



Engineering Minnesota's Future

MGEC Board Meeting

August 22, 2016

	Present		Present
President Steve Kordosky		Director Ken Hansen	X phone
Vice President Julie Groetsch	X	Director Gene Hicks	
Past Pres. Mohammad Dehdashti	x	Director Cindy Dittberner	X
Secretary Jerry Kotzenmacher	X	Director Joe Fleisher	X
Treasurer Linda Heath	X	Director Greg Asche	X
Director Jeff Cremin		Director Scott Knowles	x
Director Blake Nelson	X	Executive Director Dana Wheeler	X
Director Derrick Dasenbrock	X	Robert Haag, Labor Relations Consult	X

1. **Call to order:** The meeting was called to order at 3:40 p.m. by Vice-President Julie Groesch.
2. **Approval of Agenda:** A motion was made by Director Blake Nelson to accept the agenda. 2nd by Treasurer Linda Heath. Motion passed by voice vote.
3. **Secretary's report – Jerry Kotzenmacher**
Motion to approve July 25, 2016 board meeting minutes was made by Treasurer Linda Heath. 2nd by Director Cindy Dittberner. The July 25th, 2016 board meeting minutes were approved by voice vote.
4. **Presidents Report – Steve Kordosky**
No report
5. **Treasurer's Report – Linda Heath**
Presented the monthly MGEC finance report for July. Motion was made by Director Greg Asche to accept the report. 2nd by Director Cindy Dittberner. Motioned passed by voice vote.

Reviewed the annual report and budget for 2017. Motioned was made by Director Scott Knowles to accept the annual budget with updated figures if the Interest Arbitration pass the Legislative Subcommittee on Employee Relations. 2nd by Director Blake Nelson. Motion was passed by voice vote.

Dues increase was discussed. With the costs of professional fee's, additional staffing help, growing a fund to help members in the next state shutdown and general inflation, the membership dues will need to increase. There have been no changes to membership dues in the past 6 years. The following proposed increase was suggested: ½ of the 1st step of wage level 9 per pay period. Associate members will increase as above but at 1/6 of the first step of wage level 9 per pay period. A motion was made to accept the proposed dues increase by Director Scott Knowles. 2nd by Director Blake Nelson. Motion passed by voice vote. Dues to increase the first full pay period of January 2017.

6. **Vice Presidents Report – Julie Groetsch**
No report
7. **Executive Directors report – Dana Wheeler**
Contract update: Attorney Jim Michaels, Mohammad, Steve and Dana met with MMA to review the language sent to SER for the successor contract. They also plan on meeting State Representative Drazkowski and chair of the SER concerning wages covered by the arbitration award.

Candidates for election: Rachel Bratton was added for Director.

Awards: Blake Nelson was added for Golden Slide Rule.
John Seikmier was added for Distinguished Citizen Award.
Add recipient list to the annual meeting if it can be identified by meeting date.

Building update: Two offices will open up at the end of the year. Someone from the basement wants to move up to one of the open offices.

Office contact people. Dana will inform the annual meeting about the proposed office contact person.

Paid parental leave: Place in annual report

MGEC Policy changes

Policy I - REIMBURSEMENT

4. All requests for reimbursements must be submitted by July 15 for the prior fiscal year. Mileage reimbursement requests submitted after sixty days of being incurred will be treated as income. Within one month of incurring the expense. Exceptions may be granted for long-term commitments such as the Negotiations Committee.

*5. Executive Board members may be provided with a stipend of \$75 (\$150 officers) per month for duties related to their position: attending Executive Board meetings, committee meetings, meeting with members. (Revised after initially **passed by Board in July 2016**)*

POLICY V - LIABILITY

MGEC shall indemnify members, associates, staff, and/or officers of the organization so that no person in any of these groups shall be personally liable for the obligations of the organization.

POLICY VI - GRIEVANCE PROCESSING

3. Informal steps, as well as Steps 1 through 2 shall be conducted by the Executive Director, an Officer, or any member delegated by the Executive Director as his/her designee. The only council representative(s) authorized to assist members at "investigations which could lead to discipline" shall be the Executive Director or any member delegated by the Executive Director as his/her designee.

4. If a grievance is denied by management at the 2nd Step, a grievance shall routinely be appealed to the Minnesota Management and Budget to the arbitration level. The determination of whether a grievance will later be heard before a neutral arbitrator is a decision reserved for the Executive Board.

4. a. If the Executive Director recommends that a grievance should not proceed to arbitration, a letter explaining the recommendation shall be sent to the grievant, who may appeal the recommendation to the Advocacy Committee.

A grievance may be closed in several ways: a negotiated Settlement and Release, withdrawal by the grievant, or withdrawal by the Council (see item 4, above). A Settlement and Release shall contain the signatures of the Executive Director, or the MGEC President or President's designee, and possibly the grievant before the Settlement and Release is considered final (for an individual grievance). Class action grievances may be considered resolved by acceptance of a Settlement and Release by the Executive Director and the MGEC President, subject to ratification by the Executive Board; or the Executive Board may determine to withdraw a class action grievance. Acceptance of a reply by management or withdrawal by the grievant shall be sufficient to consider an individual grievance closed if a letter from the grievant is received stating that the grievance is resolved or withdrawn. If the Executive Director determines there are still issues to be resolved, he/she may keep an individual grievance open, pending confirmation from the Executive Board on the grievance's status.

POLICY VIII - FINANCIAL PROCEDURES

1. Copies of the latest credit union statements of accounts will not be distributed at the monthly Executive Board meetings and will be replaced by the current monthly financial report showing all twelve months of the year.

2. All bills, including expense reimbursement requests, lost-time reimbursement requests, and employee time sheets, except those deemed routine or emergency, will be initialled by the Executive Director or a member of the Executive Committee other than the Treasurer. The Treasurer will have the authority to

consider a bill as “routine” and any signatory (Executive Director, Treasurer) on the bank account will have the authority to consider an expense as an “emergency.” The President and/or Vice President will review and initial all paid bills prior to the filing of the various records to the appropriate file.

3. The manual checking account register will be kept up-to-date on a monthly basis by the MGEC office personnel.

4. The Treasurer will resolve and balance the various financial accounts on a monthly basis.

5. The procedure for the off-year Past Presidents’/Treasurer financial audit will be written and maintained by the Executive Director.

6. Appropriate bonding and/or insurance requirements necessary for any of the account signatories (Treasurer and up to three persons) will be maintained.

7. A “petty” cash account of approximately \$150.00 may be maintained. This fund will be used for monthly meeting supplies and other small miscellaneous expenses. Staff may be provided with MGEC credit cards which will be utilized and maintained by the MGEC office personnel.

Bylaw changes: motion to pass all above was made by Derrick Dasenbrock; 2nd by Blake Nelson. Motion passed by voice vote.

8. **MPCA:** No report.

9. **DNR:** No report.

10. **PCA** – No report

11. **Adjourn:** A motion was made to adjourn by Treasurer Linda Heath, 2nd by Past President Mohammad Dehdashti. Passed by voice vote at 6:15 pm.

Respectfully submitted,
Jerry Kotzenmacher
Secretary

Dana Wheeler
Executive Director