



*Alaskans Working For Alaska!*

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# **PENDING APPROVAL OF THE STATE EXECUTIVE BOARD**

## **MINUTES OF ASEA/AFSCME LOCAL 52 Quarterly Business Session State Executive Board February 6-7, 2017 (Juneau AK)**

**Minutes Amended\*:**

**See May 9-11, 2017 Minutes, Motion 17-080**

\*Robert's Rules of Order Newly Revised: (11th ed.), p. 469 and p. 475

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1                                   **QUARTERLY BUSINESS SESSION OF THE**  
2                                   **ASEA/AFSCME LOCAL 52 STATE EXECUTIVE BOARD**  
3                                   **February 6-7, 2017**  
4                                   **DOUGLAS ROOM, BARANOF WESTMARK HOTEL – JUNEAU AK**

5  
6  
7    **DAY ONE – February 6, 2017**

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

10 The Quarterly Business Session of the State Executive Board convened in the Douglas Room at  
11 the Baranof Westmark Hotel Juneau and was called to order at 8:30 a.m. by President Dawn  
12 Bundick. Secretary Michael Williams called the roll and noted for the record that the following  
13 board members, guests and staff were present. The presence of a quorum was declared.  
14

15    Present were:

16 Dawn Bundick, President  
17 Michael Williams, Secretary  
18 John White, Treasurer  
19 Beth Siegel, Northern Region Representative  
20 Ken Cramer, Central Representative  
21 Maureen “Mo” Koezuna, Bush Representative  
22 Nadine Lefebvre, Southeast Representative  
23 Steven “Steve” Oswald, Rural Representative  
24 Richard “Rich” Sewell, Professional Representative  
25 Tonia Thayer, Technical Representative  
26 William “Bill” Hunt, Administrative Support Representative  
27 Jim Duncan, Executive Director (with voice/no vote)  
28

29    Excused Absence:

30 Jason Avery, Municipal Representative  
31

32    Also present: Tam Tocher, Assistant Regional Director, AFSCME International

33                               Shawn Alexander, GGU Midnight Sun Chapter  
34                               Shannon Duncan, Guest  
35                               Joyce Winton, ASEA Administrative Assistant  
36                               Toya Winton, ASEA Staff Union Member  
37

38    **OBLIGATION OF AN OFFICER**

39 Duly elected ASEA/AFSCME Local 52, AFL-CIO, State Executive Board member Tonia Thayer,  
40 Technical Representative, was sworn in and subscribed to the “*Obligation of an Officer.*”  
41

42    **ADOPT AGENDA**

43    Main Motion 17-051 (Adopt Agenda)

44 Moved by Mo Koezuna, seconded by Bill Hunt  
45 To adopt the agenda as written.

1 Amendment 17-051A (Adopt Agenda) [General Consensus]

2 Without objection, the agenda was amended to add Judicial Panel under NEW BUSINESS  
3 and to remove the TIMES CERTAIN Lobbyist Report.

4 Amendment 17-051A passed.

5 Main Motion 17-051 passed as amended, without objection.

6  
7 **APPROVE MINUTES (12/15-16/2016)**

8 Main Motion 17-052 (Adopt 12/15-16/2016 Minutes – Quarterly Business Session – Anchorage)

9 Moved by Mo Koezuna, seconded by Bill Hunt

10 To accept the December 15-16, 2016, minutes (Quarterly Business Session – Anchorage) into the  
11 record with correction to the CALL TO ORDER AND ROLL CALL on page 9 to document that  
12 Maureen “Mo” Koezuna was present at the December 16, 2016 Quarterly Business Session.

13 Main Motion 17-052 passed, without objection.

14  
15 (Nadine Lefebvre arrived at 8:36 a.m.)

16  
17 **ELECTION REPORT**

18 Main Motion 17-053 (Election Report)

19 Moved by Michael Williams, seconded by Mo Koezuna

20 To accept the Election Report in to the record.

21 Main Motion 17-053 passed, without objection.

22  
23 **PERSONNEL ISSUE**

24  
25 Main Motion 17-054 (Personnel Issue)

26 Moved by John White, seconded by Bill Hunt

27 The Chair ruled Main Motion 17-054 Out of Agenda Order

28  
29 Subsidiary Motion 17-054A (Personnel Issue)

30 Moved by John White, seconded by Bill Hunt

31 To appeal the decision of the Chair.

32  
33 (Rich Sewell arrived at 8:42 a.m.)

34  
35 Ayes: 5; Noes: 5; Abstention: 1

36  
37 In a tie vote, the Chair is sustained and the motion is ruled out of agenda order.

38  
39 Main Motion 17-055 (Executive Session) [General Consensus]

40 Without objection, the Board entered in to Executive Session for the purpose of discussing  
41 personnel.

1 Main Motion 17–055 passed.

2 (The Executive Board entered in to Executive Session at 8:50 a.m., took a break at 9:48 a.m. and  
3 reconvened in to Executive Session at 10:01 a.m., resuming the record in general session at 10:43  
4 a.m.)

5

6 **REPORT — EXECUTIVE DIRECTOR**

7

8 Wells Fargo Advisors Presentation (At 10:44 a.m.) – presented by Rachel Bunnell

9 Rachel Bunnell, Dominic Corleto and Maggie Price of Wells Fargo Advisors reported ASEA’s  
10 reserve accounts Performance Reviews as of December 31, 2016, and January 31, 2017.

11 (An Executive Summary was incorporated into the minutes at Exhibit A. A copy of which is  
12 available for review upon filing of an Information Request form to the Executive Director.)

13

Budget Review/Update

14

FY 2017 Unaudited Financial Statements

15 The FY 2017 Balance Sheet was presented. Regarding the Budget for FY 2017, for the six months  
16 ending December 31, 2016, (Budget vs. Actual) the following Income Statement items were  
17 especially noted:

18

19 **REVENUE**

20 Gross Dues Revenue is more than originally projected for the period ending December 31, 2016.  
21 Total Dues Obligations are under budget, resulting in approximately \$5,700 less than projected.

22 Main Motion 17–056 (AFSCME Grant – Political Education Leadership [PEL] Conference)

23 Moved by Michael Williams, seconded by John White

24 To add \$25,000 line item AFSCME Grant under Other Revenues for FY 2017.

25 Main Motion 17–056 passed, without objection.

26

27 Main Motion 17–057 (Fundraising – Women’s Issues Committee [WIC])

28 Moved by Nadine Lefebvre, seconded by Mo Koezuna

29 To add \$45 from fundraising to the Women’s Issues Committee budget for FY 2017.

30 Main Motion 17–057 passed, without objection.

31 **EXPENSES**

32 Total actual expenses are approximately 9% under the projected year-to-date budget for the six  
33 months ending December 31, 2016.

34

FY 2017 Capital Budget

35 As of December 31, 2016, there have been no Capital Budget expenditures for FY 2017.

36

37 (The State Executive Board took a break at 11:49 a.m., resuming the record in general session at  
38 12:00 p.m.)

1 **MEMBER COMMENTS — TIMES CERTAIN AT 12:00 p.m.**

2 A telephonic connection was established at 12:00 p.m. for all incoming calls from members  
3 wishing to address the Board.

- 4 • Shawn Alexander, Midnight Sun Chapter: DOT LGR, DOT Hiring Freeze, RFP PreProposal
- 5 • John Bennett, Midnight Sun Chapter: DOT LGR, EBoard Teleconference-Member Participation
- 6 • Steve McGroarty, Midnight Sun Chapter: DOT LGR, RFP PreProposal
- 7 • Courtney Wendel, Juneau Chapter, DOT LGR

8 (The Member Comments segment of the agenda concluded with telephonic disconnection at 12:21  
9 p.m.)

10

11 **VERBAL COMMITTEE REPORTS – TIMES CERTAIN AT 12:15 p.m.**

12 A telephonic connection was established at 12:21 p.m. for all incoming calls from members  
13 wishing to address the Board.

- 14 • Courtney Wendel, Juneau Chapter: Juneau Chapter Next Wave Committee

15 (The Verbal Committee Reports segment of the agenda concluded with telephonic disconnection  
16 at 12:30 p.m.)

17

18 (The Executive Board took a break at 12:30 p.m., resuming the record in general session at 1:30  
19 p.m.)

20

21 **UNFINISHED BUSINESS**

- 22 • ASEA Policies and Procedures

23 Main Motion 17–058 (ASEA P&P 1.05.000E, 2.01.000D and 5.02.022)

24 Moved by Beth Siegel, seconded by Nadine Lefebvre

25 Move to add the words “or marijuana” to the end of the last sentence in P&P 1.05.000E (line  
26 39) and 2.01.000D (line 31) and insert “or marijuana” between “beverages” and “shall” in P&P  
27 5.02.022 (line 2).

28 Main Motion 17–058 passed, without objection.

29 Main Motion 17–059 (ASEA Policies and Procedures)

30 Moved by Beth Siegel, seconded by Mo Koezuna

31 To adopt changes to ASEA Policies and Procedures that were proposed at the December 16,  
32 2016, meeting as revised.

33 Main Motion 17–059 passed, without objection.

34

35 **NEW BUSINESS**

- 36 • Fundraisers/Public Relations

37 Discussion noted that the ASEA Next Wave Committee is planning a fundraising event to  
38 engage members in community events, activities and outreach.

- 39 • Chapter Goals

40 Chapters are encouraged to set goals to encourage and empower member participation in  
41 chapter meetings, events and activities.



- 1 • Chapter Bylaws  
 2 Executive Director Jim Duncan reported that the staff is currently working with each chapter  
 3 to ensure their bylaws are current and in compliance with ASEA’s governing documents.
- 4 • Union Sponsored Email Accounts  
 5 Executive Director Jim Duncan distributed a cost analysis to provide all ASEA members with  
 6 a union sponsored email.  
 7
- 8 • ASEA Constitution – Articles 4.02 and 1.02B  
 9 The ASEA Executive Board discussed ASEA Constitution Articles 4.02 and 1.02B and  
 10 AFSCME Constitution Article III, Section 1B.

11  
 12 Main Motion 17–060 (Executive Session) [General Consensus]

13 Without objection, the Board entered in to Executive Session for the purpose of discussing  
 14 personnel.

15 Main Motion 17–060 passed.

16 (The Executive Board entered in to Executive Session at 2:45 p.m., took a break at 2:57 p.m.  
 17 resuming the record in general session at 3:33 p.m.)

18

19 **NEW BUSINESS** (Continued)

20

- 21 • Retirement Calculator

22 Executive Director Jim Duncan shared the following information provided by the State of  
 23 Alaska with the Executive Board, “Service accrual is specific to each individual employee.  
 24 How furlough days affect an employee’s service or average salary calculation depends on other  
 25 events in their service, such as LWOP or Workers’ Compensation Leave or if they are a defined  
 26 benefit or defined contribution employee. Our systems are not interactive enough to have an  
 27 online calculator that can pull information from our systems for a specific member, analyze  
 28 the events in their service or salary history and provide an accurate analysis....”

29

- 30 • DOT Grievance

31 Executive Director Jim Duncan reported that the grievance was based on one specific action  
 32 by the Governor and announced publicly in his budget language. A grievance was immediately  
 33 filed because a feasibility study had not been done. The LGR provides ASEA the opportunity  
 34 to provide input in to the feasibility study process.  
 35

36 Main Motion 17–061 (D.O.T. Special Issues Committee)

37 Moved by Steve Oswald, seconded by Beth Siegel

38 To establish a D.O.T. Special Issues Committee.

39 Main Motion 17–061 passed, with unanimous consent.

40

41 Main Motion 17–062 (D.O.T. & P.F. PreProposal Conference)

42 Moved by Ken Cramer, seconded by John White

43 If a pre-proposal conference for the D.O.T. and P.F. Design Group (LGR) is scheduled, HQ will  
 44 notify all affected D.O.T. members of the date and time of the conference.

1 Main Motion 17–062 passed, with unanimous consent.

2

3 Main Motion 17–063 (Executive Session) [General Consensus]

4 Without objection, the Board entered in to Executive Session for the purpose of discussing  
5 confidential personnel issues.

6 Main Motion 17–063 passed.

7 (The Executive Board entered in to Executive Session at 4:03 p.m., resuming the record in general  
8 session at 4:25 p.m.)

9 (The Executive Board took a break at 4:25 p.m., resuming the record in general session at 4:40  
10 p.m.)

11

12 Main Motion 17–064 (Executive Session) [General Consensus]

13 With objection, the Board entered in to Executive Session for the purpose of discussing personnel.

14 Main Motion 17–064 passed.

15 (The Executive Board entered in to Executive Session at 4:43 p.m., resuming the record in general  
16 session at 5:03 p.m.)

17

18 **Personnel Issue** (Continued)

19 Incidental Motion 17–054B (Personnel Issue)

20 Requested by John White to withdraw Main Motion 17-054.

21 Main motion 17-054 is withdrawn, without objection.

22

23 **NEW BUSINESS** (Continued)

24

25 Main Motion 17–065 (Judicial Panel)

26 Moved by Michael Williams, seconded by John White to refer judicial panel charges to AFSCME  
27 International for original jurisdiction.

28 Main Motion 17–065 passed, without objection.

29

30 **REPORTS – EXECUTIVE DIRECTOR, TRESURER AND PRESIDENT**

31 Main Motion 17–066 (Executive Director, Treasurer and President Reports)

32 Moved by John White, seconded by Beth Siegel

33 To accept the written Executive Director’s Report, Treasurer’s Report and President’s Report (with  
34 the exception of Committee Appointments) into the record.

35 Main Motion 17–066 passed, without objection.

36

37 **REPORT — EXECUTIVE DIRECTOR** (Continued)

38 The Executive Director’s Report is noted and accepted into the record and incorporated into the  
39 minutes at Exhibit B, a copy of which is available upon filing of an Information Request to the  
40 Executive Director.

41 ➤ Alaska Airlines EasyBiz Account

42 ➤ Alaska Airlines Visa Account

- 1 ➤ Collections Update
- 2 ➤ Internal Organizing/Worksite Meetings
- 3 ➤ Chapter Reporting Update
- 4 ➤ Rural Chapter Travel & Contact
- 5 ➤ Staffing Update
- 6 ➤ New Hire Orientation/Membership Trend
- 7 ➤ Member Advancement Program (MAP)
- 8 ➤ Political Action Program (PAC)
- 9 ➤ Unit Clarifications/PUC/Appeal
- 10 ➤ Business Leave Bank Updates
- 11 ➤ Catastrophic Leave Update
- 12 ➤ Emergency Leave Bank Update
- 13 ➤ Injury Leave Update
- 14 ➤ Grievances and Arbitrations Report
- 15 ➤ ASEA Website Report
- 16 ➤ ASEA Facebook Report
- 17 ➤ Publications/Communications Report
- 18 ➤ Summary Review of ASEA Resolutions

19  
20 //End of Executive Director's Report//

21

## 22 ***TREASURER'S REPORT***

23 No written or verbal Treasurer's report was provided.

24 //End of Treasurer's Report//

25

## 26 **REPORT — PRESIDENT**

27

### Committee Reports

28 Committee reports are noted and accepted into the record and incorporated into the minutes at  
29 Exhibit C, a copy of which is available upon filing of an Information Request to the Executive  
30 Director.

31 Written Committee Reports were provided to the Board from the following committee(s):

32

*Class 1 Committee*

33

*Elections Committee*

34

*Grievance Review Committee*

35

*Next Wave Committee*

36

*Presidents Committee*

37

*Probation/Parole Committee*

38

*Women's Issues Committee*

39

### Committee Appointments

40 *Main Motion 17-067 (ASEA Pride Committee Appointments)*

41 Moved by Michael Williams, seconded by Mo Koezuna

42 To accept the President's ASEA Pride Committee appointments.

43

44 Lily Fawn White — Bush Seat

45 Lawrence Camp — Central Seat

1 Michael French — Central Seat  
 2 Brandon Nakasato — At Large Seat  
 3 Elizabeth Rupert — At Large Seat  
 4 Matthew Thomas — Northern Seat (pro tem)  
 5 Keith Heim — Southeast (pro tem)  
 6 Beth Siegel, Board Liaison

7 Main Motion 17–067 passed, without objection.

8

9 Main Motion 17–068 (Bush Community Committee Appointment) [General Consensus]

10 Without objection, the Board accepted the President’s appointment of Lily Fawn White to the Bush  
 11 Community Committee and withdrew David Garcia’s appointment, because he is no longer a State  
 12 of Alaska employee.

13 Main Motion 17–068 passed, without objection.

14

15 Main Motion 17–069 (Next Wave Committee Appointments) [General Consensus]

16 Note of Record: Alicia Hughes-Skandijns withdrew as Chair of the Next Wave Committee.

17 Without objection, the Board accepted the President’s appointments of Stephanie Maltez as Chair  
 18 and Ted Chandler to the vacant Northern Seat of the Next Wave Committee.

19 Main Motion 17–069 passed, without objection.

20

21 Main Motion 17–070 (Nurses Committee Appointment) [General Consensus]

22 Without objection, the Board accepted the President’s appointment of Matthew L. Thomas to a  
 23 Central Seat on the Nurses Committee.

24 Main Motion 17–070 passed, without objection.

25

26 Main Motion 17–071 (Probation/Parole Committee Appointments) [General Consensus]

27 Without objection, the Board accepted the President’s appointments of Jenelle O’Bryant-Moore  
 28 and Caleb Lovelace to the Probation/Parole Committee.

29 Main Motion 17–071 passed, without objection.

30

31 (Courtney Wendel joined the meeting at 5:27 p.m.)

32

33 Main Motion 17–072 (Statements of Interest — Executive Board Class 1 Seat)

34 Moved by John White, seconded by Beth Siegel

35 The Executive Board post the vacant Class 1 Seat and seek Statements of Interest by or before  
 36 February 15<sup>th</sup>, allowing 15 days for statements, with an electronic vote of the Executive Board to  
 37 be conducted within three (3) days of closing of statement period.

38

39 Main Motion 17–072 passed, without objection.

1 Committee Reports (Continued)

2 *Women's Issues Committee*

3 Executive Board Liaison Nadine Lefebvre presented a verbal report of the Women's Issues  
4 Committee (WIC).

5 Calendar of Events

6 Main Motion 17-073 (May 2017 Quarterly Business Session)

7 Moved by Beth Siegel, seconded by Nadine Lefebvre

8 To change the location of the May 2017, Quarterly State Executive Board meeting from Sitka to  
9 Anchorage, and to meet for three (3) days.

10 Amendment 17-073A (May 2017 Quarterly Business Session)

11 Moved by John White, seconded by Michael Williams

12 To amend the motion to change the May Quarterly Business Session location from  
13 Anchorage to Mat-Su.

14 Amendment 17-073A passed, with objection.

15 Main Motion 17-073 failed, without objection.

16 Main Motion 17-074 (May 2017 Quarterly Business Session)

17 Moved by Beth Siegel, seconded by Nadine Lefebvre

18 To change the location of the May 2017, Quarterly State Executive Board meeting from Sitka to  
19 Anchorage and to meet for three (3) days.

20 Main Motion 17-074 passed, with objection.

21  
22 //End of President's Report//

23  
24 **ADJOURNMENT**

25 Main Motion 17-075 (Adjournment)

26 Moved by Mo Koezuna, seconded by Michael Williams,

27 To adjourn the February 2016 Quarterly Business Session of the ASEA/AFSCME Local 52 State  
28 Executive Board.

29 Main Motion 17-075 failed, with objection.

30  
31 (The State Executive Board recessed for the evening at 5:56 p.m.)

32  
33  
34 **DAY TWO – February 7, 2017**

35  
36 **CALL TO ORDER (10:40 a.m.)**

37 The Quarterly Business Session of the State Executive Board resumed in the Gastineau Room at  
38 the Baranof Westmark Hotel Juneau and was called to order at 10:40 a.m. by President Dawn  
39 Bundick. Secretary Michael Williams noted for the record that the following board members,  
40 guests and staff were present. The presence of a quorum was declared.

41  
42 Present were:

43 Dawn Bundick, President

1 Michael Williams, Secretary  
 2 John White, Treasurer  
 3 Beth Siegel, Northern Region Representative  
 4 Ken Cramer, Central Representative  
 5 Maureen “Mo” Koezuna, Bush Representative  
 6 Nadine Lefebvre, Southeast Representative  
 7 Steven “Steve” Oswald, Rural Representative  
 8 Richard “Rich” Sewell, Professional Representative  
 9 Tonia Thayer, Technical Representative  
 10 William “Bill” Hunt, Administrative Support Representative  
 11 Jim Duncan, Executive Director (with voice/no vote)

12

13 Excused Absence:

14 Jason Avery, Municipal Representative

15

16 Also present: Shawn Alexander, Midnight Sun Chapter

17 Dave Matheny, Buffalo Chapter

18 Doug Carson, ASEA Business Agent

19 Mike Robbins, ASEA Business Agent

20

21 (John White joined the meeting at 10:49 a.m.)

22 **PRESIDENT’S REPORT** (Continued)

23 Calendar of Events (Continued)

24 Main Motion 17–076 (September 2017 Quarterly Business Session)

25 Moved by Steve Oswald, seconded by Beth Siegel

26 To set the September State Executive Board Quarterly Business Session for Sitka, Alaska.

27 Main Motion 17–076 passed, with objection.

28 Main Motion 17–077 (September 2017 Quarterly Business Session)

29 Moved by John White, seconded by Beth Siegel

30 To set the date of the September State Executive Board Quarterly Business Session for September  
 31 11-12, 2017.

32 Main Motion 17–077 passed, with objection.

33

34 **ADJOURNMENT**

35 Upon call of the Chair for any other business to come before the Executive Board, there being no  
 36 other business, meeting adjourned at 11:02 a.m.

37

38 Respectfully submitted by

39 Michael R. Williams, Secretary

40 State Executive Board

41 ASEA/AFSCME Local 52, AFL-CIO