

**MINUTES**  
**Approved by the Committee**  
**Respectful Workplace Task Force Committee**  
**Thursday, February 22, 2018**  
**7:30 A.M.**  
**Room W403**  
**Boise, Idaho**

**Co-chair Senator Cherie Buckner-Webb called the meeting to order at 7:30 a.m.**

The work group members in attendance were: Co-chairs Senator Cherie Buckner-Webb and Representative Caroline Nilsson Troy; Representatives Tom Dayley and Paul Amador; 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; 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 Senators Todd Lakey, Lori Den Hartog and Carl Crabtree, Representative Sally Toone and Jack Lyman - Idaho Housing Alliance.

The work group approved the minutes from the February 1 and February 15 meetings.

Jennifer Novak and Caitlin Lister gave a brief report on the NCSL webinar they participated in on Friday, February 9th.

During the meeting the work group discussed:

- Non-partisan reporting approach.
- Reporting algorithm used when a person who received a complaint must report to the Attorney General's Office, which will determine the severity of the case and proceed with investigation.
- Response timeline and an immediate action.
- Training for the immediate action.
- No longer than five-day action process, based on complaint and 48-hour immediate action.
- Three-day approach in a public records safety law to provide a safety valve.
- Possible discussion with the Speaker of the House, the Senate Pro Tem and the Attorney General's Office on the notification process, ensuring that there is an investigation in place with personal information safety measures.
- Avenues for LSO and OPE staff.
- Possible creation of an account where the person could choose to whom to report.
- Process without setting an appointment to make a report.
- Process for people who are not on the contact list in the policy when they received the complaint, and the training aspect of this matter.
- Option for male/female contact persons for reporting.
- Leave off the age specification and language for trusted person/mentor in page/intern reporting case.
- Process in case of harassment between third parties.
- Possible conflicts and overflow of house/senate ethics rules and procedures vs. policy.
- Possible creation of the flow chart to simplify the process.
- Feedback on how the process was handled.
- Value of proposition and whether the work group is meeting the charges.

- The final outcomes and goals of the committee's work, such as :
  - Confidence in the process.
  - Safety for all.
  - Defined harassment and consequences for the harasser.
  - Protection of the person who is not yet proven guilty.
  - Protection for the falsely accused.
- Confidentiality issue and anonymous complaints.
- Harassment based on sexual orientation coverage within the policy.

**The work group adjourned at 8:35 a.m.**