



# Professional View

3rd Quarter

July – September 2019

## Verify Your Records

*by Bill Vos, steward*

PEA members should check their records to ensure that they are being compensated correctly.

These records include vacation and sick leave accumulation totals, health reimbursement totals, the deferred comp match, amounts withheld for flex spending accounts, and pay stubs compared with the contract.

A member recently contacted their steward because their pay rate according to their pay stub was below the contract rate. This has been resolved with the member now being paid at the current contract rate counting years of service and receiving full back pay.

It turns out that the payroll software did not work correctly in cases of employees promoting from AFSME to PEA.

The department and HR then checked for similar cases in order to not have this happen to anyone else.

The moral of this story is to check your compensation records for discrepancies - sometimes they are there.

### Mission Statement

The Professional Employees Association is dedicated to bargain, administer, and enforce labor agreements in a responsible, prudent, and lawful manner for the overall improvement of members' working conditions, with emphasis on general advocacy, education, and communication.



## PEA CALENDAR OF EVENTS 2019

Thursday, October 3 ..... Fall General Membership Meeting, Mancini's  
Everyone is welcome!

### \*\*\* Nomination and Election Notice \*\*\*

Nominations and elections for the seven (7) executive committee positions will be held in October during our PEA general membership meeting. This notice was also provided to all members through their Stewards in July.

As stated in the Constitution and Bylaws “[e]ach nominee is encouraged to submit a short biography that will be submitted in the meeting notice and/or newsletter preceding the election meeting. Qualified regular members that are nominated from the floor understand that they will not have had the opportunity to submit such biography for the meeting notice or newsletter.”

Pursuant to the Constitution and Bylaws as ratified and amended at the April, 2018 General Membership meeting, “members are qualified to run for office on the Executive Committee or hold steward positions provided they have joined as regular members in good standing one year before the election or appointment for the Executive Board or selection for a steward position and have attended at least one general membership meeting in the past 12 months.”

The following incumbents have informed the Board that they intend on running again in their same position or in a new position that will be vacated at the end of the terms:

President – *Regina Etoll* (incumbent)

Vice President – *Justine Roe* (incumbent)

Treasurer – *Beth Ulrich* (incumbent)

Secretary – *Sara Nurmela* (incumbent)

Personnel – *Julie Kraus* (incumbent)

Negotiations (City) – *Joe Musolf* (incumbent)

Negotiations (SPPS) – *Vaughn Kelly*

Nominations should be sent to Mike Wilde ([mike.wilde24@gmail.com](mailto:mike.wilde24@gmail.com)) or made on the floor at the meeting. Nominations can be made for any executive committee position. Nonmembers cannot participate in the nomination process, election, or voting. Diversity is important in the healthy functioning of all organizations. Minorities are encouraged to fully participate and consider running for office.



## PEA's Annual Dinner & Membership Meeting

Thursday October 3, 2019

Mancini's

531 West 7<sup>th</sup> Street, St. Paul

5:30 pm - Appetizers/Registration

6:00 pm - Dinner

7:00 pm - Meeting

### Agenda

- Introduction of Stewards and Executive Committee Members
  - Approval of April 4<sup>th</sup> General Membership meeting minutes
  - Board and Committee Reports
    - Legal Counsel Update
    - Elections
    - Member Recognition
    - Adjournment

Rsvp by Friday, September 27<sup>th</sup> with your entrée selection (Chicken, Steak, Walleye or Vegetarian Pasta) or special dietary needs

to [justine.roe@ci.stpaul.mn.us](mailto:justine.roe@ci.stpaul.mn.us)

Dinner is complimentary for members  
\$20 for non-members (cash or check)

## Minutes from

### PEA General Membership meeting – April 4, 2019

*Attendees:* Regina Etoll, President; Justine Roe, Vice President; Beth Ulrich, Treasurer; Sara Nurmela, Secretary; Julie Kraus, Personnel Chair; Joe Musolf, City Negotiations Chair; Mike Wilde, Legal Counsel; Issac Afwerke, Karin Anderson, Jeremy Berger, Mary Ann Berglund, Michelle Bergman-Aho, Lora Boehlke, Nick Boettcher, Peter Borgen, Martha Burckhardt, Sue Butler, Michael Christen, Claudia Ciske, Babalola Coker, Kathleen Conger, David Crawford, Dag Dejene, Rosemary Dolata, Ben Feldman, Marie Franchett, Carol Gronfor, Laura Haynssen, Mary Henke-Haney, Joshua Hern, Jenna Hernandez, Robert Huntley, Henry Jerome, Jason Jones, Vaughn Kelly, John Larson, Tanvir Noor, Brianna Nyquist, Ashley O'Brien, Mary Rick, Angela Riffe, Kate Rodriques, Paul Sawyer, Therese Scherbel, Jerry Skelly, Leslie Spring, Michele Swanson, Luke Vang, Bill Vos, Hunwen Westman, Pang Yang, Sarah Zorn

Meeting called to order at 6:03pm.

Introduction of steward and executive board members.

#### Secretary's Report

Minutes from October 3, 2018 general membership meeting (as printed in the Q1 2019 newsletter) approved as written – Motion by Karin Anderson, seconded by Julie Kraus.

If any edits are needed please let Sara Nurmela or a board member know.

#### Legal Counsel Report

Previous PEA President John Blackstone - had PEA create a mission statement:

*The Professional Employees Association is dedicated to bargain, administer, and enforce labor agreements in a responsible, prudent, and lawful manner for the overall improvement of members' working conditions, with emphasis on general advocacy, education, and communication.*

We refer back to this to make sure we are serving our members.

PEA needs to do better outreach to members, especially new employees.

We've been putting out the newsletter quarterly, but wonder if people are reading it. In the Q1 2019 newsletter Mike requested that people email him back with a "read it" note. The newsletter was distributed to 360 people, Mike only received responses from 60 people. That is approximately 15% of total represented by PEA. (Approx 1 in 6)

Is the newsletter a good way to communicate? Should it be discontinued? Feedback from some members present said that they like the newsletter.

What would the alternative be?

For both city and school members – be sure that you are looking at your pay stubs. Someone recently realized they had not received pay raises for two years. "Check your check" – a lot of people don't review their pay stubs regularly. Check your hourly rate, deductions, and other items each pay period.

Out of title pay – members can get out of title pay when assigned to do all of the duties of the higher title. Look at that part of the contract, and see if it applies. It is a rare exception to be working out of title, but be aware of it. Per our contract, after 15 consecutive working days, you shall be paid at the higher title. You do not earn seniority in the other title.

Some questions again recently about JAQs (job assessment questionnaire). JAQs can be very time consuming and very slow. It is a job evaluation by Human Resources. There have been a lot of questions recently about them. PEA does not represent members in individual JAQs.

### **President's Report**

Laura Weller was Member of the Year for 2018. She was the head of a one-woman welcoming committee. She met one-on-one with new employees that PEA represents.

Jeremy Berger has agreed to become our new PEA welcoming committee person. He has some great ideas to involve new employees and members with the union.

### **Treasurer's Report**

Fund balance \$94,674.69

Feb 2019 \$99,881.40

March 2018 \$98, 664.10

Down a couple thousand since 2018, but not a concern because some regular bills were deducted earlier than last year.

### **Committee Chair Reports**

#### **Personnel**

City: 279 represented, 35 are non-members

SPPS: 95 represented, 23 are non-members

Total: 375 represented – 58 are non-members

#### **City Negotiations**

Current agreement runs through 2020 – we are almost half way through our 3 year agreement.

8% increase over the life of the 3 year contract.

Review your pay stubs to make sure the most recent pay increase was made.

We keep a running list of issues, if you have suggestions, please contact Joe Musolf, City Negotiations Chair.

Question about how many people are taking advantage of deferred compensation. The contract has a \$500/year match (\$1500/year in school district) – last we knew less than 50% of the membership takes advantage of that. Request by members to have deferred comp representatives attend a general membership meeting again.

#### **School District Negotiations**

Todd Larson is no longer employed by SPPS, and is no longer school district Negotiations Chair.

April 16 & 18 – PEA is having meetings with school district members to increase our visibility with those members.

#### **Old Business**

Regina sent out an email about PEA negotiated pay increases.

Does membership find these emails more helpful than the newsletter? Regina had those members present to raise their hands if they wanted to keep the newsletter – a majority of members in attendance raised their hand.

Suggestion to have newsletter twice a year instead of quarterly.

Some discussion that the newsletter is good to remind members that they are in a union.

It is a good way for membership to get information in a timely way.

Can we engage with people on different levels? More frequent mini blasts may not be a bad idea. Send out emails more frequently as reminders for members.

Consensus is that the overall responses from 60 members that they read the newsletter is not a bad response.

Currently approximately 6% of the country works under a contract. Those that work under one often don't know what a union does unless they are in trouble. Post Janus decision, people can get all the bargaining, and not have to pay for the work the union does on their behalf. It is important that members (and non-members) understand what union representation does for them.

### **Welcoming Committee**

Mike spoke about Jeremy Berger's background.

Jeremy is excited to be welcoming committee chairperson. If you have ideas or suggestions get a hold of Jeremy or the PEA executive board.

### **LMCHI (Labor Management Committee for Health Insurance – City) & LMCHC (Labor Management Committee for Health Care – SPPS)**

Karin Anderson is sitting on the LMCHI (Labor Management Committee for Health Insurance) for PEA. Meetings are held twice a month.

We get life insurance through the city – going out for request for proposal (RFP) for this.

Don't forget to retake your biometric assessment. You have to click "retake" if you took the health assessment last year.

The city has a VEBA account for health reimbursement account (HRA) – all the unions in the city are trustees. Next week having a meeting about how that is going.

Check your flex spending accounts – make sure that your accounts for flex spending accounts are accurate. Contact cielostar if you have problems or questions. Can also contact Karin if you have issues.

Charlie Colvin will be the representative for school district at their LMCHC (SPPS version of LMCHI.)

Meeting adjourned at 7:17pm.

# Wellness Program Reminder for City Employees

by Sara Nurmela, Secretary & Newsletter Editor

[This is only for those with city health insurance coverage. Everyone else can disregard]

Just a friendly reminder to get working on the wellness program if you haven't... Don't leave \$900 on the table in 2020!

## Deadline is September 30. Less than 2 months away!

200 points = \$300 HRA contribution in 2019

300 points = \$900 HRA contribution in 2019

See the flyer on the following page or visit <http://healthy.stpaul.gov/hsp-start-here/>

Activities must be completed by September 30, 2019.

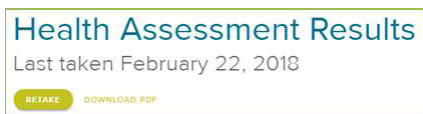
### Two easy steps to getting your first 200 points:

- Biometric screening = 100 points
- Health assessment (taken online) = 100 points

Please note steps below regarding the Compass Online Health Assessment:

- Log on to [mymedica.com](http://mymedica.com) and click on the *Health & Wellness* tab
- Scroll down to the *Start your health assessment* section on the homepage and click the LET'S DO THIS link.
- Click the LET'S BEGIN button on the health assessment page.

**Important:** If you took the health assessment last year, the site may show your results from the previous plan year. To earn 100 points for the 2019 program and the \$20 gift card, be sure to click the green "RETAKE" button at the top of the page (see example).



How you choose to earn the additional 100 points is up to you. Complete multiple Journeys, complete health coaching, track activity, and more. Some activities take up to 8 weeks to complete – get started now!

Just remember that 300 total points must be earned by September 30, 2019 to receive the \$900 in 2020.

As an extra incentive, for every 100 points you earn, you also get a \$20 gift card! (up to 500 points / 5 gift cards)

If you want to keep going after the September deadline, through the end of the year you can continue wellness activities and earn up to 5 gift cards total.

Newer employees (started this calendar year) may have different requirements than those listed above. Please contact HR if you have questions about what your requirements are.

Any questions about Healthy Saint Paul? Contact your department's wellness champion, or consult the website <http://healthy.stpaul.gov> – there is a ton of information there, including how to access your FSA account information <http://healthy.stpaul.gov/my-wealthcare-account/>

Note: if you have not been to the wellness site before, check to make sure your email address is listed so that you can receive your gift cards more quickly.

To do that:

On the wellness page, click on the 3 dots in the upper right corner.



Then select "Profile" from the pop-up.

In the window that pops up, click on "Contact"



Be sure that your email address is entered on the first line, and click "SAVE" at the bottom.

This email address is where your gift card redemptions will be emailed.





We're excited to bring you the 2019 Healthy Saint Paul Well-being Program now offered through Medica. By choosing from a variety of Health Activities, you can earn points towards the Healthy Saint Paul Well-being Program incentive AND My Health Rewards by Medica gift cards!

## Well-being Program Highlights

Earn 200 points and receive a \$300 HRA contribution. Earn an additional 100 points and receive an additional \$600 contribution for a total of \$900 into your Wealthcare account.

200 points	=	\$300 HRA contribution
+100 points	=	\$600 HRA contribution
300 points total	=	\$900 total HRA contribution

## How to earn points

Select from any combination of the following Health Activities to earn points.

Health Activities	POINTS	TIME TO COMPLETE
COMPASS™ Online health assessment	100	15-20 minutes
Biometric Screening	100	15-20 minutes
Phone health coaching	75	3 calls
NEXT STEP CONSULT™	25	15 minutes
JOURNEYS™	50/each	4-6 weeks
TRACK™	1/day	Up to 200 days
CARE SUPPORT™	200	Varies
<b>New!</b> Virtual Care	25	15 minutes
<b>New!</b> Monj	25 + 1/day	Up to 200 days

## Medica Reward gift cards



amazon



For even more motivation to get healthy and stay healthy, Medica will send you a \$20 gift card for every 100 points you earn (up to 500 points and \$100 in gift cards per year). Choose gift cards from a variety of retailers including Target, Amazon, Best Buy and many more.



## Healthy Activities – below is a short description of the various activities.

(For detailed “How To” sign up steps, visit [www.healthy.stpaul.gov/health-activities/](http://www.healthy.stpaul.gov/health-activities/) )

**COMPASS®** online health assessment (100 points max): Complete this health assessment on your My Health Rewards site. Log on to [mymedica.com](http://mymedica.com) and click on the Health & Wellness tab.

**BIOMETRIC SCREENING** (100 points max): Participate in a worksite health screening or visit your doctor and have him/her submit the completed Health Screening Form located on your My Health Rewards site. Find other options on [mymedical.com](http://mymedical.com).

**PHONE COACHING** (75 points max): Completion of three phone calls with health coach.

**NEXT STEP CONSULT™** (25 points max): Complete a 15 minute phone call with a trained health educator who will review with you the results of your health assessment and biometric screening.

**JOURNEYS™** (50 points per Journey up to 300 points/year). Visit your My Health Rewards site and choose a topic designed to improve your health with easy, achievable steps. Expect a Journey to last 4-6 weeks.

**TRACK™** (1 point per day/200 points per year max): Choose a topic such as exercise, eating healthy or life balance. Track what you do each day. You can manually enter your activities into Track on your My Health Rewards site or sync activities from mobile apps such as Runkeeper and personal devices such as Fitbit and Garmin.

**CARE SUPPORT™** (200 max points): Medica may invite certain employees to participate in their Care Support program. The program is not available to everyone. If you are invited, you will find these health actions listed on your My Health Rewards webpage.

**NEW! VIRTUAL CARE** (25 Points): Review the Virtual Care options on [Medica.com](http://Medica.com) to learn more about convenient and cost-effective online treatment of common health conditions. Pledge that you understand the options available and earn 25 points.

**NEW! MONJ** (25 points for accessing the program plus 1 point/day up to 200 points max): You will be empowered daily to make life delicious by improving the way you eat, cook, and connect.

### Program dates

The Well-being Program begins January 1, 2019 and runs through September 30, 2019. More details are available on [www.healthy.stpaul.gov](http://www.healthy.stpaul.gov)

### Well-being Program eligibility

Employees who are insured with Medica through the City are eligible to participate.



# Professional Employees Association

CITY OF SAINT PAUL & INDEPENDENT SCHOOL DISTRICT NO. 625

[www.peaonline.org](http://www.peaonline.org)

## Executive Committee

<b>President</b>	<b>Regina Etoll</b> <i>regina.etoll@ci.stpaul.mn.us</i>	CAO – 500 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8726
<b>Vice President</b>	<b>Justine Roe</b> <i>justine.roe@ci.stpaul.mn.us</i>	WATER – 1900 Rice St., 55113	651-266-1628
<b>Treasurer</b>	<b>Beth Ulrich</b> <i>beth.ulrich@ci.stpaul.mn.us</i>	PED – 1400 City Hall Annex, 25 W. 4th St., 55102	651-266-6689
<b>Secretary</b>	<b>Sara Nurmela</b> <i>peanewsletter@gmail.com</i>	HREEO – 280 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8974
<b>Personnel</b>	<b>Julie Kraus</b> <i>julie.kraus@ci.stpaul.mn.us</i>	CAO – 400 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8776
<b>School Negotiations</b>	<b>Vaughn Kelly</b> <i>vaughn.kelly@spps.org</i> <i>peanegotiations.spps@gmail.com</i>	1930 Como Ave., 55108	651-744-1682
<b>City Negotiations</b>	<b>Joe Musolf</b> <i>joe.musolf@ci.stpaul.mn.us</i>	PED – 1400 City Hall Annex, 25 W. 4th St., 55102	651-266-6594

## Staff & Others

<b>Legal Counsel</b>	<b>Mike Wilde, Esq.</b> <i>mike.wilde24@gmail.com</i>	545 7th St. W Saint Paul, MN 55102	612-227-8425
<b>Member Outreach &amp; Education Coordinator</b>	<b>Jeremy Berger</b> <i>jeremy.berger@ci.stpaul.mn.us</i>	645 Randolph Ave., 55102	651-228-6257
<b>LMCHI (City)</b>	<b>Karin Anderson</b> <i>karin.anderson@ci.stpaul.mn.us</i>	CAO – 700 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8765
<b>LMCHC (SPPS)</b>	<b>Charlie Colvin</b> <i>charles.colvin@spps.org</i>	1930 Como Ave., 55108	651-744-6309
<b>Newsletter</b>	<b>Sara Nurmela</b> <i>peanewsletter@gmail.com</i>	HREEO – 280 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8974
<b>Webpage</b> <i>www.peaonline.org</i>	<b>John Larson</b> <i>john.larson@ci.stpaul.mn.us</i>	Libraries (SPPL) – 90 W 4th St., 55102	651-266-7044
<b>Mailing Address</b>	<b>Professional Employees Association</b>	PO Box 7333 Saint Paul, MN 55107-0333	

## Stewards

<b>DSI &amp; Police</b>	<b>Brian Balfanz</b> <i>brian.balfanz@ci.stpaul.mn.us</i>	367 Grove St., 55101	651-266-5531
<b>Fire, Emergency Management, CAO, OFS</b>	<b>Patricia Lammers</b> <i>patricia.lammers@ci.stpaul.mn.us</i>	367 Grove St., 55101	651-266-5455
<b>Libraries</b>	<b>Peter Borgen</b> <i>peter.borgen@ci.stpaul.mn.us</i> <i>PeterBorgenUnionSteward@gmail.com</i>	Highland Park Library, 1974 Ford Parkway, 55116	651-695-3700
<b>Libraries</b>	<b>Kathleen Conger</b> <i>kathleen.conger@ci.stpaul.mn.us</i>	George Latimer Central Library 90 W 4th Street, 55102	651-266-7000
<b>Libraries</b>	<b>Therese Scherbel</b> <i>therese.scherbel@ci.stpaul.mn.us</i>	George Latimer Central Library 90 W 4th Street, 55102	651-266-7048
<b>OTC / HREEO</b>	<b>Luke Vang</b> <i>luke.vang@ci.stpaul.mn.us</i>	600 City Hall Annex, 25 W. 4th St., 55102	651-266-6789
<b>Parks &amp; Recreation</b>	<b>Mary Henke-Haney</b> <i>mary.henke-haney@ci.stpaul.mn.us</i>	1100 North Hamline Ave., 55108	651-248-6500
<b>PED</b>	<b>Sarah Zorn</b> <i>sarah.zorn@ci.stpaul.mn.us</i>	1100 City Hall Annex 25 W. 4th St., 55102	651-266-6570
<b>Public Health</b>	<b>Sue Butler</b> <i>sue.butler@co.ramsey.mn.us</i>	555 Cedar St., 55101	651-266-1321
<b>Public Works</b>	<b>Bill Vos</b> <i>bill.vos@ci.stpaul.mn.us</i>	900 City Hall Annex, 25 W. 4th St., 55102	651-266-6113
<b>School District</b>	<b>Jim Engen</b> <i>jim.engen@spps.org</i>	360 Colborne St., 55102	651-767-8346
<b>School District</b>	<b>Brianna Nyquist</b> <i>brianna.nyquist@spps.org</i>	1930 Como Ave., 55108	651-744-1807
<b>School District</b>	<b>Jerry Skelly</b> <i>jerry.skelly@spps.org</i>	360 Colborne St., 55102	763-422-9624
<b>Water</b>	<b>Sarah Brown</b> <i>sarah.brown@ci.stpaul.mn.us</i>	1900 Rice St., 55113	651-266-1635