



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

Executive Board Meeting

National Postal Mail Handler's Union - Local 305
4907 Fitzhugh Avenue, Suite 100
Richmond, Virginia 23230 - 3533
February 23, 2017

In attendance:

Felandria Jackson - Local President
Leslie Hamlett - Treasurer
Eugene Horton - Vice President
Dwight Burnside - Recording Secretary
Cynthia Brown - NCSEBM
Mike Perry - MDSEBM
Lamar Grigsby - DCSEBM
Richard Mason - VASEBM
Nathan Fields - WVSEBM

The meeting of the Executive Board of Local 305 was called to order by President Jackson at 9:02am. Invocation was given by Vice President Horton and the roll call was conducted by Recording Secretary Burnside.

REVIEW OF THE MINUTES:

Executive Board Meeting minutes from December 8th and 9th of 2016 were distributed for the Board's review. As result of the review the following motions were made:

- **President Jackson made a motion to accept the Dec. 8, 2016 minutes as written.** The motion was seconded by Treasurer Leslie Hamlett and moved forward unanimously.
- **Vice President Horton made a motion to accept the Dec. 9, 2016 minutes as written.** The motion was seconded by DCSEBM Lamar Grigsby and moved forward unanimously.

OLD BUSINESS:

- President Jackson asked for feedback on any of the previous issues discussed during Executive Board Meetings. All past issues were up to date or properly before the Board at this time.

NEW BUSINESS:

- In preparation for the upcoming Council meeting, President Jackson presented an overview and briefly discussed the responsibilities of the Executive Board and Council. The following subjects were discussed:
 - Bylaws – Corrections and Additions.
 - Annual Affairs – (Suggestions and/or recommendations)
 - Compensation – (Putting together a comprehensive package)
 - Budget – (Maintaining budgetary control and setting financial goals)
 - *Stewards Training and allowance for Local committees were briefly discussed.*
 - LMOU Training – In view of the new contract, preparations for upcoming Local Negotiations were discussed.
 - President Jackson announced that WVSEBM Nathan Fields and Branch President Calvin Vines will serve as Sergeant-at-Arms during the meetings.

- **Charitable Projects** - Projects to increase membership and/or get members involved. Membership Drive (Beginning March 1, 2017)
 - Supplemental Life Insurance - Through Colonial Life Insurance the Local will be offering Supplemental Life Insurance benefits **for members only**. This will include accidental, short term disability and whole life insurance. Representatives from Colonial Life Insurance will be visiting facilities during the upcoming year. Facilities will be notified accordingly.
 - Back to School Projects – Under short notice last year the Local received good participation. For the upcoming school year, the Local will look to involve more facilities and look for more volunteers and participation.

Other charitable events and activities for consideration included:

- Care Packages for the Homeless.
- Thanksgiving and Christmas gift and/or food drives.

Branch Presidents are encouraged to get the membership involved and keep them notified as projects are presented.

- **Website Updates:**

- Newsletter – Shop Steward Tim Powers from the Charleston, WV facility has been appointed as the editor for the Local's Newsletter.
- President Jackson discussed suggestions for the contents of the Newsletter. Topics discussed included:
 - Reports from the President, Treasurer and the CAD.
 - Topics of choice from Executive Board and Council members.
 - Input from members around the Local.
 - Creating a skills bank to encourage and utilize membership services and skills.

LEGAL ISSUES:

- President Jackson shared with the Board that there were no major legal issues to discuss. However, there were a number of labor charges that have been resolved.

FINANCIAL REPORT:

- **Proposed VEBA Budget for 2017.** The VEBA Profit and loss documentation from the previous year (2016) was provided for the Board's review. As result of the discussion and review, the following motion was made:
 - **Treasurer Hamlett made a motion to increase the VEBA Scholarship fund to \$20,000 per year.** The motion was seconded by DCSEBM Lamar Grigsby and moved forward unanimously.
 - **VEBA Death Benefits Plan** - Treasurer Hamlett discussed the importance of updating employees VEBA Death Benefits plans. Branch Presidents are encouraged to make sure that all member Death Benefit forms are updated and an official stamped copy provided to each member.
 - The Treasurer briefly discussed the compensation for LIUNA retirements and explained how these retirements affect the Local's overall budget.
 - Treasurer Hamlett provided updated documentation and pictures for the Boards review of all the repairs, renovations and the replacement of the office building roof. (Reference 2016 Council Meeting Minutes)

- **Profit & Loss:** Treasurer Hamlett distributed Profit & Loss documentation covering the period of January through December 2016 and January through February 23, 2017 for Board's review. As result of the review and discussion the following motion was made:
 - **DCSEBM Lamar Grigsby made a motion to accept the Local's Accounts as presented.** NCSEBM Cynthia Brown seconded the motion and it was moved forward unanimously.

CAD Report:

The Board briefly discussed the expectations and duties of the Local's CAD Manager. As result of this discussion the following duties and responsibilities were assigned:

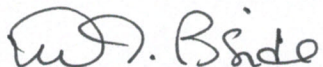
- Ensure that all cases are properly scanned and logged into the system.
- Prepare, assign and/or pre-arbitrate cases that are open on the provided docket.
- Assist with contractual questions and issues.
- Provide reports and technical assistance to the Local President.

- CAD Quarterly/Year to date reports – 66 cases have been pre-arbitrated since the last Executive Board meeting. (Dec. 9, 2016) Total of 244 cases pre-arbitrated year-to-date.
- Local Advocates & Issues – The Board briefly discussed the Local’s commitment and resources dedicated to the continued growth of Advocates for the Local going forward. Subject will be discussed further at the next Board meeting.
- New Contract & LMOU’s – The CAD briefly reviewed some of the changes in the new contract. Branch Presidents are encouraged to familiarize themselves in preparation for upcoming Local Negotiations and the implementation of contractual changes that have an immediate impact.
 - The CAD emphasized the need to be cautious and to use great discernment when deciding rather or not to open negotiations for facility’s LMOU’s.
- Grievance Templates – The CAD discussed the provision of templates from the Local’s Contract Administration Department to assist Stewards in the field. The following grievance Templates were suggested and further discussed:
 - Administrative Leave for Emergency/Disasters – Request for Information “templates” will be provided to assist the field with requesting the proper information to be successful with Administrative Leave cases. (Copy of template attached)
 - Veterans’ Preference (Article 16.9) – The CAD presented a mock case “template” to assist Stewards with Veterans’ Preference cases. Emphasizing the importance of Stewards becoming more familiar with the rights of employees under the Veterans’ Preference Act. (A mock case template will be e-mailed to all Branch Presidents)

Branch Presidents are encouraged to become familiar with these templates and properly instruct Stewards in accordance.

With no further business to discuss, DCSEBM Lamar Grigsby made a motion to adjourn. The motion was seconded by VASEBM Richard "Bobby" Mason and moved forward unanimously. The meeting officially adjourned at/or about 4:42pm.

Always Yours in Service;

A handwritten signature in cursive script that reads "D. Burnside". The signature is written in dark ink and is positioned above the printed name.

Dwight F. Burnside

Recording Secretary



National Postal Mailhandlers Union Local 305

Request For Information

Date: _____

To: _____

Title: _____

From: _____

Title: _____

Received By: _____

Date: _____

The Union hereby request the following documents and/or witnesses be made available in order to properly identify whether or not a grievance exist and, if so, their relevancy to the grievance.

- Governor's Declaration/Executive Order (when executed & lifted)
- Press Releases (State/County Government)
- Map (radius of impacted area)
- Postal Bulletins, Newsbreaks, Stand-Up Talks (District, Installation, and Area Offices)
- Leave Usage/Call-In Log (installation-wide, all crafts & EAS)
- TAC120R3 - Hours Type Inquiry Report (05500, 05510, 07800, and 07900 all employees)
- Operational Curtailments (start & ending times)
- Transportation Records (Incoming, Outgoing, & Cancelled/Late Trips)
- Public Transportation Status
- TAC500R3 - Employee Everything Report (Clock Rings)
- Employee statements (possibly another template, internally used by the Union)

In addition to the above request, this Union is requesting any and all information used in management's actions that resulted in the filing of Grievance: Investigation

NOTE: Article 17.3 of the National Agreement requires the Employer to provide for review all documents, files and other records necessary in processing a grievance. Article 31.3 requires that the Employer make available for inspection by the Union all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of the National Agreement.

(Steward's Typed Name)

_____ Your request is approved and the information will be provided by _____ (Date)

_____ Your request is denied for the following reason(s) _____

Supervisor's Signature:

Date:

Revised 1998