



MINNESOTA

BOARD OF SOCIAL WORK

Protecting the Public

Minnesota Board of Social Work

OPERATIONAL POLICY MANUAL

MARCH 18, 2022

335 Randolph Ave Ste 245
Saint Paul MN 55102
612-617-2100 | fax 651-215-0956
social.work@state.mn.us
mn.gov/boards/social-work

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| <p>BOARD MEMBER COMPENSATION</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p><u>Members of the Board:</u></p> <p>In accordance with Minnesota Statutes, section 214.09 subdivision 3, members of the boards may be compensated at the rate of \$75 a day for days spent on board activities, when authorized by the board, plus expenses in the same manner and amount as authorized by the commissioner's plan adopted under section 43A.18, subdivision 2.</p> <p>Members, who because of time spent attending board meetings, incur childcare expenses that would not otherwise have been incurred, may be reimbursed for those expenses upon board authorization.</p> <p><u>State Employee Members of the Board:</u></p> <p>Members who are state employees or employees of the political subdivisions of the state must not receive the daily payment for activities that occur during working hours for which they are also compensated by the state or political subdivision. However, a state or political subdivision employee may receive the daily payment if the employee uses vacation time or compensatory time accumulated in accordance with a collective bargaining agreement or compensation plan for board activity.</p> <p>Members who are state employees or employees of political subdivisions of the state may be reimbursed for childcare expenses only for time spent on board activities that are outside their working hours.</p> <p>Each board must adopt internal standards prescribing what constitutes a day spent on board activities for purposes of making daily payments under this subdivision.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>BOARD MEMBER COMPENSATION (cont.)</p> <p>Date Reviewed: March 18, 2022</p> | <p>A per diem shall be paid for the following activities, limited to one per diem per day. The Board defines “a day spent on board activities” as including 1) attendance at meetings representing the board, 2) travel as necessary to participate at activities, and 3) preparation for board meetings and activities as the following:</p> <p><u>Attendance at Meetings:</u></p> <ol style="list-style-type: none"> 1. Attendance at Board meetings and Board committee meetings. 2. Attendance at committee or task force meetings when acting as a Board representative. 3. Attendance at legislative hearings, meetings with legislators, or meetings with other parties relating to legislative activities when acting as a Board representative. 4. Attendance at local, state, or national association meetings when acting primarily as a Board representative. 5. Attendance, participation, and/or presentation at a meeting or conference when invited to attend, participate, or present as a Board representative. 6. Attendance at other meetings or activities as approved by the Board. <p><u>Travel to Meetings and Activities:</u> Travel time necessary for Board members to participate in the activities listed above.</p> <p><u>Preparation for Meetings and Activities:</u> Preparation time exceeding three hours per day or three hours of accumulated time within a seven-day period can be reimbursed via per diem, when reviewing materials in preparation for any of the activities listed above, placing, or receiving telephone calls or emails regarding Board business, or other miscellaneous activities related directly to Board business.</p> <p><u>Per Diem Not Paid If Receiving Other Compensation</u> Daily compensation shall not be paid to Board members who are being compensated by their public, private, or nonprofit employer for that day if a major part of their Board activities occurs during normal work hours for which they are paid by their employer.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>EXPENSE REIMBURSEMENT</p> <p>Date Reviewed: March 18, 2022</p> | <p>Travel Reimbursement: Board members and staff may be reimbursed for travel expenses under the commissioner's plan adopted under section 43A.18, subdivision 2, for authorized board business. The Minnesota Department of Administration establishes expense reimbursement policies. For policies governing travel expenses, including meals, lodging, rental cars and mileage, and other reimbursement policies. Please see Minnesota Department of Administration Employee Travel Expenses policy #FMR-4C-01. http://www.mn.gov/admin/images/fmr_policy_4c01_employeetravel.pdf</p> <p>Members who are state employees or employees of the political subdivisions of the state may receive the expenses provided for in this subdivision unless the expenses are reimbursed by another source. Minn. Stat. sec. 214.09, subd. 3(b).</p> <p>Expense Reports Required: Expenses will not be reimbursed unless the individual requesting reimbursement submits a written, signed expense report. The expense report, which should be submitted at least quarterly or within 60 days to avoid being taxed when reimbursement is issued, if travel expense reimbursement is requested, must include the individual's name; the date, origin, destination, and purpose of the trip, including a description of the Board-related activity during the trip, and an itemized list of all expenses for which reimbursement is requested. This type of reimbursement is considered income.</p> <p>In addition to the statutory and Minnesota Department of Administration policies, the Board adopts the following supplemental policies:</p> <p>Hotel Accommodations: Board members and staff traveling on Board-approved business will be reimbursed for hotel expenses for themselves only. Board members and staff must exercise good judgment to ensure lodging costs are reasonable and consistent with other available facilities in the area. Board members must stay at licensed facilities and will not be reimbursed for stays at non-licensed facilities and must make effort to secure the lowest possible hotel rate by asking for a government, AAA, or business discount.</p> <p>Food for Board and Committee Meetings: Staff should purchase economical and healthy food and beverages for Board and committee meetings. Board and committee meetings should be scheduled at non-mealtimes as much as possible.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>BOARD MEMBER RECOGNITION</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>The Board will recognize board members at the completion of a full or partial term in the following ways:</p> <ul style="list-style-type: none"> • Public recognition of service occurs at each January public board meeting for members whose terms end that year. • After rotating off the board, members will receive a certificate of recognition from the Governor’s Office and an engraved plaque. |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – BOSW Responsibility and Accountability Oath of Office and Commitment</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>Standards of good governance promote ethical, courteous, professional, and lawful conduct, including appropriate use of authority and decorum while serving as a Board member. Board members will be required at the first Board meeting following appointment to review, sign, and agree to the Minnesota Board of Social Work Board Member Responsibility and Accountability Oath of Office and Commitment, which is attached in appendix.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – Culture of Inclusion & Access</p> <p>Date Reviewed: March 18, 2022</p> | <p>The Board fosters a culture of inclusion and access which includes the following:</p> <ol style="list-style-type: none"> 1. A supportive and respectful work environment for members and employees. 2. A diverse and representative work force. 3. An environment where employees, members and those served by the Board are treated fairly and equitably. 4. The appreciation, acknowledgement, and acceptance of individual differences is fully embraced. 5. Board and staff that is responsible for modeling appropriate behavior and ensuring respectful behavior of others. <p>The Board’s Diversity, Equity, and Inclusion (DEI) vision and values support the State of Minnesota’s commitment to the core values of equity and inclusion into our work.</p> <p>The Board, as a state regulatory agency, guided by a lens of diversity, equity, and inclusion, commits to actively examine and address systemic inequities in policy and practice and work to reduce unnecessary barriers to social work licensing, while maintaining standards to ensure our mission of protecting the public.</p> <p>Board members and staff value partnerships and commit to continued work with all stakeholders to ensure diversity in the workforce, while licensing qualified, professional, ethical, and accountable social workers.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – Knowledge and Performance of Duties</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>Members are obligated to know their duties and perform them responsibly. The duties include the duty to:</p> <ol style="list-style-type: none"> 1. Act honestly, in good faith, and in the best interest of the Board. 2. Abide by all applicable laws, regulations, policies, and bylaws governing the Board. 3. Act with individual conviction to protect the public, while also respecting the Board’s collective decision-making and supporting majority decisions. |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – Conflict of Interest</p> <p>Date Reviewed: March 18, 2022</p> | <p>A conflict of interest includes, but is not limited to, any situation where a board member, in the discharge of his or her official duties, would be required to take an action or make a decision that would substantially affect the board member’s financial interests or those of an associated business, unless the effect on the board member is no greater than on other persons of the board member’s business profession or occupation. (See Minn.Stat. § 10A.07.) Conflict of interest also includes any current or former personal or professional relationship that potentially interferes with the board member’s ability to act objectively in the best interests of the public. (See Minn. Stat. § 214.10, subd. 8(b))</p> <p>Chapter 43A.38 further defines conflicts of interest as: Subd. 5. Conflicts of interest. The following actions by an employee in the executive branch shall be deemed a conflict of interest and subject to procedures regarding resolution of the conflicts, section 43A.39 or disciplinary action as appropriate:</p> <ol style="list-style-type: none"> 1. use or attempted use of the employee’s official position to secure benefits, privileges, exemptions or advantages for the employee or the employee’s immediate family or an organization with which the employee is associated which are different from those available to the general public; 2. acceptance of other employment or contractual relationship that will affect the employee’s independence of judgment in the exercise of official duties; 3. actions as an agent or attorney in any action or matter pending before the employing agency except in the proper discharge of official duties or on the employee’s behalf; or 4. the solicitation of a financial agreement for the employee or entity other than the state when the state is currently engaged in the provision of the services which are the subject of the agreement or where the state has expressed an intention to engage in competition for the provision of the services unless the affected state agency waives this clause. |

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| <p>STANDARDS OF GOOD GOVERNANCE – Conflict of Interest (cont.)</p> <p>Date Reviewed: March 18, 2022</p> | <p>In addition, the following situations are considered to pose a potential conflict of interest for board member when exercising decision making authority in the role as a board member:</p> <ol style="list-style-type: none"> 1. Having personal knowledge about an applicant or licensee under licensure or disciplinary consideration. 2. Serving on the board of directors, or as an officer, or in another leadership position of a national, regional, or state organization whose primary purpose is advocacy for social workers and/or the social work profession. 3. Employment by an organization described in item 2 above. <p>Every board member has the affirmative obligation to determine if they have a conflict of interest and a duty to disclose the conflict of interest to the Board. If a board member is uncertain whether a specific situation presents a conflict of interest, the matter should be discussed with the board chair, and executive director, who will determine whether a conflict of interest applies. If the board member and board chair, and executive director, are unable to determine if a conflict of interest applies, they may request the input from the Board’s general counsel via the Board’s executive director. Board members may also request an advisory opinion regarding potential conflicts of interest from the Minnesota Campaign Finance and Public Disclosure Board.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – Conflict of Interest (cont.)</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>The following procedure will be followed whenever a potential or actual conflict of interest situation occurs:</p> <ol style="list-style-type: none"> 1. When situation #1 above applies to a board member, the board member shall refrain from discussion and voting when disciplinary action is under consideration and may leave the room if appropriate. 2. When situations #2 and #3 above apply to a board member, the board member shall refrain from discussion and voting on any topic under consideration if the board member’s organization has an opinion or position statement or operates a program on the topic. <p>In situations of a financial conflict of interest, board members, as public officials (See Minn. Stat. § 10A.01, subd. 35(6)), must follow the procedures for disclosure in Minn. Stat. § 10A.07, subd.1, by preparing a written statement describing the nature of the potential conflict of interest and deliver copies of the statement to the board chair.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – Confidentiality</p> <p>Date Reviewed: March 18, 2022</p> | <p>Board members must be familiar with the categories of government data, i.e., public, private, nonpublic, and confidential, set forth in the Minnesota Data Practices Act. [For a detailed discussion of the Minnesota Data Practice Act as applied to the Board, please see the Attorney General’s Office Board Members’ Handbook of Legal Issues (“Board Members’ Handbook”).]</p> <p>Board members must be aware of their duty to maintain confidentiality of government data and information that they possess by virtue of their role as Board members. Violating the Minnesota Data Practices Act may subject the Board and its members to a variety of sanctions, ranging from monetary sanctions to criminal liability, as explained in the Board Members’ Handbook.</p> <p>Board members also must not use their official positions to secure confidential information for any purpose other than their official duties. Board members also may not use confidential information to further their private interest or accept outside employment or involvement in a business or activity that would require the member to disclose or use confidential information. Minn. Stat. sec. 43A.38, subd. 3.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – Noninterference with Authority or Role of Board Staff</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>Board members must not attempt to improperly exercise individual authority over the Board or Board staff. Board members also shall not interfere with the operational activities and decisions that are the responsibility of the executive director and staff, except to monitor the results and ensure that the activities and decisions are consistent with Board policies.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – Media Relations, Communications, and Social Media</p> <p>Date Reviewed: March 18, 2022</p> | <p>The Board Bylaws state that the Board Chair is authorized to speak on behalf of the Board, and other board members are not authorized to speak on behalf of the Board unless authorized by the Board Chair. Board members shall refrain from writing letters, posting on social media, communicating with the public, or engaging in other kinds of communication in the name of the Board unless such communications have been specifically authorized by the Chair of the Board.</p> <p>The Board recognizes that its members have certain constitutional, statutory, and/or contractual rights regarding speech and this policy and guidelines are not designed to violate those rights.</p> <p>This policy is intended to ensure that board members are always aware of the associated risks to the reputation of the Board, its members, licensees, the general public, and any other individuals or groups who might interact with the Board.</p> <p>When engaging with social media, whether for professional or personal use, board members are advised to be respectful and maintain the highest standards of professionalism and ethical conduct, not disparage and act in the best interests of the board.</p> <p>Board Members who choose to identify themselves in social media profiles as board members should take caution and consider how any and all comments made in public forums could impact the reputation of the BOSW, its members, licensees, the general public, and any other individual or group who might interact with the BOSW.</p> <p>Any use of social media by Board members must not contain confidential or sensitive information about the Board or its members. Moreover, Board members should not use the Board’s name, imagery, or logos to endorse or promote any product, opinion, cause, political candidate, or religion on personal social media accounts.</p> <p>If a member is contacted by media representatives concerning the Board’s business or the member’s role on the Board, the member shall refer the media to the Board’s Executive Director who is authorized to speak on behalf of the Board.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – Meeting Attendance, Participation, and Preparation Using Board Issued Laptop</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>Board members are expected to attend all Board meetings and all committee meetings for committees to which the member has been assigned.</p> <p>At the time of onboarding, board members are provided a board state issued laptop and state email address to conduct board business, ensure data security, increase efficient operations and communications, and leverage technology. Board members are responsible to comply with State of Minnesota portable computing device security policies, check state emails at least weekly, and access all meeting materials via the secure meeting library portal, using the state issued laptop.</p> <p>Board members shall review documents and materials prior to meetings and be prepared to discuss the business and agenda items during the meetings.</p> <p>As set forth in the bylaws and in accordance with Minnesota Statutes, section 214.09, subdivision 4, a Board member may be removed by the Governor if the member has missed three consecutive board meetings. After the second consecutive missed board meeting and before the next meeting, the Secretary of the Board shall notify the member in writing that the member may be removed for missing the next meeting. After a member has missed three consecutive board meetings, the Chair of the Board shall send notice to the Governor with a copy to the member.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – Harassment Policy</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>The Board is committed to a workplace that is free of harassment based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibility, disability, pregnancy, political affiliation, veteran status, or any other status protected by applicable law. Harassment is prohibited during board and committee meetings; off premises interactions among board members, staff and/or the public; and at activities sponsored by the Board.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – Codes of Conduct</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>Board members shall comply with the guidelines set forth in statute and Minnesota Management and Budget policies.</p> <ul style="list-style-type: none"> • Minnesota Statute 43A.38 Code of Ethics for Employees in the Executive Branch • Minnesota statutes on related topics <ul style="list-style-type: none"> ○ Code of Ethics ○ Conflicts of Interest ○ Gratuities (tips) • Minnesota Administrative Rule 3900.9500 Reporting and Investigating Conflict of Interest • HR/LR Policies and Memos (under “Code of Ethics”) <p>Board members shall comply with the guidelines set forth in the Federation of Associations of Regulatory Boards’ Model Code of Conduct</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>STANDARDS OF GOOD GOVERNANCE – Resolutions of Possible Violations of Good Governance</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>Complaints related to violations of the standards of good governance must be referred to the Executive Committee. The Executive Committee, in consultation with the Attorney General’s Office, will determine the appropriate course of action. If the complaint is against a member of the Executive Committee, the member must recuse him or herself from the committee’s deliberations and decisions on the complaint.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>BOARD STAFF – Executive Director – Duties and Compensation</p> <p>Date Reviewed: March 18, 2022</p> | <p>The duties of the Executive Director are set forth in the Board’s bylaws and include serving as the chief executive officer, maintaining the Board records, accounting for all fees received by the Board, supervising and directing Board employees, and performing such other services as directed by the Board, in accordance with Minnesota Statutes 214.04, subdivision 3.</p> <p>The Executive Director will be covered by the State of Minnesota’s Managerial Plan. The Executive Director’s compensation will be determined by the Board consistent with directives and parameters adopted by the Legislature, directors and policies established by Minnesota Management and Budget, and the Board’s executive compensation policy.</p> <p>Adjustments to executive compensation will be considered annually for cost of living increases as authorized in the Managerial Plan, annual for step increases when executives are eligible for such increases and as authorized by the Managerial Plan, and annually for the purpose of granting Achievement Awards unless the executive is not nominated for such award.</p> <p>The Board will base executive director compensation decisions on annual performance of the executive director, including contributions to the Board; accomplishment of organizational goals and strategic objectives; and market ranges for agency administrators with similar education, experience, and responsibilities. Compensation will follow established state compensation guidelines and budget appropriations.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>BOARD STAFF – Executive Director – Evaluation</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>The Executive Committee is charged to conduct an annual performance review of the Executive Director. The performance review shall be conducted in a closed session under Minnesota Statutes, section 13, as non-public personnel data at the January board meeting each year.</p> <p>A position description, developed in compliance with requirements established by Minnesota Management and Budget, and in consultation with the Executive Committee, describes the responsibility of the executive director and is used in the performance evaluation. The evaluation will include how well the executive director has met the responsibilities of the position description.</p> <p>The Executive Director will complete a self-review, based on the position description, and will also submit a statement of accomplishments and future goals for professional development.</p> <p>Instructions and a timeline for the annual evaluation is provided to the board at the November board meeting preceding the January board meeting. Executive Committee is responsible for gathering performance data and input, and may use the following sources and methods, including full board, staff, other reliable methods of evaluation may be used. An evaluation template tool and survey was developed in November 2016 at the request of the Chair and is used currently.</p> <p>At the end of November a survey will be distributed by staff leadership, based on the Executive Director's position description, to each Board Member and to Board staff. Evaluation forms shall be returned to the Chair within 14 days of being distributed. Submission of forms by Board members and staff is optional, but highly encouraged. The forms may be submitted anonymously. The Executive Director shall submit the required self-evaluation and statement to the Chair 7 days after the other evaluation forms are due.</p> <p>The Chair and Executive Committee shall review the submitted forms and compile the information. They shall prepare a formal evaluation of the Executive Director on the form recommended by Minnesota Management and Budget for that purpose.</p> <p>Using a confidential and secure method, the Chair shall distribute the prepared evaluation to all Board members at least seven days prior to</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>BOARD STAFF – Executive Director – Succession Planning</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>In the event the Executive Director cannot perform his/her duties while still employed, the Board shall identify the BOSW assistant director to perform appropriate duties during an absence of the executive director.</p> <p>If there is an unexpected departure or a new executive director is not identified prior to retirement of the outgoing Executive Director, the Board shall identify a Board employee, typically the Assistant Director, or other health licensing board executive director or employee to serve as interim director.</p> <p>When the Executive Director is being replaced due to retirement or departure, the Board shall form a Hiring Committee, comprised of at least 3 board members, including the board chair and two other current members voted to serve by the board, and one representative from Board staff.</p> <p>The Board will select and appoint the Executive Director in compliance with State of Minnesota hiring guidelines and the Managerial Plan in cooperation with SmART and Department of Administration human resources (HR).</p> <p>The Hiring Committee will review and revise the executive director position description as appropriate, work with HR to recruit a diverse candidate pool, and screen potential candidates for consideration by the full Board.</p> <p>Compensation will be determined by the Board consistent with directives and parameters adopted by the Legislature, directives and parameters established by Minnesota Management and Budget, and the Board’s executive compensation philosophy.</p> <p>The following documents shall be maintained and kept current as a resource for the search committee and potential candidates to evaluate the qualifications and requirements for the potential candidate pool and specific candidates: (a) the Board mission statements and bylaws; (b) this policies manual; and (c) the Executive Director job description.</p> <p>Pursuant to Minnesota Statutes §214.09, subd. 5, no current member of the Board may apply for the position of Executive Director without first resigning from the Board.</p> |

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| <p>BOARD STAFF – Other Board Staff and Duties</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>The Executive Director shall hire other members of the staff, based on applicable federal, state, and bargaining unit regulations, and based on the Board’s budget. The Executive Director shall comply with all federal, state, and bargaining unit regulations when supervising, promoting, and evaluating Board staff.</p> <p>The Executive Director is responsible for designing and operating an effective staff organization to meet the Board’s mission and strategic goals guided by the Board’s Diversity, Equity, and Inclusion (DEI) vision and values statement which support the State of Minnesota’s commitment to the core values of equity and inclusion into board work.</p> |

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| <p>BOARD STAFF – Complaints About Staff</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>A board member who has a complaint about the performance of board staff shall present the matter to the board chair. If the complaint is about staff other than the executive director, the chair shall refer to the matter to the executive director. If the complaint is about the executive director, the chair shall refer the matter to the executive committee.</p> <p>Complaints about staff must be addressed in accordance with federal, state, and bargaining unit regulations in consultation with Minnesota Management and Budget and the Small Agency Resource Team (SmART) who provides human resource services to the board.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>MEETING PROTOCOL – Venue and Seating</p> <p>Date Reviewed: March 18, 2022</p> | <p>The seating at all in-person board business meetings must be arranged so that board members, committee members, staff, and legal counsel are clearly identified and separated from the audience. The meeting Chair may modify the seating if the modifications will contribute to the flow of the meeting.</p> <p>In all board business meetings conducted using interactive technology that includes images of participants, board members, committee members, staff, and legal counsel will be clearly identified by attaching to the participant’s image their name and title in connection with the Board.</p> <p>In all board business meetings conducted using interactive technology that does not include images of participants, board members, committee members, staff, and legal counsel will identify themselves by name when speaking.</p> <p>The Board may determine the appropriateness and feasibility of utilizing a hybrid model, of both in-person and interactive technology, for board and committee meetings into the future.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>MEETING PROTOCOL – Audience participation</p> <p>Date Reviewed:</p> <p>March 18, 2022</p> | <p>Public comment is an opportunity for the public to address the Board. The Board appreciates public comment and is not obligated to comment or take action.</p> <p>The Chair of the meeting determines when and how members of the audience may participate in a meeting. The Chair may receive advice and recommendations from the members of the committee or board, board staff, and/or board legal counsel.</p> <p>The Chair may designate time on the meeting agenda when members of the audience may address or distribute materials to the Board or committee. Written public comment is encouraged to be submitted to the board office prior to the meeting.</p> <p>The Chair may establish the amount of time each audience member may speak to the Board or committee. Members of the public may introduce themselves or whether they are representing a particular association or group but are not under any obligation to volunteer their identity.</p> <p>Any statements and names of persons identifying themselves for public comment are classified as public data under the Minnesota State Government Data Practices Act (<i>Public data under Minn. Stat. Ch 13</i>) and will remain part of the public record.</p> <p>If a member of the audience becomes disruptive, the Chair has the authority to take steps to remove the person from the meeting, including calling 911.</p> |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>MEETING PROTOCOL – Consent Agenda</p> <p>Date Reviewed: March 18, 2022</p> | <p>In accordance with the Board’s bylaws, Board meetings will follow a consent agenda model, which was adopted by the Board on January 17, 2020.</p> <p>A consent agenda enables the Board to consider and approve a grouping of routine items that do not require discussion, thereby resulting in one agenda item as opposed to several and replacing the former agenda items included in “reports” or “old business” sections and creates more time for generative discussion or training.</p> <p>Rules of the consent agenda model include:</p> <ol style="list-style-type: none"> 1. the consent agenda will be the first item on the agenda; 2. any item on the consent agenda can be removed at the request of any member; 3. removed items may be taken up immediately after the consent agenda or placed on the agenda at a later time at the discretion of the Chair; 4. items not removed may be adopted by general consent without debate; and 5. the full text of items included in the consent agenda, along with any reports, recommendations, or resolutions, are included with the minutes of the meeting. <p>The Board has pre-identified the following items as routine items that do not require action or discussion in the consent agenda model:</p> <ol style="list-style-type: none"> 1. board meeting minutes; 2. committee reports; and 3. other items identified as routine by the Board Chair. |

| SUBJECT AND DATE OF REVIEW | POLICY/PROCEDURE |
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| <p>MISCELLANEOUS ADDITIONAL POLICIES –</p> <p>Date Reviewed: April 4, 2021 March 18, 2022</p> <p>Date Reviewed: September 2021 March 18, 2022</p> <p>Date Reviewed January 7, 2022 March 18, 2022</p> <p>Date Reviewed: January 2020 March 18, 2022</p> | <p>Please see attached for the following policies:</p> <p>Record Retention Schedule</p> <p>Data Requests</p> <p>Customer Grievances</p> <p>Delegation of Authority to Executive Director</p> |