

MAPE Board of Directors
October 20, 2017
8:30 p.m. – 4:30 p.m.
1313 Nicollet Mall
Minneapolis, MN 55403

FINAL

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

Present: President Chet Jorgenson, 1st VP Jason Moran , 2nd 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), Melanie Burns for 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), 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: Joan Treichel (Reg. 6), Bryan Kotta (Reg. 15), and Tim Beske (Reg. 18)
Guest: Jerry Schmitt

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

MSP (Jeffries) to approve Marcia Bierschenk to take October 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.

MSP (consensus) to adopt the Agenda as amended.

- Talking Points
- Legal Council
- SER Action

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

- Reg. 5 has a new President Dana Dumbacher and vacancy for Vice President
- Reg. 3 has a vacancy for Vice President and Chief Steward
- Reg. 2 Tia Hernandez stepped down as Region 2 Chief Steward and Teresa Barnes moved jobs and is no longer Vice President

OFFICER REPORTS

Treasurer's Report (Doheny)

- Provided September 2017 Financial Report update (handout)
- **MSP** (Kalamaha) to move \$45,000 from undesignated reserves to the BOD budget cover two meetings in November and one BOD meeting in December.
 - **MSP** (Schoop) to amend the amount to \$60,000 for special BOD meeting.
- Discussed receipt affidavit.

- Local 1302 checking account has been closed and the finance committee has reopened another account.
- The finance committee submitted a Bylaw change that allows local officers to remove their local officers if they are not fulfilling their duties as a local officer—the Bylaw change will be posted to the MAPE website for 30 days prior to voting.
 - The Finance committee provided recommendations to change the policy to expand travel hours and how mileage is calculated. The BOD will discuss this in the November meeting and vote on the recommended changes.

9:00 A.M. TIME CERTAIN: Delegate Assembly Debrief (Moran)

- Discussed Delegate Assembly, what went well, current process, and ways to improve going forward.
 - Stephanie Meyer, John Ferrara, and Marcia Bierschenk will draft a proposal to provide recommendations to improve DA. They will present a proposal at the 2018 January BOD meeting.

Treasurer's Report Continued (Doheny)

- PAC has requested funding for the Governors Forum December 8, 2017 to pay to host the event.
 - Discussed if we should fund the Forum and how this event will help members—the event is educational, opportunity to meet DFL candidates, opportunity to get face time with the candidates, opportunity to try and find people who are labor friendly, and relationship building.
 - **MSP** (Doheny) to approve \$100,000 for the Governors Forum from the political fund reserve account to the current year budget.

Secretary's Report (Bierschenk)

- Executive Committee Meeting Minutes: October 6, 2017, Executive Committee Meeting Minutes provided as informational electronically.

2nd Vice President's Report (Peterson)

- Monthly Membership Report Update (September 2017)
- Total of 70 new members recruited in the month of September 2017
- Top Recruiter for the month of July is Julie O'Connor (3), Local (701) with 6 new members.
- Total of 9818 statewide members (68.40%)
- Membership Committee will start planning the Community Service Days event
- NEO scheduled **Oct. 13** will be reschedule for the first week of Dec.

1st Vice President's Report (Moran)

- Grievance Report discussion and update.
- ERC update.
- Provided an update on Advanced Steward training.
- Basic Steward training schedule for Sat., Nov. 18.

PRESIDENT'S REPORT (Jorgenson)

Opportunities and Strategic Planning

Member Survey

- Executive Committee discussed conducting a Member follow-up survey to compare data from 2013 to now. Discussed if this is a good idea and how this helps MAPE build power. This survey is a tool to help us understand where members are at. Emma White will conduct the survey.
 - MSP (Rood) to fund up to \$15,000 from the undesignated reserve account to conduct survey.

2017 Strategic Plan – Communication and Implementation

- The plan was approved and Regional Directors need to get this information out to members. The approved plan is in the October BOD packet.
 - RD report back in the January BOD meeting.
 - How do we go about implement the plan? This discussion will take place at the November board meeting.

Update from Committee on Committees (Schoop)

- Provided an update and next steps. No action is required of the BOD at this time.
 - Ellena will be reaching out to the committee chairs to discuss recommendations.
 - After those discussions she will bring the recommendations to the restructure committee.

Update from Restructure Committee (Meyer)

- Provided an update on how we could restructure our regions. Possibly organized by agency or legislative district. Also looking at committees and roles of the BOD. They are also looking at the risks. The group meets again on 10/26.

11:00 A.M. TIME CERTAIN: Member Comments

- N/A

UNFINISHED BUSINESS

Conflicts Committee Update (Jorgenson)

- Still need two BOD members, please contact Chet if you are interested.

Elected Statewide Reimbursement Policy (Schoop)

- Clarification that this policy was not brought up by the Committee on Committee. The member who did bring this forward is no longer on the board. A motion was not made to move this change forward.

NEW BUSINESS

MHFA (Local 602) Move (Burns)

- Discussed if the local should remain 602.
 - MSP (Burns) to allow local 602 to remain local 602.

Executive Director Hiring & BA Hiring (Doheny)

- Provided an update on Executive Director Hiring & BA Hiring. The BOD will need to schedule a Special BOD meeting to approve the hires.
 - MSP (Jeffries) to approve a Special BOD meeting Oct. 26 from 1:00-4:30 p.m. to approve or disapprove the recommendations.

- The final candidate's resumes and interview questions will be provided to the BOD for review at the Special BOD meeting. If Regional Directors are not able to attend the meeting, they are able to send a substitute to attend in their place.

1:00 P.M. TIME CERTAIN: 75% Membership Plan & XYZ Training (Lina Jamoul & Ashley Erickson)

- Presented and discussed the strategy on what MAPE can do to get our membership to 75% (handout- Issue Brief).
 - Each local will need to recruit leaders to be a part of the membership recruitment training.
 - Send Eva or Lina questions or names to participate in these trainings.
- Presented and discussed [XYZ University](#) training, how MAPE engages the talent and innovation of the next generation while harnessing the knowledge and skills of the current workforce (handout- Proposal).
 - BOD would like to see:
 - Empirical data on if the training will directly affect an increase on membership.
 - A baseline to collect data on if this training increases membership.
 - Information on other Unions that have worked with this organization.
- The purpose of the training is to increase membership that will build us power. Both trainings are tentatively scheduled for Jan 26-27, 2018. Each local should have representation at the trainings.
 - **MSP** (Meyer) to approve having a two day training- 75% Membership Plan & XYZ Training.

MSP (Peterson) to amend the 2018 budget to take \$150,000 from undesignated reserves to increase the membership recruitment funds in the amount of \$150,000 to cover recruitment training and subsequent recruitment.

Update on Health Care Joint Labor Management (Terry Nelson)

- No new rules for Dental
- RFP for Health Savings card is going away (Bennie); a new company One to One will handle our Health Savings card
- Federal change to transportation
- New Advantage Program that is value based for people with diabetes
- Cost levels have changed. Especially for Health Partners

2018 Committee Grant Criteria (Church)

- Discussed the Organizing and Political Fund Policy (see draft policy below)
 - The committee will come up with the criteria for applying for these grants by the November BOD meeting.
 - **MSP** (Doheny) to amend the policy and strike that the Statewide Treasurer is required to be on the committee. ~~The Statewide Treasurer is an automatic appointment to the Subcommittees.~~
 - **MSP** (Doheny) to amend the policy and increase the two board members to three.
 - **MSP** (Church) to amend the policy and add by electronic means:
 - The request is less than \$10,000. The Executive Committee, without approval of the full board may only approve funding of less than this amount by electronic means.
 - **MSP** (Hernesman) to amend the title to Organizing and Political Grant and Procedures Policy
 - **MSP** (Doheny) to amend and add staff to the policy.

- **MSP** (Burns) to amend the first paragraph to strike ~~from on a quarterly basis.~~
- **MSP** (Kalamaha) to amend and add in the first paragraph Funds will be dispersed on a quarterly basis.
- **MSP** (Rood) to postpone the approval and discussion of policy and committee members until Thursday Oct. 26, 2017.

Election Rules (Jeffries)

- Discussed a special election for Local 1903 and if they can do an electronic election. The interpretation of the bylaw Article VIII Section 3 Part B didn't contemplate a large geographic area.
 - ~~MSP (Jeffries) to approve an electronic election at the cost of the local.~~
- Per The Election Rules, Article 7 a special election cannot have an electronic election.

Board Training November 16th

- Discussed Regional Director training.

2017 December BOD meeting

- **MSP** (Terhune) to not have a BOD meeting in December.

2018 BOD schedule

- Scott Rood is going to put together a draft 2018 board meeting schedule to present at the November BOD meeting. Send suggestions to his email.

Talking Points (Haga)

- **MSP** (Meyer) to not have MAPE staff write our talking points. Going forward, Celi will write talking points for the BOD.

Legal Council (Kalamaha)

- Discussed where we are at in the process—RFPs are being reviewed by Eva, Jason and Paul. They will provide recommendations in the November board meeting.

SER Action (Bower)

- Discussed SER Action and next steps. Some locals are organizing and brainstorming what they can do as a local. MAPE plans to boost membership.

Meet and Confer team (Jeffries)

- Provided an update on 1x1 conversations with his local.

STAFF REPORTS

Public Affairs & Communications Director (Richard Kolodziejki): Written report covering: SER meeting; Labor table update; Website heads toward record territory; Women's Committee; Materials; Anti-Bullying Task Force; Crop art: A creative outlet, a show of gratitude; PAC Screenings.

Member Engagement, Development and Organizing Director (Lina Jamoul): Written report covering: Sub-Committee on Employee Relations – organizing; Building Stronger Locals: 1:1 campaign; Local Presidents Training; Meet and Confer Organizing training; 75% Membership Plan; Personnel; Anti-bullying; Representational highlights from Business Agents; Organizing highlights from Business Agents.

MAPE Business Manager (Paul Schweizer): Written September report covering: Financial/HR Services; Support to Locals and Committees; Technology; Dues Collection Options; Elections; MOU – DHS Direct Care and Treatment; Delegate Assembly Planning; RFP for Legal Services; Executive Director Search; Twins Tickets.

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

Next BOD meeting scheduled for October 26, 2017

Marcia Bierschenk, Region 21 Director for Statewide Secretary Vacant

Approved: November 17, 2017

~~Organizing and Political Fund Policy~~ Organizing and Political Grant and Procedures Fund Policy

Delegate Assemble Revision Date:

Board of Directors Revision Date:

Summary:

Related Information:

Policy:

MAPE has two funds from which committees, subcommittees, ad hoc committees, locals, regions, members and/or staff can request funding. ~~from on a quarterly basis.~~ Funds will be dispersed on a quarterly basis. They are a Political Fund and an Organizing Fund. The amount available will be decided by yearly budget passed at Delegate Assembly.

The Political Fund shall be used to further MAPE and state employee causes and interests in the political arena. Approved Legislative Priorities shall be used as a guide for allocating funds, as well as emerging needs and issues that present themselves. This fund cannot be used to give money to candidates directly.

The Organizing Fund shall be used to build power, increase membership, develop leaders, and for campaigns to better employment conditions and the contract. The fund should be used to generate action and get results, not just to raise awareness.

The Board of Directors will decide on the distribution of the funds based on applications from requesting groups/persons.

- The President will appoint 2 members to a Political Fund Subcommittee and 2 members to a Organizing Fund Subcommittee. The board will appoint up 2 board members to each Subcommittee. ~~The Statewide Treasurer is an automatic appointment to the Subcommittees.~~
- The Subcommittees will review all applications for funds received by established due date for each quarter.
- The Subcommittee will make recommendations to the Board for Directors each quarter.
- The Board of Directors will approve funds at the January, April, July and October meetings.
- Once approved, funds will be available to the grantee. Those funds must only be spent on the stated reasons provided in the application during the time period indicated on the application. Any unused funds will be returned to the fund from which it was granted.

If circumstances arise where a person or group needs funds before the next application cycle outlined above, they may request funds using an expedited process. This process can be used if the following conditions are met:

1. The request is due to unforeseen circumstances. No reasonable person would have been able to predict the funds would be needed during the last quarterly application cycle.
2. The request is time limited. Funds should only be provided for short term needs. If the need extends beyond the current quarter, only funds should be requested for what is needed until the next application cycle.
3. The request is less than \$10,000. The Executive Committee, without approval of the full board may only approve funding of less than this amount by electronic means.

If these conditions are met, the person or group requesting funds can put in an expedited application. They are to fill out the same application as for all other requests, but mark it “expedited” when submitting it. The Executive Committee will review and approve, amend or deny the request within 10 days using the same criteria as for other proposals, but also ensuring the above conditions are met.

Decisions on awarding funds will be based on the priorities of MAPE and criteria determined by the Board of Directors.

1. Scoring matrices will be used in evaluating each proposal. These matrices will be different for the two different funds.
2. Scoring matrices will be developed by the Subcommittees and approved by the board for the following year before the January applications are due.
3. Scoring matrices will be available to all potential requestees ahead of the applications being due for each quarter.
4. The Subcommittees will use the matrices as a tool for evaluating each proposal, but they are just a tool to help determine which will be funded and not the only item to be considered when deciding how to allocate funds.
5. The Subcommittees can recommend and the Board can approve funding proposals, reduced funding of proposals or not funding proposals.

To apply for funds, applicants will need to submit an application and supporting documents indicating which fund they are requesting from.

1. Applications will be due 15 days before the January, April, July and October Board of Directors meetings.
2. Application forms will be available for each fund along with guidelines as to what should be included as supporting documentation and the scoring matrices that have been approved.
3. Applications will include how much money is requested, how the money will spent, and specific and measurable goals that will be met with the funds.
4. Applications will be developed by the Subcommittees and approved by the Board of Directors.
5. Applicants can come each quarter for funds. Approval or denial from one quarter does not ensure approval or denial in a subsequent quarter.

Applicants that are denied funding or approved for funding less than requested, may appeal.

1. Appeals should be sent in writing to the President.
2. Applicants appealing funding decisions will be allowed to present at the next available board meeting.
3. The Board of Directors will make a final decision and notify the applicant on the decision and reasons for the decision.

Grantees are responsible to report back to the Board on how funds spent and how their goals were met.

1. The report must be sent to the President within 30 days of using the funds or the end of the time period indicated on the application. The President may grant a 30 day extension.
2. The report must include specifically how the money was spent and evaluation of the goals that were stated in the application.
3. Failure to submit a timely report will exclude a grantee from submitting a subsequent application. If circumstances exist where a report cannot be submitted, a future applicant can appeal to the board to waive the report requirement. The board will vote on the appeal.