

Grievance Ad-Hoc Committee

Meeting One Summary  
Wednesday, July 22, 2020  
9:30 AM – 1:00 PM  
via [Zoom](#)

I. **Call to Order/ Roll Call**

a. Present:

- i. Kim Basile
- ii. Mike Billings
- iii. Mary Tarver
- iv. Liz Gary
- v. Natalie LaRose
- vi. Charlie Michel
- vii. Susan Riehn
- viii. Marilee Andrews (staff)

b. Absent:

- i. Randall Brown
- ii. Jamie Tindle

c. Guests:

- i. Corhonda Corley
- ii. Kathleen Cannino
- iii. Kathy Dwyer
- iv. Katie Corkern
- v. Kelly Monroe
- vi. Mary Jacob
- vii. Sharon Dufrene

II. **Introductory Remarks**

- a. The GAHC chair is absent and Mike Billings will be filling in as chair for this meeting.

III. **Committee Member Introductions and Housekeeping Announcements**

- a. Invited all members to share a quick introduction about themselves – tell us your name, council member or non-council member, anything relevant about serving on this committee you wish to share.
- b. Housekeeping
  - i. Marilee will be primary staff contact for the committee's administrative needs or questions; complete housekeeping items (role, quorum, agenda, calendar, compiling materials the committee finds and sharing, etc); draft a summary of each meeting and send to chair for approval, which will then be published on DDC website.
  - ii. Public groups or individuals who would like to comment or speak at the GAHC meetings can contact me to coordinate doing so at upcoming meetings, or do so at the end of each meeting during public comment.
  - iii. Summary of previous meeting attempts.

- iv. Committee members received a number of documents both electronically and via the mail, per a brainstorming meeting. Should have reviewed these ahead of time to begin to select policy pieces the committee likes/ dislikes/ feel would be good for DDC, etc
- v. Plan to have break around 11:30 AM.

#### IV. **GAHC Charter (VOTE)**

- a. Created to ensure committee makes best use of time and creates a final product to present to full council.
- b. Charlie motions to adopt the charter. Liz seconds. No objections. No abstentions. Motion carries.

#### V. **LDH Policies**

- a. Charlie Michel likes LDH's form. Form is a reflection of policy but makes it more user-friendly. We should have a form for our grievance policy.
- b. Committee generally likes LDH's grievance policy.
- c. Mike and Liz: Replace immediate supervisor with particular entity/position. Use several layers of people to go through – not one person. Also, who to send grievance to if grievance is about the person in the position for which policy mandates you send grievance to.
- d. Public comment: Link in LDH legal or someone from LDH.
- e. Public comment: How would form apply to transparency within DD council? How would public know if a complaint is filed? How would public be aware if complaint was filed? A person cannot investigate themselves; it has to be an unbiased nonparty investigation. What steps are we putting in place to ensure ethics are being followed but there is transparency to the public? When was info disseminated to public to join committee?
- f. Charlie: I thought grievances weren't public. What are legal requirements allowing it to be public, mandating it, or forbidding it?
- g. Mike: Whistle blower type grievances need to be maintained as confidential.
- h. Public comment: More than one parent and more than one self-advocate should be on grievance committee. Committee should be diverse.
- i. Have panel consistent with reviewing this information and these concerns. Have rolling membership. Debate on how panel is made.
- j. Public comment: There should be a component to file anonymously.
- k. Public comment: DDC's grievance policy and form, once finalized, should be posted online.
- l. Natalie and Public comment: Not all documents are not linked on agenda. We are now not abiding by open meetings laws.
- m. Marilee: Will link as soon as possible after meeting. Technical error and apologies. Still in compliance with open meetings law, however.

#### VI. **FHF Policies**

- a. Compiled here.
- b. Kim: Likes that there are timelines. Usually between 3 – 5 days between incident and when it goes to first person. Timeline is good and who it goes to next. After full process, board makes final decision and that's the decision. Model ours after that with specific timeline and where final decision comes from.
- c. Charlie: Need to specify working days. Timeline may need to be stretched out a bit more. A council that meets quarterly may not be as readily available.
- d. Kim: Since council meets quarterly, maybe we have standing grievance committee meeting the week before council. But if someone submits immediately after council meeting, they have to wait a long time to be heard. Need a good timeframe.

- e. Public comment: Training in place on how to conduct a grievance hearing for whoever is on grievance panel. Grievance panel should be first and last stop and held in anonymity. Will be wrong to share in front of all. There's a hierarchy – if the aggrieved is not happy with panel, then there's ethics board, boards and commissions, OIG. Policy should state that person aggrieved shall not file with any investigative agencies until panel reaches conclusion to avoid multiple committees looking at same complaint.
- f. Charlie: How do we communicate info / act out on policy if person filing a grievance files with more than one agency simultaneously?
- g. Public comment: Add to form a place to indicate if filed elsewhere.
- h. Public comment: Ensure there is an appeals process.
- i. Public comment: Disability rights ombudsman should be member of committee, maybe who is not on the Council.
- j. Mary Tarver – Section about family grievances in FHF policies. Report to ED then there's a timeline. Outlines how a family can make a complaint.

## VII. **DD Councils' Policies**

- a. The committee did not compile these.
- b. Natalie motions to reach out to ITAAC, Kim seconds. Motion carries.
- c. Liz will reach out to ITAAC.

## VIII. **Assignments**

- a. Liz: Speak to ITAAC and get their grievance policy / policy templates. What are legal requirements making a grievance public or anonymous? Best practices? Timeline?
- b. Marilee: Email Sharon Dufrene. Are all meetings transcribed? Are all posted on website? [sdufrene@live.com](mailto:sdufrene@live.com)

## IX. **Future Agenda Items**

- a. ITAAC Review

## X. **Future Meetings Schedule**

- a. 9:30 AM – 1:00 PM on August 7<sup>th</sup> via Zoom. Zoom link sent out in calendar invite.
- b. Liz will send to Marilee her ITAAC findings and Marilee will send to group prior to meeting to ensure committee members review prior to meeting.

## XI. **Public Comment**

- a. Questions about accessing transcript. They will be available online.
- b. Not all YouTube videos are accessible. Hannah explained this is because in public meetings participants sometimes share private information, which then must be redacted to ensure privacy and confidentiality. Videos are temporarily removed to redact sensitive/ confidential information.
- c. YouTube videos are up as a courtesy; it is not a requirement for public meetings law.
- d. Hyperlinked documents are also a courtesy and not required for public meetings laws.

## XII. **Closing Comments/ Adjournment**

- a. Charlie motions to adjourn. Susan seconds.