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Approved by the  
THE STATE EXECUTIVE BOARD  
February 6, 2005

MINUTES  
ASEA/AFSCME LOCAL 52  
Quarterly Meeting Held  
December 10-11, 2004  
(Fairbanks)

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1 STATE EXECUTIVE BOARD MEETING  
 2 DECEMBER 10-11, 2004 (Fairbanks)  
 3 Westmark Hotel, 813 Noble Street, Fairbanks, AK  
 4  
 5

6 **DAY 1**  
 7

8 **CALL TO ORDER AND ROLL CALL (8:33 a.m.)**

9 The quarterly business session of the State Executive Board convened at the Westmark Hotel in  
 10 Fairbanks AK and was called to order at 8:33 a.m. by President Gordon Glaser. Secretary  
 11 Michael Williams called the roll and noted for the record the following board members and staff  
 12 to be present. The presence of a quorum was declared.  
 13

14 Present are:

15 Barbara Brandt, Northern Region (Fairbanks/Northstar Borough) Representative

16 Billie Benedict, Professional Representative

17 Gloria Eggleton, Class I Representative

18 Gordon Glaser, President

19 Karen Zubillaga, Treasurer (Arrived approximately 9:30 a.m.)

20 Larry Nakata, Central Region Representative (Anchorage)

21 Michael Williams, Secretary

22 N. Sue Layton, Administrative Support Representative

23 Stephen Wright, Southeast (Juneau) Representative

24 Toya Winton, Technical Representative

25 Wade Wahrenbrock, Rural Representative

26 Jim Duncan, Business Manager (with voice; no vote)

27 A quorum is declared.  
 28

29 Absent: As noted above.  
 30

31 Also present: Tam Tocher, Area Field Services Director (arriving at 3:15 p.m.); and,  
 32 Administrative Assistant II MaryAnn Ganacias-Schuneman.  
 33

34 **ADOPT AGENDA**  
 35

36 *Main Motion 05-039 (Adopt Agenda)*

37 Moved by Toya Winton, seconded by Barbara Brandt

38 To adopt the agenda, amended to add the following items:

- 39 • Business Manager's Report
  - 40 ○ 2006 Biennial Convention
  - 41 ○ Health Trust
  - 42 ○ Legal Trust
  - 43 ○ Agency Fee P&P – Hudson Decision
  - 44 ○ Schedule of Elections
  - 45 ○ Informational Item – AFSCME's 21st Century Committee
- 46 • President's Report

- 1           ○ Committee Appointments/Assignments  
 2           • Unfinished Business - P&P Subcommittee  
 3           ○ P&P 2.03.090 – Bush Committee  
 4 Motion 05-039 passed, without objection, with Karen Zubillaga absent.

5  
 6 **APPROVAL OF MINUTES**

7  
 8 Main Motion 05-040 [Minutes of 9/7-8/04 (Kenai)]

9 Moved by Toya Winton, seconded by Wade Wahrenbrock

10 To approve the minutes of September 7-8, 2004 (Kenai), corrected as follows:

- 11 • Page 8, strike Line 8.  
 12 • Page 19, Lines 37 and 38, strike “..., to Executive Board members.”  
 13 • Page 19, Line 37, insert comma after “cell phone.”

14 Motion 05-040 passed, without objection, with Karen Zubillaga absent.

15  
 16 Main Motion 05-041 (Receive Poll of 10/27/04)

17 Moved by Toya Winton, seconded by Wade Wahrenbrock

18 To receive the following poll into the record:

- 19 • 10/27/04 Poll - In conjunction with the AFL-CIO legislative conference in Juneau, the State  
 20 E-Board will meet February 6 and 7, 2005. (MOTION PASSED)

21 Motion 05-041 passed, without objection, with Karen Zubillaga absent.

22  
 23 **REPORTS – BUSINESS MANAGER**

24 Budget Review/Update

25  
 26 FY04 Financials (Audited)

27 Review and discussion of the FY04 Financials (Audited) (See Exhibit 1) were deferred until  
 28 time-certain 3:00 p.m., to be addressed in conjunction with the Mikunda Cottrell & Co. Auditor’s  
 29 Report.

30  
 31 FY05 Financials YTD

32 The FY05 Financials YTD as of October 31, 2004 (See Exhibit 2), had been earlier mailed to the  
 33 Board. The FY05 Financials YTD, as of November 30, 2004, were distributed among the board  
 34 members at the table.

35  
 36 Main Motion 05-042 (Suspend the Rules)

37 Moved by Barbara Brandt, and discussed.

38 To defer to no later than 11:00 a.m. the discussion of the FY05 Financials YTD agenda item  
 39 until the arrival of the Treasurer.

40 Motion 05-042 passed, without objection, with Karen Zubillaga absent.

41  
 42 Collections Update

43 As this agenda item wraps into the financials, it too was postponed by general consensus of the  
 44 Board, until the discussion of the FY05 Financials YTD at 11:00 a.m.

Grievances and Arbitrations Report

Redacted spreadsheets reflecting the current caseload of the Union and status of cases were distributed to the Board and discussed. In response to suggestions by the Board, the Business Manager will instruct staff to develop a standardized reporting form to be utilized by all ASEA offices.

Steward/MAT Training

The Business Manager gave an update to the Steward/MAT Training program, emphasizing the goal is to centralize training, with training sessions to be held in Fairbanks, inclusive of the Nome, Kotzebue, and Highway communities; in Anchorage, inclusive of Kodiak, Dillingham, and Kenai; and in Juneau, inclusive of all southeast locations. Timetable for training sessions will be influenced on whether or not the Board acts favorably on the proposed changes to the Steward Policy that will proffered by the Policies & Procedures Subcommittee at this meeting.

Chapter Officer Training will be given; however, it will not be combined or conducted in conjunction with the Steward/MAT Training sessions. Notice of Chapter Officer Training will be sent out to all chapters after the completion of chapter officer elections. At the request of any chapter wanting training of their officers, that training will be made available to them.

(Treasurer Karen Zubillaga joins the meeting.)

**WELCOME TO NEW SOUTHEAST (JUNEAU) REPRESENTATIVE**

President Glaser extends the Board's welcome to Stephen Wright, the newly elected interim Southeast (Juneau) Representative to the State Executive Board.

**REPORTS - BUSINESS MANAGER (Continued)**

Budget Review/Update (Continued)

FY05 Financials (Continued)

A review of the FY05 Financials was presented by the Business Manager, with discussion by the Board.

Collections Update (Continued)

The Union has increased its emphasis on collections of back dues. Skye McRoberts, who manages the database in her capacity as Data Tech, has now gone to full-time, devoting half of her day to collections. Through Skye's efforts, as of December 7<sup>th</sup>, the following has been accomplished:

- Going back for the period, March 1 to May 2004, 101 employees were identified as not having signed authorizations for payroll deduction of dues. Notice was mailed to these individuals and, to date, 61 of the 101 have signed authorizations for payroll deduction of dues and some dues arrearages have been collected.
- Between the time period May and October 2004, there were 121 GGU employees who had not signed authorizations for payroll deduction of dues. 112 of the 121 have now signed up and are paying back dues; the remaining 9 who did not sign up were verified to have separated from state service.

Additionally, Accounting Tech Melanie Harris has for the next three months been assigned in addition to her regular duties and workday the collections of old outstanding accounts against which collection efforts had been initiated by Jane Coppedge prior to her retirement.

1           There was discussion on the administrative procedure and timeline in resolving back dues  
2 arrearages.

3  
4 (The Chair called for a brief recess at 9:55 a.m., resuming the record at 10:05 a.m.)

5  
6 **REPORTS - BUSINESS MANAGER (Continued)**

7                           Budget Review/Update (Continued)

8  
9                           FY05 Financials (Continued)

10 Review and discussion of the FY05 Financials continued.

11  
12 (Instruction of the Board: To look into adding new budget line items that will show revenues  
13 incoming for business leave bank reimbursements, that will show those reimbursements being  
14 paid out to the Bargaining and Strike Reserve Account and incoming to the Bargaining and  
15 Strike Reserve Account.)

16  
17                           Webmail Update

18 The Business Manager gave a report on the status of the webmail.

19  
20 (Instructions of the Board: The Business Manager is asked to research AFSCME and other  
21 agencies for established policies and procedures specific to use of webmail and forward that  
22 information to the Communications Committee. The Chair also asked that the Policies and  
23 Procedures Subcommittee assist the Communications Committee in forming their  
24 recommendations for policies and procedures in the use of the ASEA webmail.)

25  
26                           Per Diem Policy re Stewards

27  
28 (The Chair passed the gavel to Secretary Mike Williams.)

29  
30 Main Motion 05-043 (Recommendation to Statewide Stewards Committee)

31 Moved by Gordon Glaser, second by Barbara Brandt

32 The Executive Board recommends that a mileage reimbursement policy option, funded by  
33 chapters, be developed by the Statewide Stewards Committee.

34           Karen Zubillaga calls for the question, without objection.

35 Motion 05-043 passed, by a roll call vote as follows: Barbara Brandt, Billie Benedict, Karen  
36 Zubillaga, Larry Nakata, Stephen Wright, and Gordon Glaser voting yes; Sue Layton, Toya  
37 Winton, Wade Wahrenbrock, Gloria Eggleton voting no.

38  
39 (The gavel returns to the Chair.)

40  
41 Motion 05-044 (Reimbursement of Per Diem and Mileage for Steward Expenses)

42 Moved by Barbara Brandt, seconded by Billy Benedict

43 The Executive Board instructs the Business Manager to deny the reimbursement request of a  
44 steward for mileage and per diem.

45           The Chair cut off debate, without objection.

46 Motion 05-044 passed, without objection.

47

1 AFSCME Member Education Grant Expenditures

2 The Business Manager reported on the disbursement of \$50,000 received under the AFSCME  
3 Member Education Grant to cover the monetary assessment for ASEA as a full participant in the  
4 AFL-CIO 2004 Labor Plan (Coordinated Campaign), proxy registrations for ASEA to the AFL-  
5 CIO Convention, two statewide mailouts to members identifying ASEA endorsed candidates, the  
6 per diem and associated costs (not including salary) for the ASEA Lobbyist assignment to work  
7 out of the AFL-CIO Coordinated Campaign in the Anchorage area, and staff-related participation  
8 in the Coordinated Campaign.  
9

10 Business Leave Update

11 The Business Manager gave a report on the Business Leave Bank and the streamlining of the  
12 administrative process through contract negotiations.

13 The Union has signed a Letter of Agreement with the ASEA Legal Trust on the business  
14 leave usage by the trustees. Pending business leave requests have been processed, and the Union  
15 has billed the Legal Trust for business leave usage reimbursement in the amount of \$5,296.27  
16 and that has been paid. And the same on the Health Benefits Trust is true; we are current on  
17 being reimbursed for business leave usage by the trustees, in the amount of \$4,494.26.  
18

19 (Instruction of the Board: To further break out reimbursements to the Bargaining and Strike  
20 Reserve Account by individual Trust.)  
21

22 Staff /Update/External Organizing

23 Jane Coppedge's position has not been filled, with applicable outstanding arrearages being handled  
24 by Accounting Tech Melanie Harris. The Data Tech position is now full-time. The  
25 accommodation for the Information Officer's position has worked well with no difficulty.  
26

27 (The Chair called for a brief break at 11:23 a.m., resuming the record at 11:37 a.m.)  
28

29 Staff /Update/External Organizing (Continued)  
30

31 Main Motion 05-045 (Executive Session)

32 Moved by Mike Williams, seconded by Toya Winton

33 To move into executive session to protect the privacy of individuals and the confidentiality of  
34 negotiations.

35 Motion 05-045 passed, without objection.  
36

37 (The State Executive Board entered into executive session at 11:35 a.m., resuming general  
38 session at 12:50 p.m., with the gavel being passed to Secretary Mike Williams in the brief  
39 absence of the Chair.)  
40

41 API Nurses

42 There was discussion regarding API Nurses and standby pay, standby pay lists, and a resulting  
43 10 percent wage reduction initiated by the state. Following ignored requests to return to the table  
44 to discuss the change in wage plan, the Union has filed an Unfair Labor Practice with the Alaska  
45 Labor Relations Agency.  
46

1 Wachovia Presentation (Presentation by Wayne Pichon)

2 There was discussion on the Performance Evaluation of the Bargaining and Strike Reserve  
3 Account investments and recommendations made by the Investment Manager.

4  
5 Main Motion 05-046 (Accept Investment Recommendation)

6 Moved by Mike Williams, seconded by Karen Zubillaga

7 To accept the Investment Manager's recommendation to realign Foreign Income allocation in the  
8 Bargaining and Strike Reserve Account to match the Investment Policy Statement.

9 Motion 05-046 passed, without objection.

10  
11 (The record stood briefly at ease at Tape 3, R70.)

12  
13 Catastrophic Medical Leave

14 There was review and discussion of a proposed addition to Policy 42.00.000, "ASEA/AFSCME  
15 Local 52 Catastrophic Medical Leave Bank."

16  
17 Main Motion 05-047 (Proposed addition to Policy 42.00.000)

18 Moved by Barbara Brandt, seconded by Gloria Eggleton

19 To accept the following amendment to Policy 42.00.000, "ASEA/AFSCME Local 52  
20 Catastrophic Medical Leave Bank," as follows:

21  
22 J. If a member does not use their Catastrophic Medical Leave within 90 days  
23 the leave shall be returned to the Catastrophic Medical Leave Bank. The sole  
24 exception is if the member dies, in which case unused Catastrophic Medical  
25 Leave will be paid out as if it were Sick Leave.

26  
27 Motion 05-047 passed, without objection.

28  
29 Catastrophic Leave: Tracking process (CBA Art. 26.03.C, D)

30 Technical Representative Toya Winton's concern regarding subsection D was answered under  
31 the discussion of the proposed addition to Policy 42.00.000. Regarding subsection C,  
32 Ms. Winton inquired of the Business Manager as to what mechanism does the Union have,  
33 working hand-in-hand with the state to track and make sure the Union is being credited with  
34 those 15.0 hours?

35 The Business Manager affirms that the Union can identify the number of hours the Union  
36 approves to members. The Catastrophic Medical Leave is funded by the unused medical leave.  
37 The Union relies upon the state to track that unused medical leave and to transfer to the Union up  
38 to the maximum 15.0 hours upon a member's separation from the state. The Business Manager  
39 will confer with the Data Tech on the possibility of developing a program to compare personal  
40 leave of members who have separated from the state to their unused medical leave balance and  
41 verify the transfer of up to 15.0 hours to the Catastrophic Medical Leave.

42  
43 Bargaining Unit Transfers

44 This item was addressed by the Business Manager during the review of the FY05 Budget.

1                   2004 - 2007 Interim Collective Bargaining Agreement Update

2                                   Letters of Agreement

3 An LOA was executed October 15, 2004, implementing the non-monetary Articles of the 2004-  
4 2007 Tentative Agreement.

6                                   Interim CBA

7 The interim Collective Bargaining Agreement has been posted to the ASEA website,  
8 incorporating all non-monetary Articles of the 2004-2007 Tentative Agreement, and maintaining  
9 those monetary Articles of the 2003-2004 CBA, until the legislature funds the contract. The  
10 state is responsible for the printing of the contract; however, anyone wishing to obtain a copy  
11 may do so by requesting a copy through Maryann Ganacias.

13                                   Discussion Of State Employee Leave For Parent/Teacher Conferences

14 Southeast (Juneau) Representative Stephen Wright brings forward a constituent's request to  
15 petition for the need of administrative leave to enable a parent to attend Parent/Teacher  
16 Conferences (1.0 hours per parent for each student, twice a year).

17                   Upon the recommendation of the Chair and concurrence of Mr. Wright, this request will  
18 be held pending topics for the next period of negotiations beginning in 2006, to be referred at  
19 that time by the Juneau Chapter to the next Contract Negotiations Committee.

21                                   Reclassification of Nurses Aides

22 Mr. Wright brought forward another constituent's concern regarding prior classification of  
23 Certified Nurses Aides (CNAs) versus the current classification positions of Certified Nurse  
24 Aide I and Certified Nurse Aide II, in which there are no current positions filled in the latter  
25 classification. Stating reasons the CNA II classification is lacking, it is requested that the  
26 CNA II position be considered for reevaluation and reclassification.

28                                   Main Motion 05-048 (CNA II Reclassification Request)

29 Moved by Stephen Wright, seconded by Barbara Brandt

30 To refer to the Class I Committee for review of the CNA I and CNA II job classifications.

32                   The Business Manager pointed out that there is an administrative procedure for  
33 reclassifications that is laid out under Article 17 of the Collective Bargaining Agreement; the  
34 reclassification of a position is not an item for negotiation.

36 The maker and second of the motion withdraw Motion 05-048, without objection, with the  
37 understanding that the Business Manager will furnish the information to Mr. Wright to pass on to  
38 his constituent.

40                                   2006 Biennial Convention

42                                   Main Motion 05-049 (Scheduling of ASEA's 2006 Biennial Convention)

43 Moved by Toya Winton, seconded by Barbara Brandt

44 To set the 2006 ASEA/AFSCME Local 52 Biennial Convention for March 16-19, 2006, to be  
45 held at the Hilton Hotel, Anchorage AK.

46 Motion 05-049 passed, without objection.

1 (Instruction of the Board: To contact Parliamentarian Mary Randolph and, if agreeable, ask that  
2 she block our those days to serve as the official Parliamentarian for the delegation.)  
3

#### 4 Health Benefits Trust

5 The Business Manager reported on the Health Trust election of Trustees. Successful candidates  
6 are Patricia Nault for the statewide seat and Michael Williams for the Anchorage seat.

7 Mike Williams, in his capacity as Trustee, brought forward two official inquiries of the  
8 Health Benefits Trust:  
9

- 10 • In order to retrieve from the State of Alaska the monies that the state overpaid on medical  
11 benefits (through AETNA's payment of claims that it should not have paid), the Health  
12 Benefits Trust is requesting that ASEA/AFSCME Local 52 to determine whether or not they  
13 have the .csv data files for July 2000 through June 2001.
- 14 • The Trustees want the State Executive Board to be aware that they are cognizant of the  
15 resolutions that the 2004 Biennial Convention passed. They are specifically looking at the  
16 resolutions that dealt with diagnostic travel and preventative physical examinations for the  
17 next Plan Year.  
18

19 The Business Manager asked the Trust to submit a written request for the data files. The Trust  
20 asks that the Union formally submit the convention resolutions regarding health benefits with a  
21 request that the Trust identify what is currently covered and what benefits it is working on.

22 Trustee Williams also reports that in talking with Nadine Lefebvre of the Women's  
23 Issues Committee, the Trust has determined that everything specifically identified by the  
24 Women's Committee within the 2004 Biennial Convention Resolutions were already covered  
25 under the Plan. The Trustees ask the Women's Issues Committee to specifically identify in  
26 writing any benefit that is not currently covered and that the Committee would desire to be  
27 covered.

28 The Business Manager spoke to the ongoing discussions with the state on behalf of the  
29 union membership which involves the Trust. Agreement with the state has been reached that  
30 once the monetary terms of the contract are approved, there will be a payroll adjustment made on  
31 each eligible member's paycheck for the retroactive portion of the health payment.  
32

#### 33 ASEA Legal Trust

34 The Business Manager gave a status report on efforts to schedule an AFSCME audit of the  
35 ASEA Legal Trust.  
36

#### 37 Agency Fee P&P - Hudson Decision

38  
39 *Main Motion 05-050 (Postponement of Hudson P&P Agenda Item)*

40 Moved by Barbara Brandt, seconded by Wade Wahrenbrock

41 To discuss Policy 6.00.000 until later in the board meeting.  
42

43 Motion 05-050A (Executive Session)

44 Moved by Toya Winton, seconded by Barbara Brandt

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

46 Motion 05-050A passed, without objection.  
47

1 (The State Executive Board entered into executive session at 2:18 p.m., resuming general session  
2 at Tape 3, R1871).

3  
4 Motion 05-050 failed, with Barbara Brandt, Wade Wahrenbrock voting yes.

5  
6 Main Motion 05-051 (Policy 6.00.000, Hudson Decision Procedure)

7 Moved by Toya Winton, seconded by Gloria Eggleton

8 To approve the proposed addition to Policy 6.00.000, "Hudson Decision Procedure," as follows:

9  
10 C. The Business Manager shall have the authority and responsibility to obtain  
11 the approval of AFSCME International for the ASEA/AFSCME Local 52 Hudson  
12 Procedure including any amendments, shall ensure the procedure complies with  
13 the law, and shall implement the Agency shop provisions previously contained in  
14 Article 3.02 of the collective bargaining agreement between ASEA and the State  
15 of Alaska effective from July 1, 2003, through June 30, 2004.

16  
17 Larry Nakata calls for close of debate, without objection.

18  
19 Motion 05-051 passed, without challenge to the Chair.

20  
21 Schedule of Elections

22 The Business Manager announced that the Election Committee has adopted the schedule of  
23 Notice of Nominations and Elections. Board positions up for election are: Secretary, Treasurer,  
24 Professional Representative, Technical Representative, Central Area Representative  
25 (Anchorage), Southeast Region Representative (Juneau), and the Rural Representative. ASEA  
26 Judicial Panel positions up for election are: Anchorage Member, Anchorage Alternate,  
27 Fairbanks Alternate, Juneau Member, and Juneau Alternate. The following dates have been  
28 scheduled:

- 29
- December 21, 2004 - Notice of Nominations mailed out to members.
  - 30 • January 24, 2005, noon - Deadline for receipt of Nominating Petition forms.
  - 31 • January 26, 2005, 5:00 p.m. - Deadline for receipt of Official Candidate Statement
  - 32 forms.
  - 33 • February 18, 2005 - Ballots will be mailed to members.
  - 34 • March 24, 2005 - Election Date (Ballots Counted). Ballots must be received by
  - 35 8:30 a.m. on this date. Only ballots returned through the U.S. Mail will be counted.
  - 36 • April 22, 2005 - Runoff Election Ballots mailed, if needed.
  - 37 • May 20, 2005 - Runoff Election Date (Ballots counted).
  - 38 • The same procedures will be repeated as for the Election Date, if a second runoff
  - 39 election is necessary.

40  
41 AFSCME's 21<sup>st</sup> Century Committee

42 During the AFSCME International Convention, the delegates adopted a resolution creating a 21<sup>st</sup>  
43 Century Committee. "The purpose of this committee is to examine every aspect of our union,  
44 with the goal of recommending changes to build an even stronger union, ready and able to face  
45 the challenges ahead."

1 President Gerald W. McEntee has appointed members to the committee, and they have  
 2 created five subcommittees: Growth, Politics, Affiliate Capacity, International Union Capacity,  
 3 and Dues. President McEntee has asked by letter to Business Manager Jim Duncan if he would  
 4 serve on the Politics Subcommittee, and he has agreed to do so.

5  
 6 (The Chair calls for a brief break at 2:46 p.m., resuming the record at 3:00 p.m., with the gavel  
 7 passed temporarily to Secretary Mike Williams in the brief absence of the Chair.)

8  
 9 Budget Review/Update (Continued)

10 FY04 Financials (Audited) (Continued)

11 Auditor's Report (Presentation by Orié Orien, Mikunda Cottrell & Co.)

12  
 13 (Time-certain: 3:00 p.m.)

14  
 15 The Auditor's Report was presented telephonically and discussed. (See Exhibit 4)

16  
 17 (AFSCME Area Field Services Director Tam Tocher joins the meeting at 3:15 p.m.)

18  
 19 No significant change was made to the scope of the audit from prior audit years. No  
 20 material weaknesses were reported in the internal control areas of accounting practices for  
 21 control environment, risk assessment, information and communication, control activities, and  
 22 monitoring. ASEA/AFSCME Local 52, AFL-CIO was issued a clean (or "unqualified")  
 23 auditor's opinion for FY04:

24  
 25 "In our opinion, the financial statements referred to above present fairly, in all  
 26 material respects, the financial position of Alaska State Employees Association,  
 27 Inc./AFSCME Local 52, AFL-CIO for the year ended June 30, 2004, and the  
 28 changes in its net assets and its cash flows for the year then ended in conformity  
 29 with accounting principles generally accepted in the United States of America."

30  
 31 Lobbyist Report

32 The Business Manager presented the Lobbyist Report on behalf of Assistant Business  
 33 Manager/Lobbyist Fate Putman, who is on vacation.

34  
 35 (The record stands at ease at 3:37 p.m. to receive the Lobbyist Report, resuming the record at  
 36 Tape 4, R581.)

37  
 38 /end of Business Manager's Report

39  
 40 **REPORTS - COMMITTEE REPORTS**

41  
 42 Main Motion 05-052 (Suspension of the Rules)

43 Moved by Barbara Brandt, seconded by Toya Winton

44 To suspend the rules to move the Committee Reports of those who are not present until  
 45 tomorrow.

46 Motion 05-052 passed, without objection.

1 (The Chair calls for a brief break at 4:05 p.m., resuming the record at 4:24 p.m.)

2  
3 **REPORTS - PRESIDENT**

4 Obligation of an Officer

5 Having been sworn in at time of their elections, Interim Professional Representative Billie  
6 Benedict and Interim Southeast Region Representative (Juneau Area) Stephen Wright each  
7 subscribe to the Obligation of an Officer by so affixing their signature to the oath of office.

8  
9 Evaluation of Business Manager Subcommittee Update

10 Charged with the preparation of a subjective evaluation form and the evaluation of the Business  
11 Manager, Mike Williams, as subcommittee chair, announces the subcommittee will report on its  
12 evaluation during the February 2005 quarterly meeting of the State Executive Board, to be held  
13 in Juneau AK, in conjunction with the anniversary of the Business Manager's professional  
14 employment contract.

15  
16 **MEMBER COMMENTS (Time-certain: 4:30 p.m.)**

17 A telephonic connection was established for all incoming calls from members wishing to address  
18 the Board. No calls received; no members were present who wished to address the Board.

19  
20 **REPORTS - PRESIDENT (Continued)**

21 Planning for Evaluation & Direction of ASEA Retreat

22 ASEA Board Retreat

23 The President stressed the importance of defining goals for the Union, its Mission, measurable  
24 objectives and timelines and to determine what we have in terms of resources, perceived barriers  
25 for the Union, and to develop a plan of action. Possible resources the Board may want to  
26 consider for board training are The Foraker Group and AFSCME. It would be the intent of the  
27 President to form a subcommittee to develop the program for the retreat, a budget, and report  
28 back to the Board at the February board meeting in Juneau AK, with the retreat being held after  
29 the officer elections in March. Gordon Glaser and Barbara Brandt expressed their interest in  
30 serving on the subcommittee; no formal appointments were made at this time.

31  
32 Committee Appointments

33  
34 Main Motion 05-053 (Communications Committee Appointment)

35 *Recommendation of the Chair: To appoint Stephen Wright to the Communications Committee.*

36 Moved by Larry Nakata, seconded by Gloria Eggleton, to accept the recommendation of the  
37 Chair.

38 Motion 05-053 passed, without objection.

39  
40 Main Motion 05-054 (Election Committee Appointment)

41 *Recommendation of the Chair: To appoint Sandra Hayes to the Election Committee.*

42 Moved by Mike Williams, seconded by Toya Winton, to accept the recommendation of the  
43 Chair.

44 Motion 05-054 passed, without objection.

1 Main Motion 05-055 (ASEA Judicial Panel Appointment)

2 *Recommendation of the Chair: To appoint Shawn Staker to the interim Fairbanks Alternate seat*  
3 *of the ASEA Judicial Panel.*

4 Moved by Larry Nakata, seconded by Gloria Eggleton, to accept the recommendation of the  
5 Chair.

6 Motion 05-055 passed, without objection.

7  
8 Calendar of Events

9 The next quarterly board meeting will be held February 6-7, 2004, at the Goldbelt Hotel in  
10 Juneau AK; and the AFL-CIO Legislative Conference will be held February 8-9, 2004, in  
11 Juneau. Tam Tocher mentioned that the Northwest Regional Conference would most likely be  
12 scheduled for June; no exact date has been set.

13  
14 **REPORTS - TREASURER**

15  
16 Main Motion 05-056 (Approval of Expense Report)

17 Moved by Karen Zubillaga, seconded by Gloria Eggleton

18 That the State Executive Board authorize payment to Karen Zubillaga for \$877.90, subject to  
19 review and approval by the accounting office, for attendance of the AFSCME International  
20 Convention in June 2004.

21 Motion 05-056 passed, without objection.

22  
23 In response to the Treasurer's concern on maintaining the level of funds being held in any  
24 banking institution within the insured guidelines of the FDIC, there is an administrative tool that  
25 would give the Union full protection and not create the paperwork of multiple accounts; and that  
26 is, having the banking institution(s) collateralize any balance over \$100,000. The Business  
27 Manager will obtain banking costs in regard to that service and report back to the Board at the  
28 February board meeting.

29  
30 The Treasurer commends the Business Manager and the accounting staff for the continued  
31 financial soundness of the Union.

32  
33 Main Motion 04-057 (Signatory Authorization)

34 Moved by Mike Williams, seconded by Karen Zubillaga

35 To add Larry Nakata as an authorized signature to the Union's operating accounts.

36 Motion 04-057 passed, without objection.

37  
38 **REPORTS - COMMITTEES**

39 Bush Community Committee

40 Rural Representative Wade Wahrenbrock, as board liaison, reported on the activities of the Bush  
41 Community Committee. Committee Chair David Bradbury has recently resigned from the  
42 committee and left state employment. Mr. Wahrenbrock will be bringing names forward to the  
43 President for appointment.

44 In regards to the geographic differential study, the Business Manager reported that the  
45 AFL-CIO State Convention in August adopted a resolution supporting a geo diff study. So  
46 Labor United (all of the AFL-CIO unions) has been on record supporting that study.

1 Class I Committee

2 Chairperson Gloria Eggleton reported on the activities of the Class I Committee. (See also  
3 Exhibit 5) Ms. Eggleton reported that 138 signatures have been obtained in support of the  
4 proposed constitutional amendment establishing the Class I Committee as a standing committee.

5  
6 (The Chair called for a brief break at 5:00 p.m., resuming the record at Tape 4, R2011.)

7  
8 Motion 05-058 (Designation of Official Agent)

9 Moved by Mike Williams, seconded by Gloria Eggleton

10 To designate Union Headquarters as the official agent for receipt and verification of any  
11 proposed constitutional amendments.

12 Motion 05-058 passed, without objection.

13  
14 Communications Committee

15 Activities of the Committee and status of pending projects were addressed earlier in the day.

16  
17 Grievance Review Committee

18 (See Exhibit 6)

19  
20 Motion 05-059 (Receive written report)

21 Moved by Wade Wahrenbrock, seconded by Toya Winton

22 To accept the written report of the Grievance Review Committee into the record.

23 Motion 05-059 passed, without objection.

24  
25 Election Committee

26 Chairperson Donald Faulkenburry submitted a written report to the Board on the Committee's  
27 activities and its concerns. (See Exhibit 7)

28  
29 Contract Negotiations Committee

30 Toya Winton reported there have been no new activities involving the Committee. The Business  
31 Manager has followed through with the implementation of the LOA regarding the non-monetary  
32 Articles. The Business Manager has been real good on keeping the Committee updated.

33  
34 Probation/Parole Committee

35 The Probation/Parole Committee did not submit a report. The committee chair, Kevin Holmes,  
36 has resigned from the committee. The Business Manager thought it was a committee worth  
37 continuing. Discussions with committee member Chris Lyou indicate that remaining members  
38 of the committee are interested in meeting telephonically to look at revitalizing the committee.

39  
40 ASEA Judicial Panel

41 The Business Manager presentsd a report by staff liaison Suzan Hartlieb. The ASEA Judicial  
42 Panel is without a chair for the lack of being able to get the members to meet telephonically. As  
43 of November 30, 2004, there has been no local ASEA Judicial Panel activity since December  
44 2003. The Committee is short its allocated members. Following the March election, the  
45 Committee and its new members will be in need of training and AFSCME will be so petitioned  
46 for that training.

AFSCME Judicial Panel

Barbara Brandt reported on her recent assignment with the AFSCME Judicial Panel.

AFSCME Judicial Panel Case 03-75 (Fort v. Mariano): Responsibilities of the Treasurer

An oral overview was given by Barbara Brandt on Case 03-75, followed by discussion among the Board.

(Instruction of the Board: That the Business Manager and Secretary Mike Williams collaborate to draft two letters to International President Gerald W. McEntee:

- One letter for clarification of the constitutional impact of the decision in AFSCME Judicial Panel Case 03-75 to ASEA/AFSCME Local 52 in that the decision states that duties of the Treasurer cannot be delegated to another; and,
- One letter to focus with regard to the Health Benefits Trust and the Legal Trust having been determined by the Court to be separate entities, on the legal aspects and impact the decision in AFSCME Judicial Panel Case 03-75 may or may not have affecting the duties and responsibilities of a State Executive Board member and officer of ASEA/AFSCME Local 52.)

(Acknowledgement was made of the presence of Midnight Sun Chapter member Zuzanna Bobinski, and ASEA Business Agent Bill Johnson. Barbara Brandt was excused and left the meeting.)

Report on the Attendance of the Council 2 Presidents' Conference

Mike Williams and Toya Winton submitted a written report summarizing their attendance of the Council 2 Presidents' Conference in Washington State. (See Exhibit 8)

Motion 05-060 (Recess)

Moved by Wade Wahrenbrock, seconded by Gloria Eggleton

To recess for the evening at 5:37 p.m. and resume general session December 11, 2004, at 9:00 a.m.

Motion 05-060 passed, without objection, with Barbara Brandt absent.

(Whereupon, the business session of the State Executive Board recessed for the evening.)

**DAY 2**

The business session of the State Executive Board resumed December 11, 2004, at the Westmark Hotel in Fairbanks AK and was called to order at 9:00 a.m. by President Gordon Glaser.

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 are:

Barbara Brandt, Northern Region (Fairbanks/Northstar Borough) Representative

Billie Benedict, Professional Representative

Gloria Eggleton, Class I Representative

Gordon Glaser, President

Karen Zubillaga, Treasurer

1 Larry Nakata, Central Region Representative (Anchorage)  
 2 Michael Williams, Secretary  
 3 N. Sue Layton, Administrative Support Representative  
 4 Stephen Wright, Southeast (Juneau) Representative  
 5 Toya Winton, Technical Representative  
 6 Wade Wahrenbrock, Rural Representative  
 7 Jim Duncan, Business Manager (with voice; no vote)  
 8 A quorum is declared.

9  
 10 Absent: None.

11  
 12 Also present: Tam Tocher, Area Field Services Director, and Administrative Assistant II  
 13 MaryAnn Ganacias-Schuneman.

14  
 15 **UNFINISHED BUSINESS**

16 Investigative Subcommittee: ASEA cell phone and calling card usage

17  
 18 Main Motion 05-061 (Suspension of the Rules)  
 19 Moved by Toya Winton, seconded by Mike Williams  
 20 To suspend the rules to move the Investigative Subcommittee agenda item under Unfinished  
 21 Business to later in the day, December 11, 2004.  
 22 Motion 05-061 passed, without objection.

23  
 24 P&P Subcommittee

25 Due Notice of Proposed Policy Revisions Posted to Website per 9/7-8/04 Board Action

26  
 27 Main Motion 05-062 (Adoption of Proposed P&Ps)  
 28 Moved by Barbara Brandt, seconded by Billie Benedict  
 29 To adopt all Policies & Procedures revisions put forward by Board action during the  
 30 September 7-8, 2004, quarterly meeting and posted to the ASEA website.  
 31 Motion 05-062 passed, without objection.

32  
 33 Proposed Ethics Policy (4.07.000)

34  
 35 Main Motion 05-063 (Proposed Code of Ethical Practices Policy)  
 36 Moved by the P&P Subcommittee  
 37 To recommend adoption of proposed Code of Ethical Practices Policy (ASEA Secretary given  
 38 discretion to number the policy as appropriate), which reads as follows.

39  
 40 Proposed Change: Strikethrough = Delete; Underscore = New Language

41 **4.00.000 STATE EXECUTIVE BOARD PROTOCOL**

42 **4.07.000 ETHICS**

- 43 A. Members of the State Executive Board may not be hired into ASEA staff positions  
 44 for one year after leaving the Board.  
 45 B. Soliciting campaign contributions by GGU Members from Staff is not allowed.  
 46 C. The State Executive Board has adopted an ASEA/AFSCME Local 52 Code of  
 47 Ethics. (See Appendix 1, Section 14.)

48  
 ASEA/AFSCME Local 52 State Executive Board  
 Quarterly Meeting  
 December 10-11, 2004 (Fairbanks)

\*\*\*\*\*  
Proposed Change: Strikethrough = Delete; Underscore = New Language

**APPENDIX 1**  
List of Referenced Corporate Documents

- 1. AFFILIATION AGREEMENT
- 2. ARTICLES OF INCORPORATION
- 3. NONPROFIT CERTIFICATE
- 4. AFSCME INTERNATIONAL CONSTITUTION
  - A. AFSCME Financial Standards Code
  - B. AFSCME Judicial Panel Rules
  - C. AFSCME Local Union Election Manual
- 5. ASEA/AFSCME Local 52 CONSTITUTION
  - A. ASEA/AFSCME Local 52 Judicial Panel Rules
- 6. EMPLOYMENT CONTRACTS
  - A. Business Manager Contract
  - B. Assistant Business Manager/Lobbyist Contract
  - C. General Counsel Contract
  - D. Staff Collective Bargaining Agreement
  - E. Staff Policies & Procedures
- 7. COLLECTIVE BARGAINING AGREEMENTS
  - A. GGU Collective Bargaining Agreement
- 8. ASEA/AFSCME Local 52 POLITICAL ACTION COMMITTEE RULES OF OPERATION
- 9. STATE OF ALASKA AFL-CIO CONSTITUTION
- 10. ASEA/AFSCME Local 52 BIENNIAL CONVENTION RESOLUTIONS
- 11. ASEA LEGAL SERVICES TRUST
  - A. ASEA Legal Services Trust Declaration of Trust
  - B. ASEA Legal Services Plan Booklet
- 12. ASEA/AFSCME Local 52 HEALTH BENEFITS TRUST
  - A. ASEA/AFSCME Local 52 Health Benefits Trust Declaration of Trust
  - B. ASEA/AFSCME Local 52 Health Benefits Plan Booklet
- 13. ALASKA AFSCME RETIREE CHAPTER 52
  - A. AARC52 Constitution
  - B. AARC52 Policies and Procedures
- 14. CODE OF ETHICAL PRACTICES

\*\*\*\*\*  
NEW GOVERNING CORPORATE DOCUMENT: Proposed Language

**CODE OF ETHICAL PRACTICES**

- A. This Code of Ethical Practices shall be applicable to ASEA/AFSCME Local 52 and all its related entities, including, but not limited to, the State Executive Board, ASEA sponsored Benefits Trust Funds, all chapters affiliated with ASEA, and any other related entities, all of which shall be referred to collectively herein as the union.
- B. All officers, trustees, managerial employees, and staff of the union, whether elected or appointed, contracted, or otherwise employed, are under high fiduciary duty and a sacred trust to honestly and faithfully serve the best interests of ASEA and its membership.

- 1           C. No officer, trustee, or employee of the union shall own or have a personal  
2 financial interest, which is inconsistent with such officer's or employee's fiduciary  
3 duties. In particular, it shall not be permissible for any officer or managerial  
4 employee of the union to:  
5  
6           1. have a significant financial interest in any agency, which bargains  
7 collectively with the union;  
8           2. own or have a significant financial interest in any firm which does  
9 business or seeks to do business with the union;  
10          3. make a decision, or cause a decision to be made, concerning a business  
11 relationship with a firm in which a parent, spouse, spousal equivalent or  
12 dependent child of that relationship, child, grandparent, grandchild,  
13 brother, sister, first or second cousin, mother-in-law, father-in-law,  
14 sister-in-law, brother-in-law, son-in-law, daughter-in-law, step sibling or  
15 step or foster parent or child, uncle, aunt, niece, nephew or business  
16 partner of such officer, trustee, or managerial employee has a significant  
17 financial interest.  
18  
19          D. No officer, trustee, or employee of the union shall accept any gift or personal  
20 payment that is of greater than nominal value from any employer which bargains  
21 collectively with the union, other than regular pay or benefits for work performed  
22 as an employee of such employer, or from any business or professional firm  
23 which does business or seeks to do business with the union.  
24  
25          E. No officer, trustee, or employee of the union who serves in a fiduciary position  
26 with respect to, or who otherwise exercises responsibilities or influence in the  
27 administration of, a retirement, health or welfare benefit fund or plan shall have  
28 a significant financial interest in any investment manager, insurance carrier,  
29 broker, consultant or other firm doing business or seeking to do business with  
30 such fund or plan. For the purpose of this provision, a benefit "fund" or "plan"  
31 means a fund or plan sponsored by the union.  
32  
33          F. No officer, trustee, or managerial employee of the union shall convert any funds  
34 or other property belonging to the union to such individual's personal use or  
35 advantage.  
36  
37          G. Unless otherwise provided for in applicable law, no person who has been  
38 convicted of any felony involving the infliction of grievous bodily injury, any crime  
39 of dishonesty or theft, or any crime involving misuse or abuse of such person's  
40 position or employment in a labor organization or an employee benefit fund  
41 within the past seven years shall serve as an officer, trustee, managerial  
42 employee, contracted employee, or employed staff of the union.  
43  
44          H. The procedures for enforcing this Code of Ethical Practices shall be as follows:  
45           1. The president with the approval of the Executive Board shall appoint an  
46 Ethical Practices Committee (EPC) consisting of three officers of the  
47 union and one chapter president not serving on the State Executive  
48 Board. The president shall also appoint from the group, one executive  
49 officer of the union who shall chair the EPC. The chair and committee  
50 members shall be appointed to a two-year term. No EPC members may  
51 be appointed to a subsequent term until each of the executive officers  
52 and chapter presidents have been appointed to one term as chair or  
53 member of the EPC.

- 1           2. The EPC shall work closely with AFSCME International legal counsel and  
 2           the State Executive Board.
- 3           3. The EPC shall:
- 4           a. Promulgate and disseminate rules and guidelines for the  
 5           enforcement of this code, subject to the advice of AFSCME legal  
 6           counsel and the State Executive Board;
- 7           b. Investigate or cause to investigate charges of violations of this  
 8           code in accordance with procedures set forth in section H (4);
- 9           c. In the absence of a charge, and with notice to the Executive  
 10           Board, initiate an investigation where the EPC has reasonable  
 11           suspicion that an Ethical Code violation has occurred. The  
 12           investigation shall be conducted as set forth in section H (4) for  
 13           investigating a charge; and,
- 14           d. Report on the disposition of all completely investigated charges  
 15           to the State Executive Board.
- 16           4. a. A charge of a violation of this Code of Ethical Practices may be  
 17           filed only by a member of ASEA. Such charge must be specific  
 18           and must, to the extent possible, be supported by substantiating  
 19           documentation.
- 20           b. Unless it is clear on the face of the charge that it does not allege  
 21           a violation of this Code of Ethical Practices, the EPC shall be  
 22           authorized and required to investigate each charge that is filed.  
 23           If, after an investigation, the EPC finds reasonable cause to  
 24           believe that a violation of this Code of Ethical Practices has  
 25           occurred, or is occurring, the EPC shall so notify the State  
 26           Executive Board. If the Executive Board agrees with the  
 27           findings, the President will make a request to the International  
 28           Judicial Panel Chair that the panel assume original jurisdiction  
 29           over the charges.
- 30           c. The EPC and the Executive Board shall protect the identity of  
 31           members under investigation until the investigation is complete  
 32           and the Executive Board, or other member has moved forward  
 33           with Judicial Panel charges.
- 34           d. Pursuant to the procedures of the International Constitution, any  
 35           member may bring Judicial Panel charges based on their belief  
 36           that a violation of the Code might have occurred. If no member  
 37           otherwise brings such charges, the EPC may file charges with  
 38           the appropriate trial body and take such action as is necessary  
 39           and appropriate to pursue the allegations contained in the EPC  
 40           report. A copy of the report of findings from the EPC shall be  
 41           provided to the charging party.
- 42
- 43           I. Nothing contained herein shall limit the rights of an individual otherwise provided  
 44           for in the International Constitution, ASEA Local 52 Constitution, ASEA Local 52  
 45           Policies & Procedures, any applicable Collective Bargaining Agreement, Alaska  
 46           municipal ordinances, Alaska State laws, or Federal laws.

47

48 (Instruction of the Chair: That the following verbatim statement be entered into the record.)

49

50                   BARBARA BRANDT: I would just want to make the Body aware that  
 51 this piece was not written by the policies & procedures committee in a vacuum, that we had been  
 52 working on it for quite a long time. This has gone to AFSCME for their review. We did have a

1 legal review done by Larry Weinberg and it is a good piece. Also, it mirrors extensively on the  
 2 Council 37's Code of Ethical Practice. So we used that as a model. We submitted it to  
 3 AFSCME and it has gone through both the Legal and Judicial Panel Chair.

4 I just wanted to make people aware of that.

5  
 6 Motion 05-063 passed, without objection, with Sue Layton abstaining.

7  
 8 Stewards Policy (9.00.000)

9  
 10 Main Motion 05-064 (Proposed Stewards Policy)

11 Moved by P&P Subcommittee

12 To recommend adoption of proposed Stewards Policy 9.00.000, which reads as follows:

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

15 **9.00.000 STEWARDS**

16 The following procedures apply to all chapters with 500 or more members. ~~These~~  
 17 ~~procedures may be modified as needed for chapters with less than 500 members.~~

18 **9.01.000 SELECTION AND DISTRIBUTION OF STEWARDS GOALS**

19 A. To adhere to the principles set forth in the ASEA/AFSCME Local 52 Constitution and  
 20 the AFSCME Constitution, especially regarding the rights of all members to due  
 21 process and the presumption of innocence until proven guilty.

22 B. To ensure that stewards perform their duties in a responsible, knowledgeable, and  
 23 effective manner.

24 C. To ensure that stewards fulfill their "duty of fair representation" to each and every  
 25 member, without exception.

26  
 27 **9.02.000 DISCIPLINE AND REMOVAL OF STEWARDS DUTIES AND RESPONSIBILITIES OF**  
 28 **STEWARDS**

29 The duties and responsibilities of stewards shall be as prescribed in the most current  
 30 ASEA/AFSCME Local 52's and AFSCME International's Stewards Handbook.

31  
 32 **9.03.000 TRAINING OF STEWARDS**

33 A. All stewards will receive ASEA/AFSCME Local 52 or AFSCME steward training. It is the  
 34 responsibility of ASEA/AFSCME Local 52 professional staff and AFSCME staff to provide  
 35 this training at least annually.

36 B. If the steward has not received training at the time of his/her election, the steward shall  
 37 take the training within six (6) months after becoming a steward.

38 C. New Stewards must complete the mandatory steward training within six (6)  
 39 months of his/her election to remain as a steward.

40  
 41 **9.04.000 LINES OF AUTHORITY CHAPTER POLICY**

42 A. Upon approval of the Statewide Chief Stewards Committee a chapter may  
 43 adopt a steward policy appropriate to its unique circumstance and preference, so  
 44 long as that policy does not conflict with ASEA/AFSCME Local 52 policy.

45 B. The Chapter Steward Policy shall be filed with the ASEA/AFSCME Local 52  
 46 Business Manager.

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

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

- 1 B. ~~If possible, stewards should avoid representing members in their own working unit~~  
 2 ~~or division.~~ C.—It is the duty of stewards to develop and maintain a detailed case  
 3 file of written records and notes to effectively represent the member. Stewards  
 4 should take extensive notes during any meeting with management.  
 5 DC. The steward's duty and role is to be an advocate for the member and not to be  
 6 concerned with their personal relationship with management. The steward's  
 7 primary job is to protect and defend the rights of every member.  
 8 ED. If a member is in error, it is appropriate for the steward to provide counseling and to  
 9 inform the member of the potential repercussions. This counseling must always be  
 10 conducted in private and not communicated to management in any way.  
 11

#### 12 9.06.000 SELECTION AND DISTRIBUTION OF STEWARDS

- 13 A. ~~Distribution.~~—The general policy of the Union is that there should be one steward  
 14 per shift per thirty (30) members at each job site whenever possible. Job sites  
 15 with less than 30 members shall have a steward.  
 16 B. ~~Definition of Job Sites.~~—The Local Chapter Executive Board shall develop a  
 17 ~~proposed list of job sites for each chapter in consultation with the chapter's~~  
 18 ~~executive board.~~ The ~~proposed list of job sites must be approved by the State~~  
 19 ~~Executive Board~~Statewide Chief Stewards Committee.  
 20 C. ~~Selection.~~—~~The primary goal is that each~~Each job site is ~~should be~~ represented by  
 21 a steward who works in the job site and is elected by a majority of those  
 22 members voting in the job site. In accordance with 9.04.000.A the chapter may  
 23 submit to the Statewide Chief Stewards Committee an alternate election  
 24 procedure for approval. Each chapter's executive board is responsible for  
 25 conducting elections of stewards within the following general policy guidelines.  
 26 1. The ASEA/AFSCME Local 52 Business Manager (or designee), through  
 27 the secretary or chief steward of each chapter, will provide a list of  
 28 eligible voters.  
 29 2. Public notification must be given no less than ~~fourteen (14)~~ fifteen (15)  
 30 days in advance of the election of stewards.  
 31 3. In the event the required number of stewards are not filled by the  
 32 election, then the chief steward, may appoint stewards in consultation  
 33 after verifying members' status with Union professional staff.  
 34 D. ~~Term of Office.~~ The steward's term of office shall be two years. In the event a  
 35 steward does not complete the term, the chapter chief steward shall may appoint  
 36 a steward in accordance with 9.06.000.C.3 in consultation with Union  
 37 professional staff, appoint an ASEA/AFSCME Local 52 member to complete the  
 38 term of office.  
 39 E. To be eligible to become a steward, a member must be in good standing with  
 40 ASEA/AFSCME Local 52 for at least one year.  
 41 ~~Notice Regarding Election of New Stewards.~~—The Business Manager will inform  
 42 provide the State Department of Administration of all changes to the active a  
 43 steward list.  
 44

#### 45 9.07.000 STATEWIDE STEWARD STRUCTURE

##### 46 9.07.010 Chapter Steward Committee

- 47 A. Each chapter shall have a steward committee.  
 48 B. Stewards in a chapter shall make up the Chapter Steward Committee.  
 49 C. The Chapter Steward Committee shall have a Chief steward elected by the  
 50 stewards from the Chapter Steward Committee.  
 51 D. All chapter stewards work under the general direction of the chapter chief  
 52 steward and the ASEA/AFSCME Local 52 professional staff.

1 E. The Chief Steward's term of office shall run concurrently with his/her term as an  
 2 elected steward.

3 F. In the event a chapter has only one steward that steward shall be the Chief  
 4 Steward.

5  
 6 9.07.020 Statewide Chief Stewards Committee

7 A. The Union shall have a Statewide Chief Stewards Committee.

8 B. The Statewide Chief Stewards Committee shall be made up of the chapter chief  
 9 stewards.

10 C. The Statewide Chief Stewards Committee shall have a chairperson who shall be  
 11 elected by the Chief Stewards.

12 D. Each Chief Steward's vote shall be weighted in accordance with the number of  
 13 delegates their chapter was allocated at the most recent ASEA/AFSCME Biennial  
 14 Convention.

15 E. A quorum shall consist of seven (7) members.

16  
 17 9.07.030 Member Action Team

18 A. Member Action Team (MAT) shall be in place in the chapter using the MAT  
 19 structure.

20 B. Stewards and union officers shall be part of MAT.

21  
 22 9.08.000 DISCIPLINE AND REMOVAL OF STEWARDS

23 9.08.010 The Steward Review Panel

24 A. ~~1. Composition of the Steward Review Panel. For chapters with greater than~~  
 25 ~~500 members, the~~ The Statewide Steward Review Panel shall be composed of the  
 26 ~~chief steward (or designee), and stewards from six different departments. The~~  
 27 ~~chief steward (or designee) shall chair the panel with a tie-breaking vote or to form~~  
 28 ~~a quorum shall consist of the Chief Stewards from Anchorage, Fairbanks, Juneau~~  
 29 ~~and one (1) from Rural. The rural member shall be selected by the rural Chief~~  
 30 ~~Stewards.~~

31 ~~2-B. Quorum. A quorum of four three (3) members is required.~~

32 ~~3-C. Vacancies. If a vacancy occurs in the Stewards Review Panel, the vacancy will be~~  
 33 ~~filled at the next scheduled stewards meeting by a majority vote of stewards~~  
 34 ~~present. The Chief Steward who is from the region where a complaint occurs shall~~  
 35 ~~be excluded from that panel.~~

36 9.08.020 Procedures

37 A. Complaints against a steward.

38 1. ~~The chief steward (or designee)~~ Chairperson of the Statewide Stewards  
 39 Review Panel will select one two (2) or more panel members to investigate  
 40 written complaints received. The investigator(s) Panel shall request a  
 41 written response to the complaint by the steward involved.

42 2. ~~To the maximum extent possible, individual~~ Steward Review Panel  
 43 members will not investigate complaints or vote on issues involving their  
 44 own work units, divisions, or departments within the region of their  
 45 designated seat.

46 3. Upon completion of the investigation, the Panel will make a written decision  
 47 whether to charge the steward or dismiss the complaint. A decision will be  
 48 based on the merit(s) of the complaint(s) and will require the concurrence  
 49 of at least four two (2) panel members.

50 4. The Panel will submit all charges and recommendations to the chief  
 51 steward (or designee) Statewide Chief Stewards Committee in writing, with  
 52 a copy sent to the charged steward. Charges need to provide specific  
 53 reference to names, dates, places, and the grounds for complaint. The

1 Chief Stewards Committee shall conduct a hearing to consider the action to  
 2 be taken. The member shall have full due process rights. A steward who  
 3 is charged shall have the right to a hearing before the ASEA/AFSCME Local  
 4 52 Judicial Panel.

- 5 B. In the event a complaint is brought against a chief steward, it is to be submitted to  
 6 the ASEA/AFSCME Local 52 Judicial Panel.  
 7 C. A steward may only be dismissed as a steward for a violation of Art. X of the  
 8 AFSCME Constitution, or for the failure to perform their duties and responsibilities as  
 9 a steward.

10  
 11 Motion 05-064 passed, without objection, with Billie Benedict abstaining.

12  
 13 P&P 4.01.000, State Executive Board Protocol: Absences

14  
 15 Main Motion 05-065 (Withdrawal of Agenda Item)

16 Moved by Wade Wahrenbrock, with discussion

17 To withdraw the agenda item P&P 4.01.000, State Executive Board Protocol: Absences, as was  
 18 his intent at the Kenai meeting.

19 Motion 05-065 passed, without objection.

20  
 21 P&P 22.00.000, Elections

22 Rural Representative Wade Wahrenbrock states that P&P 22.00.000 had been referred to the  
 23 P&P Subcommittee, and the subcommittee has not had the opportunity to meet in discussion on  
 24 this item.

25 With reference to 22.00.000.C.4., as regards Rural candidates or their designee having  
 26 access to membership lists, Mr. Wahrenbrock recommends discussion at the subcommittee level  
 27 to assure the Rural members have a level playing field.

28  
 29 Main Motion 05-066 (Referral to P&P Subcommittee)

30 Moved by Wade Wahrenbrock, seconded by Sue Layton

31 To commit Policy 22.00.000.C.4. for consideration by the P&P Subcommittee of the policy  
 32 subsection's impact on Rural candidates.

33  
 34 Point of Order is called by Secretary Mike Williams: Upon the completion of current P&P  
 35 Subcommittee tasks during this meeting, that subcommittee will expire. Further assignments  
 36 would require the Chair to form a new subcommittee and appoint the board members to serve on  
 37 that subcommittee.

38 Ruling of the Chair, without objection: If the Board gives the current P&P Subcommittee more  
 39 business at this meeting, the subcommittee and its appointees continue on.

40  
 41 Barbara Brandt called for close of debate, without objection.

42  
 43 Motion 05-066 failed, with Billie Benedict, Karen Zubillaga, Sue Layton, and Wade  
 44 Wahrenbrock voting yes; Barbara Brandt, Gloria Eggleton, Larry Nakata, Michael Williams, and  
 45 Toya Winton voting no; Stephen Wright abstaining, and the Chair not voting.

46  
 47 Main Motion 05-067 (Proposed Policy 2.03.030, Grievance Review Committee )

48 Moved by P&P Subcommittee

1 To recommend adoption of proposed changes to Policy 2.03.030, Grievance Review Committee,  
2 which reads as follows:

3  
4 Proposed Change: Strikethrough = Delete; Underscore = New Language

5  
6 2.00.000 COMMITTEES

7 2.03.000 APPOINTED COMMITTEES

8 2.03.030 Grievance Review Committee

9 A. The members of the Grievance Review Committee shall consist of eight (8)  
10 experienced stewards—, with two from Anchorage, two from Juneau, two from  
11 Fairbanks, and two from Rural Alaska. Appointments are for three years.  
12 Grievance Committee members will be appointed by the President with the  
13 approval of the ASEA/AFSCME Local 52 State Executive Board. The President  
14 shall designate the Chair of the Grievance Review Committee. ~~Members are~~  
15 allowed to serve subsequent appointments as long as they remain stewards,  
16 work in the location for which they were assigned to represent, and that they  
17 meet training requirements noted in Section C, below. No members of the  
18 ASEA/AFSCME Local 52 State Executive Board may be ~~committee~~  
19 members appointed to the Grievance Review Committee.

20 B. For the purpose of this Policy and Procedure, an experienced steward is defined  
21 as an ASEA member who is an elected steward and has at least two years of  
22 steward experience prior to appointment to the Grievance Review Committee.

23 C. ASEA/AFSCME Local 52 will provide mandatory annual training for all committee  
24 members, and initial training for all newly appointed committee members. Newly  
25 appointed members must receive training within six months of their  
26 appointment. Failure to meet the training requirements is grounds for removal  
27 from the committee.

28 2.03.031 Right of Appeal

29 A. Each General Government Unit member is entitled to have disputes with the  
30 State promptly considered by the Union. This Grievance Review Policy is  
31 applicable to all grievances covered by Article 16 of the current Collective  
32 Bargaining Agreement or the comparable provision of any successor agreement.  
33 Appeals are not available for complaints, as defined in Article 15 of the current  
34 Collective Bargaining Agreement, or the comparable provision of any successor  
35 agreement, nor does it apply to classification reviews (Article 17) or performance  
36 evaluations and incentives (Article 18), or the comparable provisions of any  
37 successor agreement. The following actions may be appealed by the member  
38 pursuant to this Grievance Review Policy:

- 39 1. The refusal to advance a grievance at any step;
- 40 2. Any disagreement regarding a proposed settlement; or,
- 41 3. The decision whether to proceed to arbitration.

42 The jurisdiction of the Grievance Review Committee is limited to Items 1, 2, and  
43 3 above. Other disputes, such as disagreements over hearing strategy,  
44 witnesses, and decisions falling within the discretion of the Business Agent or  
45 Business Manager, are not subject to this Grievance Review Policy.

46 B. ~~Each~~ All member is ~~members are~~ entitled to appeal in writing any of the above-  
47 described actions to the Union's Grievance Review Committee.

48 C. Upon certified receipt of the Union's notice that it will not proceed with the  
49 grievance (as defined in Paragraph 1) the member may file a written appeal.  
50 The member's appeal must be received by the Union, or postmarked within 10  
51 calendar days of the member's receipt of the Union's notice.

- 1 D. Questions of timeliness shall be decided by the Grievance Review Committee.  
 2 Circumstances beyond the member's control which delay the filing of an appeal  
 3 may be considered by the Grievance Review Committee.  
 4 E. Appeals will be processed in an expedited manner. A panel of three (3)  
 5 members of the Grievance Review Committee shall meet as needed to hear and  
 6 decide pending appeals.  
 7 F. All proceedings shall be confidential, unless the member filing the appeal waives  
 8 confidentiality. All documents produced in support of or in opposition to any  
 9 appeal shall not be distributed to anyone other than the Business Agent, the  
 10 member, the Business Manager, and the members of the Committee hearing the  
 11 appeal. Such documents shall become a permanent part of the Union's  
 12 grievance file.  
 13

14 *2.03.032 Standards of Review*

- 15 A. A panel comprised of members of the Grievance Review Committee shall meet as  
 16 needed to hear all pending appeals. The members of each Panel will be selected  
 17 by the Chair, who shall designate one Panel member to serve as Panel Chair.  
 18 The Business Manager (or his/her designee) will coordinate the hearing schedule.  
 19 The Panel shall not consist of co-workers of the appealing members. Any Panel  
 20 member who is biased or may appear to be biased shall withdraw.  
 21 B. Business leave will be authorized only for ~~the~~ Panel members, for both  
 22 preparation and hearings. GGU members who are appealing decisions to the  
 23 Panel shall be responsible for their own expenses.  
 24 C. The Business Manager will forward all paperwork pertaining to the appeal issue  
 25 to the Hearing Panel members for review and to better prepare themselves to  
 26 hear the appeal. Panel members must safeguard all hearing documents from  
 27 public view.  
 28 ~~D.~~ Neither ASEA/AFSCME Local 52 nor the appellant will be entitled to more than  
 29 two witnesses – in addition to the appellant, Steward, Business Agent, and  
 30 Business Manager – unless a request for additional witnesses is made in writing  
 31 and received 10 calendar days prior to the date of the hearing. Hearings may be  
 32 conducted telephonically. Advance notice of the hearing shall be adequate to  
 33 arrange the presence of other witnesses deemed necessary by the participants  
 34 or the Panel.  
 35 ~~E.~~ At the hearing the parties may present evidence and arguments. The right of  
 36 the parties to hear and cross-examine all witnesses shall be respected. The  
 37 Panel Chair shall assure that each side has a reasonable opportunity to present  
 38 its case. However, he/she may limit the length of testimony and make  
 39 reasonable rulings to expedite the proceedings, subject to review by the entire  
 40 Panel.  
 41 ~~F.~~ If the panel needs additional information, it shall act together and not separately  
 42 in requesting additional information be provided by the Union staff or appellant.  
 43 The Panel members shall avoid individual contact with any party or witness  
 44 during the appeal process with regard to the subject of the appeal. In the event  
 45 additional information is requested, the hearing shall be postponed until the next  
 46 Panel meeting, at which time the Panel will hear and decide the appeal.  
 47 ~~G.~~ Once the Panel has heard all the evidence and arguments presented at the  
 48 hearing, the Panel shall deliberate in closed session. Such deliberations shall be  
 49 confidential.  
 50 ~~H.~~ In making a decision, the Panel may consider the following:  
 51 1. all information provided to them by the parties, so long as both parties  
 52 have had an opportunity to review and respond to the evidence;  
 53 2. the Union's budget for grievance/arbitration processing;

- 1 3. the testimony and credibility of witnesses; and,  
 2 4. any other evidence or considerations which are necessary to an  
 3 equitable determination of the appeal.

4 The Panel may not consider facts, rumors, documents or other information,  
 5 which are not a part of the grievance file or supplied by the parties at the  
 6 hearing.

7 H. The Panel shall not overturn the decision of the Union staff unless the evidence  
 8 establishes that ASEA/AFSCME Local 52 has acted in an arbitrary or  
 9 discriminatory manner, or in bad faith.

- 10 I. 1. If an appeal is granted, the Panel may:  
 11 (a) direct the grievance be advanced through Step IV;  
 12 (b) direct the settlement be rejected and the Union to proceed to  
 13 arbitration; or  
 14 (c) direct the grievance be advanced to arbitration.  
 15 2. If an appeal is denied, the Panel shall affirm the decision made by the  
 16 Union.

17 J. The Panel's decision shall be final and binding on the Union and the member.  
 18 However, the Panel may reconsider their decision if, and only if, new evidence  
 19 becomes known after the decision has been issued that may have caused the  
 20 Panel to decide the case differently. The final decision may not be appealed to  
 21 the Union's State Executive Board or other Union board or officer.

22 K. The Panel's decision shall be sent in writing to the member with a copy to the  
 23 Business Manager, within 10 calendar days of the Panel's decision.  
 24

25 Motion 05-067 passed, without objection, with Stephen Wright absent for the vote.  
 26

27 *P&P 2.03.090, The Bush Community Committee*

28  
 29 *Main Motion 05-068 (Proposed Policy 2.03.090, The Bush Community Committee)*

30 Moved by Wade Wahrenbrock, seconded by Sue Layton

31 That P&P 2.03.090 be changed to reflect the Bush Community Committee will meet  
 32 telephonically at least quarterly, as follows:  
 33

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

35  
 36 2.00.000 COMMITTEES  
 37 2.03.000 APPOINTED COMMITTEES  
 38 2.03.090 The Bush Community Committee

39 The Bush Community Committee is created for the Bush community members, to  
 40 address issues and concerns of chapters not on a road system and to look into economic  
 41 impacts and union opportunities. The State Executive Board Rural Representative will  
 42 serve as a liaison between the committee and the State Executive Board. The Bush  
 43 Community Committee will meet telephonically at least ~~monthly~~-quarterly, with one  
 44 physical meeting annually in lieu of a telephonic meeting.  
 45

46 Motion 05-068 passed, with Billie Benedict voting no, and Stephen Wright absent for the  
 47 vote.  
 48

49 Investigative Subcommittee: ASEA Cell Phone and Calling Card Usage (Continued)  
 50

1 Main Motion 05-069 (Executive Session)

2 Moved by Toya Winton, seconded by Barbara Brandt

3 To move into executive session to protect the privacy of individuals.

4 Motion 05-069 passed, with Sue Layton voting no.

5  
6 (The State Executive Board entered into executive session at 10:40 a.m., returning to general  
7 session at 11:00 a.m.)

8  
9 **MEMBER COMMENTS (Time-certain: 11:00 a.m.)**

10 A telephonic connection was established for all incoming calls from members wishing to address  
11 the Board.

12  
13 **NEW BUSINESS**

14 Member Communications

15 Professional Representative Billie Benedict expressed her concerns on the proper procedure by  
16 which to communicate with the Professional constituency, followed by discussion. The Business  
17 Manager suggested utilizing a broadcast message put out by the Union over its email system. He  
18 further clarified that the Union would use the 2002 occupational code identification list for  
19 members, not the current state's occupational code identification, in distribution of such  
20 broadcast emails.

21 In response to Rural Representative Wade Wahrenbrock's desire to assure the 2004  
22 ASEA Convention delegates, in particular, receive updates on communications improvement in  
23 ongoing response to resolutions that were passed, the Chair referred to the Communications  
24 Committee the charge to develop some guidelines for the Board on how communications should  
25 be developed and used properly.

26  
27 2004 ASEA Election Process and Results

28  
29 Main Motion 05-070 (Occupational Class Identification)

30 Moved by Wade Wahrenbrock, seconded by Sue Layton

31 That the State Executive Board hereby changes the 2002 membership occupational class list to  
32 reflect that Social Services Associate I's and II's are Technical occupations; further, the ASEA  
33 Election Committee will use this occupational class determination during the 2005 officer  
34 elections.

35  
36 Motion 05-070A (Move to Table)

37 Moved by Karen Zubillaga

38 To table and assign to the P&P Job Class Review Subcommittee.

39 Ruled out of Order.

40  
41 (Hettie Hume, Midnight Sun Chapter member, enters the room at 11:55 a.m.)

42  
43 **MEMBER COMMENTS (Continued)**

44 The Chair closes the member telecommunications at 12:00 noon; no calls were received.

45  
46 Mike Williams called for a Point of Order: There are members present and they should be given  
47 the opportunity to address the Board.

1 Ruling of the Chair, without challenge by the Board: To allow Hettie Hume to present the  
2 Women's Committee Report, under Member Comments, as she is a member of the Union and is  
3 not a member of the Executive Board

4  
5 Hettie Hume, Chairperson, Women's Issues Committee - Re: Committee status report. (See  
6 Exhibit 3)

7  
8 Main Motion 05-071 (WIC Report)

9 Moved by Barbara Brandt, seconded by Toya Winton

10 To accept the Women's Issues Committee Report.

11 Motion 05-071 passed, without objection.

12  
13 No other members wished to formally address the Board at that time.

14  
15 **NEW BUSINESS (Continued)**

16 2004 ASEA Election Process and Results (Continued)

17  
18 Rereading of Main Motion 05-070 (Occupational Class Identification)

19 Moved by Wade Wahrenbrock, seconded by Sue Layton

20 That the State Executive Board hereby changes the 2002 membership occupational class list to  
21 reflect that Social Services Associate I's and II's are Technical occupations; further, the ASEA  
22 Election Committee will use this occupational class determination during the 2005 officer  
23 elections.

24 Motion 05-070 failed, by a roll call vote: Sue Layton, Wade Wahrenbrock voting yes; Barbara  
25 Brandt, Billie Benedict, Gloria Eggleton, Karen Zubillaga, Larry Nakata, Mike Williams, Toya  
26 Winton voting no; and Stephan Wright abstained; with the Chair not voting.

27  
28 Clarification of the GGU New Hire Process

29 (ASEA Business Agent Bill Johnson is present at the Business Manager's request for this agenda  
30 item as a resource to the Board, and sample ASEA New Hire Packets are distributed to the board  
31 members.)

32  
33 Distribution of New Hire Packets by Union Stewards

34 Southeast Representative (Juneau Area) Stephan Wright felt it important to get clarification as to  
35 what degree the stewards are responsible for dealing with new employees and how the new hire  
36 process is coordinated with the Regional Office, and especially the state administrative staff.

37 Clarification was made, as follows:

- 38 • The ASEA New Hire Packet is not distributed by the State Administration.
- 39 • The State of Alaska has its own personnel packet that they distribute to  
40 newly hired employees, containing a one-page form on ASEA letterhead  
41 with large letters at the top that says,

42 \*\*\*\*\*ATTENTION\*\*\*\*\*

43 **NEW EMPLOYEES**

44 **APPOINTED TO GENERAL GOVERNMENT UNIT (GGU) POSITIONS**

45  
46 YOU ARE REQUIRED, as a condition of employment, to CONTACT an  
47 ASEA/AFSCME Local 52 office within TEN (10) working days of your date of hire.

48  
49 **ASEA/AFSCME Local 52 State Executive Board**  
50 **Quarterly Meeting**  
51 **December 10-11, 2004 (Fairbanks)**

1 If your position is located in Anchorage, Fairbanks, or Juneau you are also  
 2 required to report to the local office.  
 3

- 4 • It is a violation of our contract for the State of Alaska to communicate with our  
 5 membership about their union status, whether one is a member or agency fee  
 6 payer. These are internal union issues, and it is forbidden for the state to  
 7 communicate or interfere with our members on these issues.
- 8 • When a New Hire contacts the union, they receive the ASEA New Hire Packet.
- 9 • ASEA New Hire Packets can be obtained from Headquarters and both Regional  
 10 Offices.
- 11 • ASEA New Hire Packets are available to union stewards upon request. The  
 12 Union encourage union stewards who are in the worksite to make contact with all  
 13 new employees who are filling a GGU position, get them to fill out their GGU  
 14 Authorization for Payroll Deductions and fax it in or have it delivered to the  
 15 office.
- 16 • Stewards will be utilized to a great extent to assure that new GGU employees are  
 17 signed up with the Union immediately, especially in the rural areas of the state  
 18 where there are no regional office.
- 19 • The Secretaries of the Regional Offices and the Receptionist at Headquarters are  
 20 charged to make contact with all new hires in their offices and give the name of a  
 21 new hire to the Business Agent who is assigned to that department to allow the  
 22 Business Agent to follow up with that new hire.
- 23 • ASEA New Member Orientation sessions are held weekly in all ASEA offices.  
 24 Although attendance is not mandatory, a New Hire member is certainly  
 25 encouraged to attend.
- 26 • ASEA has implemented a new GGU Authorization for Payroll Deductions to  
 27 conform to the Interim Collective Bargaining Agreement. All ASEA offices and  
 28 stewards have been instructed to destroy the old authorization form.  
 29

#### 30 Implementation of Resolutions Introduced by 2004 Convention Stewards Committee

31 Southeast Representative (Juneau Area) Stephen Wright brought forward that of six resolutions  
 32 brought forward by the Stewards Convention Committee and passed at the 2004 ASEA Biennial  
 33 Convention, four had been adequately addressed by the Union.

34 As to the implementation of a stewards link on the ASEA website, the Business Manager  
 35 has affirmed that has been completed.

36 As to followup in 2004 by the Union's Contract Negotiations Committee on the  
 37 resolution asking it to be encouraged to address inequality in pay for work being done in excess  
 38 of 37.5 hours by proposing compensatory time agreements to that of the Supervisory Unit for  
 39 GGU members, the Business Manager affirmed that the CNC did address overtime, comp time,  
 40 etc., at the table. The Union was not successful at the bargaining table on this issue; but, it was  
 41 addressed by the negotiating team at the table.  
 42

43 (The Chair called for a brief break at 1:10 p.m., resuming the record at Tape 7, R258.)  
 44

45 **UNFINISHED BUSINESS (Continued)**  
 46

1           Investigative Subcommittee: ASEA Cell Phone and Calling Card Usage (Continued)

2  
3 (The Chair declared the Board to be again in continued executive session at 1:28 p.m., resuming  
4 general session at 2:15 p.m.)

5  
6 **ADJOURNMENT**

7  
8 Main Motion 05-072 (Adjournment)

9 Moved by Larry Nakata, seconded by Gloria Eggleton

10 To adjourn.

11 Motion 05-072 passed, without objection.

12  
13 (Whereupon, the meeting adjourned at 2:37 p.m.)

14  
15 Respectfully submitted by

16 Michael R. Williams, Secretary

17 State Executive Board

18 ASEA/AFSCME Local 52, AFL-CIO

19

20