**Local 301 Membership Meeting**

**Tuesday October 12th 2021, 12 pm – 1 pm**, **Microsoft Teams**

**Meeting called to order at 12:01 pm by Acting Vice President Schmitt**

**Attendees: 87**

**Welcome/Announcements, Shanna Schmitt, Acting Local 301 Vice President**

* Shanna introduced herself and welcomed everyone. Brett Nagle is out in the field today, so she is covering for him.
* Indigenous People Day was yesterday, so we’d like to share a list of indigenous businesses: [www.mniba.org/programs/business-directory.html](http://www.mniba.org/programs/business-directory.html), resource is from the Lorax.
* Announcements: St. Paul Police Department (SPPD) Barricades.
	+ -The bus stop at the corner of Lafayette Road and Grove St. will remain closed. Please use caution crossing the street as sightlines are bad, especially on the south crosswalk.
	+ Entrance/exit into the Blue Lot is still complicated.
	+ Chris Everson provided an update last week on the barricades, “we touched base w/ the SPPD in early Sept. The city is planning for permanent fenced security perimeter around the station that would include gate access into some of the other lots on Grove.”
	+ SPPD is planning to remove the barriers in the middle of the road in order to enable snow removal around Nov. 1st.
* MAPE Special Election Notice: nominations opened on Oct. 6, 2021 and will close on Nov. 4, 2021.
	+ The MAPE Statewide Secretary position is open. The secretary shall keep a record of the proceedings of the Delegate Assembly, the Board of Directors (BOD) and the Election Committee, and maintain all the records of MAPE and perform other related duties as directed by the BOD.
	+ Members must send their nominations for the Statewide and Regional office positions to MAPE central on behalf of the elections committee sweelect@mape.org
	+ Local 301 Vice President is open for nominations. The VP presides at local meetings at which the President is not in attendance, and shall chair the Local Job Action Committee, submit nominations to the Local 301 Election committee – Wesley Knox or Rachel Olmanson.
* Contract Negotiations Update: members voted to approve the tentative agreement: 97.5% voted yes.
	+ More information on the tentative agreement is found here: <https://mape.org/contract>
	+ The MAPE 2021-2023 Contract is now in interim effect. The contract passed the Subcommittee on Employee Relations (SER) committee on Friday, Oct. 1, 9-1 vote.
	+ Next, the Full legislature must pass our contract. The legislature vote typically happens in mid-May. MAPE is developing plans for members to meet w/ their legislators to discuss the important work we do for MN.
	+ MMB announced back pay to July 1st and will show up on paychecks beginning Dec 17th.

**MAPE Central Update, Pete Marincel, MAPE Business Agent**

* Received clarification yesterday that if you are intending to retire before Dec. 17th, you are required to submit a request to Human Resources. You can get back pay to July 1st. You have to request it, email HR.
* Premium holiday deduction for medical premiums: March paychecks will not have medical premiums pulled out of them.

**2021 Delegate Assembly Updates, Shanna Schmitt, Acting Local 301 Vice President**

* Resolution 1: Provide for an Alternate Chair of the Judicial Committee: Ruled out of order by the chair because additional bylaw change is required to allow for a process to file a report to an alternate chair.
* Resolution 2: BOD Workgroup Updates.
	+ The Board of Directors shall establish workgroups to perform specific tasks assigned by the Board of Directors.
	+ Board members will be voting members. Work groups may add non-board members in advisory roles.
	+ The board of directors shall create and maintain a comprehensive list of all current board workgroups, sub-groups, task forces, and advisory groups it has created.
	+ This list shall be made available for members, on the MAPE website.
	+ This list shall include the following information about each group:
		- Scope
		- Composition/ structure
		- Current members
		- Term Length/Term Limits
* Resolution 3: Meet and Confer Committee Expansion and Updates
	+ Each committee shall elect one of its members as Secretary. The secretary shall keep a record of the proceedings of Meet and Confer Committee meetings with the respective Appointing Authority.
	+ The chairs comprising the statewide Meet and Confer committees will elect one of the Meet and Confer Chairs as their Speaker. The Speaker will represent the Meet and Confer committees on the Negotiations Committee and the Executive Committee.
	+ The Chairs shall elect a new Speaker within one (1) month of contract ratification.
	+ The Speaker shall be limited to three (3) two-year terms
	+ Increased committee size up to 12 members
* Resolution 4 – Establish Meet and Confer Chairs Committee and Clarify the Speaker role

**Vote 1 – Create Meet and Confer Chairs Committee**

* + Section 9. Meet and Confer Chairs Committee
	+ There shall be a Meet and Confer Chairs Committee that will meet as determined necessary, and at least quarterly. The meetings will be called by the Chair or at the request of a majority of Meet and Confer Chairs.
	+ The Meet and Confer Chairs Committee shall consist of each Appointing Authority Meet and Confer Committee chair.
	+ The Meet and Confer Chairs Committee will share information between Meet and Confer Committees in regard to common workplace issues, best practices for working with Management, and effective workplace actions and member engagement practices.
	+ The Meet and Confer Chairs shall choose one of their members to chair the Meet and Confer Chairs Committee. The Meet and Confer Chairs Committee Chair will be responsible for scheduling meetings, setting agendas, and ensuring meeting minutes are maintained.

**Vote 2 – Clarification of Speaker Role**

* + Committee members shall elect a Speaker who will act as a liaison between the Meet and Confer Chairs Committee and the Executive Committee and MAPE Board of Directors and serve on the Negotiations Committee as a full member. The Speaker will be elected at the Negotiations Convention. The Speaker is an elected position for purposes of holding MAPE office, and will serve a two-year term. All bylaws pertaining to the rights of MAPE office holders apply to the Speaker.
	+ The Speaker will be responsible for sharing information regarding common workplace issues, working with Management, workplace actions and member engagement practices with the Executive Committee and MAPE Board of Directors for consideration in strategic decision making, and with the Negotiations Team for consideration in developing collective bargaining proposals. The Speaker will report to the Executive Committee and MAPE Board of Directors monthly.
* Resolution 5: Membership of Executive Committee and clarifying the role of Council Chair. The Delegate Assembly voted to postpone this indefinitely.
* Resolution 6: Change MAPE Election Rules to Clarify Nomination Procedures
	+ For Local positions: Individual members may only nominate a member from their local.
	+ For Regional positions: Individual members may only nominate a member from their region.
* Resolution 7: Two-Year Plan to Revise Election Rules
	+ Elections will be part of the annual statewide elections in even years through 2022 and then switch to odd years in 2023.
	+ \*Term limits apply even if terms of office are extended due to change in election timing.
	+ Starting in 2023, elections must be completed by the end of December.
	+ Announce the opening of nominations no later than 30 days before nominations close.
	+ Nominations close no later than 60 days before voting window opens
	+ Voting opens no later than 10 days before closing the voting window.
	+ Voting closes no later than May 27 through 2022 election cycle and no later than December 15 starting with the 2023 election cycle.
	+ Seating Statewide Officers first Executive Committee meeting after Elections Committee Report.

**Board of Directors Update, Mark Snyder, Regional Director**

* Due to DA, the BOD did not meet in Sept. You should have received an email on September 23rd regarding the MAPE online survey for strategic planning. 2,300 members have filled it out. Please participate if you haven't already.
* We are looking to organize one or two small (10-12) group discussions in late October/early November to be facilitated by our consultant. The meeting would likely take place over the lunch hour. Please let Mark know if interested in participating.
* The meetings will discuss different questions than what was on the survey, so it won't be the same as the survey.
* Feedback is always welcome – email Mark

**Steward Update – Anne Claflin, Deputy Lead Steward**

* Anne introduced herself and talked about how she is enjoying working from home.
* The stewards want to make sure everyone is successfully working through telework w/ their supervisors. Reach out to a steward if you need help with anything. We can help you through some of the processes/differences between units. Want to make sure everyone has flexibility.
* Feel free to reach out to any of the stewards. If you have questions w/ work plan reach out. Some folks have a lot of work getting assigned to them, and we have a lot of vacancies. If you have more work than you can do, reach out. We want to make sure that you are handling any overtime issues, comp time issues. The union can help, we can do a smaller meet and confer meeting w/ supervisor to make sure everything is reasonable.
* Questions on reallocations – don't have the ability to go through a grievance process if you're denied a reallocation. Document the work that you're doing and show that to your supervisor/HR and you can compare this to some of your colleagues.
* Access to COVID testing/vaccine resources - if anyone has any questions about testing, any issues w/ requirements please reach out to us. We can help work through these issues.
* Few changes to stewards –If you're interested in becoming a steward let us know. You can work on union issues on work time as a steward, training is paid for too. Steward information is available here: <https://mape.org/locals/301>.

**MPCA Meet & Confer Updates, Claudia Hochstein, Meet and Confer Chair**

* The committee had a meeting on Oct. 1st. The focus of the meeting was on telework. MPCA will be using the enterprise Telework agreement, The MPCAs telework policy will allow employees to ask for their supervisor to provide, in writing, the reason they were denied. We are still working on an appeal process. This form will be coming out in the near future. Jan. 1, 2022 still looking at this date as a requirement to be back to the office. Management will give us a heads-up
* COVID-19 weekly testing: the first week of testing supplies need to be picked up at the office. Subsequent supplies will be mailed to your homes. We have about 15 weekly testers in the St. Paul offices and about 18 in the regional offices.
* Informal staff wide meetings/brown bags – these are being scheduled throughput the workday to help honor the lunch break and other lunchtime and/or union meetings. These meetings are work time, but if you have a work related conflict, you should work w/ your leadership to determine priorities.
* Career planning resources - HR is still working on updating the broken links and some of the info on the career planning Lorax page. See here for more information: <https://lorax.pca.state.mn.us/career-planning>. HR is short staffed and dealing w/ continued extra workload related to the pandemic and filling vacancies.
* The next MPCA Meet and Confer meeting will be Jan. 2022
* Reach out to Claudia if you have any issues/comments. If there is something you would like us to talk to management about let us know. We would love to hear what you're thinking. Mape\_pca@mape.org

**BWSR Meet and Confer, Melissa King, Meet and Confer Chair**

* Our first meeting was held Oct. 5th
* The team is working to schedule a standing meeting. The next meeting will likely occur in Dec.
* We are getting the leadership team up to speed with listening sessions. The top three issues identified were: vacancies, work load, and retention. We started to dive into the issue of vacancies, and why is recruitment going so slow. What are the priorities for filling vacancies? Need to review what info can be shared w/ staff.
* There is no shortage of ideas that we should be working on. Agreed to bi-monthly meetings. We will keep communicating back to members. If you have questions, reach out to Melissa King, via phone or Teams. More info available here: <https://mape.org/committees/meet-and-confer-committees/board-water-and-soil-resources-bwsr>.

**Labor Management Committee Update, Shanna Schmitt, Acting Local 301 Vice President**

* The Labor Management Committee (LMC) is a group of MPCA staff representatives from each bargaining unit and management who work together to solve issues not addressed in the labor contracts. These issues affect all MPCA staff, not just members of a specific union or office.
* Some things we've worked on: MPCA now pays for and maintains all breakroom refrigerators and microwaves, the LMC partnered w/ the Wellness Committee to add fitness space to the MPCA's St. Paul office. Results include a new workout room and larger locker rooms.
* Some things in the works: The LMC is working with the Sustainable Transits Team and the Operations Division to create secure indoor bike parking in St. Paul office, members
* Bike Parking info
	+ The bike resources Lorax page includes info on bike parking, rotes, maps, and more.
	+ The [bike resources](https://lorax.pca.state.mn.us/community/commuting/bike) Lorax page includes info on bike parking, routes, maps, and more.
	+ Outdoor racks are available around the St. Paul building, including one sheltered rack. The project is on track to be done by the end of November. The facilities management team is working w/ the landlord to get things ready to go. There is indoor bike parking on the East side of building. Encourage you to take your bike to work. The capitol city bikeway is also up and running. Locker rooms in the basement are also open. A good lock is a must with these outdoor parking options and a heavy duty lock (i.e. U-Lock or large chain lock) is strongly encouraged:
		- Sheltered hoop rack: Holds 10 bikes; located near the east entrance, next to the generator.
		- Hoop rack: Holds 19 bikes; located near the building dock.
		- Hoop rack: Holds 12 bikes; located outside the east entrance.
		- Slot rack: Holds 12 bikes; located near the east entrance between the building and the bike lockers.
* The LMC is working with the Operations Division to establish safety measures in the back parking lot.
* Sustainable Transit Team page on the Lorax: <https://lorax.pca.state.mn.us/sustainable-transit-team>

**Membership Update and Drawing, Chuck Krueger, Membership Secretary**

* Chuck introduced himself and introduced one new member – Kelly Amoth, who joined the agency last September, but first time to be part of a union. Kelly said she has talked to a lot of MAPE members this year, great to hear about all the hard work going on with the contract. Kelly is working in the RMA Division in Get the Lead Out program. She is really thankful for the group and the hard work the union is doing for members.
* We have 372 members, 79%, so we're above the average. At DA our local was 3rd or 4th in terms of highest percentage of membership, we always want people to join.
* MAPE membership updates – December, keep an eye out
* Drawings for Oct – Janice Noggle, Nate Edel, Chris Formby, and Evan Pak
* Thanks to local 301 membership committee – if you're interested in joining let Chuck know. Couple hours a month, having one-on-one conversations with new hires that fall under Local 301. Need people in Industrial/Municipal Divisions.
* If you didn't get a gift for becoming a member let Chuck know!

**Meeting adjourned at 12:48 pm by Acting Vice President Schmitt**

**Next meeting November 9th at noon**