

AFSCME LOCAL 517

General Membership Meeting Agenda
September 16th, 2026 - 12:00-1:00pm
Virtual: WebEx - See instructions below



WebEx Instructions: *Please mute your line when you are not speaking*

Join by phone:

+1-415-655-0001 Toll

Access code: 25572275458

Meeting password for audio:
64236974

Join by computer:

Meeting link:

<https://afscme517secretary.my.webex.com/afscme517secretary.my/j.php?MTID=md418c33144408b727b1314c9427405a1>

Meeting number: 2557 227 5458

Meeting password: MgCFmxPH352

Attendees: Kaitlyn McCarthy, Astrid Flynn, Benjamin Henry, Carissta Arndt, Carrie Genereux, Chris Fennern, Christy Aufderhar, Heather Vandenheuvell, Jonathan Hinks, Karen Brown, Lizzy Grover, Reese Glaser, Robbin Ann Rosen, Shannan Hendricks, Shannon Feeney, Shawna Lefebvre, Tanika Gockowski

Minutes

- Call to Order
- Treasurer's Report
 - Prior Month(s) review and approval
 - Reese motion to approve. Carrie second. Motion carries.
- Trustee's Report: Audit Results for January 2026 - July 2026
 - Trustees audit AFSCME Local 517's finances twice a year (it used to be once a year, but the team decided twice a year is easier). Trustees audit criteria is based on AFSCME Financial Standards Code.
 - Any audit results and monthly financial reports can be viewed by any member upon request.
 - Budget Review
 - Some categories are difficult to follow. Specify categories when planning 2027 budget.
 - Track expenses for budget allocations, and make sure that categories are clear.
 - There were some larger expenses that weren't a specific part of the regular budget. It is required that those be approved at an executive board meeting and general membership meeting, that a motion was sent, a second given, and the motion passes.
 - Recordkeeping
 - Checks need two signatures always. Some just had one signature and no co-signer.
 - When expense reports are paid, check number and date is needed so each bill payment can be tracked easier if needed.
 - Credit Card: Financial standards code requires that there must be a policy in place that the credit card must not be used for personal expenses. The executive board will need to come up with that.
 - New requirement: Gift Cards
 - Physical Gift Cards
 - If we get physical gift cards to give out, they need to be tracked by the number of the card, and it needs to be associated with the name of the person who was given the gift cards.
 - For future physical gift cards: We will need to record who the gift card is given to, and the number on the card.
 - E-Gift Cards

- Name is included in receipt, so continue same practice of e-gift cards for meetings.
- Expense reports and expenses
 - (Expense reports have already been updated based on the below criteria and members can access them at: afscme517.org/ExpenseReports)
 - All expense reports need to have specific dates.
 - Mileage on expense reports has to include starting location and ending location.
 - Food expenses need a list of attendees from the event to go with food receipts, not just reason and date.
- Codification of new policies as required by AFSCME Financial Standards Code
 - Will we need a whole constitutional change, or is this something we can have a separate list of written policies about?
 - Constitutional change vs bylaw vs policy? Which one to choose?
 - Policies versus constitutional changes: confirm the necessity of changing whole constitution versus developing a set of internal policies to abide by for the local.
 - Reason for this: constitutional changes can be cumbersome, and there are some additional constitutional changes that we would like to make, so we should do the changes all at once if this particular required credit card policy needs to be a full constitutional addition.
 - Bylaw: essentially a constitution change without making a FULL constitutional change.
 - Kaitlyn McCarthy will look into how other locals have done this.
 - Robbin Rosen will examine the financial standards code and get with some folks at AFSCME Council 5 to get clarity on this.
- Motion to accept Trustee's report
 - Shannan motion to accept. Reese second. Motion carries.
- Secretary's Report
 - Prior Month(s) review and approval
 - Lizzy motion to accept meeting minutes for August. Carrie second. Motion carries.
- President's Report
 - Discussion with Commissioner Bigham
 - Tanya and Ben met with Commissioner Bigham
 - Tanya addressed some behavior that brings concern for unfair labor practices (discipline hearings, investigations, removal of documented ADA accommodations) with management. Kevin Corbid responded but did not address these and remarked more on issues that were occurring during negotiations but have since been resolved and were not relevant to the current conversation.
 - Commissioner Bigham is going to try to reach out to Kevin and either discuss some form of mediation or some sort of relationship repair to kind of build some bridges back.
 - Common Issues (like, the last 8 or 9 investigations):
 - Insubordination.
 - Violating respectful workplace policy.
 - "Failure to follow oral procedures from supervisor," this is difficult to document from a discipline perspective.
 - Brief discussion on when disabilities or neurodivergence may come into play with investigations
 - Maybe loop in Disability and Mental Health ERG?
 - NAMI Trainings?
- Business Rep's Report
- Old Business

- Statement Regarding Peer Auditing in the Crisis Response Unit
 - Motion to approve statement to be shared with a County Commissioner’s Board Meeting.
Robbin first. Reese second.
 - If we would like to present this at a county board meeting, we need a county resident to present.
- New Business
- Good & Welfare
 - Gift Card Drawing: Carrie Genereux
- Adjourn: 12:58
 - Carrie motion to adjourn. Shannon second. Motion carries.

Get involved! Visit the [Local 517 website](#)

Executive Board:

President: Ben Henry
 Vice President: Reese Glaser
 Treasurer: Shannan Hendricks
 Chief Stewards: Carrie Genereux (non-exempt) and Vacant (exempt)
 Recording Secretary: Kaitlyn McCarthy
 New Member Secretary: Heather Vandenheuvel
 Communication Liaison: Alexea Cheatem
 Executive Board Members At-Large: Shannon Feeney, Elizabeth Grover, Lynne Freezy
 Trustees: Robbin Rosen, Tanika Gockowski
 AFSCME Business Representative: Tanya Hollan

Contact AFSCME Council 5:

Phone: 1-800-652-9791
 MAC Line: 651-450-4990
 300 Hardman Ave S
 South St Paul, MN 55075