



USW Local 3657 Meeting Agenda
12:30 pm, Thursday, September 25, 2019
USW Headquarters, Lobby Conference Room

- Meeting Called to Order
- Roll Call of Officers
- Moment of Silence
- Approval of August Minutes
- New Members
- Correspondence
 - Note of thanks from Barb Pugliese for the cards and plant sent at the passing of her husband Lou.
 - Report from Donna Shaver on her attendance at the D10 Grievance and Collective Bargaining Seminar.
 - Report from Carolyn Stokes on her attendance at the D10 Grievance and Collective Bargaining Seminar.
 - Donation request for \$1,000 from Kevin Boozell for Butler County Commissioner campaign.
- Financial Secretary's Report – August report attached
- Treasurer's Report – August report attached
- President's Report

- Committee Reports
 - Health/Safety/Environment
No report. The movie screening of *Stink* will be rescheduled for the month of October.
 - Women of Steel
No report
 - Rapid Response
No report.
 - PAC
 - New Member
No report.
 - Next Gen
 - CAT Team
No report
 - Organizing
No report. Chair needed.
 - By-Laws
Denise Smith from D 8 has now joined the committee. Dianne Babin has resigned. The Committee will meet on Tuesday, October 1 at noon. Joan Hill, Chair
 - Civil Rights
 - Fundraising/Hospitality
 - Grievance
 - Tellers
Written report attached.
 - Morale

- Old Business
 - District 10 Rapid Response Congressional Coordinator Training in Atlantic City, November 25-27. No action.

- New Business
 - Donation request for \$1,000 from Kevin Boozell for Butler County Commissioner campaign. No action.
 - Floor Motions

GOOD AND WELFARE

- ***Now - ????* Our Box Tops for Education project is ongoing. Please remember to save box tops and forward them to Joan Hill!!!!**

- Thursday, October 3, 8:00 p.m.
 Off the Record XIX: Heaven Help Us!
 (Benefits Greater Pittsburgh Community Food Bank)
 Byham Theater
 Tickets \$30/\$50/\$80. See trustarts.org or call 412-456-6666

- Saturday, October 12
 American Heart Association Walk
 Barb Pugliese is coordinating a team in memory of her husband Lou. Please see Barb if you can participate as a team member or make a donation.

- September Anniversaries

Name	Service Date	Years of Service
Holloway, Richard D	25-SEP-95	24
Gutekunst, Lori A	04-SEP-96	23
Wilborn, Tawana L.	15-SEP-97	22
Greathouse Bookwood, Lori	16-SEP-97	22
Diana, Pamela	13-SEP-99	20
Hackney-Fierro, Cynthia J	27-SEP-99	20
Ward, Douglas C.	16-SEP-02	17
Davis, Rachael	01-SEP-10	9

Symmonds, Allison	10-SEP-12	7
Flaherty, Laurel	04-SEP-13	6
Brown, Amy J	23-SEP-15	4
Biedzinski, Lori A	13-SEP-18	1

September Retirements

None

MOTION to pay all bills.

Adjournment

Dear Members of LU 3657,

The plant for Lou's
funeral were beautiful.
Thank you all for all your
cards during this difficult
time for our family.

Sincerely

Barbara Lugliessa & Family

Gehm, Carol

From: Stokes, Carolyn
Sent: Wednesday, September 25, 2019 11:51 AM
To: Shaver, Donna
Cc: Gehm, Carol
Subject: RE: Grievance & Collective Bargaining Seminar - Report

Hi Donna,

I hope you are having a great week as well. This is great. I have cc'd Carol Ghem (Sec for the local) who will add this to the meeting package.

Thanks

From: Shaver, Donna
Sent: Wednesday, September 25, 2019 11:19 AM
To: Stokes, Carolyn
Subject: Grievance & Collective Bargaining Seminar - Report

Carolyn,

I am going to try and be on the call tomorrow but due to two USW International Auditors here and locals from the area I may not get to stay on the call. With that said I wanted to send a thank you/report regarding the recent training. Not sure if this should come to you or someone else. I hope you're having a great week...!

Members of Local 3657,

I want to thank you all for the opportunity to attend the recent Grievance & Collective Bargaining Seminar at Linden Hall. Class began at 8:30 each morning for the week consisting of different facilitators and subjects taught. Topics included Grievances, Arbitration, Collective Bargaining, Workers Comp, FMLA and material for Rapid Response & PAC. As being new on the grievance committee; the materials taught were very informative and helpful; especially the group discussions, role playing of grievances and arbitration.

I'm looking forward to utilizing the resources given to better represent our members while serving on the Grievance Committee and as District 9 Shop Steward.

Thanks again for the opportunity. It was very much appreciated.

*Donna Shaver, Administrative Assistant
USW Sub-District 2
Local 3657 Grievance Committee & Dist. 9 Shop Steward
111 Plaza Drive
Harrisburg, NC 28075
704-454-7065 (o)
dshaver@usw.org*



Gehm, Carol

From: Stokes, Carolyn
Sent: Wednesday, September 25, 2019 4:53 PM
To: Gehm, Carol
Subject: D10 Grievance and Collective Bargaining Seminar

Members of Local 3657

Thank you for the opportunity to attend the D10 Grievance and Collective Bargaining Seminar. As Grievance Chair, I have some knowledge of every topic that was covered this week. This course gave me an opportunity to sharpen the tools that I have, so that I may be a great resource to those seeking my assistance.

Topics that proved to be beneficial for me were: When Grievances are not enough, Top Ten ADA issues for local Unions and Interpreting Contract Language. Our class was also the first to receive the new 2018 updated version of "Winning Justice on the Job" Grievance Committee Manual. It was written to help locals draft, investigate and represent their coworkers more effectively in the grievance procedure. It is filled with best practices for just about any grievance you could write. Let's face it folks, our grievance procedure is the only tool we have for enforcing our workplace rights. It also shows our employer that we take what's written in it seriously and are willing to defend it.

Again, thank you for continuing to stand with this local as we do the things necessary to protect the integrity of our Collective Bargaining Agreement.

In Solidarity,

*Carolyn Stokes
Political Department
60 Blvd of the Allies
Pittsburgh, PA 15222
412-562-2371 (office)
412-737-3591 (cell)
412-562-2266 (fax)*



September 17, 2019
District 10, USW Local 3657
President Josh Keirse
5 Gateway Center
Pittsburgh PA 15222

Dear President Keirse,

Our unions have always been on the front lines of the fight for a better, stronger, and more prosperous future. Today however, in Pennsylvania, the birthplace of the modern Labor Movement, our unions are under increasing attack from local, state, and national politicians. Nowhere is this assault more apparent than in the rhetoric and actions of many of Butler County's elected leaders. These individuals would rather cut deals for big business and the special interests and prioritize corporate profits over working Pennsylvanians. They'd roll back enshrined civil protections, curtail the right to organize, and erode not just our county's literal infrastructure, but the social and economic bracings supporting our County's - and our Commonwealth's - future.

I'm proud to share the values of freedom, fairness, equity, and dignity for which our brothers and sisters in Labor have so valiantly fought. As the only Democratic Commissioner in Butler County, I also understand the critical role organized labor plays in our growth and am committed to protecting it.

As the fastest-growing county in Pennsylvania, we need the high wages and quality of life unions help produce for all our residents. As the nation's sixth-best county for job creation, we need the expertise union workers provide to regional business owners and entrepreneurs. As the county with Pennsylvania's top community college system, we need the training union educators possess to prepare our students for the twenty-first century.

I've always stood shoulder-to-shoulder with labor, and with this fall's General Election fast-approaching on Tuesday, November 5, I would be honored to have the support of District 10, USW Local 3657 during my re-election campaign.

Please accept this letter as a formal request for a donation of \$1000. These funds will ensure we have the campaign collateral needed - literature, signs, mailers, and other items - to communicate with voters wherever they live and draw a line in the sand on county government to protect the rights of working families.

Thank you for all the hard work and energy your organization provides to the Butler County community and I welcome your support. By standing Union Strong, we'll continue to Build a Better Butler for all.

In Solidarity,

A handwritten signature in blue ink that reads "Kevin E. Boozel".

Kevin Boozel, Butler County Commissioner


MONTHLY FINANCIAL STATEMENT

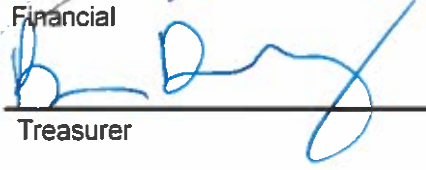
08-August 2019

Cash on hand at beginning of month per last		\$183,347.38
ADD CASH RECEIVED DURING		
Fees and dues refunds	\$17,806.19	
Sundry receipts	0.00	
Interest or Rentals Received	313.24	
Fees And Dues Collected	0.00	
Account Transfers or Assets Sold	0.00	
Deductions: Taxes withheld from Salaries and Lost Time	0.00	
Union Dues Withheld	0.00	
401k Deductions	0.00	
TOTAL RECEIPTS		\$18,119.43
TOTAL TO BE ACCOUNTED		\$201,466.81
DEDUCT CASH DISBURSED:		
Salaries and Lost Time		
Officers	\$0.00	
Grievance Committee	0.00	
Delegates	0.00	
Others	0.00	
Taxable Expense	0.00	\$0.00
Reimbursed Individual Expense	\$2,444.59	
Education, recreation, conf fees	1,045.50	
Per Capita fees	0.00	
Office supplies and expense	259.92	
Rent, utilities, repairs	0.00	
Donations and flowers	2,000.00	
Taxes Paid	0.00	
Professional Fees	0.00	
Sundry expenses	0.00	
Fees and dues remitted	0.00	
Account transfers or Assets purchased	0.00	
TOTAL		\$5,750.01
Cash balance at end of month		\$195,716.80

We hereby certify that the foregoing cash statement is true and correct and represents a summary of the cash transactions of the Local union recorded in its books for the month covered.

The unpaid debts of the Local Union at M/E \$



Financial


Treasurer

USW LOCAL UNION 3657
TREASURERS MONTHLY REPORT August 2019
CHECKING ACCOUNT

Cash On Hand At Beginning Of Month Per Last Report 183,347.38 ✓

RECEIPTS FOR MONTH:

Fees And Dues Refund:	17,806.19
Sundry Receipts:	0.00
Interest/Rent Receipts:	313.24
Fees And Dues Collected:	0.00
Account Transfers/Assets Sold:	0.00

TOTAL RECEIPTS: 18,119.43

DISBURSEMENTS FOR THE MONTH:

08/01/2019	0	0.00	
08/06/2019	5031	245.50	New Mem Lunch
08/07/2019	5032	800.00	GrievanceSemStokesSharver
08/14/2019	5033	259.92	Hotel-trustee audit
08/14/2019	5034	1603.82	CHR Reimbursment
08/14/2019	5035	100.00	EarlyHeadStart Reimb
08/14/2019	5036	35.27	New Mem Ori Reimb
08/14/2019	5037	705.50	Trustee Audit
08/14/2019	5038	500.00	AustinWalker#660224749
08/14/2019	5039	500.00	DanielleZeppieriA0122548
08/14/2019	5040	500.00	LoganSStanley#407939
08/14/2019	5041	500.00	DylanMartin#1089001

TOTAL DISBURSEMENTS: 5,750.01

Cash Balance At End Of Month: 195,716.80 ✓

[Handwritten signature]

[Handwritten signature]

September 4, 2019

Local Union 3657 Tellers Committee Recommendations for Online Voting

The USW Local 3657 Tellers Committee submits the following recommendations for online voting on contracts, contract amendments, and other important issues as determined by the Executive Board. The proposed guidelines apply only to elections on contracts and related issues – not officer elections, which are addressed in the By-Laws.

The Tellers Committee recognizes that technology is constantly evolving, therefore these guidelines are meant only to provide a framework for evaluating tools and managing the process.

Recommendation #1: Tellers Committee involvement in online voting

We recommend the Tellers Committee be engaged to conduct all formal online voting processes. All members of the Tellers Committee should be offered administrative access to the system and be involved with verifying membership lists and creating the ballots. The Tellers Committee may appoint a single member of the Tellers Committee to set-up the online system.

If the system offers administrative versus observer status, the Tellers Committee may elect a single administrator from the Tellers Committee while appointing other members as observers. These roles should be noted in the final Tellers Committee report.

Recommendations #2: Choosing a voting system

The Tellers Committee should work with the Executive Board to choose an appropriate vendor for online voting.

Key things to consider when selecting a vendor:

- Affordable
 - In 2019, mail ballots for the contract vote cost \$450 for supplies and mailing plus lost time and travel for one Tellers Committee member to come to Pittsburgh (Approximately \$1,000 for pre and post election travel)
- Compliant with Department of Labor Election Integrity Guidelines
- Clear and secure administrative access levels
- End-to-end verification that a vote has been cast (not how they voted)
- Record retention
- Mobile friendly
- Automatic reminder emails or text messages to membership list sent directly from the vendor
- Accessible training and customer support

Recommendation #3: Voting integrity

The Local Union may use the Communication and Action Team and other approved Local Union communication tools to encourage and remind members to vote. While the Tellers Committee should be able to verify if an individual's vote has been cast, they should not monitor voting while the election is running unless the Tellers Committee determines it is necessary for the administration of the election. Instead, the Local Union should rely on the vendor's tools to send automatic confirmations and reminders.

The Tellers Committee should have a clear understanding of the online system's tools and functionalities to confirm votes cast and authenticate results before the voting process begins.

The Tellers Committee should issue a Tellers Report at the end of the election that notes any issues members had with the system and the impact, if any, on the election results.