

Personnel Committee

October 4, 2016

Present: Zale Chadwick (facilitator), Mel Parsons, Ani Haines (notes)

Bill is out sick tonight, Sekoynia couldn't make this meeting time.

1. The new position of "Weekend Coverage" has been approved.
2. What are our obligations, re: background checks and checks to the sex-offender registry for all volunteers and staff (current and future)?

Mel reports that whenever one is inviting someone on to property, one has the duty of reasonable care. This is a part of property law, and is extended to organizations.

There is also "vicarious liability" which means that organizations have some liability for the acts of people in their employ. Employee can mean paid staff or volunteer.

Melissa has drafted a background check policy for employees, that was rejected as part of the collective bargaining agreement, in favor of creating a whole policy. Zale will work with the text to include volunteers.

Melissa says that Transition Projects uses a service that's relatively comprehensive and inexpensive (at \$15/ per).

Personnel committee unanimously approves the policy in concept, based on Mel's draft.

Discussion around when to do the check:

Too many people come to orientation and then have no further involvement, or may come back months later.... Don't need or run a check on them until they get involved. At the one to one meeting with volunteer coordinator, they could sign the document authorizing background check. The background check requires an actual signature authorizing us to run a check.

Staff will let Ani know when the new volunteer actually starts volunteering. When she gets this report, she will trigger the background check.

Things we need to implement policy:

Melissa will send her sample forms and powerpoint to the Personnel Committee. Authorization form, notices for pre and post adverse action, slide deck for Fair Credit Reporting Act.

Melissa will report to the board about the direction of the new policy, with the goal of having it in it's final form (with implementation in place) by the November board meeting.

Melissa will talk with Monica about applying the policy, and things like mitigating factors, and the amount of discretion KBOO would have about accepting or rejecting a volunteer / employee after receiving information from a background check.

We will meet on the 2nd Monday of November (November 14th), at 6 pm.