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# PENDING APPROVAL OF STATE EXECUTIVE BOARD

## MINUTES OF ASEA/AFSCME LOCAL 52 Quarterly Business Session State Executive Board January 29-30, 2009 (Juneau AK)

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**QUARTERLY BUSINESS SESSION OF THE  
ASEA/AFSCME LOCAL 52 STATE EXECUTIVE BOARD  
JANUARY 29-30, 2009  
GOLDBELT HOTEL JUNEAU, AK**

**DAY ONE – 1/29/09**

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

The quarterly business session of the State Executive Board convened in the conference room of the Goldbelt Hotel, and was called to order at 8:30 a.m. by Secretary Michael Williams. Recording Secretary Karen Zubillaga 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:

Michael Williams, Secretary (Acting Chair)  
Karen Zubillaga, Treasurer (Acting Recording Secretary)  
Chris Lyou, Class I Representative  
Kathy Atkinson, Professional Representative  
Jerry Farrington, Rural Representative  
Pamela Harper, Interim Technical Representative  
Pat Moss, Northern (Fairbanks) Region Representative  
Stephen Wright, Southeast (Juneau) Representative  
Sue Layton, Administrative Support Representative  
Val Kenny, Anchorage Regional Representative  
Jim Duncan, Business Manager (with voice/no vote)

Absent: President Fred Brown (Excused)

Also present: Administrative Assistant III MaryAnn Ganacias, and AFSCME Area Field Services Director Tam Tocher

Member(s) present: None

**ADOPT AGENDA**

Main Motion 09-026 (Adopt Agenda)

Moved by Pat Moss, seconded by Val Kenny  
To adopt the agenda as presented.

Amendment 09-026

The following amendments to the agenda were brought forward:

- Time certain adjournment of 10:30 a.m. on January 30, 2009

Amendment 09-026A passed, without objection.

Main Motion 09-026 as amended passed, without objection.

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**APPROVE MINUTES (12/11-12/2008)**

Main Motion 09-027(Adopt 12/11-12/08 Quarterly Business Session )

Moved by Chris Lyou, seconded by Val Kenny

To approve the December 11-12, 2008, minutes (Quarterly Business Session-Juneau) as presented:

Amendment 09-027

To make the following corrections:

- Page 10, line 30, change “was” to “is”

Amendment 09-027A passed, without objection

Main Motion 09-027 passed as amended, without objection.

**RECEIVE INTO RECORD ANY POLLS**

There were no polls acted upon at this time

**REPORT – BUSINESS MANAGER**

Budget Review/Update

FY09 Budget

The Business Manager presented the FY09 Balance Sheet, with no questions from the Board.

Regarding the Budget for FY09, ending December 31, 2008, (Budget vs. Actual) the following items were especially noted:

**REVENUES**

None of the revenues presented reflected the progressive dues change.

Membership Dues - Gross Dues Revenue for the year is higher than expected due to an increase in membership and through collections.

Net Dues Revenue – We are maintaining a positive position for the year.

**EXPENSES**

Payroll

There will be a shift in the budget due to the new Internal Organizer position.

Committee Expenses

There is noted discussion on increasing the Presidents Committee due to the need for a face-to-face meeting. No motion was brought forward at this time.

**NET INCOME (LOSS)**

For the year-to-date, the anticipated deficit, net income (loss), of \$189,632 has been reduced by \$82,198.

The Business Manager presented the Cash Flow statement, with no questions from the Board.

1 The Business Manager informed the Board the current status of the progressive dues change. The  
 2 expected dues under the old dues structure would have been \$171,500; projected under the progressive  
 3 dues was \$195,000; the actual amount for 2009 that was collected through payroll was \$198,642.52.  
 4

5 The 2006 Biennial Convention passed a resolution to provide the membership the opportunity to express  
 6 their workplace concerns prior to the contract negotiating process. It is the duty of the elected contract  
 7 negotiating committee to address how they would like to address that resolution and solicit member input.  
 8 The Business Manager requests a budget amendment to cover the costs of an organizational meeting of  
 9 the contract negotiating committee.  
 10

11 Main Motion 09-028 (Budget - Contract Negotiating Meeting Expense)

12 Moved by Karen Zubillaga, seconded by Stephen Wright

13 To establish a contract negotiating expense in the FY2009 budget of \$12,000, to allow for a committee  
 14 meeting, to organize.  
 15

16 Main Motion 09-028 passed, without objection  
 17

18 Alaska Airlines EasyBiz Account

19 The Alaska Airlines EasyBiz Account has a current balance of 672,991 miles.  
 20

21 Staffing Update

22 The Business Manager reported to the Board the following:

23 Internal Organizer position was filled by Skye McRoberts effective January 1, 2009, which  
 24 created a vacancy for the Data Processing Technician. The Notice of Position vacancy for the Data Tech  
 25 is currently posted with a deadline of January 30, 2009. Carrie Ann Gilmore will be leaving ASEA in  
 26 March 2009. The Notice of Position vacancy for the Business Agent in Fairbanks is February 13, 2009.  
 27

28 Collections has resumed with Karen Hamilton returning to work.

29 Note of Record: Chris Lyou gives kudos to Carrie Ann Gilmore for her work as a business agent and as  
 the staff liaison to Class I Committee.  
 30

31 Collections Update

32 The Business Manager presented the Collections report to the Board. Prior to September 2005, there was  
 33 a substantial amount of approximately \$167,000 to be collected. Since then, we have identified another  
 34 \$66,143.31 in outstanding dues. We have collected \$232,065.52 in back dues with an estimated  
 \$1,077.79 outstanding dues to be collected. Approximately \$44,000 is collected through payment plans.  
 35

36 Political Education Leadership Conference

37 The Business Manager presented a letter from Jim Duncan to Larry Scanlon regarding a request for  
 38 assistance from AFSCME International for the leadership conference.

39 AFSCME International approved a \$50,000 grant for the 2009 Political Education Leadership  
 40 Conference. This grant will offset the approved budget for the conference.

41 The conference is scheduled for February 18-19, 2009 in Juneau and will be held at the ANB Hall.  
 42 The tentative agenda was presented to the Board.

1 (The State Executive Board took a break at 10:00 a.m., resuming the record in general session at 10:20  
2 a.m.)

3  
4 Note of Record: The Juneau Chapter has sponsored a Legislative Reception tonight at 4:30 p.m. to 7:00  
5 p.m. reception at the Silver Bow Backroom. Legislators, State Executive Board, Chapter Members have  
6 been invited to attend the reception.

7  
8 The Business Manager presented to the Board the list the attendees to the Board. The listing includes  
9 PAC Directors, Chapter Presidents, Chief Stewards, Stewards/BATs, and identified activists. Also  
10 attending will be members of the Retirees (AARC52), Public Safety Employees Association, and  
11 AFSCME International.

### 12 Statewide Elections 2009

13 The Business Manager presented the timeline and the list of individuals that have officially filed for each  
14 office/position. There are no nominees for the Rural Representative on the State Executive Board, and no  
15 nominees for the Rural Region seats on the Contract Negotiating Committee; and a vacant seat as the  
16 Alternate Seasonal Representative on the Contract Negotiating Committee.  
17 Additionally, the Judicial Panel will have four vacant seats after the conclusion of the election cycle.

18  
19 Note of Record: Under general consensus of the Board, Vacant Seats – Elections 2009, was added to the  
20 agenda under New Business.

### 21 Rural Chapter Travel and Contact

22 The Business Manager presented the Rural Chapter travel and contact report to the Board. There will be  
23 more rural travel scheduled to accommodate for the required Steward Training sessions. Additionally,  
24 there is more work being conducted with the Bristol Bay (Dillingham) Chapter with the goal of  
25 reactivating the chapter.  
26 Additionally, the Spring Stewards Training session has been tentatively scheduled for the April and will  
27 include travel to the outlying chapters to conduct steward training at their location.

### 28 New Hire Orientation/Membership Trend

29 The Business Manager presented the New Hire Orientation report to the board. For the period of  
30 December 1, 2008 through January 16, 2009, there have been 154 new hires that have attended the  
31 orientation in person, 20 telephonically.

32 New Hire Orientation is mandatory but is difficult to enforce. Staff will contact new hires that do  
33 not attend the orientation to be sure they have signed their Dues Authorization Form and have submitted it  
34 to the Union.

35 Chapters that have submitted an information request for a monthly list of new hires may assist in  
36 contacting these members. The stewards can assist to be sure that new hires have completed the required  
37 forms and to provide them further information in regards to the ASEA and the chapter.

38 If there is a difficulty for some members to attend the orientation, which is provided twice during  
39 one day each week, Business Agents can be scheduled to provide a new hire orientation at the worksite.

40 The Membership trend information was presented to the Board which reflected a similar number  
41 of new hires to actual attendees. The information reflects an increase in membership.  
42



1 The Business Manager reported to the Board that the State of Alaska inappropriately processed 7.5 leave  
 2 hours from continuing members when they were not authorized. The State is working to correct this  
 3 action.

#### 4 Injury Leave Bank Update

5 During the period of December 1, 2008, through January 16, 2009, ASEA has approved two (2) members  
 6 that used the Injury Leave bank for a total usage of 45 hours. The balance of the Injury Leave bank is  
 7 \$316,288.00. There has been 29 members that have used the injury leave bank since its inception.

#### 8 Grievance and Arbitration Report

9 The Business Manager presented the Grievance report to the Board with no questions from the Board.  
 10

11 During the period of December 1, 2008, through January 16, 2009, there has been one arbitration award in  
 12 which the cost of the arbitration was split between the State and the Union. There will be more  
 13 arbitrations scheduled in the near future.

#### 14 Chapter Reporting Update

15 The Business Manager presented the Chapter Reporting update to the Board. January 24, 2009, a  
 16 memorandum was sent to Chapters that have not fulfilled their reporting requirements. Chapter support is  
 17 currently being withheld from Bristol Bay (Dillingham); pending chapters include Alcan (Tok), Mat-Su,  
 18 Seward, and Valdez.

19 There are ongoing attempts to reactivate the Bristol Bay Chapter.

#### 20 Publications/Communications Report

21 The Business Manager presented the Publications/Communications report to the Board with all  
 22 publications that were released during the reporting period of December 1, 2008, through January 16,  
 23 2009. *Solidarity Update*, winter – legislative edition, has just been approved and will be printed and  
 24 mailed to all members.

#### 25 ASEA Constitution

26 The ASEA/AFSCME Local 52 has been approved as of January 13, 2009, and includes all the  
 27 amendments that were adopted by the 12<sup>th</sup> Biennial Convention and the amendment in Article 5 regarding  
 28 the progressive dues structure. Copies of the Constitution were provided to the Board.

#### 29 Classification Study Update

30 The Business Manager provided a brief update to the Board on the current status of the Classification  
 31 Studies. The Administrative Clerk Status Study design team will meet to review data from interviews and  
 32 perform preliminary analysis. The study has been conducted and the team will be meeting to review the  
 33 information and will make a decision on what will be done on the classification.  
 34

#### 35 **MEMBER COMMENTS – TIMES CERTAIN AT 12:00 p.m.**

36 A telephonic connection was established at 12:00 p.m. for all incoming calls from members wishing to  
 37 address the Board. No members joined telephonically.  
 38

- 39 ■ Chris Pace, Juneau Chapter – Progressive Dues



1 Jerry Farrington, Rural Representative  
 2 Pamela Harper, Interim Technical Representative  
 3 Pat Moss, Northern (Fairbanks) Region Representative  
 4 Stephen Wright, Southeast (Juneau) Representative  
 5 Sue Layton, Administrative Support Representative  
 6 Val Kenny, Anchorage Regional Representative  
 7 Jim Duncan, Business Manager (with voice/no vote)

8

9 Absent: President Fred Brown (Excused)

10

11 Also present: Administrative Assistant III MaryAnn Ganacias, and AFSCME Area Field Services  
 12 Director Tam Tocher

13

14 **REPORT – PRESIDENT**

15

Committee Reports

16 Committee Reports from the following committees were noted for the record and incorporated into the  
 17 minutes at Exhibit B, a copy of which is available upon filing of an Information Request to the Business  
 18 Manager.

19

Class I Committee

20

Probation/Parole Committee

21

Bush Committee Report

22

23 Subcommittee of the Board – Policies and Procedures

24 Committee Chair asks that the Board review the Policies and Procedures for input regarding changes to  
 25 the policies and procedures. There are no appointments to the committee at this time.

26

27 Note of record: Upon general consensus, written reports have been formally received into the record from  
 28 the Convention Minutes Committee and the following committees:

29

30

Grievance Review Committee

31

Committee Appointments

32 The Executive Board reviewed the statements of interest submitted by interested members to fill  
 33 committee vacancies.

34

35 Main Motion 09-030 (Multi Committee Appointments)

36 Moved by Sue Layton, seconded by Val Kenny

37 To accept the Chair's committee appointments for the Election Committee – reappointment of Deidra  
 38 Holum, Juneau Region seat; for the Probation/Parole Committee – appointment of Jennifer Sapp,  
 39 Anchorage; and for the Women's Committee – Michi Robinson, Rural Region Seat.

40

41 Main Motion 09-030 passed, without objection

42

43 No appointments are being made at this time for the Women's Committee Northern Region vacant seat.

Calendar of Events

The Rural meeting of the State Executive Board is scheduled for May 7-8, 2009.

Main Motion 09-031 (Executive Board Quarterly Business Session – Rural)

Moved by Karen Zubillaga, seconded by Pat Moss

To set the State Executive Board rural meeting to be held in Dillingham May 6-8, to allow for worksite visits. If travel arrangements are not available, the alternate location is in the Mat-Su area/chapter.

Main Motion 09-031 passed, without objection

Note of Record: The Business Manager will circulate the proposed FY10 budget to the State Executive Board around the 1<sup>st</sup> of April 2009. A teleconference and poll will be pending following the review of the budget.

**REPORT – TREASURER**

There was no Treasurer’s report provided at this time.

**UNFINISHED BUSINESS**

There was no unfinished business at this time.

**NEW BUSINESS**

Vacant Seats – Elections 2009

There are no nominees for the Rural Representative on the State Executive Board, and no nominees for the Rural Region seats on the Contract Negotiating Committee; and a vacant seat as the Alternate Seasonal Representative on the Contract Negotiating Committee.

Additionally, the Judicial Panel will have four vacant seats after the conclusion of the election cycle.

Committee Reports (Continued for Times Certain at 9:30 a.m.)

A telephonic connection was established at 9:30 a.m. for all incoming calls from Committee Chairs wishing to provide an oral report to the Board.

Women’s Committee Report

Committee Reports from Women’s Committee were noted for the record and incorporated into the minutes at Exhibit B, a copy of which is available upon filing of an Information Request to the Business Manager.

Main Motion 09-032 (Solicitation for Vacant Executive Board and CNC Seats)

Moved by Jerry Farrington, seconded by Karen Zubillaga

To request the Executive Board to solicit nominees for the Rural Representative on the State Executive Board, Rural Seats and Alternate Seasonal Seats on the Contract Negotiating Committee in accordance with the ASEA Policies and Procedures.

Main Motion 09-032 passed, without objection

1 (The State Executive Board took a break at 9:40 a.m., with the record resuming in at 10:00 a.m.)

2  
3 **MEMBER COMMENTS – TIMES CERTAIN AT 10:00 a.m.**

4 A telephonic connection was established at 10:00 a.m. for all incoming calls from members wishing to  
5 address the Board, with the meeting continuing until such time a call is joined.

- 6  
7     ▪ Karen Zubillaga on behalf of John Prusak, Midnight Sun Chapter – Progressive Dues, Health  
8         Trust

9  
10 (Member comments segment of the agenda concluded with telephonic disconnection at 10:15 a.m.)

11  
12 Note of Record: Rural Representative Jerry Farrington gives notice that this will be his last State  
13 Executive Board Meeting as he will soon be retiring from State service.

14  
15 **ADJOURNMENT**

16  
17 (Whereupon, the quarterly business session of the ASEA/AFSCME Local 52 State Executive Board  
18 adjourned at 10:28 a.m.)

19  
20 Respectfully submitted by  
21 Michael R. Williams, Secretary  
22 State Executive Board  
23 ASEA/AFSCME Local 52, AFL-CIO