

**MINUTES**  
**Approved by the Committee**  
**Respectful Workplace Task Force Committee**  
**Thursday, February 01, 2018**  
**7:30 A.M.**  
**Room W403**  
**Boise, Idaho**

**Co-chair Senator Cherie Buckner-Webb called the meeting to order at 7:34 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, Paul Amador and Sally Toone; Chad Houck - Deputy Secretary of State; Jennifer Novak - Secretary of the Senate; Carrie Maulin - Chief Clerk of the House of Representatives; Caitlin Lister - Senate Minority Chief of Staff; Jack Lyman - Idaho Housing Alliance; 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.

The work group approved the minutes from the January 25 meeting.

Co-chair Buckner-Webb welcomed those in attendance and invited members to report on policies and procedures at their organizations.

Melissa Davlin said that the Capitol Correspondence Committee has a set of by-laws first written in 1965 and last reviewed in 2008. She mentioned that it doesn't address a hostile workplace environment and there is no procedure in place when one of the credentialed correspondents is accused of harassment. Ms. Davlin noted that their leadership had a discussion and is planning to create a policy based on this committee's work and that they are ready to work with the committee, if needed. They would like to address the open meetings, media access and public records requests.

A similar response was given to the committee by Jack Lyman in regards to procedures in the legislative advisors community.

Caitlin Lister and Jennifer Novak said that they had registered for the Harassment in the Workplace webinar hosted by NCSL on Friday, February 9 and invited members to participate.

Co-chair Buckner-Webb said that the entire policy's overarching concept needs to be discussed. She invited Chad Houck to review the changes made to the draft based on the discussions of the previous meeting.

Mr. Houck spoke about various changes and additional language within the draft.

The work group discussed:

- The importance of the right content in the policy which will address the issue.
- Reporting mechanisms and the importance of a safe reporting structure.
- Consequences severity depending on the type of complaint.
- Information availability for people to refer to.
- The expectations from each individual in the workplace; language in the state of Hawaii's respectful workplace policy.
- Possible creation of a Respectful Workplace Committee which will take care of reporting and information.
- The importance of complaint verification.
- The consequences of enacting too strict a policy.

- Protected classes in the policy; addition of military members as a protected class.
- Possible creation of an online reporting system as one of the ways to submit reports.
  - Access and processing of submitted information.
  - Issues with spam, thefts and trolling while reporting anonymously.
- Issues of confidentiality.
- Public records requests and personnel records.
- Scope of authority.

Co-chairs Troy and Buckner-Webb charged the group to gather information and report on research mechanisms, implementation process, scope, resolution, complaint report processes and public records request processes.

**The work group adjourned at 8:29 a.m.**