

Personnel/Governance Committee January 11, 2021, 6:05pm

Attending: Zale, Shaheed, Emma (committee members), Tim Nakayama, Eugene (guests)

1. Intros/check-in/meeting guidelines

2. approve October minutes APPROVED!

3. review committees checklist

- A. Review bylaws regarding committees; bring questions back to the board.
  - i) Zale is a volunteer, so there is no official staff person appointed. Will mention to managers and have them appoint someone; volunteer coordinator is a good choice.
  - ii) This is Tim's second meeting; after the next one he'll be a member of the committee.
  - iii) Maybe tweak the language of the Personnel Committee bylaw to make the committee's role more clear in light of the CWA CBA.
- B. Elect or confirm the chair of the committee; report this information to the board.
  - i) Zale is the chair.
- C. Determine who takes notes; ensure person has access to the website to post notes.
  - i) Zale takes notes and knows how to get the stuff on the website.
  - ii) Zale will investigate uploading to the board google drive.
- D. Review KBOO policies regarding your committee; recommend revisions if necessary.
  - i) The committee will try to come up with a draft of an employee handbook this year. Zale will send out again the draft we started working on last year.
  - ii) Gene also has a list of items he would like to see this committee work on, which he'll send via email later this week.

4. discuss bylaws

We briefly discussed the power of the president as presented in the bylaws. Gene would like to have a meeting-long discussion on this matter, which we will focus on for February.

Tim reminds of his questions regarding a volunteer rights and responsibilities document. He hasn't seen anything on this from the programming department or been asked to sign anything for the last year. Zale said that she and Azia have been working on bringing back some of the old language on this matter, and she expects Azia will be talking about this at the next PAC meeting.

Meeting adjourned at 7:05pm.

Other bylaw/policy ideas from staff/board/volunteers that we did not discuss at this meeting (but Zale doesn't want us to forget):

- i. No manager may fire an employee without unanimous approval of the board.  
(October's discussion--Emma: this would give too much responsibility to the board. Zale: this is not the board's purview. The Board hires and supervises management, and management hires and supervises employees. Shaheed: well, if the board is the last place for a person to bring a grievance in the case of a wrongful firing, and if a former employee might sue, it might be good to consider. Emma: that's what you want to be sure you have a really good manager. Ruba: let's talk more about this next time.)
- ii. Bylaw revision: All board members must attend volunteer orientation.
- iii. updated hiring policy regarding station manager hiring committees, to include 1 staff member to give guidance during the process. And 1 community member to be present. Same poc and women composition as staff hiring.
- iv. Spending outside the budget policy to 2k (or 3k tops) for both emergency and non-emergency spending. Define emergencies.
- v. HR companies will be used for general questions with no more than \$200 being spent a month. Managers shall consult kboo's union for hr issues.

- vi. Managers must have majority vote of board members to hire outside lawyers and HR reps. A new vendor cannot be hired without a process. We need to create a process. I would also like to add that managers must consult our insurance reps and volunteer pool before paying for outside consultants.
- vii. Update conflict resolution policy regarding discrimination/harassment/intimidation complaints against staff. Consider including parameters for determining validity of complaint. Some input: clarity on the timeline of the investigation (ie. 5 business days for notification, max 2 weeks for investigation, findings meeting etc) - and also there should be transparency on HOW the investigation will be carried out (ie. by following the steps of: interview of complainant, informing alleged perpetrator of the nature of the complaint, interview of witnesses, interview of alleged perpetrator, criteria for assessing credibility of complaint, independent review of final report, AND a clear timeline for each of these steps!). Here are clear guidelines on how to carry out an investigation: <https://www.shrm.org/hr-today/news/hr-magazine/Pages/1214-workplace-investigations.aspx>
- viii. Board member contract stating they will not spend money without following policy.
- ix. Whistleblower policy