

MINUTES
SPECIAL BOARD MEETING
THE RIVERSIDE HOTEL
2900 W Chinden Blvd, Boise, ID 83714
October 31, 2018 at 9:00AM - 4:00PM

I. PRIMA Training - The Role of the Risk Manager & Personnel Management
Supervising Employees - Legal & Practical Considerations

Director Dan Gillies called the meeting to order at 8:30AM, and a quorum was established with all directors present. Treasurer, Judy Erwin was also present.

The training included the following topics for discussion.

- Ethics
- Creating Civility in the Workplace
- Tips on Finding & Hiring GREAT Employees
- Harassment and Other Forms of Discrimination
- Communication, Coaching, and Performance
- Handling Difficult Conversations: Discipline & Termination
- What's In Your Policy?
- An Insight into Federal Laws to Follow When it Comes to Your Employees - ADA, FMLA, FLSA

During the 'What's in Your Policy?' portion of the PRIMA training, there was discussion about the WECRD personnel policy. The Board has not seen the current WECRD Personnel Policy. They would like a copy of the policy so they can review it and see if they need to make any changes.

No other discussion was held.

II. ADJOURN

The meeting adjourned at 4:20PM.

Submitted by:

Michelle Heins, Administrator

Date

APPROVED: as written as amended

Dan Gillies, President

Date