

MINUTES
Approved by the Committee
Respectful Workplace Task Force Committee
Thursday, March 08, 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; Senator Lori Den Hartog; Representatives Tom Dayley and Paul Amador; Chad Houck - Deputy Secretary of State; 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; Marty Durand - Idaho Building Trades. LSO Staff: Terri Kondeff - Chief Operations Officer and Tetiana Powell - Administrative Assistant. Absent and Excused were: Senators Todd Lakey and Carl Crabtree; Representative Sally Toone; Jennifer Novak - Secretary of the Senate; Toni Lawson - Idaho Hospital Association.

Co-chairs Buckner-Webb and Troy, along with Terri Kondeff, LSO, discussed the meeting they had with Susan Buxton, the Administrator for the DHR and Coleen Zahn, Deputy Attorney General. Based on that meeting they proposed a Respectful Workplace Reporting Flow Chart and explained the components in each box. Co-chair Troy clarified the term "Agent" and said that the Attorney General's Office is willing to serve as reporting agent, until the number of complaints is unmanageable, at which point the policy can be modified and reporting agents can be added. The work group recommended to add the words "complainant" and "respondent" in place of "accuser" and "accused" and to possibly add a note that the report will come out with a recommendation based on the report's level of seriousness. The members also had a discussion on who has to determine how far the investigation goes and how to act when there is a series of occurrences that don't rise to an action level, whether the action has to be addressed, who has to keep track of occurrences, and where the complaints reside.

Marty Durand, Idaho Building Trades, spoke about changes she made in the draft. She added, "The applicability of this policy regarding interns, fellows, or unpaid volunteers shall be determined consistent with the status of their sponsoring organization" to section B - Applicability of Policy, page 2.

The work group discussed:

- Confidentiality and Public Disclosure section in draft.
- Legislator and staff personnel file confidentiality.
- Report of disclosures to the public depending on the outcome of investigations and level of aggrievedness.
- Public records exemptions vs. the duty to disclose.
- Disciplinary process.
- A point where the issue is passed to the ethics committee and the process for issues that are out of the ethics committee's scope.
- Possible discussion with leadership about the ethics complaints disclosure process and possible rule change.
- Language where, at the recommendation of the Attorney General's Office, the leadership shall submit complaints to the ethics committee.

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