



Mail Handlers Local Union No. 323

1602 Selby Ave., Suite 5 St. Paul, MN 55104
(651) 646-2827 Fax (651) 646-0991 LocalOffice@local323.org

Minutes of the Local Union 323 Executive Board Meeting ST. PAUL, MN March 30, 2016

Jeff Larsen

Local President

Kathy Schultz

Vice President

Dean Abatte

Recording Secretary

John Frey

Treasurer

State Executive

Board Members

Shane Ryden

Minnesota

Brock Engstrom

North Dakota

Branch Presidents

Dean Abatte

Minneapolis

Gerald LaBarre

St. Paul

Mike Straiton

NDC

Gary Tollefsrud

Fargo

IN ATTENDANCE:

Local President: Jeff Larsen

Vice President: Kathleen Schultz

Recording Secretary: Dean Abatte

Treasurer: John Frey

MN State Representative: Shane Ryden

ND State Representative: Brock Engstrom

Local President Jeff Larsen called the Executive Board to order at 10:50 a.m.

The Local Executive Board reviewed the previous meeting minutes from December 17, 2015. MNSR Shane Ryden motioned to accept the minutes with a note to amend the National Convention compensation from 6 to 7 days for a total of \$350. The motion and requested amendment was second by Recording Secretary Dean Abatte. No objections, the motion carried unanimously.

Local President Jeff Larsen reports: (see attached for full report)

Local 323 Complement Reported

Local Issues

- Fiscal Year Change
- Election of Delegates to the 2016 National Convention
- Semi Annual Meeting of the Local Unions (SAMLU)
- Open Season Follow UP
- Local 323 Dental Program
- State of Minnesota Audit

Branch Activities

- Metro Branches
- Out-State Branches
- North Dakota Branch Issues

Local President Jeff Larsen submitted for review his Expense Report and Time Sheet. NDSR Engstrom moves to authorize the Local Presidents expenses for the time frame reported. MNSR Ryden seconded, motion carried unanimously.

Local President Jeff Larsen submitted for review his Leave Hours and Time Sheet for 2015.

President Larsen raised several issues to discuss that included:

- FMLA training and Veterans benefits
- Marketing of the MHBP. Identifying those to be targeted for enrolment
- Non-member sign up drive
- Minnesota State Taxes
- LIUNA Convention

Treasurer's report:

Local Treasurer John Frey submitted the Local's Balance Sheet and Profit and Loss Statements. Vice President Schultz motioned to authorize the expenses of the Local Union for the time frame enumerated. The motion was seconded by NDSR Engstrom, motion carried.

Agenda Items:

NPMHU 2016 National Convention compensation package

It was discussed and agreed to that the compensation package for the 2016 National convention would be as follows;

1. The Local office will coordinate Travel plans with Delegate
2. Per Diem of \$50 per day for a Total **\$350** for the length of the convention
3. **Seven (7)** Days Hotel stay coordinated and paid for by the Local Union
4. 40 hours of straight pay to include Night differential and Sunday premium if earned (No Loss)
5. Transportation: Travel to Airport from Home, to hotel from Airport, to airport from Hotel and to Home from Airport upon submission of receipts from delegate to the Local Union. Receipts must accompany voucher

*Bold indicates suggested amendment

President Larsen opens the floor for general discussion, comments, questions, hearing none, MNSR Ryden motions to adjourn the Local Executive Meeting.

The motion was seconded by Vice President Schultz. Meeting adjourned at 1:55 pm.

Respectfully Submitted,

Dean Abatte
Recording Secretary Local 323
National Postal Mail Handlers Union

cc: **Local Union Council**
Branch Leaders
File



Mail Handlers Local Union No. 323

1602 Selby Ave., Suite 5 St. Paul, MN 55104
(651) 646-2827 Fax (651) 646-0991 LocalOffice@local323.org

March 30, 2016

Local President's Report

Local 323 Complement:

The Local 323 career complement as of PP-5-16 is 654 (587 MN & 67 ND) and the MHA complement is 89 (80 MN & 9 ND). Combined Membership is 646.

Local Issues:

- **Fiscal Year Change**

January 1st marks the beginning of a new fiscal year and numerous tasks must be performed to ensure that the Local Union remains in compliance with the Uniform Local Union Constitution as well as with all applicable laws and regulations.

The following is an outline of the tasks performed:

- Issuance of W-2's to employees (all Representatives)
- Filing of W-2's with both States
- Filing of W-2's along with W-3 with the Social Security Administration
- Issuance of 1099's to vendors
- Filing of 1099's along with 1096 to IRS

Following these activities we prepared for our annual audit. That was conducted on February 29th and March 1st. Local Treasurer John Frey and I completed the uploading of our LM-2 to the Department of Labor. A copy of the LM-2 was provided to the Members of the Local Executive Board via email prior to its submission. Additional filings with the IRS and the States aren't due until May 15th.

The Local Executive Board will receive the audit results from Legacy Professionals at a future meeting.

Jeff Larsen
Local President

Kathy Schultz
Vice President

Dean Abatte
Recording Secretary

John Frey
Treasurer

State Executive
Board Members

Shane Ryden
Minnesota

Brock Engstrom
North Dakota

Branch Presidents

Dean Abatte
Minneapolis

Gerald LaBarre
St. Paul

Mike Straiton
NDC

Gary Tollefsrud
Fargo



- **Election of Delegates to the 2016 National Convention**

The delegation for the 2016 National Postal Mail handlers National Convention has been finalized. In addition to the Local President, Vice President Kathy Schultz, ND State Executive Board Member Brock Engstrom, Saint Paul Branch President Jerry LaBarre, and Minneapolis Branch Member Elizabeth Dunning, will be representing Local 323 at the Convention this August.

- **Semi Annual Meeting of the Local Unions (SAMLU)**

In mid-February I was in attendance at the SAMLU which was held in New Orleans, LA. Considering that this meeting was shortly before the opening of National Negotiations, it's not surprising that there were numerous discussions concerning the National Agreement. In addition, the attendees receive the reports from the National Officers, the MHBP, the Political and Legislative Director, and the Contract Administration Department.

The final day consisted of an extensive training sessions concerning the Family and Medical Leave Act. An updated version of the FMLA manual has been sent to all Representatives on a memory stick.

- **Open Season Follow UP**

For the first time in a very long time Local 323 saw an increase in the MHBP enrollment within our jurisdiction. Granted, it was a very small increase; but, an increase nonetheless. The dynamics of our market share within the FEHBP continue to improve and this may bode well for future enrollment. The possibility of Local 323 holding an independent health fair during 2016 is being considered.

Also, Local Treasurer John Frey and I completed our submission for the partial reimbursement program.

- **Local 323 Dental Program**

The billing of associate dues to the Postal and Federal dental affiliates has been completed. The 2016 plan was offered without a change in benefits or an increase in premiums. The plan is available to new hires upon their enrollment in the Union. I continue to serve as the plan administrator.

- **State of Minnesota Audit**

The Local Union was the subject of a random compliance audit by the State of Minnesota which was focused on our unrelated business income (primarily associate

dues). The State concluded that we owed a total of \$555.00 for tax years 2012 (\$217), 2013 (\$94), and 2014 (\$244). Payment of this assessment was recently made.

This matter continues to be under review between Local 323 and our accountants as we prepare for our upcoming tax filings in mid-May.

Branch Activities:

I continue working with our Representatives throughout the Local to address issues specific to individual Branches. At the forefront of our recent activities has been the excessing of 3 Mail Handlers from the Rochester facility. Shortly after the first of the year we received a withholding notice related to this event. That notice identified a 100 mile radius in which duty assignments would be withheld for the Mail Handlers being involuntarily reassigned.

Subsequently, a dispute has ensued as to the scope of the withholding and the actual facilities which are subject to the withholding. The disagreement is the result of decisions made at the Area level; and as such, I've enlisted the aid of our Regional Director to help gain some clarification in this matter. MN State Executive Board Member Shane Ryden and I have been working on this issue at the District level.

Upcoming Events:

General Membership Meeting – May 2016
Expiration of the 2011 National Agreement – May 20, 2016

Fraternally,

Jeff Larsen
Local President

cc: All Branches
File