

**BOARD OF DIRECTORS MEETING**

**November 15, 2019**

**3460 Lexington Ave N, Shoreview, MN 55126**

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**Minutes**

**Call to Order**

Call to order at 8:37 a.m.

Welcome to Leah Solo, Director of Public Affairs and Communications

**Roll Call**

Present: Region 1 Darci Wing; Region 2 Lisa Lazaretti; Region 3 Shanna Schmitt; Region 4 Amy Braun; Region 6 Angela Byrne (for Joan Treichel); Region 7 Elena Schoop (arrived after roll call); Region 8 Mark Dreyer; Region 9 Stephanie Meyer; Region 10 Elizabeth Stephens (for Ken Kalamaha); Region 11 Jessica Raptis; Region 12 Amanda Hemmingsen Jaeger; Region 13 Lois Tucke; Region 14 Doreen Hernesman; Region 15 Bryan Kotta; Region 16 Darren Hage; Region 17 Mike Terhune; Region 18 Tim Beske; Region 19 Jerry Jeffries; Region 20 Angela Christle; Region 21 Sara Sinderbrand; Statewide President Chet Jorgenson; Statewide Vice President Thu Phan; Statewide Treasurer Todd Maki; Statewide Secretary Lynn Butcher; Political Council Chair Cathleen Cotter

Staff: Executive Director Lina Jamoul

Not present: Region 5; Organizing Council Chair Sarah Evans

**Adoption of Agenda –**

**M**(Beske)**SP** to adopt the agenda as modified: add time certain 9:30 Strategic Planning; add to new business: Building Report (Maki); BA Allocation (Schoop); MAPL Scholarships (Cotter); add to old business: 1301/1302 (Tucke)

**Time Certain:**

9:30 Strategic planning

11:00 DeAnn Moen, Field Services Summit report [612-558-5234]

11:30 Member Comments Liz Pearson & Chris Cachuela [612-236-1137; attendee code: 75880/admin 77990]

Kay Pedretti

2:00 Brendan Cummins, Membership card & hardship fund

**Wellstone Warmup**

**Minutes:**

DRAFT EXE Minutes:

* November 1, 2019

DRAFTBOD Minutes:

* October 18, 2019

**M**(Dryer)**SP** to approve the October 18 BOD meeting minutes.

**OFFICER REPORTS:**

**Treasurer’s Report**

Review of monthly financial statement

Treasurer Maki highlighted the monthly statement and indicated that MAPE continues to be in a good financial position.

Back Pay resulting from new contract taking effect

**M**(Maki)**SP** to issue back pay resulting from the new contract going into effect for lost time of more than $20 only.

Recommendation to remove 50-mile radius restriction from reimbursement policy for statewide events

**M**(Kotta)**SP** to remove the 50 mile radius restriction for statewide events from the reimbursement policy to go into effect for expenses incurred after January 1, 2020.

Bylaw update required for scholarships

The board had previously agreed to have a workgroup to administer the scholarships, which requires revising the bylaws. Treasurer Maki recommended posting a proposed update to the bylaws to allow either the organizing committee or board workgroup administer scholarships and post for member comment, then discuss at next BOD meeting.

Local Budgets for 2020 due

Reminder that locals need to have 2020 budgets submitted and that locals can reach out to Treasurer Maki if they have questions.

**Secretary’s Report**

Secretary Butcher and Director Raptis made recommendation to the board that it hold in-person meetings rather than phone meetings, with the exception of emergency calls.

**Organizing Council Report**

**Political Council Report**

Council Update – The council met with Leah Solo, new Director of Public Affairs and Communications; they will have a retreat in December to come up with bylaws, charter, policies. Major goals in 2020 continue to be ensuring passage of the contract, as well as keeping the house and taking back the senate. There are no listening sessions currently planned. There is one in-district meeting November 19 in Senate District 19. The council has decided they will not have a traditional day on the hill, but focus on getting MAPE members to attend important votes and committees. President Jorgenson reminded the board that the council is working hard to have specialized, in-district meetings and it is important for leaders to recruit. Chair Cotter talked about lessons learned at the Field Services Summit from Representative Jamie Becker Finn: come to legislative meetings with talking points on a piece of paper you can leave behind.

**Strategic Planning** (Jamoul, Phan, Meyer) – Report out on Isiah conference; Brainstorming for what success looks like in 2020.

**Field Services Summit Report Out:**

DeAnn Moen, DOC agent called in to discuss the Field Services Summit. The Summit consisted of 19 agents from 13 sites and 10 locals. Together, they discussed problems and issues, and talked about power and what makes a good issue. All came with homework: they were asked to talk to coworkers before coming and got 177 responses. Representative Jamie Becker Finn spoke to the agents, and was helpful in guiding agents on how to speak with legislators. Before ending, everyone was asked to make commitments and take actions; everyone committed to one listening session and one action. The summit closed with a one-word evaluation and “hopeful” was a common theme. Post-Summit feedback was good, particularly with Jamie Becker Finn coming and also the role play for talking with legislators. Attendees reported feeling more confident to talk to legislators, and that they had created better relationships and connections with coworkers; DeAnn expressed her thanks for Debbie (Prokopf) and her work and commitment to improving conditions for field services.

President Jorgenson asked Agent Moen to walk the board through a typical day for a field agent. Agent Moen reported that paperwork keeps agents from client contact, but client contact is the number one way to prevent recidivism; shared story of two offenders who came in for meetings and broke down crying, both, and the recognition that often the agent is the only support these offenders have.

**Vice President’s Report**

Grievance Report

Vice President Phan reported that MAPE had 113 grievances; 4th quarter. High grievance locals were 401 with 28 and 601 with 24; both locals had mostly discipline/discharge cases. Vice President Phan responded to questions about the report and said he would work on making the report more usable for the December meeting.

Steward Summit Debrief

200 stewards attended; got survey results back and high favorable response.

**Member Comments**

Liz Pearson & Chris Cachuela – advocating for more enforcement support

Kay Pedretti – advocating for more enforcement support

**Allocation of business agents (All)**

The Board discussed ways to address requests from some locals and regions for additional enforcement supports for stewards/chief stewards; there was general agreement that more data is needed in order to identify the drivers of the problem and ensure resolution, and that immediate action is required in some regions. Executive Director Jamoul and the enforcement team will develop plans for those regions and will report on their actions in December. Board members will send their data requests to President Jorgenson and Executive Director Jamoul.

**M(Tucke)SP** to hold the meeting in December to continue discussion about supporting stewards/chief stewards and address unfinished business.

**Discussion with Brendan Cummins**

* Maintenance of Dues Check-Off
* Hardship Waiver

**President’s Report**

Executive committee approved the federal MOU because MMB decided to hand out layoff notices; was same MOU we’ve used for past several shutdowns.

**Staff Reports**

Executive Director and Staff

Hiring Plan– Executive Director Jamoul asked if the board had objections to posting the positions of Director of Member Engagement & Organizing and the open communications post. No objection.

Updating Civic Organizing Principles - not discussed

**Statewide Committee Reports and PAC**

**Unfinished Business**

DA Debrief – not discussed

Dues collection for members on military deployment (Maki) – this issue requires further research and options; technically, military members are not on unpaid leave if they take advantage of the ability to have the state pay the difference in their state and military pay. Treasurer Maki has asked MAPE staff to look into further and provide options.

1301/1302 - not discussed

**New Business**

Respectful Workplace /Anti-Bullying Task Force (Schoop)

**M**(Schoop)**SP** to form a task force for reviewing Respectful Workplace policy comprised of 5 members at large and three board members with a call out for members to apply, with board approval and lasting approximately one year, funding the initial funding of $10K from undesignated funds and having them report back after three months on progress and determine whether to continue funding.

IAF Contract (Jamoul)

**M**(Dryer)**SP** to renew IAF contract for 2020, with $24,500 coming out of professional services budget and $35,000 to pay for travel and lost time out of training budget to pay for 12 MAPE members to attend IAF training; additional members can be sent without additional training costs if locals, councils, or committees ay for lost time.

DEED Meet and Confer appointments:

Kelsey Goneau-Martinson

Michael Prideaux

Chelsy Montan

Lynn Dahn

Stephen Wolff

**M**(Beske)**SP** to approve.

Organizing Council appointments:

Adam Novotny

Ciel Dwyer

**M**(Beske)**SP** to approve.

MAPL Scholarships (Cotter)

**M**(Cotter)**SP** to provide $2000 to MAPL from relational organizing budget line to fund a scholarship.

**Region Reports -** none

**Correspondence -** none

**Board Stewards’ Report -** none

**Meet & Confer Reports –** Included

**Next Board Meeting(s)** December 20, 2019

**Good & Welfare -** none

**M**(Terhune)**SP** to adjourn at 4:27 pm.

**Standing Rules:**

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

Extensions in ½ 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.**

**Reimbursement Policy**

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

**Board of Directors Revision Dates:** 5/16/2014, 10/21/2016, 2/17/2017, 11/17/2017, 3/15/2018, 2/15/2019, 11/15/2019

**Summary:** For the effective conduct of official MAPE business, MAPE may authorize reimbursement for lost time, from your MAPE represented position, 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 or expenses.

**Official business**

Official business is defined as: those duties directed by the MAPE President, Executive Committee, Board of Directors, 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 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 Board of Directors' Finance Workgroup.

**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 150 miles round trip, computed as the round-trip mileage divided by 55 for: (1) full committee meetings and (2) statewide events, such as Delegate Assembly, rallies at the capitol or group training events. All individual or small group meetings and all local activities will be reimbursed lost time in addition to their regular work hours of lost time wages for those traveling more than or equal to 100 miles round trip, 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 or TRA 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 or 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**

All local and regional activities will be reimbursed all mileage, except where excluded below. 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 or staff passenger. ~~Exclusion: mileage will be reimbursed beyond a 25-mile radius (50-mile round trip) from the event location for: (1) full committee meetings and (2) statewide events, such as Delegate Assembly, rallies at the capitol, or group training events. This mileage exclusion does not apply to individual or small group meetings or to activities charged to local budgets.~~

**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 Board of Directors' Finance Workgroup.
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 or 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.

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| **Proposed By-Law Change to MAPE Scholarships** |

There is a conflict between the By-Laws and a motion made and passed by the Board of Directors:

Article VI, Section 11 of the MAPE By-Laws specifies that the Organizing Council shall oversee scholarships.

In June of 2019 the MAPE Board of Directors passed a motion to have scholarships administered by a board workgroup: **MSP** (Jeffries) **to fund scholarships and have them administered by a board workgroup.**

Striking the language in Article VI, Section 11, B4 “Oversee MAPE scholarships” would remove this conflict and allow scholarships to be administered by either the Council or a workgroup.

Article XVI of the MAPE By-Laws specifies that they may amended by the Delegate Assembly or the Board of Directors as follows:

Section 1.      **Amendments to Bylaws**.

Amendments to the Bylaws of MAPE may be approved by the Delegate Assembly with a majority vote of the delegates present and voting or by two-thirds vote of the Board of Directors.

Section 2.      **Notice of Amendment by Board of Directors**.

Written notice containing copies of all proposed amendments to the bylaws must be sent electronically to the members of the Board of Directors and posted on the MAPE website at least 30 days prior to the Board of Directors meeting at which they will be considered.

(Underscoring denotes wording inserted (inserted wording), and strike-through denotes wording deleted (~~deleted wording~~).

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| **What is being amended?** | **Resulting Language** |
| Section 11.    **Organizing Council**.  A. An Organizing Council, consisting of five elected members and two appointed members. The Statewide President is an ex-officio non-voting member of the council.  B. The council shall promote full and equal participation of all people represented by MAPE in the Union and workplace. This includes:   1. Organize diverse professionals to build power, membership recruitment and retention, relationship building and conducting actions led by local leaders who are accountable to members. 2. Providing training, mentoring, and practical experiences for people to develop their leadership skills. 3. Strategies should include deliberate attention to diversity, inclusion and protected classes. 4. ~~Oversee MAPE scholarships.~~ 5. Collaborate with external organizations.   C. **Charter**. The council will operate under a charter approved by the Board of Directors. The charter will be created in alignment with the Board of Directors' strategic plan. | Section 11.    **Organizing Council**.  A. An Organizing Council, consisting of five elected members and two appointed members. The Statewide President is an ex-officio non-voting member of the council.  B. The council shall promote full and equal participation of all people represented by MAPE in the Union and workplace. This includes:   1. Organize diverse professionals to build power, membership recruitment and retention, relationship building and conducting actions led by local leaders who are accountable to members. 2. Providing training, mentoring, and practical experiences for people to develop their leadership skills. 3. Strategies should include deliberate attention to diversity, inclusion and protected classes. 4. Collaborate with external organizations.   C. **Charter**. The council will operate under a charter approved by the Board of Directors. The charter will be created in alignment with the Board of Directors' strategic plan. |