

DRAFT #1

Agenda

KPFA Local Station Board & Delegates' Meeting

9/13/08

11 AM to 4 PM

Café de la Paz

1600 Shattuck St.

Berkeley, CA

Type of meeting: **Regular**

ITEM #	# MIN.	Agenda Topic	
1	1	Call to Order	Chair
2	5	Introductions & Announcements	Chair/LSB
3	5	Excusing Absent Members	LSB
4	5	Agenda Review and Approval	LSB
5	5	Minutes Review and Approval	LSB
6	5	Consent Calendar	LSB
7	30 minimum	Public Comment	Public
8	60	General Manager's Report	iGM
9	15	Treasurer's Report (BET)	LSB
10	30	Committee Reports: Outreach, Governance, Fundraising, GM Hire, PNB	LSB
11	30	Report on LSB Self Evaluation	LSB
12	2	KFCF Report	LSB
13	15	Motion re: HR Practices (NH)	LSB
14	15	Motion re: CAB (TR)	LSB
15	15	Motion re: GM Review (TR)	LSB
16	15	New Business	LSB
3:00pm	60	Executive Session re: Personnel & Legal	iGM
Special Order		Adjourn	LSB

THIS AGENDA SUBJECT TO CHANGE. Times shown are for guidance only, except for special orders

September 13, 2008 LSB & Delegates' Meeting Agenda -- Detail -- Preliminary

1	Call to Order	LSB
2	Introductions & Announcements	LSB
3	Excusing Absent Members	LSB
4	Agenda Review and Approval	LSB
5	Minutes Review and Approval	LSB
6	Consent Calendar	LSB
7	Public Comment	LSB
8	General Manager's Report	LSB
9	Treasurer's Report (BET)	LSB
10	Committee Reports: Outreach Governance Fundraising GM Hire PNB	LSB
11	LSB Self Evaluation Report	LSB
12	KFCF Report	LSB
13	<p>Motion: HR Practices (NH) Be it resolved that: The LSB requests that the interim general manager to provide the answers to the following questions:</p> <ol style="list-style-type: none"> 1) How long have you been IGM? 2) When did you assign to someone else or personally begin reworking the <u>Employee Handbook</u>? 3) Is the new employee Personnel handbook finished? 4) What is the status of this personnel handbook? 5) If it has not been finished and distributed to the staff when will it be done? 6) Is there a Personnel Handbook that is being used at the station, ie does the <u>Business Manager</u> or any management employee provide such a handbook to an employee when they are hired or when they ask for one? 7) If there is one, has it been distributed to all employees? 8) Is there a record that employees have received it? 9) Are there written policies for reporting discrimination and retaliation complaints in place at the station? And if so how are they made available to employees? 10) Have any sexual harrasment trainings taken place KPFA? If so how many, and which staff were invited, and which attended? 11) When was the <u>Human Resources Consultant</u> Hired? 12) What was the hiring process for this consultant. 13) What are the Human Resource Consultant's job duties? 14) How much is the <u>Human Resource Consultant</u> paid? 15) What if any <u>Human Resources job</u> duties do you as IGM retain? 16) Have any <u>performance evaluations</u> been done of any employee during your time as IGM? If so, is there a schedule for the conduting of annual performance evaluations of all employees? If there is such a schedule, will it be completed annually? 17) When you are aware of a grievance of discrimination or retaliation as IGM, what steps do you take, what are your policies to ensure that it is handled properly according to state and federal law? Please let me know what protocols that you rely on for your responses. 18) Are there any policies in place at the workplace regarding <u>workplace violence</u>, and if so, what are they? and how and when are they provided to employees. 	LSB
14	<p>Motion re: CAB (TR) 2) As the PNB passed the following motion: (see below for reference)</p> <p>Introduction of the previously defeated CAB <u>motion for reconsideration</u>- due to the requirement to establish a <u>Community Advisory Board</u> that meets quarterly and produces minutes. Please add motion</p>	LSB

	<p>to the agenda as previously submitted to the secretary and placed on the July 2008agenda. PNB Motion: COMPLIANCE WITH CPB COMMUNITY ADVISORY BOARD REQUIREMENT The Corporation for Public Broadcasting requires that each of our stations have a functioning Community Advisory Board. As it is important that we ensure full compliance with <u>Corporation for Public Broadcasting</u> Guidelines, be it resolved that: CPB funding be distributed to each station only after receipt of the following proof of CAB activity during the quarter immediately preceding such disbursement. Thus, a minimum of 1 CAB meeting per quarter must be reported. These reports shall be sent to both the CFO and ED of the National Office and shall contain:</p> <ol style="list-style-type: none"> 1) Proof of the announcement of a CAB meeting or meetings on the station website and on the air in the preceding quarter. Such announcement should include a statement that all CAB meeting are open to the public, should contain a way for members of the listening community to apply for CAB membership, and a way to submit input to the CAB. 2) A roster of the members and attendees of CAB meetings including their names, addresses, phone #s, email addresses and organization affiliation (if any). 3) Minutes of a minimum of 1 CAB meeting from the previous quarter. 	
15	<p>Motion re: GM Review (TR) It is resolved that the KPFA LSB begin the mandated annual evaluation of the KPFA Interim General Manager and Interim Program Director for 2008.</p>	LSB
16	New Business	LSB
3pm special order	Executive Session re: Legal and Personnel	iGM
	Adjourn	LSB