

**AFSCME Local 2620
Executive Board Meeting
January 20, 2018
Oakland, CA**

Present:

Officers:

President Abdul Johnson - Present
Executive Northern VP Mildred Ingram - Present
Southern VP Eric Young – Present via phone
Treasurer Dalia Banda-Davis - Present
Secretary Cynthia Brannon - Present

Regional Chief Steward:

Region I – Gary Adbullah – Present
Region II – Vacant
Region III – Therese Gardner – Excused
Region IV – Matt Tidd – Present
Region V – Susan Neeson – Present
Region VI – Alice Juarez – Present
Region VII – Deborah Leong – Present via phone
Region VIII – Belinda Gilmer – Present
Region IX – Liliana Alonso-Cruz – Excused
Region X – Vacant
Region XI – Yvette James - Present

Facilities Chief Steward:

Atascadero SH – Ellen Beraud - Present
Coalinga SH – Debra Johnson – Present
Fairview DC – Mark Herrera - Present
Metropolitan SH – Brian Kaufman – Present
Napa SH – Vacant
Patton SH – Yok Choi – Present
Porterville DC – John Xiong-Chapman - Present
Sonoma DC – Vacant

Occupational Chairs:

Chaplains (CHOC) -Michael Salaam – Present
Dietitian/Nutritionist (DNOC) – Lisa Westphal – Excused
Individual Program Coord (IPCOC) – Carol Cole – Present
Licensing Program Analyst LPAOC) – Belinda Devall - Present
Pharmacist (PharmOC) – John Christensen – Excused
State Psychologist (SPOC) – Victor Pacheco – Present

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Vocational Rehab (VROC) – Denise Dorsey – Present
Rehab Therapist (RTOC) – Wanda Wullschleger – Present
Social Worker (SWOC) – Blake Kerr – Excused

Staff:

Senior Business Agent – Cliff Tillman – Present
Administrative Operations Supervisor – Shirl Martinez – Present
Southern Business Agent – Al Austin – Present
Northern Business Agent – Bryan Evans – Present
Central Business Agent – Rafael Serrano - Excused

Guests:

- I. Call to order/Roll Call/Quorum – The meeting of Local 2620 was called to order by President Abdul Johnson at 10:00 am. Roll call of officers was taken by Recording Secretary Cynthia Brannon.
- II. Presentation by United Business Bank by Jason Roach
 - a. Benefits of the Master Card
 - i. Uses a third party that oversees the credit cards. Does not manage the portfolio. Card Services manages the portfolio.
 - ii. Recommends the world card that allows points to be used for functions for Local 2620 membership.
 - iii. Everywhere rewards can be logged in to determine how to use the points.
 1. Dollar for dollar match
 2. 14.49% annual interest
 3. 1% rewards for purchases.
 4. No annual fee of \$29 per card.
- III. Kami Cohn – Miller Kaplan
 - a. Reviewed a draft of financial statement
 - b. Independent Audit Review
 - i. No items that needed to be brought to the Board’s attention.
 - ii. Financial Position.
 1. Combined the General and Political funds together. Due to both entities belong to the Local.
 2. Reviewed financial packet from Miller Kaplan.
 3. EB requested to add a column for percentage changes.
 - iii. This EB is only responsible for the end of 2016 to present. The audit reviews prior administration expenses.
 1. 2017 has not been scheduled for an audit due to 2017 just ended.

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- iv. Reviewed Draft Management Letter reviewing items to bring to the EB attention. The following are the two items Miller Kaplan is bringing the EB's attention.
 - 1. Internal control over Financial Reporting
 - 2. Credit cards – receipts were not attached to the statement, and business purposes. 20 to 40% sample random credit card statements were reviewed. There was a significant number of credit card statements did not have justification. The significant number of missing documentation came from the prior administration.

- IV. Review of Agenda
 - a. M/S/C – to approve EB January 2018 agenda. Motion by Mildred Ingram, second by Yok Choi. Voting results: **Motion #1.** 23 yes, 0 no, 0 abstain

- V. Approval of Minutes M/S/C – to approve the December 2017 meeting minutes with corrections. Motion by Carol Cole, second by Belinda Devall. Voting results: **Motion #2.** 23 yes, 0 no, 0 abstain.

- VI. Reading of Correspondence – none was provided because we are still receiving mail at the old address.

- VII. Officers Report
 - a. President Abdul Johnson – Verbal report.
 - i. Provided a 2017 Year End Review packet
 - ii. Reviewed deficit for 2012 to current, 2017 was the lowest spending due to cuts made during this administration.
 - iii. Current deficit includes previous years' union leave
 - iv. M/S/C – to approve the 2018 proposed Committee members effective immediately. Motion by Brian Kaufman, second by Wanda Wullschlegler. **Motion #3.** Voting results: 15 yes, 8 no, 0 abstain.
 - b. Executive Northern VP – Mildred Ingram – verbal report
 - c. Southern VP – Eric Young – no report
 - d. Treasurer Dalia Banda-Davis – See report on shared drive –
 - i. **Agenda was not followed. Meeting continued with the reports from Occupational Chairs, Regional and Chief Stewards before addressing Treasurer's report.**
 - ii. Yvette James noted that Region XI did not receive any allocated funds for the 2018 budget.
 - iii. M/S/C – To review and make recommendations to Local 2620 Constitution Article XII, section 7 and bring to the EB. Motion by John Xiong-Chapman, second by Mildred Ingram. **Motion # 4.** Voting results: 16 yes, 4 no, 3 abstain
 - iv. M/S/C – for Constitution Committee to review Article XII, section 7 to evaluate the feasibility of one person executing the duties listed. Motion by Yvette James, second by John Xiong-Chapman. **Motion #5.** Voting results: 19 yes, 4 no, 0 abstain
 - v. M/S/C – Finance committee consider bookkeeping services. Motion by Yok Choi Second by Matt Tidd - **Motion #6.** Voting results: 21 yes, 1 no, 1 abstain

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- vi. Reviewed Council 57 audit draft report. Reviewed Financial committee response. The letter differentiates the different administrations. The deficit was lowered when the new administration made changes. Our budget, going forward, reflects a possible surplus. Prior administration union leave was not paid for several years. The current administration has taken steps to ensure deficit spending will not be practiced. Local 2620 has already taken steps to assume the 30% reduction in dues with Janus decision.
- vii. M/S/C – to reimburse Miriam Wedemeyer \$326.18 for flight cost to attend the 7/6/2017 TFFO Rehab & Occupational Therapists meeting in Oakland. Motion by Dalia Banda-Davis, second by Belinda Devall. **Motion #7.** Voting results: 22 yes, 1 no, 0 abstain
- viii. M/S/C – for President Johnson to respond to the International with minimal changes to the responding letter reviewed during EB January meeting. Motion by Yok Choi, second by Cynthia Brannon. **Motion #8.** Voting results: 20 yes, 2 no, 0 abstain
- ix. M/S/C – Credit Card Policy to be effective immediately. The following is the Credit Card policy submitted by the Financial Committee.

AFSCME International does not recommend the use of union-owned credit cards. Adequate procedures for prompt reimbursement of authorized expenditures generally eliminate the need for the use of a union credit card, which can expose the union to potentially excessive liabilities.

The following credit card policy shall apply to all usages of credit cards owned by the union.

1. AUTHORIZED USERS:

The following are authorized users of union-owned credit cards: the President and the Treasurer.

2. AUTHORIZED USES:

The use of union-owned credit cards by the authorized holders shall be limited to the following:

- A. lodging and transportation costs incurred while traveling on union business;
- B. payment for the purchase of office supplies or equipment or other item that has been specifically pre-authorized by the President and/or the Treasurer.
- C. payment of meal expenses as are necessary for conducting union business.

All authorizations of the use of the union-owned credit cards for the above expenses need to be clearly tracked in a credit card tracking log with the date of the request, the name of the person requesting the expense, the union purpose for which the expense is incurred, the name of the vendor, the date the expense was incurred together with the amount.

3. PROHIBITED USES:

The following uses of the credit cards are prohibited:

- A. ATM or other cash withdrawals;
- B. cash back at point of purchase;
- C. any cash withdrawal whatsoever;
- D. any personal item or purpose; and

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E. payment for the purchase of alcohol.

4. DOCUMENTATION REQUIREMENTS

- A. Any person responsible for making a charge on a union-owned credit card must provide an accounting of that charge on an expense report intended for that purpose. All supporting receipts including both the credit card slip and the itemized invoice must be attached to the expense report. Expense reports must be approved by the President and the Treasurer provided that if the charge is incurred by the President or the Treasurer, another Executive Officer shall approve the charge.
- B. Before the end of every billing cycle for the credit cards, the holders of the credit cards shall submit an expense voucher for each and every item of credit card expense incurred on the credit card, setting out the names and capacity of each member or guest incurring the food and beverage expenses and the specific union business conducted (it is not sufficient to simply record "union business") for which the expense was incurred together with the itemized receipts for each expense.
- C. If such documentation is not received by within 14 days of the end of the billing cycle, the union will issue a bill to the credit card holder for all such items of expenses for which such documentation has not been submitted and the credit card holder shall be personally liable for those items of expenses on the credit card statement/or.
- D. Provided that if the credit card holder fails to reimburse the union for any undocumented expense in a credit card statement for a union-owned credit card, the use of such credit card may be suspended by the President and/or the Treasurer.

5. AUDIT/REVIEW OF CREDIT CARD EXPENSES

The union's Finance Committee shall periodically, but no less than once a quarter, review credit card use to ensure compliance with the credit card policy and to regularly monitor its use.

Motion by Ellen Beraud, second by Brian Kaufman. **Motion #9.** Voting results: 9 yes, 7 no, 6 abstain

- x. The President, Treasurer, Secretary and receptionist are bonded. A bookkeeper is bonded to cover the office. The intention is not to have any individual's name on the card, instead, the entity of the Local will be on the cards.
- xi. If the card holder uses the card for lodging, the lodging per diem rate should meet the base line amount. The card holder who uses the card and the lodging is higher, then the card holder will pay the difference. Per president, our existing policy is two cards, council 57 has two cards. One card may not limit our exposure. The surety bond covers the five individuals from spending outrageously. During the discussion, it was pointed out that some of this administration has not been turning their expense reports in a timely manner. Now if the expense reports are not turned in a timely manner, then that card will be suspended.
- xii. Alcohol is not to be paid by the credit card.
- xiii. A concern is that Council 57 staff (specifically the Business Agents) are not supposed to be using their credit cards for local meetings, yet they do. The charges are sent to Local 2620 to pay. Local 2620 cannot be dependent upon the BAs to pay for the meals.

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- xiv. Per president, as he is in the field, mistakes happen. Members travel to the hotel, and their room is not paid or reserved. The President stated that now the expenditure to our new credit card, we will develop points to pay for functions for our members. Per the President, he is available 24/7. If this occurs, the members can call him for assistance.
- xv. Creating a policy for the 10% of the problem. 90% of our members know to call Shirl when there is a problem with lodging/meals. We have a historical contact with office and member. One card shall be with the office. The policy should state the office and not an individual.
- xvi. Exercising good judgement when spending our members dues.
 - 1. Discussion took place regarding the proposed budget for our representatives. If the EB members go over their allocated budget, then they may not be given more budget monies in May.
- xvii. EB members' MA will inform Treasurer where the monies are to be deducted from EB budget.
- xviii. Finance minutes will be available.
- xix. Concern is that the officers who is approving the MAs is not contacting the EB member whose budget is being affected.
- xx. M/S/C - I move that the approver contact the perspective fiscally responsible member of the finances prior to approval regarding the meeting that would be coming out of their budget. Motion by Belinda Devall, second by Brian Kaufman. **Motion #10**. Voting results: 23 yes, 0, 0 abstain

VIII. Staff Reports

- a. Senior Business Agent - Cliff Tillman – Verbal and attached report.
 - i. Will provide an email to the EB members that dictates the relationship overview between Council 57 and AFSCME 2620.
 - ii. Video tape the one-day steward training and be accessible on our AFSCME 2620 website.
 - iii. Council is not filling Chad Johnson's position. Bryan Evans has been assigned to another local to assist with another local's negotiating. However, Local 2620 does not have a contract to have number of BAs to support us.
 - 1. M/S/C — that this Board oppose Council 57 assigning our BA, Bryan Evans, additional assignments outside of Local 2620. Motion by Yvette James, second by Belinda Gilmer. **Motion #11**. Voting results:21 yes, 1 no, 0 abstain.
 - 2. M/S/C - motion to call to question regarding motion #11. Motion by John Xiong-Chapman and second by Brain Kaufman. **Motion #12** Voting results: 21 yes, 0 no, 0 abstain
 - 3. There is nothing about having an exact number of BAs to be assigned to Local 2620.
 - 4. President Johnson will send a letter and talk to Council 57 regarding Bryan Evans helping another Local when Local 2620 brings in more dues and has more instances with members needing assistance from the BAs.

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- b. Administrative Operations Supervisor – Shirl Martinez – No report given
- c. Southern Business Agent – Al Austin – verbal report provided
- d. Northern Business Agent – Bryan Evans – Verbal report – within 10 days of scheduling an orientation, the state must notify us and when they hire a new person.
Infrastructure organizing how to be at each office and be in front of the member when they are hired. This is beyond the BAs reach. AB119.

V. Board Reports

a. **Occupational Chairs:**

- i. Chaplains (CHOC) -Michael Salaam – See report on shared drive
- ii. Dietitian/Nutritionist (DNOC) – Lisa Westphal – Excused
- iii. Individual Program Coord (IPCOC) – Carol Cole – See report on shared drive
- iv. Licensing Program Analyst LPAOC) – Belinda Devall - See report on shared drive
- v. Pharmacist (PharmOC) – John Christensen – See report on shared drive
- vi. State Psychologist (SPOC) – Victor Pacheco – See report on shared drive
- vii. Vocational Rehab (VROC) – Denise Dorsey – See report on shared drive
- viii. Rehab Therapist (RTOC) – Wanda Wullschleger – See report on shared drive

b. **Regional Chief Steward:**

- i. Region I – Gary Adbullah – No report
- ii. Region II – Vacant
- iii. Region III – Therese Gardner – Excused
- iv. Region IV – Matt Tidd – See report on shared drive
- v. Region V – Susan Neeson – no report provided
- vi. Region VI – Alice Juarez – See report on shared drive
 - 1. M/S/C – to schedule next year’s January 2019 Executive Board meeting to be held on any other Saturday than the third weekend; due to the conflict with the Women’s Day March, because I am sure the majority of our Executive Board in attendance of today’s meeting would love to be participating in the Women’s March. Motion by Alice Juarez, second by Matt Tidd. **Motion #13** Voting results: 23 yes, 0 no, 0 abstain
- vii. Region VII – Deborah Leong – See report on shared drive
- viii. Region VIII – Belinda Gilmer – See report on shared drive
- ix. Region IX – Liliana Alonso-Cruz – Excused
- x. Region X – Vacant
- xi. Region XI - Yvette James - See report on shared drive

c. **Facility Chief Stewards**

- i. Atascadero SH – Ellen Beraud - See report on shared drive
- ii. Coalinga SH – Debra Johnson – Verbal report received
 - 1. Signed 12 more members, need 12 more to be 100%
 - 2. More are interested in becoming stewards.

Lunch at 12:15 pm resumed at 12:45
- iii. Fairview DC – Mark Herrera – See report on shared drive
 - 1. Will be working moving into another facility as 2/5/18.
 - 2. President attempted to call Debra Leong. No answer.

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- iv. Metropolitan SH – Brian Kaufman – See report on shared drive
 - 1. Metropolitan is starting the hiring process for more employees.
 - 2. M/S/C – to adjourn in honor of the 50th anniversary of the Memphis Sanitation Workers Strike. Motion by Brian Kaufman, second Cynthia Brannon. **Motion #14**. Voting results: 22 yes, 0 no, 0 abstain
- v. Napa SH – Vacant
- vi. Patton SH – Yok Choi – See report on shared drive
 - 1. M/S/C– that the Government Affairs Committee (GAC) consider taking up the issue of staffing ratios at State Hospitals as a matter of lobbying at 2018 Lobby Days. **Motion #15**. Voting results: 22 yes, 0 no, 1 abstain
 - a. Per President Johnson, this must be presented to GAC.
 - b. Belinda Devall stated that she will bring this up to GAC.
- vii. Porterville DC – John Xiong-Chapman – verbal
 - 1. He wrote a grievance. His grievance was approved.
 - 2. Issue at Porterville. Upward mobility for IPCs went through the process. Porterville is not hiring from within. Porterville is hiring from the outside. In regards to their hiring practices; John Xiong-Chapman motioned the following.
 - 3. M/S/C - to this Board consider writing a letter to the State and Porterville stating that IPCs, while being underpaid, to advance as Behaviorist specialists. Enter voting results. Motion by John Xiong-Chapman, second by Carol Cole. **Motion #16**. Voting results: 16 yes, 2 no, 4 abstain
- viii. Sonoma DC – Vacant

VI. Committee Reports

- a. Finance Committee
- b. Women’s Committee
- c. Search and Rescue Committee – At the September EB meeting, charges to be filed was written up. The EB voted to have the President Abdul Johnson move forward with the charges. Per EB member, John Xiong-Chapman, we need to discuss this. This committee was disbanded, but due to new information, the Committee has permission by the President to reconvene the Committee.
- d. Membership Committee – see attached report on file. Blitz was successful. Final numbers will be received by next EB meeting. Destroy all your old cards. Have members sign the new cards on the website. We have always been under 75%, but after the blitz, we are now at 77%. We have passed the goal of 75%.
- e. Policy Committee
- f. Constitution Committee
- g. Communications – See attached report on file. Per Michael Seville, Local 2620 is the most involved. Communication and Local 2620 is the best Local Communications Committee throughout the Council.
 - i. Minutes will be updated on our website.

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- VII. Old Business
- VIII. New Business
 - a. Per Capita - Our local have been eating these charges.
 - i. This will increase the rebate amount that Council 57 gives to us.
 - ii. Debate about the pro and con of increasing the per capita.
 - iii. We have deficit budgets. We have a EB that is fiscally responsible.
 - iv. The Per Capita increases annually. This Local has absorbed the increases and do not increase the dues.
 - v. The Per Capita has increased a total of almost 45 cents. We are going to kill our general fund.
 - b. Napa elections will move forward and other vacancies
 - c. M/S/C – offer CEUs to our members at Council 36 rooms for training. Local 2620 will donate/sponsor \$500. towards training to NASW (National Association Social Workers) Motion by Mildred Ingram, second by Michael Salaam. **Motion #17**. Voting results: 18 yes, 2 no, 1 abstain
 - i. Training will be provided to anyone who is associated to NASW. This will our members training, allowing our union to be visual and to provide Local 2620 to speak at this function.
 - d. M/S/C – to accept Miller Kaplan 2016 audit. Motion by Dalia Banda-Davis, second by Mildred Ingram. **Motion #18**. Voting results: 21 yes, 0 no, 0 abstain
- IX. Good and Welfare
- X. Adjournment – M/S/C - to adjourn at 4:15 pm in the honor of Bob Battle and the 50th Anniversary of AFSCME Memphis Sanitation Workers Strike. Motion by Cynthia Brannon, second by Brian Kaufman. **Motion # 19**. Voting results: 21 yes, 0 no, 0 abstain.