

Stevensville Committee of the Whole Meeting
Minutes for
THURSDAY, JANUARY 30, 2020
6:00 PM

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Holcomb, Devlin, Vick and Michalson. Staff and members of the community were also present.

2. Discussion on the Following Items

a. Resolution No. 456, A Resolution Amending the Personnel Policy Manual for the Town of Stevensville

Mayor Dewey spoke about the background of the current policy and the need to update the policy. MMIA likes to review our policies and make suggestions. We are under review currently, therefore changes are subject to their approval. So far, they are liking what they see. Mayor Dewey opened the floor to council comment and suggestions. Council member Michalson noted on the mileage and per diem for travel expenses for reimbursement; Instead of changes on the first of July every year, we used verbiage so that it reflects back to the state.

On page 15-18, Number 4: "Diversity, Harassment and Bullying Prevention," "Harassment" was explicitly defined, and harassment, prevention and reporting were addressed, and we defined "Workplace Bullying," which used to be lumped into harassment. How workplace bullying is prevented and reported. MMIA suggested "regular training" or "frequent training," as oppose to using "annual training," and that timeline being the reason the harassment was not prevented. On page 18; If served papers, which has nothing to do with the Town, the verbiage needs to be changed so that anyone served papers and has nothing to do with the Town, they are not to bring just any papers to the Mayor.

On page 16, Number 4: "Diversity, Harassment and Bullying Prevention," under E: "Definitions of Workplace Bullying," changes are desired under, "health-harming mistreatment" to "any mistreatment." It was consensus with Council.

On page 23, Number 11: "Outside Employment," we should not be requiring our part-time employees to make the Town of Stevensville their "primary place of employment" because they might have another full-time employment elsewhere. Mayor Dewey stated that the intent of the clause is that if you have another primary place of employment, the employees' productivity is not diminished. It was agreed that we don't want employees to be constantly unavailable for work, which is the intent of the wording.

On page 22, Number 9: "Smoking and Tobacco Use." Discussion about distance took place, then it was decided to take a "Tobacco Free Campus" initiative.

On page 24, Number 13: Personnel Files; The term "supervisors" is in reference to whom and when access is applicable. Files are accessible through the human resource representative.

On page 27, Number 16: Work Schedule and Breaks; Clarified to Council what Comp Time amounts to after 40 hours.

On page 45, Number 32: Grievance, D; Council discussed clarification on the grievance policy.

Those changes will be addressed and the Personnel Policy will come before Council for a final review.

b. Resolution No. 387C, A Resolution Amending the Town Council Rules

Mayor Dewey spoke about approaching certain topics, as Council requests Agenda Items to be on the Agendas. Sometimes better communication is more effective, rather than just submitting Agenda items and demanding them to be on the next Council Agenda. Consensus, A 30-day timeline is efficient.

Part IV: Agenda, Section 1; The rules currently have the Agenda submitted by Noon on Wednesday, the Packet is due Thursday by 5:00pm, the week prior to the meeting. Council has decided to make both, the Agenda and Packet to be posted on Thursday prior to the regularly scheduled meeting.

Part XI, Rules of Council Debate, Section 3: Potential Conflicts of Ethics or Interest was addressed and discussed. If the presiding officer of the Council has an interest in a matter pending before the Council, as defined by the laws of the State of Montana or as advised by the Town Attorney, he/she shall yield the chair to a member of the Council during the course of debate and decision concerning the matter in which he/she has an interest. Further discussion on changing the spelling of "censured." Councilmember Vick would like to see a definition for censorship in there. The presiding officer can decide prior to a high-profile meeting, as to what time limit is appropriate for public comment, and if Council would like to decide that prior to the meeting, the Mayor is open to open discussion on limiting public comment if needed.

3. Public Comment

Mayor Dewey called for Public Comment and there was none at this time.

4. Adjournment

Meeting adjourned at approximately 6:50 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk