

**MINUTES**  
**Approved by the Committee**  
**Respectful Workplace Task Force Committee**  
**Thursday, March 15, 2018**  
**7:30 A.M.**  
**Room W403**  
**Boise, Idaho**

**Co-chair Representative Caroline Nilsson Troy called the meeting to order at 7:31 a.m.**

The work group members in attendance were: Co-chairs Senator Cherie Buckner-Webb and Representative Caroline Nilsson Troy; Senators Todd Lakey, Lori Den Hartog and Carl Crabtree; Representatives Tom Dayley and Sally Toone; Chad Houck - Deputy Secretary of State; Carrie Maulin - Chief Clerk of the House of Representatives; Caitlin Lister - Senate Minority Chief of Staff; Melissa Davlin - Idaho Public Television; Toni Lawson - Idaho Hospital Association; Marty Durand - Idaho Building Trades. LSO Staff: Terri Kondeff - Chief Operations Officer and Tetiana Powell - Administrative Assistant. Absent and Excused were: Representative Paul Amador; Jennifer Novak - Secretary of the Senate and Jack Lyman - Idaho Housing Alliance.

Co-chair Troy presented a complaint process flow chart, created by the Secretary of State's Office. She explained that the flow chart starts with the complainant who has an option to talk to the supervisor or to go directly to the Agent (Attorney General's Office) to file the complaint. After the AG's office reviews the complaint, verifies the scope and assigns an investigator, the complaint can end up in one of the various paths: A - frivolous, B - investigate, C - criminal or F - alternative path (if complaint involves leadership). When the complaint is out of the scope of the policy, and it doesn't involve a legislator or a member of the legislative services office, it gets referred to the appropriate authority for investigation. The flow chart also contains path D - ethics (if complaint involves legislative members) and path E - action required (if complaint involves only non-legislative members).

Work Group discussion and recommendations on flow chart:

- Possible adding of definitions to terms "frivolous", "without merit" or "malicious".
- Keeping a record of all complaints, regardless of whether they were frivolous.
- Addition of path A (frivolous) to the B3 block (report findings with recommendation to leadership).
- Complaint process C requirement to the immediate action.
- Moving block D1 (ethics for legislators only) and D2 (ethics for legislators & employees) from block C3 (document incident) to C4 (deliver documents to leadership) in the complaint process C path.
- Identification of "leadership" in the definitions and notes section.
- Possible use of a different term instead of "leadership" in the complaint process to avoid confusion.
- Possible use of term "designated contact person" or "supervisor or designee" instead of "supervisor" due to the training aspect.
- Concerns about language in block B. The process if the non-legislative member doesn't have a supervisor.
- Possible creation of reminder posters and tripods with list of designated people with whom you can file a complaint and generalized information.
- Annual orientation and training sessions.
- Possible partial building access ban.
- Term "leadership" as gender-neutral.

- Policy mission, policy coverage and steps for changing culture, such as conversations, reminders and high awareness.
- Suggestion to the Governor's office to adopt some version of the policy or the procedure.
- Disclaimer in the policy for possible rule change in ethics process and possible word change from "may" to "shall" in note about the rule change in the flow chart.
- Suggestion to the House and the Senate to consider adopting a mission statement for the legislature.
- Disclaimer regarding when the policy will go into effect.
- Conversation between the ProTem, the Speaker of the House and the AG's office about procedure within the policy.
- The need for non-legislative groups to consider adopting the policy within their organizations.

**The work group adjourned at 8:24 a.m.**