



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 25, 2021

Jeff Larsen

Local President

Dean Abatte

Vice President

Brian Newhouse

Recording Secretary

John Frey

Treasurer

State Executive

Board Members

Shane Ryden

Minnesota

Brock Engstrom

North Dakota

Branch Presidents

Dean Abatte

Minneapolis

Edward Yun

St. Paul

Mike Straiton

BMC

Brock Engstrom

Fargo

IN ATTENDANCE:

Local President: Jeff Larsen

Vice President: Dean Abatte

Recording Secretary: Brian Newhouse

Treasurer: John Frey

MN SEBM Representative: Shane Ryden

ND SEBM Representative: Brock Engstrom

Local President Jeff Larsen called the meeting to order at 10:10 a.m.

Recording Secretary Brian Newhouse took the roll call.

Review of the Previous Minutes

The Board reviewed the minutes from previous meeting on December 29, 2020. Local Vice President Abatte made a motion to accept the minutes. That motion was seconded by Treasurer Frey, motion carried.

Local President's Report: (see attached for full report).

Local Issues

- 323 Compliment
- Audit
- LM 2
- MHA Conversions
- NPMHU Legislative Agenda
- USPS Organizational Changes
- USPS 10 Year Plan
- ARPA
- Local Dental Program
- Scheduling Issues

Branch Activities:

- Branch Visits

Upcoming Events

- NDC Arbitration Case
- LIUNA Convention - Delegate Election

President's Expense Report

Local President Jeff Larsen submitted for review his Expense Report and Time Sheet. Vice President Abatte moved to authorize the Local President's expenses for the time frame reported and was seconded by ND SEBM Engstrom. The motion carried.

Officer's Reports

- Vice President Abatte discussed Form CA-16 issues.
- North Dakota SEBM Engstrom has many grievances.
- Minnesota SEBM Ryden discussed St. Cloud issues.

Treasurer's report

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

Board Items

- Mail Handler Benefit Plan
- Picnic

Open Discussion

Vice President Abatte made a motion to adjourn the Local Executive Board Meeting. That motion was seconded by Recording Secretary Newhouse. The motion carried and the meeting adjourned at 12:05 p.m.

Respectfully Submitted,

Brian Newhouse
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 25, 2021

Local President's Report Local Executive Board

Jeff Larsen
Local President

Dean Abatte
Vice President

Brian Newhouse
Recording Secretary

John Frey
Treasurer

State Executive
Board Members

Shane Ryden
Minnesota

Brock Engstrom
North Dakota

Branch Presidents

Dean Abatte
Minneapolis

Edward Yun
St. Paul

Mike Straiton
BMC

Brock Engstrom
Fargo

Local 323 Complement:

The Local 323 career complement as of Pay Period 5-21 is 592 (513 MN & 79 ND) and the MHA complement is 171 (153 MN & 18 ND). These numbers do not reflect recent conversions. Combined Membership as of Pay Period 5-21 is 672.

Local Issues:

- **Fiscal Year Change**

As noted in my first report each year, January 1st marks the change of the fiscal year for Local 323. Many tasks must be performed for the Local Union to remain in compliance with the Uniform Local Union Constitution as well as the applicable laws and regulations.

The tasks performed include:

- Issuance of W-2's to employees (all Representatives)
- Filing of W-2's with both States (Web Filing - Minnesota)
- 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 tasks, Local Treasurer John Frey and I begin preparations for our annual audit. This audit was conducted over a three-day period from March 1st through March 3rd. Our accountants, Legacy Professionals reviewed our records for any issues. During this process, an overpayment was discovered in one of our 941 filings. The 941 is a quarterly summary of the monthly deposits made for payroll withholdings and matching employer contributions (taxes, Social Security, Medicare). This overpayment was the result of voiding a payroll check which was not received by the payee. An amended 941 was filed and the Local Union recouped the overpayment (around \$20.00).

Further discussions with our accountants resulted in a change to the method we'll use to deal with lost payroll checks. Future re-issuance of lost checks will take into consideration whether withholdings have already been reported on quarterly 941 filings. Instances of lost payroll checks have been rare. Still, this

approach should allow us to avoid any further overpayments in our withholding submissions.

The Local Union's annual filing with the Department of Labor, Form LM-2, was completed on March 24th. Copies of the initial document as well as the final version were emailed to all Members of the Local Executive Board; and I would like to thank those of you who took the time to review this document and provide input.

Additional filings with the IRS and the States aren't due until May 15th. Copies will be provided to Members of the Local Executive Board for review and comment prior to submission.

As is our customary practice, Legacy Professionals will attend the next meeting of the Local Executive Board to review and discuss the results of the audit.

- **MHA Career Conversions**

In late December, the National Union secured a MOU which provided for the conversion of MHAs across the country. This agreement included 80 conversions within Local 323. Compliance with the conversion procedures has been closely monitored by our Representatives. Along with MOU conversions, the Local Union continues to secure additional conversions under the process contained in the National Agreement. This, as always, will be an ongoing endeavor.

- **NPMHU Legislative Agenda**

On February 11th, I participated as a Member of the Committee on the Future in the discussions and the approval of the NPMHU Legislative Agenda for the 117th Congress. This agenda identifies the areas where the NPMHU will support legislation. Among these are, comprehensive postal reform, protecting the fundamentals of the Postal Service, strengthening USPS service standards, protecting earned retirement and healthcare benefits, promoting workers' rights, and strengthening American elections. Local 323 is prepared to begin contacting our elected representatives once legislation is introduced.

- **USPS Organizational Changes**

On March 3rd, the Postal Service announced the consolidation of the 67 Districts into 50. This resulted in the elimination of the Dakotas District and the placement of North Dakota into the newly named Minnesota – North Dakota District. This raises several issues. Of particular importance it the processing of step 2 grievances from our facilities in North Dakota. Currently, these grievances continue to be processed by the Dakotas District Labor Relations Office, although a change in the process is anticipated within a couple of months.

- **USPS 10-Year Plan**

On March 23rd, PMG Louis DeJoy and the USPS Board of Governors released a long anticipated ten-year plan for the Postal Service. Under the title "Delivering for America", the PMG and BOG describe it as "Our Vision and Ten-Year Plan to Achieve Financial Sustainability and Service Excellence." The National Union has already put out a memo identifying some concerns and areas of potential disagreement. That memo has been circulated throughout the Local Union. This is something that just came out prior to this meeting and it will be watched closely at all times.

- **American Rescue Plan Act**

The American Rescue Plan Act became effective on March 12, 2021 and provides employees with up to 600 hours of paid Emergency Federal Employee Leave. This leave is available for use by employees from March 12, 2021 through September 30, 2021, or until the funding is exhausted. Information concerning the qualifying reasons for leave has been circulated to all Branches. Members should contact their Branch Representatives or the Local Office with any questions.

- **Local 323 Dental Program**

January 1st marked the beginning of the policy period for the Local 323 Dental Program. Local 323 continues to offer our Dental Program to the Regular Membership as well as Postal and Federal employees who chose to affiliate as Associate Members. The annual billing of dues for this program is nearly complete.

This plan remains available to all Members including MHA's. Any newly hired MHA or newly converted Mail Handler who is interested in the plan may contact me at the Local Office for further information. I am continuing to serve as the plan administrator for this program.

- **Scheduling Issues**

The waiver of quarterly Branch and Steward meetings issued by National President Hogrogian remains in effect until the end of March. Still, some Branches continue to hold Steward meetings as needed and I'm confident that the Stewards are receiving the support they need. In person meetings of the Local Executive Board have resumed and this will continue absent a change in circumstances.

Branch Issues:

- **Branch Activities**

I have continued regular visits to the metro-area Branches since the last meeting of the Local Executive Board. On February 6th I participated in a meeting of the St. Paul Branch leadership at the Local Office, on February 10th I attended a Steward's meeting in the Minneapolis Branch, and on February 16th MN SEBM Shane Ryden and I went to the St. Cloud Branch to visit the Steward and do some computer tune-up.

Upcoming Events:

Arbitration – NDC Branch – April 27th

Delegate Election – 2021 LIUNA Convention – May

Fraternally,

Jeff Larsen
Local President

cc: All Branches
File