registered and turned out to vote, to  
 45 develop a unified screening and endorsement process, and to have a full-time political director on  
 46 staff for each council.  
 47

48 As for PEOPLE, our political action committee, the goal is to have 25% of the members contributing  
 49 at the MVP (\$100/year) level; currently only 5% of the membership is in that group. Also, union  
 50 leaders and staff will be encouraged to contribute 1% of salary to the PEOPLE campaign.  
 51

#### 52 *Health care*

1 We must demand reform at both the state and national level, pursue national health and welfare  
 2 plans for our members in the private sector; and fight cost shifting. In an interesting and hopeful  
 3 development, the states of Pennsylvania and Massachusetts have plans in progress to set up  
 4 statewide universal health care.

#### 5 6 *Organize*

7 AFSCME has grown considerably since it started out in the 60's as a civil service association with  
 8 around 200,000 members. Membership has been relatively stable at around the 1.2 million mark  
 9 since 1998. Because first contracts take so long to negotiate we only seem to net one new  
 10 member for every 3½ employees organized. Only 14% of councils met the goal of allocating 30%  
 11 of their money for organizing.

12  
13 For what it's worth, AFSCME has no-raid agreements with SEIU, the Teamsters and Unite/HERE. A  
 14 jurisdiction committee has been established between AFSCME and SEIU. The agreements are set  
 15 to expire in 2007.

16  
17 Our organizing goals include the following:

- 18 • Win collective bargaining rights for all public employees
- 19 • Carry on strategic organizing in the private sector, conduct outreach to new workforces
- 20 • Achieve penetration rates of 90% in agency fee states, 70% in right-to-starve states
- 21 • Maintain a growth rate of 3% per year for councils and large locals; 2% for the  
22 international union
- 23 • Co-ordinate and unify programs to reduce redundancy
- 24 • Build enough capacity to make AFSCME the leading union in every state.

25  
26 The international union will recruit and train professional organizers and volunteer member  
 27 organizers. It will also launch an aggressive effort to improve the image of our union, our issues  
 28 and public service in general. An image upgrade is important in the current climate; by today's  
 29 standards Nixon was a liberal.

#### 30 31 *Dues*

32 The international union will be raising the per capita dues by \$3 per member per month over 3  
 33 years. This is in addition to normal automatic increases in the minimum dues, which will stay  
 34 with the local councils for those 3 years.

#### 35 36 **Recommendations**

37 Before coming to Washington each of us had been provided with a copy of the *Recommendations*  
 38 document produced by the 21<sup>st</sup> Century Committee, and had been asked to read it before the  
 39 meeting so we could discuss it. At the end of the Powerpoint, when it was clear that "we have  
 40 moved beyond that document" and would not be discussing it, I insisted on sharing a few  
 41 observations.

42  
43 The document talks about eliminating redundancy in AFSCME departments and, in the same  
 44 paragraph, about examining the role of Field Services. I offered my observation that, in the course  
 45 of my tenure on the Local 52 Executive Board, I found the comments of our erstwhile Area Director,  
 46 the late Seth Hendler, to be invaluable for keeping us on track. Kerri assured me that there is no  
 47 plan to reduce the amount of assistance provided to local unions by Field Services.

48  
49 I asked whether the guideline in the section on PEOPLE Fundraising means that members on our  
 50 statewide E-Board will really be expected to contribute 1% of their salary to the PAC. The answer  
 51 was that we can't force anybody, but yes, that is the expectation.

1 On the subject of (re)branding I pointed out that "AFSCME" is difficult to spell, hard to pronounce,  
 2 and no longer accurately represents who we are. I also recommended that our logo be modernized.  
 3 In the ensuing discussion several possible names were proposed, and I suggested holding a  
 4 membership-wide contest to come up with a better name.  
 5

6 Finally, I quoted from the section on Leadership Development where it talks about "university-based  
 7 labor studies programs," and says that, "program participants should be reflective of the union's  
 8 membership in terms of age, race, ethnicity, gender, and sector/industry." I expressed  
 9 disappointment at the document's failure to include sexual orientation on the list, explaining that  
 10 "whenever we LGBT people see a laundry list of diversity vectors we like to see ourselves on that  
 11 list." Several members of our committee expressed surprise at this omission – "I thought it was  
 12 boilerplate," one of them said.  
 13

#### 14 **Relations with SEIU**

15 President Stern gets a lot of good press, prompting some to ask whether he is running for political  
 16 office. The no-raid treaty between them and us may not be good for much—George likens it to the  
 17 treaty between the Oglala Sioux and the U.S. Gument. Recently the SEIU took Stanford away from  
 18 us (both unions were trying to organize workers there) and went after Henry's unit, albeit  
 19 unsuccessfully. At the same time, indications are that they are having their own struggles with  
 20 internal dissent.  
 21

#### 22 **What we can do in our own local to support this effort (Pearl Smith)**

- 23 • Develop/adapt educational tools, e.g. local 2187's analysis
- 24 • Encourage members to participate in the PEOPLE campaign
- 25 • Discuss the 21<sup>st</sup> Century project at E-board, Chapter and stewards meetings
- 26 • Issue one-page, bulleted Talking Points
- 27 • Hold brown-bag lunches and conduct delegate education sessions
  - 28 ○ Use a video piece on the history of unions and segue into the Powerpoint on CD
  - 29 ○ Show how this can help with workplace issues
  - 30 ○ Tie to recent history, esp. non-AFSCME
  - 31 ○ Show how the middle class is being undermined

#### 32 **Convention**

33 Again this year our committee will have a booth at the Convention. In a departure from past  
 34 Conventions, the hall with the booths will be open on both Saturday and Sunday from 1:00 P.M. to  
 35 5:00 P.M., but all the booths run by International staff will be closed during the floor sessions. The  
 36 international union will provide stickers for us to hand out, similar to the design we had the last time.  
 37  
 38

39 As usual we will staff the booth with committee members who are attending as Alternates, and we  
 40 will organize a reception at a local Gay bar. Charlene will bring her trifold display on marriage  
 41 benefits; Pearl will bring posters; Gary will bring pictures; and I will work up some kind of display on  
 42 the countries which do or do not allow same-sex marriages. Gary has some videos that he will try to  
 43 transfer to DVD so we can show them on my laptop at the booth.  
 44

#### 45 **Departure**

46 This year, in a departure from the usual practice no doubt due to the specific content of our agenda,  
 47 our committee did not have a chance to hear from Chuck Loveless, Jean Nolan or President McEntee.  
 48 The meeting adjourned at 14:45 so the folks from Philly could catch an earlier train.  
 49

#### 50 **Official Minutes**

51  
 52 GAY AND LESBIAN RIGHTS ADVISORY COMMITTEE MEETING  
 53

54 **ASEA/AFSCME Local 52 State Executive Board**  
 55 **Quarterly Business Session**  
 56 **September 5-6, 2006 (Fairbanks AK)**

1 June 9, 2006

2  
3 Washington, DC

4  
5 IVP George Popyack chaired the meeting. In attendance were Rita Urwitz, Gary Kapanowski,  
6 Henry Pohler, Jackie Beckett, John Roxburgh, and Charlene Shores. The meeting was staffed by  
7 Kerry Korpi and Pearl Smith.

8  
9 IVO Popyack opened the meeting by welcoming committee members. They were then asked  
10 to introduce themselves and talk about the biggest issue they face as union members. The main  
11 issues were retirement/turnover and developing new leaders, erosion of health and pension benefits  
12 and internal problems in locals. Korpi observed that similar issues had been raised by all the  
13 AFSCME advisory committees. The flipchart notes from that discussion are enclosed.

14  
15 Committee members expressed concern about low attendance at the meeting. There are  
16 now 16 members of the committee, more than in the past, yet attendance remains low.

17  
18 Korpi presented a power point overview of the 21<sup>st</sup> Century Initiative. Sister Urwitz  
19 also handed out an analysis of the initiative prepared by her local. The committee endorsed the  
20 initiative and brainstormed ways to work in their locals and councils to advance it. One concern was  
21 pointed out – that a discussion of diversity in the report did not include sexual identity. That  
22 oversight has now been corrected. The updated report can be found on Powertofight.com, our new  
23 website about the initiative.

24  
25 With respect to the convention, the committee will staff the booth and plan and host  
26 a social event. The International Union will provide stickers and will also have contract language and  
27 previous convention resolutions available for the booth. Smith will get materials from Pride at Work.  
28 Committee members divided up responsibility for other materials.

### 29 30 **Gay & Lesbian Rights Advisory Committee**

#### 31 32 Biggest Challenges

- 33 ➤ Health Benefits ✓✓✓
- 34 ➤ Developing new leaders to take over ✓✓
- 35 ➤ Pensions ✓✓
- 36 ➤ Need to support politicians who are with us
- 37 ➤ Lots of turnover/retirements/new employees don't value union ✓✓
- 38 ➤ Internal problems in local ✓✓
- 39 ➤ Negotiations with anti-union gov
- 40 ➤ Nasty legislature
- 41 ➤ SEIU
- 42 ➤ Same sex marriage ban
- 43 ➤ Use issues at workplace to show how 21<sup>st</sup> CC components can help deal with
- 44 these issues
- 45 ➤ Tie to recent history, especially non AFSCME
- 46 ➤ Middle class undermined
- 47 ➤ Localize

#### 48 49 What Can We Do?

- 50 ◆ Develop education tool
  - 51 ○ Local 2187 chart
  - 52 ○ Use at retreat
- 53 ◆ Council endorsement

54  
55 **ASEA/AFSCME Local 52 State Executive Board**  
**Quarterly Business Session**  
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- ◆ Stick to PEOPLE
- ◆ Used MAT during decent, so have existing springboard
- ◆ Need to have discussion about 21<sup>st</sup> CC & Executive level, members, stewards, infrastructure
- ◆ Use talking points –bulleted
- ◆ Brown bag lunches
- ◆ Delegates' education
- ◆ Use history piece and tie into CD information

**National Gay and Lesbian Rights Advisory Committee, AFSCME International**

*Addendum to the Report by John P. Roxburgh, Local 52, Member of the Committee*

I wanted to add a few notes regarding our Committee's participation at the Convention. As usual the International provided us with a booth in the exhibit area, and an ample supply of gaily-coloured stickers to hand out. Those of us committee members who made it to Chicago helped to staff the booth and hand out stickers. I set up the booth on Sunday and packed it up on Wednesday afternoon by myself.

This year our booth was located at the outside edge of the exhibit area, facing the main entrance, where it could easily be seen by everyone leaving the convention floor. One committee member said it was the best location for the booth we've ever had. It surely was, and it looked great, too: We had multi-panel displays, on easels, featuring several cool posters and an educational display about the benefits of marriage; on Monday and Tuesday we were showing a video of the 1987 March on Washington as well. At one point, early, a member of the International staff came by and dropped off a rainbow flag with an anti-Bush slogan, which we stretched across the back "wall" of the booth.

We certainly had a lot of traffic at the booth – more than usual, I would say – and all the folks who stopped by were supportive and positive. Things were different on Thursday morning, though, when we stood in the lobby and tried to give a sticker to everyone going in: There was a marked increase over years past in the number of people giving us the cold shoulder. Even though I experienced only one incident of verbal heckling, about par for stickering, it seemed as though the membership is less accepting these days.

Our traditional no-host bar party was held at a women's bar in an upscale, Gay-friendly area several miles away. Some people would have preferred a downtown location, and there has been some grumbling about that on the mailing list. I don't see anyone planning anything yet for San Francisco in 2008, but it could be a wonderful opportunity to raise awareness of us and our issues among the members.

The mailing list always has a spike in traffic immediately following the Convention, which then trails off in a few weeks. This time the spike was a bit higher and more intense than in the past – probably because we're up around 50 subscribers now – but it has trailed off, apparently. I'll try poking it once or twice, but I don't expect much.

I would like to thank the Juneau Chapter for graciously funding half of my air and hotel expenses.

**Election Committee**

September 5, 2006

To: ASEA AFSCME Local 52 Executive Board  
 From: Christian Ulmann, Election Committee Chair  
 CC: Jim Duncan, Business Manager

**ASEA/AFSCME Local 52 State Executive Board  
 Quarterly Business Session  
 September 5-6, 2006 (Fairbanks AK)**

1 RE: Election Committee Report

2  
3 The Election Committee is in the process of rerunning the Executive Board and Contract  
4 Negotiating Committee Elections.

5  
6 The timeline for the new election is as follows:

7  
8 **September 15, 2006 – Ballots will be mailed to members**

9 **October 16, 2006 – All Ballots due by 8:30 am, Election Date (ballots will be counted)**

10  
11 The Election Committee made the decision to push back the Election Dates in order to include as  
12 many ASEA/AFSCME Local 52 members in the election process as possible. That decision was  
13 approved by John Seferian, Judicial Panel, AFSCME, AFL-CIO.

14  
15 Candidate Statements will be included within the ballot package for members' information. The  
16 Election Committee made the decision to include an additional disclaimer in the form of a memo,  
17 which will appear as the first page of the packet of statements, this is in addition to the language  
18 that appears on the bottom of each statement.

19  
20 **In accordance with ASEA Policy and Procedure 22.00.000 B 8 © each statement**  
21 **includes the following:**

22  
23 **Disclaimer:**

24  
25 *"This statement is the candidate's. Its factual accuracy has not been verified and it*  
26 *does not necessarily represent official ASEA/AFSCME Local 52 policy or positions."*

27  
28  
29 *Grievance Review Committee Report*

30  
31 Grievance Review Committee Quarterly Executive Board Report  
32 Teresa Anderson, Chair

33  
34 August 29<sup>th</sup> is the next scheduled GRC hearing. There is one case pending an appeal.

35  
36 The Grievance Review Committee now has six (6) members on the committee.  
37 Chair – Teresa Anderson (Fairbanks) Allison Gottesman (Rural)  
38 Linda Grantham (Fairbanks) Bruce Day (Rural)  
39 Toya Winton (Anchorage) Mark Burgoyne (Juneau)  
40 **Vacant (Anchorage) Vacant, (Juneau)**

41  
42 Mandatory training is scheduled for October 26-27, 2006.

43 The last mandatory training was conducted on September 20 – 21, 2005.

44 Ret. Judge Karen Hunt has and will conduct the training at the ASEA HQ building.

45 Including the vacancies, there are four committee members that need to receive the mandatory  
46 training:

47 (Linda Grantham, Bruce Day, Vacant – Anchorage, Vacant –Juneau)

48  
49 *Judicial Panel Report (ASEA)*

50 To: ASEA State Executive Board  
51 From: Carl Schrader, Chair  
52 Judicial Panel

Date: August 28, 2006

**ASEA/AFSCME Local 52 State Executive Board  
Quarterly Business Session  
September 5-6, 2006 (Fairbanks AK)**

1 Subject: Quarterly Committee Report

2  
3 E-Board Members,

4  
5 The Judicial Panel did not meet during the last quarter. We couldn't pull together a quorum because  
6 of summer travel schedules and because we have 3 vacant positions. No charges were filed during  
7 this period. It is a priority to fill the vacancies, which include the Rural primary and alternate, and  
8 Juneau alternate positions.  
9

10 Motion 07-017 passed, without objection

11  
12 *Bush Community Committee Report*

13 Rural Representative Wade Wahrenbrock presented an oral report upon request from Lauri Medlin,  
14 committee chair.

15 Wade Wahrenbrock: The Bush Committee is related to the resolution that was  
16 passed at our last Biennial Convention relative to Chapter Jurisdiction, met three times telephonically  
17 to address those ASEA members which are currently assigned to larger urban chapters but are  
18 outside of the respective boroughs or municipalities. For each of those various, through the course  
19 of their three meetings, they did come up with recommendations as the best fit from their perspective  
20 of where members' jurisdiction should be changed to, as far as what chapter. So, that has occurred.  
21

22 *Main Motion 07-018 (Accept Report)*

23 Moved by Wyatt Wheeler, seconded by Wade Wahrenbrock

24 To accept the report of the Bush Community Committee

25 Motion 07-018 passed, without objection.  
26

27 *Subcommittee Report on Chapter Jurisdiction of ASEA Field Employees*

28 Subcommittee chair Wade Wahrenbrock reported the status to the Board that the committee has not met  
29 because the same members are on the Subcommittee to the Board on Policies & Procedures.  
30 Subcommittee on Policies & Procedures will be meeting to address the recommendation of the Bush  
31 Community Committee.

32 *Subcommittee Report of the Bush Executive Board Seat*

33 Subcommittee Chair Wade Wahrenbrock reported the status to the Board. There was some discussion  
34 among the Bush Community Committee members about moving forward to produce a constitutional  
35 amendment change for the next general election cycle in March 2007. The Bush Committee finished up  
36 the chapter jurisdiction and intends to take the issue of the Bush Executive board seat, for a timely  
37 resolution to be brought forward on a ballot initiative for the March 2007 election.

38 *Committee Reports (Continued)*

39 *Class I Committee Report*

40 COMMITTEE CHAIR CHRIS LYOU: On the Class I standing committee of the  
41 Executive Board, the return of Mr. Felder to his full-time duties or duties at the Union as a BA, he  
42 was also able to resume his staff duties of which I appreciate. We have had two meetings since  
43 our last board meeting. Basically, the main focus on both have been to familiarize the committee  
44 with myself to be quite blunt; also to kind of re-energize the committee the impression I had from  
45 Felder and the other members it has been somewhat inactive. Also, President Brown has acted at

1 our most recent meeting to appoint, or pending appointment of a new member, and also is  
 2 considering the appointment of another which I think we will be addressing at a later part or latter  
 3 part of the agenda. I have been basically tasked of the one member to participate then this is Paul  
 4 Kroenburg, I am pronouncing his name wrong. Anyway, he works in education out at Palmer,  
 5 Department of Corrections, also an applicant, that again is pending action by President Brown is  
 6 Patricia Hurt, who is a Nurse II, also with the Department of Corrections for the Class I.

7 The main focus at the last two meetings, I have been trying to encourage members to  
 8 consider because of the upcoming contract negotiations are Class I concerns and there is a fairly  
 9 lively discussion at our last teleconference meeting which was last week. Over that, I am certain  
 10 while I do not know particularly, I did not see Jim's email of the -- or what -- I do not know why I  
 11 did not see it on Friday, anyway, on the Nurses' determination; but I know many of those but not  
 12 all, these are Class I employees and I was pleased to hear the outcome of that because I am sure  
 13 other Class I members. So, anyway, I am looking forward to hopefully a positive action on these  
 14 two potential new additions. The current members that have been participating are very  
 15 understanding at both my new status as acting Chair, and Chair of this committee and the return of  
 16 Mr. Felder as staff and with a port of again, trying to reactive this committee. At least, again, my  
 17 intention is to try to use this as a vehicle to identify issues for the upcoming negotiators as well as  
 18 even things I was sharing with the committee as an approach been trying to do with the  
 19 Probation/Parole Officers committee, which is providing, use the committee as a vehicle to identify  
 20 workplace concerns or issues that we could help facilitate members to resolve or to at least  
 21 address. That concludes my Class I report.

#### Probation/Parole Committee

22  
 23  
 24 COMMITTEE CHAIR CHRIS LYOU: On our Probation and Parole Committee, this  
 25 continues to be a pretty active committee. We do meet regularly every month, the first Thursday of  
 26 each month. We have had again some recent changes in the committee composition. We had a  
 27 member that left state service, actually it turned out that this is Mr. McGee, he has left state  
 28 employment to work for the Municipality of Anchorage as an investigator for the Anchorage Human  
 29 Rights Commission. He is to be Chair of that commission, so our loss is the commission's gain, and  
 30 that is how I look at that. Mr. McGee well, brief tenure was an active member, also President Brown  
 31 did act to apply a new member, a woman named Clare Sullivan out of Seward, Alaska. She is an  
 32 institution probation officer. Again, coincidentally I have some familiarity with Ms. Sullivan; our  
 33 careers have crossed paths several years ago. I use to work as the Compliance Administrator in the  
 34 Commissioner's Office. Clare at that time was a Compliance Sergeant in the correctional officer ranks  
 35 at Seward and it was very instrumental in assisting me in gaining compliance history at the Spring  
 36 Creek facility in those days anyway. Also, Eileen Farrar has also been appointed by President Brown  
 37 to this committee. Eileen is a Probation and Parole Officer in the field. Most recently in the field, she  
 38 was reassigned her work location here recently by management to pre-sentence unit; it is also still a  
 39 field function of the Probation/Parole Division. As I just mentioned that this committee primarily tried  
 40 to, again I have asked the committee over to consider P&P issues, workplace issues, also negotiation  
 41 concerns. As well, I tried to work some what with this committee; I have not had the opportunity to  
 42 work with Class I's, but some what with this committee over the 21<sup>st</sup> Century matters that came out  
 43 of the Kodiak meeting in terms of the information disseminated that, had some discussions about  
 44 that as well. Primarily our focus has been some worksite concerns. I want to thank the staff for  
 45 their assistance in the current issues that relate to flex time and overtime. We are at request of Mr.  
 46 Duncan's permission. I was allowed to do a statewide email over that issue to all Probation/Parole  
 47 Officers in terms of attempting to mitigate flex time as it is referred to issue; one of our business  
 48 agent's years ago was successful in grieving in ironically, that same worksite, it is kind of rude that it  
 49 has hit again a couple years later. So we are trying to continue work with this group, again, I  
 50 appreciate the efforts of the Union to be open to new membership and tactfully recruit, because  
 51 there are currently people that want to serve. So I would like to answer any questions you have  
 52 about that.

1 AFSCME Corrections United National Steering Committee

2 COMMITTEE CHAIR CHRIS LYOU: I have no information on that. I have not had  
3 any communication regarding since our last meeting of AFSCME Corrections United. Generally, or at  
4 least my understanding is that they conduct these, not once a quarter but last quarter I have not had  
5 any communications.  
6

7 Communications Committee

8 COMMITTEE CHAIR STEPHEN WRIGHT: The Communications Committee has not  
9 met formally since the last Board meeting because a lot of things going on at the Juneau Chapter, in  
10 addition, the AFSCME Convention and the P&P Committee meetings and AFL-CIO Convention and  
11 other things going on. I have consulted with committee members and the hiring of our new public  
12 relations staff person and how, you know, the goals and objectives that we have talked about in the  
13 communications plan draft, are intending to be implemented; and Jim and I have talked about that  
14 as well. So our committee members Jake Gemmell, and Wyatt, and Penelope Goforth have been  
15 consulting one-on-one when we have time but we have not formally met since the last Board  
16 meeting. So I anticipate that we will have a major meeting here within the next month or two. So I  
17 should be prepared at the December Board meeting to make up for everything I have fallen down on  
18 here today.

19 Calendar of Events

20 The calendar of events was addressed by action of the Board under Motion 07-010 above.  
21 Michael Williams reminded the Board to vote on November 7<sup>th</sup>.

22  
23 **UNFINISHED BUSINESS**

24 No unfinished business came before the Board.

25  
26 **NEW BUSINESS**

27 Executive Board Materials

28 The Business Manager Jim Duncan presented to the Board a copy of a reply email from himself to  
29 Rosemary Foster with regard to her concerns to receive the Board meeting notebook in advance.  
30 Historically, the agenda and the budget related financial statements are the only documents that have been  
31 sent to the Board members prior to the meeting. The remaining materials are distributed at the Board  
32 meeting to all Board members in a notebook. These packets are prepared as such in that they will contain  
33 the most current information. To include this notebook in advance of any board meeting would  
34 encompass additional costs in mailing, placing a burden on the Board to ensure to bring their packet as no  
35 additional copies would be provided, and informational resources would have to be cut off at least four  
36 weeks prior to the Board meeting.

37 The Board has determined that the Board meeting notebooks are to be prepared and distributed to  
38 the Board as historically indicated.

39  
40 (The Chair called for the evening recess at 4:00 p.m., to allow the Policies & Procedures Subcommittee to  
41 continue working on pending proposed revisions.)  
42

43 **DAY 2**

44  
45 **CALL TO ORDER (8:30 a.m.)**

46 The quarterly business session of the State Executive Board reconvened in the Harper Room of the  
47 Westmark Fairbanks Hotel, Fairbanks AK, and was called to order at 8:30 a.m. by President Fred Brown.

48 **ASEA/AFSCME Local 52 State Executive Board**  
49 **Quarterly Business Session**  
50 **September 5-6, 2006 (Fairbanks AK)**

1 Secretary Michael Williams called the roll and noted for the record the following board members and staff  
 2 to be present. The presence of a quorum was declared.

3  
 4 Present were:

5 Chris Lyou, Class I Representative

6 Fred Brown, President

7 Karen Zubillaga, Treasurer

8 Michael Williams, Secretary

9 Pat Moss, Interim Northern Region Representative (joining telephonically at 11:30 a.m.)

10 Rosemary Foster, Professional Representative

11 Sheila Fowlkes, Technical Representative

12 Stephen Wright, Southeast (Juneau) Representative

13 Sue Layton, Administrative Support Representative

14 Wade Wahrenbrock, Rural Representative

15 Wyatt Wheeler, Central (Anchorage) Region Representative

16 Jim Duncan, Business Manager (with voice/no vote)

17  
 18 Absent: None

19  
 20 Also present: NW Area Field Services Director Tam Tocher; Admin Assistant II MaryAnn Ganacias (In  
 21 training); and, Admin Assistant III Roberta Holmes-Carter

22  
 23 **REPORTS - PRESIDENT (CONTINUED)**

24 Subcommittee of the Board on Policies & Procedures (Continued)

25 Subcommittee Chair Wade Wahrenbrock recommended that the proposed revisions to the Policies &  
 26 Procedures, as a whole, not be posted for member comments until after the conclusion of the re-run  
 27 election, October 16-17, 2006.

28  
 29 Main Motion 07-019 (Proposed Changes to P&P 2.02.010)

30 Moved by the P&P Subcommittee

31 To move forward for member comments the proposed revision to ASEA P&P 2.02.010, as amended, as a  
 32 housekeeping measure.

33  
 34 Proposed Change: Strikethrough = Delete; Underscore = New Language

35  
 36 **2.00.000 COMMITTEES**

37  
 38  
 39 *2.02.000 ELECTED COMMITTEES/PANELS*

40  
 41 *2.02.010 Judicial Panel*

42 A. Members of the Judicial Panel shall be elected in accordance with Art. 11 of the  
 43 ASEA/AFSCME Local 52 Constitution. ASEA/AFSCME Local 52 members in good standing  
 44 are eligible to run as candidates for the Judicial Panel, except members of the State  
 45 Executive Board and the Contract Negotiating Committee.

46 B. In instances where the constitutional authority of the State Executive Board appears in  
 47 conflict of the constitutionally granted authority of the ASEA/AFSCME Local 52 Judicial  
 48 Panel, the decision of jurisdiction will be made by the State Executive Board.

- 1 C. Vacancies in office shall be filled on a temporary basis by a vote of the State Executive  
 2 Board, and the member so ~~appointed~~ elected shall serve until the following March  
 3 election. ~~In that event, the~~ membership shall then proceed to elect a member to  
 4 replace the ~~appointed board-elected~~ member ~~and~~ to serve out the balance of the  
 5 unexpired term. The board shall follow the election process outlined in Section 4.08.000.  
 6 D. Rules of Procedure. The Judicial Panel shall establish rules of procedure that are  
 7 consistent with the provisions of the constitutions of ASEA/AFSCME Local 52 and AFSCME  
 8 International. The rules and any changes in such rules shall be subject to the approval  
 9 of the State Executive Board, and shall become effective only upon the granting of such  
 10 approval. A copy of such rules shall be filed with the Secretary of ASEA/AFSCME Local  
 11 52 and shall be made available to any member of the Union upon request. A copy of the  
 12 rules shall be sent to all chapter presidents.  
 13

14 Motion 07-019 passed, without objection.

15  
 16 Main Motion 07-020 (Proposed Changes to P&P 9.00.000)

17 Moved by the P&P Subcommittee

18 To move forward for member comments the proposed revision to ASEA P&P 9.00.000, as presented.

19  
 20 Proposed Change: Strikethrough = Delete; Underscore = New Language

21  
 22 **9.00.000 STEWARDS**

23 The following procedures apply to all chapters.

24  
 25 **9.03.000 TRAINING OF STEWARDS**

- 26 A. All stewards will receive ASEA/AFSCME Local 52 or AFSCME steward training. It is the  
 27 responsibility of ASEA/AFSCME Local 52 professional staff ~~and AFSCME staff~~ to provide  
 28 mandatory statewide this training at least annually every six (6) months.  
 29 B. ~~If the steward has not received training at the time of his/her election, the~~ steward shall  
 30 must take the mandatory training within six (6) months after ~~becoming being elected a~~  
 31 ~~steward. The Business Manager may excuse an absence. Two (2) unexcused absences~~  
 32 will result in decertification as a steward.  
 33 C. ~~New Stewards must complete the mandatory steward training within six (6) months of~~  
 34 ~~his/her election to remain as a steward. Chapter Chief Stewards shall provide training on~~  
 35 an interim basis. The ASEA professional staff will provide a training module for this  
 36 purpose. Interim training does not substitute for mandatory statewide training.  
 37 D. When possible experienced and trained stewards should mentor less experienced  
 38 stewards to provide continuity of service to members and aid in the training of stewards.  
 39

40  
 41 **9.04.000 CHAPTER POLICY**

- 42 A. Upon approval of the ~~Statewide Chief Stewards Committee~~ Business Manager a chapter may adopt  
 43 a steward policy appropriate to its unique circumstance and preference, ~~so long as that policy~~  
 44 ~~does not conflict with ASEA/AFSCME Local 52 policy.~~  
 45 B. The Chapter Steward Policy shall be filed with the ASEA/AFSCME Local 52 Business  
 46 Manager.

47  
 48 **9.05.000 GUIDELINES FOR STEWARDS (Procedures)**

- 49 A. When working on members' cases, it is strongly recommended that stewards work in pairs.  
 50 This allows a primary and secondary steward to function on each case, ~~and~~ provides a  
 51 "witness" at key meetings, ~~and in addition,~~ the alternate secondary is available whenever  
 the primary steward is not available.

- 1 B. It is the duty of stewards to develop and maintain a detailed case file of written records and  
 2 notes to effectively represent the member. Stewards should take extensive notes during  
 3 any meeting with management.  
 4 C. The steward's duty and role is to be an advocate for the member and not to be concerned  
 5 with their personal relationship with management. The steward's primary job is to protect  
 6 and defend the rights of every member.  
 7 D. If a member is in error, it is appropriate for the steward to provide counseling and to inform  
 8 the member of the potential repercussions. This counseling must always be conducted in  
 9 private and not communicated to management in any way.

#### 10 **9.06.000 SELECTION AND DISTRIBUTION OF STEWARDS**

- 11 A. The general policy of the Union is that there should be one (1) steward per shift per  
 12 thirty (30) members at each job site. Job sites with less than thirty (30) members shall  
 13 have a steward.  
 14 B. The Local Chapter Executive Board shall develop a list of job sites. The list of job sites  
 15 must be approved by the ~~Statewide Chief Stewards Committee~~Business Manager.  
 16 C. Each job site should be represented by a steward who works in the job site and is  
 17 elected by a majority of those members voting in the job site. In accordance with  
 18 9.04.000.A the chapter may submit to the Statewide Chief Stewards Committee an  
 19 alternate election procedure for approval. Each chapter's executive board is responsible  
 20 for conducting elections of stewards within the following general policy guidelines.  
 21 1. The ASEA/AFSCME Local 52 Business Manager (or designee), through the  
 22 secretary or chief steward of each chapter, will provide a list of eligible voters.  
 23 2. Public notification must be given no less than fifteen (15) days in advance of the  
 24 election of stewards.  
 25 3. In the event the required number of stewards are not filled by the election, then  
 26 the chief steward, may appoint stewards after verifying members' status with  
 27 Union professional staff.  
 28 D. The steward's term of office shall be two (2) years. In the event a steward does not  
 29 complete the term, the chapter chief steward may appoint a steward in accordance with  
 30 9.06.000.C.3.  
 31 E. To be eligible to become a steward, a member must be in good standing with  
 32 ASEA/AFSCME Local 52 for at least one (1) year.  
 33 F. The Business Manager will provide the State Department of Administration a steward list.

#### 34 **9.07.000 STATEWIDE STEWARD STRUCTURE**

##### 35 9.07.020 Statewide Chief Stewards Committee

- 36 A. The Union shall have a Statewide Chief Stewards Committee whose mission is to  
 37 communicate and exchange information pertaining to steward issues.  
 38 B. The Statewide Chief Stewards Committee shall be made up of the chapter chief  
 39 stewards.  
 40 C. The Statewide Chief Stewards Committee shall have a chair ~~person~~ who shall be elected  
 41 by a majority of the Chief Stewards. Election of a chair will be conducted by the  
 42 committee during the first meeting of each calendar year. The chair may not be elected  
 43 to this position more than two consecutive years. The chair may not be elected to this  
 44 position more than two (2) consecutive years. —If the chair position becomes vacant,  
 45 the committee will hold a special meeting to elect the chair.  
 46 D. Each Chief Steward's vote shall be weighted in accordance with the number of delegates  
 47 their chapter was allocated at the most recent ASEA/AFSCME Biennial Convention. The  
 48 Statewide Chief Stewards Committee shall meet via teleconference at least twice each  
 49 calendar year.  
 50 E. A quorum shall consist of seven (7) members.

- 1  
2 9.07.030 Member Action Team  
3 A. Member Action Team (MAT) shall be in place in the chapter using the MAT structure.  
4 B. Stewards and union officers shall be part of MAT.  
5

6 **9.08.000 DISCIPLINE AND REMOVAL OF STEWARDS**  
7

- 8 9.08.020 Procedures  
9 A. Complaints against a steward.  
10 1. The Chairperson of the Statewide Stewards Review Panel will select two (2) or more  
11 panel members to investigate written complaints received. The Panel shall request  
12 a written response to the complaint by the steward involved.  
13 2. Steward Review Panel members will not investigate complaints or vote on issues  
14 involving their own work units, divisions, or departments within the region of their  
15 designated seat.  
16 3. Upon completion of the investigation, the Panel will make a written decision  
17 whether to charge the steward or dismiss the complaint. A decision will be based  
18 on the merit(s) of the complaint(s) and will require the concurrence of at least two  
19 (2) panel members.  
20 4. The Panel will submit all charges and recommendations to the Statewide Chief  
21 Stewards Committee in writing, with a copy sent to the charged steward. Charges  
22 need to provide specific reference to names, dates, places, and the grounds for  
23 complaint. The Chief Stewards Committee shall conduct a hearing to consider the  
24 action to be taken. [A quorum of seven \(7\) is required to conduct the hearing and](#)  
25 [take action.](#) The steward shall have full due process rights. A steward who is  
26 charged shall have the right to a hearing before the ASEA/AFSCME Local 52 Judicial  
27 Panel.  
28 B. In the event a complaint is brought against a chief steward, it is to be submitted to the  
29 ASEA/AFSCME Local 52 Judicial Panel.  
30 C. A steward **may** only be dismissed as a steward for a violation of **Art. X** of the AFSCME  
31 Constitution, or for the failure to perform their duties and responsibilities as a steward.  
32

33 Amendment 07-020A

34 Moved by Karen Zubillaga, seconded by Michael Williams

35 To delete at page 6, line 37 of the work document, P&P 9.07.020C, "The chair may not be elected  
36 to this position more than two consecutive years."

37 Amendment 07-020A passed, without objection.  
38

39 Motion 07-020 passed as amended, without objection.  
40  
41

42 Main Motion 07-021 (Proposed Changes to P&P 4.05.020)

43 Moved by the P&P Subcommittee

44 To move forward for member comments the proposed revision to ASEA P&P 4.05.020, as presented.  
45  
46

47 Proposed Change: Strikethrough = Delete; Underscore = New Language

48 **4.00.000 STATE EXECUTIVE BOARD PROTOCOL**  
49

- 50 4.05.020 Polling

1 A. The use of polls is limited to emergency and/or time-sensitive matters requiring  
 2 executive board action between scheduled meetings. Whenever possible teleconferences  
 3 should be considered in lieu of e-mail polls of the executive board.

4 AB. Upon making a diligent attempt to contact all board members while conducting a poll of  
 5 the Board, the voting results on an issue shall be conveyed to the Board within two (2)  
 6 working days of such poll.

7 BC. Polls shall be accepted with any minutes at the next quarterly meeting of the State  
 8 Executive Board and, after these voting results have been published and action has been  
 9 executed, polls are not subject to reconsideration but are amendable only to correct any  
 10 typographical errors in the poll for purposes of the record.

11  
 12 Motion 07-021 passed, without objection.

13  
 14 Main Motion 07-022 (Proposed Changes to Code of Ethical Practices)

15 Moved by the P&P Subcommittee

16 To move forward for member comments the proposed revision to the Code of Ethical Practices, as  
 17 presented.

18  
 19 Proposed Change: Strikethrough = Delete; Underscore = New Language

20  
 21 **CODE OF ETHICAL PRACTICES**

22  
 23 A. This Code of Ethical Practices shall be applicable to ASEA/AFSCME Local 52 members and  
 24 staff, and all its related entities, including, but not limited to, to include the State  
 25 Executive Board, ASEA sponsored Benefits Trust Funds, all chapters affiliated affiliates  
 26 and all with ASEA committees (standing and appointed);, and any other related entities,  
 27 all of which shall be referred to collectively herein as the union.

28  
 29 B. All officers, trustees, managerial employees, and staff of the union, whether elected or  
 30 appointed, contracted, or otherwise employed, are under-held to a high fiduciary duty  
 31 and a sacred trust to honestly and faithfully serve the best interests of ASEA and its  
 32 membership.

33  
 34 C. No officer, trustee, or employee of the union shall own or have a personal financial  
 35 interest, which is inconsistent with such officer's or employee's fiduciary duties. In  
 36 particular, it shall not be permissible for any officer or managerial employee of the union  
 37 to:

- 38  
 39  
 40 1. have a significant financial interest in any agency, which bargains collectively  
 41 with the union;  
 42 2. own or have a significant financial interest in any firm which does business or  
 43 seeks to do business with the union;  
 44 3. make a decision, or cause a decision to be made, concerning a business  
 45 relationship with a firm in which a parent, spouse, spousal equivalent or  
 46 dependent child of that relationship, child, grandparent, grandchild, brother,  
 47 sister, first or second cousin, mother-in-law, father-in-law, sister-in-law, brother-  
 48 in-law, son-in-law, daughter-in-law, step sibling or step or foster parent or child,  
 49 uncle, aunt, niece, nephew or business partner of such officer, trustee, or  
 50 managerial employee has a significant financial interest.  
 51

- 1 | D. No officer, ~~trustee~~, or employee of the union shall accept any gift or personal payment  
2 | that is of greater than nominal value from any employer which bargains collectively with  
3 | the union, other than regular pay or benefits for work performed as an employee of such  
4 | employer, or from any business or professional firm which does business or seeks to do  
5 | business with the union.  
6 |
- 7 | E. No officer, ~~trustee~~, or employee of the union who serves in a fiduciary position with  
8 | respect to, or who otherwise exercises responsibilities or influence in the administration  
9 | of, a retirement, health or welfare benefit fund or plan shall have a significant financial  
10 | interest in any investment manager, insurance carrier, broker, consultant or other firm  
11 | doing business or seeking to do business with such fund or plan. For the purpose of this  
12 | provision, a benefit "fund" or "plan" means a fund or plan sponsored by the union.  
13 |
- 14 | F. No officer, ~~trustee~~, or managerial employee of the union shall convert any funds or other  
15 | property belonging to the union to such individual's personal use or advantage.  
16 |
- 17 | G. Unless otherwise provided for in applicable law, no person who has been convicted of a  
18 | crime, the nature of which is such as to bring the Union as an organization into disrepute  
19 | any felony involving the infliction of grievous bodily injury, any crime of dishonesty or  
20 | theft, or any crime involving misuse or abuse of such person's position or employment in  
21 | a labor organization or an employee benefit fund within the past seven years shall serve  
22 | as an officer, trustee, managerial employee, contracted employee, or employed staff of  
23 | the union.  
24 |
- 25 | H. 1. Charges of a violation of this policy shall be filed with the ASEA Judicial Panel.  
26 | 2. A charge of a violation of this Code of Ethical Practices may be filed only by a  
27 | member of ASEA. Such charge must be specific and must, to the extent  
28 | possible, be supported by substantiating documentation.  
29 | 3. Pursuant to the procedures of the International Constitution, any member may  
30 | bring Judicial Panel charges based on their belief that a violation of the Code  
31 | might have occurred.  
32 |
- 33 | I. Nothing contained herein shall limit the rights of an individual otherwise provided for in  
34 | the International Constitution, ASEA Local 52 Constitution, ASEA Local 52 Policies &  
35 | Procedures, any applicable Collective Bargaining Agreement, Alaska municipal  
36 | ordinances, Alaska State laws, or Federal laws.  
37 |

38 | Motion 07-022 passed, without objection, with Wyatt Wheeler out of the room.

39 |

40 | Main Motion 07-023 (Proposed Changes to P&P 3.00.000)

41 | Moved by the P&P Subcommittee

42 | To move forward for member comments the proposed revision to ASEA P&P 3.00.000, as presented.

43 |

44 | Proposed Change: Strikethrough = Delete; Underscore = New Language

45 |

46 | **3.00.000      AFFILIATIONS**

47 | ~~(Deleted section in its entirety.)~~

48 |

49 | 3.01.000      Alaska Federation of Labor – Congress of Industrial Organizations

50 |

51 | ASEA/AFSCME Local 52 is a constituent member of the Alaska AFL-CIO and has representation  
52 | rights to that organization, as outlined in the Alaska AFL-CIO constitution. This representation is

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1 a contingent of delegates who represent ASEA at the Alaska AFL-CIO biennial convention, and a  
 2 number of vice presidents who represent ASEA in accordance with the Alaska AFL-CIO  
 3 constitution.

4  
 5 3.01.001 Alaska AFL-CIO Convention Delegates

6  
 7 A. The Alaska AFL-CIO constitution establishes the number of delegates that ASEA may  
 8 send to the biennial convention, but does not set forth the manner by which the  
 9 delegates are selected, with one exception, as noted below.

10  
 11 B. Under the Alaska AFL-CIO constitution, the business manager is automatically a delegate  
 12 to the Alaska AFL-CIO biennial convention. The business manager is eligible to represent  
 13 ASEA by authority of Article 4.02 of the ASEA constitution.

14  
 15 C. The President shall submit to the board a list of proposed delegates for approval.  
 16 Persons nominated as delegates must be members in good standing and registered to  
 17 vote in the State of Alaska. The President shall serve as the chair of the delegation. If  
 18 unable to serve as a delegate, the President shall appoint the chair of the delegation.

19  
 20 3.01.002 Alaska AFL-CIO Vice Presidents

21  
 22 A. The Alaska AFL-CIO constitution establishes the number of vice presidents who represent  
 23 ASEA on the Alaska AFL-CIO executive board.

24  
 25 B. The business manager is automatically designated a vice president from ASEA's allotment  
 26 per the Alaska AFL-CIO constitution.

27  
 28 C. The delegation chair shall confer with the delegates to determine who from the  
 29 delegation shall fill the remainder of the vice president allotment. The chair shall submit  
 30 the names to the Alaska AFL-CIO president for election. The term of office is two (2)  
 31 years, terminating at the succeeding biennial convention.

32  
 33 D. Should a vacancy in the office of vice president occur during the period between  
 34 conventions, the ASEA President shall appoint a member in good standing, subject to  
 35 approval from the board, to complete the remainder of the unexpired term.

36  
 37 3.01.003 Alaska AFL-CIO Central Labor Councils

38  
 39 A. If a Central Labor Council (CLC) exists within the geographic area covered by a chapter  
 40 of ASEA, the chapter president shall, with approval of the chapter executive board,  
 41 appoint representatives to the CLC. CLC representatives must be members in good  
 42 standing.

43  
 44 B. If more than one (1) chapter falls within the geographic boundaries of a CLC, then the  
 45 chapter with the greatest number of members shall have first pick of designating a  
 46 representative to the CLC. The next largest chapter shall pick second, and so on until all  
 47 positions on the CLC have been filled. Should a chapter decline to appoint a  
 48 representative, the chapter closest to the regular meeting place of the CLC shall have the  
 49 option to appoint all remaining representatives.

50  
 51 Motion 07-023 passed, without objection.  
 52

1 Main Motion 07-024 (Proposed Changes to P&P 4.08.000)

2 Moved by the P&P Subcommittee

3 To move forward for member comments the proposed revision to ASEA P&P 4.08.000, as presented.

4  
5 Proposed Change: Strikethrough = Delete; Underscore = New Language

6  
7 **4.00.000 STATE EXECUTIVE BOARD PROTOCOL**

8  
9 **4.08.000 VACANCIES**

10  
11 4.08.010 Election Process

- 12  
13 A. Vacancies on the board may be filled on a temporary basis in accordance with ASEA  
14 Constitution Article 7.07.
- 15  
16 B. When a board position becomes vacant, the Chair shall give notice to the board of the  
17 intent to fill the vacant position. Upon notice, the Business Manager shall notify the  
18 constituent members represented by the vacant position that any eligible members in  
19 good standing may submit their name for consideration by the date given. The notice  
20 process shall not be less than fifteen (15) days prior to the election.
- 21  
22 C. During any regular or special meeting of the board that follows the notice of intent to fill  
23 a vacant position, the Chair may open nominations of candidates from the remainder of  
24 the board. Members nominated for office must meet the eligibility requirements for that  
25 office and must have submitted a statement of interest.
- 26  
27 D. If only one (1) member is nominated for the vacant position, then that member shall be  
28 declared elected to that position. If more than one (1) member is nominated to fill the  
29 vacancy, then the board shall proceed to conduct an election by secret ballot.
- 30  
31 E. Ballot election. If a quorum of the board is present at the meeting, each board member  
32 shall write his/her choice of candidate on a piece of paper and deposit it into a box (or  
33 other suitable container) under the control of the business manager. At the request of a  
34 majority of the board, the election may be conducted by mail. Mailed ballots shall be  
35 enclosed in a sealed envelope, then inserted into an envelope addressed to the business  
36 manager, with the board member's return address and signature on the outside  
37 envelope, and postmarked by the designated date. The business manager shall tally the  
38 votes and report the result to the Secretary (or acting Secretary). The Secretary shall  
39 announce the vote tally to the board and declare the winner. The Business Manager  
40 shall seal and store the ballots in the Union office for a period of one (1) year.

41  
42 Motion 07-024 passed, without objection.

43  
44 Main Motion 07-025 (Proposed Changes to P&P 17.00.000)

45 Moved by the P&P Subcommittee

46 To move forward for member comments the proposed revision to ASEA P&P 17.00.000, as presented.

47  
48 Proposed Change: Strikethrough = Delete; Underscore = New Language

49  
50 **17.00.000 INFORMATION REQUESTS**

- 1 A. An Information Request Form must be completed by any member requesting written  
2 information from the Union.
- 3 B. An Information Request Form will indicate the purpose for which the information will be  
4 used and, prior to distribution, newsletters or communications using the Local 52 logo, or  
5 identified as a Local 52 publication (not a chapter publication), or using address labels  
6 provided by ASEA/AFSCME Local 52, must be reviewed by the Business Manager.
- 7 C. Upon receipt of an information request the Business Manager will acknowledge to the  
8 requestor within ten (10) days the receipt of the information request and the latest date  
9 by which the information request will be completed. Requests routinely will be  
10 completed within thirty (30) days unless circumstances require an extended period of  
11 time.
- 12 D. Chapter requests will be given a higher priority for information requests, if the  
13 information requested is time-sensitive and/or is required for Chapter elections.

14  
15 Motion 07-025 passed, without objection with Stephen Wright out of the room.

16  
17 (The Chair called for a break at 9:40 a.m., resuming the record at 9:54 a.m.)

18  
19 Main Motion 07-026 (Proposed Changes to P&P 2.03.000)

20 Moved by the P&P Subcommittee

21 To move forward for member comments the proposed revision to ASEA P&P 2.03.000, as presented.

22  
23 Proposed Change: Strikethrough = Delete; Underscore = New Language

24  
25 **2.00.000 COMMITTEES**

26  
27 **2.03.000 APPOINTED COMMITTEES**

28  
29 2.03.020 Election Committee

30 In accordance with Article 7 of the ASEA/AFSCME Local 52 Constitution all elections for the State  
31 Executive Board and AFSCME convention delegates shall be conducted under the supervision of  
32 an Election Committee.

- 33 A. The Election Committee shall consist of ~~at least~~ five (5) members: the committee chair  
34 and ~~at least~~ one (1) member representing each of the four (4) geographic regions  
35 (Anchorage, Fairbanks, Juneau, and Rural).
- 36 B. Members of the Election Committee shall serve for staggered terms of two (2) years.  
37 The chair, appointed by the President and approved by the State Executive Board,  
38 Fairbanks and Juneau members shall be appointed in even numbered years. The  
39 Anchorage and Rural members shall be appointed in odd numbered years. Appointments  
40 to the Election Committee shall be made before the start of the election cycle, so that  
41 committee members shall be in place at least forty-five (45) days prior to the mailing of  
42 nomination forms. ~~Ad hoc appointments to the committee in excess of the minimum five~~  
43 ~~members may occur at any time. Members appointed on an ad hoc basis shall serve no~~  
44 ~~longer than two years from the time of appointment.~~
- 45 C. The State Executive Board may utilize an the Election Committee in membership balloting  
46 other than officer elections.
- 47 D. Upon receiving the State Executive Board notice to hold an officer election, the Election  
48 Committee shall execute all officer elections in accordance with the elections process  
49 established in the constitutions of ASEA/AFSCME Local 52 and AFSCME, and the AFSCME  
50 Elections Manual, and Policy 22.00.000 of this manual.

- 1 E. The Election Committee should hold their organizational meeting no later than thirty (30)  
 2 days prior to the mailing of nomination forms. The committee shall elect a secretary to  
 3 keep the minutes of the committee.  
 4 ~~F. Upon request of the Election Committee the Business Manager shall hire a third party~~  
 5 ~~independent contractor selected by the Election Committee to receive and count ballots if~~  
 6 ~~this method will produce a cost savings to the union.~~

7  
 8 Motion 07-026 passed, without objection.

9  
 10 Main Motion 07-027 (Proposed Changes to P&P 22.00.000)

11 Moved by the P&P Subcommittee

12 To move forward for member comments the proposed revision to ASEA P&P 22.00.000, as presented.

13  
 14 Proposed Change: Strikethrough = Delete; Underscore = New Language

15  
 16 **22.00.000 ELECTION PROCESS FOR OFFICERS AND AFSCME CONVENTION**  
 17 **DELEGATES**

- 18 A. Notice of Nominations.  
 19 1. The Election Committee shall cause to be mailed, either separately or by  
 20 prominent inclusion in an official publication of the Union, a Notice of  
 21 Nominations and Elections to all eligible ASEA/AFSCME Local 52 members at their  
 22 last known address, in accordance with or subject to the timelines established in  
 23 Article 7 of the ASEA/AFSCME Local 52 Constitution. A mailing house may be  
 24 used for this purpose.  
 25 2. Notices of Nominations shall include the following information:  
 26 (a) the office to be filled and the term of each office.  
 27 (b) all pertinent dates and deadlines pertaining to nominating petitions and  
 28 candidate statements, when ballots will be mailed, when ballots will be  
 29 counted, run-off elections and ballot counting.  
 30 (c) instructions on how to complete and submit the nominating petition and  
 31 candidate statement.  
 32 (d) a nominating petition.  
 33 3. Prior to distribution, ASEA/AFSCME Local 52 support staff shall present a draft  
 34 Notice of Nominations to the Election Committee Chair for approval by the  
 35 committee.  
 36 B. Nominating Petitions and Candidate Statements.  
 37 1. A standardized nominating petition will be provided with the Notice of  
 38 Nomination and shall also be available from the Union Field Offices in Fairbanks  
 39 and Juneau, as well as Union Headquarters in Anchorage, and shall be available  
 40 in PDF format on the Union's web site.  
 41 2. Nominations shall be made on the standardized nominating petition, or in writing  
 42 within a non-standardized format containing all the same information as the  
 43 standardized nominating petition.  
 44 3. Nominating petitions may be mailed, faxed, or hand-delivered to Union  
 45 Headquarters or either any Union Field Office. A nominating petition received by  
 46 fax shall be deemed an original document.  
 47 4. Nominating petitions will be date-stamped upon receipt by the Union, and all  
 48 nominating petitions received by Union Field Offices shall be forwarded via fax to  
 49 Union Headquarters that same date.  
 50 5. Union staff shall verify that nominees are under the proper occupational or  
 51 regional category, when applicable, and that all candidates are members in good  
 52 standing.

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6. Union support staff shall notify the Election Committee Chair of all qualified candidates, with documentation of any disqualified petitioner for nomination.
  7. At the time nominees are verified to be eligible and are officially recognized as candidates by the Election Committee, their names will ~~their names will~~ be considered public information and the list of nominees shall be posted to the ASEA website.
  8. Each candidate is allowed to submit a statement of the candidate's personal qualifications for the office sought. A candidate's statement may only contain reference to personal qualifications, ~~may include~~ education, Union experience, and accomplishments, ~~and goals for office.~~ Candidate statements may not contain pictures, cartoons and other text objects. Candidate statements may not contain references to other candidates or individuals. Statements that meet this criteria will be included in the ballot mailing.

14 The candidate statement process shall be governed by the following  
15 procedure:

- 16 (a) Union Headquarters will mail a candidate's statement form to each  
17 candidate. The form will be an 8-1/2 x 11 sheet of paper and shall  
18 contain the standardized union disclaimer noted in 22.00.000.B.8(c).  
19 Those candidates wishing to submit a candidate's statement will use this  
20 form.
- 21 (b) The order of appearance of statements shall follow the same order used  
22 to list the candidates' names on the ballot.
- 23 (c) On each candidate statement, the following disclaimer by the Union shall  
24 be noted: "(This statement is the candidate's. Its factual accuracy has  
25 not been verified and it does not necessarily represent official  
26 ASEA/AFSCME Local 52 policy or positions.)"
- 27 (d) Candidate statements are to be submitted to the Union Office, and will  
28 be date-stamped on the back of the statement by Union Office staff.
- 29 9. Candidate statements are due at the same time as Nominating Petitions.
- 30 C. ASEA/AFSCME Local 52 Election Campaigning.
- 31 1. No union funds may be spent campaigning for any candidate seeking union  
32 office.
- 33 2. No publication sponsored by or supported by the Union may endorse or  
34 discourage the endorsement of a candidate for union office. (Reference  
35 17.03.000, "E-mail.")
- 36 3. The Union shall control access to membership mailing lists. Notice of access to  
37 Union membership and chapter office mailing lists shall be included in the  
38 primary publication of the Union at the time of solicitation of candidate  
39 nominations.
- 40 (a) ~~Each candidate is limited to one mailing per election. Any nominee or~~  
41 ~~candidates for~~ ASEA/AFSCME Local 52 candidates are entitled to ~~a use of~~  
42 mailing labels provided by the Union to be affixed to campaign  
43 literature. ~~Each candidate will be charged for the cost of printing and~~  
44 ~~affixing labels. ASEA/AFSCME Local 52 will provide mailing labels;~~  
45 ~~however, it will require a candidate or their designee, if they do not have~~  
46 ~~an office, to ensure the labels are affixed to the material to be mailed.~~  
47 Candidates are responsible for delivering to the ASEA/AFSCME Local 52  
48 Anchorage office mail-ready campaign materials with postage affixed.  
49 ASEA staff will be responsible to address and mail campaign materials at  
50 the candidate's expense.
- 51
- 52 (b) ~~Once the labels are affixed, the nominee or candidate or if a Rural~~  
53 ~~candidate their designee, may have the campaign literature mailed from~~

- 1 the ASEA/AFSCME Local 52 office. This would require the candidate to  
 2 pay for the mailing list and postage if they use a postage machine and to  
 3 ensure proper postage was affixed to the campaign material prior to the  
 4 Union mailing the material.
- 5 (c) ~~At no time may a nominee or candidate or if a Rural candidate their~~  
 6 ~~designee, remove the mailing labels or address information from the~~  
 7 ~~Union Office.~~
- 8 (d) ~~The Union will not provide an electronic transfer of membership~~  
 9 ~~information to a third party for purposes of election campaigning.~~
- 10 4. Access to Membership Lists.
- 11 (a) ~~Upon submission of an Information Request Form, a candidate, or if a~~  
 12 ~~Rural candidate their designee, may schedule with the Union Office~~  
 13 ~~during a time authorized by the Business Manager to have access to and~~  
 14 ~~utilize a list of members' names and work phone numbers for telephonic~~  
 15 ~~campaign purposes. Calling cards must be used for long distance or toll~~  
 16 ~~calls.~~
- 17 (b) ~~No member names or phone numbers shall be released to a candidate,~~  
 18 ~~or if a Rural candidate their designee, outside policy in section (a).~~
- 19 (a) No listing of member work and/or home numbers will be released by  
 20 ASEA for the purpose of telephonic campaigning.
- 21 5. E-mail addresses. ~~The Union's e-mail system, website, or webmail systems may~~  
 22 ~~not not~~ be used in campaigning for union office. Chapter websites may not be  
 23 used for campaigning or promotion of candidates.
- 24 6. Within a state owned or leased building or facility, campaign materials may only  
 25 be posted on official Union bulletin boards.
- 26 D. Preparation and Mailing of the Ballots.
- 27 1. Following the nomination petition and candidate statement deadline, the Election  
 28 Committee shall review all election materials. Packets of election materials  
 29 (including copies of nominating petitions, candidate statements, and draft  
 30 ballots) shall be distributed to all Election Committee members. The Election  
 31 Committee may meet telephonically, if needed, during this review process. The  
 32 Election Committee shall review the draft ballots for the following:
- 33 • the correct spelling of each candidate's name.
  - 34 • The member's name and address are preprinted on the postage paid,  
 35 pre-addressed business reply envelope.
  - 36 • the correct dates and deadlines.
  - 37 • clear identification of the number of people to vote for.
  - 38 • instructions which clearly indicate how to mark the ballot.
  - 39 • if more than one (1) ballot is required, ballots shall be color coded to  
 40 properly identify the appropriate voting groups.
- 41 2. Candidates shall be listed on the ballot alphabetically by last name.
- 42 3. The ballot shall minimally include the following instructions:
- 43 (a) Mark the ballot.
- 44 (b) Place the ballot in the envelope with "BALLOT" printed on it.
- 45 (c) Seal the "BALLOT" envelope and place it in the postage paid,  
 46 pre-addressed business reply envelope.
- 47 (d) Seal the return envelope, ~~print and sign your name~~ and provide the  
 48 ~~other~~ required information in the designated space on the postage paid,  
 49 pre-addressed business reply envelope. ***Your vote will not be***  
 50 ***counted if this information is not provided. At your discretion you***  
 51 ***may enclose your signed business reply envelope in another envelope for***  
 52 ***mailing.***

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53
4. Upon final approval by the Election Committee, Union staff shall administer the printing and mailing of the ballots and candidate statements. Staff shall inspect the membership data provided by the state for accuracy and completeness before transferring it to the mailing house.
    - (a) A master membership list shall be run at the same time the ballot labels are prepared.
    - (b) Ballots mailed to locations which are not connected to the Anchorage road systems will be mailed First Class.
    - (c) ~~Replacement ballot.~~—If a member, for whatever reason, is in need of a replacement ballot, Union Headquarters ~~or the third-party independent contractor contracted to count the ballots~~ shall provide the replacement ballot in a timely manner.
  5. Any problem with the election process should be brought to the Election Committee's attention as soon as possible. Notification can be by phone or e-mail and should include all Election Committee members. Written documentation of any such contact shall be kept by Union staff.
  6. If problems involving an election arise that require investigation, the Election Committee should oversee the inquiry.
  7. ~~The Business Manager should make certain that staff follow proper administrative procedures when assisting the ballot process.~~
  - E. ~~Third-Party Independent Contractor.~~—If a third-party independent contractor is selected to count the ballots, the Election Committee will provide them a key to the Election Committee Post Office box.
  - F. Security of Ballots.
    1. All ballots are mailed to ~~a third-party independent contractor or to~~ a U.S. Post Office box paid for and designated solely for election purposes. During the election process, ballots shall be retained at the U.S. Post Office ~~or with the third-party independent contractor~~ until the designated time for the counting of ballots.
    2. During the election process, keys to the Election Committee Post Office box are to be kept by the Election Committee Chair [or designee(s)].
  - G. Observers.
    1. Each candidate may designate his or her own observer to be present during the ballot counting. A candidate may not serve as the observer.
    2. The observers ~~are there to observe. They~~ may not assist in the actual conduct of the election. ~~They~~ may not engage in any kind of campaigning. ~~They~~ may not wear buttons or badges in support of a candidate, pass out leaflets, or attempt to discuss the election with anyone while observing.
    3. Observers have the right to call to the attention of the Election Committee members present any perceived violation of proper procedure which they may observe during the ballot counting.
  - H. Disruptive Behavior. Observers, Election Committee members, or other members of the Union who, in the judgment of the Election Committee or the third-party independent contractor, are disruptive to the conduct of the ballot counting, may be required to leave by the Election Committee ~~or the third-party independent contractor~~.
  - I. Counting of Ballots.
    1. Ballot counting takes place at ASEA/AFSCME Local 52 Headquarters in Anchorage AK or other location if another facility is selected to accommodate the ballot counting.
    2. The following procedure shall be used in counting the ballots.
      - (a) Upon delivery of the ballots, the ballots are sorted alphabetically.
      - (b) The names on each ballot are then to be compared with lists [provided by the Business Manager (or designee)] of ASEA/AFSCME Local 52

1 members in good standing. Any ballots with names not listed are to be  
 2 sent to the Business Manager (or designee) for confirmation as a  
 3 disallowed ballot. Disallowed ballots are to be put in the "Disallowed  
 4 Ballot" pile.

- 5 (c) Following the check-off of names, the outer envelopes ~~can~~ shall be  
 6 opened and the contents removed. Contents should be the inner ballot  
 7 envelope. The outer envelopes are to be batched up and saved (in the  
 8 event of a recount).
- 9 (d) The inner ballot envelopes are then opened and ballots removed. ~~Any~~  
 10 ~~ballots with written comments on them should be put aside into the~~  
 11 ~~"Disallowed Ballot" pile. If the intent of the member voting is clear, the~~  
 12 ~~ballot should be counted regardless of any comments written on the~~  
 13 ~~ballot, with the exception of any member identification on the ballot.~~ If  
 14 a voter has signed their name to or initialed the ballot, the entire ballot  
 15 will be disallowed.
- 16 (e) Such deviations from the instructions on the ballot, as making a check-  
 17 mark instead of an "X," ~~or failure to use the inner ballot envelope,~~ should  
 18 not serve to disallow a ballot. If the intention of the voter is clear, count  
 19 the vote.
- 20 (f) If a ballot is partly spoiled, that does not void the entire ballot. For  
 21 example, if a voter has voted for two (2) candidates for President, his or  
 22 her ballot is void for that office. But if the same voter has voted for only  
 23 one (1) candidate for other listed offices, ~~count~~ the vote for those offices  
 24 is counted.
- 25 (g) Write-in votes are not counted; ~~treat~~ those ballots are treated as though  
 26 they were blank for the office for which a write-in appears.
- 27 (h) In a situation where the Election Committee must rule on a ballot being  
 28 allowed or disallowed, a majority vote of the Election Committee will  
 29 decide the question.
- 30 (i) ~~Keep a~~ record is maintained of the number of disallowed and void or  
 31 totally blank ballots. These will not be included in the tally of valid  
 32 ballots.
- 33 (j) When the tabulation of the unquestioned ballots has been completed,  
 34 the Election Committee should turn its attention to any remaining  
 35 questioned ballots. If the number of questioned ballots is not large  
 36 enough to change the outcome of any of the contests, the Election  
 37 Committee is free to refuse to decide the questioned ballots. In that  
 38 case, the ballots remain in the sealed envelopes but are retained with  
 39 the rest of the ballots and the election records. If the number of  
 40 questioned ballots is great enough that it might affect the outcome of  
 41 one or more races, the Election Committee must then take up each  
 42 questioned ballot separately and, without opening the envelope, make a  
 43 decision as to whether or not the ballot should be counted. In those  
 44 cases where the Election Committee decides to count the ballot, the  
 45 envelope should be opened and the ballot deposited, unexamined, in the  
 46 now-empty ballot box. When all questioned ballots have been disposed  
 47 of, the ballots in the box should be counted and added to the previous  
 48 tally. A record should be maintained of the names of those whose  
 49 ballots were questioned and of the disposition of each.
- 50 (k) The ballots are then to be batched together into groups of 25  
 51 ballots/group. The Business Manager (or designee) will provide tally  
 52 sheets. A tally sheet goes with each group of 25 ballots. Votes are then  
 53 counted and recorded on the tally sheet. A second person must confirm

- 1 the vote count on each group of 25 ballots. Each person will place their  
 2 initials on the tally sheet. (See sample of Tally Sheet inserted in this  
 3 section of the policy manual at Union offices in Anchorage, Fairbanks  
 4 and Juneau.)
- 5 (l) If the counting must be interrupted on the Election Day and continued  
 6 the following day, all materials must be secured for the night by boxing  
 7 up all election ballots, documents, and materials, and temporarily storing  
 8 these boxes in a locked room. The following morning, all ballot materials  
 9 are returned to the count area, and the count resumed.
- 10 (m) In the event finalization of a count must be delayed, no Election  
 11 Committee member or volunteer working on the count shall divulge  
 12 preliminary results before the Election Committee certifies final results.
- 13 3. Following batching and count, results are then consolidated and entered onto a  
 14 Summary Count Form [provided by the Business Manager (or designee)]. (See  
 15 sample of Summary Count Form inserted in this section of the policy manual at  
 16 the Union offices in Anchorage, Fairbanks and Juneau.)
- 17 4. Results are then confirmed by the Election Committee.
- 18 (a) A signed, formal report is ~~then put together~~submitted by the Election  
 19 Committee to the ~~President Business Manager for distribution to the~~  
 20 ~~State Executive Board on the results of the election~~. The report should  
 21 state the total number of ballots counted, the final count, and the  
 22 number of disallowed and totally blank ballots. The formal report shall  
 23 also state the winner(s) of the election in accordance with AFSCME  
 24 Elections Manual procedures.
- 25 ~~(b) All members of the Election Committee participating in the count should~~  
 26 ~~then sign the report and submit it to the Business Manager (or designee)~~  
 27 ~~for distribution.~~
- 28 (eb) All Candidates shall then be called by the Election Committee and  
 29 notified of the election results ~~by the Election Committee~~.
- 30 (dc) ~~In order to notify the membership,~~ The Elections Report shall be placed  
 31 on the ASEA/AFSCME Local 52 web site.
- 32 5. Upon completion of the formal report, all election materials (including counted  
 33 ballots, tally sheets, return envelopes, disallowed and totally blank ballots) must  
 34 be boxed up, taped, secured, labeled, dated, and initialed by at least two (2)  
 35 Election Committee members. These boxes are then to be archived in the  
 36 secured storage of Union Headquarters for no less than one (1) year from the  
 37 Date of Election.
- 38 6. Recount.
- 39 (a) In the event of a recount, the election boxes shall be unsealed in the  
 40 presence of Election Committee members and observers.
- 41 (b) The postage paid, pre-addressed business reply envelopes (with  
 42 signatures required information) are to be checked off against the list of  
 43 members in good standing.
- 44 (c) The ballots are then to be recounted and results compared to the tally  
 45 sheets and final Summary Count Form.
- 46 (d) All disallowed ballots are then to be reviewed by Election Committee  
 47 members and observers.
- 48 (e) ~~Upon completion of the recount,~~ The Election Committee will submit a  
 49 signed Final Report to the Business Manager ~~(or designee)~~ for  
 50 distribution to the State Executive Board on the results of the recount.  
 51 All members of the Election Committee participating in the recount are to  
 52 sign the formal report.

- 1 (f) All Candidates shall then be called by the Election Committee and  
 2 notified of the election results ~~by the Election Committee~~.
- 3 (g) In order to notify the membership, the Elections Report shall be placed  
 4 on the ASEA/AFSCME Local 52 web site.
- 5 J. Run-Off Elections for Officers Only.
- 6 1. In the case no candidate receives a majority of the votes, a run-off election for  
 7 that office must be held. The ballot for a run-off election will contain two (2)  
 8 names for each office. In most cases this will mean listing the two (2)  
 9 candidates who ran first and second place during the original election.
- 10 2. If one of the top two vote-getting candidates withdraws, the third highest vote-  
 11 getting candidate will take their place. Only if all other candidates withdraw from  
 12 the race can a run-off election be avoided.
- 13 3. The run-off election shall be held on the dates identified on the original Notice of  
 14 Nomination and shall follow the same election rules as that of the original  
 15 election. This includes the preparation and mailing of the ballots, security of the  
 16 ballots, observers, and counting the votes. No new statements from the  
 17 candidates will be accepted. The original statements shall be included with the  
 18 run-off ballots.
- 19 4. The 30-day rule to conduct the election will apply to run-off elections.
- 20 K. Protests. A protest is not the same as a challenge. A challenge questions a nominee's  
 21 right to run for office and must be raised by a member before the election is actually  
 22 held. A protest questions the actual conduct of the election itself.
- 23 1. Protests and challenges shall be filed with the Election Committee in accordance  
 24 with Appendix D of the AFSCME Constitution.
- 25 2. Any protester or nominee adversely affected by a decision of the Election  
 26 Committee on a challenge or a protest may file an appeal with the AFSCME  
 27 Judicial Panel, which retains jurisdiction in all election matters.
- 28 L. Installation of Officers.
- 29 1. Newly elected officers have, in fact, been the officers of the Union from the  
 30 moment the Election Committee's Report was accepted by presented to the  
 31 Business Manager for distribution to the State Executive Board and are legally  
 32 bound by the Obligation of an Officer; ~~whether or not they have raised their~~  
 33 ~~hands and recited the words. Therefore, those elected shall be installed in office~~  
 34 ~~immediately, upon acceptance of the Election Report by the State Executive~~  
 35 ~~Board of ASEA/AFSCME Local 52. New officers may be installed by any member~~  
 36 ~~who can issue the Obligation of an Officer under Art. 7.09 of the ASEA/AFSCME~~  
 37 ~~Local 52 Constitution.~~
- 38 2. Outgoing officers are obligated to turn over to their successors all books, papers,  
 39 and other property of the union, and they remain under bond until they have  
 40 done so. (AFSCME Local Union Elections Manual, "Installation of Officers")
- 41 M. Constitutional Amendments. Constitutional amendments may also be submitted outside  
 42 the Biennial Convention in accordance with Art. 6.07.B.3. of the ASEA/AFSCME Local 52  
 43 Constitution. Upon receipt the State Executive Board will support, oppose, or reject the  
 44 proposed constitutional amendment in such a manner that the election may be held in  
 45 accordance with the timelines in Article 7.05.B. of the ASEA/AFSCME Local 52  
 46 Constitution.
- 47 N. At the conclusion of the election cycle, the Election Committee shall provide a  
 48 comprehensive report to the State Executive Board, which includes at a minimum:
- 49 1. Procedural problems or irregularities, and the resolution of problems or  
 50 irregularities.
- 51 2. Ineligible candidate listing, and the reason for ineligibility.
- 52 3. Minutes of all Election Committee meetings and/or teleconferences.
- 53 4. Suggested improvements/changes for the next election cycle.

1  
2 Amendment 07-027A

3 Moved by Stephen Wright, seconded by Michael Williams

4 Insert a new sentence at 22.00.000.B.8, page 9, line 17 of the work document, following

5 "...individuals": "If the Election Committee disallows a candidate statement, the Election

6 Committee shall give the candidate an opportunity to submit a corrected statement to be received

7 by the Election Committee seven (7) days before the ballot mailing deadline."

8 Amendment 07-027A passed, without objection.

9  
10 Amendment 07-027B

11 Moved by Sue Layton, seconded by Michael Williams

12 At 22.00.000.C.3(a), page 10, line 4, of the work document, strike words "be charged," for the

13 sentence to read, "Each candidate will prepay for the cost of printing and affixing labels."

14 Amendment 07-027B passed, without objection.

15  
16 Motion 07-027 passed as amended, with Rosemary Foster and Wyatt Wheeler objecting.

17  
18 Subcommittee Chair Wade Wahrenbrock noted that there are additional items that were first identified and  
19 the subcommittee will be taking those up during the interim, prior to the next Board meeting.

20  
21 (The Chair calls for a break at 11:04 a.m., resuming the record at 11:17 a.m.)

22  
23  
24 **NEW BUSINESS (CONTINUED)**

25 37<sup>th</sup> AFSCME Biennial Convention

26 President Fred Brown distributes to the Board documents titled *AFSCME Delegates Pass 21<sup>st</sup> Century*

27 *Initiative*, dated 8/08/06; and a Final Report, "*Our Voices, Our Future*" AFSCME Town Meeting

28 AFSCME 37<sup>th</sup> International Convention, dated 8/10/06. President Brown asks the Board members that

29 attended the 37<sup>th</sup> AFSCME Biennial Convention, to report one point that highlighted the trip.

30 Delegate Observations:

- 31 ▪ Sue Layton – Super impressed with the Town Meeting. She speaks of the representation of  
32 women in AFSCME. Grouping was random and determined by the number that was on the  
33 front of the folders that delegates received. Each table had a laptop computer for each table to  
34 submit their input to the AFSCME staff; amazed that we are all close in our ideas. Over  
35 60 percent of AFSCME's membership will be retiring. The young people are not coming in.
- 36 ▪ Stephen Wright – The Town Hall Meeting was the most impressive experience. Was  
37 immersed with the Puerto Rico delegation (speaks fluent Spanish and hopes to do some  
38 organizing in the Southwestern United States).
- 39 ▪ Michael Williams – Town Hall Meeting was memorable and historical. Speaks of the survey  
40 regarding the general feeling of the Union Movement, which was lukewarm. At the end of the  
41 meeting the same question was posed and there was a significant shift in the positive feeling of  
42 those in the Town Hall Meeting.
- 43 ▪ Karen Zubillaga – Town Hall Meeting. The 21<sup>st</sup> Century Committee and getting the members  
44 involved in the process is the most important thing that we can focus on right now. Will be  
45 participating with the Coordinated Labor Campaign.

- 1       ▪ Wyatt Wheeler – The rally was most impressive.
- 2       ▪ Tam Tocher responds to Sue’s comments about the lack of young people. She is putting
- 3       together a special project for the Northwest specifically to activate people age 35 and under.
- 4       ▪ Jim Duncan – very successful convention, especially liked the Town Hall Meeting, and
- 5       concurs with Wyatt Wheeler that the rally was very impressive. Was able to facilitate a table
- 6       and to hear from people from across the country.

### Professional Negotiator

7  
8 Rosemary Foster passes on “the concern of the members” that they will not be represented well during  
9 negotiations. They are looking for a better negotiations process and have more issues to bring to the table.  
10 “I would hope that the committee would use broad scope to bring all the bargaining chips on the table,”  
11 she stated

### **MEMBER COMMENTS – Time Certain at 11:30 a.m.**

12  
13 A telephonic connection was established at 11:30 a.m. for all incoming calls from members wishing to  
14 address the Board, with the meeting continuing until such time a call is joined or member arrived.

- 15
- 16
- 17       ▪ Pat Moss, Interim Northern Region Representative joins the meeting
- 18       ▪ Nadine LeFebvre, Linda Miller, and Karen Waldrop join telephonically
- 19

### **REPORTS - PRESIDENT (CONTINUED)**

#### Committee Reports (Continued)

#### AFSCME Women’s Advisory Committee and ASEA/AFSCME Local 52 Women’s Committee

22                   COMMITTEE CHAIR NADINE LEFEBVRE: Okay, well thank you very much, hello  
23 everyone, I hope, Pat get well soon. As the current Chair of the Local 52 Women’s Issues  
24 Committee, I just wanted to say that we do have a new member for the vacancy in the Northern  
25 Region, but Fred I have forgotten her name, I want to invite her to our next teleconference. What is  
26 her name, please?

27                   PRESIDENT FRED BROWN: I will email you that, I do not have it here, Nadine.

28                   COMMITTEE CHAIR NADINE LEFEBVRE: Okay, and we do have a recent vacancy in  
29 the Central Region because Laura Ghormley has taken an advancement over to Legislative Affairs  
30 and we do have some interested persons and I will be sure to share that information with you.

31                   I want to thank you very much for our updates to our *Pink Link*, that really means a lot and I  
32 can see people are visiting and reading the material.

33                   The Women’s Issues Committee has made progress on future awareness and fundraising.  
34 We are creating our own lapel pin. The art has been approved and there is not any kind of  
35 encumbrances on it whatsoever, and we are going to go forward. We are just looking at pricing right  
36 now and we are hoping to use that as a fundraising and awareness tool.

37                   The Women’s Issues Committee was invited by Council 75 for a training session in Portland,  
38 Oregon. Mellie Twitchell from Bethel and Nadine LeFebvre from Juneau both attended. Great  
39 information on getting the political message out, motivating and activating our membership so I hope  
40 to be able to put that into use. At the time we realized the women of Alaska and ASEA/AFSCME  
41 Local 52 have been invited to participate with more and more activities regionally that the Northwest  
42 really wants to strengthen their women’s activities, wants to network more completely and more  
43 often and begin to maybe put together a regional training session to take care of our Northwest  
44 needs.

45                   Also, one of the big issues was child care. They are surprised that we have such few child  
46 care providers in Alaska and of course we discussed House Bill 162 written by Beth Kertulla. All the  
47

1 parties concerned would like to talk more about it because the State workers really need some help  
 2 with child care. We need more providers, we can also organize them to become members of  
 3 Local 52 and we have a lot of support from our Regional Vice-President of AFSCME as well as child  
 4 care activist in the Northwest Region and Beth Kertulla is onboard. If there is anything she can do  
 5 for the ASEA working families. So I want to be sure and share that with you.

6 I do not have a long report this time and sorry you can not hear my voice much longer and I  
 7 will certainly send this to you electronically. I am available for comments or questions if anyone has  
 8 any.

9 PRESIDENT FRED BROWN: Thank you, Nadine. Are there any Board member  
 10 questions or comments? The name of that Northern Region appointee is Diana Smith.

11 COMMITTEE CHAIR NADINE LEFEBVRE: Smith. Is she in Health or Labor?

12 PRESIDENT FRED BROWN: I believe she is in Health and Social Services.

13 COMMITTEE CHAIR NADINE LEFEBVRE: All right, I will reach out to her today.  
 14 Thank you, Fred.

15 PRESIDENT FRED BROWN: And with respect to the Southeast and the South  
 16 Central, you can forward me any names that you would like to nominate from Juneau and from  
 17 South Central and cross copy your presidents; the presidents of those two areas. I would like to get  
 18 their input as well.

19 COMMITTEE CHAIR NADINE LEFEBVRE: Oh certainly. I will try to take care of that  
 20 later this afternoon.

21 PRESIDENT FRED BROWN: Okay, good.

22 Any other questions? Rosemary.

23 ROSEMARY FOSTER: Nadine, I just wanted to say thank you for your report. It was  
 24 very informative.

25 COMMITTEE CHAIR NADINE LEFEBVRE: Oh, you are very welcome.

## 26 27 **MEMBER COMMENTS (CONTINUED)**

- 28
- 29 ▪ Nadine LeFebvre (Juneau) – Issue: DOL Layoffs
- 30 ▪ Karen Waldrip (Juneau) – Issue: DOL Layoffs; personal status as steward
- 31 ▪ Linda Miller (Juneau) – Issue: DOL Layoffs
- 32

33 There was discussion among the Board regarding Contract Negotiating Committee (CNC). Wade  
 34 Wahrenbrock asked to include CNC as an agenda item for December's Quarterly Board Meeting.

## 35 36 **REPORTS – TREASURER**

37  
38 Treasurer Karen Zubillaga reported that there is nothing to add to the Business Manager's report on the  
 39 budget review.

### 40 37<sup>th</sup> AFSCME Biennial Convention Attendance of ASEA Delegates

41  
42 (Note of Record: The record stands at ease.)

## 43 44 **REPORTS – PRESIDENT (CONTINUED)**

### 45 Committee Appointments

1 Main Motion 07-028 (Committee Appointments)

2 Recommendation of the Chair: To appoint Paul Kroenung (Mat-Su), and Patricia Hurt (Mat-Su) to the  
3 Class I Committee.

4 Moved by Chris Lyou, seconded by Wade Wahrenbrock, to accept the recommendation of the Chair.

5 Motion 07-028 passed, without objection.

6

7 **REPORTS – TREASURER (CONTINUED)**

8 37<sup>th</sup> AFSCME Biennial Convention Attendance of ASEA Delegates (Continued)

9

10 (Note of Record: The record stands at ease at 12:12 p.m., resuming the record at 12:32 p.m.)

11

12 **ADJOURNMENT**

13

14 Main Motion 07-029 (To Adjourn)

15 Moved by Sue Layton, seconded by Karen Zubillaga

16 To adjourn.

17 Motion 07-029 passed with a voiced majority.

18

19 (Whereupon, the quarterly business session of the ASEA/AFSCME Local 52 State Executive Board  
20 adjourned at 12:35 p.m.)

21

22 Respectfully submitted by

23 Michael R. Williams, Secretary

24 State Executive Board

25 ASEA/AFSCME Local 52, AFL-CIO

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