



Alaskans Working For Alaska!

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**PENDING APPROVAL OF
STATE EXECUTIVE BOARD**

**MINUTES OF
ASEA/AFSCME LOCAL 52
Quarterly Business Session
State Executive Board
December 10-11, 2009
(Anchorage AK)**

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QUARTERLY BUSINESS SESSION OF THE
ASEA/AFSCME LOCAL 52 STATE EXECUTIVE BOARD
DECEMBER 10-11, 2009
ASEA HEADQUARTERS – CONFERENCE ROOM, ANCHORAGE AK

DAY ONE – 12/10/09

CALL TO ORDER AND ROLL CALL (8:35 a.m.)

The quarterly business session of the State Executive Board convened in the Conference Room of the Headquarters of ASEA/AFSCME Local 52, and was called to order by Acting President Michael Williams. Acting Recording Secretary Chris Pace 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, Acting President/Secretary
 Chris Pace, Treasurer/Acting Recording Secretary
 Gerry Von Rekowski, Municipal Representative
 Kathy Atkinson, Professional Representative
 Maureen “Mo” Koezuna, Bush Representative
 Monica Ford, Interim Rural Representative
 Pamela Harper, Technical Representative
 Pat Moss, Northern (Fairbanks) Region Representative
 Stephen Wright, Southeast (Juneau) Representative
 Sue Layton, Administrative Support Representative
 Jim Duncan, Business Manager (with voice/no vote)

Absent: Val Kenny, Anchorage Regional Representative and Chris Lyou, Class I Representative (attending periodically)

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

Member(s) present: None

OBLIGATION OF AN OFFICER

Newly elected ASEA/AFSCME Local 52, AFL-CIO, State Executive Board member Interim Rural Representative Monica Ford was sworn in under and subscribed to the “*Obligation of an Officer*”.

ADOPT AGENDA

Main Motion 10-014 (Adopt Agenda)

Moved by Chris Pace, seconded by Mo Koezuna
 To adopt the agenda as presented.

Amendment 10-014A

The following amendments to the agenda were brought forward:

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- 1
- 2 ▪ Time Certain on Chapter Reporting will be moved to 12/10/09 at 9:30 a.m.
- 3 ▪ Under Business Manager's Report add the following:
- 4 ○ Staff Update
- 5 ▪ Under President's Report – Committee Reports
- 6 ○ AFSCME Corrections United
- 7

8 Amendment 10-014A passed, without objection.

9

10 Main Motion 10-014 as amended passed, without objection.

11

12 **APPROVE MINUTES (9/8-9/09)**

13 Main Motion 10-015(Adopt 9/8-9/09 Minutes-Quarterly Business Session - Fairbanks)

14 Moved by Chris Pace, seconded by Stephen Wright

15 To approve the September 8-9, 2009, minutes (Quarterly Business Session-Fairbanks) as presented:

16

17 Amendment 10-015

18 The following amendments to the minutes were brought forward:

19 Page 8 – Line 28; Change Wachovia to Wells Fargo Advisors

20 Page 8 – Line 29; Change Wachovia to Wells Fargo Advisors or WFA, previously Wachovia

21 Page 9 – Line 30; insert a space between sometime to reflect 'some time'

22 Page 9 – Line 32; change 'by' to 'from'

23 Page 11 – Line 22; strike 'for lunch'

24

25 Amendment 10-015A passed, without objection

26

27 Main Motion 10-015 passed as amended, without objection.

28

29 **RECEIVE INTO RECORD ANY POLLS**

30 Main Motion 10-016 (Accept Poll into record)

31 Moved by Sue Layton, seconded by Stephen Wright

32 To receive the following poll into the record as presented:

- 33
- 34 ▪ 11/18/09 – (GRC Appointments – Juneau and Fairbanks Seats) Approved, the appointment of
- 35 Nello Cooper (Fairbanks) and Barbara Hale (Juneau) to the Grievance Review Committee.
- 36

37 Main Motion 10-016 passed, without objection

38

39 **REPORT – BUSINESS MANAGER**

40

41 Note of Record: The time certain Lobbyist Report will be done via video conference with Fate Putman in

42 Juneau and the video conference report will also be via video conference with Reber Stein in Sitka.

1 Budget Review/Update

2
3 FY10 Unaudited Financial Statements

4 The Business Manager presented the FY10 Balance Sheet ending November 30, 2009.

5
6 Regarding the Budget for FY10 (Budget vs. Actual) the following items were especially noted:

7
8 REVENUES

9 Dues Revenues: YTD (Year-to-Date) we are currently \$52,435 higher in dues revenues than budgeted due
10 to an increase in membership. An increase in membership also creates an increase in the dues obligation
11 such as the AFSCME Per Capita and Chapter support. YTD the total dues obligation is \$15,091 higher
12 than budgeted, resulting in a Net Dues Revenue of \$37,344 higher than budgeted.

13
14 Bargaining Strike Reserve Account (BSRA) Contributions: The contribution from the BSRA is used to
15 fund the contract negotiating committee. YTD the BSRA contributions reflect no revenue or any transfer
16 from the BSRA. Prior to the end of FY10 we will determine if there is a need to draw-down funds from
17 the BSRA to cover the cost of negotiations. Since the budgeted revenue/contributions from the BSRA are
18 not included, this causes a deficit in Total Revenues for the YTD.

19
20 Women's Committee: The women's committee reflects a YTD deficit of \$2,137.

21 The total budget for FY10 was allocated into the four fiscal quarters which causes the deficit, but the
22 committee has not exceeded the total budget for FY10.

23 The committee expended funds to send three members of the committee to the Coalition of Labor
24 Union Women (CLUW) Convention in Los Angeles CA. Written reports from the attendees were
25 provided to the secretary for record.

26
27 BUDGET NOTES

28 Women's Committee: The FY10 budget includes additional revenues from fundraising, contributions,
29 and sales from the women's committee activities.

30
31 President's Committee: The FY10 budget includes an increase approved by a motion of the board to
32 increase the budget by the amount equal to the funds that were not expended in FY09 by the committee.

33
34 Main Motion 10-017 (Women's Committee – Budget)

35 Moved by Pat Moss, seconded by Kathy Atkinson

36 To increase the Women's Committee Budget for FY10 by the amount donated to ASEA for the Women's
37 Committee by the Midnight Sun Chapter in the amount of five-hundred dollars (\$500.00).

38
39 Main Motion 10-017 passed, without objection

40
41 NET INCOME (LOSS)

42 The budget surplus for the Year-to-Date was expected to be \$84,060. The YTD Net Income is \$100,266,
43 for the first five months of FY10 is \$16,206 greater than budgeted.

AFSCME Minimum Dues

Article IX, Section 6 of the *AFSCME International Constitution* provides for an annual adjustment of the minimum dues and Per Capita Tax (PCT) rates. Article IX, Section 7 explains how the yearly adjustment of the minimum dues rate is determined. Information was collected from 78% of the AFSCME's membership to determine the minimum dues.

The projected amount that the AFSCME Per Capita payment will cost ASEA, should it be decided that the dues increase is not passed onto the membership is approximately \$18,500 for the period of January 1, through December 21, 2010 (based on the previous 12 months of membership).

Main Motion 10-018 (AFSCME Minimum Dues)

Moved by Pat Moss, seconded by Kathy Atkinson

That ASEA absorb the minimum dues increase proposed by AFSCME International rather than pass it on to the members, and that ASEA submit a waiver of request to AFSCME.

Main Motion 10-018 passed, without objection

(The Board took a brief break at 9:21 a.m. while establishing a telephonic connection with an outlying board member)

Note of Record: Chris Lyou has arrived at 9:22 a.m.

Chapter Reporting – Times Certain at 9:30 a.m.

The Business Manager presented to the Board the Fiscal Year-End 2009 status report, which reflects each chapter's status on reporting requirements. The chapters that have not met their reporting requirements and will not receive chapter sharing until requirements are met are as follows: Alcan (Tok), Anchorage, Ketchikan, Mat-Su, Nome, Seward, Valdez, and Yukon-Kuskokwim (Bethel et al).

The Anchorage Chapter reporting requirements were brought forward for discussion. The Business Manager presented to the Board a copy of an email that was sent from the Business Manager to the Anchorage Chapter Executive Board on October 21, 2009, stating there were items missing in the report. A follow-up memo was sent on October 26, 2009, to the Chapter Executive Board noting further missing items and that the chapter's status will be referred to the State Executive Board.

Main Motion 10-019(Executive Session)

Moved by Sue Layton, seconded by Chris Lyou

To enter into executive session to protect the privacy of individuals.

Main Motion 10-019 passed, without objection

(The State Executive Board entered into Executive Session at 9:36 a.m., resuming the record in general session at 10:46 a.m.)

Members present: Charles Stewart, Anchorage Chapter; and Robert Powers, Anchorage Chapter.

Main Motion 10-020 (Anchorage Chapter FY09 Reporting Requirements)

Moved by Chris Lyou, seconded by Kathy Atkinson

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1 The Business Manager is authorized to release the Anchorage Chapter's per capita sharing check upon
 2 receipt of the four chapter minutes outlined in the October 26, 2009, memorandum addressed to the
 3 Anchorage Chapter Executive Board.

4
 5 Amendment 10-020A

6 Moved by Mo Koezuna, seconded by Chris Pace

7 To add after the Anchorage Chapter Executive Board, "and upon verification from the Anchorage
 8 Chapter Secretary that all meeting minutes received by ASEA Headquarters for 12-months during
 9 FY09 are the complete and correct minutes."

10
 11 Main Motion 10-020 is tabled upon general consensus to accommodate for the 11:00 a.m. Times-Certain
 12 report from the Wells Fargo Advisors (formally Wachovia).

13 Wells Fargo Advisors BSRA Presentation (Times Certain – 11:00 a.m.)

14 Wayne Pichon, of Wells Fargo Advisors (Formally Wachovia) reported to the Board the performance
 15 review of the reserve accounts for the period ending September 30, 2009, and December 8, 2009 and the
 16 Index performance statistics.

17 An Executive Summary was incorporated into the minutes at Exhibit A. A copy of which is
 18 available for review upon filing of an Information Request to the Business Manager in accordance with
 19 *The AFSCME Financial Standards Code*, Article X and ASEA Policy on Financial Information Requests
 20 (*Main Motion 09-005, September 2008*).

21
 22 (The State Executive Board took a brief break at 11:50 a.m., resuming in general session at 12:00 noon
 23 for member comments)

24
 25 **MEMBER COMMENTS – TIMES CERTAIN AT 12:00 p.m.**

26 A telephonic connection was established at 12:00 p.m. for all incoming calls from members wishing to
 27 address the Board, with the record standing at ease until such time a call is joined or a member is present.

28
 29 (Member comments segment of the agenda concluded with telephonic disconnection at 12:16 p.m. The
 30 record stood at ease and the State Executive Board took a break for lunch, resuming the record in general
 31 session at 12:35 p.m.)

32
 33 Main Motion 10-020 was taken from the table upon general consensus, resuming with amendment 10-
 34 020A.

35
 36 Note of Record: Telephonic connection was established with Val Kenny at 12:36 p.m.

37
 38 Main Motion 10-020 Take From Table (Anchorage Chapter FY09 Reporting Requirements)

39 Moved by Chris Lyou, seconded by Kathy Atkinson

40 The Business Manager is authorized to release the Anchorage Chapter's per capita sharing check upon
 41 receipt of the four chapter minutes outlines in the October 26, 2009, memorandum addressed to the
 42 Anchorage Chapter Executive Board.

43
 44 Amendment 10-020A

45 Moved by Mo Koezuna, seconded by Chris Pace

1 To authorize the Business Manager to release the Anchorage Chapter's per capita sharing check
 2 upon verification from the Anchorage Chapter Secretary that all meeting minutes received by
 3 ASEA Headquarters for 12-months during FY09 are the complete and correct minutes."

4
 5 A roll call vote is requested.

6
 7 Amendment 10-020A passed 8:0 with one abstention, by the following roll call vote: Chris Pace,
 8 yes; Gerry VonRekowski, yes; Mo Koezuna, yes; Pam Harper, yes; Pat Moss, yes; Stephen
 9 Wright, yes; Sue Layton, yes; Val Kenny, yes; and Kathy Atkinson abstaining. Not presently in
 10 attendance is Monica Ford and Chris Lyou.

11
 12 The Chair has determined that Main Motion 10-020A passed and nullifies the language in the
 13 main motion as the amendment encompasses the requirement of what is requested.

14
 15 Main Motion 10-020 as amended passed, with one abstention.

16
 17 Note of Record: Chris Lyou is in attendance at 12:41 p.m., with telephonic disconnection with Val
 18 Kenny at 12:43 p.m.

19 Budget Review/Update – Continued

20
 21 Alaska Airlines EasyBiz Account

22 The Alaska Airlines EasyBiz Account has a current balance of 553,143 miles as of November 30, 2009.

23 During the period of August 31, 2009 through November 30, 2009, 132,500 miles were used for
 24 13 members for the Next Wave Conference to offset the cost of travel as more members participated than
 25 anticipated. 50,000 miles were used during the reporting period by two prior convention and conference
 26 drawing winners.

27 ASEA Communications Plan Update

28 The Business Manager presented the communications plan 30-second commercial to the Board, that
 29 meets the ASEA Strategic Goals adopted by the State Executive Board on 12/13/2007.

30 The commercial was approved to run for five weeks, October 15, 2009 through November 20,
 31 2009, in accordance with the ASEA Communications Plan adopted by the State Executive Board on May
 32 7, 2009. The commercial was aired on the following channels: KTVA, CBS, KTUU, NBC, GCI
 33 (statewide), and KSKA (statewide). 1,606 commercial spots ran during the five week period.

34 A second commercial will be run during the period of February and March 2010.

35 Video Conferencing

36 Video conferencing offers compelling improvements to communications between members, stewards,
 37 committees, and staff. The video conferencing connects the three ASEA offices with video conferencing
 38 capabilities.

39 The Business Manager presented to the Board the budget (Budget vs. Actual) for purchasing
 40 hardware needed for the video conferencing system. All related costs to establish the video conferencing
 41 system are capitalized.

42 A video conference connection was established with Information Officer Reber Stein in Sitka,
 43 utilizing the conference equipment in the ASEA Anchorage Conference room. Reber Stein gave a brief

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1 presentation and overview of the video conferencing systems in the ASEA offices and capabilities of its
2 use in various venues.

3 The video conference presentation concluded with video disconnection.

4 ASEA Staff Update

5 Due to a resignation in the Anchorage ASEA office for the Secretary position, a notice of vacancy was
6 posted on October 26, 2009 with a deadline of receipt of applications and resumes on November 25,
7 2009. Interviews were held and Brian Brandon has been selected as the candidate to fill the Anchorage
8 Secretary position. He will begin working in the ASEA Headquarters in Anchorage on January 4, 2009.

9 Collections Update

10 The Business Manager presented the Collections report to the Board. Prior to September 2005, there was
11 a substantial amount of approximately \$167,000 to be collected. Since then, we have identified another
12 \$137,315 in outstanding dues from October 2005 through June 2009 and forward. We have collected
13 \$296,982.37 in back dues since fiscal year 2006.

14 Contract Negotiating Committee (CNC) Update

15 The Business Manager presented to the Board the CNC Collective Bargaining Member Guidebook
16 containing the Bargaining Updates. The CNC has been in five 2-day negotiating sessions with the
17 State's bargaining team. Worksite meetings are continuing throughout the state to keep members
18 informed on the status of negotiations.

19 The City of Sitka current contract expires December 31, 2009. A majority of the articles have
20 been tentatively agreed to by ASEA and the City of Sitka with the exception of wages. There will be
21 another negotiating session on December 18, 2009.

22 Internal Organizing

23 The Business Manager presented the Internal Organizing Report to the Board, especially noting the
24 following:

25 Worksite meetings – To meet the goals of Resolution No. 1, a round of worksite meetings will be
26 held each quarter with different topics.

27 During the last round of worksite meetings, which began August 20th, 1028 total participants
28 attended as of October 1, 2009. A second round of worksite meetings began November 23, 2009, and will
29 continue through the end of February 2010.

30 Next Wave Conference

31 ASEA held its first Next Wave Conference on November 16-17, 2009, in Anchorage AK to activate
32 members 35 years of age or younger. An email was sent to those members requesting their participation
33 at the Next Wave Conference. There response was higher than anticipated. 65 members were registered
34 to attend. AFSCME Education Coordinators Debra Kidney, and Prasi Gupta were in attendance and
35 provided curriculum in coordination with Internal Organizer Skye McRoberts, and facilitated during the
36 conference.

37 The program consisted of a welcome address from the ASEA President Michael Williams, and
38 ASEA Business Manager Jim Duncan; a labor history presentation; and a speaker, Shawn Alexander of
39 the Midnight Sun Chapter, who spoke about the opportunities and positions that he has held with ASEA.

1 Video conference was also utilized for legislative update from ASEA Lobbyist Fate Putman who
2 broadcasted from Juneau AK.

3 The program also consisted of a “world café” where the participants were divided into smaller
4 groups to discuss a variety of issues that affect the younger membership. Evening activities included a
5 reception and movie presentation “At the River We Stand”.

6 Day two of the conference provided for a legislative panel to discuss Tier IV issues, workshops on
7 the ASEA Biennial Convention, Union Roles/Positions, and Leadership and Growth. Vince Beltrami,
8 Alaska AFL-CIO President, addressed the conference participants on the AFL-CIO Futures program. The
9 conference concluded with discussions on starting a next wave group within the chapter. Materials and
10 information are available online at www.afscme.org.

11 FY10 Annual Audit Presentation - Mikunda Cottrell (Times Certain – 1:30 p.m.)

12 Rosalie “Lia” Patton reported to the Board a brief overview of FY09. Three (3) handouts, Report to the
13 Board of Directors, Financial Statements, and Communications of Reportable Internal Control Conditions
14 Noted in an Audit, were distributed to the Board which was incorporated into the minutes at Exhibit B, a
15 copy of which is available upon filing of an Information Request to the Business Manager.

16
17 The financial statements referred to above present fairly, in all material respects, the financial position of
18 ASEA/AFSCME Local 52, AFL-CIO for the year ending June 30, 2009, and the changes in its net assets
19 and its cash flows for the year then ended in conformity with accounting principles generally accepted in
20 the United States of America.

21 Lobbyist Report Time Certain

22 The Assistant Business Manager/Lobbyist Fate Putman provided an oral report to the Board in Executive
23 Session.

24
25 Main Motion 10-021 (Executive Session)

26 Moved by Pat Moss, seconded by Sue Layton

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

29
30 Main Motion 10-021 passed, without objection

31
32 (The State Executive Board entered into Executive Session at 3:05 p.m)

33 External Organizing

34 The External Organizing report was provided by the Business Manager in executive session to protect the
35 confidentiality of external organizing.

36
37 (The State Executive Board took a brief break with the record resuming in general session at 4:20 p.m.)

38 ASEA Stewards

39 The Business Manager gave a brief report of the Steward Trainings, Basic and Advanced, that was held
40 December 8 and 9 in the Anchorage, Juneau, and Fairbanks locations.

1 Rural Chapter Travel and Contact

2 The Business Manager presented the Rural Chapter travel and contact report to the Board, with no
3 questions from the Board.

4 New Hire Orientation/Membership Trend

5 The Business Manager presented the New Hire Orientation report to the Board that reflects a breakdown
6 of attendance by chapter. A majority of the rural and bush locations were via teleconference. For the
7 reporting period September 1, through November 15, 2009, 341 of 411 (83%) new hires participated in
8 new hire orientation.

9 Member Action Program (MAP)

10 The Business Manager presented the Member Action Program report to the Board with no questions from
11 the Board. During the reporting period of September 1 through November 30, 2009, there have been 98
12 new contributors. There are 1360 total contributors to date.
13

14 Political Action Program (PAC)

15 The average per month of GGU members contributing to the Political Action Program during the
16 reporting period of September 1 through November 15, 2009, is 748 members, 8.57% of the membership.
17

18 Reclassifications

19 The Business Manager provided to the Board an overview of the summary of the research that the staff
20 has done to find out who have been contacted and the scope of the interview and desk audits.

21 The State of Alaska's study included 1052 permanent positions. The scope included
22 Administrative Clerks I, II, III, Administrative Supervisors and Human Resource Assistants. A total of
23 113 GGU positions were interviewed.

24 The Business Manager, on September 4, emailed members in the Office Assistant class series
25 encouraging them to ask for a review of the classification of their individual position. The review should
26 be requested in accordance with the provisions of Article 17.01 of the collective bargaining agreement.
27 Business Agents will assist members to submit the request for review to the State.
28

29 (Upon general consensus the State Executive Board recessed at 4:15 p.m.)
30

31 **DAY TWO – 12/11/09**

32 The quarterly business session of the State Executive Board reconvened in the Conference Room of the
33 Headquarters of ASEA/AFSCME Local 52, and was called to order at 8:30 a.m. by Acting President
34 Michael Williams. Acting Recording Secretary Chris Pace noted for the record the following board
35 members and staff to be present. The presence of a quorum was declared.
36

37 Present were:

38 Michael Williams, Acting President/Secretary
39 Chris Pace, Treasurer/Acting Recording Secretary
40 Gerry Von Rekowski, Municipal Representative
41 Kathy Atkinson, Professional Representative

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1 Maureen “Mo” Koezuna, Bush Representative
 2 Monica Ford, Interim Rural Representative
 3 Pamela Harper, Technical Representative
 4 Pat Moss, Northern (Fairbanks) Region Representative
 5 Stephen Wright, Southeast (Juneau) Representative
 6 Sue Layton, Administrative Support Representative
 7 Jim Duncan, Business Manager (with voice/no vote)
 8
 9 Absent: Val Kenny, Anchorage Regional Representative and Chris Lyou, Class I Representative
 10 (attending periodically)
 11

12 Also present: Administrative Assistant III MaryAnn Ganacias and AFSCME Northwest Region Area
 13 Field Services Director Tam Tocher
 14

15 **REPORT – BUSINESS MANAGER (Continued)**

16 Unit Clarifications/PUC/Appeal

17 During the period of August 31 through November 30, 2009, we have had ten (10) new clarifications
 18 added to the GGU, ten (10) to the Supervisory Unit, and five (5) to the Labor, Trade and Craft (LTC)
 19 Unit. There have been 25 total unit clarifications for the reporting period.
 20

21 Point of Information: The second portion of the Unit Clarification report listing 808 unit clarifications
 22 has an incorrect reporting period; the correct reporting period is July 2, 2004 through November 30, 2009.
 23

24 Business Leave Update

25 The Business Manager presented the GGU Business leave update to the Board with no questions from the
 26 Board.
 27

28 City of Sitka Business Leave

29 The City of Sitka has a depleted business leave bank because of the low rate of employee turn-over.
 30 ASEA and the City’s negotiating teams have met and have tentatively agreed on a replenishment method
 31 so that members of the bank can contribute hours to the bank annually or voluntarily.
 32

33 Catastrophic Leave Update

34 During the period of September 1, through November 15, 2009, ASEA has approved 560 hours. No
 35 member was denied Catastrophic Leave benefits for the time period. The balance of the Catastrophic
 36 Leave bank is 2,902.81 hours. Catastrophic Leave is beneficial to members to have continued health
 37 coverage when leave has been exhausted.

38 The State has submitted a proposal at the negotiating table to eliminate the catastrophic leave
 39 bank. ASEA refused to accept the proposal and have proposed mechanisms to replenish the catastrophic
 40 leave bank.

1 Emergency Leave Bank Update

2 During the period of September 1, through November 15, 2009, there have been 320 new applicants to
3 join the Emergency Leave Bank which includes a portion of the enrollment period. During the open
4 enrollment month there were 279 new enrollees. Currently there are 1461 active members of the bank.

5 ASEA has approved thirty-seven (37) members for \$27,299.40. The balance of the Emergency
6 Leave bank as of October 2, 2009, is \$212,975.17. There were 847.31 hours that have been returned to
7 the bank that were once approved and not used or required.

8 Since inception, there have been 246 members who were approved to use emergency leave,
9 utilizing a total of 10,811.22 hours. Since inception, members participating in the bank have not had to
10 make a subsequent annual contribution to remain in the bank as the balance has been evaluated as
11 adequate to maintain its purpose.
12

13 Injury Leave Bank Update

14 During the period of September 1, 2009, through November 30, 2009, ASEA has approved three (3)
15 members to use the Injury Leave bank for a total usage of 82.5 hours. The balance of the Injury Leave
16 bank is \$380,696.00. The Contract Negotiation Committee has submitted a proposal to the State to adjust
17 the language to provide for an injury as a result of work duties.
18

19 Grievance and Arbitration Report

20 The Business Manager presented the Grievance and Arbitration reports to the Board with no questions
21 from the Board. There have been no arbitrations since the last reporting period.
22

23 FMCS Grant Update

24 The Federal Mediation & Reconciliation Service Grant that ASEA/AFSCME Local 52 in conjunction
25 with the State of Alaska applied to provide Supervisor/Steward training statewide was denied and
26 awarded to another organization. The grant is an annual application process and we will be continuing to
27 apply for the grant.
28

29 ASEA/AFSCME Local 52 13th Biennial Convention 2010

30 The Business Manager presented the memorandum sent October 27, 2009, to Chapter Presidents, and
31 copied to the Chapter Secretaries and State Executive Board; which included the timeline of the
32 convention.

33 The 13th Biennial Convention will be at the Captain Cook Hotel in Anchorage on March 18-21, 2010.
34 ASEA and AFSCME trainings will be held prior to the Convention on March 16-17, 2010. The
35 Convention Business Session will convene on March 20, 2010.

36 December 20, 2009, marks the 90-day timeline prior to convention for the Call to Convention and
37 delegate allocation to be released.

38 February 3, 2010, will mark the deadline for submitting delegate credentials, as well as submitting
39 constitutional amendments, and resolutions that will be presented to the State Executive Board for their
40 recommendation. The Board's recommendations will be included in the Delegate Convention Packet
41 mailing approximately two-weeks prior to the convention. Chapters should begin discussing chapter

**ASEA/AFSCME Local 52 State Executive Board
Quarterly Business Session
December 10-11, 2009 (Anchorage AK)**

1 elections, in accordance with their bylaws, for convention delegates with consideration of the required
2 deadline.

3 CNC Seasonal Alternate

4 The State Executive Board solicited for statements of interest from seasonal members wishing to fill the
5 vacant Seasonal Alternate seat on the Contract Negotiating Committee. There were two candidates that
6 submitted their statement of interest for the seat, Ruby Young – Juneau, and Diana Thomas – Cook Inlet.

7 The Board reviewed the statements and conducted an election with the present board members.
8 The Business Manager counted the ballots and reported to the chair the results.

9 Diana Thomas won the election with a vote of 6:4.

10
11 //end of Business Manager's Report

12 **REPORT – PRESIDENT**

13 Committee Reports

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

17 Note of record: Upon general consensus, all written reports have been formally received into the record
18 from the following committees:

19 Election Committee

20 Grievance Review Committee (GRC)

21 Judicial Panel

22 Next Wave Committee

23
24
25
26 (The State Executive Board took a break at 9:48 p.m., resuming the record at 10:20 a.m.)

27 Committee Appointments

28 No committee of appointments were brought before the board at this time. The chair distributed a
29 statement of interest for the women's committee which will be addressed at the February 18-19, 2010,
30 State Executive Board meeting in Juneau.

31 Calendar of Events

32 The State Executive Board meeting for the Special Pre-Convention Session is scheduled for February 18-
33 19, 2010, in Juneau AK to review constitutional amendments and resolutions.

34 **REPORT – TREASURER**

35 ASEA's Annual Audit

36 Treasurer Chris Pace brought forward the communications of reportable internal control conditions noted
37 in the annual audit report. The Business Manager will be implementing steps to further meet the auditing
38 standards.
39
40
41

1 Bank of America Credit Card

2 The status of the Bank of America Credit Card has been a protracted process because there are no local
3 branches and we have been assigned one contact person that handles non-profit organizations.

4
5 //End of Treasurer's Report

6
7 **UNFINISHED BUSINESS**

8
9 ASEA Policies and Procedures Subcommittee of the Board

10 Acting President Michael Williams appointed Stephen Wright as Chair for the Policies and Procedures
11 subcommittee as Michael was unavailable to conduct the December 1, 2009, video teleconference
12 meeting due to schedule conflicts.

13 The committee presented the proposed recommendations to the State Executive Board as follows:

14
15 Main Motion 10-022 (Proposed Policy and Procedure 5.00.000- Travel and Expenses)

16 Moved by P&P Subcommittee

17 To accept the proposed changes in Policy and Procedures 5.00.000.

18
19 Main Motion 10-022 passed, with unanimous consent

20
21 Main Motion 10-023 (Proposed Policy and Procedure 42.00.000 – Catastrophic Leave)

22 Moved by P&P Subcommittee

23 To accept the deletion of policy 42.00.000 from the policies and procedures as it is a provision covered in
24 the collective bargaining agreement.

25
26 Main Motion 10-023 passed, without objection

27
28 Main Motion 10-024 (Proposed Policy and Procedure 17.00.000 – Information Requests)

29 Moved by P&P Subcommittee

30 To accept the proposed changes in Policy and Procedure 17.00.000.

31
32 Main Motion 10-024 passed, without objection

33
34 Main Motion 10-025 (Proposed Policy and Procedures 9.00.000 – Steward Policy)

35 Moved by P&P Subcommittee

36 To accept the proposed changes in Policy and Procedures 9.00.000.

37
38 Main Motion 10-025 passed, without objection

39
40 Main Motion 10-026 (Proposed Policy and Procedures 1.00.000 – Chapter Guidelines)

41 Moved by P&P Subcommittee

42 To accept the proposed changes in Policy and Procedures 1.00.000.

43
44 (Note of Record: Chris Lyou is in attendance at 11:35 a.m.)

45
46 Main Motion 10-026 passed, without objection

1
2 **REPORTS – PRESIDENT (Continued)**

3 Committee Reports (Continued for Times Certain at 11:45 a.m.)

4 A telephonic connection was established at 11:45 a.m. for all incoming calls from Committee Chairs
5 wishing to provide an oral report to the Board.

6
7 Reports from the following committees were noted for the record and incorporated into the minutes at
8 Exhibit C, a copy of which is available upon filing of an Information Request to the Business Manager.

9
10 Probation/Parole Committee

11 Class I Committee

12 AFSCME Corrections United National Steering Committee

13 Women's Committee Report

14 Bush Committee

15
16
17 **MEMBER COMMENTS – TIMES CERTAIN AT 12:00 p.m.**

18 A telephonic connection was continued at 12:00 p.m. for all incoming calls from members wishing to
19 address the Board, with the meeting continuing until such time a call is joined or members present.

20
21 (Member comment segment concluded with telephonic disconnection at 12:15 p.m.)

22
23 (The State Executive Board took a break for lunch at 12:15 p.m., resuming the record in general session at
24 1:09 p.m.)

25
26 **UNFINISHED BUSINESS (Continued)**

27
28 Main Motion 10-027 (Policy and Procedures 2.03.120 – Next Wave Committee)

29 Moved by Monica Ford, seconded by Chris Pace

30 To adopt ASEA Policies and Procedures 2.03.120 establishing the purpose and membership of the Next
31 Wave Committee.

32
33 2.03.120 Next Wave Committee

34
35 The Next Wave Committee is created for ASEA Members 35 years of age or under, to address issues and
36 concerns of these younger members. The committee will be made of up to ten members in good standing.
37 A Chair will be selected by the members of the committee. The Next Wave Committee will meet
38 telephonically at least quarterly, with one face-to-face meeting annually in lieu of a telephonic meeting.

39
40 Main Motion 10-027 passed with unanimous consent

41
42 **ADJOURNMENT**

43
44 (Whereupon, the quarterly business session of the ASEA/AFSCME Local 52 State Executive Board
45 adjourned at 1:29 p.m.)

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2 Respectfully submitted by
3 Michael R. Williams, Secretary
4 State Executive Board
5 ASEA/AFSCME Local 52, AFL-CIO
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**ASEA/AFSCME Local 52 State Executive Board
Quarterly Business Session
December 10-11, 2009 (Anchorage AK)**