

# LABOR MANAGEMENT FORUM CHARTER

## CHARTER

Jesse Brown VA Medical Center  
Chicago, Illinois 60612

**Signatory Authority:**  
Clifford A. Smith, PhD, ABPP  
Acting, Medical Center Director

**Responsible Owner:**

Associate Medical Center Director

**Reports To:**  
Medical Center Director

**Subgroups:**  
see paragraph 2.b.

**Effective Date:**  
August 11, 2023

**Recertification Date:**  
August 11, 2028

## 1. PURPOSE

The purpose of the Labor Management Forum is to foster cooperative labor-management relations that will result in improved services to Veterans and a positive workplace environment for employees.

The partners will make the necessary investment to establish pre- decisional involvement and atmosphere of mutual respect and trust in the accomplishing hospital goals. This includes open and honest communications with a view toward ensuring optimum service to Veterans, a quality work environment for employees and improved administration of Veteran Affairs programs.

The Labor Management Forum is not the Appropriate Forum to deliver nor negotiate formal proposals to change the conditions of bargaining unit employees. The formal impact and implementations term, and mid-term negotiation Rights under guaranteed under the Federal Labor Management Statue (Chapter 71, Title 5 U.S. Code) are not meant to be altered, abridged, or waived by any party as a function of this Charter.”

## 2. SCOPE

- a. **Reporting Structure.** This Forum reports to the Medical Center Director.
- b. **Reporting Committees and Programs.** The committees and programs that report to the Labor Management Forum are: None
- c. **Mandate.** The National Labor Relations Act (29 U.S.C. 151) proclaims that the policy of the United States is to encourage worker organizing and collective bargaining and to promote equality of bargaining power between employers and employees.

d. **Membership.**

**(1) Chair(s)**

- (a) Chair (ELT)
- (b) Co-Chair (Designated Union Executive Leader or Designee)

**(2) Voting Members**

- (a) Chair (ELT)
- (b) Co-Chair (Designated Union Executive Leader or Designee)
- (c) RN Nursing leader
- (d) Clinical Leader
- (e) Non-Clinical Leader
- (f) One Designee - AFGE
- (g) One Designee – NNU
- (h) One Designee – SEIU

**(3) Ex-Officio Non-Voting Members.**

- (a) Secretary
- (b) Human Resource Officer or Employee Relations/Labor Relations Designee

**3. RESPONSIBILITIES**

a. **Chairperson.** The Executive Leadership Team will serve as the forum Chair with the following duties and responsibilities:

- (1) Call meetings on his/her initiative.
- (2) Chairs meetings or assigns a designee.
- (3) Assign follow-up responsibilities to individual members, workgroups, or committees to complete specific tasks and goals.
- (4) Transmit communications between network committee, committees, task forces and others.
- (5) Provide clerical support to the group and timely completion and distribution of meeting minutes, agendas, and handouts.

(6) Conduct an annual review of membership and the Council's charter. It is expected the Council chair will require similar annual reviews of appointed committees.

(7) Orient new members, including, but not limited to review of meeting schedule, background of forum's work and charter, review of current activities and review of last annual assessment.

b. **Co-Chair.** Will serve as the Council Vice-Chair supporting the Council Chair and serving in their absence.

c. **Forum.**

(1) Meet monthly at least 10 times per year.

(2) Previous meeting minutes will be provided to members one week prior to each meeting for their review.

(3) Meeting minutes must record attendance and track issues to resolution.

(4) Expectation of members will be to attend all meetings or send a representative who can provide report and participate in the identified goals and objectives of the forum. Permanent Member will provide a brief to the representative prior to meeting.

(5) Expectation is that 60% of the forum membership & 2 of 3 Union representatives will be present to conduct a committee meeting.

(6) Committee meeting minutes will not be approved until reported to the respective council and then signed by one of the co-chairs of the reporting council.

(7) Develops annual goals for the Jesse Brown VA Medical Center Labor Management Forum.

d. **Support Staff.** Executive Leadership Team or Designee is responsible for:

(1) Meeting Minutes will be prepared within 10 working days of the council/committee meeting and placed in a common shared drive with all attachments scanned or hyperlinked with review if needed with the executive summaries.

(2) Forum meeting minutes will be prepared in the standardized format and will include all elements including attendance matrix.

(3) Action Tracking Grid will be included with all committee/council meeting and tracked until closure matching documentation in the meeting minutes.

**4. MEETINGS**

- a. The Labor Management Forum meets monthly, and when necessary, at the call of the Chair or Co-Chair. All meetings will have a virtual option that can be accessed via TEAMS or phone call in for attendees who cannot attend in person. Voting deadlocks shall be resolved using alternate dispute resolution methodologies.
- b. Quorum – A quorum shall be a majority (2/3 Union and 2/3 Management Voting members) in attendance.
- c. Guests will be invited at the request/approval of the co-chairs.
- d. Meet Monthly at least 10 times per year.

**5. REFERENCES**

None.

**6. REVIEW**

This charter is to be reviewed, at minimum at recertification and including when there are changes in leadership.

**7. RECERTIFICATION**

This Charter is scheduled for recertification on or before the last day of January 2029.

**8. SIGNATORY AUTHORITY**

Adelena Marshall  
 Adelena Marshall RN Director  
 of NNU at JBVAMC

2/8/2024  
 Date signed

Jennifer Cushman  
 Jennifer Cushman, LCSW  
 President, AFGE Local 0789

3/12/2024  
 Date signed

Frances Terry  
 Frances Terry  
 President, SEIU


2/8/2024  
 Date signed

Ryan J. Landi  
 Ryan J. Landi MHA, MPH  
 Acting Associate Medical Center Director

2/8/2024  
 Date signed

January 29, 2024

Charter

  
Clifford A. Smith, PhD, ABPP  
Acting Medical Center Director

3/12/2024  
Date signed

**NOTE:** *The signature remains valid until rescinded by an appropriate administrative action.*

**DISTRIBUTION:** Charters are available at: Jesse Brown MCP Process - Home  
([sharepoint.com](https://sharepoint.com)).