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ROBERT LEECH
VICE PRESIDENT



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RECORDING SECRETARY
DESIRÉE EVANGELISTA
VICE PRESIDENT
JOANMARIE VACCARO
VICE PRESIDENT

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CSEB

Jay Selleck

Consumer Affairs

Civil Service

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Crossing Guards

Samantha Janus

District Attorney

Michael Johnson

Finance & Technology

Christopher Weiner

Family Services

John Manzi

FRES

Joseph Muncey

Hauppauge South

Palma Barnes

Health Services

Andrew Jellett

H. Lee Dennison Unit

James Eddings

Labor Dept.

Mary Lou Fava

Medicaid

Sarah Serventi

Medical Examiners

Michael Arnoni

Parks Dept.

Marian Webster

Patient Care

Christina Caldea

Police Civilian

Barbara Gordon

Police Emergency

Nicholas Mangelli

DPW Buildings

Frank DiGirolamo

DPW Sanitation Blue

Matthew Arendt

DPW Sanitation White

Shaun Fitzpatrick

DPW Blue

Geoff Mascaro

DPW White

Josephine Riley

Retirees

Pauline Jenkins

Riverhead County Center

William Mirra

Sheriff/Probation Civilian

Carinne Lespinasse

Dept. of Social Services

William Jones

SCCC Blue

Thomas Lima

SCCC Security

Josephine Makowski

SCCC White

Brian Viggiano

Vector Control

BOARD OF DIRECTORS MEETING MINUTES

September 26, 2025

Immediately Following the PAC, Inc. Meeting

NOT PRESENT:

Mike Johnson, IT Unit President- Excused

Nicholas Mangelli, Unit President DPW Buildings

Geoff Mascaro, Unit President DPW White Collar

William Jones, Unit President SCCC Blue collar

Josephine Makowski, Unit President SCCC White Collar

Chis Weine, Unit President Family Services Unit

Robert Leech, Vice President AME

PROXIES:

Tim Schonenman, DPW Buildings

Kenneth Dantzig- DPW White Collar

Deone Menefee- SCCC Blue Collar Unit

Maggie Eng-Salvaggio- SCCC White Collar Unit

Jason Karp- Family Services Unit

EXCUSED:

Vice President Joeseeph Callari excused and arrived at the meeting at 11:25 am.

Brian Viggiano Vector/WHB Unit President had to leave the meeting at 3:00pm.

Marybeth Tannacore CSEB Unit President had to leave meeting at 2:30 pm.

COMMITTEE CHAIRS:

Budget Committee Chair: Chris McVoy

1. CALL TO ORDER

The meeting of the Suffolk County Association of Municipal Employees Board of Directors was called to order on Friday September 26, 2025, at 10:27 am. President Terry Maccarrone and Recording Secretary Michele A. O'Connell were present.

Quorum was established.

2. PLEDGE OF ALLEGIANCE

Led by DPW Sanitation White Unit President Matthew Arendt.

3. MINUTES

A. July 18, 2025

MOTION by Hauppauge South Unit President Josph Muncey, seconded by H-Lee Dennison Unit President Andrew Jellett to approve the minutes from July 18, 2025. Motion was approved unanimously.

B. August 22, 2025

MOTION by H-Lee Dennison Unit President Andrew Jellett, seconded by Hauppauge South Unit President Joe Muncey to approve the minutes from August 22, 2025. Motion was approved unanimously.

4. ANNOUNCEMENTS

Discussed contract progress. The Executive Board cannot go into any actual details or negotiations, but we are working with the numbers and making some strides.

- Dion Menefee from SCCC Blue: had questions regarding the negotiation of the college contract.
- Chistine Caldea, Police Civilian unit had questions regarding the salary study. We don't have anything official regarding the salary study.
- Donna Lee from Crossing Guards had questions regarding salary study.

MOTION by Executive Vice President Annette Mahoney Cross, seconded by Police Civilian Unit President Christina Caldea to enter Executive Session at 10:34 am. Motion was approved unanimously.

Negotiations and the Salary Study were discussed.

Hoping to settle to contract this fall.

All Contract negotiations must remain confidential.

MOTION by Recording Secretary Michele A. O'Connell, seconded by DPW Sani White Unit President Matthew Arendt to exit Executive Session at 11:07am. Motion was approved unanimously.

MOTION by Recording Secretary Michele A. O'Connell, seconded by Executive Vice President Annette Mahoney-Cross to amend the agenda to take item 7B out of order as chair of the budget committee, Chris McVoy has a prior commitment and must leave the meeting by 11:30. Motion was approved unanimously.

2026 AME Proposed Budget – First Presentation

- Chair Chis McVoy presented the budget for the BOD review. He discussed that we are moving in a good direction.
- Treasurer Ana Marie Cucciniello went over the budgeting in detail for the BOD.

MOTION by DPW Sani White Unit President Matthew Arendt, seconded by Recording Secretary Michele A. O'Connell to return to the agenda. Motion was approved unanimously.

Benefit Fund Update: President Maccarrone discussed the benefit fund and the addition of Lou Viscusi from corrections to the benefit fund. Discussed the removal of certain benefits at this

time due to the cost and we will explore what if anything can be kept. Dental is causing a major drain on our funds.

VSF Fund update: numbers are still being run to determine the amount of money eligible for distribution as well as what retired members are available. We are on track for a disbursement hopefully by the end of the year.

5. A. GRIEVANCE REPORT

Discussed, training will be done late today during this agenda.

Break held for 20 minutes to fix the audio recording. (11:49-12:09)

MOTION by Shaun Fitzpatrick DPW Blue Collar Unit President, seconded by Tom Lima SCCC Security Unit President to enter Executive Session at 12:09 pm. Motion was approved unanimously.

Discussed the way OLR is handling discipline, and we need membership to understand that the current administration is taking discipline very seriously.

Please advise your members not to play games with discipline.

Social media was brought up and the issues that can arise from free speech. Members do not ever lose their right to free speech but can have consequences if information was provided that can be objectionable.

MOTION by Carinne Lespinasse, DSS Unit President, seconded by DPW Sani White Unit President Matthew Arrendt, to exit executive session at 12:37pm. Motion was approved unanimously.

B. HEALTH & SAFETY REPORT

None at this meeting

6. ELECTRONIC BALLOTS

None included for this meeting.

7. TREASURERS REPORT

A. July 2025 Operating Report

First National Bank: \$777,031.00

FNB-Tuition Reimbursement: \$214,572.00

SCU Building Fund: \$25,945.00

Petty Cash: \$100.00

Money still owed to PAC \$265,006.24 we will continue to make monthly payments until the balance reaches 0.

MOTION by Carinne Lespinasse, DSS Unit president, seconded by Tom Lima SCCC Security Unit President to accept the operating report. Motion was approved unanimously.

B. 2026 AME Proposed Budget – First Presentation

This item moved to be heard under #4 Announcements due to a scheduling conflict.

8. **INDEPENDENT DISCIPLINARY COUNSEL**

No report included.

9. **COMMITTEE REPORTS**

Thanks to all the volunteers who helped make the picnic amazing.

Committee Open House:

- Executive Vice President Annette Mahoney-Cross discussed how well the committee meeting went and how many members are asking to join committees.
- DPW Sani White Unit President Matthew Arendt discussed his board is recruiting for involvement in the committees. He requested a point of contact. Executive Vice President discussed for right now please notify her and she will add their names to the committee lists.

We are going to continue to foster an inclusive space for all members.

Social (& Fundraising) Committee

- **Trunk or Treat 10/18-** We need participation from the units!
- **Golf Outing 10/9-** we need baskets donated from the units.
- **Holiday decorating-** date TBD
- **Children's holiday party:** 12/13
- **Post holiday party-** 1/23 at East Wind.
- **Veteran's dinner:** 11/6 will send out information and flyer when its created.

C&B Committee:

- 20 proposals submitted. 4 withdrawn by proposer and one proposer amended their wording. So, there are 15 proposals for consideration.

Convention:

- Please make sure all convention paperwork has been remitted for all delegates.

10. **UNFINISHED BUSINESS**

None

11. **GROUP DISCUSSION**

Christina Caldea Unit President Police Civilian regarding issues in her unit with SCIN's that have been signed being rescinded.

- Issues with titles specific to the department that they are no longer hiring for at all. They are hiring office assts to do the job.

Albany House update: We have a property manager in Albany. The house is being painted and fixed up in preparation for sale.

Frank DiGirolamo spoke about SCOPE and what we can do with mounting medical costs and whether AME can leave SCOPE.

Executive Vice President Annette Mahoney-Cross discussed that it's not so easy to walk away from our healthcare and the rising costs associated with health care. These are conversations we are having but there is no resolution currently.

SCCC Security Unit President asked about hiring in step.

Questions about Salary & Appeals. Where are we on the list and how many are pending? When was the last actual meeting held.

We need to meet with civil service regarding the help program and college requirements.

Hiring in step and hiring

12. COUNSEL REPORT

No additional report at this time we will be training at the end of this meeting on grievances.

The meeting is reconvened at 1:50 pm from lunch.

13. NEW BUSINESS

A. Lease of new AME Office copy machines

Toshiba, Kyocera, Xerox. The term goes beyond the current EB term of office, and the BOD needs to vote to allow the lease to go beyond the term of office.

MOTION by FRES Unit President John Manzi, seconded by Hauppauge South Unit President Joe Muncey, to approve the lease of the TOSHIBA copiers with the understanding that the term for the lease will extend beyond the current term of office for the sitting Executive Board.

B. Unreturned Executive Board devices

MOTION by Recording Secretary Michele O'Connell, seconded by FRES Unit President John Manzi to enter Executive Session at 1:56 pm. Motion was approved unanimously.

A letter was sent to the prior Executive Board member to return the items totaling approximately \$4000.00 and he has not responded nor returned any of the items. Items:

- Air Compressor purchased 10/31/2020
- iPad Pro (serial #h9whw166wv) with apple pencil and smart keyboard cover purchased 9/13/22.
- iPad carrier Collins Limited Edition purchased 6/1/16
- Canon Rebel T5i Digital Camera purchased 5/5/17
- Two (2) remarkable note pads purchased 9/2017
- Kindle Scribe and accessories purchased on 9/1/23

Items were to be returned 8/15/25 and he has failed to return same.

AME Counsel will send a letter regarding returning the items.

MOTION by FRES Unit President John Manzi, seconded by Parks Unit President Mike Arnoni to have AME legal counsel send an official demand letter to the former President of AME to return the items that were wrongfully retained by the former President after his failure to respond to the letter requesting the return of the items. Motion was approved with one (1) NO vote.

MOTION by DPW Blue Unit President Shaun Fitzpatrick, seconded by Frank Digirolmo DPW Sani blue to exit Executive Session at 2:28pm. Motion was approved unanimously.

C. SOP25-BD0822-1 Audio Recordings

SOP- AUDIO RECORDINGS

The meetings of the AME Board of Directors shall be audio recorded, except that any proceedings in Executive Session shall not be included on any such recording.

The audio recordings are a material part of AME's historical record, and AME shall, to the extent possible, preserve such recordings and make them available for review by the membership as set forth herein.

AME currently maintains audio recordings of past meetings of the Board of Directors, some of which may not be salvageable. Some of the audio recordings are stored on a USB, and other recordings are digitally stored.

AME will seek to convert all recordings to digital format, and to store all such recordings on AME Servers in a protected drive. AME will also ensure that any non-digitized tape recordings are stored in a locked fire safe cabinet until they can be converted to digital storage.

Members shall be permitted to review the recorded proceedings of the Board of Directors but may do so only in the presence of AME's Recording Secretary,

and only after completing the AME form headed "Request to review Secretary's Records."

Board of Directors Meeting, August 22, 2025

MOTION by DPW Sani White Unit president Matthew Arendt, seconded by Sarah Serventi Medical Examiners Unit President to approve the SOP for Audio Recordings. Motion was approved unanimously.

D. SOP25-BD0822-2 Bill of Rights SOP-BILL OF RIGHTS

The delegates at a duly constituted convention shall have the authority to call for a mail ballot election to consider a proposed amendment to the Bill of Rights. Any such proposed amendment shall reach the floor by the same method contained in Article XV §5 for consideration of amendments to the Constitution and Bylaws.

Any proposed amendment to the Bill of Rights shall be authorized for mailing if it is approved by a two-thirds (2/3) vote of the eligible voting delegates at two (2) consecutive conventions. The Secretary of the Association shall ensure that any such amendment will be included on the ballot coincident with the next occurring Association general election.

Board of Directors Meeting, August 22, 2025

MOTION by SCCC Security Unit President Tom Lima, seconded by Vice President Joe Callari to approve the restored Bill of rights SOP. Motion was approved Unanimously.

14. UNIT REPORTING

It has been mentioned that Director's would like a date certain for BOD reporting. We have heard from you and would like to discuss some changes with BOD reporting and how it's reported and handled.

The Vice Presidents/Liaisons will be reaching out weekly to the UP's to discuss the monthly reporting and they will also be adding to your reports as well as confirming that the items due per the governing documents are submitted during the required timeframes. We will keep you posted when the new procedure is going

15. PUBLIC PORTION

No members signed up for public portion at this meeting.

16. UNIT BOARD TRAINING/EDUCATION

A. Grievances

Grievance Administration training provided by AME General Counsel Bruce Levine.

WHAT IS A GRIEVANCE?

- Every workplace gripe is not a grievance.
- A grievance is what the applicable CBA says a grievance is.
- Grievances are broadly defined in AME CBAs with Suffolk County:
 - “Any and all disputes arising out of or concerning the interpretation or application of the terms of the Agreement.”

STATUTORY PROTECTIONS

- AME members also have protections for certain employment-related issues under federal, state, and county law.
- Sometimes the law provides protections that are also addressed in the CBA.
- Sometimes the law provides protections that are not provided for under the CBA, i.e. they are not grievances under the CBA.
- What is the role of AME with respect to extra-contractual rights?
- How does AME address gripes under the law that may or may not be grievances under the CBA?

THE GRIEVANCE PROCESS

- The CBAs spell out the procedure for processing grievances.
- Four-step grievance process
- AME may bypass steps under the CBA.
- Individual employees have substantial, independent rights, but they also have substantial independent responsibilities under the grievance process.
- “The Employee, if he/she chooses, may be represented by an Association representative at each step of the grievance and arbitration procedure.”
- Who is the party to an arbitration case?

THE LANGUAGE IN THE COUNTY CBAs

- **An Employee who feels aggrieved will fill out four copies of the standard grievance form that will be available from his/her Department and/or the Director of Labor Relations.**
- Two copies of the written grievance will **be presented to the Employee's immediate supervisor** with one being retained by the Department **throughout each step** of the grievance procedure.
- The third copy of the grievance will be submitted to the duly elected unit Association representative or to any designated Association representative.
- The fourth copy will be retained by the Employee.
- Your unit officers should be keeping track of grievances in their members file and should be looping the liaison in on all grievances file in their units.

THE IMPORTANCE OF FILING AND PROCESSING GRIEVANCES IN A TIMELY FASHION

- **Article 13(A) – Employee must present grievance “through regular supervisory channels ... within 60 days from the incident complained about or from the date the incident should have been known to the grievant or the grievance will be deemed waived.”** What does this mean?
- Article 13(A) lays out specific time frames for advancing grievance to the next step. For instance, under Step 1, it states “Failure by the Employee to proceed to Step 2 within that time period will be deemed acceptance of the answer if any, and will, in any event, bar further processing of the grievance.” What does this mean? What about the other time limits?
- What exposure might AME face if grievance is not handled in a timely way?

THE PANEL

- Article 13(B) specifies that, for arbitration, “the parties will utilize the service of the existing rotating panel of arbitrators.” Where is the panel? Who is on the panel?

GETTING INFORMATION, YOU NEED FOR THE GRIEVANCE AND ARBITRATION

- Article 13(B) provides that “the arbitrator will have the power to summon ... any Employee and to require production of [documents] as he/she may deem necessary.” What does that mean?

PROCEDURAL ARBITRABILITY – WHO DECIDES?

- Article 13(B) states that the “arbitrator will make final and binding decisions on all matter of procedure before him/her.” What does that mean?

SUBSTANTIVE ARBITRABILITY – WHO DECIDES?

- Article 13(B) states that the “arbitrator will have the opportunity to make a final and binding decision upon any timely and properly presented claim ... except that the arbitrator will not have authority respecting any matter as to which (a) the County retains exclusive rights pursuant to Section 3 of this Agreement or by operation of the law ... or (b) another method of review is prescribed or made applicable by law.” What does this mean?

WHAT DOES SECTION 3 MEAN FOR YOU? WHAT ABOUT PAST PRACTICE?

- Section 3 is a management rights clause. What does it say and how does that affect the union’s ability to prevail over grievances?
- How might it affect a past practice argument? What is a past practice argument? How might Section 13’s definition of grievance affects a past practice argument? How does the language in the second to last provision in Section 20 play into a past practice argument?

DISCHARGE CASES

Under CBA Section 3, the County has the right to “discharge Employees for cause.” Under CBA Section 15, an employee has the right to arbitrate a termination case. How do discharge cases differ from contract cases, procedurally?

What are the seven tests of just cause? This concept is widely accepted and was originally laid out by arbitrator Carroll Daughtery in a series of decisions he issued between 1964 through 1972.

1. Did the employer give the employee advanced warning of the possible/probable disciplinary consequence of the conduct?
2. Was the employer’s rule reasonably related to the efficient and safe operation of its business?
3. Did the employer, prior to imposing discipline, conduct an investigation to determine whether the employee engaged in misconduct?
4. Was that investigation fair and objective?
5. Did the investigation in fact uncover evidence of the employee’s guilt?
6. Has the company imposed its rules and penalties in an evenhanded manner?
7. Was the penalty imposed reasonably related to the seriousness of the offense and the employee’s record?

Other issues: has the employer consistently enforced the rule? Has the employer provided discipline? Are there mitigating circumstances? Note that CBA Section 15 provides employees with an entitlement to progressive discipline. What is that?

Tips for investigating and handling discharge cases: Ask for relevant documents; talk in advance; keep notes. Keep the grievant in the loop and make a written record of what the union is doing.

KEEPING RECORDS

- Keep records of decisions to not arbitrate a case, and make sure you communicate those decisions, in writing and keep a record.
- Keep records of what you did to handle a case.
- What is the duty of fair representation, how does it apply in the grievance/arbitration context, and what is the four-month statute of limitations.
- Why is the AME uniquely vulnerable to a duty of fair representation lawsuit?

THE DIFFERENCE BETWEEN DISCHARGE AND CONTRACT GRIEVANCES

- The two categories of grievances.
- Different burdens of proof.
- Different procedures.
- Different implications for the union.

SEQUESTRATION, THE ISSUE, AND OTHER HEARING ISSUES

- What does it mean? Prepare your people for it. Think about using it.
- Statement of the issue: the arbitrator will ask for it and expect it. How do you prepare? What if the parties cannot agree?
- Zoom hearings: what are the differences, what are the advantages and disadvantages?

17. ADJOURN

MOTION by Tom Lima, seconded by Donna Lee to adjourn the meeting at 2:51pm. Motion was approved unanimously.

Training on grievances concluded at 3:29pm.

Respectfully Submitted

Michele A. O'Connell

Recording Secretary

Next Meeting: Friday, October 24, 2025, at 10:00 a.m.