



National Postal Mail Handlers Union-Local 305

4907 Fitzhugh Avenue, Suite 100

Richmond, VA 23230-3533

Felandria A. Jackson, President

Leslie Hamlett, Treasurer

Eugene Horton <i>Vice President</i>	Dwight Burnside <i>Recording Secretary</i>	Cynthia Brown <i>North Carolina</i>	Mike Perry <i>Maryland</i>	Lamar Grigsby <i>Washington, DC</i>	Richard Mason <i>Virginia</i>	Nathan Fields <i>West Virginia</i>
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OFFICIAL MINUTES

Council Meeting

National Postal Mail Handler's Union – Local 305

4907 Fitzhugh Avenue, Suite #100

Richmond, Virginia 23230-3533

February 24, 2017

The meeting of the NPMHU Local 305 Council was called to order by President Jackson at 9:04am. The invocation was given by Vice President Horton and the roll call was conducted by Recording Secretary Burnside, with all Board and Council members present. (Roll Call attached)

Overview of Council Meeting

President Jackson briefly discussed the goals of the Administration going forward. Items discussed included the following:

- Increase Membership (Membership Drive to begin March 1, 2017)
 - A voluntary supplemental Life Insurance Plan for members only and will include short term disability coverage.
 - Members will automatically receive a \$5000 AD/D insurance policy.
 - Improving the VEBA Death Benefit Plan and Local Scholarship fund.
- Improving Representation
 - Branch Presidents encouraged to train stewards continuously. Monthly meetings are suggested and encouraged.

- Monthly Reports properly filed.
 - Emphasis on Branch Presidents providing accurate information.
 - Proper Steward Certifications in accordance with Art. 17.3.
 - Proper Grievance Review – Branch Presidents are obligated and responsible for reviewing every grievance coming out of their office.

Expectations - (100% quality representation) Giving our absolute best to represent our members in all things. Improving our representation through proper training and preparation. Rebuilding our Union one member at a time through our leadership, representation and conduct.

Facility Visits

- Bulletin Boards should always be up to date.
- Log Books – There must be a log book of all grievances generated in each office. The log book should be in plain view and accessible to all stewards. Stewards are encouraged to keep their own personal book however they must log all their grievances in the official office log book.

Chain of Command (Imperative) Crucial to proper organization and proper utilization of those put in position to accomplish the goals of the Local. **THE CHAIN OF COMMAND MUST BE RESPECTED.**

Review of Minutes

Council Meeting minutes from April 15th and 16th of 2016 were distributed for the Council's review. As result of the review the following motions were made:

- **DCSEBM Lamar Grigsby made a motion to accept the April 15, 2016 minutes as written.** The motion was seconded by Branch President Calvin Vines and moved forward unanimously.
- **VASEBM Richard Mason made a motion to accept the April 16, 2016 minutes as written.** The motion was seconded by Branch President Douglas Grimm and moved forward unanimously.

CAD Report

Vice President Horton briefly discussed the direction of the Local's Contract Administration Department (CAD). The following subjects were discussed:

- Year to Date Report – The Local has successfully pre-arbitrated 244 cases year-to date.
- Strength/Weaknesses – Templates
 - Grievances Filed Timely – The CAD gave accommodation to the entire Council for grievances being filed in a timely manner throughout the Local.
 - Administrative Leave Grievances – The CAD explained the strengths and weaknesses of “Emergency/Disaster” grievances. Expressing the importance of requesting the proper information and providing adequate documentation/statements. Council was provided with a template of all information that should be requested to be successful.
 - Veterans Preference (Article 16.9) – The CAD presented a mock case for the Council’s review. After review the Council was encouraged to become more familiar with employee rights under the Veterans’ Preference Act and instruct Stewards accordingly.
- Scanning – The CAD reported that not scanning can be detrimental to the stability of craft Job assignments and accountability. Continued failure to scan may result in a loss of jobs, contributing to excessing and even facility closings. Branch Presidents are encouraged to emphasize the importance of scanning to the membership going forward.
- Steward Certification (Art. 17.2) The CAD reiterated the importance of proper Steward certification. Explaining that an improper certification can result in the USPS challenging all grievances filed. Branch Presidents are encouraged to review certifications and update in accordance with Article 17.2.
- New Contract - The CAD briefly discussed the changes in the new contract and the impacts going forward. The Council is encouraged to become familiar with the changes in view of upcoming LMOU’s and MHA impacts.

Financial Report

The Profit & Loss documentation covering the periods from January through December 2016 and January 1 through February 24, 2017 were distributed for the Council’s review. Treasurer Hamlett provided a detailed explanation and justification for all accounts. As result of the review and discussion the following motion was made:

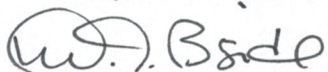
- **Branch President Charles Purdue made a motion to accepts the Financial Report as presented.** The motion was seconded by Branch President Jose Pena’ and moved forward unanimously.

Review of the Bylaws – The 2016 Bylaws were distributed for the Council’s review. As result of the review and discussions, the following changes, corrections and/or additions will be reflected:

- Article II Sect. 7 – The last sentence will be changed to read; **“The Local will ensure that they have an ample amount of all items listed in Section 6 to supply to the field when needed”.**
- Article III Sect. 1 (A) and (B) – **Branch President Charles Purdue made a motion to freeze all compensation as currently provided.** The motion was seconded by Branch President Douglas Grimm and moved forward unanimously.
- Article III Sect. 7(5) – President Jackson made a motion to change the language to reflect the following: **“The Local shall provide Aprons, Constitutions, Contracts and all VEBA forms to new members along with the welcome letters. (Items may be issued on flash drive)”** The motion was seconded by Branch President Douglas Grimm and moved forward by majority vote.
- Article IV Sect. 1 – The paragraph will be corrected and changed to read as follows: “Every Branch is entitled to have an Annual Affair which may include family members, except during a Local General Election year. The monetary allowance for the Annual Affair shall be the current dues per member. **The Local Office will provide door prizes.** Any cost associated with Branch Meetings will come from this allotted budget. **During a Local General Election year, Branch Meetings will continue in accordance with Article III, Sect. 6 of the Local Bylaws.**
- Article VI Sect. 1A. – **DCSEBM Lamar Grigsby made a motion to change the official cut-off date for Annual Affair approvals from July 1 of each year to June 1 of each year.** The motion was seconded by Branch President Douglas Grimm and moved forward unanimously.
- After review and lengthy discussions **DCSEBM Lamar Grigsby made a motion to accept the Bylaws with the changes and additions.** The motion was seconded by Branch President Jose Pena’ and moved forward unanimously.

With no further business to discuss, President Jackson made a motion to adjourn. The motion was seconded by DCSEBM Lamar Grigsby and moved forward unanimously. The official time of adjournment was 2:38pm.

Always Yours in Service;

A handwritten signature in black ink, appearing to read "D.F. Burnside". The signature is written in a cursive, somewhat stylized font.

Dwight F. Burnside

Recording Secretary

Local 305 Union COUNCIL MEETING

ATTENDANCE ROLL CALL

Date: **February 24, 2017**

Felandria Jackson	President
Leslie Hamlett	Treasurer
Eugene Horton	Vice President
Dwight Burnside	Recording Secretary
Lamar Grigsby	DCSEBM
Cynthia Brown	NCSEBM
Richard Mason	VASEBM
Nathan Fields	WVSEBM
Mike Perry	MDSEBM
Calvin Vines	WADC
Darrell Manigo	Baltimore, (P&DC)
Mike Milton	Baltimore, (IMF)*
Theodore Thomas	Suburban, MD
Pamela Murry	Easton, MD
Lori Freeman	Southern, MD
Charles Perdue	Roanoke, VA
Douglas Grimm	Norfolk, VA
Jose Pena'	Dulles, VA
Marvin Simpson	Richmond, VA

Maurice Wallace

Phillip Johnson

Darlene Williamson

Desiree Pettway

Lowell Perrault

Fayetteville, NC

Rocky Mount, NC

Greensboro, NDC

Greensboro, NC

Raleigh, NC

Present 24

Absent 0

Total 24



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OFFICIAL MINUTES

Council Meeting

National Postal Mail Handler's Union – Local 305

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February 25, 2017

The meeting of the NPMHU Local 305 Council was called to order by President Jackson at 9:05am. The invocation was given by Branch President Calvin Vines and the roll call conducted by Recording Secretary Burnside. (Roll Call attached)

LMOU Training

National Contract Administration Department (CAD) Manager T. J. Branch was introduced to the Council. Mr. Branch discussed and provided instruction to the Council for Local Negotiations of the LMOU. The following items and/or issues were discussed:

- **Proper and timely notifications** – Management or the Union must notify the other party by March 15, 2017 of any intent to open Local Negotiations. (Appendix C. of the handbook provides an example of a notification letter)
- **Implementation Period** – Sixty total days (from Mar. 1 – Apr. 29, 2017). Both parties must agree to 30 consecutive days within the sixty.
- **Deadline for Proposals** – Set a deadline date for both parties to present all proposals. This prevents either of the two parties from just presenting counter proposals.

- **Setting Ground Rules** - Samples provided in Appendix G of the handbook.
- **Spokesperson** – It is important to designate one spokesperson for the group. Proper and respectful presentations are imperative. The team must be unified with its spokesman. Under normal circumstances the Branch President should take the lead.
- **Staying Within Scope** – Be careful not to implement or allow the implementation of items not within the scope of Local Negotiations and in accordance with the National Agreement.
- **Bargaining in Good Faith** – The LMOU becomes a binding contract. Be forthright and honest in all things. Be prepared to provide a clear explanation and documentation for any changes you would like to make.
- **Information Requests** – Relevant and reasonable requests for information must be provided in accordance with Article 31.3 of the National Agreement. All information requests should be in writing.

Contract Changes

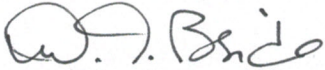
Mr. Branch briefly discussed and provided clarification of the new Contract changes and how these changes should be properly implemented and/or addressed. Points of emphasis included the following:

- **MHA Conversion** – MHA's with 2.5 or more years as an MHA, in installations which have 200 or more man years of employment will be automatically converted to full-time career status. It is important to note that the 200 or more man years are based on reports associated with the new contract and not the old. The conversion date is from 08/13/2015. (200 or more man-years reports were not available at this time)
 - Transfers – A newly converted MHA with 2.5 years or more, counts towards the lock-in period for transfers. (The NPMHU is the only craft that has this provision for members)

Mr. Branch brought the Council meeting to conclusion after a brief Q& A session.

With no further business to discuss President Jackson made a motion to adjourn. The motion was seconded by DCSEBM Grigsby and moved forward unanimously. The official time of adjournment, 12:00pm.

Always, in Your Service;

A handwritten signature in cursive script, appearing to read "Dwight F. Burnside".

Dwight F. Burnside

Recording Secretary

Local 305 Union COUNCIL MEETING

ATTENDANCE ROLL CALL

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