Policies Committee Meeting Summary

May 25, 2022

Present: Jody Suhrbier, Mary Sue Wilson, Mary Barrett, Jennifer Pearson

Absent: John Skinder, Mickey Lahmann.

Next meeting is October 22, 2022, at 5:30 pm.

Policies discussed/reviewed:

*Jody circulated policies for review in advance. Committee members discussed the policies in the order captured below.*

1. Training policies & Protocols including fees, and Mediation & Facilitation Fee Schedule

The committee discussed and agreed that the nature of these policies are more “ministerial” with content that didn’t justify board committee oversight. The Mediation & Facilitation Fee Schedule as is contains no real “policy” so the committee thought it did not require committee oversight. Mary Barrett offered to carve out the portion of the Training Policies and Protocols document that represented “policy” and convert the remaining content to a fee schedule that would be managed by the executive director. Committee will review these edits at the October meeting.

No other edits discussed.

1. Personnel Policies and Procedures

After the committee updated this policy at the last committee meeting, Jody identified and circulated some additional proposed edits. The committee approved all proposed edits. These included: IIE: insert “prior to their start date”; IVA: define 7 day work period; IVC: add “non-exempt”; VA: address payroll periods for both categories of employees; VIIB: insert “less than” 20 hours a week; XIIa3: insert “or Executive Director”.

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1. Policy on Anti-Harassment & Anti-Discrimination

Committee discussed and agreed upon two sets of edits to this policy. On the bottom of page 2, last paragraph, “or limiting volunteer opportunities” is added to the list of examples of prohibited retaliatory actions.

At the bottom of page 3, last paragraph, the committee removed “appropriate” and “effective remedial” as descriptors of action to be taken after an investigation. These phrases are too subjective. What remains is a better objective expectation (that the board will “take prompt action.”)

1. Employee Protection (Whistleblower) Policy

The committee discussed and agreed to an edit to the last paragraph of the policy. The second sentence will now read: “All investigations will be conducted on a case-by-case basis by the Executive Director or, if appropriate, the executive committee of the ~~full~~ Board of Directors (excepting those board members, if any, who are accused of the prohibited conduct.”

The committee agreed the edit captured a more workable approach to conducting investigations.

Thereafter, the committee adjourned.

Next meeting: October 22, 2022.