



DRAFT

**Subcommittee – Policies & Procedures Meeting Minutes
April 19, 2018**

Attending Members

April Lopez (FA)
Charles Nutt (SA)
Janelle Lewis (FA)
Jenny Yang (SA)

Members Absent

Others Attending

Aaron Carruthers
Doug Sale
Jacqueline Nguyen
Natalie Bocanegra
Rihana Ahmad
Sandra Aldana

1. CALL TO ORDER

Chairperson Jenny Yang (SA) called the meeting to order at 1:07 PM.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others introduced themselves as indicated.

4. PUBLIC COMMENTS

Subcommittee Chair Yang announced that Councilmembers were encouraged to call in, give input, and participate in the meeting. With permission of the Subcommittee, Chair Yang asked for Councilmembers who called into the meeting to be able to comment after each item. After the discussion of each item, callers would be able to make a public comment before a vote.

5. SCDD I-PAD USAGE POLICY

Subcommittee members discussed switching agenda items 5 and 6 in order to discuss the “SCDD iPad Usage Policy” before reviewing the compilation of Policies & Procedures.

It was moved/seconded (Lewis [FA] /Nutt [SA]) and carried to change the order of the agenda, moving item 6 before item 5. (Unanimous, see attendance list for voting record)

Deputy Director Doug Sale presented the proposed SCDD iPad Usage Policy to the Subcommittee. Subcommittee members reviewed the policy and discussed concerns and suggested additional language be added. In addition, several questions were raised regarding training, apps, and accessories. Subcommittee members recommended these items be addressed in an updated version of the policy.

It was moved/seconded (Nutt [SA] / Lopez[FA]) and carried to recommend approval to the full Council once additional language has been added and edits have been made. (Unanimous, see attendance list for voting record)

6. **POLICIES & PROCEDURES**

Executive Director Aaron Carruthers explained that some policies included in the handouts are still being updated, and the new versions will be provided for the next meeting. Subcommittee members inquired if there were any changes to the “blue sheet” list of policies. Executive Director Carruthers explained that a few policies were removed after realizing they pertain to Staff only; in addition, the list was reorganized to match the order of the policy handouts

Changes to “Blue Sheet” – List of Policies

- Removed:
 - Bilingual, Bylaws, Information Security and Privacy, Internet, worker’s compensation, representing Council at events
 - Recommendation that Worker’s Compensation be added
- Added:
 - Sexual Harassment, Travel Advance, Travel Out of State, iPad/Tablet Usage

Council Chair Lopez expressed concern about Council, Executive Director, and staff travel, stating that she felt protocol was not being followed. Executive Director Carruthers explained that the State rules governing travel are being followed. Council Chair Lopez requested an additional policy be developed that would require oversight of Executive Director and Staff travel.

Subcommittee members began reviewing the provided “SCDD Councilmember Administrative Policies”. The Councilmember and Staff Communication policy and Legal Consultation Policy were reviewed and suggestions were made for edits and staff was directed to make changes and provide updated versions of the policies at the next Subcommittee meeting.

Councilmember and Staff Communications:

Executive Director Carruthers explained that the policy was based on the Oklahoma State Council policy on Councilmember and Staff Communications. The original source document was provided for Subcommittee members to review.

Following their review, Subcommittee members provided suggested edits and directed staff to incorporate them into the policy. Additionally, Subcommittee members requested that staff divide the current policy into two separate policies: Communication with Travel Coordinator, and Communication with Committee Staff, and provide updated versions of the policies at the next Subcommittee meeting

Legal Consultation:

This item is a follow-up to the March 12th Executive Meeting request that a Legal Consultation Policy be developed. The Subcommittee reviewed the policy, which was developed from the discussion at the March Executive meeting, as noted in the minutes.

Council Chair Lopez expressed concerns with the current structure in which the Legal Counsel provides legal advice to the Executive Director, who then has the authority to decide whether to follow the advice of Legal Counsel. In addition, the Council Chair Lopez expressed the need for direct communication between Legal Counsel and the Council Chair.

Council Chair Lopez also raised hypothetical scenarios of concern. Additionally, she believes at times the Council has been told “Staff has recommended,” and assumed Legal Counsel had reviewed the information. Council Chair Lopez suggested that Legal Counsel share their research and information with the Council Chair.

It was recommended that staff rework the policy language and consult with Councilmember Catherine Blakemore, and bring this policy back for the Subcommittee to review.

7. NEXT MEETING DATE & ADJOURNMENT

The Subcommittee meeting was adjourned at 4:50pm. The next Subcommittee meeting will be held on May 10th, 10:00 AM – 4:00 PM.

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