



BULLETIN

FEDERAL MEDIATION AND CONCILIATION SERVICE

Bates
SUBJECT: PM Assignments to FMCS Grantees

No. : 86-BUL-120S

To: All Field Professional Staff

Date: December 4, 1986

From: Duane Buckmaster *Buck*
Deputy Director

In an attempt to build a closer working relationship between our field preventive mediation (PM) efforts and our grants program, I have agreed to a suggestion made by Bob Baker to the effect that a PM assignment will be made to each FY86 grantee. The roles and responsibilities of field and national office representatives are as follows:

NATIONAL OFFICE

- The grants program will inform all Regional and District Directors of the names and addresses of all FY86 grantees by December 17, 1986.
- A copy of each grant application will be mailed to the appropriate field mediator within two weeks of being notified as to which mediator has been given the PM assignment.
- Upon request, a copy of the grantee's quarterly progress reports will be sent to each interested field mediator.

FIELD OFFICES

- Each District Director will formally assign a field mediator to each FMCS grantee by December 31, 1986.
- The grants program will be informed of the assigned personnel by January 9, 1987.

These assignments should be considered as high priority (but otherwise routine) cases and included in the quarterly PM report to my office. Grantees, as any other group, will not be required to accept FMCS assistance. If they do accept our offer, the assigned mediators must read the grant and fully understand what the grantee has pledged to do under the provisions of the grant. Care should be taken not to influence the grantee to exceed the scope of the grant without prior approval from grants

program personnel who will retain official FMCS monitoring responsibility for each grant. Although field mediators will not be required to report directly to the grants program, they are encouraged to notify the grants staff in the event of any serious problems.

The purpose of all this is to make maximum use of our financial and technical resources by coordinating those efforts. With the cooperation of all FMCS staff involved in this process, I am certain this can be done.

APPROACHES/PLANS FOR ACCOMPLISHING OBJECTIVES:

OBJECTIVE I: Establish a Labor/Management Committee composed of three representatives from United Domestic Workers and three from Remedy Home and Health Care Inc. to meet bi-monthly for the purpose of identifying and solving mutual problems.

ACTIVITY	DATE	WHO RESPONSIBLE	EVALUATION
1.1 <u>First meeting</u> - Approve and finalize consultant contracts, plan statewide mtngs, identify current problems and explore solutions.	Oct/86	Committee	Meeting minutes - to include attendance, content decisions and plans, member feedback on mtng. effectiveness.
1.2 <u>Second meeting</u> - Plan 1st statewide meeting - Consultant rpt., final planning for statewide meeting, Health and Safety study report, current problems and discussion.	Dec/86	Committee	"
1.3 Evaluate statewide meeting and Health & Safety training. Plan 2nd statewide mtng. Labor/Management training report/review of training package. Report of Health and Safety consultant.	Feb/87	Committee	"
1.4 Final plan for 2nd statewide mtng. Health and Safety rpt/presentation of training material - eval. & modify L/M training report. Discuss mutual concerns	Apr/87	Committee	"
1.5 Eval. statewide mtng. H & S training. L/M Training progress report. Discuss mutual concerns.	June/87	Committee	"
1.6 H & S progress rpt. Plan 3rd Statewide Mtng. L/M training rpt. and eval. (modify process if necessary.	July/87	Committee	"
1.7 - Evaluate H&S trng. and Labor Rel. Plan needed changes	Sept/87	Committee	"
1.8. Eval. and Planning. Plan next L/M Coop. project	Nov/87	Committee	"
1.9 Evaluation and Planning/Prob. Solving	Feb/88	Committee	"
1.10 Final meeting this contract/ Planning	Apr/88	Committee	"

APPROACHES FOR MEETING PROJECT OBJECTIVES:

OBJECTIVE II - Organize and conduct three (3) statewide meetings to be attended by Company Directors and Union Leaders from each bargaining unit as well as Labor/Management administration and officials (LMC Committee members), for the purpose of bringing together Labor/Management leaders from the scattered areas, to increase industry visibility, recognition, cohesiveness and problem solving capacity.

ACTIVITY	DATE	WHO RESPONSIBLE	EVALUATION
2.1 Initial planning, define tasks, assign responsibility	Oct/87	Committee	Committee minutes
2.2 Arrange facilities/ logistics planning Send notices of meeting/contact leaders and directors for feedback etc.	Nov/Dec 1086	Project Coordinator	Evaluated by Committee Chairperson
2.3 Report on final meeting plans	Dec/86	Project Coordinator	Committee
2.4 Approve and/or modify Statewide mtng. plans	Dec/86	Committee	Committee minutes
2.5 Coordinate all logistics at meeting	Jan/87	Project Coordinator w/ assistance of Committee	Committee minutes/questionnaire from participants
2.6 Compile all written feedback/identify logistics problems/prepare eval. report for Committee	Feb/87	Project Coordinator	Evaluation by Committee/to be reported in minutes/record of participant feedback
2.7 to 1.13 Repeat as for 1st Meeting	1.7 Mar/87 1.8 Mar to Apr/87 1.9 Apr/87 1.10 Apr/87 1.11 May/87 1.12 June/87 1.13 June/87		
2.14 to 1.19 Repeat steps			
2.20 Final report and evaluation of Statewide meetings	Nov./87	Project Coordinator and Committee	Tools to be used are participant feedback on meetings/written questionnaires in Jan. to be

APPROACHES TO ACCOMPLISHING PROJECT OBJECTIVES:

OBJECTIVE III - Assess the Health and Safety needs of Home Attendants and develop and conduct an effective Health and Safety Training Program geared to the unique needs of home care workers, for one Supervisor and one Union Steward as well as for Company Directors and Union Leaders in each bargaining unit. (40 persons).

ACTIVITY	DATE	WHO RESPONSIBLE	EVALUATION
3.1 Contract with Health and Safety Cons.		Committee/Chairman	Committee meeting minutes
3.2 Conduct in-depth study of Health and Safety problems and needs in home care industry	Oct/86 Oct to Dec 1986	Consultant	Evaluation by Committee
3.3 Report to Committee on Health and Safety training needs and plans	Dec/86	Consultant	Evaluation by Committee/w modifications if necessary
3.4 Prepare training package and produce visuals	Dec. to Jan. 1986/87	Consultant/w Comm. Involvement and Assistance of Coordinator	Evaluation by Comm.
3.5 Present training package and train Directors and Union Leaders	Jan/87	Consultant	Written questionnaires to be filled out after training
3.6 Training of Supervisors and Union Stewards in each collective bargaining unit	Feb/87	Directors and Union Leaders in each coll. barg. unit with consultation assistance from Consultant	Written evaluations by participants
3.7 Conduct Health and Safety trng. with Superv. and workers in 3 counties.	Ongoing	Project Coordinator working w/Union Leaders, Company Directors and Consultant	Committee/based on written report and participant feedback Modifications of process if necessary
3.8 Collect feedback and data regarding progress and effectiveness of H&S training and prepare report	Nov/87	Supervisors & Union Stewards	Homemaker feedback/begin detailed record of injuries to compare with former records
3.9 Final report and evaluation	Feb/88		
3.10 Plan for future training.	Feb to Apr. 1988	Consultant and Committee w/ assistance of Project Coordinator Committee & Consultant	Include with Committee minutes Meeting minutes

APPROACHES FOR ACCOMPLISHING OBJECTIVES:

OBJECTIVE IV - Develop and conduct a Labor/Management Relations Training package for Local Directors and Union Leaders to train Supervisors and Union Stewards from each collective bargaining unit in the major areas of collective bargaining, contract administration, problem solving, and complaint/grievance procedures.

ACTIVITIES	DATE	WHO RESPONSIBLE	EVALUATION
4.1 Contract with Labor/Management Consul. (if needed)	Nov/86	Committee	Meeting minutes
4.2 Conduct thorough needs assessment	Nov/86 to Jan/87	Consultant	Report to Committee
4.3 Report findings of assessment and make training recommendations to L/M Comm.	Jan/87	Consultant	Evaluation by Comm. in meeting minutes
4.4 Plan and prepare training materials	Jan/87 to Mar/87	Consultant	
4.5 Presentation of training materials and methods guide to Committee	Mar/87	Consultant	Eval. by Committee in meeting minutes
4.6 Presentation and training of Company Directors and Union Leaders at Statewide meeting	May/87	Consultant	Written evaluation of participants
4.7 Training of Union Stewards, Local Boards and Company Supervisors in each Collective Bargaining unit (This is an ongoing activity, using materials developed by this project, but not included in budget or plan)	May/87 to Nov/87	Local Union Leaders and Company Directors w/ assistance of consul.	Evaluation by Supervisors and Union Stewards and by Directors and Union Leaders using the training package
4.8 Final report to L/M Committee and Evaluation of Labor Relations Trng.	Feb/88	Consultant	Evaluation by committee based on written feedback and on records of complaints (S.D. Co
4.9 Plans for future and ongoing use of training package	Mar/88	Committee	Committee meeting minutes

EVALUATION

The Labor/Management Committee Project will be evaluated by periodical internal assessment and ongoing assessment at each Labor/Management Committee meeting.

The questions to be examined are:

Objective I - Establish a Labor/Management Committee

Are the meetings held as per the work plan?
Are all of the Committee members attending and participating?
Is the work of the committee accomplished in a timely manner?
Are minutes thorough and promptly prepared?
Is the Committee addressing the issues identified in the proposal

Data Base: Labor/Management Committee minutes - with attendance, meeting time and length, place of meeting, Committee decisions, Committee evaluation of reports and meetings, Consultant and Program Coordinator reports included.

Objective II - Organize and Conduct 3 Statewide meetings

(There will be an evaluation within a 2 month period after each meeting. This evaluation will be made by the Committee and modifications or changes in the planning will be made to eliminate problems or weaknesses.)

Was the meeting held as planned with the training and presentations scheduled?

Were the arrangements satisfactory and did travel, accommodations and scheduling meet the needs of the participants?

Was the content beneficial and interesting from the perspective of the Home Attendants? the Company Managers? the Labor/Mgmt. Committee members?

Data Base Questionnaires completed in writing by each participant. The Questionnaires for workers and managers will be the same, but in different colors so that the committee can be assured that all needs are being met.

Written report of the meeting.

Review of training materials used at the meeting?

Objective III- Develop a Health and Safety Training Program

After the Health and Safety needs Assessment:

Was the study conducted in a thorough manner?
Is the data derived sufficient to assess needs?
Was the study completed as planned?

Does the report give a clear picture with specific data of the Health and Safety problems causing the high injury rate?

Are specific recommendations made for correcting problems?

Is there a preliminary training plan presented for evaluation?

After the Training Package is designed

Does the training package address the Health and Safety needs identified in the study?

Is the training designed to meet the learning needs of Home Attendants and the Supervisors?

Is the training plan designed to appeal to and interest the participants?

After the training materials are completed?

Do the materials follow the plan as presented?

Is the training complete according to the approved plan?

After the training conducted at the Statewide meeting

Was the presentation interesting and easy to follow?

Did the desired learning take place?

Using San Diego County as a test area, did the training result in a 15% reduction in Worker Compensation claims and/or a 15% reduction in lost work time due to injury?

Data Base: -Copy of the study and written evaluation from the Committee.
-Worker Comp. claims statistics
-Training materials and guides
-Pre-Post test conducted at the training
-Written questionnaires completed at the meeting.

Objective IV - Develop a Labor/Management Relations Training package

Was the presentation interesting and easy to follow?

Did the desired learning take place?

Using San Diego, Tulare and Stanislaus county for areas to evaluate, did the training result in a 15% reduction in complaints from workers that they have received poor treatment from their supervisors?

Data Base - Same as the items above, except, that instead of Worker Comp statistics we will look at records of a complaint. We keep a log on all complaints and how they are handled.

LMC BUDGET

a. Personnel (includes salary increase of \$100 after 12 months; in accordance with established policy of United Domestic Workers of America)

Project Coordinator	12 months @ \$1350/mo.	50% time	8100	
	6 months @ \$1450/mo.	50% time	<u>4350</u>	
				<u>\$12,450</u>

b. Fringe Benefits

FICA - @7.15% =		890	
FUTA - @.008 =		100	
State @ 3.8% =		474	
Unemployment		<u>846</u>	
Medical/dental @94 mo. X 18 mos. X 50%			<u>2,310</u>

c. Travel

Two 3-day round trips, Washington, D.C. for two Labor-Management Committee members.

Airfare @ \$400 RT X 2 trips X 2 travelers	1600
Per Diem @ \$100 day X 3 days X 2 trips X 2 travelers	1200

Three Statewide meetings - to bring together Corporate Managers and Local Union Leaders and Company Directors from each bargaining unit, along with members of LMC Committee - for training and problem solving.

Airfare @ \$139 (ave.) RT X 20 travelers X 3 meetings	8340
Mileage @ 20¢ mi. X 10 drivers X 375 mi. (ave.) X 3	2250
Per Diem @ \$60 X 30 X 6 days	5400

\$18,790

d. Equipment To be contributed as in-kind by UDW and Remedy Home and Health Care, Inc.

Use of typewriter, copy machine, desk and chair -0-

4,150
10,800

Union

50/50

e. Supplies

Consumables (paper, pens, etc.) @ \$5 X 7 persons X 18	\$630	
Postage @ 28 per month X 18	<u>504</u>	
		<u>\$1,134</u>

f. Contractual

Health and Safety Consultant @ \$160 day X 60 days	9600	
Research health and safety problems and needs Produce training package (with visual's) Conduct statewide training - How to teach health and safety package		
Labor Relations Training @ \$160 day X 20 days	3200	
Conduct presentation for statewide meeting Prepare <u>package</u> which can be used to train supervisors and workers in each local bargaining unit statewide.		
		<u>\$12,800</u>

g. Other

<u>Health and Safety video (or other visual)</u>	3800	
30 Trainer's Guides @ \$10 each	300	
<u>Labor Relations Training Materials</u>		
Training Notebooks for participants at Statewide Meeting (@ 35 X 30)	1050	
Training Packages/ with Guides (@50 X 12) (Visual, Charts, etc.)	600	
Telephone (long-distance calls on existing phones) @ \$50 per month X 18	900	
Printing - Reports of Statewide Meetings for Local Board members and Supervisors in each bargaining unit, evaluation questionnaires informational sheets on Health and Safety and Labor Relations.	480	
		<u>\$7130</u>

TOTAL EXPENSES \$54,614

RESULTS AND BENEFITS

UNITED DOMESTIC WORKERS OF AMERICA, IN COOPERATION WITH REMEDY HOME AND HEALTH CARE, INC., IS REQUESTING A GRANT OF \$48,920 TO ACHIEVE THE FOLLOWING:

1. ESTABLISH A LABOR/MANAGEMENT COMMITTEE COMPOSED OF THREE COMPANY REPRESENTATIVES AND THREE UNION REPRESENTATIVES.
ANTICIPATED BENEFITS: Plans for 3 Statewide meetings
Reduction of Worker Comp. Claims, injuries and illness (15%)
Improved labor relation with a focus on Supervisor/Worker relations(see 4)
Problem identification and plans for resolution
2. THREE STATEWIDE MEETINGS ATTENDED BY 15 UNION LEADERS AND 15 COMPANY DIRECTORS AND ADMINISTRATORS (The participation will include, but not be limited to: 1 Director and 1 Union leader from each bargaining unit, the LMC Comm. Union's National Executive Board and/or other staff, leadership or management as selected by either organization.)
ANTICIPATED BENEFITS: Health and Safety Training Package and training on how to apply it - for 30 Directors and Union Leaders.
Labor Relations Training - for 30 Dir. and Union Leaders
Statewide problem identification
Plans for problem solving - 1987/88
3. PROVIDE HEALTH AND SAFETY TRAINING TO: 1 Company Director from each bargaining Unit, 1 Union Board Officer from each Bargaining Unit, 50% of the Supervisors or Team Leaders in Tulare, Stanislaus and San Diego Counties, and 50 Home Attendants from these three counties.
ANTICIPATED BENEFITS: 15% reduction in Worker Comp. claims and/or time lost due to injury, among those workers who receive this training.
A comprehensive Health and Safety Manual and Training Guide that can be used and replicated for other similar workforces.
4. CONDUCT A LABOR/MANAGEMENT RELATIONS TRAINING FOR 15 COMPANY AND 15 UNION LEADERS (as defined in item 2) and FOR 50% OF THE SUPERVISORS IN SAN DIEGO COUNTY AS WELL AS FOR 30 HOME ATTENDANTS ATTENDING MONTHLY MEMBERSHIP MEETINGS.
ANTICIPATED BENEFITS: Using San Diego County as a Test Unit, we anticipate a 15% reduction of complaints of **poor treatment of workers by supervisors** among the workers who are supervised by the Supervisors who were selected randomly and provided with this special training.

A comprehensive training manual and guide which can be used by other groups with similar labor/management problems.

ADDITIONAL INFORMATION ON APPROACH

HEALTH AND SAFETY TRAINING:

After the Statewide Training for 15 Company and 15 Union leaders, 50% of the Supervisors in Stanislaus, Tulare and San Diego Counties will be selected (by random selection) to receive this training. They will be expected to assist in training 50 workers from these counties to improve their Health and Safety practices. The Consultant will help provide this training in each county at monthly membership meetings.

Our rationale for selecting these three counties is that with the money allowed we cannot provide the training to workers in more than three counties and these are units where there is greater leadership development among the workers, which will enable the Committee to oversee and assure that the training is conducted effectively. We will train the workers who attend membership meetings, because we have access to them, they are available as a result of their attendance.

Future plans would involve training all the Supervisors to provide this training to each worker that is employed as part of their initial orientation, but to accomplish this is beyond the scope of this project.

By training a limited number of workers, we will have a control group of untrained workers and a means of comparing and thereby determining the effectiveness of the training. We anticipate a 15% reduction of Workmen's Compensation Claims and/or a 15% reduction of lost work time due to injury, among those workers who have received the training compared with workers who have not received the training.

LABOR MANAGEMENT TRAINING:

We have contacted Jack Bates, Federal Mediation Service in San Diego who has agreed to assist with this training at no cost to the project. We may still require the services of an outside consultant to write and produce the training manual and guide and to conduct the in-depth needs assessment that we believe, is required to understand the special health and safety problems and training needs of this unique workforce.

We have selected San Diego County as a test county to measure the effectiveness of this training. As with the Health and Safety training, our eventual goal will be to train most of the workers in all of the bargaining units, but such a goal is beyond the scope of this project and would require far more money than is available for this project.

We decided also, to select a specific type of complaint that we encounter most frequently and that in our judgement has the greatest effect on worker morale and job satisfaction. We know that morale and job satisfaction have an impact on quality of service to the clients, since workers are in the role, not only of caretaker, but companion and, in some cases, the client's only contact with the outside world.

Most of the Supervisors have little experience and no training in human relations. Some of them are abrupt, impatient, or are slow in responding to worker's telephone calls. As a result, poor treatment of workers by supervisors is probably the most common complaint and one that has a direct effect on quality.

APPROACH -(Continued)

Supervisors in the Home Care industry are in a difficult position. They are responsible for satisfying the needs of clients and for, not only supervising the workers, but helping them with on-the-job problems and questions. They have large caseloads, with each of their workers, working in separate homes. The workers are frequently with one client only a limited number of hours. Seeing the workers and just the simple logistics of making contact with them on a regular basis is a challenging task.

Many of these Supervisors experience a great deal of pressure and frustration in trying to cope with this unique and difficult supervisory situation. Many of them lack the background, experience and training to handle worker problems and complaints as efficiently and effectively as they would like to. The labor relations training will provide them with skills to make their job easier and increase their job satisfaction.



United Domestic Workers of America

National Headquarters: 2405 Plaza Blvd., National City, CA 92050

(619) 263-7254

November 14, 1986

Mr. Peter Regner
Director
Labor-Management Grants Program
Federal Mediation and Conciliation Service
United States Government
Washington D.C. 20427

Dear Mr. Regner,

On October 30, the UDW and Remedy Labor/Management Cooperation Committee held it's first meeting. It was a long meeting (5 hours) during which the members went over every detail of the contract and budget.

Several decisions were made which require your approval. These changes are detailed as follows:

Project Director - The Committee would like to eliminate this position from the budget and appoint Jean Seley as Project Director, her time to be donated by UDW to the Project.

Project Assistant - One-half time position, with emphasis on clerical skills to assist Project Director in carrying out the Project requirements (ie: reports, typing, arrangements, etc)

Increased Travel Budget - to correct error in per diem as presented in the budget accepted by FMCS (\$5,400 should have been \$10,800) and to reflect the Committee's desire to put a greater emphasis on participation in the Statewide Meetings and increase the number of participants from 30 to 38. Committee members agreed by consensus that the interaction and increased understanding that can take place as a result of these meetings is one of the most important and valuable aspects of this project and has the potential of improving the relationships in each bargaining unit to a significant degree. The committee cut out some of the people needing airfare and the number of drivers which they felt was originally excessive.

Decrease in Consultant Fees - due to the availability of Jack Bates for helping with training.

Changes in Times for acheiving Major Milestones -

- 1st Statewide meeting - February instead of January
- Labor Relations Training instead of Health and Safety Training
- 2nd Statewide meeting - June instead of May
- Health and Safety Training

YOURS FOR A BETTER LIFE THROUGH A POWERFUL UNION

2.

Changes in Committee Membership - The Committee added Jean Seley and Teri Rupe (from Remedy) to the Committee. As the Project progresses, we may want to add other members to expand the Committee. The Committee will always be composed of an equal number of members from Remedy and UDW. Do we need to get approval from FMCS to add members to the LMC Committee?

In behalf of the Labor/Management Cooperation Committee of UDW and Remedy, I am requesting approval of the changes listed above.

I will look forward to your response.

Thank you,


Jean Seley
LMC Project Director

Enclosures: Copy of LMC Committee minutes of October 30, 1986
Copy of LMC Budget with requested changes

LABOR/MANAGEMENT COOPERATION COMMITTEE

MINUTES

October 30, 1986

MEMBERS PRESENT: UDW - Ken Seaton-Msemaji, Fahari Jeffers, Glenda Ponder, Jean Seley

REMEDY - Emmett McDonough, Teri Rupe

MEMBERS ABSENT: Lucille Moore and Kay Stinger of Remedy

The meeting was called to order at 11:30 a.m.

Emmet McDonough introduced Teri Rupe, Risk Manager for Remedy Home and Health Care Inc. He requested that she be added to the Committee and reported that she will be the person who will be responsible for coordinating Remedy's involvement with the LMC Project.

Fahari Jeffers reported on efforts made to recruit a Project Director for the Project. She was not able to find an acceptable person who would take the position for the money budgeted.

Ken Seaton-Msemaji - suggested that Jean Seley act as Project Director, and that since the conditions of the contract do not allow paying her from Project funds, UDW donate her time as an in-kind contribution.

Jean Seley Said she was willing to take this responsibility if the Committee hired a half time assistant with good clerical skills.

The Committee agreed by consensus to appoint Jean as Project Director, donated by UDW, and Teri Rupe as the Management Coordinator to work with her-- to request a budget change on Personnel from Project Director @ \$12,450 plus fringe to Project Assistant @ \$8,180 plus fringe. Both Jean and Teri would serve as members of the LMC Committee.

The following items were discussed and decisions made:

Statewide Meetings - Tentative dates and locations were set for the first two Statewide Meetings. The Committee agreed by consensus that we should reverse the training topics and hold the Labor Relations Training first. Emmett reported that they have still not secured the Consultant for the Health and Safety training and that the time is too short for the in-depth needs assessment and the development of training visuals and materials that we want. The Committee also agreed that January was too soon for the first meeting and all agreed that it should be moved to February.

DECISION (by consensus)

First Meeting - February 25, Sacramento, Labor-Relations Training

Second Meeting- June 12, San Juan Capistrano (Remedy Offices)

Health and Safety Training

Third Meeting - February, 1988 - Place and Topic to be decided

There was a general discussion of goals for the LMC Project. Ken and Emmett reviewed their concerns and Fahari discussed problems that come up often that could be addressed by the Committee.

Committee members agreed that the majority of the problems that both the Home Attendants (Homemakers) and the Supervisors experience are due to lack of face to face communication. The same is true for misunderstandings and tensions between Company Directors and Union leaders.

As a result of this discussion, the Committee agreed by consensus that:

DECISION - That we increase the Project emphasis on the Statewide Meetings since we agree that the face to face contact, discussion and sharing will benefit all involved. The Committee wants to request an increase in the TRAVEL budget for the Statewide meetings to accomodate 38 participants rather than 30.

It was noted by Emmett that there was an error in the Budget submitted to FMCS. Under TRAVEL - Per Diem, it read:

@\$60 x 30 x 6 = \$5,400

Should be:

@\$60 x 30 x 6 = \$10,800

Committee members spent a great deal of time discussing costs for the Statewide Meetings which Emmett, Ken and Fahari agreed were too low as follows: Airfare should be increased from \$139 average to \$180 average. Number of people flying should be decreased to 18. Number of cars should be decreased from 10 to 5. Parking should be included in the budget. Budget should be allowed for 38 instead of 30 participants with per diem budgeted for 34 (some people will live close enough that they will not need per diem.)

Jean Seley and Teri Rupe left the meeting to work out the necessary budget changes during a lunch break.

The Committee review the Budget as revised. There was a consensus that the LMC Committee submit the changes to FMCS for approval along with the following changes:

Jean Seley - Project Director - donated as in-kind by UDW
Teri Rupe and Jean Seley added to the Committee as full members.

(It is anticipated that the LMC Committee will expand as we develop the project. Find out if approval for additions is required.)

Budget changes - as attached, new budget to increase emphasis on interaction between Remedy Directors and Union leaders.

Statewide Meeting - changes in dates and reversal of Labor Relations and Health and Safety training dates.

Ken requested that we set the dates for the next two Committee Meetings and that Jack Bates of the Federal Mediation and Conciliation Service be invited to the next meeting.

Emmett suggested that we hold an extra meeting in November since we still have many things to finalize. The next 2 meetings were scheduled for
Tuesday, November 25 at 10:00 a.m. at UDW office in San Diego
Friday, December 19, at 10:00 a.m. at Remedy Office in San Juan Capistrano

November meeting agenda: Health and Safety contract established
Meet with Jack Bates (if available) regarding the Labor Relations training.

The meeting was adjourned by unanimous agreement at 4:35 p.m.

LABOR/MANAGEMENT COOPERATION GRANT

BUDGET

(WITH CHANGES AS PROPOSED BY THE LMC COMMITTEE
AT THEIR FIRST MEETING ON OCT. 30, 1986)

- a. Personnel (includes salary increas of 50¢ an hour after 12 months; in accordance with established policy of United Domestic Workers of America)

Project Assistant	40 weeks @ \$6.00 an hour	50% time	\$4,800	
	26 weeks @ \$6.50 an hour	50% time	3,380	
				<u>\$8,180</u>

- b. Fringe Benefits

FICA - @7.15%			586	
FUTA - @,008			66	
State Unemployment - @3.8%			311	
				<u>\$963</u>

- c. Travel

1st Washington Trip for 2 LMC Comm. members				
Airfare @238 x 2			476	
Hotel - one double @80 x 4			320	
Meals and Transportation @ \$25 day x 4 days x 2			200	
2nd Washington Trip				
Airfare @\$540 x 2			1080	
Hotel @ \$80 x 2 x 2			320	
Meals & Transportation - @\$25 x 2 x 2			100	

Statewide Meetings:

Airfare @\$180 x 18 people x 3 meetings			9,720	
Mileage 5 drivers x 375 av. mi. x 20¢ per mi. x 3 meetings			1,125	
Per Diem 34 people x \$60 x 6 days			12,240	
Parking 5 cars x \$6 per day x 2 days			60	
				<u>\$25,641</u>

- d. Equipment

To be contributed as in-kind by UDW and Remedy Home and Health Care, Inc.

Use of typewriter, copy machine, desk and chair			-0-	
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- e. Supplies

Consumables (paper, pens, etc.)			650	
Postage			580	
				<u>1,230</u>

- f. Contractual

Health and Safety Consultant @ \$160 day x 60 days			9,600	
Labor Relations Consultant @ \$160 day x 14+ days			2,340	
				<u>11,940</u>

g. Other

Health and Safety video (or other visual) \$4,000
38 Trainer's Guides @ \$10 each 380

Labor Relation Training Materials

Training Notebooks for participants at Statewide meetings
(@25 each for 38 people) 950

Labor Relations training Packages/with Guides 450
(Visuals, Charts, etc. @ \$50 x 9 pkgs.)

Telephone @\$25 month x 18 months 450

Printing - Reports of Statewide meetings for Local Board 480
members and Supervisors in each bargaining unit
evaluation questionnaires, informational sheets
on Health and Safety and Labor Relations

\$6,660

TOTAL EXPENSES

\$54,614