



Registration Materials

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Welcome from CSEA President Mary E. Sullivan



Our 114th Annual Delegates Meeting will be held this year at the Sheraton Times Square in New York City from October 7-11. Our theme is "Moving Forward Together."

It is critical that we keep CSEA headed in the right direction. We need to continue to grow our power and strength by signing up every new member we can, by organizing new units and by involving and engaging the members we have.

We continue to face new challenges and attacks on labor that don't seem to be slowing down anytime soon, and we must remain committed and diligent in our approach to fighting them off.

As we do each year, we will come together to conduct the business of our union, attend valuable workshops and recognize our accomplishments. Our programming this year is designed to help strengthen your skills in those areas and many more! We will be honoring some of you who set the standard for what it means to be a leader in CSEA with the Danny Donohue Leadership Awards, Nadra Floyd Award and Membership Achievement Award. I am confident we will all learn together and become a bit better at what we do every day as a result.

It is through all this we will build a more powerful, stronger CSEA for all.

Please make your plans to join me and our union family in New York City. We will follow the most up-to-date health safety protocols. I look forward to seeing you all there!

In solidarity,

A handwritten signature in cursive script that reads "Mary E. Sullivan". The ink is dark and the signature is fluid and legible.

Mary E. Sullivan
President

Mary E. Sullivan
President

Ron Briggs
Executive Vice President



Richard Bebo
Secretary

Nicole Meeks
Treasurer



MEMORANDUM

To: Local Presidents

From: Richard Bebo, Statewide Secretary *RB*

Date: July 2024

RE: **ADM REGISTRATION OF DELEGATES & GUESTS**
OCTOBER 7th - OCTOBER 11th, 2024, SHERATON NY TIMES SQUARE HOTEL

I am excited and looking forward to our 114th Annual Delegates Meeting in New York City!

A reminder, the list of Officers, Delegates and Alternates based on our records as of June 10, 2024, was mailed to you on June 12, 2024, via the Voting Strength/Delegate form. All forms must be returned by August 5, 2024. This form will identify the delegates you have designated as attendees to the convention.

To report officer and/or delegate changes, please forward a letter with supporting documentation (i.e.: letter of resignation, Executive Board minutes, etc.) to my office on or before August 26, 2024.

Please review the enclosed agenda and go to: <https://cseany.org/ADM> to register for programs. To register you must have a Member Link account and use a personal e-mail address. ***(Do not submit employer sponsored e-mail address)***. If you do not have a Member Link account, go to our website www.cseany.org to create an account or contact Central Files at 1-800-342-4146, ext. 1214 for registration assistance.

All guests and non-delegate member guests attending the convention **must** be registered in advance. **There will be no on-site registration for guests.** When registering for your hotel, please make sure you register your guest as well. You can register for the hotel by following this link <https://cseany.org/2024-adm-sheraton-new-york-times-square-hotel-reservation-form>. Please note that guests cannot attend sessions or meetings.

You must register for the meeting programs and your hotel accommodations by August 26, 2024.

Photo identification will be required during registration hours to be credentialed for the meeting.

If you have any questions, please do not hesitate to contact my office or Central Files.

RB/SLH/am
cc: CSEA Officers
Local Secretaries

Mary E. Sullivan
President

Ron Briggs
Executive Vice President



Richard Bebo
Secretary

Nicole Meeks
Treasurer



MEMORANDUM

To: State, Local Government and Private Sector Treasurers

From: Nicole Meeks, Statewide Treasurer

Date: July 2024

RE: REIMBURSEMENT POLICY - 114th ANNUAL DELEGATES MEETING
OCTOBER 7th - OCTOBER 11th, 2024, SHERATON NY TIMES SQUARE HOTEL

WHO IS REIMBURSED

The members of the Sergeants-at-Arms, Credentials and Convention Committees are reimbursed **directly by CSEA**. These individuals should submit their expenses directly to CSEA on a standard **green Travel Expense Voucher**. The Local Claim Reimbursement form should not be used. These individuals should not seek advances or reimbursement from their Locals.

Local delegates are reimbursed by their Local. The delegates should submit their travel expenses to the Local Treasurer on a Local Travel Voucher. The Local Treasurer can then complete the Local Claim Reimbursement form for submission to CSEA for reimbursement based on the formula outlined in Article IV, Section 3, paragraph (e), sub-paragraph (1) of CSEA's By-Laws, which is as follows:

- (1) ANNUAL DELEGATES MEETING. All Locals shall receive reimbursement for the expenses of one delegate to the annual meeting and Locals having more than 1,000 members shall receive reimbursement for the expenses of one additional delegate for each additional 1,000 members or major fraction thereof. The maximum reimbursement for such delegate shall be for full group rate quotations if appropriate, or full lodging and meal expenses that shall not exceed the rate adopted by the Statewide Board of Directors. Transportation expenses shall also be reimbursed.

DELEGATE REIMBURSEMENT RULES AND LOCAL GUIDELINES

The reimbursement guidelines for Local delegates are listed below. The Local Executive Board should be aware that these rates are **maximums**. The Local Executive Board may set the Local rates at something lower than the established rates, but at no time can the reimbursement rates **exceed** the rates listed. The Local Executive Board is reminded that rebated funds may only be used to pay the expenses of

July 2024

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delegates. The Local delegates should submit for reimbursement to their Local using the standard red Local Travel Expense Voucher.

The Local Treasurer should complete the Local Claim Reimbursement form as outlined in CSEA's By-Laws and submit the completed form to CSEA for processing. **CSEA will not reimburse the Local for miscellaneous allowances if the Local has chosen to pay the miscellaneous allowance to its delegates.** The check will be sent to the Local Treasurer or directly deposited into the Local's bank account if your Local has signed up for that option. Forms received after **April 11th, 2025**, will not be paid.

Transportation

Mileage - 67 cents per mile to the driver, plus tolls when accompanied by receipts. If a toll road was not used, please indicate such on the voucher.

Public Transportation - air, railroad, bus, with receipts.

Private Car Service will be reimbursed at the mileage rate of 67 cents per mile from your home location, plus parking fees, if applicable.

Parking - with receipts.

Meals

Except as indicated below, meals are not included in the room rate. Meals should be paid using CSEA's allowance policy. Breakfast allowance is given if on Union business **before** 7:00 a.m.; lunch, if on Union business between 12:00 and 2:00 p.m.; and a dinner allowance is given if on Union business **after** 7:00 p.m. The current CSEA regular daily meal and incidental rate is \$55. New York City is considered a high-cost city for meals, therefore the U.S. General Services Administration (GSA) rate for NYC for 2024 is \$79. Locals have the option to choose to reimburse their members for the ADM at the CSEA regular rate (\$55) or the 2024 GSA rate (\$79).

The cost of the CSEA/AFSCME event scheduled for October 9th is included in the room rate. A dinner allowance must not be given for this event.

Lodging

A maximum of five (5) nights' lodging for delegates will be reimbursed. Single or double accommodation is \$518.73 per night, which includes sales and occupancy taxes. Check-in is at 4:00 PM and check-out is at 12:00 PM. Hotel receipts must be attached to the voucher. Lodging must be secured through the process provided at the CSEA approved hotel that is part of the negotiated package.

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Incidental Fee and Credit Card Holds

The Sheraton does not pre-charge for incidentals, however, a credit card is required to confirm a reservation and check-in to the hotel. The Sheraton is now a cashless business. **Cash is not accepted at the front desk or in the restaurants and bars.**

Parking Fees

\$ 80.00/24hours. There are no in/out privileges.

Miscellaneous Allowance

Up to \$50.00 for each overnight stay may be approved. This is not a reimbursed expense from CSEA but may be approved as a Local expense for the delegates.

Enclosure

cc: Local Presidents (without Local Claim Reimbursement Form)



LOCAL CLAIM REIMBURSEMENT FORM

114th ANNUAL DELEGATES MEETING

NEW YORK CITY

OCTOBER 6 - OCTOBER 11, 2024

TO: CSEA, Local 1000, AFSCME, AFL-CIO, 143 Washington Ave., Albany, NY 12210

DATE: _____

A. TRANSPORTATION to New York City and return:		1099	FUND	DEPT	ACCT	FUNC
<i>Air, Bus, Train</i>	\$ _____	N	1100	1110	53441	A222
<i>Auto mileage</i> _____ miles 67 ¢ per mile.	\$ _____	N	1100	1110	53411	A222
B. LODGING — maximum of five nights - Please refer to reservation information for room rates.	\$ _____	N	1100	1110	53111	A222
Rates are per room per night.						
C. MEALS — B/L/D: CSEA rate \$55 (\$10/\$15/\$30) or GSA rate \$79 (\$18/\$20/\$36 + \$5)						
<i>DO NOT CLAIM A DINNER ALLOWANCE FOR 10/9</i> (meal allowances will not be paid unless "Travel Times" below are filled in)	\$ _____	N	1100	1110	53311	A222
D. OTHER TRAVEL (Tolls, Parking).....	\$ _____	N	1100	1110	53499	A222
TOTAL	\$ _____					

TRAVEL TIMES:

OFFICIAL REPRESENTATIVE: - OCTOBER 6, 2024 - OCTOBER 11, 2024

Name:	TIME DEPARTING HOME	TIME ARRIVING NEW YORK	TIME DEPARTING NEW YORK	TIME ARRIVING HOME
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Our Local is not being reimbursed, nor will we seek reimbursement, for any part of this travel expense voucher from any other source. I certify that the above expenses were necessary, just, true and accurate.

SIGNATURE _____ LOCAL Number & Name: _____
LOCAL TREASURER

DATE: _____

SIGNATURE _____
LOCAL PRESIDENT

NOTE: Please attach hotel and transportation quotes to this claim form.

All Expense Vouchers must be submitted to my office by April 11th, 2025
Claims received after April 11th, 2025, will not be paid.

Submit by fax or email:
 518-436-0398
 6 connie.bonacquisti@cseainc.org

Nicole Meeks

NICOLE MEEKS Treasurer



Proposed Standing Convention Rules 2024

1. Immediately subsequent to the opening ceremonies of the first business meeting, the presiding officer shall:
 - a. Indicate fire exits and emergency evacuation procedure.
 - b. Announce emergency medical assistance station available to the delegates during the entire convention. This assistance shall be provided by CSEA if it is not available in the convention facility.
2. The Credentials Committee shall report the number of delegates and alternates registered as present with proper credentials at the opening session of each day that business continues. There shall be a final report given at the beginning of business on the last scheduled day of the meeting.
3. A member registered as an alternate can, upon proper clearance by the Credentials Committee, be transferred from alternate to delegate at any time during the continuance of the business meetings.
4. Delegates, alternate delegates, board members, staff and all guests will be required to wear the badge issued by the Credentials Committee for admission to the business meetings.
5. Only delegates and board members may obtain the floor and no one may speak until recognized by the presiding officer. Recognized delegates shall state name and local before addressing the body. Delegates must be confined to the merits of the pending question. Speakers must address their remarks to the Chair; and no speaker may speak longer than three minutes without the permission of the delegate body [granted by a two-thirds {2/3} vote without debate].
6. No member may speak twice addressing the same issue until all others addressing the motion have been recognized. Total discussion on a motion is limited to thirty (30) minutes unless the delegate body permits extension of time [granted by a two-thirds {2/3} vote without debate]. At the end of 30 minutes, or after all speakers have debated, or after a vote to end debate is taken, and before the vote on the issue is called, the author of the amendment or resolution shall have an opportunity to refute any debate on the issue for the period of three [3] minutes.
7. Microphones shall be numbered in order and be controlled by the Sergeants-at-Arms and Assistants, who shall be members in good standing and who shall be in attendance during all business sessions. Microphone 8 may only be used for a request for information.
8. CSEA delegate meetings shall be open to members of the press upon invitation only. Pronouncements of actions pending or taken will be made to all others by official press release of the CSEA Communications Department or in news conferences called by CSEA.
9. A written (printed) agenda shall be provided to all delegates indicating the order of business. The order of business (agenda) may be suspended by a two-thirds (2/3) vote of the delegate body. The written agenda shall be the printed index.
10. The question of the presence of a quorum may be raised by any delegate as a "point of order." A quorum call cannot interrupt a speaker. The ruling shall be made by the presiding officer, subject to appeal.

- 11.** Motion for a roll-call vote may be made by any delegate and shall be ordered upon approval of one-fourth (1/4) of the delegates present.
- 12.** The voting strength of a delegation shall be split evenly amongst the delegates present for the vote. Any extra votes are to be cast with the majority vote of the delegation on that particular issue. There shall be no fractional voting.
- 13.** To amend or rescind a rule of the convention requires a two-thirds (2/3) vote of all registered delegates.
- 14.** There shall be provided on the dais at least three microphones; one for the use of the presiding officer; one to be used by the other officers on the dais; and one for committee chairpersons to give reports.
- 15.** Any resolutions, which are to be submitted for action by the delegate body concerning any subject matter, must be submitted to the Secretary of the Association by May 15 of the year of the Annual Meeting at which the resolution will be considered.
- 16.** Any resolution which does not comply with this provision can be presented for action to the delegate body only upon the affirmative vote of two-thirds (2/3) of the delegates present at the delegate meeting.
- 17.** Any material distributed to delegates in session must have prior approval of the presiding officer.
- 18.** Notices for announcement in the convention shall be in writing, signed by the person (or a proper representative of the person) under whose authority the announcement is issued, and shall be sent to the desk of the Secretary.
- 19.** If a quorum is present, this body will stay in session until the completion of all new business or until 12:00 noon on Friday, October 11, 2024 whichever comes first.

Certification/Registration

[Photo identification is required to register for the Convention]

Sunday 3:00 p.m. - 6:00 p.m.
Monday 8:00 a.m. - 4:00 p.m.
Tuesday 8:00 a.m. - 2:30 p.m.
Wednesday 8:30 a.m. - 12:00 p.m.

Delegate Registration

Reminder to complete the Voting Strength Form sent on June 12, 2024 to indicate the delegate(s) that will be attending the Annual Delegates Meeting and return completed form by **August 5, 2024** to:

CSEA Headquarters
Central Files
143 Washington Avenue
Albany, NY 12210
Fax: 518.434.8225

DO NOT use the Delegate listing to notify CSEA of any change in officers or delegates. To report officer and/or delegate changes, please forward a letter with supporting documentation [i.e., letter of resignation, Executive Board minutes, etc.] to the Office of the Statewide Secretary, Richard Bebo. If you have not received your Voting Strength information, please contact Central Files at 518-257-1214.

Delegate/Alternate Status

Reminder, send only the number of delegates allowed by the Local's voting strength as of June 10, 2024 as indicated in the Voting Strength Form. Delegates are the Local Officers, in descending order, and then any elected delegates.

Confirmation will be sent via email and must be presented, *along with photo identification*, to registration staff during registration hours to be credentialed for the meeting. Alternate Delegates may only be in attendance if circumstances permit them to be seated as a Delegate. Alternate Delegates, where applicable, are designated by an "A" on the Voting Strength/Delegate Registration Form. Delegates in excess of the allotted number may attend the convention only as guests. A Local may pay only for **Delegates** to attend the Annual Delegates Meeting. Guests **must** pay their own expenses. All guests **must** be registered using the Guest Registration form available on the CSEA website: cseany.org/ADM.

Program Registration

Program Registration is to be completed by **each** of your Delegates attending the Annual Delegates Meeting. Please refer each Delegate to the CSEA Website: cseany.org/ADM where they may register for programs, to ensure there is sufficient space and materials/handouts available.

Hotel Reservations

Hotel reservations must be made through CSEA for anyone attending the Annual Delegates Meeting.

Hotel: Sheraton New York Times Square Hotel

Inclusive of Taxes Per Night: \$518.73

Check-in: 4:00 pm | **Check-out:** 12:00 pm

Parking fee: \$80 / 24 hrs, no in/out privileges

Only those delegates chosen to attend the Annual Delegates Meeting by their local president should be reserving a room. If you are unsure, please check with your president before completing the hotel reservation form online.

DO NOT SEND PAYMENT. An invoice will be sent to locals after August 1, 2024. Upon receipt of the invoice please make checks payable to CSEA, Inc. and mail to the Finance Department, 143 Washington Avenue, Albany, NY 12210 by August 14, 2024.

Non-member guests or CSEA member guests cannot attend conference sessions or conference meetings.

Hotel Reservation forms must be completed and submitted by individual members that are planning on attending the conference, even if you are planning on sharing a room with another member.

Individuals will be responsible for any incidentals and will be asked to provide a personal credit card upon check in.

Both the Conference registration and the Hotel registration (if needed) must be completed to attend the conference. There is no onsite registration, and no hotel rooms will be booked after the 8/26/24 deadline.

EARLY DEPARTURE FEES:

An early departure fee of one night's room and tax will apply if a guest/attendee checks out prior to the confirmed check out date. The attendee will be responsible for paying this fee.

INCIDENTAL FEE/CREDIT CARD HOLDS:

Sheraton does not pre-charge for Incidentals. However, a CC is required in order to confirm a reservation and check in to the hotel. The Sheraton is now a cashless business. Cash is not accepted at the Front Desk or in the Restaurants/Bars.

CANCELLATION POLICY:

For guests who change reservation departure date while onsite day of or day before, Sheraton will charge one night's room and tax as a non-refundable deposit at the time of the reservation request is made.

If there are any questions, please contact Central Files at 518-257-1214 or ADM2024@cseainc.org

Travel Arrangements

Call CSEA Travel Coordinator, Janet Bradshaw at 1-800-342-4146, ext. 1277, between 10:00 a.m. and 4:00 p.m., Monday through Friday for air or train travel assistance.

Special Requirements

Indicate any special requirements when booking your hotel reservation through the online booking website.

Smoking Policy

The Sheraton New York Times Square Hotel is a smoke-free facility. Smoking is prohibited everywhere on the premises.

Join PEOPLE

Please sign up for PEOPLE. Like all aspects of our union, PEOPLE (Public Employees Organized to Promote Legislative Equality) is nothing without our members. To provide a strong political voice for our members, we need your help. You can become an active part of PEOPLE in many ways. The easiest way is by signing a payroll deduction card for PEOPLE*. Other ways that you can join are by making an individual contribution or signing up for electronic funds transfer and have your PEOPLE donation deducted safely and easily from your checking or savings account. Providing regular contributions that we can count on as we work on legislative issues and for candidates throughout the year is important to make sure our members' interests are represented. Politicians will make decisions that have a great impact on your job, health care and pension. Make your voice heard by joining with other CSEA members in PEOPLE. Join the fight by completing the enclosed application and mail it in today.

**Please check with your local/unit to be sure that PEOPLE payroll deduction is available.*

Become a PEOPLE Recruiter

If you and all your Delegates are already PEOPLE members, use the forms for others in your Local who may not have had the opportunity to join the PEOPLE program. Once you recruit a co-worker, you will begin to earn cash rewards.



Proudly display your leadership
Become a **MVP** member of PEOPLE!



PEOPLE protects your job, pension and health benefits at all levels of government!



Stop by the PEOPLE booth
and check out the new hoodie!

Visit cseany.org/people to join through our online application today!





APPLICATION

 Active Member Retiree Member

First Name

MI

Last Name

Mailing Street Address

Apt./Fl.

City

State

ZIP

Email

Phone

Region

Local

Annual Contribution Levels *

 \$500 \$250 \$100 MVP Other

In accordance with federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.



At MVP level or higher, members will receive a FREE PEOPLE Sweatshirt Hoodie and be enrolled in the PEOPLE Membership Rewards Program.

Hoodie Size

 S M L XL 2XL 3XL 4XL

PEOPLE Hoodie gift will be mailed to address provided in application. Please allow 6 to 8 weeks for delivery.



Application Authorization

CSEA provides multiple ways you can renew your contribution. Choose the one that works best for you.

Credit Card

One-time annual contribution

VISA



Annual contribution divided evenly per month

DISCOVER

Name on Card

3 digit CVC

Card Number

Expiration Date

By selecting *Credit Card Contribution*, I hereby authorize AFSCME PEOPLE to bill my credit card account listed in the amount selected. This authorization will remain in effect until written notice of termination is given to AFSCME PEOPLE.

Signature

Date

Electronic Funds Transfer

Name of Financial Institution:

Routing or Transit Number:

Account Number:

Type of Account

Checking

Savings

One-time annual contribution

Annual contribution divided evenly per month

By selecting *Electronic Funds Transfer*, I hereby authorize AFSCME PEOPLE for withdrawals and adjustments electronically and under the Rules of the National Automated Clearing House Association. This authorization will remain in effect until written notice of termination is given to AFSCME PEOPLE.

Signature

Date

By Check or Moneyorder

Please make payable to AFSCME PEOPLE.

*Interested in for payroll or pension deduction?
Call 518 436-8622 or email people@cseainc.org*



The CSEA 114th Annual Delegates Meeting

“Moving Forward Together”

Tentative Agenda

Sunday, October 6

3:00 p.m. – 6:00 p.m. Certification and Registration of Delegates

Monday, October 7

8:00 a.m. – 4:00 p.m. Certification and Registration of Delegates

Information Tables & Exhibits Open

9:00 a.m. – 10:30 a.m. Welcome Orientation for First Time Delegates

What you and your members gain from your participation during the week of the Annual Delegates Meeting directly relates to your understanding of your role and responsibilities as a delegate. This session provides you with information and tips about the week’s events as well as having the opportunity to meet other officers and delegates from your Region. All delegates are encouraged to review the delegate meeting format and to welcome our union sisters and brothers who are joining us for the first time.

**9:00 a.m. – 10:30 a.m. State Division Department, Unified Court System,
and Local Government Committee Meetings**

- OMH/OPWDD & Advisory Committee
- Department of Correctional & Community Supervision
- Unified Court System
- Department of Transportation
- State Police
- State Insurance
- Local Government: Schools
- Local Government: Social Services

Monday, October 7, continued

9:00 a.m. – 12:15 p.m.

Workshop

Special Session: Race & the Economy

**** Space is Limited. Attendee must attend full Session. A Break will be announced.****

The relationship between race and economics in the United States is complex. In this workshop participants will have the opportunity to share their experiences of the economy and examine why inequities exist. We will evaluate how systemic racism creates division between working people. Participants will learn how people can change the rules of the economy by acting together through voting, volunteering, organizing and activism. Finally, we will create an 'ASK' to empower family, friends, and co-workers to come together to change the rules and create an economy that works for all.

10:45 a.m. – 12:15 p.m.

State Division Department, and Local Government Committee Meetings

- Department of Health
- State University of New York
- Office of Children and Family Services
- Department of Tax & Finance
- Department of Labor & Department of Motor Vehicles
- NYS Parks, Recreation and Historic Preservation
- Local Government: Probation Services
- Local Government: Health Services

12:15 p.m. – 1:15 p.m.

Lunch on Your Own

1:15 p.m. – 2:45 p.m.

Workshops

An Overview of CSEA Benefits

Saving the membership money and helping to make life better, both on and off the job, is important to CSEA. We have negotiated and secured valuable consumer savings and programs. In this session, representatives will explain the variety of benefits and services available and discuss strategies to share the information with the membership.

Empire Plan and NYSHIP (New York State Health Insurance Plan)

Please come and join the Joint Committee on Health Benefits for an annual update of NYSHIP. There will be a discussion on how to be an informed health care consumer.

Health Insurance and Retirement

Thinking about retiring? Wondering how retirement may affect your health insurance? Confused about Medicare? Come join the CSEA Health Benefits Department for an interactive discussion about how retirement impacts your health insurance coverage. Learn about the typical scenarios that can occur to your health benefits when a CSEA member retires. Discuss the basics of Medicare and how it may coordinate with your employer sponsored health insurance. Bring your questions, as this workshop is intended to help you prepare for what you'll need to know about retirement and continued health insurance.

Monday, October 7, continued

1:15 p.m. – 2:45 p.m.

Workshops

An Overview of the Employee Benefit Fund’s Valuable Dental and Vision Benefits

Do you know who the CSEA Employee Benefit Fund is and the benefits we provide? At the CSEA Employee Benefit Fund we work hard to provide exceptional service and quality dental, vision and reimbursement benefits to our members. Our goal is to help keep you informed and to build bridges between the Benefit Fund and the membership. Come join us as we explain how our benefits work and how they add value to your CSEA contract.

New York State and CSEA Partnership – An Overview

The Partnership’s mission is to promote increased career mobility, workplace safety, and job satisfaction; a highly skilled, motivated, and productive workforce; and effective labor-management relationships between NYS and CSEA representatives through education and training programs. In this workshop you will find out how you and your members can take advantage of all the services accessed directly by members, including tuition benefits, as well as the services that can be accessed by labor and management working together, such as our grant programs. ***This workshop is open to State bargaining unit members.***

An Overview of CSEA Work Institute Programs

CSEA WORK Institute has secured grant funds to offer school districts workshops in such topics as Staying Strong and Resilient, Overcoming Burnout and Self-Care Right Now. Local government and private sector members can once again participate fully in a host of SKILLS classes from Trades, Operation and Maintenance to Math, Writing, Language, and Interpersonal Communication. Also, featured is CSEA WORK Institute’s Civil Service Test Prep study material. Come and learn how you can participate in these new and existing opportunities. ***This workshop is open to Local Government, School District and Private Sector bargaining unit members.***

Student Debt Relief

Are you a student or a public employee with Federal Student loans? Join us for a Student Debt Relief workshop and learn how to get on track to eliminate your student debt.

Inclusive Language for Today’s Workforce

In this interactive workshop, participants will examine their contract language in a critical way to improve current language to be more inclusive, thereby creating protections for more members.

3:00 p.m.

Forums- Bring Your Committee Report booklets.

Part 1 – Constitution and By-Laws Committee

In this forum the Constitution and By-Laws Committee will provide an overview of its report to the Delegates on the proposed changes to the CSEA Constitution and By-Laws. The Chair and Committee Members will answer questions about the report. This forum provides an excellent opportunity to review and discuss the changes to our Union’s Constitution and By-Laws before they are brought to the floor later in the week. ***If you are a new Officer/Delegate, you should attend this forum.***

Part 2 – Resolutions

This forum is an opportunity for all delegates to review and discuss the resolutions that the Delegates will be voting on later this week. As resolutions are explained, questions may be addressed to the Chair and Members of the Resolutions Committee for clarification.

Monday, October 7, continued

3:00 p.m.

Forums- Bring Your Committee Report booklets.

Part 3 – Standing Committees

In this forum, Committee Chairs are available to answer questions about the content of any of the committee reports, other than the Constitution and By-laws and Resolutions Committees. These reports are presented to the delegates at the 112th Annual Delegates Meeting later in the week.

4:15 p.m.

LGBTQ Caucus

The purpose of the caucus is to provide an opportunity to discuss LGBTQ issues and the importance of all of us being allies and a collective voice in addressing issues on behalf of all workers and our communities.

Tuesday, October 8

8:00 a.m. – 2:00 p.m.

Certification & Registration of Delegates

8:00 a.m. – 1:00 p.m.

Information Tables & Exhibits Open

9:00 a.m. – 10:30 a.m.

Workshop

Mapping Out the Electoral College

This workshop is for political junkies that want to dive into the Electoral College, why it was established and how it works vs. the popular vote. We will discuss how the electoral map could play out, along with identifying important swing states and much more.

10:30 a.m. – 10:45 a.m.

Break

10:45 a.m. – 12:15 p.m.

Workshop

It's the Title Match to become CSEA's Political Guru

This will be an interactive and fun trivia game to test your knowledge on a wide range of political and legislative topics. Teams will compete against each other to determine who will hold the title of CSEA's Political Guru.

12:15 p.m. – 1:15 p.m.

Lunch on Your Own

1:15 p.m. – 2:45 p.m.

Workshops

Eyes on the Prize: Fighting the Boss, Not Each Other!

As union leaders, we know that none of us do it alone. To build power and win concrete improvements for our members, we must work together on executive boards, committees and more. Yet sometimes our individual differences, exacerbated by the day-to-day stresses of our responsibilities, boil over from healthy debate and disagreement to intense personal conflicts that distract and derail us from reaching our shared goals. In this workshop, we will discuss and practice strategies to deal with conflict in the moment and build strong working relationships that can survive disagreement and turmoil.

Tuesday, October 8, continued

1:15 p.m. – 2:45 p.m.

Workshops

Winning! Why Volunteer Member Organizers Matter for the New Organizing Wins

Have you ever wondered how workers without a union join CSEA and start a new unit or local from the ground up? Are you curious about how we plan, run, and win strategic new organizing campaigns? Do you want to learn why CSEA volunteer Member Organizers (VMOs) are central to the Organizing Department's success and if becoming a VMO is right for you? Bring questions for our panel of VMOs and hear from them about their experiences helping other workers to organize and join CSEA. Learn about the risks involved and what it takes for workers to come together and choose to fight their bosses to win their CSEA union.

I Think I Know What That Means...

We often hear a lot of technical terms when carrying out union business, but we may not always know what they mean. In this workshop, we will discuss complicated and interrelated topics like exclusivity and past practice.

Emails, Facebook, Postcards, Newsletters and Phone Calls

In today's world we have a wealth of ways at our disposal to communicate with members. The positive side of this is it's faster and easier to reach more people than ever. The negative side of this is that it can take more work to reach them if we are using all these methods. There are some strategies and best practice for which of these to use strategically. This workshop will explore the advantages and disadvantages of each method and will help lead to a more effective communications strategy.

New Employee Orientation and You

In this workshop, participants will recognize the value of participating in and developing a new employee orientation program that enables members to meet and learn about the union and its core values. This presentation will also review the numerous resources available and review best practices. We will discuss how to get every application processed in a timely fashion, overcoming any challenges.

Using Safety and Health Analytics for Negotiations, Bargaining, and Regulatory Efforts

Advocating for workplace safety improvements seems like it should be easy. The reality is that we are continuously bargaining for safety and must be prepared to be effective. This program will show you how safety and health analytics and data can be used to help you win workplace improvements to help the membership.

How to use Technology to Empower you as an Officer/Member

In this workshop participants will be introduced to technology tools which are available to them via My CSEA Mobile app, website or by request. This workshop is interactive, and members will be able to provide feedback on what suits their needs. Homework: You should bring your ideas on what could be done to improve the member experience. Active participation in discussions is encouraged.

3:15 p.m.

General Session: "Harnessing the Power of Positivity" (sponsored by CSEA's Minority Caucus)

Join us for an interactive, energetic, and stimulating session led by nationally known speaker, and positive energy coach, Chris B. Williams.

Known for his charismatic style, Chris will share insight and experiences from his dynamic background as an entrepreneur and all-star athlete, to show how applying a positive mindset can boost success and energize our union as we move forward together.

Wednesday, October 9, continued

8:30 a.m. – 12:00 p.m.

Certification & Registration of Delegates

8:30 a.m. – 10:00 a.m.

Workshops

The Justice Center

This course provides officers and representatives that are both new to, and experienced with, dealing with, the Justice Center. There will be an overview of the agency and how to best represent members facing an investigation or substantiated report. The topics will include how to know whether an interrogation is criminal or disciplinary. The workshop will focus on exploring how to handle real-life situations involving the Justice Center.

Power in the Workplace through Labor Management Committees

Labor Management Committees are vital in providing an opportunity for the union to exercise its collective voice in the workplace. Having a healthy Labor Management Committee creates a necessary forum by which members can engage and inform management of the issues that members encounter daily. In this workshop, participants will learn the role of the labor management committee and its chair, the elements that make up a great agenda, and how working with management can create power for members in the workplace.

This workshop is open to Local Government and Private Sector members only.

State Government Grievance and Investigation

This workshop provides an overview on the types of grievances and the procedures for filing and/or appealing, with a concentrated basic grievance investigation. ***This workshop is open to State bargaining unit members only.***

Where is Everybody? Mobilizing the Membership

If you are dissatisfied with your turnout to union meetings, events, or actions, join this workshop where we will share ideas, experiences, and best practices to increase member participation.

Parliamentary Procedure for Officers and Delegates

This workshop will review the basics of parliamentary procedures. This workshop is designed for less experienced officers and delegates who want to be able to participate fully in the General Sessions.

Drawing out the Leader in you

What does effective union leadership look like? In this interactive workshop, participants will identify the key qualities and tools of union leaders, and then work together to draw out their vision for effective union leadership.

Engaging Our Membership: Creating Meaningful and Valuable Relationships

How do we engage our members to become more involved in doing the work of the union? What can we do to connect with our fellow sisters and brothers? In this interactive workshop, participants will learn 1-on-1 skills, tips and techniques that are necessary in engaging our members and connecting with them on other levels.

Conflict Management and Resolution

As leaders, it is important for us to understand how to identify and manage conflict. The nature of the work that you do as union leaders ensures this. In this workshop, we will discuss and learn how conflict manifests itself and how to identify the elements of conflict by gaining an understanding of the messages and the sources of conflict that exists. Finally, we will learn that when engaged in conflict how to use self-mediation and resolution techniques.

Wednesday, October 9, continued

10:30 a.m. – 12:00 p.m. Division Meetings

Local Government Division Meeting

Join the delegates who represent those members of CSEA in local government for a discussion of business directly related to the Local Government Division.

State Division and Public Authorities Meeting

Join the delegates who represent those members of CSEA in state government and public authorities for a discussion of business directly related to the State Division and Public Authorities.

Private Sector Division Meeting

Join the delegates who represent those members of CSEA in the private sector for a discussion of business directly related to the Private Sector Division.

12:00 p.m. – 1:30 p.m. Lunch On Your Own

1:30 p.m. Opening Ceremonies and General Business Session

6:30 p.m. CSEA / AFSCME Event

Come join fellow delegates and friends for an evening of networking and fun (Dinner is included). Guests are welcome to attend, you must register as indicated in the registration materials. **Ticket required.**

Thursday, October 10

9:30 a.m. General Business Session

Friday, October 11

9:00 a.m. General Business Session

12:00 p.m. Motion to Adjourn 114th Annual Delegates Meeting



Local 1000 AFSCME, AFL-CIO

Mary E. Sullivan, President
cseany.org

