

Governance and Policy Committee December 19, 2023, Minutes

In Attendance: Nate, Zale, Nathan, Emma, Diablo

COMMITTEE ACTION ITEM:

Please review the [bylaws](#) with an eye for refinement to take into consideration the union Collective Bargaining Agreement. See more details under item 6 of these minutes.

1. Check-in/[meeting guidelines](#)/agenda approval
2. Review [November Workgroup Notes](#)
 - Approved (work group notes, not posting)
3. [Youth Safety Policy](#)--if there are updates from insurance company
 - Zale talked with Danielle and there is no new info
 - Waiting on “Best Practices” from insurance company
4. [Station Access Policy](#)
 - Doorbell
 - Emma: Can’t the Station Manager just make the decision on the doorbell?
 - Nate: There was talk about having a phone at the door that ties into the phone system. Or at least more than just in the airroom.
 - Diablo: Flashing light in the airroom would be better. Loud noises in the station could wind up disrupting recordings
 - The door handset is broken. There is a button at the door that flashes a light in the airroom, but the airroom only.
 - Emma: KBOO is a business and people need a way to enter the building. Need an intercom or doorbell or something. Banging on the door is not a good solution.
 - Nathan: Missed a package delivery today because he didn’t hear someone at the door. Probably don’t need a reference to the doorbell in the access policy. It’s just a way to get our attention.
 - Zale: We can remove reference to the doorbell from the policy and move forward.
 - Nate: Move away from paper sign-in sheets. Switch to tablets or Chromebooks. Another thing that probably doesn’t need to be spelled out in the policy. Just acknowledge that guests should sign in.
 - Nathan: Supports the above.
 - Sign-in Sheet
 - Emma: How will the tablet work? Longer process than writing with pen.
 - Nathan: Something we can try out with an eye to accessibility and efficiency.
 - Diablo: Likes being able to see quickly and easily who is in the station.

- Nate: The current sign-in system is flawed if we are looking to use the sheets to see who has been in the station in the past.
- Zale: We need to be accountable for who is in the station, especially in regards to having youth in the station
- Emma: If we use a Chromebook, it would need to be secured to the desk so it can't run off, but could be a decent compromise.
- Diablo: Unlikely the current system could be used to figure out months-old mysteries.
- Nathan: Keeping a record is helpful, even if not everyone remembers to sign in as we know people we can ask. Also, having data of how much the station is being used is helpful.
- Unclear if the Access Policy should go to the board first or go to bargaining first.
- Emma: Unsure about what needs to be bargained.
- Zale: It's about more than just answering the door when someone knocks.
- Emma: As long as the policy says that someone needs to answer the door (paid staff person), it doesn't matter what variation we land on.
- Nathan: The door is getting answered. The issue is how do people at the door let those inside know they are there.
- Emma: Motion to approve revisions
 - Nate seconds
- POLICY APPROVED
- Emma: No policies or bylaws with how the board should engage with the union.
 - Zale: It is on the agenda below
- Nathan: Noticed during the PPS strike, the bargaining team did the work then passed it on to the governing structure.

5. [Conflict Resolution Policy](#) revisions

- Azia asked if we can consolidate the policy as it's the same information repeated with slight variations.
- Wrote it this way to make it more accessible
 - Can scroll down to find the section that suits your conflict.
 - There are ways to rewrite it with some creativity
- This policy is from the POV of Board Members/Volunteers
- Some conflicts take time to get courage to come forward about. Is 30 days too restrictive? Are there circumstances where there should be no time limit?
- Diablo: What is the purpose of the time limit for reporting incidents?
- Nate: The time limit of reporting puts KBOO staff in a position of denying volunteer experiences or could give the appearance that we aren't taking things seriously since it doesn't fit in a timeline.
- Emma: Probably don't need to have a time limit, but emphasize that it's urgent. Harder to investigate older incidents. This policy is for us to be as effective as we can. Legal issues have their own set of standards.

- Change language to report incidents as soon as possible.
- Emma: Reasonable to offer a timeline for response to the grievance.
 - Zale believes we have that.
- Emma: Requiring parties to engage in moderated discussion is inappropriate.
 - Could offer it, but not require it.
- Nathan: Agrees with getting rid of “Require”
 - Some situations may be better suited to moderated discussions, but not all are
- Tim and Emma advocate for an appeals process.
 - Mentioned in document, but maybe not in this context
- Add a Glossary
 - Tried to keep it as simple as possible, but it would be useful here.
- Zale proposes tabling until some cleaning up of the document can take place

6. [Bylaw](#) revision suggestions:

- add Collective Bargaining Agreement
 - Incorporate language into bylaws that acknowledges the union and CBA and the relationship to KBOO Foundation
 - How we negotiate
 - Rights and responsibilities of board, management, staff
 - Should this be in Bylaws as there may not always be a union?
- Emma: Part of the way the Bylaws are structured now is that they don’t reflect the reality of how KBOO works anymore. The CBA is a more accurate representation of operations.
- ASSIGNMENT: Go through the bylaws with an eye for refinement.
- add Vice President to Executive Committee (TABLED)
- add Management Bargaining Committee and Union-Management Committee (TABLED)

7. Engineering Committee vs. Work group question (TABLED)

8. Revisit [2022 work plan](#). (TABLED)