

MINUTES OF THE AFSCME

ASSOCIATION BOARD OF DIRECTORS MEETING

November 5, 2020

1. Call to Order. Board Members Present via ZOOM: Earle Hartling (President), David Rothbart (Secretary), Christina Mathews (Treasurer), Dwain Tucker (Director at Large), Rebecca Urac (Director at Large), Jose Mendoza (Technical Support Unit Director), Darrel Hatch (Professional Supervisory Unit Director) and Greg Agee (Professional Unit Director). A majority of the Board was present, so a quorum was established.

Others present: Luis Schmidt (AFSCME Representative)

2. Adopt Previous Meeting Minutes: The October 2020 AFSCME Local 18 Board Meeting Minutes were adopted.
3. President's Report: The President discussed the status of the member and non-member list of employees and that the newsletter was distributed. DC36 has offered a bounty system to reward the recruitment of new members. The President explained that any funds received by Board members for recruitment would be deposited in the Local 18 account.
4. HR Issues: The President and Mr. Schmidt reviewed the status of the probationary period issue for drafting technicians. Ms. Allen proposed probationary period of 18-months, but the existing MOU provides for up to 12-months of probation for employees in this unit (i.e., 6-month probation with an optional extension of 6-months). During the Board meeting Ms. Allen emailed and confirmed that Management accepted AFSCME's request to have the initial probationary period be 6-months with the potential for a 6-month extension for up to 12-months of probation. Employment Services staff will work on the necessary paperwork for an effective date of December 1st for the hourly to monthly conversions and the classification changes. Hourly employees that are converting to monthly status on December 1st would be subject to the 6-month probation as a monthly status employee. The earliest the benefit related changes could be effective is January 1st.
5. 2020 Local 18 Election: The Board discussed the election process and AFSCME deadlines. The Secretary agreed to provide a summary of job descriptions for these positions, so nominated members would understand responsibilities before the election. Mr. Schmidt will process the required notification letter to the membership. The following schedule was outlined without any objection:
 - a. November 13th mail notice of nominations
 - b. Nominations open on November 27th and close on December 2nd @ 5pm
 - c. December 4th election ballots to be mailed out and must be returned by December 31st @5pm, if needed
6. Local municipal Elections: The President discussed the outcome of various local elections.

7. Shop Steward/Grievance Subcommittee: No report. Mr. Agee requested a status of the Subcommittee (i.e., list of members, etc.). The President suggested revisiting this topic after the 1st of the year, after elections have been completed as that may change the makeup of the Board & Subcommittee.
8. Membership Survey: No progress.
9. New/Other Business:
 - a. Treasurer's Report: Unofficial Balance \$22,503.80. Official reports will be submitted one month delayed (e.g., October Treasurer's Report will be reported at the December Meeting).

Motion to approve expenditure of \$100 to David Rothbart as repayment of personal funds used to open the Local 18 bank account. Voted passed unanimously.

Motion to approve expenditure not to exceed \$75 for the purchase of various office supplies related to the office of the Treasurer (e.g., check binder, file folders, etc.). 2nd by Greg Agee. Vote passed unanimously.
 - b. FMLA Policy: Mr. Agee received word that a draft revision of the FMLA policy has been drafted removing the "voluntary termination" language. He's waiting for further updates from HR.
 - c. Local 18 Business Cards – Mr. Agee asked whether the local pay for them? He indicated that cards would be useful when representing employees through the grievance process. Mr. Schmidt noted that it is standard practice for the local to cover this cost. He will get information from DC36 regarding cost, minimum order, etc. He also suggested that we might consider creating one email account for the local (e.g., AFSCMELocal18@gmail.com) to include on everyone's card so that there is a consistent point of contact as people move on and off the Board. The President indicated that business cards would also be helpful when networking with local elected officials. Mr. Schmidt will work with the Secretary to coordinate this effort.
10. Motion to Adjourn by the Treasurer, 2nd by Mr. Tucker.