



**BOARD OF DIRECTORS MEETING**  
**August 17, 2018**  
**3460 Lexington Ave N, Shoreview, MN 55126**

**Final**

<b>Present:</b> Executive Team	President  Chet Jorgenson  1 <sup>st</sup> VP Thu Phan  2 <sup>nd</sup> VP <b>Joan Treichel</b>   Treasurer Todd Maki  Secretary Samsam Abdalla		
<b>Present:</b> Regional Directors	1. Darci Wing 2. Kassie Church 3. Celi Haga 4. Amy Braun 5. John Bower 6. Tabatha Ries-Miller 7. Ellena Schoop	8. Mark Dreyer 9. Stephanie Meyer 10. Ken Kalamaha 11. Jessica Raptis 12. Andi Morris 13. Lois Tucke	14. Doreen Hernesman 15. Bryan Kotta 16. Darren Hage 17. Mike Terhune 18. Tim Beske 19. Jerry Jeffries 20. John Ferrara 21. Marcia Bierschenk
<b>Board Absentee</b> Region: 11			
<b>Substitutes:</b>			
<b>Executive Absentee:</b> Joan Treichel			

**8:30 a.m.**

**Call to Order/Roll Call/Announcements/Housekeeping/New Local Officers/Retirements**

**Adoption of Agenda**

- **MSP** (Dryer) Approved the adoption of the agenda

**Minutes:**

- **MSP** (Dyer) to approve BOD Meeting Minutes July 20<sup>th</sup>, 2018

**8:30** Welcomed New Board Members

**Treasurer's Report (Maki)**

- Discussed the MAPE financial statement for July.
- In round numbers, we have close to \$18 million in reserves with a little more than half of that in our crisis fund.

- With the increase in membership, we are going to end the year in very good financial shape.
- We are likely to take in \$1 million to \$1.5 million more than we spend and will carry this surplus into 2019.
- Finalized the proposed budget for 2019 that will be presented at the Delegate Assembly.
- **MSP** (Jeffries) to set membership at 65 percent (9,633 members) for projected income. This follows our current practice of using a conservative number for income.
- **MSP** Meyer to change the Board of Directors restructure budget line to match the status quo budget line (\$156,000). This reflects the idea that even if the Board meets less often, Directors will be actively working with their locals and regions (and claim lost time) during those days the Board does not meet.
- **MSP** (Kotta) to reduce the estimate for new laptops for the Board from \$39,000 to \$28,000. This will cover the cost of 20 new business class machines. If the budget is passed by the Delegate Assembly we will keep and use the old laptops as backup machines.
- Next step is to write and post the budget narrative for Delegates to review before the Delegate Assembly
- **MSP** (Meyer) To fund the 2019 budget for the status quo and restructure budget at \$156,000 for the Board funding.
- Budget approved as amended

### **9:30** MAPE Strategic Plan – Mid Year Review

- Board discussed successes and failures in their Region.

### **11:30** Member Comments

### **1:20** Door Knocking Training with Minivan Demo From Devin Bruce

- Provided information on the importance of door knocking and involving and engaging the Board in the process.

## **Secretary's Report**

### Minutes

### **2<sup>nd</sup> Vice President's Report**

#### Membership Report for July 2018:

- 435 New Members
- Top Recruiter: Zanona Anderson with 7 new members
- Top Local: 601 with 44 new members
- Total membership is at 10, 976
- Membership is at 73.6% as of 8-7-2018
- Membership Committee will be working with Local President Committee to coordinate a recruitment training day before DA.

- Membership Committee will be working with Region 18 to do some recruitment efforts in their region.

### **1<sup>st</sup> Vice President's Report**

#### Grievance Report

- Of the 99 grievances, 54 cases are related to disciplinary actions or discharge, 10 cases are related to non-discrimination, and 10 cases are related to vacancies and filling of positions.

### **President's Report**

**MSP** (Kalamaha) to approve the nominations of the following people for Meet and Confer:

Nominations for Department of Education Meet and Confer:

Mike Foster, Mike Shultz, Michael Diedrich, Beth Chaplin, Maurice Wilson, Rachel Centinario, Jackie Blagsvedt, Vicky Anderson, Deb Rose, Sally Reynolds, alternates- Rachel Centinario, Sally Reynolds and Maurice Wilson

Nominations for the Department of Health Meet and Confer:

Paul Bastian, Holly LaRochelle, Sharrilyn Evered, Shane Olund, Carrie Klumb, Larry Souther, Jennifer Palm.

Nominations for Department of Human Services Meet and Confer:

Lafayette (Central Office)

Tonya Rolfson  
Lydia Monahan  
Emily Waymire

Anderson (Central Office)

Whitney Terrill  
Faye Bernstein  
Susan Hall

St. Peter (DCT)

Lynn Butcher

MSOCS (DCT)

Tim Jacobson

CBHH (DCT)

Jeremy Gwilt

AMRTC (DCT)

Nancy Torres

Nominations for Deed meet and confer:  
Tim Qualley

## **Staff Reports**

Executive Director and Staff

## **Statewide Committee Reports and PAC**

### **Unfinished Business**

Restructure Update

- Infographic MAPE Restructure will be provided to everyone attending delegate assembly.

Code of Conduct small groups

- There will a time certain where it will be discussed.

### **New Business**

Tech Task Force recommendations

- **MSP** (Kotta) to approve the tech task force recommendations and purchase 20 computers at an estimated cost of \$28,000.
- Time Beske will be an addition to the Political Grants committee
- Mark Dryer will be an addition to the Political Sub Committee

Harassment policy

- Paul Schweizer presented on the MAPE policy against discrimination and harassment.

Kidney Donation for employees

- **MSP** (Ferrarra) to start a subcommittee that establishes a policy for posting good and welfare on the MAPE webpage and the subcommittee will issue its report at the November board meeting and in the interim the executive committee will decide on the good and welfare
- **MSP** (Maki) Lottery MOU

### **Region Reports**

Board report back on blitzes and 1:1's

### **Correspondence**

### **Board Stewards' Report**

### **Meet & Confer Reports – Included**

**Next Board Meeting(s)** October 19, 2018

## **Good & Welfare**

### **Standing Rules:**

Time Certain Adjournment: No later than 4:30 PM.

Extensions in 1/2 hour increments, require a 2/3 vote to extend.

Debate is limited to 3 speakers for and 3 speakers against the motion on the floor.

To amend or rescind 2/3 vote is required. Majority required for suspension.

**Please bring any carryover items back with you each month as they will not be reproduced.**

## **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. 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.

### **Confidentiality and Recusal**

It is imperative that all members of abovementioned subcommittees, and decision making bodies keep the status and outcomes of application submissions and review confidential until, decisions have been made and grantees are notified.

Recusal: If a member of abovementioned subcommittee is part of a grant or member of the local submitting, it is important that member recuses itself from the review of the

particular application. This avoids a potential “conflict of interest” and keeps the review process in tact.

- 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 an Organizing Fund subcommittee. The board will appoint up to 3 board members to each subcommittee.
- The subcommittees will review all applications for funds received by established due date for each quarter.
- The subcommittees will make recommendations to the Board of Directors each quarter.
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- Once approved by the Board of Directors, 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.

Application due dates and review dates are as follows:

Application due date	Reviewed at this Board of Directors meeting	Funding will be available starting
June 15, 2018	July 2018	The day after the meeting
September 15, 2018	October 2018	The day after the meeting
November 15, 2018	December, 2018	January 1, 2019
February 15, 2019	March, 2019	April 1, 2019
May 15, 2019	June, 2019	July 1, 2019
August 15, 2019	September, 2019	October 1, 2019

This table expires October 2, 2019.

Applications will be due on the 15<sup>th</sup> of the month prior to the quarterly board meetings in March, June, October & December. Funding will be made available on the first day of the month following board meeting approval.

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 \$10,000 or less. The Executive Committee, by recommendation of the subcommittee chairs and 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, a grant plan and budget template will be used in evaluating each proposal. The scoring matrices may be different for the two different funds.
2. Scoring matrices, grant plan & budget template will be developed by the subcommittees and approved by the board.
3. Grant request materials and scoring matrices will be available to all potential requesters ahead of the applications being due for each quarter.
4. The subcommittees will use the matrices and grant materials as a tool for evaluating each proposal, but they are just a tool to help determine which will be funded and not the only items to be considered when deciding how to allocate funds.
5. The subcommittees will recommend funding proposals, reduced funding of proposals or not funding proposals. The Board of Directors will vote on the subcommittees recommendations.

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 submitted via email to: [grants@mape.org](mailto:grants@mape.org).
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 must include an application, draft budget and grant plan indicating how much money is requested, how the money will be spent, and specific and measurable goals that will be met with the funds.
4. 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 [grants@mape.org](mailto:grants@mape.org) email box
2. Applicants appealing funding decisions will be allowed to present at to the Statewide President and subcommittee chairs. This three-person panel will provide a recommendation to the Board of Directors at the next board meeting.
3. The Board of Directors will make a final decision. The subcommittee chairs will notify the applicant of their decision.

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

1. **Grant status reports are due by noon on the second Friday of the month.** Grantees shall submit their reports to: [grants@mape.org](mailto:grants@mape.org). MAPE staff will provide the subcommittees with the monthly status reports via email.

2. Grantees will work with the grant subcommittee to obtain budget status. The grant budget status is contained in the MAPE financial report.
3. The grant status report must include specifically how the money was spent and evaluation of the goals that were stated in the application.
4. 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.



## **Data Practices Policy**

### **Board of Directors Revision Date:**

**Summary:** Guidelines for the release of member home addresses, e-mail addresses, phone numbers and state employee identification numbers of employees who are represented by MAPE.

### **Policy:**

#### **I. Authorized Release of Personal Data to Members for Official MAPE Purposes**

The Statewide MAPE President may authorize the release of home addresses, e-mail addresses, phone numbers and state employee identification numbers of MAPE-represented employees, including both members and non-members, for MAPE or MAPE PAC official business to local or regional officials upon their submission of a signed “Agreement to Safeguard MAPE-Provided Data,” attached hereto as Exhibit A.

Local and regional officials may collect home addresses, e-mail addresses and phone numbers of MAPE-represented employees for official MAPE purposes. These purposes include organizing, disseminating information, association sponsored social functions and information on benefits. Local officials must indicate if they are collecting information for the local’s sole use or if the information will be entered in MAPE’s central database.



MAPE-represented employees' names, home addresses, home e-mail addresses, home phone numbers, and Social Security numbers are classified as private information by this Policy. When collecting, handling, and/or utilizing private information for MAPE, each person collecting, handling, and/or utilizing the private information shall:

1. Prevent any unintentional or intentional release of the information to anyone who is not a member or employee of MAPE or who does not require access to the information for official MAPE business purposes.
2. If the information is provided for the local's sole use (not for entering in MAPE's central database), prevent the transfer of the information to MAPE Central database.
3. Upon collection of private information, inform the handling and/or utilizing person of the requirements of this Policy.
4. Execute and fully comply with the "Agreement to Safeguard MAPE-Provided Data," attached hereto as Exhibit A.
5. Use the information only for the intended official MAPE purposes authorized by the Statewide MAPE President.
6. Upon completion of the use of the information, return it, destroy it, or store it securely, as directed by the Statewide MAPE President.

## **II. Authorized Release of Personal Data to Members and Associate Members Seeking Elected Office**

The Statewide MAPE President may authorize the release of only members' names, home addresses, and home e-mail addresses of current active members and current associate members to political campaign committees of members and associate members for political purposes upon meeting the criteria listed below, and receiving their signed "Agreement to Safeguard MAPE-Provided Data," attached hereto as Exhibit A. Release of non-member contact information is not authorized under this section of the Policy.

MAPE members' names, home addresses, home e-mail addresses, home phone numbers, and Social Security numbers are classified as private information by this Policy. When collecting, handling, or utilizing private information, each person or entity collecting, handling, or utilizing the private information under this section shall:

- 1) Prevent any unintentional or intentional release of the information to anyone or any entity not subject to the "Agreement to Safeguard MAPE Provided Data."
- 2) Execute and fully comply with the "Agreement to Safeguard MAPE-Provided Data," attached hereto as Exhibit A.
- 3) Use the information only for political campaign purposes, as authorized by the Statewide MAPE President, and not for any personal, commercial, or other unapproved purpose.
- 4) Upon completion of the use of the information, return it, destroy it, or store it securely, as directed by the Statewide MAPE President.

For a candidate to receive private member information, the candidate must meet all of the following criteria:

- 1) Be a current active member or current associate member of MAPE;
- 2) Be a candidate for elected office and have organized a political campaign committee according to the laws of the applicable jurisdiction;
- 3) Be endorsed by the MAPE PAC; and
- 4) Execute and fully comply with the “Agreement to Safeguard MAPE-Provided Data,” attached hereto as Exhibit A.

Members and associate members are responsible for any breach of the “Agreement to Safeguard MAPE Provided Data” committed by their campaign committee or volunteers.

Infractions of this policy are punishable under Article XII of the MAPE Bylaws, and under applicable law. If MAPE finds any use or disclosure of private information to be in violation of this Policy or the Agreement to Safeguard MAPE-Provided Data, MAPE will provide a cease-and-desist notice to the person making such improper use or disclosure. Such person must immediately return or destroy the information, whichever is requested by MAPE. If, after receipt of the cease-and-desist notice, a person subject to this Policy or to the Agreement to Safeguard MAPE-Provided Data refuses to comply immediately with the notice in any respect, MAPE shall have the right to pursue a civil action against such person and obtain any remedies available, including money damages and injunctive relief. It is understood that failure to abide by a cease-and-desist notice will cause irreparable harm to the interests of MAPE, giving rise to the need for injunctive relief. If MAPE prevails in any such civil action, the person who refuses to comply with the cease-and-desist notice shall be required to pay MAPE’s reasonable attorney’s fees and litigation costs in filing and/or pursuing the action.

Adopted by the Board of Directors on August 17, 2018.

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE STATE OF MINNESOTA, MINNESOTA LOTTERY AND  
MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES (MAPE)

This Memorandum of Understanding between the State of Minnesota and the Minnesota Lottery (hereinafter referred to as “the Employer” or “the Lottery”), and MAPE (hereinafter referred to as “the Association”) is entered into on this \_\_\_ day of August, 2018, to set forth the agreement of the parties concerning payments to Lottery Sales Representatives and Lottery Corporate Accounts Representatives for annual incentive bonuses.

**WHEREAS**, the Lottery Sales Representatives and Lottery Corporate Account Representatives promote and market scratch sales;

**WHEREAS**, Minnesota Statutes §349A.02, Subd 5. authorizes the Lottery to develop and implement an incentive plan for its employees whose primary responsibilities are in marketing;

**WHEREAS**, the Minnesota Lottery desires to implement such an incentive bonus plan;

**WHEREAS**, the terms of and the eligibility criteria used under any incentive bonus plan are and will be at the discretion of Lottery management.

**NOW THEREFORE**, the undersigned parties mutually agree as follows:

1. Any Lottery Sales Representative or Lottery Corporate Accounts Representative who meets the Lottery's incentive bonus criteria shall receive a lump sum of 2% of their annual salary (as of June 30, 2019) less normal withholdings, provided the representative reaches 101.5% of their total individual designated FY19 scratch sales goal.
2. Any Lottery Sales Representative or Lottery Corporate Accounts Representative who meets the Lottery's incentive bonus criteria shall receive an incremental lump sum of 2% of their annual salary (as of June 30, 2019) less normal withholdings, provided the representative reaches 103% of their total individual designated FY19 scratch sales goal.
3. Any Lottery Sales Representative or Lottery Corporate Accounts Representative who meets the Lottery's incentive bonus criteria shall receive a lump sum of 2% of their annual salary (as of June 30, 2019) less normal withholdings, provided the representative reaches 101.5% of their total individual designated FY19 \$1, \$2 and \$3 scratch sales goal.
4. Any Lottery Sales Representative or Lottery Corporate Accounts Representative who meets the Lottery's incentive bonus criteria shall receive an incremental lump sum of 2% of their annual salary (as of June 30, 2019) less normal withholdings, provided the representative reaches 103% of their total individual designated FY19 \$1, \$2 and \$3 scratch sales goal.
5. The Lottery Corporate Accounts Representatives annual sales goal tracking will be based on same store sales. This will track corporate locations that were active retailers on July 1, 2018 and sold for the full 12 months – through June 30, 2019. This will take out any fluctuations due to a corporate chain building, buying or selling large numbers of stores.
6. Any Lottery Sales Representative who meets the Lottery's incentive bonus criteria shall receive a lump sum of 1% of their annual salary (as of June 30, 2019) less normal withholdings, provided the representative reaches the new business goals of adding three (3) new, qualified retail accounts in their territory. If they add an incremental two (2)

new, qualified accounts for a total of five (5), they will receive an incremental 1% of their annual salary.

7. Any Lottery Corporate Accounts Representative who meets the Lottery's incentive bonus criteria shall receive a lump sum of 1% of their annual salary (as of June 30, 2019) less normal withholdings, provided the representative reaches the new business goals of adding one (1) new, qualified retail chain of stores (six or more stores) in their territory. If they add one (1) incremental new, qualified chain of stores (six or more stores) for a total of two (2) chains, they will receive an incremental 1% of their annual salary.
8. Minnesota Lottery sales representatives or corporate account representatives will not earn a bonus representing more than 10% of their annual salary on an annual basis.
9. In the event a Lottery Sales Representative changes position to a Corporate Account Representative, or vice versa, and/or a Lottery Sales Representative changes territory during the fiscal year, the employee, with Association representation, may request a meeting with the Lottery to discuss the employee's scratch sales goals and criteria for earning a bonus.
10. Lump sum payments will be made after the end of FY19, and no later than September 15, 2019.
11. The Employer may issue policies and/or procedures for implementing this Memorandum of Understanding ("MOU"). Such policies and/or procedures will not be inconsistent with the terms contained herein. The Employer reserves the right to amend these policies and/or procedures at any time for any reason. The Employer and the Association agree that nothing in this section will impact Article 28 of the MAPE Master Agreement.
12. The terms of this Memorandum of Understanding shall not be construed to establish any precedent between the parties and may not be offered as evidence in any grievance or arbitration proceeding, except in a proceeding arising from claims brought under this MOU. The parties shall not ever assert or claim that this Agreement is a precedent in any current or future personnel action or administrative procedure or litigation of any kind.
13. The terms of this Memorandum of Understanding shall not be construed to place any limits on management rights, so long as such rights are not in conflict with a stated term of this agreement.
14. The parties acknowledge that they have carefully read and fully understand the terms of this MOU, and that they are voluntarily entering into this MOU.
15. The parties agree that either party may rescind or modify this MOU upon 30 days' written notice to the other.

16. The parties agree that this Memorandum of Understanding constitutes the entire agreement between the parties on the matters discussed herein and it fully supersedes any and all prior agreements or understandings between them relating to the subject matter contained herein.

FOR THE ASSOCIATION

FOR THE EMPLOYER

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Lina Jamoul  
Executive Director  
MAPE

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Robert A. Doty  
Executive Director  
Minnesota Lottery

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Dan Engelhart  
Business Agent  
MAPE

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Jenna Bergmann, H.R. Director  
Minnesota Lottery

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Dean Natto  
Meet and Confer Representative  
MAPE – MN Lottery

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Austin Neese  
Labor Relations Consultant  
Minnesota Management and Budget

DRAFT