



Mail Handlers Local Union No. 323

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

Minutes of the Local Union 323 Executive Board Meeting ST. PAUL, MN March 30, 2023

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

Tony Stickler

NDC

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 10:23 A.M.

Recording Secretary Brian Newhouse took the roll call.

Review of the Previous Minutes

The Board reviewed the minutes from the previous meeting on December 30, 2022. ND SEBM Engstrom made a motion to accept the minutes. That motion was seconded by MN SEBM Ryden, motion carried.

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

- 323 Compliment
- Local Activities
 - Fiscal Year Change
 - Annual Audit
 - 2022 National Agreement - Ratified
 - 2023 Local 323 Election of Officers
 - MHBP – Open Season Results
 - Local 323 Dental Program
 - Local Website and Further Computer Implementation
- Branch Activities
 - Parcel Support Annex (PSA) Closure – NDC Branch
 - Branch Events and Branch Visits

Upcoming Events

- Semi-Annual Meeting of the Local Unions – April 3rd – 15th

- Local Election – Nomination Meeting – May 1st
- NPMHU Legislative Conference – May 2nd and 3rd
- Metro Area Picnic – June 11th

President’s Expense Report

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

Treasurer’s Report

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

Executive Officer’s Report

- Vice President Abatte spoke about LDRC meetings in Minneapolis and St. Paul.

Open Discussion

Vice President Abatte made a motion to adjourn the Local Executive Board Meeting. That motion was seconded by Treasurer Frey. The motion carried and the meeting adjourned at 11:56 A.M.

Respectfully Submitted,

Brian Newhouse
Recording Secretary Local 323
National Postal Mail Handlers Union

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



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Local President's Report

Local Executive Board

Local 323 Complement:

The Local 323 career complement as of Pay Period 05-23 is 765 (686 MN & 79 ND) and the MHA complement is 105 (96 MN & 5 ND). Combined Membership as of Pay Period 05-23 is 771.

Local Activities:

- **Fiscal Year Change**

As the Members of the Local Executive Board are aware, January 1st represents a change in the fiscal year for Local 323. There are many tasks which need to be completed to ensure that Local 323 remains in compliance with State and Federal regulations. These tasks also serve as an important part of the preparation for the annual audit. Among the tasks completed were the:

- 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

A different approach was utilized this year due to anticipated personnel changes and changes related to filing requirements. Many of the initial tasks were completed as part of a team effort.

On Saturday, January 14th, myself, Treasurer John Frey, and Jarred Hoover, created and mailed the W-2's as well as the 1099's. Subsequently, I submitted the transmittal forms (W-3 and 1096 – along with the W-2's and 1099's) to the Social Security Administration and the IRS via mail. It is worth noting that a similar 1096 and 1099 submission was sent to the IRS for the Building Corporation.

The W-2's for the State of Minnesota were uploaded to the State website consistent with the procedures of previous years; however, the process of filing with the State of North Dakota changed from a mail to a web-based filing. This required the creation of an account with ND TAP (North Dakota Taxpayer Access Point). This was a bit of a process as conflicting information was being received from the State of North Dakota. Still, in the end, our enrollment in ND TAP was completed and a timely submission was made.

On Saturday, January 14th, myself, Treasurer John Frey, and Jarred Hoover, once again teamed up to redesign the system used to track expenses related to the Marketing of the Mail Handlers Benefit Plan (MHBP). As the Board Members are aware, these expenses constitute our primary deductions on taxable income when filing form 990-T with the IRS as well as Form M4NP with the State of Minnesota and Form 40 with the State of North Dakota.

- **Annual Audit**

The annual audit of Local 323 for fiscal year 2022 was conducted by Legacy Professional on February 21st. Due to an impending snowstorm, three accountants completed the audit over a rather lengthy day. Both the change in the submission procedures involving ND TAP and the redesign of the system used to track MHBP expenses appear to have passed muster.

The first result from the annual audit was the 2022 LM-2 of the Local Union. This LM-2 was provided to the Members of the Local Executive Board for questions and comments via email on March 19th. Local Treasurer John Frey and I completed the filing of our LM-2 with the Department of Labor on March 28th. A copy of the LM-2 and the filing confirmation has been included in the folder for this meeting.

Another result from the audit was a recommendation from the accountants to increase our bond coverage. The bonding requirement comes from Section 502(a) of LMRDA (Landrum-Griffin Act) of 1959. While the exact amount of coverage is determined by the National Executive Board under the Constitution, the practice of Local 323 has always been to manage the amount of our coverage before intervention from the National Executive Board is required. In any case, a request has been submitted to the National Union which will increase our bond coverage from \$70,000.00 to \$85,000.00.

The filing of forms 990 and 990-T with the IRS as well as the filings of Form M4NP with the State of Minnesota and Form 40 with the State of North Dakota, are not due until May 15th. As usual, Legacy Professionals will be scheduled to discuss the results of the annual audit at the next meeting of the Local Executive Board.

- **2022 National Agreement – Ratification**

The National Union announced the ratification of the 2022 National Agreement on March 13, 2023. While some have decried certain aspects of this Agreement or the paltry level of the Membership participating in its ratification, the fact remains that it is now our job to enforce this Agreement. We are currently awaiting specific implementation dates, and once that information is received, we will move forward accordingly.

- **2023 Local 323 Election of Officers**

The Local Executive Board has appointed Nicole Rodriguez of the St. Paul Branch, Anab Mohamed of the Minneapolis Branch, and Alejandra Hernandez of the NDC Branch, as Judges of Election for the 2023 Local 323 Election of Officers. The Judges have held 2 meetings so far. Their first meeting was to create an initial plan taking into account the changes to the election procedures made by the Delegates at the last NPMHU National Convention; and, on March 27th, the Judges met to mail out the Notice of Nomination meeting which will be held on May 1st.

- **MHBP – Open Season Results**

Considerable time, effort, and expense was dedicated to marketing the Mail Handler Benefit Plan during the 2022 Open Season. I am pleased to report that the Local Union saw an increase in MHBP enrollment that resulted from our 2022 Open Season activities.

- **Local 323 Dental Program**

The Local 323 Dental Program will continue to offer dental insurance through 2023. The Local Union has stopped marketing efforts aimed at enrolling Federal employees and marketing to Postal employees has been limited to the Local 323 website. The increases in monthly premiums along with the availability of other choices in this market has rendered the long-term viability of the dental program questionable. This program has been in place for more than 20 years and there are many Mail Handlers and retired Mail Handlers currently enrolled. This makes decisions concerning the future of the program difficult as we just can't end it and leave these people hanging out to dry.

The billing of dues to associate Members has been completed and I continue to serve as the plan administrator.

- **Local Website and Further Computer Implementation**

It may be several months before a printed version of the 2022 National Agreement becomes available; so, I placed a copy of the language changes from the ratification package in the Steward Resource Center on the Local 323 website. Bookmarks have been added to aid Representatives in navigating to specific provisions of the document.

In addition, minor changes have been made to some of the forms to enhance functionality.

The “modernization” of the Branch computers, software subscriptions, and internet services, will be continuing in 2023 (Treasurer’s computer as well). There are currently some obstacles to be dealt with; but I will be focusing my efforts on this process after returning from the SAMLU.

Branch Activities:

- **Parcel Support Annex (PSA) Closure – NDC Branch**

Whether it has been announced officially or could be considered an open secret, the PSA will be closing. Management has stated that they are required to surrender the building by July 31st. Initially, I thought these circumstances were unique to Local 323; however, I subsequently learned that all PSA’s across the country will be closing. Circumstances have just put us at the forefront of the closures. I have been working with, and will continue working with, the Representatives of the NDC Branch to ensure that all affected Mail Handlers receive the rights to which they are entitled under the National Agreement.

- **Branch Events and Branch Visits**

Since the last meeting of the Local Executive Board, I have participated in Labor – Management meetings in the St. Paul and NDC Branches; participated in an NDC Branch and a St. Paul Branch Stewards Meetings; and held numerous meetings with Branch Representatives to address specific issues. I continue working with Branch Representatives and Members as needed.

Upcoming Events:

Semi-annual Meeting of the Local Unions – April 3rd through the 5th

Local Election – Nomination Meeting – May 1st

NPMHU Legislative Conference – May 2nd and 3rd

Metro Area Picnic – June 11th

Fraternally,

Jeff Larsen
Local President

cc: All Branches
File