

Personnel/Governance Committee

March 12, 2018

Present: Zale Chadwick, Ani Haines, Shaheed Haamid, Danielle Parks

Absent: Rose, Don

Read Meeting Guidelines:

Approved Minutes of December 11, 2017

- 1) Non-Discrimination and Sexual Harassment Policy revisions:
 - a) We are recommending the addition of the word "identity" in the first paragraph, third line, and second paragraph, second line.
 - b) Shaheed recommends we better define what constitutes sexual harassment.
 - i) repeated attempts or pressure to have sexual activity
 - ii) requests for sexual favors
 - iii) repeated verbal comments gestures, or actions of a derogatory or offensive sexual nature
 - iv) demeaning references to gender
 - v) sexually suggestive or derogatory comments about body or clothing

Proposal to include a paragraph following paragraph 3, that states:

Specifically, sexual harassment includes but is not limited to:

- vi) repeated attempts or pressure to have sexual activity***
- vii) requests for sexual favors***
- viii) repeated verbal comments gestures, or actions of a derogatory or offensive sexual nature***
- ix) demeaning references to gender***
- x) sexually suggestive or derogatory comments about body or clothing***

passed unanimously

- 2) HR Support
 - a) Del wants a service / consultant / employee that will advise/administer on ALL HR issues.
 - i) This includes all on-boarding for new hires
 - ii) benefit packages
 - iii) Employee conflicts
 - iv) Complaints about BOLI compliance
 - v) Can help create a positive workplace culture
 - vi) Create and maintain an employee handbook

(1) John Shuck recommends **HR Solutions**, he works with them in his church

(2) The NAO recommends **Mammoth HR** - Zale has researched them, and find that they would cost \$950 / month *with* a non-profit discount.

(

They offer training for managers

(

They would audit our documents, and supply what's missing

(

Would create an employee handbook

(

They do not deal with personnel conflicts

(i) so, they do nearly everything we need, but not the handling of personnel conflict

(3) It seems that helping to resolve personnel conflicts is not a part of the subscription services. If Station Manager needs support in resolving conflict between staff members, recommend that KBOO reaches out to professional mediation services, or to CWA

vii) Next Steps: Zale will get information from HR Solutions.

(1) Danielle and Ani will both call two non-profits of similar size to KBOO (8 FTE, staff of 13), to see what they do for HR

(2) We will compare our answers in the april meeting. Zale will invite Del to be a part of that conversation.

3) Sabbatical Form: We are assigning the making of the form to Ani, who will bring it back to the April meeting.

4) Email policy-- There has been a request to find a way for the board to make decisions between meetings via email. John S., sent a draft of a policy to start our discussion. Zale has made many annotations, and will send a re-drafted policy out to committee members for our April meeting.

5) Board exit interviews --- TABLED

6) By-laws --- TABLED

7) Adam's resolutions --- TABLED

adjourned at 7:38 pm