

Personnel/Governance Committee October 12, 2020, 6:15pm

Attending: Ruba, Shaheed, Zale, Emma (committee members), Tim Nakayama (guest)

1. Introductions, check-in, meeting guidelines

2. agenda approved

3. September committee minutes APPROVED. Tim: where are the minutes for this meeting? Zale: they're supposed to be on the website, and she will get them up.

4. Report back from the board meeting: all three bylaw revisions approved by the board to appear on the 2020 ballot.

5. Things of interest/concern for 2020-2021:

a. Emma: revise bylaws to reduce of the president. Shaheed would like to learn more about what's wrong with our bylaws currently. Emma will call him and have a conversation about it. Zale will do some research into other ways to write bylaws.

b. Emma: employee manual. Zale says, yes, she needs to get back on this.

c. Tim: What about volunteer rights and responsibilities? Zale says I think we have such a thing... or at least used to. Shaheed: this is something that we used to have, and it appeared at the volunteer orientation. Tim's concern is that the programmer responsibilities have changed to state that programmers must do 2 hours per month beyond their program. This is new, and doesn't remember that being in the original document. Shaheed said, this is because there are many programmers who historically have not done much outside of their program, and is to make up for the fact we're not currently having in-station membership drives. Zale will look to see if there's an old document she can bring to the next meeting to discuss. Emma is very interested in seeing this concept move forward. Volunteers work really hard to put their shows together. Staff works really hard, but they're getting paid. Volunteers should have rights as well as responsibilities. Shaheed would like Emma to mention at the board meeting that we talked about a volunteer rights document.

d. EEO Policy

e. What about this policy idea: No manager may fire an employee without unanimous approval of the board. 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.

Other bylaw/policy ideas from staff/board/volunteers that we did not discuss at this meeting:

Bylaw revision: All board members must attend volunteer orientation.

Policy-revision requests from staff, board, volunteers:

i. 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.

ii. Spending outside the budget policy to 2k (or 3k tops) for both emergency and non-emergency spending. Define emergencies.

iii. 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.

iv. 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.

v. 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>

vi. Board member contract stating they will not spend money without following policy.

vii. Whistleblower policy

Meeting adjourned at 8pm.