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

## **MINUTES OF ASEA/AFSCME LOCAL 52 Quarterly Business Session State Executive Board December 13-14, 2017 (Fairbanks AK)**

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**QUARTERLY BUSINESS SESSION OF THE  
 ASEA/AFSCME LOCAL 52 STATE EXECUTIVE BOARD  
 December 13-14, 2017  
 MEETING ROOM, SPRINGHILL SUITES HOTEL – FAIRBANKS AK**

**DAY ONE – December 13, 2017**

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

The Quarterly Business Session of the State Executive Board convened in the Meeting Room at the SpringHill Suites Hotel and was called to order at 8:30 a.m. by President Dawn Bundick, who called the roll and noted for the record that the following board members, guests and staff were present. The presence of a quorum was declared.

Present were:

Dawn Bundick, President  
 Matthew Culley, Secretary  
 John White, Treasurer  
 Beth Siegel, Northern Region Representative  
 Eileen Farrar, Class 1 Representative  
 Ken Cramer, Central Representative  
 Maureen “Mo” Koezuna, Bush Representative  
 Nadine Lefebvre, Southeast Representative  
 Richard “Rich” Sewell, Professional Representative  
 Tonia Thayer, Technical Representative  
 William “Bill” Hunt, Administrative Support Representative  
 Jim Duncan, Executive Director (with voice/no vote)

Excused Absence:

Michael Bredlie, Municipal Representative

Also present: Jake Metcalfe, Incoming ASEA Executive Director  
 Tam Tocher, Assistant Regional Director, AFSCME International  
 Andrea Quintyne, Midnight Sun Chapter President  
 Kay Smith, Juneau Chapter EBoard Member At-Large #2  
 Joyce Winton, ASEA Administrative Assistant  
 Toya Winton, ASEA Staff Union Member

**OBLIGATION OF AN OFFICER**

Duly elected ASEA/AFSCME Local 52, AFL-CIO, State Executive Board member Matthew Culley, Secretary, was sworn in and subscribed to the “*Obligation of an Officer.*”

**ADOPT AGENDA**

Main Motion 18-052 (Adopt Agenda)

Moved by Mo Koezuna and seconded

To adopt the agenda.

1 Amendment 18-052A (Adopt Agenda)

2 Moved by Mo Koezuna and seconded

3 To amend *Main Motion 18-052 (Adopt Agenda)* with the additions of Fairbanks North Star  
4 Borough Collective Bargaining Agreement Ratification, Meal Break Grievance and Chapter-  
5 Statewide EBoard Communications as topics 1, 2 and 3 under NEW BUSINESS and the  
6 Lobbyist Report under the ASEA Lobbyist Contract topic.

7 **Note of Record:** It is noted for the record that Shawn Alexander, Midnight Sun Chapter member  
8 joined the meeting at 8:40 a.m.

9 Amendment 18-052A passed, without objection.

10 Amendment 18-052B (Adopt Agenda)

11 Moved by John White and seconded

12 To amend the agenda by moving topics Chapter Bylaws, Alaska AFL-CIO and  
13 Internal/External Organizing to topics 4, 5 and 6 under NEW BUSINESS.

14 Amendment 18-052B passed, without objection.

15 Main Motion 18-052 passed as amended, without objection.

16 Note of Record: It is noted for the record that Kay Smith, Juneau Chapter EBoard Member At-Large  
17 #2 joined the meeting at 8:47 a.m.

18  
19 **APPROVE MINUTES (09/11-12/2017)**

20 Main Motion 18-053 (Adopt 09/11-12/2017 Minutes-Quarterly Business Session-Sitka)

21 Moved by John White and seconded

22 To accept the minutes of the September 11-12, 2017, Quarterly Business Session – Sitka into the  
23 record.

24 Subsidiary Motion 18-053A (Adopt 09/11-12/2017 Minutes-Quarterly Business Session-Sitka)

25 Moved by Beth Siegel and seconded

26 To postpone accepting the minutes until tomorrow morning.

27 Subsidiary Motion 18-053A passed, without objection.

28 Amendment 18-053B (Adopt 09/11-12/2017 Minutes-Quarterly Business Session-Sitka)

29 Moved by Beth and seconded

30 To amend *Subsidiary Motion 18-053A* to say “as the first order of business tomorrow  
31 morning.”

32 Amendment 18-053B passed, without objection.

33 Main Motion 18-053 passed as amended, without objection.

34  
35 Main Motion 18-054 (Adopt 09/11-12/2017 Minutes-Quarterly Business Session-Sitka; 10/9-10,  
36 2017 and 11/06/2017 (via Teleconference) Special Meeting Minutes)

37 Moved by Matt Culley and seconded

38 To accept all meeting minutes all together in one motion.

39 Main Motion 18-054 passed, with objection.

Budget Review/UpdateFY 2017 Financial Audit

Executive Director Jim Duncan noted for the record that ASEA's FY 2017 Financial Audit Report will be presented today, December 13<sup>th</sup> at 10:00 a.m. TIMES CERTAIN.

FY 2018 Unaudited Financial Statements

The FY 2017 Balance Sheet was presented. Regarding the Budget for FY 2018, for the four months ending October 31, 2017, (Budget vs. Actual) the following items were especially noted:

## REVENUE

Gross Dues Revenue is more than originally projected for the period ending October 31, 2017. Total Dues Obligations are under budget, resulting in approximately \$9,860 less than projected. Total Revenues are approximately 7% more than budgeted.

## EXPENSES

Total actual expenses are approximately 1.5% under the projected year-to-date budget for the four months ending October 31, 2017.

Main Motion 18-055 (Executive Director Contract Line Item Adjustments)

Moved by John White and seconded

To adopt presented motion changes to reflect the Executive Director contract.

<u>Line Item</u>	<u>Adopted Sep 2017</u>	<u>Change</u>	<u>New</u>	<u>Explanation</u>
Administrative Salaries (Jan-Jun FY 18 Only)	55,002	21,248	76,250	Increase
Administrative Benefits (Jan-Jun FY 18 Only)	19,251	(19,251)	-	Decrease – Breakout Detail
Health Insurance	-	8,334	8,334	Add-Increase
Retirement	-	-	-	Add
Auto	-	600	600	Add-Increase
Continuing Education/Memberships	-	1,500	1,500	Add-Increase
Accrued Leave	78,344	80	78,424	Increase
Payroll Taxes	126,863	295	127,158	Increase

Main Motion 18-055 passed, without objection.

Main Motion 18-056 (Personal Services Contract)

Moved by Mo Koezuna and seconded

To increase support staff by \$3,500 for personal services contract with Joyce Winton to work up to 100 hours between January 2 and February 2, 2018.

Main Motion 18-056 passed, without objection.

1 (The Executive Board took a break at 9:53 a.m., resuming the record in general session at 10:06  
2 a.m.)

3 BDO USA, LLP Assurance Partner Lia Patton provided an overview of ASEA's FY 2017  
4 Financial Audit to the Statewide Executive Board. Two handouts, Financial Statements  
5 Year Ended June 30, 2017 and Audit Wrap-up, June 30, 2017 were distributed to the Board  
6 and will be incorporated into the minutes at Exhibit A and B. Copies are available for review  
7 upon filing of an Information Request to the Executive Director in accordance with The  
8 AFSCME Financial Standards Code, Article X and ASEA Policy on Financial Information  
9 Requests (Main Motion 09-005, September 2008).

10 *FY 2018 Capital Budget*

11 The FY 2018 Capital Budget is \$5,000 and as of October 31, 2017, there have been no Capital  
12 Budget expenditures.

13

14 **UNFINISHED BUSINESS**

- 15 • ASEA Policies and Procedures  
16 1. P&P 4.03.000 — Rules of State Executive Board

17 *Main Motion 18-057 (ASEA Policies and Procedures 4.03.000L)*

18 Moved by John White and seconded

19 To adopt the changes to P&P 4.03.000L.

20 Main Motion 18-057, failed 9:1. Nays: Beth Siegel, Bill Hunt, Eileen Farrar; Ken Cramer, Matt  
21 Culley, Mo Koezuna, Nadine Lefebvre, Rich Sewell, Tonia Thayer. Yeas: John White

- 22 • DOT Privatization Update.

23 Executive Director Jim Duncan reported that ASEA filed a Class Action Grievance on  
24 November 3, 2017 at Step II against the Department of Transportation, Department of  
25 Administration for violating the provisions of LGR 17-G-128. SOA requested and was granted  
26 an extension to reply until December 29, 2017. Three (3) Business Agents have been assigned  
27 to work on the grievance Toya Winton, Lead (Anchorage), Adrienne Helinski (Fairbanks) and  
28 Dick Isett (Juneau). Toya and Adrienne will advocate for ASEA if the grievance advances to  
29 Arbitration (Step III).

30 **Note of Record:** It is noted for the record that ASEA Fairbanks staff, Secretary Suyene Dallman  
31 and Business Agents Adrienne Helinski and William Walters were introduced to  
32 the Executive Board.

33 *Incidental Motion 18-058 (Suspend the Time Rule)*

34 Moved by Beth Siegel and seconded

35 To suspend the time rule for purposes of the DOT discussion.

36 Incidental Motion 18-058 withdrawn, without objection.

1 (The Executive Board took a break at 11:27 a.m., resuming the record in general session at 11:31  
2 a.m.)

3 **Note of Record:** Jerry Soplanda, Midnight Sun Chapter member joined the meeting at 11:31 a.m.

4 Wells Fargo Advisors Presentation (At 11:30 a.m.) – presented by Dominic Corleto

5 Dominic Corleto of Wells Fargo Advisors reported ASEA’s reserve accounts Performance Reviews  
6 as of November 30, 2017.

7 Main Motion 18–059 (Confidential Financial Information)

8 Moved by Rich Sewell and seconded

9 To enter into Executive Session to discuss Confidential Financial Information.

10 Main Motion 18–059 withdrawn, without objection.

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

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

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

- 16 • Shawn Alexander, Midnight Sun Chapter: DOT Northern Region Contracting Out and DOT  
17 Leave Usage
- 18 • Lawrence Camp, Anchorage Chapter: ASEA Executive Board Meeting Recordings
- 19 • Jerry Soplanda, Midnight Sun Chapter: Incoming Executive Director Jake Metcalfe
- 20 • Kay Smith, Juneau Chapter: No Comment
- 21 • Toya Winton, ASEA Staff Union Member: No Comment

22 **UNFINISHED BUSINESS (Continued)**

- 23 • Local 341 Grievance Update.

24 A grievance was filed against the Executive Director and the Executive Board by Local 341,  
25 who represents the staff, over the reduction in the cell phone reimbursement rate and the purchase  
26 of bottled water for the office. We could not settle and went to arbitration. The arbitration was  
27 held in October with closing briefs due on November 11<sup>th</sup>. Arbitrator Lee Holen notified ASEA  
28 on Monday, December 11th that she would have a decision on the grievance by Thursday,  
29 December 14<sup>th</sup>.

30 **MEMBER COMMENTS — TIMES CERTAIN AT 12:00 p.m. (Continued)**

- 31 • Glenn Miller and Bob Jordan, FNSB Chapter: Presentation of Thank You Card and Gift to  
32 Executive Director Jim Duncan

33 (The Member Comments segment of the agenda concluded with telephonic disconnection at 12:15  
34 p.m.)



1 (The Executive Board took a break at 12:16 p.m., resuming the record in general session at 1:38  
2 p.m.)

3 **UNFINISHED BUSINESS** (Continued)

4 • ASEA 17<sup>th</sup> Biennial Convention Planning

5 Main Motion 18-060 (ASEA 16<sup>th</sup> Biennial Convention Resolution No. 22)

6 Moved by Beth Siegel and seconded

7 That we send Resolution No. 22 to the AFSCME International President to determine whether  
8 or not it violates the ASEA or International Constitutions and whether or not it can be enforced.

9 Main Motion 18–060 failed.

10 Main Motion 18-061 (Number of ASEA 17<sup>th</sup> Biennial Convention Committee Members)

11 Moved by Ken Cramer and seconded

12 That the EBoard establish the number of members on each committee for the Convention.

13 Amendment 18-061A (Number of ASEA 17<sup>th</sup> Biennial Convention Committee Members)

14 Moved by Ken Cramer and seconded

15 To amend *Main Motion 18-061* to add “at this meeting.”

16 Amendment 18–061A failed 6:4. Nays: Beth Siegel, Eileen Farrar, John White, Mo  
17 Koezuna, Nadine Lefebvre, Tonia Thayer. Yeas: Bill Hunt, Ken Cramer, Matt Culley and  
18 Rich Sewell.

19 Main Motion 18-061 passed, without objection.

20 Main Motion 18-062 (Selection of ASEA 17<sup>th</sup> Biennial Convention Committee Members)

21 Moved by Ken Cramer and seconded

22 That the EBoard follow the intent of Resolution No. 22. Delegates from each chapter will be  
23 placed into a “hat” for “lottery” purposes.

24 Main Motion 18–062 failed 7:3. Nays: Beth Siegel, Eileen Farrar, John White, Nadine  
25 Lefebvre, Rich Sewell, Tonia Thayer and Matt Culley. Yeas: Bill Hunt, Ken Cramer and Mo  
26 Koezuna.

27 Main Motion 18-063 (ASEA 17<sup>th</sup> Biennial Convention Committee Chairs)

28 Moved by Beth Siegel and seconded

29 That the EBoard select the Chairs of each Convention Committee, pursuant to the 11/02/17  
30 recommendation of the parliamentarian.

31 Main Motion 18–063 passed 9:1. Yeas: Beth Siegel, Bill Hunt, Eileen Farrar, John White, Ken  
32 Cramer, Mo Koezuna, Nadine Lefebvre, Tonia Thayer and Matt Culley. Nays: Rich Sewell.

33 Subsidiary Motion 18-063A (ASEA 17<sup>th</sup> Biennial Convention Committee Chairs)

34 Moved by Beth Siegel and seconded

35 To postpone further discussion on the ASEA 17<sup>th</sup> Biennial Convention until the February  
36 12-13, 2018 meeting.

37 Subsidiary Motion 18–063A passed, without objection.

38 • Alaska AFL-CIO

39 Main Motion 18-064 (Alaska AFL-CIO)

40 Moved by Nadine Lefebvre and seconded

1 That Nadine Lefebvre create a PowerPoint™ presentation to teach/enlighten leaders and  
2 members about CLCs, VPs and Alaska AFL-CIO convention delegate opportunities.

3 Main Motion 18–064 passed, without opposition.

- 4 • ASEA Lobbyist Contract

5 Main Motion 18–065 (Executive Session – ASEA Lobbyist Contract)

6 Moved by Nadine Lefebvre and seconded

7 To go into Executive Session to discuss a personnel issue.

8 Main Motion 18–065 passed, without objection.

9 (The Executive Board entered in to Executive Session at 3:37 p.m., resuming the record in general  
10 session at 4:06 p.m.)

11 Lobbyist Report

12 Executive Director Jim Duncan distributed a Legislative Status Report written by ASEA Lobbyist  
13 Fate Putman prior to the end of his contract on November 28, 2017.

14 (The Executive Board recessed for the evening at 4:25 p.m.)  
15  
16

17 **DAY TWO – December 14, 2017**

18  
19 **CALL TO ORDER AND ROLL CALL (8:30 a.m.)**

20 The Quarterly Business Session of the State Executive Board convened in the Meeting Room at the  
21 SpringHill Suites Hotel and was called to order at 8:30 a.m. by President Dawn Bundick, who called  
22 the roll and noted for the record that the following board members, guests and staff were present.  
23 The presence of a quorum was declared.

24  
25 Present were:

26 Dawn Bundick, President

27 Matt Culley, Secretary

28 John White, Treasurer

29 Beth Siegel, Northern Region Representative

30 Eileen Farrar, Class 1 Representative

31 Ken Cramer, Central Representative

32 Maureen “Mo” Koezuna, Bush Representative

33 Richard “Rich” Sewell, Professional Representative

34 Tonia Thayer, Technical Representative

35 William “Bill” Hunt, Administrative Support Representative

36 Jim Duncan, Executive Director (with voice/no vote)  
37

38 Excused Absence:

39 Michael Bredlie, Municipal Representative

40 Nadine Lefebvre, Southeast Representative  
41

42 Also present:

Jake Metcalfe, Incoming ASEA Executive Director

Tam Tocher, Assistant Regional Director, AFSCME International

Kay Smith, Juneau Chapter EBoard Member At-Large #2

Joyce Winton, ASEA Administrative Assistant

Toya Winton, ASEA Staff Union Member

1 **GENERAL ORDER OF THE DAY - APPROVE MINUTES (09/11-12/2017, 10/09-10/2017**  
 2 **and 11/06/2017)**

3 Main Motion 18–66 (Adopt 09/11-12/2017 Minutes–Quarterly Business Session–Sitka; 10/9-10,  
 4 2017 and 11/06/2017 (via Teleconference) Special Meeting Minutes)

5 Moved by John White and seconded

6 To accept meeting minutes, quarterly and special meeting minutes.

7 Amendment 18-066A (Adopt 09/11-12/2017 Minutes–Quarterly Business Session–Sitka; 10/9-  
 8 10, 2017 and 11/06/2017 (via Teleconference) Special Meeting Minutes)

9 Moved by Tonia Thayer and seconded

10 To replace “James K. Metcalfe” with “top candidate” on page 6, line 37 of the October 9-10,  
 11 2017, State Executive Board Special Meeting Minutes.

12 Amendment 18-066A passed, without objection.

13 Main Motion 18-066 passed as amended, without objection.

14

15 **AGENDA (Continued)**

- 16 • Member Comment Responses (UNFINISHED BUSINESS) and Internal/External Organizing
- 17 (NEW BUSINESS)

18 Subsidiary Motion 18–067 Member Comment Responses (UNFINISHED BUSINESS) and  
 19 Internal/External Organizing NEW BUSINESS)

20 Moved by Beth Siegel and seconded

21 To postpone further discussion of Agenda Items “Member Comment Response” and  
 22 “Internal/External Organizing” to the February 2018 meeting.

23 Subsidiary Motion 18-067 passed, with objection.

24

25 **Note of Record:** It is noted for the record that the State Executive Board discussed the topics of  
 26 the ASEA Lobbyist Contract, the 341 Grievance and External Organizing  
 27 opportunities in 3:37 p.m. Executive Session on Wednesday, December 13,  
 28 2017.

29

30 **NEW BUSINESS**

- 31 • Executive Board Confidentiality

32 Main Motion 18–068 (Executive Board Confidentiality)

33 Moved by Beth Siegel and seconded

34 That the Board censure Bush Representative Mo Koezuna for her violation of Executive Session  
 35 confidentiality at the February 2017 meeting.

36 Subsidiary Motion 18-068A (Call the Question – Main Motion 18-068)

37 Moved by Ken Cramer

38 Objection to the Question Being Called – Subsidiary Motion 18-068A [General Consensus]  
 39 Without objection, debate continued.

40 Amendment 18-068B (Executive Board Confidentiality)

41 Moved by Rich Sewell and seconded

1 That the reason for this action is because Sister Koezuna told the member that they were  
2 discussed in Executive Session.

3 Amendment 18-068C (Executive Board Confidentiality)

4 Moved by Beth Siegel and seconded  
5 Change “member” to “staff member.”

6 Subsidiary Motion 18-068D (Call the Question – Amendment 18-068C)

7 Moved by Ken Cramer

8 Objection to the Question Being Called

9 Moved by Rich Sewell

10 Objection to the Question Being Called failed.

11 Amendment 18–068C passed 7:2. Yeas: Beth Siegel, Bill Hunt, Eileen Farrar, John White,  
12 Ken Cramer, Tonia Thayer and Matt Culley. Nays: Mo Koezuna and Rich Sewell.

13 Subsidiary Motion 18-068E (Call the Question – Amendment 18-068B)

14 Moved by John White

15 Amendment 18–068B failed 6:2:1. Nays: Beth Siegel, Bill Hunt, Eileen Farrar, John White,  
16 Rich Sewell and Matt Culley. Yeas: Ken Cramer and Tonia Thayer. Abstained: Mo  
17 Koezuna

18 Amendment 18-068F (Executive Board Confidentiality)

19 Moved by Ken Cramer and seconded  
20 To change word “censure” to “admonish.”

21 Amendment 18–068F passed 8:1. Yeas: Beth Siegel, Bill Hunt, Eileen Farrar, John White,  
22 Ken Cramer, Rich Sewell, Tonia Thayer and Matt Culley. Abstained: Mo Koezuna.

23 Main Motion 18-068 passed as amended 7:2. Yeas: Beth Siegel, Bill Hunt, Eileen Farrar, John  
24 White, Ken Cramer, Tonia Thayer and Matt Culley. Nays: Mo Koezuna and Rich Sewell

25 • February 6-7, 2017 Minutes

26 Main Motion 18–069 (February 6-7, 2017 Minutes)

27 Moved by Mo Koezuna

28 To change the February 2017 meeting minutes to reflect that we went into Executive Session  
29 for discussion of an ASEA member and not personnel (Page 6, line 40).

30 Incidental Motion 18-069A (Objection to the Consideration of a Question)

31 Incidental Motion 18-069A passed, with objection.

32 • ASEA Policies and Procedures

33 Main Motion 18–070 (ASEA P&P Revisions)

34 Moved by Beth Siegel and seconded

35 To revise P&P 17.01.030 by inserting a sentence after the second sentence, to read, “The  
36 Executive Director’s Contract is deemed a financial record for purposes of Information  
37 Requests.”

38 Main Motion 18-070 passed, without objection.

1 • Executive Session

2 Main Motion 18-071 (Executive Session)

3 Moved by Beth Siegel and seconded

4 To enter into Executive Session to protect the privacy of individuals and the Executive Director  
5 negotiating process.

6 Main Motion 18-071 passed, without objection.

7 (The Executive Board entered in to Executive Session at 10:30 a.m., resuming the record in general  
8 session at 10:45 a.m.)

9 (The Executive Board took a break at 10:31 a.m., resuming the record in general session at 11:00  
10 a.m.)

11 **Note of Record:** It is noted for the record that we continue the past practice of the President  
12 approving leave for the Executive Director. The President shall notify the Board  
13 when the Executive Director goes on leave.

14 **Note of Record:** Jerry Soplanda, Midnight Sun Chapter member joined the meeting at 11:02 a.m.

15 • Service Recognition

16 General consensus was that President Bundick will identify the type of service recognition for  
17 Executive Director Jim Duncan, Past EBoard Secretary Michael Williams, Lobbyist Fate  
18 Putman and Joyce Winton and communicate that information to the Executive Board.

19

20 **REPORT – EXECUTIVE DIRECTOR**

21 Alaska Airlines EasyBiz Account

22 As of November 3, 2017, the Alaska EasyBiz account has a balance of 39,484 miles, and the Alaska  
23 Airlines Visa account has a balance of 321,349 miles.

24 Collections Update

25 The Executive Director presented the Collections report to the Board. For FY 2017, we have  
26 collected \$4,274.63. The net estimated outstanding dues to be collected is approximately  
27 \$13,432.11.

28 Internal Organizing/Worksite Meetings

29 The Executive Director provided an overview of the Internal Organizing/Worksite Meetings for the  
30 current quarter. This round of meetings was to provide members with information on the Alaska  
31 State Government Shutdown and The Maintenance of Membership re: Janus v. AFSCME. To date  
32 ASEA has collected a total of 1795 Maintenance of Membership (MoM) cards.

33

34 Although most chapters have received training, many chapters are currently holding elections and  
35 may request a new round of chapter officer training. Internal Organizers continue to reach out to  
36 chapters who have not received training.

37 Chapter Reporting Update

38 The Executive Director presented the Chapter reporting update to the board. Six (6) chapters are  
39 receiving sharing payments, eight (8) chapters are missing parts of their End-Of-Year chapter  
40 reporting documents and seven (7) chapters have not returned any of their chapter reporting  
41 documents

### Rural/Bush Chapter Travel and Contact

The Executive Director presented the Rural/Bush Chapter travel and contact report to the Board. Chapters contacted by Business Agents include Kodiak-Aleutians Region, Bristol Bay and Yukon/Kuskokwim (Bethel).

### ASEA Stewards/Training

The Executive Director reported that Basic Steward Training was held on October 10, 2017. Twenty-seven (27) stewards attended training– Anchorage (19, Fairbanks (3) and Juneau (5). Advance Training was held on October 11, 2017. One hundred forty-three (143) stewards attended training– Anchorage (77), Fairbanks (25) and Juneau (41).

### New Hire Orientation/Membership Trend

The Executive Director presented the New Hire Orientation report to the board. For the period of August 1, 2017, through October 31, 2017, there have been 393 new hires and 270 of those new hires have attended at new hire orientation.

### Member Advancement Program (MAP)

The Executive Director presented the Member Advancement Program report to the Board. During the reporting period there were 61 new contributors for a total of 1519 contributors, approximately 20.26% of the membership.

### Political Action Program (PAC)

The Executive Director presented the PAC participant report to the Board. As of October 31, 2017, an average of 15.79% of the membership contributes to the PAC.

### Unit Clarifications/PUC/Appeal

During this reporting period, twenty-two (22) new clarifications were added to the GGU and twelve (12) to the Supervisory Unit.

**Note of Record:** It is noted for the record that Mo Koezuna left the meeting at 11:55 a.m.

### Business Leave Update

#### SOA GGU Business Leave Update

The Executive Director presented the Business Leave Bank Update to the Board. Drawdowns to the bank during this reporting period were for Executive Board Training/Meetings, EBoard Recruitment Committee Meetings, Steward Duties/Training, Worksite Meetings, CLC Meetings, Trust Meetings, Union Meetings and Chapter Activities.

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

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

- Jerry Soplanda, Midnight Sun Chapter: Staff Attendance-Midnight Sun Chapter meetings; PAC enrollment on MoM card and Service Recognition for Chris Pace.
- Kay Smith, Juneau Chapter: EBoard Meeting Attendance.
- Andrea Quintyne, Midnight Sun Chapter: Commitment to ASEA and the Midnight Sun Chapter.

- 1 • Lawrence Camp, Anchorage Chapter: Service Recognition for Executive Director Jim Duncan  
2 and Admin III Joyce Winton
- 3 • Keith Heim, Anchorage Chapter: Service Recognition for Executive Director Jim Duncan and  
4 Admin III Joyce Winton
- 5 • Imeda White, Anchorage Chapter: Service Recognition for Executive Director Jim Duncan and  
6 Admin III Joyce Winton

7 (The Member Comments segment of the agenda concluded with telephonic disconnection at 12:14  
8 p.m.)

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

10 A telephonic connection was established at 12:15 p.m. for all incoming calls from members wishing  
11 to address the Board.

- 12 • Lawrence Camp, Chair: ASEA Pride Committee
- 13 • Zuzanna Bobinski, Chair: Women’s Issues Committee

14 (The Verbal Committee Reports segment of the agenda concluded with telephonic disconnection at  
15 12:29 p.m.)

16  
17 (The Executive Board took a break at 12:29 p.m., resuming the record in general session at 1:30  
18 p.m.)

19  
20 **REPORT – EXECUTIVE DIRECTOR (Continued)**

21 Business Leave Update

22 City of Sitka Business Leave Update

23 The Executive Director presented the Business Leave Bank Update to the Board. No business leave  
24 was used during this reporting period.

25  
26 Fairbanks North Star Borough (FNSB) Business Leave Bank Update

27 The Executive Director presented the Business Leave Bank Update to the Board. The annual  
28 contribution of four hours/member per contract year was contributed in September 2017.  
29 Drawdowns to this bank during this reporting period were for EBoard meetings, EBoard  
30 Recruitment Committee meetings and contract negotiations.

31 Catastrophic Leave Update

32 During this reporting period, ASEA approved catastrophic leave bank usage for 16 members. The  
33 current Catastrophic Leave Bank Balance is 1,142.6 hours.

34 Emergency Leave Bank Update

35 During the reporting period September 1, 2017 to October 31, 2017, ASEA approved emergency  
36 leave for 41 members. The balance of the Emergency Leave bank is \$382,278.71. There are 2,125  
37 GGU employees in the Emergency Leave Bank. One hundred fifty-three members joined the  
38 Emergency Leave Bank during the November 1-30, 2017 Open Enrollment period.

### Injury Leave Bank Update

During the period of September 1, 2017, through October 31, 2017, ASEA received 12 injury leave applications and approved 279.08 hours of injury leave. The balance of the Injury Leave bank is \$735,232.29.

### Grievance and Arbitration Report

The Executive Director presented the Arbitration report to the Board. There are 102 open and ongoing cases. Twenty five (25) are at Step IV under the 2013-2016 GGU CBA and 19 are at Step III under the 2016-2019 CBA. As of December 5, 2017, we are awaiting an arbitrator's decision for one (1) case.

### ASEA Website Report

The Executive Director presented the website report to the Board. There were approximately 185 median daily visits. Peak events included: ASEA Strong testimonials and other matters for the weeks of September 5<sup>th</sup>, 11<sup>th</sup> and 25<sup>th</sup> and October 2<sup>nd</sup> and 23<sup>rd</sup>.

### Facebook Report

The Executive Director presented the ASEA/AFSCME Local 52 Facebook report to the Board. There are currently 603 'Likes' on the ASEA page.

### Publications/Communications Report

The Executive Director presented the Publications/Communications report to the Board Report.

### Summary of Resolutions Report

#### Main Motion 18-072 (Summary of Resolutions Report)

Moved by Beth Siegel and seconded

To update the status of Resolution No. 3 on the Summary of Resolutions Report to include the 12/14/17 WIC Report on this issue prior to the quarterly update being set out (as required under Resolution No. 17).

Main Motion 18-072 passed, without objection.

//end of Executive Director's Report

### **REPORT – TREASURER**

Three (3) copies of the detailed ASEA expense report is available on the counter in the front of the room. Nora Britt and Margaret Pohjola are doing a great job and the FY 2017 Financial Audit went well with no noted exceptions or changes needed. We need to continue to monitor our spending and be fiscally conservative. My recommendation is that we put forth a conservative FY 2019 budget at the EBoard February meeting to present at Convention.

//End of Treasurer's Report//

### **REPORT – PRESIDENT**

### Committee Reports

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



1 Written Committee reports were provided to the Board from the following committee(s):

2 ASEA Pride Committee

3 Class I Committee

4 Elections Committee

- 5 • Staff Employee Member Voting Rights

6 Main Motion 18-073 (Staff Employee Member Voting Rights)

7 Moved by Beth Siegel and seconded

8 That staff employee members of ASEA be provided election materials in accordance with their  
9 rights under the Constitution.

10 Main Motion 18-073 passed 4:3. Yeas: Beth Siegel, Eileen Farrar, Tonia Thayer and Matt  
11 Culley. Nays: Bill Hunt, John White and Ken Cramer. Did Not Vote: Rich Sewell

12 Grievance Review Committee

13 Presidents' Committee

14 Probation/Parole Committee

15 Women's Issues Committee

16 Committee Appointments

17 Main Motion 18-074 (Committee Appointments)

18 Moved by Rich Sewell and seconded

19 To accept President Bundick's ASEA Committee Appointments.

20 **ASEA COMMITTEE**

21 ASEA Pride Committee

23 Women's Issues Committee

24 **ASEA COMMITTEE**

25 D.O.T. Special Issues Committee

28 Nurses Committee

29 Women's Issues Committee

30 **ASEA COMMITTEE**

31 Women's Issues Committee

32 Main Motion 18-074 passed, without objection.

34 Calendar of Events

36 Main Motion 18-075 (May 2018 Executive Board Quarterly Business Session)

37 Moved by Rich Sewell and seconded

38 That the May Executive Board Quarterly Business Session be held in Wasilla.

**ASEA/AFSCME Local 52 State Executive Board  
Quarterly Business Session  
December 13-14, 2017 (Fairbanks AK)**

1 Main Motion 18-075 failed, with objection.

2 Main Motion 18-076 (May 2018 Executive Board Quarterly Business Session)

3 Moved by John White and seconded

4 That the May Executive Board Quarterly Business Session be held in Ketchikan.

5 Main Motion 18-076 passed, with objection.

6 Main Motion 18-077 (May 2018 Executive Board Quarterly Business Session Meeting Dates)

7 Moved by Beth Sewell and seconded

8 That we hold the meeting either the 17<sup>th</sup> -18<sup>th</sup> or 21<sup>st</sup> -22<sup>nd</sup> of May subject to availability and budget.

9 Main Motion 18-077 withdrawn.

10 Main Motion 18-078 (May 2018 Executive Board Quarterly Business Session Meeting Dates)

11 Moved by Rich Sewell and seconded

12 That the proposed May 2018 meeting dates be May 8-9, May 9-10, May 15-16 or May 16-17  
13 contingent on meeting and sleeping room availability.

14 Main Motion 18-078 passed, with objection.

15 Main Motion 18-079 (Executive Board Quarterly Business Session Start Time)

16 Moved by Beth Siegel and seconded

17 That the Executive Board Quarterly Business Sessions start at 8:00 a.m. not 8:30 a.m.

18 Main Motion 18-079 passed 6:2. Yeas: Beth Siegel, Bill Hunt, Eileen Farrar, Ken Cramer, Tonia  
19 Thayer and Matt Culley. Nays: John White and Rich Sewell.

20

21 **ADJOURNMENT**

22 Main Motion 18-080 (Adjournment)

23 Moved by Bill Hunt and seconded

24 To adjourn the December 13-14, 2017, quarterly business session of the ASEA/AFSCME Local 52  
25 State Executive Board.

26

27 (Whereupon, the quarterly business session of the ASEA/AFSCME Local 52 State Executive Board  
28 adjourned at 2:54 p.m.)

29 Respectfully submitted by

30 Matthew Culley, Secretary

31 State Executive Board

32 ASEA/AFSCME Local 52, AFL-CIO