

Personnel/Governance Committee February 8, 2021, 6:03pm

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

1. Intros/check-in/meeting guidelines

New Link up on website, other places

Tim Nakayama has attended three consecutive meetings, and is now officially a member of the committee.

2. January minutes APPROVED

3. The committee went through the following list and came up with a rough plan. See discussion notes within each month. Also, there are these action items:

- ACTION ITEM: Jenna will send an employee handbook draft in pdf form for the next meeting.
- ACTION ITEM: Gene will ask the Finance Committee to talk about the finance policies we've scheduled for April at their next meeting **[is this right?]**.
- ACTION ITEM: Ruba (Board liaison) will ask the board to ask the Development Committee to review Fundraising (#9) and Underwriting (#11). Do they need modernizing? How do they work with our current staffing plan?
- ACTION ITEM: Zale will send draft revisions to EEO policy to management, asking for discussion in June.

FY21 Personnel/Governance Workplan

March: 1. Employee Handbook; 2. Committee language in bylaws (and, if time, bylaw on the role of the President)

- Employee Handbook--is this the purview of this committee?:
Emma said this should come from management. Jenna said she's 80% through a new handbook (we all applauded). Gene said there needs to be interaction with the union, sooner rather than later on any documentation. Jenna said her document includes bits from the CBA as well as from other KBOO employee handbooks from its history.
ACTION ITEM: Jenna will send a draft in pdf form for the next meeting.
 - Policies to discuss, once a draft Employee Handbook is available:
 - Policy: Conflict Resolution (No. 5):
Gene says conflicts between staff should be taken up with their supervisors. Jenna says there's a section in the employee handbook that discusses this.
- General discussion on the role of committees, with possible revisions to:
 - Bylaws: Article VI, Section 4a Programming Committee (take CAB out and add in another place)
 - Bylaws: Article VII, Section 4c Personnel Committee (refine role)
 - Policy: Program Committee Responsibilities (No. 6) (serve as work group?)
- Bylaws: Article VII, Section 6 President (limit powers) (March or April)

April: 1. Bylaw Revision (BOD attend vol orientation); 2. Finance-related policies

- Bylaw revision: All board members must attend volunteer orientation.
 - Various finance-related policies:
 - Budget Process (No.24) reorder
 - Policy: Check-signing (No. 51) is this our system and process?
 - Policy: Spending outside the budget (No. 39) to 2k (or 3k tops) for both emergency and non-emergency spending. Define emergencies. Reference credit card usage.
 - Confirm finance-related policies are consistent with one another.
- ACTION ITEM: Gene will ask the Finance Committee to talk about these policies at their next meeting

May: 1. Policy: Indecency (No. 34); 2. Development-related policies; 3. Conflict of Interest Policy (new)

- Policy: Indecency (No. 34) Check in with PAC, re: revision (safe harbor hours; disclosure statement)
 - Development-related policies: Fundraising (#9) and Underwriting (19) modernizing language
- ACTION ITEM: Ruba (Board liaison) will ask the board to ask the Development Committee to review Fundraising (#9) and Underwriting (#11). Do they need modernizing? How do they work with our current staffing plan?
- New Policy: Conflict of Interest Policy for the board.

June: EEO/Affirmative Action Plan (No.13)

- Zale says this is a very old policy; some of it is even illegal today. She and Monica nearly finished an updated version with better language, after working with staff, but the work was abandoned for one reason or another.
 - Gene says we need to consult with the People of Color Caucus on this policy.
- ACTION ITEM: Zale will send draft to management, asking for discussion in June.

July: 1. Hiring Committee policy (#53); 2. Volunteer Rights and Responsibilities

- Policy: hiring policy (no. 53) update the part about 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.
- New Policy Idea: Volunteer Rights and Responsibilities:
The on-air volunteers information was added to the programmer's contract, and the non-air volunteer info was added to that document. Would it be a good idea to get that information back into a policy? Maybe one main volunteer policy, plus separate info for on-air programmers and non-air volunteer contract. Tim had these concerns: how do are changes transmitted; how does the decision to make changes get made; Who provides input? Example: programmers are now expected to do more more hours' volunteering. Jenna said these new hours are meant to make up for the hours programmers are not filling during membership drive.

August: Address and schedule the following policy ideas:

- Outside vendors/contractors/bids.
Jenna: Would be nice to have a policy about contractors and bids.
Input from KBOO employee: 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. 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.
- House rule policy No. 68: Keep KBOO clean--pick up after yourself. Ramifications of not picking up after yourself?
- Policy (new): Board member contract stating they will not spend money without following policy. OR 65 says that's the law. Is a board-member contract necessary?

Also, the committee decided not to pursue a new policy on this matter: No manager may fire an employee without unanimous approval of the board.

February discussion:

Gene: Really inappropriate for a volunteer board, because they'd have to testify at an arbitration. Managers should review these decisions with the board, but the board should not be the final decision-makers on this matter. Before we had a collective bargaining agreement, this is the way it happened: employees could appeal to the board. When an employee is fired, there's a financial question, if the former employee should sue... a terminated employee may file a grievance with the union to get their job back. There's a year for an employee to be reinstated, and the station may have to pay at least a year's worth of salary. So, discussing this with the board is appropriate, but the decision rests with management.

Emma: there needs to be a reserve fund for this, in case we have to pay that. Will take this up with finance.

Ruba: wants to be sure Shaheed's point is heard, but understands that with the CBA, things are different now.

(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.)

Something not to forget about possible updates to the Conflict Resolution Policy (#5):

A request from a staff member to consider an update 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>