



2020

# Annual Report



## NOTE FROM THE PRESIDENT

June 30, 2021

The American Federation of State, County and Municipal Employees Local 328 currently represents almost 7,200 employees at OHSU. That makes it the largest local union in Oregon AFSCME Council 75. From administrative coordinators to environmental services technicians to respiratory therapists, hundreds of classifications are represented by Local 328. Our union works to ensure that represented employees at OHSU have a voice in their working conditions.

We are pleased to publish our union's very first annual report, with thanks to executive-board member TJ Acena for getting the project rolling and compiling the majority of the content. We look forward to sharing information about our union's activities and accomplishments each year going forward.

Please reach out if you have any questions about the information in this annual report.

In solidarity,

**Matt Hilton, President**

AFSCME Local 328



## STAFF REPRESENTATIVES

Four staff representatives from Council 75 support Local 328. They play a vital role in our union, handling investigatory cases and grievances when stewards are unavailable, representing our union in meetings with OHSU, educating and training member leaders, conducting workplace investigations and much more.

**Sima Anekonda**

**Ross Grami**

**Kate Baker**

**Valyria Lewis**



## EXECUTIVE BOARD

Our union’s executive board is elected by the general membership. The board consists of officers who make up the executive committee, committee chairs, at-large members and non-voting trustees.

Board members attend monthly meetings to review union policies, approve budgets, create programming for members, raise issues to take to OHSU leadership, approve arbitrations and much more.

The meetings are open to dues-paying members and the minutes are posted on the Local 328 website.

The board also holds periodic general membership meetings where members can pose questions to our union’s leaders and learn about business that has been taken up.

### Members of the Local 328 executive board in 2020 were:

#### EXECUTIVE COMMITTEE

**Matt Hilton**  
President

**Claire Irvan**  
Treasurer

**Michael Stewart**  
Vice President

**Haley Wolford Davis**  
Chief Steward

**Jennifer Barker**  
Secretary

#### COMMITTEE-CHAIR POSITIONS

**TJ Acena**  
Community Liaison

**David Gale\***  
Political Action

**Trisha Crabb**  
Data Maintenance

**Jesse Miller**  
Internal Communications:

**Molly Clasen**  
Education & Training:

**Mark Chapman**  
Building Manager

#### AT-LARGE POSITIONS

**Cassie Barton**

**Christine Murray**

**Jim Cherveney**

**Casey Parr**

**Roger Clark**

**Cynthia Peckover**

**Karri Garaventa**

**Eli Shannon**

**Brandy Goldsbury**

**Karyn Trivette**

**Ashlee Howard\***

**Kasey Zimmer-Stucky**

**Vivian Lalangan**

#### TRUSTEES

**Mike Bandy**

**Jordan Muehe**

**Marci Jo Ashby**

\*board member stepped down before the end of 2020



**Job classifications represented by the board in 2020 included:**

- Administrative Coordinator
- Building Systems Control Tech, Sr.
- Call Center Representative
- Facilities Technician
- Financial Analyst 1
- Medical Assistant 1
- Medical Assistant 2
- PAS Resource Specialist
- PAS Specialist
- Pharmacist, Salaried
- Physical Therapist
- Program Technician 1
- Program Technician 2, Salaried
- Respiratory Care Practitioner 2
- System/Application Analyst
- System/Application Analyst, Salaried
- Ultrasound Technologist
- Vet Research/Health Tech 3

**The demographics of the executive board in 2020 were:**

**RACE/ETHNICITY:**

- 81.5%** White
- 3.7%** Asian
- 3.7%** Black
- 3.7%** Hispanic
- 7.4%** Multiracial

**SEX/GENDER:**

- 55.6%** Female
- 40.7%** Male
- 3.7%** Nonbinary



## COMMITTEES

There are various local, OHSU and other committees that members can apply to join.

The following committees are joint committees consisting of Local 328 members and other represented and non-represented employees at OHSU:

- Community Employment Committee
- Employee Advisory Council
- Employee Benefits Council
- Market Based Wage Committee
- OSHA Safety Committee
- Policy Advisory Committee
- Preferential Hire List Task Force
- Strategic Transportation & Parking Advisory Committee
- Retirement Plan Advisory Committee
- Workforce Mental Health Support/Peer-to-Peer Counseling Task Force
- Labor Management Committee

The following committees are committees open only to Local 328 members:

- Internal Communications Committee
- Hardship Fund Committee
- Policy Committee
- Political Action Committee
- Diversity, Equity & Inclusion Committee

Occasionally the executive board may create ad-hoc committees that exist for a short time to address with pressing issues, such as the Election Response Committee.

In addition, members may participate in outside labor-related committees and groups, such as:

- Northwest Oregon Labor Council
- Oregon AFSCME Council 75 Caucuses
- Southwest Washington Central Labor Council

## 2020 HIGHLIGHTS

**January:** Local 328 celebrated AFSCME Strong Week, a time to reflect on the union difference, celebrate our members and focus on the challenges ahead. Our union held 15 events across OHSU's various worksites, connecting with members and celebrating their hard work.

**March:** We negotiated and agreed to a letter of agreement with OHSU to address special needs arising from the coronavirus pandemic—expanding telework options, imposing a moratorium on discipline for sick time and setting parameters for staff redeployment.

**May:** As part of an unfair labor practice complaint that Local 328 filed against OHSU during bargaining in 2019, both parties agreed to an independent investigation of possible anti-labor bias at OHSU and the investigation was launched.

**May:** Our stewards in Food and Nutrition Services reported unsafe working conditions to our union, leading to a push to demand accountability from OHSU. This resulted in several managers leaving the department and an investigation being opened to look into the circumstances of the coronavirus outbreak in the department.

**June:** After taking feedback from members, our union rejected OHSU's request to delay our next contractually agreed raise and instead offered a proposed LOA including voluntary FTE reductions and voluntary layoffs, which OHSU agreed to.



## 2020 HIGHLIGHTS

**October:** Earlier in 2020, the executive board had approved sending a termination grievance to arbitration. The arbitrator ruled in favor on the union in October, giving the employee her job back, reinforcing just cause and setting an important precedent against OHSU’s “one-track” discipline practices.

**October:** Local 328 delivered a petition to OHSU demanding that anti-union activity at Hillsboro Medical Center end and that workers there be allowed to join our local.

**December:** While our union had periodically printed some documents in other languages, our contract had never been translated into other languages before. OHSU agreed to help fund translations—in 10 languages—of essential articles from the contract. The local also had translated a handout welcoming new union members, in those same languages.

**December:** Local 328 released a statement in solidarity with OHSU’s Black Employee Resource Group after the BERG sent a letter to OHSU’s leadership and board of directors calling out concerns about racist practices.

## STEWARD PROGRAM

APPROVED 2020 BUDGET: **\$59,322**

*The steward-program budget is covered by our union's contract-defense fund and is not a part of the operating budget.*

Representing members is the heart of union work. With only four staff representatives to support about 7,000 members, stewards are an invaluable resource to our union. Trainings to become a steward are conducted throughout the year.

### There are three kinds of stewards:

#### INVESTIGATORY STEWARDS

- Investigatory stewards support our represented employees during investigatory meetings, taking notes and making sure the meetings are conducted appropriately.

#### GRIEVANCE STEWARDS

- Grievance stewards work with represented employees who want to file a grievance, determining whether the contract was violated and helping make the situation right.

#### LEAD STEWARDS

- Lead stewards work as administrators for the Local 328 steward program and help connect represented employees with union resources.

### In 2020:

- Local 328 trained 22 members to become investigatory stewards.
- Investigatory stewards and staff representatives handled 164 cases and attended 12 AAEO investigations.
- Grievance stewards and staff representatives handled 82 grievances.
- Lead stewards and staff representatives fielded 117 questions.



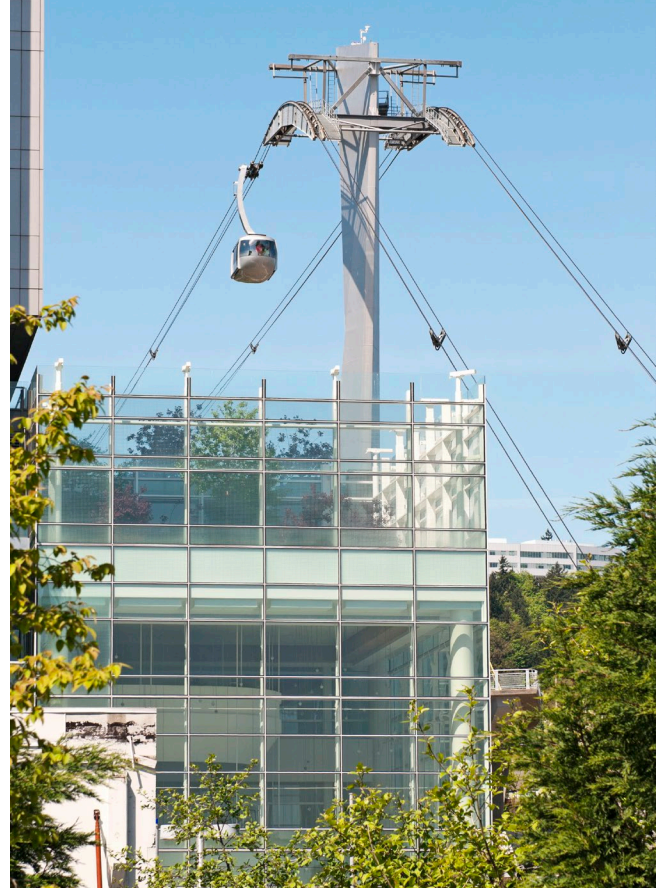
## UNIT STEWARDS

*In 2020, the budget for the unit-steward program was included in the steward-program budget.*

Unions are built on relationships between members. In order to keep our members informed, Local 328 created the unit-steward program. Unit stewards are members who sign up to act as liaisons for our union. They attend monthly meetings to stay up to date on the latest happenings, and direct members to resources and information they might need. The exact number of stewards varies through the year but hovers near 200!

During 2020, unit stewards worked hard to keep members updated on the changing landscape at OHSU due to COVID-19, from letters of agreement to policy changes. They also brought safety concerns from their work units to the attention of our union's executive board and staff representatives.





## INTERNAL COMMUNICATIONS

APPROVED 2020 BUDGET: **\$4,453**

Our union's internal-communications committee keeps the members of our bargaining unit informed about what's happening with Local 328, via emails, blog posts, social-media posts and printed materials. During 2020, the ICC:

- Sent 40 emails that went out to dues-paying members
- Made 220 Facebook posts, 258 Twitter posts and 43 Instagram posts
- Wrote and published 67 blog posts

## DOCUMENTS PROJECT

APPROVED 2020 BUDGET: **\$9,215**

In 2020, two board members took on a project to consolidate and update all documents related to the operation of Local 328. This required contacting stakeholders and sifting through hundreds of documents in Box, the eZone, personal records and paper files.

More than 20 documents—ranging from policies to flowcharts—were found to be obsolete. Documents that were still relevant were sorted into categories and reviewed, researched, edited and updated to reflect current information and union practices. The documents-project team also created several new documents at the request of committee chairs, officers, represented employees and staff.

## COMMUNITY LIAISON

APPROVED 2020 BUDGET: **\$8,570**

The community liaison connects with organizations outside of Local 328 and helps plan events for members. Unfortunately, all events planned for 2020 were canceled due to the pandemic.

### The following local organizations received donations from Local 328 in 2020:

- Care Not Cops
- Causa
- Don't Shoot PDX
- Labor's Community Service Agency
- Native American Youth and Family Center
- PCUN (Pinos y Campesinos Unidos del Noroeste)
- Portland African American Leadership Forum
- Portland Jobs with Justice
- Southwest Washington Central Labor Council



## POLITICAL ACTION

### APPROVED 2020 BUDGET: \$7,058

Elected leaders can have a great influence on workers' wages and working conditions, so unions have always played an active role in American politics: making endorsements, organizing support for candidates and lobbying on behalf of workers. Local 328's political-action committee oversees our union's participation in politics at the city and state level. Since 2020 was an election year, it was a busy time for the PAC committee.

- Before modified operations, the PAC organized tabling on the hill to encourage members to register to vote and to complete the 2020 Census.
- The PAC hosted a live-streamed town hall in February to share information about the PEOPLE program, the local and council PACs and the 2020 census.
- PAC members participated in political-candidate interviews at Council 75 for the 2020 election.
- During the first Lobby Day of 2020, the PAC brought one Local 328 member to Salem to speak with Oregon legislators about preventing budget cuts affecting our state workers. There was also a push to protect PERS retirement.
- The second Lobby Day of 2020 was held virtually. The PAC brought six members to the event. In addition to highlighting the importance of saving state jobs, members lobbied for workers' compensation for people who contracted COVID-19.
- Throughout 2020, the PAC organized text-/phone-banking events for voter registration and the campaigns of candidates endorsed by Council 75, including Mike Schmidt, Shemia Fagan and Debbie Boothe-Schmidt.
- Local 328 made the following political donations in 2020 (we can only donate to candidates and measures endorsed by Council 75):

Shemia Fagan	\$200
Pacific Northwest Family Circle	\$250
Mike Schmidt	\$200
Unite Oregon	\$250



## EDUCATION AND TRAINING

APPROVED 2020 BUDGET: **\$8,603**

The goal of our union's education and training committee is to create opportunities for our members' professional development and to increase access to existing training resources for members of our bargaining unit.

In 2020, Oregon AFSCME Council 75 tasked the committee with deciding how to spend a \$21,000 grant to support career development for Local 328 members. After brainstorming different options, the committee decided to launch a pilot program that provided participants and/or alumni of the OHSU/AFSCME Career and Workplace Enhancement Center's digital-literacy program with personal computers, so they could continue practicing their computer skills and advance their careers. The pilot will launch in 2021, with the goal of increasing digital access for Local 328 members who are learning computer skills.

With many outside trainings and educational opportunities paused due to the coronavirus pandemic, the committee focused on promoting internal CWE Center resources to members of our bargaining unit. This included nine new virtual classes launched in in 2020, career counseling, the new GED Support Program and free access to LinkedIn Learning.

In fiscal year 2020 (July 1, 2019 – June 30, 2020) the CWE Center rendered 3,227 services to 2,305 AFSCME-represented employees and reimbursed \$106,749 toward members' professional development.



## **HARDSHIP FUND**

In 2019, our union negotiated for and won a hardship fund for bargaining-unit members facing financial hardship. The fund set aside \$100,000 per year for each year of our contract (for a total of \$300,000) to provide financial assistance to workers experiencing a loss of household income, medical emergencies, food insecurity or a potential loss of housing.

Labor's Community Service Agency, a Portland non-profit organization, manages the fund.

**In 2020 the fund distributed almost \$96,000, which helped about 200 members with:**

- Rent/mortgage payments
- Cellphone bills
- Electric bills
- Garbage bills
- Internet bills
- Medical bills
- Gas bills
- Water bills
- Meal cards



## 2020 OPERATING BUDGET

Local 328's operating budget is based on a percentage of dues dollars received. Dues collected from our members are sent to the international union, and then a percentage is distributed back to each council and local in AFSCME. The salaries of the staff representatives who support Local 328 are paid by Council 75, not by our union.

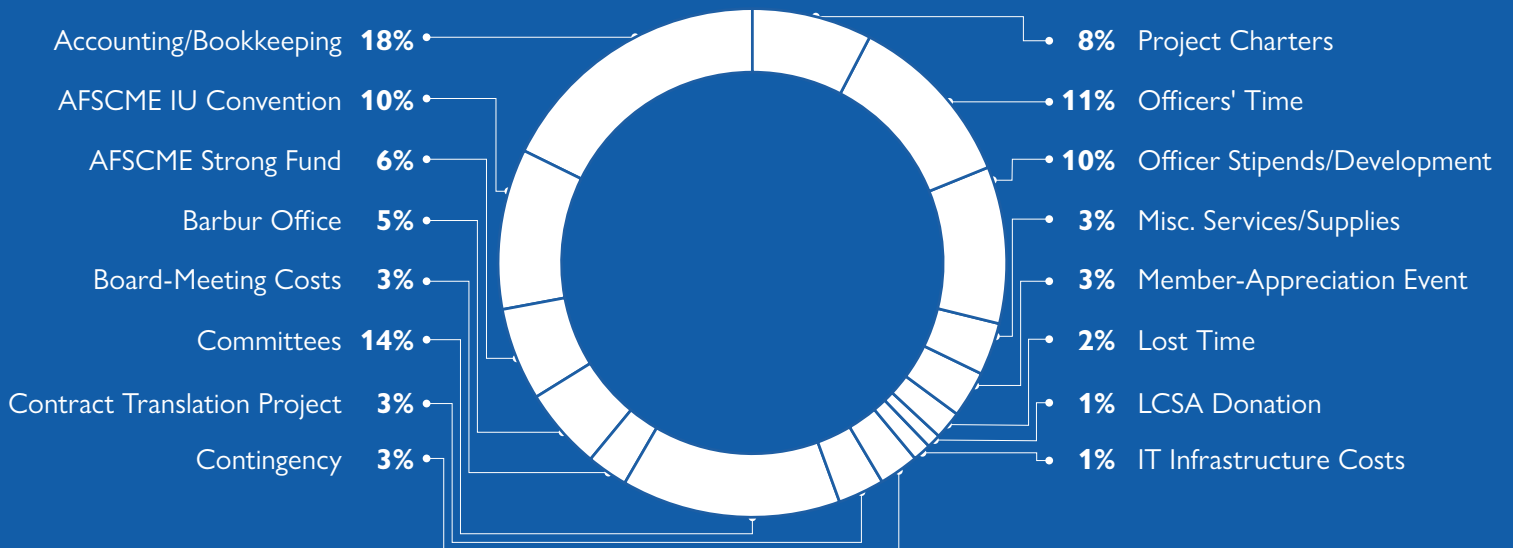
Each fall, our union's executive board approves an operating budget for the following calendar year. This process takes account of all the expected general operating costs for the local. During this process the board also approves budgets for the various committees.

Once these budgets are approved, the balance is available as project-charter funds, which provide funding for additional special projects our union might take on over the course of the year; use of these funds is voted on during monthly executive-board meetings.

Due to the complexity of our union's operating budget, this annual report only includes the figures from the 2020 budget that the executive board approved in fall of 2019, not the amounts that were actually spent in 2020.

**Below is the approved 2020 operating budget for Local 328:**

Accounting/Bookkeeping	<b>\$60,090</b>	LCSA Donation	<b>\$3,000</b>
AFSCME IU Convention	<b>\$34,578</b>	Lost Time	<b>\$6,048</b>
AFSCME Strong Fund	<b>\$20,000</b>	Member-Appreciation Event	<b>\$10,000</b>
Barbur Office	<b>\$17,589</b>	Misc. Services/Supplies	<b>\$11,300</b>
Board-Meeting Costs	<b>\$8,856</b>	Officer Stipends/Development	<b>\$33,800</b>
Committees	<b>\$47,234</b>	Officers' Time	<b>\$38,107</b>
Contingency	<b>\$10,000</b>	Project Charters	<b>\$25,847</b>
Contract Translation Project	<b>\$8,550</b>		
IT Infrastructure Costs	<b>\$3,931</b>	<b>TOTAL</b>	<b>\$338,930</b>



- Accounting/Bookkeeping: audits, ADP payroll, independent-bookkeeper services
- AFSCME International Convention: costs to send delegates to the biennial convention
- AFSCME Strong Fund: AFSCME Strong Week events (flyers, swag, food), other member outreach expenses
- Barbur Office: costs to maintain the Local 328 office on Barbur Blvd. (property taxes, insurance, cleaning service)
- Board-Meeting Costs: meals, board-member incentive payments, parking/mileage reimbursement
- Committees: committee budgets (see breakdown in earlier committee sections), Labor Day Picnic
- Contingency: funds held for emergencies and unexpected costs
- Contract Translation Project: translation and layout costs
- IT Infrastructure Costs: G-Suite emails, Squarespace website, Network Solutions domain registrations, miscellaneous IT costs
- LCSA Donation: annual donation to Labor's Community Service Agency
- Lost Time: lost time for members of the bargaining unit to work on special projects for our union during their normal work hours
- Member-Appreciation Event: costs to host annual year-end holiday celebration for members
- Miscellaneous Services/Supplies: copying, cellphones, mailings, office supplies, surety bond, etc.
- Officer Stipends & Development: stipends for members of the executive committee, annual financial training
- Officers' Time: contractually agreed-upon lost time for certain officers (president, vice president, chief steward) to carry out their duties
- Project Charters: funds available for special projects

Because of the pandemic, the budgets for two large events (the Labor Day Picnic and the annual member-appreciation event) were not used. In addition, costs for events such as the international convention and board meetings were dramatically reduced due to changing to a virtual format.

