

METROPOLLITAN WASHINGTON COUNCIL EXECUTIVE BOARD MEETING

October 19, 2020

Scheduled: 2-4PM

Meeting Start Time: 2:12PM

Call to Order and Welcome: MWC President Dyana Forester

Roll Call: *Present:* Andrew Washington, Robin Burns, Liz Davis, Jim Griffin, Herb Harris, Chuck Clay, George F., Stephen Frum, Roxi Mejia, Wanda Shelton-Martin, Michael Spiller, Gina Walton, Djawa Hall, Dave Richardson, Eric Bunn. *Absent:* Dena Briscoe, Donna Brockington, Greg Bowen, Jaime Contreras, Don Havard, Robert Hollingsworth. A quorum is present. *Guests:* Jeff, Tri-County COPE, Tia (accountant)

Code of Conduct: read by Gina Walton

Minutes: President Forester – asks to table the minutes for now and they can be presented at the next meeting.

Motion – Jim ??? – to table the minutes for today’s meeting and the minutes will be presented at the next Executive Board meeting

Motion Seconded – ???

Discussion on the Motion

- Requests made for copies of the minutes and that a copy, where appropriate, be sent to General Counsel Becker and to the Executive Board
- President Forrester received the minutes late which is why they are not available for today’s meeting
- Minutes will be provided once cleaned up, meaning written in a more conducive format, not meaning changing any information therein. Minutes will be reflective of the meeting.
- Robin Burns – wants it on the record that the minutes were submitted on 10/15/20
- Where and when will the motions put forth at the 9/21/20 Executive Board meeting be addressed?

Call the Question – President Forester – to table the minutes for today’s meeting and they will be presented at the next Executive Board meeting

Vote – 12 yes, 3 abstentions

Motion Passes – to table the minutes and present them at the next Executive Board meeting

Correspondence: for organizations MWC historically supports for fundraisers

1. Montgomery County Neighbors Against Question B – presented by Djawa Hall – pushing to top a ballot initiative that would disallow the Montgomery County Council to change the tax rate. Currently a unanimous vote is required. Montgomery County needs the revenue to continue to flow and if Question B passed this would have negative

impacts education, transportation and housing. No to Question B. Townhall on 10/21/20.

Motion – ??? request \$500 to support no to Question B effort

Motion Seconded – Dena Briscoe

No Discussion

Call the Question – President Forester

Motion Passes – unanimously to give \$500 contribution to coalition to support no to Question B effort

2. Jews United for Justice – presented by President Forester – organization similar to ours. They are having their event virtually. MWC has given \$250 in the past.

3. DC Jobs For Justice – presented by President Forester – organized and assisted with COVID response to support some affiliates in securing an extension of unemployment funds, specifically undocumented workers. In the past has given \$600. Djawa added that they were also instrumental in a the for a quality hospital coming to Southeast DC.
Motion – Chuck Clay requests \$500 to DC Jobs For Justice
Motion Seconded – Liz Davis
Amended Motion – Eric Bunn – to include the \$250 for Jews United for Justice in this vote as well
Accepted Amended Motion – Chuck Clay
Amended Motion Seconded – ???
No Further Discussion
Motion Passes – unanimously to give \$500 to DC Jobs For Justice and \$250 to Jews United for Justice

President's Report: presented by President Forester

- need to implement credit card policy and expense policy
- lingering matter of outstanding debt regarding locals that have not paid in years and we have not developed a process to handle it
- AFL-CIO granted permission to continue past practice regarding this matter but need to put a process in place immediately to address affiliates paying their per capita
- Andrew Washington
 - shared a letter from Perry Wells of the AFL-CIO
 - if abided by actual Constitution, local that were in arrears would not have been permitted to participate in vote unless paid up entirely; but, because of behavior of MWC in allowing participation at board level despite default, AFL-CIO suggested that affiliates should be allowed to vote if paid up a year prior to election
 - moving forward, coming out of election, need to abide by own Constitution
 - would not have needed this type of guidance from the ALF-CIO in the first place had the Constitution been adhered to in the first place
- don't take lightly the investment that each affiliate Union is making in the Council
- Information regarding per capita needs to be accurate so protocols need to be put in place to effectuate accuracy, consistency and fairness; Relief Committee process

- there will be a designated email for per capita questions
- will notify in Union City that per capita statements have gone out
- will clarify Jo's role and Chris' role
- Relief Committee – opportunity to apply for relief in the past but nothing was consistently documented
- asked financial trustees to develop a process with the Relief Committee; Herb Harris will also be a part of this effort
- Treasurer notification will take place and Treasurer will be included in these conversations where necessary and appropriate
- Financial trustees are on the Relief Committee + Herb Harris
- roles of Secretary and Treasurer are divided
- ultimately the Executive Board will decide if applicants for relief satisfy the guidelines
- Trustees will be given a list of those in arrears; will be included in #5 of the policy
- Trustess will need to meet before November to develop guidelines and a process; Gino volunteered to assist in this matter
- proposed procedure should list titles and not names since it is a living document
- Concern not to mix the roles of the trustees and the financial committee; trustees have audit only powers
- Quick Books and Labor Key still don't match up; having a meeting with Labor Key
- the ability to create a Relief Committee lies in Article 13, Sections 6 and 7 (pg. 11)
- Ensure there are three separate notifications, need to be included in #5
- Credit Card/Expense Policy
 - concern about expenses being approved without proper approval; there was a credit card with no rules attached to it
 - received guidance from AFL-CIO and recommendation from other trustees
 - approval of expenses of \$500 or more needs to be brought before the Executive Board when it is an unbudgeted emergency expense; most MWC expenses do not exceed \$500 (per Tia); limits are definitely need to protect against malfeasance and to protect the Council going forward
 - will be two credit cards – one for the President and one for the Office Manager
 - within the policy should be changed to shall, more definitive and not optional
 - all credit card transactions need back-up measures in place
 - will send out a copy of the policy in a google doc for recommendations and comments
- Appeals Hearing
 - asked for samples of processes and reached out to Liz regarding a possible hearing officer; did not receive any information from anyone else
 - wants to move forward in a timely manner
 - asking for an appeals committee to be formed: 2 public, 2 private, 1 trades; would like this committee formed within a week; request that they meet and get the hearing together
 - Elections Committee members are disqualified from serving on the committee
 - valid assessment that, in the Constitution, the Executive Board is tasked with doing the hearing and this should be adhered to; there should be someone to pick up where the President cannot and base don the circumstances, the President probably should not be apart of this process; going outside of the Board to select

- the committee is the same thing as bringing in a 3rd party neutral, which was also not in line with the Constitution; always need to follow the Constitution
 - recommendation – 5 from the Board will serve on the appeals committee, in any case, selections for the committee are not to go beyond the delegate body
 - Andrew Washington will move forward with the appeals process receive the names and once the committee is formed will chair the committee
 - Committee would meet ex parte and make a decision; the committee would come up with the pros and cons and make a recommendation; ; the Executive Board has advise and consent authority;
- Breach – confidential communication, including the minutes and Zoom recordings, were shared with the previous MWC President
 - called a special meeting with executive officers to look at staff emails to ensure videos were not shared
 - talked to those that had success and got permission to go through emails
 - still investigating the matter
 - will develop a policy

Motion – Andre Washington – to accept the President’s report

Motion Seconded – ???

No Further Discussion

Calling the Question – President Forester

Motion Passes – to accept the President’s report

Treasurer’s Report: presented by Eric Bunn

(I have clarification questions regarding this portion of the minutes and will ask them at the meeting)

- Assets – \$1.4 million in total assets including fixed assets
- Liabilities – \$400,000
- Total accounts receivables – \$6,000
- CSAO – \$30,000
- Net revenues – \$177,000
- need to address accrued vacation with respect to carryover annual leave as it is considered a liability as annual leave is paid out in cash
- status of the employee contract – the employees do have a contract
- Activities by Class ending 9/30/2020 - ???
 - Per capita – \$458,000
 - Cap – \$346,000
 - Additional fundraiser - \$800k, cap excluded, about \$472,000
 - \$82,000 ahead once cap is excluded
 - February – September – per capita has been fluctuating and need to be concerned about the trend; this is a relief committee conversation;
 - needs to be a focus on how to increase revenues, fundraising
 - caught up on some expenditures like rent and pension
- things are being done virtually
- \$177,000 net revenue coming in (includes cap), had a bump in June of \$128,00 due to deposits

- Actual
 - \$57,000/month in income; has gone up and down over the months
 - \$182,000 variance in fundraiser revenue (down); no revenue this year and still holding monies directly paid for Evening with Labor

- Actual vs. Budget - \$224,172 about \$51,000 ahead
- 3rd quarter annual leave was already accrued and that why the increase; increase in salary for President
- have a concern that will go over budget this year
- revenues are trending down; will ultimately have to consider some type of revenue because don't want to dip into reserves
- the way monies are coming in makes it difficult to prepare a budget
- the trustees should be involved, not sure there is a process for their involvement
- have CBA changes been factored into the budget?; may not be in adverse impact imminently, but there is the potential for impact down the road if revenue adjustments are not made
- if per capita continues to decline, will see impact
- no increases in the health care plan per the CBA at this time, but open enrollment may tell a different story; don't want to discuss particulars with staff on the call
- Executive Board requests a copy of the signed CBA for the employees
- possible investment opportunities
- need a financial committee – ad hoc financial committee is the Executive Board and the trustees and the President recommends the committee meet to discuss: 1. income; 2. CBA; 3. other fundraising opportunities

Motion – Dave Richardson – to accept the Treasurer's report for audit

Motion Seconded – George Farenthold

Discussion on the Motion– Caliber letter; was already budgeted for \$10-12,000; for an audit; President Forester will sign the letter and begin that process

Calling the Question – President Forester

Motion Passes – to accept the Treasurer's report for audit

COPE: presented by David Stephen

- Tri-County COPE – asking for recommendations on two candidates in Calvert County
 1. Chad Leo – running for Tri-County School Board and signed the AFL-CIO bill of rights, resolution 9
 2. Judge Packard Devine – running for judge in Charles County and signed the AFL-CIO bill of rights, resolution 9

Motion – Herb Harris – to support Chad Leo and Judge Packard Devine

Motion Seconded – George

No Further Discussion

Call the Question – President Forester

Motion Passes – unanimously to support Tri-County COPE endorsements of Chad Leo and Judge Packard Devine

- extensive calendar of events for GOTV efforts – please participate

Adjournment

Motion – George – to adjourn

Motion Seconded – ???

Motion Passes

Meeting Adjourned @