AGENDA: EXECUTIVE BOARD MEETING – November 18, 2018 – Ontario, CA

Call to order/Quorum

Review of Agenda

Approval of Minutes

Reading of Correspondence

Officers Report

a. President

b. Northern VP

c. Southern VP

d. Treasurer

e. Secretary

Staff Reports

f. Senior Business Agent – Cliff Leo Tillman, JR.

g. Northern Business Agent - Beverly Lynn

h. Southern Business Agent – Al Austin

II. Old Business

a. Constitution Committee: A motion to send out a proposed change in the Constitution for a vote by the membership was tabled until the next meeting.

New Business

GAC Committee Chair Appointment

Board Reports

Occupational Chairs:

Chaplains (CHOC)

Dietitian/Nutritionist (DNOC)-Vacant

Individual Program Coordinators (IPCOC)

Licensing Program Analyst (LPAOC)

Pharmacist (PharmOC)

State Psychologist (SPOC)

Vocational Rehab (VROC)

viii. Rehab Therapist (RTOC)

ix. Social Worker (SWOC)

x. Physical Medicine (PMOC)

Regional Chief Stewards:

Region I

Region II

Region III

Region IV

Region V

Region VI

Region VII

viii. Region VIII

ix. Region IX

x. Region X

xi. Region XI

Facility Chief Stewards

DSH-Atascadero

DSH-Coalinga

Fairview DC - Vacant

DSH-Metropolitan

DSH-Napa

DSH-Patton

Porterville DC

viii. Sonoma DC - Vacant

Committee Reports

Good & Welfare

Adjournment

2018-2020 Executive Board members (30/33)

Executive Officers (5/5)

President - Abdul Johnson
Southern VP (Executive) – Eric Young
Northern VP – Mildred Ingram
Secretary – Katheryn Manness
Treasurer – Yok Choi

Occupational Chairs (9/10)

Chaplains (CHOC) – Xochilt Martinez
Dietitian/Nutritionist (DC) – VACANT
Individual Program Coord (IPCOC) – Carol Cole
Licensing Program Analyst (LPAOC) – Belinda Devall
Pharmacist (PharmOC) – Amir Jafarinejad
State Psychologist (SPOC) – Victor Pacheco
Vocational Rehab (VROC) – Denise Dorsey
Rehab Therapist (RTOC) – Denise NIcks
Pharmacy Occ Med (PMOC) – Hassan Juma-Ramadhan
Social Work (SWOC) – Matt Tidd

Regional Chief Steward (11/11)

Region I – Gary Abdullah
Region II – Laura Kenney
Region III – Chelsea Harris
Region IV – Courtney Jordan-Navarro
Region V – Susan Neeson
Region VI – David Tepperman
Region VII – Deborah Leong
Region VIII – Belinda Gilmer
Region IX – Jasmin Allen
Region X – Tianna Harris
Region XI - Yvette James

Facility Chief Stewards (5/8)

Atascadero SH – Ellen Beraud
Coalinga SH – Kathleen Bowsher
Porterville DC – John Xiong-Chapman
Metropolitan SH – Brian Kaufman
Napa SH – Shukimba Carlis
Fairview DC – VACANT
Patton SH – Darrel Charbaszcz
Sonoma DC – VACANT

Local 2620
Council 57
AFSCME
We Make California Happen

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Abdul Johnson, President
AFSCME Council 57, Local 2620
Sunday, November 18, 2018

Meetings Attended

9/22/18-Executive Board Meeting
9/23/18-Communication Committee
9/24/18-Adoption Specialist Statewide Meeting
9/26/18-Napa State Hospital Membership Meeting
9/27/18-CSP-LAC Prep JLMC Meeting
9/27/18-CSP LAC JLMC Meeting
9/28/18-Council 57 Executive Board Meeting
9/29/18-Council 57 Delegates Meeting
9/30/18-Membership Organizing Committee Meeting
10/1/18-Region III Membership Meeting
10/2/18-RJ Donovan Facility Tour
10/3/18-CMF SPOC Meeting
10/5/18-Muslim Chaplain Statewide Training
10/6/18-Muslim Chaplain Statewide Awards Banquet
10/10/18-5.7 Meeting CALVET Chula Vista
10/10/18-Region IX Membership Meeting
10/11/18-DOR San Jose Office Visit
10/12/18-CDCR JLMC Meeting
10/13/18-Budget & Finance Committee Meeting
10/14/18-Budget & Finance Committee Meeting
10/15/18-Membership Organizing Blitz-Northern
10/16/18-Membership Organizing Blitz-Northern
10/17/18-Membership Organizing Blitz-Northern
10/18/18-Membership Organizing Blitz-Northern
10/19/18-Membership Organizing Blitz-Northern
10/20/18-Executive Officer Meeting
10/23/18-Senator Ben Hueso Meeting
10/24/18-CDCR JLMC Meeting
10/24/18-Senator Weiner Meeting
10/26/18-Governor Elect Gavin Newsom Meeting
10/27/18-Emergency Executive Board Meeting
10/29/18-Office Duties
10/30/18-5.7 CMC Meeting
10/30/18-CMC ULP Update Meeting
11/1/18-Office Duties
11/7/18- Office Duties
11/8/18-Office Duties
11/9/18- Office Duties
11/10/18-Organiznig Post Janus Symposium Guest Speaker
11/11/18-Office Duties
11/12/18-Office Duties
11/13/18- Office Duties
11/14/18-CHCF Membership Meeting
11/14/18-Meeting w/Senior Business Agent
11/15/18-Meeting w/CCWF Pharmacist
11/16/18-EB Training
11/17/18-EB Training

American Federation of State County and Municipal Employees

Local 2620, Health & Social Services Professional Employees

November 18-2018

Ontario, Ca

Membership Organizing Committee Conference Call 09/25/2018

LPA Fresno Lunch Meeting Fresno 09/26/2018

Membership Organizing Committee Conference Call 10/02/2018

Membership Organizing Committee Conference Call 10/05/2018

Membership Organizing Committee Conference Call 10/09/2018

Membership Organizing Blitz Sacramento

Projects:

Development of stewards in offices without stewards and in offices that have no stewards

Project(s):

- Working on increasing membership throughout the North
- Working on complete and accurate DOR vacancy report, requested from CalHR

Working on DOR member survey related to upcoming negotiations

3. Grievances/Complaints/Representational Meetings:

- PE Counselors work schedule changes
- DR160's being filed with no follow up by management
- Counselors with sight impairs lack proper accommodations
- Interoffice conflict involving SEIU staff

4. Expenses accrued in past 60 days:

Per budget

Submitted by Mildred Ingram

American Federation of State County and Municipal Employees Local 2620, Health & Social Services Professional Employees

Pre-Board Meeting Report for

Submission to the Executive Board

Date: Nov 18, 2018

Southern Vice President, (Executive)

1. Meeting(s) Attended:

   Region IX, Riverside Member dinner meeting

   MSH Stewards lunch meeting

   Couple others I cannot recall

2. Project(s):

   Improving overall networking ability of Regions to worksites.

   Improving resources for Stewards

   Modifying reporting practices for board members and Business Agents to benefit members

   Currently working with Serrano, related to AWS grievance requested to be elevated to Arbitration at ASH.

Prepared and Submitted by:

Eric Young, SVP(E)

TREASURER'S REPORT for EB 2018.11.18

1. Bank Balances. Our bank accounts are still looking good thanks to restraint in spending and recovery of dues refunds, stopping unnecessary union leave, curbs to previous patterns of loose spending on events (eg Large Occ and Lobby Days) and alerts by Finance Committee where budget is exceeded or close to exceeding.
2. Income and Expenditure v. Budget. We continue to maintain a notable (about 20%) surplus of income over expenditure. Caution: we operate on a cash basis and there are many expenses incurred but not yet billed.
3. Vendors' list: checks cut. Our expenses are high and unsustainable at current levels having regard to Janus. There is a need for change in culture. We need to watch, not just the amounts we spend, but how we spend it.
4. Significant Overages for YTD in a few areas. The Finance Committee felt there was a need for reflection and rethinking about how to go about these processes: elections, arbitration, blitz, meet and confers. See highlights from P&L.
5. My guiding principles are transparency and accountability. Transparency in how our resources are used is achieved through timely reporting and accountability is achieved in taking to task unnecessary expenses and excesses borne of a culture of large reserves. Two administrations ago we had about $3 million in reserve. Unfortunately, we have very little left of that when the last administration took over and this new administration needs to work really hard to preserve what little reserves we have now.
6. Our bookkeeper, Fagan & Fagan, are on track to preparing our 2017 accounts for audit this month. They will also be converting our financial statements to the gold standard of accrual (GAAP) instead of the cash basis, which we had operated on from time immemorial, which left us wondering where we stand at any point in time in terms of our finances.
7. Setbacks this past 2 periods:
   a. No clerical assistance as our only employee was needed to do council 57 staff work due to one employee being on stress leave since July and another laid off by Council 57 and the third remaining still to being the work due to issues we have no control over.
   b. Credit card reconciliations delayed due to inadequate record keeping by Council 57 staff.
   c. Lack of proper handover by former treasurer leaving the books in chaos and not reconciled since December 2017.
8. Proposals for Revisions to Financial Policy and Procedures to tighten our budget and avoid wastage and abuses.
   A. Setting aside money for negotiations. We did this in September.

B. Doing away with per diem claims. Per diems are to compensate for meals taken when traveling on business and not as income. Meals will be reimbursed on state rates for overnight stays and travel will be per policy, the most economical way of getting a member to a meeting having regard to union leave, overnight hotel and transportation options. Draft revisions to policy distributed to incumbent board members and distributed this week to incoming members.

C. Changing the way we allocate resources. Budget is proposed with significant reductions with view to a May revise like we did in 2018. Goal is not to micromanage but if additional funds are requested, then the Board is entitled to know money has been spent.

D. Significant proposal is to revise the way we do negotiations. It is just not feasible given Janus to send a team of 15 to meet with the state over six months. The constitutional and finance committee will study this and make recommendations in the next few months.

9. Proposed Motions:
   (1) That the draft Budget be approved with a May revise to reconsider allocations.
   (2) That the draft proposed Financial Policies and Procedures circulated be approved for adoption starting December 1, 2018.
   (3) That the local secures a general liability policy to cover officers and board members against liability in general including errors and omissions at a premium not to exceed $5,000 per annum.
   (4) That all claims submitted for reimbursement more than 90 days after the event be approved for payment including claims by Atif Hamilton for Large Occ in May 2018, Abdul Johnson for events in May 2018, Ryan Enderle for an event in February 2018.

Yok Choi
Treasurer,
AFSCME Local 2620

American Federation of State County and Municipal Employees
Local 2620, Health & Social Services Professional Employees
Report for Submission to the Executive Board

Date: 11/16/18 Report for August through November 2018

Facility Chief Steward: Ellen Beraud, RD

Disciplines Represented: Pharmacists, Psychologists, Recreation/Rehabilitation/Art/Music Therapists, Dietitians, Clinical Social Workers, Chaplains, Physical Medicine
Number of members/non-members: about 200, >75% are members

Number of Stewards: about 12, 4-6 which are actively involved

New hires past 60 days: Aug/Sept - about 8, Oct/Nov - 1

I. **Meeting(s) held:**
   A. **Members meetings-** August 8th,
   B. **Stewards meetings-** September 12th
   C. **Executive Board meetings:** Sept. 22, Nov. 18 (EB training Nov. 16-17)

II. **Discipline concerns:**
   A. **Dietitians**- 1. presented "Need for Classification Change" at EB meetng in August 2. June, July, August denials (at all levels) of AWS for 2 employees, at the Arbitration Committee level for approval to proceed
   B. **Pharmacists** 1. lack of Pharmacist II position (manager), 2. complaint about nepotism at MSH blocking transfer of more qualified state workers, suggest contract language for 2020

III. **Facility concerns:** continued decrease in staffing on units leading to safety concerns

IV. **Expense(s) incurred past 60** (120) **days:** per budget meals for meetings (about $1000)

V. **Grievances/Complaints/Representational meeting** see above **(Who/What/Contract Article violated?)**

VI. **Grievances/Complaints/Representational meeting WINs: n/a**

VII. **Hot topics:** from March to November FCS was the field campaign manager for Atascadero City Council member race, she was elected

VIII. **Budget:** none

IX. **Requested Agenda Item:** Discipline Classification review approvals for 2018

X. **Motion requested:** take the vote on the above agenda item

Respectfully submitted:

Ellen Beraud, RD

Facility Chief Steward-- DSH-Atascadero

American Federation of State County and Municipal Employees
Local 2620, Health & Social Services Professional Employees
Report for Submission to the Executive Board

Date: November 18, 2018 E.B. Meeting

Facility Chief Steward: Kathleen Bowsher, MT-BC (as of 10/1/2018)

Disciplines Represented: Behavior Specialists, Chaplains/Native American Spiritual Leaders, Pharmacists, Psychologists, Psychology Interns, Rehabilitation Therapists (Art, Music, and Recreation), Social Workers

Number of members/non-members: 181/11 (94% member rate) as of 11/10/2018
Number of Stewards: Total of 20 officially. 14 additional people have completed training but didn't turn in paperwork. FCS is working to resolve paperwork issue. Minus/lost 4 stewards: 2 promoted to Supervisors, 1 separated from State service, 1 transferred to DSH-Atascadero.

New hires past 60 days: September 2018: 2, October 2018: 1, November 2018: 3

1. **Meeting(s) held:** 10/11/18: JLMC held
   11/8/18: New FCS met with Labor Relations Bill Thomson

2. **Discipline concerns:**

Behavior Specialists:
a) Working with SWOC Chair to vote on whether to become Exempt or remain WWG2 (Hourly).
b) Upward Mobility: former FCS Debra Johnson is on committee trying to establish a promotional pathway for Behavior Specialists similar to what SW, RTs, and Psychologists have.
c) Behavior Specialists on the units are not being included in some of the meetings and trainings, and are not having any orientation about their job duties on the units.
d) There is talk about changing some Behavior Specialists' schedules so that they work until 8 or 9pm, which would most likely necessitate a Meet & Confer for Change in Work Conditions, as they have never been required to provide evening groups before.

Chaplains/Native American Spiritual Leaders: Native American Spiritual Leader was denied reimbursement of trip taken in July 2018 to South Dakota, which is required for her to remain in good standing. BA Serrano spoke with Labor Relations and found paperwork was never submitted to Sacramento for approval by Governor, as dictated by contract and Government Code 11032 and 11033. BA Serrano is working with N.A.S.L., Labor Relations, and Sacramento HQ to resolve matter. FCS is working with N.A.S.L. on submitting paperwork for next year's Sundance. (Article 12.10)

Pharmacists: Members have had some questions about how AWS schedules are determined, and some general concerns regarding their Supervisor.

Psychologists:

a) The JLMC agenda from 10/11/2018 included an item recommending that the CDCR unit resume having three teams, rather than the two they currently have. During the discussion Clinical Administrator Dr. Porter had some erroneous numbers regarding the number of new admits and patient treatment conferences held each month. Psychology Steward James Hornback addressed these issues, bringing the incorrect numbers to her attention, and later emailed detailed information on typical caseload and job duties. No response from Administration or changes have occurred since that email.

b) Psychologists are saying that after NEO they are being placed onto units without enough training to fully understand their job duties.

c) Some psychologists have raised concerns that Behavior Specialists have been placed on units and given job duties that should fall under Psychology, and are out of scope for the Behavior Specialist. Stewards have recommended that concerns be directed to Occupational Chairs for Social Workers (Matt Tidd) and Psychology (Victor Pacheco).

Psychology Interns: None reported. No Interns have signed Member cards since *Janus* decision.

Rehab Therapists:

a) On 10/31/18, SRTs gave an Illegal Order to RTs, telling them that on days they flex their schedule, they write the correct start/end time on Sign-In Sheet, but list their normal work hours on 634. FCS consulted with Personnel and Business Agent, and wrote an email to RT Chief with follow-up phone call. RT Chief wrote email to RT Department with corrected information. ISSUE RESOLVED

b) Traditionally, groups needing coverage are sent out to the RT Department, asking for volunteers. Recently, Supervisors have been emailing RTs directly assigning them to group coverage, and some SRTs have chastised RTs if they did not see the email and therefore did not show up to provide the coverage. RTs are complaining because these are hours they had reserved for paperwork or patient contact.

c) RTs are supposed to have 10 hours of groups per week, but with recent changes to the Structured Treatment Program, groups have been assigned, and there is inequity in the number of hours each RT is doing, with some having 12+ hours assigned, and others only 6-8 hours assigned.

d) Currently the RT Program Director will only approve AWS schedules if the Member agrees to work two 12s and two 8s per week. This is a potential violation of Article 3.1:B, "The State has the right to make reasonable regulations pertaining to employees consistent with this Agreement provided that any such rule shall be uniformly applied to all affected employees and those similarly situated." RTs are the only discipline required to work 12s, and the only ones currently providing evening groups four nights per week.

e) The 12-hour days are also a potential grievance because DSH-C's A.D. 908 Alternate Work Schedule, Section V.D3 states "An employee may make up time (no more than two hours), with his/her Supervisor's approval within the same work week." Any holiday only covers 8 hours of leave, with the Member using banked time to cover the difference. That means it is impossible for an employee working a 12-hour day to flex the 4-hour difference and not use banked time for holidays. In a month such as November, which has 3 holidays, if an employee is scheduled to

work 12s on all three days (36 hours), their holiday time only covers 24 hours. It is inequitable for RTs to potentially have to use 12 hours of earned leave to cover the difference of the holidays. At a minimum, Members should be given the option of flexing however many hours they would have to use leave credit for on any given holiday. Another issue is that any employee with a Monday RDO gets mandated by Supervisors to flex their workday to attend Annual Review Training (A.R.T.). If they are only able to flex 2 hours, rather than 10 or 12, then the facility will have to pay Overtime, because the employee will be expected to work their regular shifts in addition to attending training. FCS wrote email to Supervisor, RT Program Director and Labor Relations pointing this out.

Social Workers:

a) Social Workers and Social Work supervisors are seeking union clarification on what is considered Timekeeping, and the Hours of Work expected from Exempt employees. FCS has drafted email response, and is waiting for input from President Johnson, BA Serrano, Sr. BA Tillman before sending.

b) Steward Adriel Reyes reported issue with Social Workers in CDCR not receiving Fair Pay.

3. **Facility concerns:**

a) FCS continues to work with Business Agent on filing an Unfair Labor Practice Charge regarding denial of Meet & Confer over Structured Treatment Area Group Changes. The Structured Treatment Program is being reported to Sacramento as a success, when in fact there is less attendance by MDOs because they report being more comfortable and safer having groups held on their unit rather than current locations.

b) Social Workers are stating unqualified people are being hired as Supervisors.

c) In July 2018 the patients were allowed to begin purchasing or making lanyards for their ID badges. Unlike the staff lanyards that are required to have 3 break-aways for safety, patient lanyards are not required to have any break-aways. Steward K. Bowsher emailed Labor Relations and Rehab Therapy Program Director on 7/25/2018 concerning the issue. On 7/25/2018 the Rehab Therapy Program Director stated issue was discussed in Clinical Management Team and was being taken to Hospital DPS for review, and Frances Hicks in Admin stated "This item was discussed at the Appeals Review today and more research was needed. It will be discussed again next week." On 11/1/2018 new FCS K. Bowsher emailed Labor Relations asking for update of issue. Health & Safety Officer Nick Dolan stated, "The item was taken the joint contraband committee and was forwarded to a sub-committee to define parameters. The recommendations were put forth for Executive review. It is still pending at this time." FCS feels four months is an unacceptably long time to review this safety concern, and is filing a grievance on the matter.

d) Supervisors have inconsistent policies and beliefs on where/when the Members' time begins and ends, with some Supervisors saying it is "portal (sally port) to portal" and others saying the days doesn't begin until they get their keys, or others saying it begins when Employee signs-in inside the Secure Treatment Area. The time difference between the sally port and the sign-in could be considerable, and the inconsistency is causing some hourly employees to be docked time, while others are not being docked. Coalinga is unique compared to other facilities,

because Key Boxes are located throughout the facility, and may not be anywhere near Employee's sign-in location or assigned work location.
e) Steward Baltazar Villarreal has been educating Administration on the importance of letting clinicians be tested as Bilingual, because an interpreter who is not a clinician will not be able to translate the full meaning or develop meaningful rapport with the patients. He is also compiling a comprehensive list of how many non/limited-English speakers are enrolled in groups, and how many hours of groups they typically take. Nine clinicians have turned in Bilingual Testing forms and are waiting to be tested.
f) Three staff are owed back-pay for Bilingual services, but this is currently on the back burner. This was a grievance that had gone to Arbitration previously, but never concluded.
g) The need for a Bilingual Coordinator position has been broached, but is still in early stages.
h) Due to budget concerns, facilitators are not being provided with the group materials they need to provide dynamic, quality treatment groups. This includes written materials, as well as instruments for the music therapists, art supplies for art therapists, and games, sports, and craft equipment used by recreation therapists, to name a few. The State is required to provide needed materials for their employees. In addition, due to substantial website blocking, most clinicians are unable to access materials online to print and bring to group, resulting in many clinicians preparing for groups at home and bringing printed materials or personally bought books into the facility for group use.
i) Now that the PDAS alarm system is active in the parking lots, and all employees are expected to respond to an alarm in the parking lot, it is feasible an hourly employee could be docked time for responding to an alarm in the parking lot, before reaching the sally port. The contract only expressly states a delay shall not be used against an employee "If an employee is delayed upon arrival at a sally port or between the port(s)..." With the alarms active throughout the grounds, this should be considered as a negotiation point for the next MOU.

4. Expense(s) incurred past 60 days: None

5. **Grievances/Complaints/Representational meeting** (Who/What/Contract Article violated?)
a) Steward Adriel Reyes represented members in the Mall area regarding staff complaints of foul language. He also assisted with the clarification regarding education time for the behavior specialists.
b) FCS Kathleen Bowsher represented member accused of not calling in, not attending required meetings, not acting in a professional manner, etc. Member is in process of filing grievance.
c) Steward Tom Kipnis is scheduled to represent Member at an Informal Discussion on 11/13/18 with Clinical Administrator over Health and Safety issue. Member has known physical impairment and has been assigned groups that are compromising her physical health and putting her at risk around patients.

6. **Grievances/Complaints/Representational meeting WINs:** Several issues are currently in process, and will hopefully be reported as Wins at next E.B. meeting.

7. Hot topics:

a) Need for clinical supervision for facilitators working in psychoeducational groups who do not have training in underlying clinical issues that surface during group sessions.

b) Mental health support of employees. Union may want to consider increased level for more EAP-covered sessions.

c) Reports by members of harassment in the workplace due to unprofessional behaviors that impact the comfort level of others.

d) Exclusion from pertinent information from other departments that could be a safety issue if the patients weren't as well-mannered as they are.

e) Per candidate for NVP Adriel Reyes, there were Election Committee errors, specifically allowing the south to vote for Northern VP and allowing incumbent Mildred Ingram to campaign on the Union Dime by being on the membership drive in Northern CA. Adriel has filed a protest with the Election Committee.

f) Worry about members opting out at end of year.

g) Request to Change Policy was submitted regarding Hair Color required to be "shades of colors of hair...naturally found in human hair" and Makeup being "of a clinical and professional appearance," which is located in the Safe Grooming Standards portion of A.D. 902: Dress and Personal Grooming Standards.

8. Budget: Approximately $1,300 per former FCS Debra Johnson

9. **Requested Agenda Item:** None

10. **Motion(s):** I move that a minimum of 50% of the line item in the budget for swag be used for the purchase of green polo shirts with the current AFSCME logo.

Prepared and Submitted by:
Kathleen Bowsher, MT-BC
Facility Chief Steward, DSH-Coalinga

American Federation of State County and Municipal Employees
Local 2620, Health & Social Services Professional Employees
Report for Submission to the Executive Board

Date: 11/18/18

Facility Chief Steward: Brian Kaufman, DSH-Metropolitan

Disciplines Represented: sw, psych, rehab, pharm, diet, chap, PT, OT, IT

Number of members/nonmembers: 125

Number of Stewards: 11

New hires past 60 days: 1 part time chaplain

1. Meeting(s) held:

   10/24/18 – MSH Stewards meeting
   10/31/18 – MSH General Membership meeting

2. Discipline concerns:

   - Pharmacy and dietitians have increased workloads due to the move
   - Still waiting for the pharmacists to be reimbursed for their incorrectly calculated on call pay.
   - Psychology has agreed to a new "coverage plan". Will update the board on its implementation

3. Facility concerns:

   - We conducted the meet and confer on the move. A big thank you goes out to meet and confer team members Wanda Wullschleger and Cyndrya Hopkins for all their help. Management is still in agreement that the workload will not increase as a result of the move. Management has also agreed to meet in 90 days for any follow up issues. Some of the issues related to the move involving offices and other equipment will be brought up at our next labor management meeting.

4. Expense(s) incurred past 60 days:

   - Two meetings totaled $297.31 for a grand total spent for the year of $1874.75

5. Grievances/Complaints/Representational meeting
(Who/What/Contract Article violated?)

    - Filed two grievances for a member who was harassed by her new director. One for the harassment itself and another for refusing to meet for a section 5.7 meeting.

6. Grievances/Complaints/Representational meeting WINs:

7. Hot topics:

    - Working on a strategic plan for this local for my Union Leadership class at LA Trade Tech. Upon completed, I will submit my plan to the entire board for their consideration.

8. Budget:

9. Requested Agenda Item:

    - Constitution committee report on the proposed constitution

10. Motion(s):

    1. Motion to submit the proposed amendments to the Local 2620 Constitution to the general membership for ratification with a recommendation from this board that they be ratified.
    2. Motion for the membership committee to give a report on membership information including but not limited to any changes in the membership numbers at every board meeting.

Prepared and Submitted by:

Brian Kaufman, Facility Chief Steward
Metropolitan State Hospital
AFSCME Local 2620

American Federation of State, County and Municipal Employees
AFSCME LOCAL 2620
Oakland
September 22, 2018

10:20 am Meeting called to order/Quorum
Attendees:

Officers:
A Johnson
M Ingram
Y Choi
E Young
(Mona Musk Not in attendance)

Staff:
Cliff Tillman, Sr BA
Bev Lynn, NBA
D Dixon

Remainder of Board:
D Johnson
M Tidd
J Xiong-Chapman
C Cole
B Kaufman
J Christensen
S Neeson
L Westphal
W Wullschleger
Hassan
S Carlis

J Greene
L Rosa
T Harris
B Gilmer
E Beraud
L Kenney
Y James

(Attendance listed as is reflected on the sign-in sheet)

Swearing in: Laura Kenney-Region III

Reviewed Agenda/Motion to accept passed as amended*
Agenda amended to advance position on agenda of discussion related to Classification Request.

Minutes of past EB sent to members via email

/Reviewed/Amended/Motion to approve minutes of previous meeting passed

No Correspondance

Reports

Presidents report provided a review of past 2 years: (Summary of highlights)

- Morale has been raised among members
- This administration has been successful in assisting members to fight back against management
- Without fighting members within
- International Convention--80% first timers

- At beginning of this administration the local had 70% membership
- Currently membership is 82% (pre-Janus)
- Budget was in disaray-as the local somehow spent the 3.1 million $ surplus left when the International left in addition to the 2.some million received each year relative to the per caps
- Went from deficit to a surplus-critical decisions are part of the reason why
- Face to face membership contact increased/more than tripled!
- Coming big events in 2020--Convention and Negotiations

Comment from J X-Chapman noted: Complaints leveled at EB and the inner strife with office staff seriously detracts from our more general mission of focusing on services to and for members.

Report from SVP Eric Young

Recounted his own personal experience relative to an event where the value of being united with others in our union allowed him to keep his job thus teaching him an important lesson of why the union solidarity is so important.

Report from NVP

Report is on file in the docs. One major question is about the report promised by Ms Gilmer relative to the action she took against the Council and this local focused on Al Austin. Recognizing how much time all reports taken, NVP suggested Ms Gilmer respond to that matter during her report. As a reminder Ms Gilmer had promised to withdraw her charge once the matter had been advanced to the Council for resolution. Said report is still pending.

Pac Report-Notables

AD72, SD12, OSP1, CalPers

- Max amount to Thurmon for general election
- Judy Herman--$1500

Motion/Sec/Passed

Note: Victor is chair of Pac-$212,000 on hand, how much do we use this election cycle was the question.

Report from Danielle Dixon

Introduced herself. Works for the Council and for the locals in her capacity as Clerical Administrator. Has been employed for 18 years. Her knowledge and assistance are available to us.

Treasurer's Report

(Please refer to the documents given you at the 9-22 meeting)

Notables:

As of 1-1-18 had $446, 906.
As of 9-22-2018--$897, 827.

Prior to Janus we could expect monthly income of $173,000, Post Janus monthly income expected is $138.000.

$30,000 monthly overhead (again refer to the docs given).

Working with Fagan to change from Cash to Accural method of accounting come first of 2019.

A blackout of activities as previously agreed upon for Nov and December other than JMLCs or Meet and Confers or meetings with members for direct representation should allow us to move forward into 2019 in a more positive cash available basis.

Negotiations are estimated to cost half a million per the records we have relative to the last contract negotiation cycle.

Profit and Loss (discussions related to making the most of our resources going forward or issues we have faced:)

Mini-Steward meetings verrsus the previous larger central trainining model
No travel or lodging
Lunch only

Large Occ--
Way over budget $12,000
Finance Committee over budget..met in May--due to May revise--not in original budget
Elections Committee over budget as well

Need report from Membership Commitee (Devalle will provide)

Administrative Costs--Printer

Needs TAs as soon aspossible--that way we could secure State rates which might reduce ongoing lodging costs

Council has promised to ay part of last 2 membership blitzs including the Washington blitz

M/S/Passed motion to pursue said financial relief from C57 as the council has promised

Charges by T Munoz discussed (said charges could have financial impact)
Clarification: Charges not against the Board but against the EO

Treasurer discussed permission to consult attorney given the charges are aginst the EO relatvie to the conduction of their duties

2. Also to secure consultation from attorney relative to a number of issues concerning pay and benefits for our employee Lisa T

Motion: To seek 3 bids for issues stated above
Motion passed

Motion to set aside $30,000 for Negotiations--Oct 2018 to March 2020
Motion passed

Report from Membership pending--Sister Devalle to submit

Finance Committee over budget as well--due to meeting for May revise

Money saving steps for future being utilized and encouraged

- Members and board to submit TAs as much in advance as possible to that Lisa has the opportunity to ask for hotels state rate
- Repeat-submit TAs as far in advance as possible and Lisa will ask for State rate

Staff reports

(President)

Decision made by Council 57 to use salary for past Office Administrator (S Martinez) for Organizing Director instead. Job was offered to Ms Martinez. She ,. Should be noted that salary of that position is lower than the salary historically paid for 2620 Clerical Office Admin. By approx. 25%
The declination resulted in a layoff for the administrator.

Question? Council'sPlans to hire more staff?

Danielle the current C57 Clerical Admin indicates that at minimum plans are underway to hire temp staff to fill in for Teresa M. Ms M is on leave. Not sure of h'er ERD (estimated return date).

Also remaining C57 office staff, Monique, requires training for the additional duties it is anticipated she will be assigned.

Report by Senior BA Cliff Tillman

New board to meet in November==Dates are
16,17 & 18

As follows: 16 for training, 17 for EB and 18 for training

Motion/seconded/passed

Meet and Confer Log
Cliff indicates he and his team need our assistance. BAs will meet and go over the log item by item. Will get back to us.

Reminds the board to remind attendees of State Release time--using this properly could save us some serious money.

Cliff also reminds the board that many of the emails he sends out are time sensitive--he appreciates, he needs a timely response

Report by Bev Lynn is on file see google docs

CLASSIFICATION REVIEW PRESENTATION:

Dieticians

At issue is the use of the old erroneous code that lumps Dieticians in with domestic workers and food servvice employees. This erroneous classification results in the lack of upward mobility for medical and allied service employees. There is concern about managers losing the Safety Designation and find themselves paying Social Security. Which means when promoted, there is a serious loss of pay.

Cliff: Coding issue is different than class issue.

Next Classifiation Review Request:

LPA--presented by B Devalle

AGPAs who are licensing inspectors are doing the work of LPAs. If AGPAs can do this, why can't LPAs do the work of the AGPA

Pay difference would be substantial

Local 2620 members are leaving to take advantage of the pay increase.

LPAs want the ability to crossover. As it stands right now, LPAs cannot lateral to AGPA.

/
Behavioural Specialists

Issue: no pathway for upward mobility.

BSII--Master's Degree--but not able to get licensed. While meeting MQs promotions are denied.

Per Cliff in order to demonstrate promotability Must show job has evolved.

Next Presenter: Brother Hassan--Summary

9 different occupations have same job duties

Motion to table decision/vote on classification request

Yok moved/Belinda D seconded/Motion to table passed

Issue must be decided in November

6 total reclass requests as provided by the current agreement must be concluded by the sunset of this agreement in 2020

(meeting was not adjourned but I had to leave at this point)

AFSCME LOCAL 2620 EXECUTIVE BOARD
PORTERVILLE DEVELOPMENTAL CENTER
John Xiong-Chapman, Facility Chief Steward
11/18/2018

Behavior Specialist are primarily work in Department of Developmental Services

State Job Specs support the professional standard of practice set out by Behavior Analyst Certification Board (BACB). Some facilities are assigning duties to BS based on their mental health needs. These duties are consider to be outside the scope of practice and violation of the ethical code of the BACB. Example: BS performing educational services, group therapy, or even counseling are duties support by the field of behavior analysis.

Jobs could be at risk:
There is a movement in California seeking licensure for Behavior Analyst. It is predicted that this will occur between 3 to 5 years from now. Those facilities having Behavior Specialist performing duties outside the scope of practice jobs could be at risk.

Behavior Specialist duties at PDC duties are within the scope of practice of ABA.
Following are current duties at PDC:
Tracking Data associated with behavior plans
Developing behavior management plan with psychologist supervision
Being trained in the writing and development of "Functional Behavioral Assessment"
Attend Behavior Management committees meeting weekly
Responsible for compiling the BMC packets

Closer of the General Treatment Center
Facility has violated a commitment they made in writing to place a "Permanent Psychologist" would be transferred into a permanent position in the Secure Treatment Center. Facility has withdrawn this original agreement and change position to temporarily rather than permanent.

Secure Treatment Center
Facility is shifting from a Medical Model to a psychological model. Consequences this has increased duties on psychologist. The psychology department has requested an increase in allocations but request has been denied. Therefore, there is no relief for job duties for psychologist. Facility refuses to modify task or due dates making the amount of work impossible to complete in 40 hours. The consequences of this situation is that med errors are occurring and could place clients at risk.

BOARD REPORT NOVEMBER 2018
INDIVIDUAL PROGRAM COORDINATOR OCCUPATIONAL CHAIR
DEPARTMENT OF DEVELOPMENTAL SERVICES

1. Monthly meetings with IPC's / and closures of DSS
2. Labor Management Meeting @ Porterville Developmental Center
3. Personal Issues: Workplace Violence

Submitted by Carol Cole, Individual Program Coordinator
Occupational Chair
Department of Developmental Services

American Federation of State County and Municipal Employees

Local 2620, Health & Social Services Professional Employees

Pre-Meeting Report for Submission to the Executive Board

Date: 11/18/2018

1. **Meeting(s) Attended: since the Executive Board Meeting on 09/22/2018**

Membership Organizing Committee Conference Call 09/25/2018

LPA Fresno Lunch Meeting Fresno 09/26/2018

Membership Organizing Committee Conference Call 10/02/2018

Membership Organizing Committee Conference Call 10/05/2018

CDSS Meet and Confer Conference Call 10/09/2018

Membership Organizing Committee Conference Call 10/09/2018

Membership Organizing Blitz Sacramento 10/14, 10/15, 10/18

CDSS Meet and Confer Prep and Meeting Sacramento 10/16, 10/17

Emergency Executive Board participated partially via conference call 10/27

Executive Board Training Ontario 11/16, 11/17

2. Project(s):

Mobilize LPAs to increase membership

New employee orientation and signing up new members

LPA meetings with individual office to resolve local issues

Update LPA roster for better communication

Quarterly DSS JLMC meetings

Retention issue within LPA classification

Recruit more stewards (at least one in every office)

Travel and mileage issue - statewide

Change in working conditions - statewide childcare

3. Budget:

Defer to Treasurer

4. Requested Agenda Item:

Janus - Opt Out

5. Motion(s):

None at this time

Prepared and Submitted by:

Belinda Devall

Licensing Program Analyst Occupational Chair

American Federation of State, County and Municipal Employees (AFSCME), Local 2620; Health & Social Services Professional Employees

Report for Submission to the Executive Board

Date: November 18, 2018

Occupation Chair: Social Work Occupational Chair

Number of members/non members:

Number of Stewards:

1. Meeting(s) held:
   None

2. Next meeting date/time/location:
   TBD

3. Occupational concerns:
   TBD

4. Specific worksites with areas of concern:
   TBD

5. Grievances/Complaints/Representational meeting: (Who/What/Contract Article violated?)
   TBD

6. Grievances/Complaints/Representational meeting WINS: (Who/What/Contract Article violated?)
   TBD

7. Hot topics:
   None currently

8. Expense(s) incurred past 60 days:
   None

9. Budget:

10. Requested Agenda Item:
    - Current Elections Committee

Prepared and Submitted by:

Matt Tidd, Social Work Occupational Chair
Clinical Social Worker, Vacaville Psychiatric Program (VPP)
November 18, 2018

Region II Executive Board Meeting Report
November 18, 2018 (Sept/Oct 2018)

Regional Chief Steward: Laura Kenney
Total # Members: 103 (estimate)
Total # Stewards: 2 (or 3?)
Total new hires in past 60 days: UNK

1. Meeting(s) held = September 24, 2018
General Membership meeting during Statewide Adoptions Specialists training

2. Specific Departmental Concerns:
Adoptions Services Specialists have expressed concerns related to the implementation of RFA (Resource Family Approval) taking the place of Adoption Home Studies and potentially negative effect it will have on the quality of adoptions services provided to families and children in the State of CA.

3. Grievances/Complaints/Meetings: none

4. Grievances/Complaints/Meetings WINS: NA

5. Expense(s) total incurred last 60 days: dinner on 9/24 - unknown if charged to Region II

6. Requested Agenda Item(s): none

Prepared and Submitted by:

Laura Kenney
Regional Chief Steward (Region II)

American Federation of State County and Municipal Employees
Local 2620, Health & Social Services Professional Employees
Report for Submission to the Executive Board

Date: 11/16/18

Submitted by: Deborah Leong,

Regional Chief Steward Central Coast

Departments Represented: CDCR, DOR, DJJ.

Total number of Members/Nonmembers:

Total number of Stewards: 9

Total new hires:

1. Meeting(s) attended since last report:

   8/27/18: DOR meeting--Regional Meeting with DOR SVRT's; Thousand Oaks, Santa Maria, Oxnard, Ventura Offices

   8/28/18: Board Mtg CC

   8/29/18: GAC Mtg by Conference Call (CC)

   9/4/18: Membership Committee Meeting CC

   9/8/18: Membership Committee Meeting, Burbank

   9/11/18: Membership Committee Meeting CC

   9/18/18: Membership Committee Meeting CC

   9/30/18: Membership Committee Meeting Oakland (attended via CC)

10/2/18:Membership Committee Meeting CC

10/4/18: Union CC

10/11/18 Membership Committee Meeting CC, final planning for Membership Drive Week.

10/15/18: Membership Drive Training, Sacramento

10/16/18: Membership Drive: CDCR Central Fill Pharmacy, Sacramento

10/17/18: Membership Drive: DJJ Stewards Meeting, Sacramento & Pharmacist Phone Organizing

10/18/18: Membership Drive Meetings; Mule Creek SP and CSP Sacramento Stewards Meeting

10/23/18: GAC Meeting with Senator Hueso's Office; DJJ Crisis Bed.

10/24/18: CDCR Joint Labor Management Meeting, Sacramento

10/27/18: Emergency Exec Board Meeting (attended by Conf Call)

2.Departmental concerns: DJJ Crisis Bed; DJJ and CDCR On-Call/Call-Back compensation and abuses; Cerner issues

3. Grievances/Complaints/Representational meetings: Working on two issues for Solano SP Clinicians regarding late night/weekend scheduling; Working on supervisor harassment issues.

4. Expense(s) total incurred last 60 days: None for Region 7.

1. Other expenses incurred for Joint Labor Management Meeting, GAC, and Membership Blitz.

5. Requested Agenda Items: None.

6.. Motions: None.

Submitted by: Deborah Leong, Chief Regional Steward, Central Coast

American Federation of State County and Municipal Employees
Local 2620, Health & Social Services Professional Employees
Report for Submission to the Executive Board

Date: 11/15/18

Regional Chief Steward: Jasmin Allen, LCSW

Departments Represented: CDCR, POC, DSS, DOR, Dept of Developmental Services, Veterans Home

Total number of Members/Non-members: 359/100

Total number of Stewards: 35

Total new hires within past 60 days: 0

1. Meeting(s):

   9/10/18: DOR Membership Meeting (Anaheim/Santa Ana)

   10/10/18: CDCR CIM Membership Meeting

   10/22/18: CDCR CRC Membership Meeting (Cancelled)

   10/29/18: Region 9 Membership Meeting (DSS, DOR, CDCR in attendance)

2. Departmental concerns:

3. Grievances/Complaints/Representational meetings: 1, Riverside DSS, meeting 11/19/18 (pending)

4. Grievances/Complaints/Representational meeting WINS:

5. Expense(s) total incurred last 60 days: $702.74

6. Requested Agenda Item(s): none

7. Motion(s): none

Prepared and Submitted by: Jasmin Allen, LCSW Region IX Chief Steward

Financial Policies

1. All expenditures of Local 2620 require an approval process. Each year a budget is created by the executive board. During the year, each time money is spent, an approval process is instituted (i.e., authorization forms, motions during executive officer and executive board meetings, and /or other forms of documentation. All authorizations of expenditures will be completed according to the International Financial Standards Code.

2. CREDIT CARDS POLICY (APPROVED BY THE EXECUTIVE BOARD)

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 all the Executive Officers of the union provided that this has been approved by the Executive Board at a meeting/s that is/are clearly minuted. The one for the office use needs also to be authorized at a Board Meeting and clearly minuted.

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 the Treasurer, not to exceed $[amount] unless specifically authorized by a resolution of the Executive Board;

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 person (board officer or staff member) communicating with the vendor for the expense, 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

E. payment for the purchase of alcohol.

4. MEAL EXPENSES

All expenses to pay for meals charged to the credit cards shall be limited to the per diem charges allowable for the meals, save that where it is not practicable to keep within the per diem limits set for meal reimbursement, the expense shall require pre-authorization of the President and the Treasurer.

~~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.~~

~~All credit card policies should be approved and documented in local meeting minutes. These procedures should be reviewed and revised periodically and approvals should be maintained on a current basis.~~

1. ~~The policy shall provide details of the types of both authorized and prohibited usage. Approval of individuals authorized to use a union–owned credit card shall be clearly documented in the minutes of the Executive Board and General Membership meetings. It is recommended that AFSCME Local 2620 maintain two [2] credit cards one for the President and one for the AFSCME Local 2620 office.~~
2. ~~No personal charges will be allowed on the union credit card. Should personal charges be made in error, they must be immediately repaid by the cardholder.~~
3. ~~An "Approval for Credit Card Charge Form" must be completed and approved prior to occurrence of any charge.~~
4. ~~The local must maintain copies of all credit card statements along with supporting documentation for all charges. The union's records shall contain adequate documentation to demonstrate the business purpose of any charge made on the union's credit card.~~
5. ~~Any person responsible for making a charge on the union owned credit card must provide an accounting of that charge on an expense report or other form intended for that purpose.~~
6. ~~Expense report documentation for any meals, entertainment, meeting space rental or meeting food charged to the union's credit card must include a list of the names of the people or groups attending, their relationship to the union, and the business purpose of the meeting.~~
7. ~~Upon receipt of the credit card statement, the charges on the statement must be reconciled to expense reports and receipts. Any unsupported charge must be investigated. Charges that cannot be documented as union business must be immediately reimbursed by the cardholder incurring the charge. Failure to provide timely documentation may result in authorization being removed for use of the credit card.~~
8. ~~The Local may not under any circumstances make a payment directly to any individual's personal credit card.~~

REIMBURSEMENT

(Approved by the Executive Board September 30, 2013. Amended by the Executive Committee June 20, 2014 and November 15, 2014)

1. AFSCME Local 2620 will provide expense reimbursement to Officers, Members and Staff in the areas of lodging and travel, out-of-town business meals, mileage, office supplies, meals and entertainment, parking, tolls, postage and printing, only when the expenditure has been authorized.
2. Prior approval is required before committing the local to payment of any expenditure for a purchase or an activity or service to be performed.
3. A completed reimbursement claim form is required for reimbursement of expenses. The form details the date, amount, location and union business purpose of each of the itemized expenditures.
4. The reimbursement claim form must be signed by the person to be reimbursed documenting that the expenditures were actually incurred and only in the performance of Local 2620 union business.
5. All original itemized receipts must be attached to the reimbursement claim form. No expense claim shall be processed without proper and complete supporting documentation.
6.
7.
8. No individual may approve his/her own reimbursement claim form.
9. All claims for reimbursement must be submitted within 90 days of the date of the expense. Any claims submitted after this time frame may not be paid. The executive board may upon individual cases waive the time frame and approve payment of a late claim.
10. Supporting documentation for all paid bills should be retained as part of the local union records for a period of six years plus the current year for a total of seven years per International Financial Standards Code.
11. Non-members shall not be reimbursed for any union expenditures in any categories.

12. Although we approve of building positive relationship with management, Local 2620 will not reimburse members any entertainment expenses for administration.

Travel

(Approved by the Executive Board September 30, 2013. Approved by the Executive Board November 15, 2014. Approved by the Executive Board July 23, 2015)

Travel will be approved by the President or his/her designee on an as needed basis, and travel arrangements should be made using the most economical package to get a member to and from union business including, but not limited to, mileage or air, Union Leave, ~~per diem~~, and lodgings. The Local will reimburse Members and Local 2620 Staff for any approved travel required in the performance of union business. Non-members shall not be reimbursed for any expenses.

1. All travel authorization requests will be completed prior to the scheduled deadline provided for the requested event. In the absence of a posted deadline, a minimum of two weeks is required for approval. Any exceptions to deadlines requires prior approval of the President or his/her designee.
The Local 2620 Travel Authorization Form must be completed in its entirety. Incomplete forms will not be processed.
2. If an event is available both locally and distantly, Members are expected to attend the local event. The Member will be notified of his or her travel request status upon approval.
3. If approved for out-of-town travel, the office of local 2620 is responsible for all air reservations; Members do not make their own flight arrangements unless prior approval has been authorized.
4. Member are expected to travel the same day for most events. Requests for more than one day travel, such as overnight accommodation, car rental or

flight extension, need to have approval by the President or his/her designee in order to determine what timeframe will be reimbursed prior to actual travel.

a Requested Overnight accommodations for a day event will be examined on a case-by-case basis. Typically, only one night of lodging is likely to be approved for a day event.

Members who request authorization for car rentals, may be required to carpool with other Members in order to receive reimbursement. Car rentals, if not the most economical travel solution, will be approved on a case-by-case basis.

5. Taxi/Uber/Lyft to and from events will be paid upon submitting a receipt for such services depending on most economical option. .

6. Parking: Any parking receipt for longer than 24 hours needs to be pre-approved. If not pre-approved, only 24 hours of the parking sum will be reimbursed.

7. Airline rewards are permitted to be linked with the name of the flyer, not the organization which purchased the ticket, therefore, each member may keep any reward points obtained when traveling for Union business.

8. Hotel reward nights do belong to the member; however, any points associated with payment for the hotel room belong to the Union. Members are not permitted to pay for their hotel room. If members chose to obtain points for their room, no reimbursement will be provided by the Union for that room.

9. Union owned credit card reward points belong to the Union and will be used for member services., regardless of the name on the card.

Mileage

(Approved by the Executive Board September 30, 2013. Amended by the Executive Committee

November 15, 2014)

AFSCME Local 2620 Mileage Reimbursement Policy addresses mileage for Officers, Members and Staff driving their personal cars in the performance of union business.

1. A mileage expense category must be included and detailed with estimated costs in the operating budget.
2. Mileage will be paid at the IRS Federal mileage rate.
3. When requesting mileage, a point-to-point mileage document, such as MapQuest or Google maps will need to be submitted by the Member as part of their reimbursement form.
4. Mileage will be paid only for driving a personal car.
5. Gas reimbursement will be made only when driving a rental car, and a copy of the rental agreement and gas receipt is submitted as part of reimbursement documentation. There shall be no instances where mileage and gas reimbursement will be made for the same travel.
6. Mileage will be paid for attending Membership meetings in the member's local geographic area [e.g. North, South and Central] if the round trip mileage is over 30 miles. Anything under 30 miles will not be paid.

~~**Per Diem**~~

~~AFSCME Local 2620 will pay per diem for meals and incidental expenses in conjunction with authorized out of town travel involving an overnight stay. All per diem payments should be supported by authorization, purpose, and basis for amount paid. Meal allowances paid for overnight out-of-town union-related business are non-taxable per diem payments as long as they do not exceed the maximum daily non-taxable rates authorized to be paid by the federal government. An expense report must be filed to allow these payments to be treated as "accountable" and therefore non-taxable. Out-of-town per diem paid in excess of the allowable federal rate is taxable income to the recipient to the extent that the payment exceeds the federal guidelines. The Local will not pay per diem in excess of the allowable federal rates. Authorization for per diem payments must be documented in the minutes of the membership or executive board meetings. The minutes should also provide an explanation as to the purpose of the out of town travel (such as the conference to be attended), the names of individuals who will attend, and the amounts of per diem to be paid. Per Diem payments will be~~

~~considered a reimbursed expense and non-taxable provided the following guidelines are followed:~~

1. ~~AFSCME Local 2620 will use the IRS Federal Standard Per Diem Rate for travel outside the state of California. A California in-state per diem rate has also been established by the Local. The federal rate can also be paid in instances where the AFSCME International convention or major national conferences are being held in throughout the year for regular local union business involving out of town travel within the state,~~
2. ~~Out of town travel will be defined as more than 60 miles away from home and must include an overnight stay in order to be eligible for per diem payments,~~
3. ~~A Travel Authorization form must be completed and have prior approval for the overnight stay, and~~
4. ~~An Expense Report with lodging receipts attached is required to support per diem payments and is necessary to document the out of town travel. If there is not a lodging receipt, an explanation of the overnight stay is required (such as stayed with family members or shared a room with another conference attendee).~~

OVERNIGHT STAYS

For one-day events, only one overnight stay may be requested.
If two overnight stays are requested for a one-day event (i.e., evening before the event and morning after the event), approval will be on a case-by-case basis.
Upon request and justification by the member, Union leave may be requested for travel, but only for the length of time needed to travel plus an additional 30 minutes.
Union leave requested by a member for a meeting will be deducted from that meeting's budget.

All meal allowances will be paid with receipts only. The amount of the receipt or the maximum allowable for the meal will be paid, whichever is cheaper.
Breakfast will be reimbursed to a maximum of $12.

Lunch will be reimbursed to a maximum of $13

Dinner will be reimbursed to a maximum of $26

Breakfast will be paid when travel begins between 6:00 am and 8:00 am

Lunch will be paid when travel begins between 11:00-1:00.

Dinner will be paid when travel begins after 5:00 pm.

For members who drive more than 100 miles to a meeting, breakfast and dinner may be paid with a receipt request.

Overnight Policy

Overnight stays will be granted on a case-by-case basis depending on the event and travel distance.

1. When an overnight is expected because of a planned event, members will be expected to have double occupancy.
2. Members who desire their own room (i.e., not to share a room) will be expected to pay for half (½) of the room cost prior to the evening stay, for all events attended.
3. Executive Officers and Executive Board members are permitted to have individual rooms for overnight stays, except for any Conventions attended, including the Local's convention and for negotiations, in recognition of services provided to the local.
4. Overnight stays will be allowed when needing to travel 75 miles one way for a whole day event.

Union Leave

(Approved by the Executive Board July 23, 2015)

Union Leave may be considered for Members to participate in union business. Union leave will be granted in accordance with the relevant articles of the current MOU. In the event that the member does not attend and participate in the union business event, union leave may be rescinded and/or future union leave denied.

Union Leave reimbursement will be paid to the appropriate department in accordance with the relevant articles of the current MOU.

All Union Leave authorization requests will be completed prior to the scheduled deadline provided for the requested event. The Local 2620 Travel Authorization Form must be completed in its entirety. Incomplete forms will not be considered for approval.

1. In the absence of a posted deadline for Union Leave, a minimum of two weeks is required for approval. Any exceptions to submissions or deadlines require prior approval of the President or his/her designee. In cases of emergency/urgent leave, the president may authorize Union Leave retroactively; however, the State may not accept retroactive Union Leave. In such a case, the Member may not be reimbursed for any time taken for Union business. And will be required to use their own time.
2. Union Leave may only be granted if the date requested occurs on your regularly scheduled work day.
3. Members must be present for the entire Union event and sign the Union Sign-In Sheet. If members have been granted Union leave and do not show to the scheduled event, the Union will seek reimbursement of the amount paid for Union Leave from the member.
4. The Member will be notified if their department has denied their request.
5. This applies only to Union Leave; State Release time is different and members will be notified when State Release is appropriate to be requested.

Officer budgets

Each officer will have a budget. The budget will include expenses to get to and from meetings, travel, union leave, etc. Only the meeting meal will be charged to the committee or meeting budget.

(1) **Lanterman Developmental Center was closed on June 30, 2015. Therefore, no Facility Chief Steward is on the Executive Board of AFSCME Local 2620.**

(2) * all policies related to reimbursement for childcare have been deleted as policies. Local 2620 no longer pays for childcare.

Vendor Provider Policy

Local 2620 should make every effort to obtain the most economical services that retain appropriate quality.

Extravagant and/or unnecessary expenditures should be prohibited. Larger expenditures require the use of appropriate purchasing procedures such as competitive bidding to ensure that the best price and terms are obtained.

Only the President or his or her designee is permitted to sign a contract on behalf of the union.

Approval from the executive board or Executive Officers (when the board is not in session) must be obtained prior to the contract being signed.

Good and Welfare Policy

Members who request donations/sponsorships/ticket purchase to an event, must meet the following criteria:

1. no religious affiliation.
2. The donation must benefit AFSCME local 2620 membership (i.e., build relationship, create goodwill, sponsor a member in an event).
3. Any amount over $100 needs to be approved by the executive board only. The Executive Officers are permitted to approve requests $100 or less.
4. Money for these events are not to be drawn from any budget except good and Welfare.
5. No political events or sponsorships are considered under this category.

Political Donation Policy

Any member may request a political donation to a candidate running for political office or holding a current office.

Members need to provide the name, region, and justification for the donation.

Political donations must be approved by the executive board. When the executive board is not available the executive officers may approve a donation of up to $1000.

Staff Policy

1. Local 2620 retains the ability to hire staff who are paid by the local to perform local business.
2. Full time staff will be provided salary, health and pension benefits, and workers compensation. Full time staff equals 40 hours a week work week.
    a. Full time staff working over 40 hours a week will be paid overtime a rate of time and one-half.
3. Part time staff equals no more than 29 hours work week a will be provided salary only.
4. Any staff that works over 30 hours is considered full-time staff.
5. The President of the local or his/her designee is the direct supervisor of all local staff, approving overtime, vacation, absence notification.
6. Any grievance by a staff member will be presented to the executive officers for discussion, consideration, and resolution.
7. The MOU of the Staff's union will be followed.

Disability Services

Individuals with disabilities and who require accommodations who wish to attend a union event must notify the Office of their required needs when turning in their TA. Local 2620 will discuss with the member their preferences and needs in a timely fashion.

Local 2620 will address accommodations of our members, following ADA rules. Members who wish to provide a aide to help with their accommodations may have that aid's lodging, travel, and meals reimbursed without salary OR the Union will hire an aide from a local agency to provide services or provide a volunteer Union member to act as an aide.

AFSCME 2620 commits to hiring professional services when required.

Financial

Any motion by the executive board or executive officers that involves non-budgeted expenses money expenditures, before approval, the Treasurer needs to be consulted about where the money will be taken from and if the budget allows the expenditure.
In order for the Local to avoid a late fee and/or finance charges, the treasurer will be allowed to make a payment before reconsiiation of the account with the approval of the executive board or executive officers if the executive board is not in session.

Dietary
Local 2620 recognizes dietary differences and needs and will attempt to accommodate members as possible.

Religious accommodation: Members with religious dietary food needs accommodation will be provided upon request, with 14 days advance notice. Should the request be submitted less than 14 days in advance, Local 2620 may not be able to provide dietary accommodation. In such a case, the member will be notified. If the union is not able to provide a religious diet at an event, the member may request reimbursement for that meal using the meal reimbursement allotments.
Food allergies: Members with specific food allergies need to notify the Union on their TA, 14 days in advance, in order for ordered food to be accommodated. If the TA is submitted less than 14 days in advance, the union cannot promise to accommodate food allergies. No meal reimbursement will be provided for this category.
Food preferences and or lifestyle choices: Local 2620 will endeavor to provide food selections that will allow members sufficient food choices at each meal. No meal reimbursement will be provided for this category and may not be requested except in exceptional circumstances.

COUNCIL 57 – 2018 WORKING CALENDAR Executive Board Meets Promptly at 6:00 PM / Committees Meet At 9:30 AM / Delegates Meet At

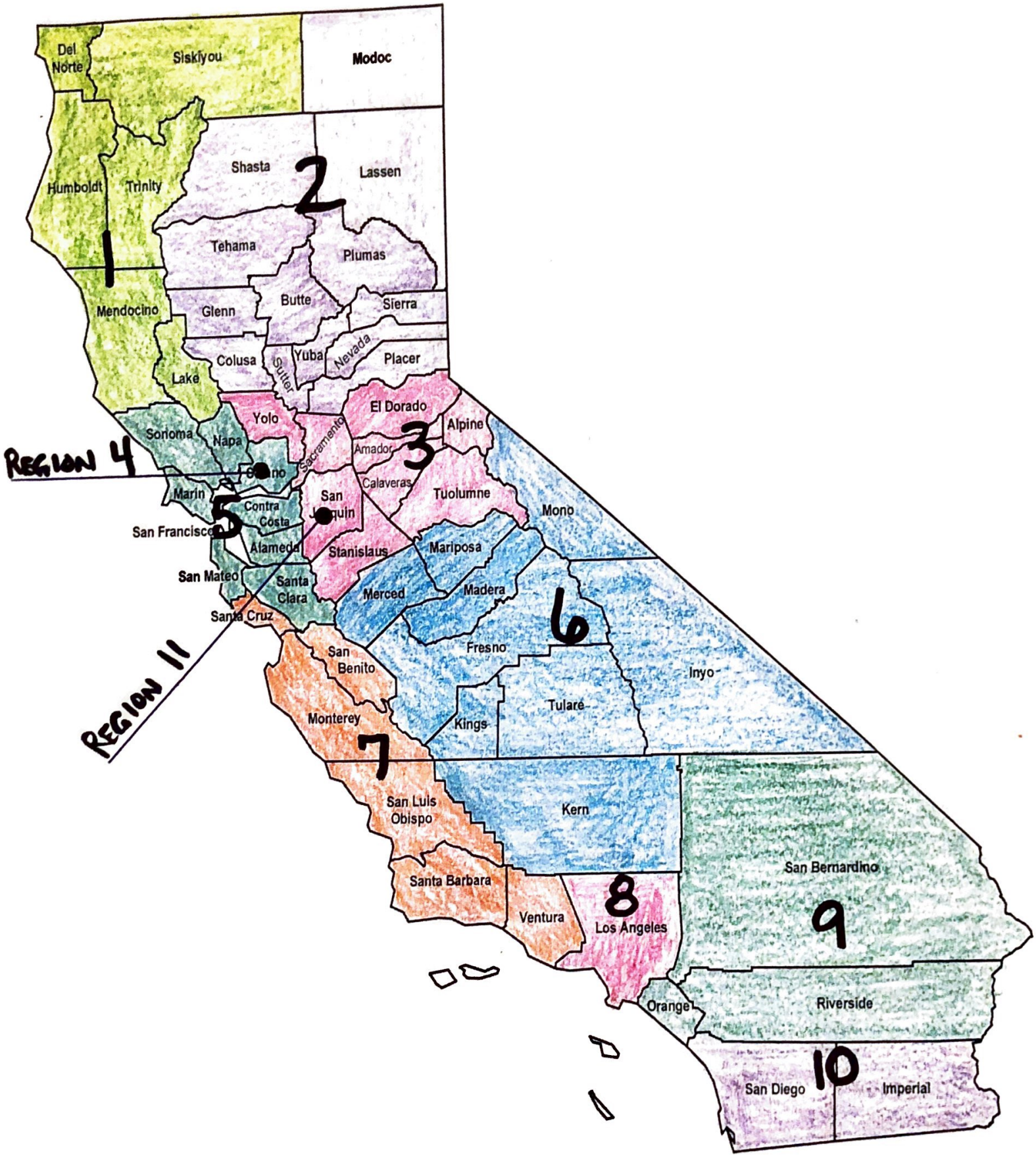
Day	Date	Meetings/Events/Holiday	Location
Tuesday	1-Jan	**New Year's Day 2018 (Observed)**	Holiday – Offices Closed
Saturday	12-Jan	**Executive Board**	North
Monday	21-Jan	**Martin Luther King Day**	Holiday – Offices Closed
Friday	25-Jan	**Business Agent Meeting**	**Oakland Office 10:00AM**
Friday	25-Jan	**PAC Meeting**	**Oakland Office (4:00PM-5:30PM)**
Friday	25-Jan	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Saturday	26-Jan	**Delegate Meeting**	**Oakland Office 10:00AM**
Tuesday	5-Feb	**Chinese New Year's**	Offices Open
Saturday	9-Feb	**Executive Officers**	
Thursday	14-Feb	Valentine's Day	Offices Open
Monday	18-Feb	**President's Day**	Holiday – Offices Closed
Friday	22-Feb	**PAC Meeting**	**Oakland Office (4:00PM-5:30PM)**
Friday	22-Feb	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Sunday	10-Mar	Daylight Savings Begins	
Friday	16-Mar	Executive Board	
Sunday	17-Mar	St. Patrick's Day	Offices Open
Monday	18-Mar	Lobby Days	
Tuesday	19-Mar	Lobby Days	
Friday	22-Mar	**PAC Meeting**	**Oakland Office (4:00PM 5:30PM)**
Friday	22-Mar	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Sunday	31-Mar	César Chavez Day	Offices Open
Saturday	13-Apr	Executive Officers	
Monday	15-Apr	Tax Day	Offices Open
Friday	19-Apr	Good Friday	Offices Open
Sunday	21-Apr	Easter	
Wednesday	24-Apr	Administrative Professionals Day	Offices Open
Friday	26-Apr	**Business Agent Meeting**	**Oakland Office 10:00AM**
Friday	26-Apr	**PAC Meeting**	**Oakland Office (4:00PM-5:30PM)**
Friday	26-Apr	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Saturday	27-Apr	**Delegate Meeting**	**Oakland Office 10:00AM**
Wednesday	1-May	May Day	Office Open
Saturday	4-May	Large Occupational Meeting	
Sunday	5-May	Cinco de Mayo/Convention	Office Open
Sunday	12-May	Mother's Day	Office Open
Friday	17-May	**PAC Meeting**	**Oakland Office (4:00PM-5:30PM)**
Friday	17-May	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Saturday	18-May	**Executive Board**	**south**
Monday	27-May	**Memorial Day**	Holiday, Offices Closed
Saturday	8-Jun	**Executive Officers**	
Sunday	16-Jun	Father's Day	Office Open
Friday	21-Jun	**PAC Meeting**	**Oakland Office (4:00PM-5:30PM)**
Friday	21-Jun	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Thursday	4-Jul	**Independence Day**	Holiday, Offices Closed
Saturday	13-Jul	**Executive Board**	north
Friday	26-Jul	**Business Agent Meeting**	**Oakland Office 10:00AM**
Friday	26-Jul	**PAC Meeting**	**Oakland Office (4:00PM-5:30PM)**
Friday	26-Jul	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Saturday	27-Jul	**Delegate Meeting**	**Oakland Office 10:00AM**
Saturday	10-Aug	**Executive Officers**	
Friday	23-Aug	**PAC Meeting**	**Oakland Office (4:00PM-5:30PM)**
Friday	23-Aug	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Monday	2-Sep	**Labor Day**	Holiday, Offices Closed
Saturday	14-Sep	**Executive Board**	south
Friday	27-Sep	**Business Agent Meeting**	**Oakland Office 10:00AM**
Friday	27-Sep	**PAC Meeting**	**Oakland Office (4:00PM-5:30PM)**
Friday	27-Sep	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Saturday	28-Sep	**Delegate Meeting**	**Oakland Office 10:00AM**
Sunday	29-Sep	Roshashana	Sunday

Tuesday	8-Oct	Yom Kippur	Offices Open
Monday	14-Oct	Columbus Day	Offices Open
Wednesday	16-Oct	Boss's Day	Offices Open
Friday	26-Oct	**PAC Meeting**	**Oakland Office (4:00PM-5:30PM)**
Friday	25-Oct	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Saturday	26-Oct	**Executive Officers**	**Oakland**
Thursday	31-Oct	Halloween	Offices Open

dbd 10/19/2018 (working calendar dates and events subject to change as necessary)

Sunday	3-Nov	Daylight Savings Time Ends	
Monday	11-Nov	**Veterans Day (observed)**	Holiday – Offices Closed
Friday	15-Nov	**PAC Meeting**	**Oakland Office (4:00PM-5:30PM)**
Friday	15-Nov	**Business Agent Meeting**	**Oakland Office 10:00AM**
Friday	15-Nov	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Saturday	16-Nov	**Executive Board**	**north**
Thursday	28-Nov	**Thanksgiving**	Holiday - Offices Closed, 2 days
Friday	13-Dec	**PAC Meeting**	**Oakland Office (4:00PM-5:30PM)**
Friday	13-Dec	**Council 57 Executive Board**	**Oakland Office 6:00PM**
Saturday	14-Dec	**Executive Officers**	**Oakland**
Sunday	23-Dec	**hannukah**	
Tuesday/Wednesday/Thursday	25-Dec	**Christmas Holidays 2019**	Holiday - Offices Closed, 3 days
Thursday	26-Dec	**Kwanzaa Begins**	Offices Closed
Tuesday/Wednesday	31-Dec	**New Year Holidays 2019/2020**	Holiday - Offices Closed, 2 days

PAC Meeting


Del Norte
Siskiyou
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Plumas
Mendocino
Glenn
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Colusa
Sutter
Yuba
Nevada
Placer
Lake
Yolo
El Dorado
Sonoma
Napa
Sacramento
Amador
Alpine
REGION 4
Solano
Calaveras
Marin
San Joaquin
Tuolumne
Mono
Contra Costa
San Francisco
Alameda
Stanislaus
Mariposa
San Mateo
Santa Clara
Merced
Madera
Santa Cruz
Fresno
Inyo
REGION 11
San Benito
Monterey
Kings
Tulare
San Luis Obispo
Kern
San Bernardino
Santa Barbara
Ventura
Los Angeles
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Constitution
for
AFSCME Local Union 2620

Article I - Name

The name of this organization shall be known as AFSCME Local Union 2620 of the American Federation of State, County and Municipal Employees (AFSCME), a member of the American Federation of Labor - Congress of Industrial Organization (AFL-CIO).

Article II - Affiliations

Local 2620 shall be affiliated with the American Federation of State, County and Municipal Employees, AFL-CIO; California District Council 57; the California Labor Federation, AFL-CIO; and other appropriate central bodies of the AFL-CIO.

Article III - Objectives

The objectives of Local 2620 are:

1. To unite health and social service professionals in California state services into a single cohesive labor union for the purpose of collective effort and to improve the conditions of the workers with respect to wages, hours, professional status, work conditions, and other conditions of employment.

2. To foster cooperation and exchange of information between the Local and all organized groups representing people with disabilities in order to promote and facilitate the delivery of quality services.

3. To promote the welfare of the membership and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as the most desirable, democratic and effective method to achieve this. Both as union members and as citizens, we shall also employ available legislative, social and political action.

4. To disseminate information among the workers regarding economic, social, political and other matters affecting their lives and welfare.

5. To do those things which may be necessary or proper to secure our rights and an environment which enhances the workers' ability to provide the best possible services to their clients.

6. To foster cooperation among affiliates of AFSCME and the AFL-CIO.

7. To cooperate with other labor organizations in particular and with other segments of our society in general towards the end that the material riches of American society be more justly distributed and that the moral promise of American life be realized.

8. To work with our brothers and sisters, both here and in other lands, towards the improvement of the conditions of life and work in all countries; towards the diminution of international tensions and a reduction in the use of armed force to resolve disputes; and towards a genuine interrelatedness of all humanity and the realization of each person's full potential.

Article IV - Membership Rights and Privileges

Section 1. All health and social services professional employees of the state of California, excluding supervisors who supervise employees in the unit, as well as other management and confidential employees who are exempt from collective bargaining, are eligible for membership in the local union subject to the requirements of the International Union Constitution.

Staff employees of the local or other affiliated bodies may join the union and pay monthly dues consistent with the minimum prevailing dues structure of the local. No member whose eligibility for membership is based upon employment in a position for which another organization is the exclusive representative with regard to wages, hours or other terms and conditions of employment shall be eligible to seek or hold office at any level of the union.

Section 2. Members shall suffer no impairment of freedom of speech concerning the operations of this union. Active discussion of union affairs shall be encouraged and protected.

Section 3. Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the union, and to pertinent information needed for the exercise of this right. All members shall have an equal

right to vote and each vote cast will be of equal weight.

Section 4. Members shall be entitled to a full reporting of any and all actions taken by the officers or any committees that are formed by the union executive board or the membership, including but not limited to the disclosure of information which prompted a particular action. Such accounting shall include but not be limited to monthly financial statements by the appropriate fiscal officer and annual audits by officers elected for the purpose pursuant to Article VI.

Section 5. Any member of Local 2620 may request the main office (holding the membership records of the local) provide the ability to communicate to union members in accordance with the International Union's Elections Code, Appendix D, and Section 1 C. The timeline shall be reasonable and consistent for all candidates and no later than 30 days of receipt of a written request. This method shall be by mailings to the individual's last known address. The requesting member shall pay the expense of this communication in full.

Section 6. Members shall have an equal right to run for and hold office, subject only to constitutionally specified qualifications, uniformly applied.

Section 7. Members shall have the right to fair and democratic elections. This includes 15 days' notice of nominations and elections, equal opportunity for competing candidates, and proper election procedures, which shall be constitutionally specified.

Article V - Elected Representatives

Section 1. The executive officers shall be comprised of the president, the vice-president for Northern, the vice-president for Southern, the secretary and the treasurer. The Northern and Southern vice-presidents shall alternate as the performing executive vice-president, with the Northern vice-president performing as the executive vice president for the two-year term beginning in 2012.

Section 2. Executive board (EB) shall be comprised of the executive officers as defined in Section 1; the standing Occupational Committee chairpersons; the facility chief stewards and the regional chief stewards. A union member may hold only one EB position per term. The EB shall be elected for a two (2) year term by mail ballot to all members of the local beginning in the year 2012.

Section 3. There shall be elected three (3) members who shall serve as trustees.

Trustees may not also serve in any position on the executive board during the same term. The trustees shall be elected to serve a two (2) year term in even-numbered years.

Section 4. For the purpose of this constitution, all elected representatives designated as "northern" shall have a work address which is north of an east-west line drawn across California, which intersects the cities of Owenyo and Avila Beach, and the "southern" representative shall have a work address south of this line.

Article VI - Duties of Elected Representatives

Section 1. The president shall be the presiding officer of this organization and shall preside over all meetings including executive officers, executive board and convention/general membership meetings, with the exception of Occupational Committee meetings. S/he shall have general supervision of the affairs of Local 2620 in accordance with the Local 2620 Constitution and policies. S/he shall appoint all standing and ad hoc committees, subject to the approval of the executive board, which shall define the task of such committees. S/he shall be an ex-officio member of all committees, except the Election Committee. S/he shall give a full report of his/her activities at each regular executive board and convention/general membership meeting to include but not limited to the progress and standing of AFSCME 2620 and regarding the president's official acts.

Section 2. The vice-presidents shall assist the president in the performance of his/her official duties. In the absence of the president, or when the president is unable, for any reason, to perform his/her duties, the executive vice-president shall assume the duties of the president. The alternating vice-president shall chair the Arbitration Committee. The vice-presidents shall be ex-officio members of the Membership Committee. Both vice-presidents shall be responsible for working cooperatively with the business agents on matters of complaints and grievances. They shall liaison with regional chief stewards and facility chief stewards to oversee appropriate resolution of all complaints and grievances. They shall give a full report of activities at each regular executive board and convention/general membership meeting.

Section 3. The secretary shall keep complete and accurate minutes of the proceedings and the need for follow up on old business at all subsequent executive board, executive officer and convention/general membership meetings. S/he shall provide a copy of such minutes to the Local 2620 office for distribution to all

executive board members. S/he shall use the recommended form for all local minutes per the International Constitution. S/he shall be responsible for maintaining and updating the Local 2620 Policy and Procedures Manual. S/he shall be an ex-officio member of the Policy Committee.

S/he shall be responsible for providing membership information to the executive board monthly. S/he will forward all received official correspondence at the next executive board meeting. S/he shall maintain copies of all official correspondence of the local. S/he shall perform such other relative duties as the executive board may require.

Section 4. The treasurer shall chair the Budget and Finance Committee, which shall submit to the executive board, in advance of each fiscal year, a prepared budget. The treasurer shall receive and receipt for all monies of the local union. S/he shall deposit all monies received in the name of the local in a bank or banks approved by the executive board. The treasurer is responsible for verifying member information, per capita tax charges, and member dues monies submitted by Council 57 to the International Secretary-Treasurer. S/he shall keep a complete and accurate record of receipts and disbursements. S/he shall submit an operating and financial statement monthly to the executive board and the convention/general membership; including a list of payees through the check register and all credit card statements. S/he shall be responsible for transferring to his/her successor in office all financial records, retention of which is required by Article IX of the International Constitution. S/he shall act as custodian of all properties of the local. S/he shall, at the expense of the local and through the International Union, give a surety bond for an amount to be fixed by the executive board of the local. S/he shall see that any financial reports required by the International Union Constitution and the AFSCME Financial Standards Code will be submitted to the International Union in accordance with the International Constitution.

Section 5. The trustees shall make or cause to be made at least annually an audit of the local's finances and shall submit a written report with the results to the executive board and convention/general membership.

Section 6. Duties of the executive officers of the local are to carry out all the ongoing business assigned to them by the executive board and shall act for the board on time-sensitive decisions, which could not be held until the next executive board meeting.

Section 7. The executive board shall decide all matters affecting the policies, aims, and means of accomplishing the purposes of the local not specifically provided for in the constitution or by action of the membership at a regular or special meeting. The executive board shall adopt a budget for each fiscal year and approve modifications thereto as necessary. The executive board shall meet at the call of the president or a majority of the members of the executive board, and at least quarterly. A quorum for the executive board shall consist of not less than 50% of its members.

Section 8. All elected officers of the executive board shall make every effort to attend all executive board and convention/general membership meetings. In the event any member of the executive board has three consecutive unexcused absences to these meetings, the executive board by a two-thirds (2/3) majority vote, may declare the member's seat vacant.

Article VII - Occupational Committees

Section 1. An Occupational Committee shall function to develop, coordinate, articulate and implement the unique interests and activities common to work-related classifications. Membership on such committees shall be open to all members in good standing in each related work classification.

The current Occupational Committees are: Chaplains Occupational Committee (CHOC), Dietitians/Nutritionists Occupational Committee (DNOC), Individual Program Coordinators Occupational Committee (IPCOC), Licensing Program Analysts Occupational Committee (LPAOC), Pharmacists Occupational Committee (PharmOC), Vocational Rehabilitation Counselors Occupational Committee (VROC), Rehabilitation Therapists Occupational Committee (RTOC), State Psychologists Occupational Committee (SPOC) and Social Workers Occupational Committee (SWOC), *Physical Medicine Occupational Committee (PMOC)*. ~~New Occupational Committees may be formed at the request of members in a given or related work classification(s). Such requests shall be submitted to the executive board for approval. In considering such requests, the executive board shall refer to the criteria stated above.~~

Section 2. Each committee itself shall determine their organizational structure and program. Each committee chairperson shall submit a proposed strategic plan and budget to the executive board within the first quarter of the year. The committee shall operate within the fiscal constraints imposed by the approved budget. Committees shall be encouraged to meet locally, regionally and hold two statewide

meetings per year, alternating between northern and southern California. The chairperson of each Occupational Committee shall preside over committee meetings.

Section 3. Members in good standing within each Occupational Committee shall elect the Occupational Committee chairpersons. These elections shall be held pursuant to Article X. The Occupational Committee chairpersons shall be voting members of the executive board. They shall act as organizers, spokespersons, liaisons and representatives for those in their work-related occupation/classification. S/he shall bring forth occupational issues to the executive board.

~~Section 4. Nothing in this article shall be construed as limiting the executive board's authority to establish interim committees or caucuses to deal with occupational needs.~~

Section 4. New Occupational Committees may be formed at the request of members in a given or related work classification(s). Such requests shall be submitted to the executive board for approval. In considering such requests, the executive board shall refer to the criteria stated in section 1 and may add additional Occupational Committee board seats with a two-third affirmative vote.

Section 5. Nothing in this article shall be construed as limiting the executive board's authority to establish interim committees or caucuses to deal with occupational needs. Such interim committees or caucuses shall not be a voting member of the executive board.

Article VIII- Facility Chief Stewards

Section 1. Each ~~Department of Mental Health State Hospital (DMH)~~ *Department of State Hospitals (DSH)* and Department of Developmental Services ~~Developmental Center~~ (DDS) *facility* shall be entitled to elect a facility chief steward (FCS).

Section 2. The FCSs shall be elected pursuant to Article X by those currently employed at each facility.

Section 3. The FCSs shall be voting members of the executive board and shall act

as organizers, communicators, liaisons and representatives for those in his/her facility. The FCSs shall be encouraged to meet locally within the worksites.

Section 4. Each facility shall determine their organizational structure and program. Each FCS shall submit a proposed strategic plan and budget to the executive board within the first quarter of the year, and operate within the fiscal constraints imposed by the approved budget. FCSs shall be encouraged to meet locally at least two times a year.

Section 5. The executive board with a two-third affirmative vote may add additional facility chief steward board seats based on constituency needs and other administrative, operational or servicing considerations. The new facility chief steward board seat shall be filled by a member in good standing whose work site is located within the defined facility.

Section 6. The executive board with a two-third affirmative vote may eliminate a facility chief steward board seat either upon the closure of such facility or when the membership of such facility falls below one percent of the total union membership. The elimination of such seats shall not take effect until the next regularly scheduled election. Upon elimination of the seat, the facility will then be represented by the regional chief steward where the facility is based.

Article IX-Regional Chief Stewards

Section 1. Chief steward regions in existence are: Region 1: Redwood Empire (Crescent City to Rhonert Park); Region II: Shasta (Oregon border to Chico); Region III: Sacramento/Stockton; Region IV: Vacaville area facilities; Region V: Bay area (Vallejo to the Monterey Peninsula); Region VI: Central Valley (Merced to Tehachapi); Region VII: Central Coast (Paso Robles to Thousand Oaks); Region VIII: Los Angeles County; Region IX: Orange/Inland counties; Region X: San Diego/Imperial counties; *Region XI: Stockton Area*

Section 2. The regional chief stewards shall be elected by all members in good standing whose worksite is located within the defined region. Members represented by a facility chief steward per Article VIII are not eligible to run or vote for this office. These elections shall be held pursuant to Article X.

Section 3. The regional chief stewards shall be voting members of the executive

board and shall act as organizers, communicators, liaisons and representative for those in his/her region not represented by a facility chief steward. S/he will act as liaison for local worksite stewards within the region.

Section ~~4~~ *5*. The executive board with a two-third affirmative vote may add additional regional chief steward board seats based on constituency needs and other administrative, operational or servicing considerations. The filling of such seats shall not take effect until the next regularly scheduled election and shall be filled by ~~all members~~ *a member* in good standing whose work site is located within the defined region.

Section ~~5~~ *4*. Each region shall determine their organizational structure and program. Each regional chief steward shall submit a proposed strategic plan and budget to the executive board within the first quarter of the year, and operate within the fiscal constraints imposed by the approved budget. Regional chief stewards shall be encouraged to meet regionally at least two times a year.

Section 6. The executive board with a two-third affirmative vote may eliminate a regional chief steward board seat when the membership of such region falls below one percent of the total union membership. The elimination of such seats shall not take effect until the next regularly scheduled election. Upon elimination of the seat, the region will then be absorbed by one or more neighboring regions as determined by the board.

Article X-Nomination and Election of Officers and Executive Board Members

Section 1. All matters concerning nominations and elections shall be subject to the provisions of Appendix D, entitled Elections Code, of the AFSCME International Constitution.

Section 2. An Election Committee shall be appointed by the president and ratified by the executive board. Members of the Election Committee may not be a candidate for office or serving in the capacity as an executive board member, trustee or Council 57 delegate. The Election Committee, upon completion of their task, shall report election results to the membership.

Section 3. Not less than fifteen (15) days prior to the holding of nominations for local union office, notice of the nominations and elections shall be mailed to each member at the member's last known address.

Section 4. To be eligible for any officer, committee chairperson, facility or regional steward position, the candidate must be a member in good standing for six (6) months immediately preceding the election. In the event that the local's membership increases by fifty percent (50%) or more since certification of the prior election, the six (6) month requirement shall stand suspended for the next election.

Section 5. Nominations for all officers, occupational chair, facility chief steward, regional chief steward, trustee and Council 57 delegate positions shall be opened in August of the election year, due and proper notice having been given to all members. Election of all officers, executive board, occupational chairs, facility chief stewards, regional chief stewards, trustees and Council 57 delegates shall be in October.

Section 6. Those elected shall be installed in office immediately upon the local union's acceptance of the Election Committee's written report on the election, per the AFSCME International Constitution, Appendix ~~0~~ D, Section 2~~, Sub-Section J~~. The committee's report shall be given at the November regional general membership meetings to be conducted in the north, south and Central Valley regions of the state no later than one week after the election and may be postponed only to enable the Election Committee to complete its work. Incumbents shall meet and relinquish all union property to the newly elected board members immediately after installation.

Section 7. Vacancies in the offices of the vice-presidents, secretary, treasurer or trustees shall be filled for the remainder of the unexpired term by a two-thirds ~~2/3~~ vote of the executive board. In the event the office of president falls vacant, the vice president performing as the executive vice-president shall become president for the remainder of the unexpired term.

Section 8. In the event of a vacancy in one of the occupational chairs, facility chief steward or regional chief steward executive board seats, or the creation of a new committee, facility or region mid-term, the vacancy/new position shall be filled for the remainder of the unexpired term by election of the members of the Occupational Committee, facility or region in which the vacancy occurs or in which the position was created.

Article XI - Meetings and Convention

Section 1. The executive board shall convene a statewide convention or general membership meeting no less than biennially. A quorum shall consist of five percent (5%) of the membership per the most recently approved membership report.

No less than ninety days prior to the statewide convention or general membership meeting, the president, with the approval of the executive board, shall appoint a Resolution Committee, charged with soliciting and reviewing proposed resolutions. Resolutions proposed at the general membership meeting or convention shall be submitted in writing, at least 30 days in advance, to the Resolution Committee for review. The committee shall submit a summary of the proposed resolution to assist the executive board in voting to submit a "pass" or "no pass" recommendation to the membership. No resolution may be introduced thereafter unless consent is given by a majority vote of the meeting or convention.

Section 2. Regional general membership meetings (north, south and Central Valley) shall be conducted in May and November each year at a time and location determined by a majority of the executive board. In election years, the November regional general membership meetings shall be scheduled no later than one week after the election and may be postponed only for the purpose of enabling the Election Committee to complete its work.

Section 3. Special meetings of the membership shall be called at the petition of one-quarter (1/4) of all members or the majority of the executive board. A quorum shall consist of five percent (5%) of the membership, per the most recently approved membership report.

Section 4. Each member of Local 2620 shall be entitled to written notification of each statewide meeting of the convention/general membership and regional general membership, after the calendar is set. Each such notice shall contain an agenda. Such notification shall be mailed at least thirty (30) days prior to the meeting.

Section 5. Executive board meetings and meetings of the executive officers shall be open to all members. It shall be the local's practice to announce or give notice prior to such meetings. The minutes of these meetings shall be available upon request.

Section 6. Meetings of the executive board shall be held at least every other month, alternating in the north or south at a time designated by the president, or a majority

of the members of the executive board, pursuant to all other sections of this constitution.

Section 7. Meetings of the executive board can be held by conference call or web conference. All executive board members shall be duly notified in writing at least seven (7) days in advance of any such meeting, if possible.

Section 8. Meetings of the executive officers may be called by the president or by any three (3) executive officers. Three (3) executive officers shall constitute a quorum to conduct business at such meetings. The minutes of any executive officers meeting shall be distributed prior to the next executive board meeting or not more than seven (7) days after the executive officer meeting date(s), whichever occurs first.

Section 9. All meetings shall be run under the auspices of Robert's Rules of Order, Newly Revised, with reasonable accommodations specifically related to the Americans with Disabilities Act requirements.

Article XII - Duties and Finance

Section 1. Application for membership to Local 2620 shall be made available on the standard application form for membership in Local 2620. The form shall contain an authorization for payroll dues deduction, but not to preclude the self-payment of dues, and no person may be admitted to membership unless s/he has returned the application forms or reasonable facsimile thereof, signed and dated, to the treasurer. There shall be a place on such application to indicate the designated address.

Section 2. Membership dues shall be payable monthly through a system of regular payroll deduction or personal check in advance to the local treasurer and in any event shall be paid no later than the fifteenth day of the month in which they become due. Any member who fails to pay dues by the fifteenth day of the month in which they become due shall be considered delinquent and upon failure to pay dues for two successive months shall automatically stand suspended. Any person who is paying his/her dues through a system of regular payroll deduction shall, for so long as s/he continues to pay through such deduction method, be considered in good standing. A member suspended under this section may be reinstated to membership in the local upon payment of all arrearages.

Section 3. The monthly membership dues of Local 2620 shall be .008 of each

member's base gross salary. The executive board shall review the dues structure yearly, and any change in the dues structure shall be voted on by the general membership as an amendment to the constitution. Minimum dues increases or changes to dues system structure, mandated by the International Constitution are not subject to this provision.

Section 4. Membership dues, and any other receipts which shall accrue to Local 2620, shall be placed in the local treasury, which shall be kept in a bank approved by the executive board in which the Federal Deposit Insurance Corporation insures deposits.

Section 5. The per capita taxes of each Local 2620 member to each affiliate shall be paid promptly from the local's treasury.

Section 6. The executive board shall authorize disbursements other than regular and routine disbursements approved within a budget, in advance. When the executive board is not in session, a majority of the executive officers may authorize disbursements, to be reviewed by the executive board at its next regularly scheduled meeting.

Section 7. The treasurer shall provide a full statement of receipts, disbursements, assets, liabilities, and net worth at each meeting of the executive board and the general membership, including a list of payees through the check register and all credit card statements.

Section 8. All disbursements, however small, shall be paid by check, signed by any two of the following five executive officers: the president, the executive vice-president, the vice-president, the treasurer and/or the secretary. All transactions shall be immediately reported to the treasurer for recording.

Article XIII - Collective Bargaining

Section 1. The negotiating team shall be comprised of the local's president and vice-presidents, and each chairperson of the Occupational Committees or their designated alternates. Other representatives from the Occupational Committees shall be selected by the executive board and/or the negotiating team, as needed, to insure participation by each job classification or grouping uniquely affected by the contract negotiating process. Other consultants may be International, council, or local staff selected by the executive board and/or the negotiating team, as needed, to offer special technical expertise/support. The purpose of the negotiating team is

to develop a negotiating strategy, to carry on negotiations, and to report regularly the progress of negotiations to the executive board and the general membership. When a tentative agreement is reached, it shall be submitted to the executive board.

Section 2. The executive board shall confer to review any tentative agreement. The executive board shall expeditiously submit the tentative agreement to the general membership for ratification with a recommendation "to accept," "to reject," or "no comment." Ratification shall be by secret ballot, mailed to all members at their last known address. They must be returned by mail following the instructions provided with the ballot to the address indicated on the return envelope. A majority vote of those voting is needed to ratify the tentative agreement as proposed.

Section 3. A strike sanction requires a two-thirds (2/3) majority affirmative executive board vote or three-quarters (3/4) majority affirmative vote of the general membership voting by secret mail ballot. The executive board shall review any strike sanction and shall, only with a three-quarters (3/4) majority affirmative vote, be authorized to begin a strike action.

~~Section 4. Job actions require a two-thirds (2/3) majority affirmative executive board vote.~~

Article XIV - Authority

Section 1. Local 2620 shall be governed under provisions of the following documents. Any provision of any document that conflicts with a provision of a higher document shall be null and void.

1. AFSCME International Constitution, including appendices
2. AFSCME Financial Standards Code
3. AFSCME Local 2620 Constitution

Section 2. All sovereign powers of Local 2620 shall be vested in regular and special meetings of the general membership. The executive board shall be the governing body of the local except when meetings of the general membership are in session or when authority is given to the executive officers as provided in Article VI, Section 6.

Section 3. Except to the extent specified in this constitution, no elected representative of the local shall have the power to act as agent for or otherwise

bind the local union in any way whatsoever. No member or group of members or other person(s) shall have the power to act on behalf of or otherwise for the local except to the extent specifically authorized by the president of the local union or by the executive board of the local union.

Section 4. Robert's Rules of Order, Newly Revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with the constitution and special rules of the local or of the International American Federation of State, County and Municipal Employees.

Section 5. All judicial procedures shall be conducted in accordance with Article X of the International Constitution.

Section 6. All members of this local shall receive a copy of this constitution governing the local and of any amendments which may be adopted at any later time.

Article XV - Amendments

Section 1. This constitution may be amended, revised or otherwise changed by a vote of a majority of the members casting a ballot on such proposed change. Such amendment, revision or change shall take effect only upon written approval of the International President.

Section 2. The executive board, by a majority vote, shall submit a proposed amendment to the membership. A proposed amendment to this constitution may be made at a statewide convention or a general membership meeting, a regular or special meeting of the local or distributed by mail. An executive board recommendation shall accompany each proposed amendment.

Section 3. A written copy of the proposed amendments and a mail ballot must be sent to every member at their last known address. Amendments may be voted on at a statewide convention or general membership meeting provided that a written copy of the proposed amendments is sent to the members no less than 30 days prior to the meeting.

Article XVI - Delegate Elections

Section 1. Council 57 or International Convention delegates shall be elected in a manner prescribed for the election of local officers pursuant to the International Constitution, Appendix D, Section 3.

Section 2. The president shall serve as a delegate to the Council 57 and International Convention.