

*Minutes are unofficial until approved by Council.
Council approved minutes as presented February 12, 2018.*

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:31 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Adolph "Val" Valfre and Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; and Anna Ruggles, City Recorder.

2. WORK SESSION: HARASSMENT TRAINING

Camilli and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to provide training to elected officials regarding illegal harassment and related policies and laws. Camilli introduced Katie Kammer, Pre-Loss Attorney with CityCounty Insurance Services (CIS), noting Kammer advises CIS members on a variety of employment law-related issues. Camilli reported the training this evening will cover the same topics as the mandatory training that has been presented to all City employees, noting this is the fourth training that has been presented to Council. Kammer presented a PowerPoint presentation overview titled "Harassment, Equal Employment and Other Laws That Matter To You", which pertained to laws and legal reasons for providing training; protected classes; defining what is unlawful discrimination; what is a hostile work environment; single incident harassment; national origin harassment; sexual harassment; retaliation and preventing discrimination and harassment. In conclusion of the above-noted presentation, Camilli and Kammer reported on discrimination and harassment obligations; what occurs when a report is made; what kind of discipline occurs; common cases against public officials and non-monetary litigation costs.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the various acts of discrimination, harassment and retaliation and conduct that violates the City's policies, reporting obligations and investigating complaints. Camilli advised the City is legally responsible for the acts of its supervisors, managers and employees, as well as its elected officials, residents/taxpayers, vendors and other outsiders who interact with City employees as part of the employees' jobs. Kammer and Camilli addressed various concerns and scenarios posed by Council, noting as elected officials for the City, the Council must become familiar with and enforce anti-harassment and no-discrimination

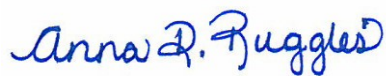
policies; set a good example by engaging in professional, respectful behavior; and learn to identify when an employee is raising a concern or making a complaint and understanding what to do to address complaints. Camilli explained the City's policy encourages employees to report potential violations of its anti-harassment and no-discrimination policies to their immediate supervisor or Human Resources as soon as they believe there is an issue. Employees are also told to expect that an investigation into their complaint may follow. Camilli explained Council has the same reporting obligations to report to the City Manager or Human Resources policy violations that are personal, policy violations observed and/or policy violations that were not personally observed, but about which there is credible information. As an elected official, Council may direct employee to their supervisor or Human Resources, keep information confidential, and inform employee that they cannot be retaliated against for bringing forward concerns. Camilli indicated the City is required to investigate complaints and reports of harassment, noting if the complaint of harassment or discrimination is substantiated, the law requires discipline to ensure that the misconduct will not be repeated. If the misconduct is severe, or repeated, termination is likely. In conclusion of the above-noted discussion, VanderZanden reported staff has scheduled two training session (March 19 and April 9, repeat) for the City's appointed advisory Boards and Commissions, which will include training, such as public meetings, public records, conflicts of interest and abuse of public office.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:40 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder