

MAPE Special Board of Directors  
November 17, 2017  
8:30 p.m. – 4:30 p.m.  
3460 Lexington Ave North Suite 300  
Shoreview, MN 55126

FINAL

**M= Motion   S= Second   P = Passed   F = Failed**

**Present:** President Chet Jorgenson, 1<sup>st</sup> VP Jason Moran , 2<sup>nd</sup> VP Eva Peterson, Treasurer Michelle Doheny, Secretary Vacant, Darci Wing (Reg. 1), Kassie Church (Reg. 2), Celi Haga (Reg. 3), Lee Sullivan (Reg. 4), John Bower (Reg. 5), Joan Treichel (Reg. 6), Ellena Schoop (Reg. 7), Mark Dreyer (Reg. 8), Stephanie Meyer (Reg. 9), Ken Kalamaha (Reg. 10), **Mary Rock (Reg. 11)**, Terry Nelson (Reg. 12), Lois Tucke (Reg. 13), Doreen Hernesman (Reg. 14), Bryan Kotta (Reg. 15), Darren Hage for Scott Rood (Reg. 16), Mike Terhune (Reg. 17), Tim Beske (Reg. 18), Jerry Jeffries (Reg. 19), John Ferrara (Reg. 20), Marcia Bierschenk (Reg. 21)

**Absent:** Mary Rock (Reg. 11)

**Guest:** Lina Jamoul, Paul Schweizer

**Meeting called to order at 8:30 a.m. by President Jorgenson.**

**MSP** (Jeffries) to approve Marcia Bierschenk to take November minutes.

**MSP** (Rood) to approve the June 15, August 18, September 22-23 DA, and September 23 2017 Board of Directors meeting Minutes as presented.

**Directors provided the following updates regarding Officer changes in their Regions:**

- Reg. 2 Carol Logan has been elected new Vice President
- Reg. 4 Membership Secretary position is vacant
- Reg. 16 Kitra Nelson is the new Membership Secretary
- Reg. 20 Opening for President and Vice President

**MSP** (consensus) **to adopt the Agenda as amended.**

- Website Upgrade switch strategic planning
- Federal Shutdown MOU
- Financial Proposals at 1:30
- New business: add hiring policy change
- New business: Bylaw change – local officers

**Federal Shutdown MOU** (Jorgenson)

- Discussed MOU and what is affected by this possible shutdown.
  - **MSP** (Jeffries) to approve the MOU.

**MSP** (Jeffries) to approve the October 20, October 26, and November 6, 2017 Board of Directors meeting as presented.

**9:00 A.M. TIME CERTAIN:** Website Upgrade (Murray Cody)

- Presented MAPE Central's current MAPE technology challenges for 2018. Do we want to fund fixing the program back-end?
- Discussed the issues with the website and next steps.

- **MSP** (Kotta) to get a proposed RFP to the Tech Task Force commit by Dec 6, 2017.
- **MSP** (Kotta) the back-end must maintain a mobile functionality.

**9:30 A.M. TIME CERTAIN:** Strategic Planning, (Jamoul)

- Discussed 2017-2019 MAPE Strategic Plan
  - Core Principles – Membership Group, Contract Action, Elections, Chief Steward

**11:30 A.M. TIME CERTAIN:** Members Comments

- Kay Pedretti (Local 2001) – Reimbursement forms concerns around mileage Policy
- Emily Anderson (Local 1201) – The conditions at Brown and Bigelow are not good – construction noise, no cafeteria, have to pay for parking (where is the money going?), no workout facilities, poor air quality (dust and particles)
- Jessica Sundberg (Local 2001) – Policy concern regarding mileage Stewards lost time
- Jay Smith (Local 2001) – Policy concern regarding mileage
- Angela Crystal (Local 2001) (email read by Michelle Doheny) – Policy concern regarding mileage

**1:00 P.M. (1:15 P.M.) TIME CERTAIN:** Check-in on invitee lists for January Training

- Discussed next steps for January training.

**OFFICER REPORTS**

**Treasurer's Report** (Doheny)

- Finance Committee proposals: Reimbursement Policy and Lost Time Expense Report (see below)
- Discussed proposals and next steps
  - **MSP** (Ferrara) to amend the policy to only apply limits to statewide MAPE events.
  - **MF** (Church) to discuss the proposals with members and postpone until January 2018. (Votes 10y/11n)
  - **MSP** (Jeffries) to amend the proposal to 150 miles instead of 200 miles.
- Provided October 2017 Financial Report update (handout)

**Secretary's Report** (Bierschenk)

- Executive Committee Meeting Minutes: November 3, 2017, Executive Committee Meeting Minutes provided as informational electronically.

**2nd Vice President's Report** (Peterson)

- Update on Community Service Days the event is on the website
- New Employee Orientation was rescheduled for December 12
- Monthly Membership Report Update (October 2017)
- Total of 137 new members recruited in the month of October 2017
- Top Recruiter for the month of October is Joseph Banken (6), Human Resource 202.
- Total of 9856 statewide members (68.70%)

**1st Vice President's Report** (Moran)

- Basic Steward training schedule for Sat., Nov. 18.
- Detroit Lakes is also having a Basic Steward training on Nov. 28.
  - Contact Bryan Kotta if members are interested in attending.
- Grievance Report discussion and update
- ERC update

## **PRESIDENT'S REPORT (Jorgenson)**

### **Opportunities and Strategic Planning**

#### **UNFINISHED BUSINESS**

##### **Restructure Committee (Jorgenson)**

- An update will be provided in January's meeting.

##### **2018 BOD Schedule**

**MSP** to (Meyer) to have the April and Nov 2018 meeting to be on Friday's with no lost time (or use vacation)

- **MF** (Terhune) to amend the motion that BOD can select which meetings they want to use with no pay

##### **Political and Organizing Fund Scoring Matrix**

- **MSP** (Church) to approve the Fund Scoring Matrix as presented. (see below)

#### **NEW BUSINESS**

##### **Brown & Bigelow worksite petition**

- Discussed petition
  - **MSP** (Church) to deny the petition to move Region 12 to 201.

##### **Legal RFP**

- Lina, Michelle and Chet are working on next steps.

##### **Member House fire (Schoop)**

- Active member's house got destroyed during the day when they were at work. Local 701 put together a fund to help support the member. MAPE Central put this responsibility to help members at a local level.

##### **Dues collection (Schweizer)**

- Presented UnionWare dues processing module called "My Dues." (handout)

##### **Personnel contract renewal (Jorgenson)**

- BOD will have a phone meeting in December to review personal contract renewals.

##### **Hiring policy change (Bower)**

- **MF** (Bower) to approve the updated language to the Hiring Policy.

##### **Bylaw change – local officers (Doheny)**

- BOD will discuss this change on the call in December and vote.

#### **STAFF REPORTS**

**Public Affairs & Communications Director (Richard Kolodziejski):** Written report covering: Web site changes coming; XYZ University; Write your legislator to pass your contract; Women's Committee; VIDEO: SER rejects contract despite tentative agreement ; Anti-Bullying; UDF table meeting; 2018 Elections; Locals receive new logos; MAPE website heads toward record year; Gubernatorial Candidate Forum and PAC screenings; Janus; Community Service Days.

**Member Engagement, Development and Organizing Director (Lina Jamoul):** Written report covering: Future of MAPE recruitment training event; Building Stronger Locals; SER: Call to action at local meetings; Park Board Professional Employees; Personnel; Local reports from Business Agents.

**MAPE Business Manager (Paul Schweizer):** Written report covering: No updates this month.

MSP (Haga) to adjourn at 4:30 p.m.

Next BOD meeting scheduled for January 19, 2018

Marcia Bierschenk, Region 21 Director for Statewide Secretary Vacant  
Approved: January 19, 2018



## **Reimbursement Policy**

**Board of Directors Revision Date:** 5/16/2014, 10/21/2016, 2/17/2017

**Delegate Assembly Revision Dates:** 12/13/2002, 7/19/2013, 9/23-24/2016

**Summary:** For the effective conduct of official MAPE business, MAPE may authorize reimbursement for lost time, from your MAPE represented position, and/or expenses that do not exceed budget restrictions.

**Related Information:** Treasurer's Manual, MAPE Budget, Elected Statewide Reimbursement Policy

### **Policy:**

#### **Pre-authorization**

Authorization is required prior to the incurrence of the actual lost time and/or expense.

#### **Official business**

Official business is defined as: those duties directed by the MAPE President, Executive Committee, Board of Directors and/or Delegate Assembly. Any duty not previously budgeted for shall be charged to the budget of the body ordering the duty.

#### **Requests**

Requests for expenses and/or lost time shall be made on approved forms available from the MAPE office and on the MAPE website. Requests for reimbursement are to be made as soon as possible following the expenditure. To allow for the accounting year, everyone is requested to get all December billing in immediately and, if unable to get the actual billing in by December 26th, to submit an accurate estimate with the actual billing to follow as soon as possible.

In order for the reimbursement to be valid under the following categories, the Treasurer must initial, date and attach an explanation to each individual reimbursement:

- Missing signature(s). Reimbursement may be authorized as long as the expense is within the MAPE Reimbursement Policy guidelines.
- Expense reports without receipts. Reimbursement may be authorized if the expense is less than \$50 and is approved by the Treasurer.

All credit card receipts must contain an itemized list of the purchase(s) for reimbursement. Any items paid by a business agent or member shall be charged to the appropriate local or committee.

Items not specifically covered by these policies will be considered upon specific written request to the Finance Committee.

### **Request Approval**

Decisions on the validity of any reimbursement shall be the responsibility of the Statewide Treasurer. The determining factor regarding the validity of reimbursement shall be based on the direct benefit to MAPE being greater than the benefit to the individual. The Treasurer's decision may be appealed to the Board of Trustees. Any reimbursement decision still questioned may be appealed to the Board of Directors for final determination. Anyone with authority to approve MAPE expenses shall not approve their own expense reports. The Treasurer, with concurrence of the Statewide President, has the authority to withhold payment or take corrective action on items that they deem to be inconsistent, need further justification or are not in the best interest of MAPE. Written notice to the MAPE member or staff will accompany the check or be in replacement of the check if expenses are denied. Appeals to the Board of Directors for final determination are always available. Appeals must be in written form and submitted to the Statewide President at least 10 working days prior to the scheduled Board meeting.

### **Alcohol**

MAPE funds will not be used for the purchase of alcoholic beverages.

### **Lost time**

Payment for lost time shall not be for an amount in excess of actual time lost, from your MAPE represented position, or over a maximum of eight (8) hours unless the individual works a flex day (9 or 10 hours) or qualifies for travel time payment. Up to eight (8) hours of lost time will be paid for persons conducting MAPE business on a flex-day off. Lost time for evening hours or weekend hours will only be paid to those persons scheduled and missing work to conduct MAPE business during those times or travel time. In no case shall an individual be paid more than eighty (80) hours lost time per payroll period. These hours are exempt for FLSA purposes. MAPE will reimburse lost time in addition to their eight (8) hours of lost time wages for those traveling more than or equal to ~~1200~~ 200 miles round trip, as computed as the round trip mileage divided by 55.

By so indicating on the lost time form, MAPE-represented employees in active payroll status and on union leave without pay while performing MAPE duties may elect MSRS contributions to be continued with MAPE paying employer share and deducting employee share for any lost time.

Lost time may be claimed when using the following leave status:

- Vacation
- Union Leave
- Salary Savings
- Approved unpaid leave
- Paid Parental Leave
- Comp time
- Flex day off (up to 8 hours)

Lost time may not be claimed when using the following leave status:

- Sick
- FMLA
- Unpaid medical leave
- Short-term disability
- Long-term disability

### **Lost Accruals**

When taking unpaid leave for union activities which results in loss of sick and vacation accruals, members will be paid for one additional hour of lost time per calendar day to offset these lost accruals.

This does not apply to Board of Directors or Negotiations Committee members who may use approved union leave which does not affect accruals per MAPE Contract Article XIV Section 3d Association Leave.

### **Lodging**

MAPE members performing official business of MAPE shall be granted lodging if the following criteria is met:

- Member is or will be in travel/work status prior to 6 am or after 7 pm.
- Authorization is given through a committee chair, the Board of Directors or a statewide officer.
- Lodging request is made through MAPE Central.
- Lodging expenses do not exceed the hotel rate negotiated by MAPE.
- Lodging expenses directly billed to MAPE do not include any other charges, i.e., phone calls and meals, unless authorized prior to incurring the expense

### **Personal telephone calls**

Actual documented personal telephone call charges may be reimbursed. The maximum reimbursement for each trip shall be the result of multiplying the number of nights away from home by the MAPE/state contract rate.

### **Mileage**

Mileage will be reimbursed beyond a 25 mile radius (50 mile round trip) from MAPE central. When a member uses their personal automobile to conduct official MAPE business, MAPE shall reimburse the individual at the IRS rate and an additional rider bonus of \$.05 per mile per member/staff passenger.

### **Commercial transportation**

An individual authorized to use commercial transportation (air--coach class, taxi, rental car, etc.) in connection with official MAPE business shall be reimbursed for the actual expense of the mode of transportation so authorized. Receipts are required for reimbursement.

### **Meal allowances**

Individuals conducting official MAPE business shall be reimbursed for the actual cost of meals, including reasonable gratuity and taxes up to the maximum amounts listed in the MAPE/state contract, including the consecutive meal clause. It is the responsibility of the individual to use good judgment in incurring meal expenses.

Group meals (two or more individuals) on one bill may exceed the maximum amount with prior approval of the statewide President or Treasurer. A receipt which includes a listing of all persons for which the expense was incurred is required.

No individual meal reimbursements will be allowed for members when a meal is provided for the committee, unless required for dietary restrictions. This includes breakfast for all mornings of Delegate Assemblies.

### **Travel advances**

Travel advances may be approved by the statewide Treasurer or President at the time of a specific request for a specific amount provided such a request is made in a reasonable time in advance of the travel date. In all cases, after the actual expense is incurred, a final MAPE Expense Report with appropriate receipts attached shall be prepared and forwarded to the

statewide Treasurer within thirty (30) days. If additional payment is due the individual, an additional check shall be prepared in the usual manner. If the advance payment exceeds the actual expenses, the individual shall refund the excess at the time the expense report is submitted.

**Regional/Local Expenses**

The following are items that regions/locals may **not** expend funds for or engage in:

1. Purchasing alcoholic beverages.
2. Paying for gambling.
3. Entering into contracts on behalf of MAPE.
4. Incurring indebtedness (loans) outside of MAPE Central.
5. Pooling of financial resources without prior approval of the MAPE Finance Committee.
6. Contributing to other union organizing activities, other than those sanctioned by the MAPE Board of Directors.
7. Contributing to political individuals or organizations.
8. Paying for out of state travel.
9. Donating to any one charity in excess of \$1,000 per year.
10. Assessing local dues, except as provided for in the MAPE Bylaws.
11. Paying for attorney fees or legal settlements.

All regional/local reimbursement policies must be consistent with MAPE statewide policies – **except** where a more restrictive policy is proposed.

**Statewide committees, and meet and confer expenses**

Committee chairpersons may authorize mileage and expenses for members attending committee meetings in accordance with the MAPE Reimbursement Policy, providing budgetary restrictions are not exceeded. Monthly expense summaries are sent to committee chairs.

**Steward and grievant expenses**

Steward and grievant expenses above and beyond those outlined in the MAPE/state contract (Article 9, Section 2, C, 5) shall be reimbursed as provided for in accordance with the MAPE Reimbursement Policy.



**LOST TIME EXPENSE REPORT**

MUST HAVE PRIOR APPROVAL FROM COMMITTEE CHAIR

MUST BE COMPLETED TO BE COMPENSATED

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address – **Check here** [ ] if new

Rate of Pay: \_\_\_\_\_

Lost Hrs: \_\_\_\_\_ + Travel Hrs: \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip Code

(Must travel  $\pm 200$  miles or more, roundtrip - to qualify for travel hrs – see Page 2 for clarification.)

\_\_\_\_\_  
Daytime Phone (including area code)

Gross Pay: \_\_\_\_\_  
Flex Hrs/Day    9        10        (circle)  
Flex Day Off?    Yes      No        (circle)

\_\_\_\_\_  
Date of Meeting(s)

**Check your leave type below (only one):**  
**Vacation/Comp/Flex** \_\_\_\_\_  
**Approved Unpaid Leave** \_\_\_\_\_  
*Lost sick/vacation accruals*  
**Approved Union Leave (ULV)** \_\_\_\_\_  
*For Board of Directors and Negotiations Only*

\_\_\_\_\_  
Place of Meeting(s)

\_\_\_\_\_  
Start – End Time of Meeting(s)

Do you want MSRS deducted? General Plan \_\_\_\_\_  
(see back)                                  Correctional Plan \_\_\_\_\_

\_\_\_\_\_  
Committee Name

IRS Form W-4 is attached \_\_\_\_\_  
IRS Form W-4 is on file at MAPE \_\_\_\_\_

I hereby certify that this is a correct statement of my Lost Time expenses as claimed.  
All expenses are subject to audit and verification can be requested.

Approved by: \_\_\_\_\_  
Committee Chair/Officer

\_\_\_\_\_  
SIGNATURE *Must be signed for payment*    Date

\_\_\_\_\_  
Statewide Treasurer/Statewide Officer

***ALL EXPENSES MUST MEET MAPE REIMBURSEMENT POLICY***

Contact the MAPE office if you would like a copy of the Reimbursement Policy.  
Lost time and expenses will be processed by submission date using the State payroll calendar.

**(Over)**

OFFICE USE ONLY	
Department Code _____	Date Paid _____
Check Number _____	Amount \$ _____

**Who Approves these Requests?** Decisions on the validity of any reimbursement shall be the responsibility of the Statewide Treasurer. The Treasurer, with concurrence of the Statewide President, has the authority to withhold payment or take corrective action on items that he/she deems to be inconsistent, need further justification, or are not in the best interest of MAPE. Written notice to the MAPE member will accompany the check or be in replacement of the check if expenses are denied. The Treasurer’s decision may be appealed to the Board of Trustees. Any reimbursement decision still questioned may be appealed to the Board of Directors for final determination.

**Lost Time Policy** Payment for lost time shall not be for an amount in excess of actual time lost or over a maximum of eight (8) hours unless the individual works a flex day (9 or 10 hours) or qualifies for travel time payment. Up to eight (8) hours of lost time will be paid for persons conducting MAPE business on a flex-day off. Lost time for evening hours or weekend hours will only be paid to those persons scheduled and missing work to conduct MAPE business during those times or travel time. In no case shall an individual be paid more than eighty (80) hours lost time per payroll period and these hours are exempt for FLSA purposes. MAPE will reimburse lost time in addition to their eight (8) hours of



lost time wages for those traveling  $\geq 100$  ~~100~~ 200 miles round trip, as computed as the round trip mileage divided by 55.

Lost Hours = time lost at your State job including drive time, but should be no greater than hours scheduled to work, i.e. 8 hours.

Travel Hours = time spent traveling above scheduled lost time hours if you must travel equal to or more than 100 miles roundtrip.

EXAMPLE: You work an 8 hour shift, you are at MAPE for an all-day meeting and you must travel 70 miles one way to and from the meeting, 140 miles total you would claim:

$$\text{Lost Hrs.: } 8 + \text{Travel Hrs.: } (140 \text{ divided by } 55) 2.5 = \text{Total Hours Paid is } 10.5$$

### Lost Accruals

When taking unpaid leave for union activities which results in loss of sick and vacation accruals, members will be paid for one additional hour of lost time per calendar day to offset these lost accruals.

This does not apply to Board of Directors or Negotiations Committee members who may use approved union leave which does not affect accruals per MAPE Contract Article XIV Section 3d Association Leave.

**MSRS Deductions** Bargaining Unit 214 members in active payroll status and on union leave without pay while performing MAPE duties may elect MSRS contributions to be continued with MAPE paying employer share and deducting employee share for any lost time. This must be indicated on the lost time form to process this MSRS deduction. **This will only benefit you if you are in your high five years for retirement purposes.**

**IRS Form W-4** To comply with federal and state tax withholding requirements, all members requesting payment for lost time must have an IRS form W-4 on file with MAPE.

## Political and Organizing Fund Scoring Matrix

Section A- Must mark yes to each of these to be funded

	Yes	No	Comments
Is the money being requested from the correct fund?			
Does the request include a grant amount, timeline, and use for the funds?			
(For political fund only) Is the request for political activities and not to give directly to a candidate?			

Does the request align with the MAPE Strategic Plan?			
If an expedited request, does it meet the expedited criteria			

Section B

	Score	Possible Score	Comments
(Political Fund Only) Does the request align with the approved legislative priorities or an emerging need or issue?		10	
(Organizing Fund Only) Does the activity build power, increase membership, develop leaders and/or campaign for better employment conditions?		10	
How well does the goals of the activity align with the MAPE strategic plan?		10	
Does the plan sufficiently account for the dollars spent?		10	
Are there measurable outcomes listed to show how goals will be met?		10	
Does the plan offer enough detail on how the goals will be met?		10	
If the plan includes lost time, is lost time used judiciously?		5	
If the plan includes meals, do they meet MAPE per diem standards?		5	
Does the plan include members, or just leaders and/or staff?		5	
TOTAL		65	