

The background features a light blue-to-purple gradient with several realistic water droplets of various sizes scattered across the surface. In the center, there is a faint, large circular graphic with a grid pattern, similar to a globe or a technical diagram.

Q&A

PUIGGARI & ASSOCIATES

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CLOSED DOOR MEETINGS

- MUST MEET REQUIREMENTS TO BE CLOSED DOOR
 - **2-3-203. MEETINGS OF PUBLIC AGENCIES AND CERTAIN ASSOCIATIONS OF PUBLIC AGENCIES TO BE OPEN TO PUBLIC**
- CHAIR MUST ARTICULATE THIS
- MUST KEEP MINUTES—SEPARATE AND SECURE
 - **2-3-212(4). MINUTES OF MEETINGS -- PUBLIC INSPECTION**

BOARDS

- VOLUNTEERS
- SOME MANAGE EMPLOYEES (EX. LIBRARY)
 - HOURS, PAY, DISCIPLINE
- DO NOT HAVE TO FOLLOW STATUTES
 - IF DON'T COUNTY LIABLE NOT THE BOARD
- REGULARLY DO NOT USE COUNTY HR RESOURCES
 - DON'T KNOW THEY EXIST
 - DO NOT KNOW ABOUT TRAINING
 - DO NOT ATTEND TRAINING
- WHAT TO DO
 - INCREASE COMMUNICATION
 - EXPLAIN LIABILITY
 - EXPLAIN BENEFITS TO THEM (DECREASED WORK)
 - ENCOURAGE TRAINING

SAFETY PLAN AND EVACUATION

- SAFETY PLAN

- WHY—LEGALLY REQUIRED

- WHY---PREVENT WORKPLACE INJURIES –EXPENSIVE FOR EMPLOYER, CAUSES SUFFERING FOR EMPLOYEE AND AT TIMES FINANCIAL HARDSHIP
 - PROACTIVE APPROACH ==FIND AND FIX HAZARDS BEFORE THEY CAUSE INJURY
 - ICE, BACKS, ETC.
 - BASIC PROGRAM, SIMPLE GOALS
 - TRY TO ACHIEVE GOALS, MONITOR PERFORMANCE
 - BENEFITS
 - REDUCE INJURIES
 - IMPROVE COMPLIANCE LAWS AND REGULATIONS
 - REDUCE COSTS
 - ENHANCE SOCIAL RESPONSIBILITY
 - INCREASE PRODUCTIVITY

EVACUATION

- NOT EXPECTED BUT NEED TO BE PREPARED
- OSHA MAY REQUIRE
- STATE OF MT MAY REQUIRE
- BETTER TO DO IN ADVANCE—NO ONE THINKS CLEARLY IN AN EMERGENCY
- TO PREPARE, TO BE SAFE, TO ENSURE DONE RIGHT AND WELL

- [HTTPS://WWW.OSHA.GOV/PUBLICATIONS/OSHA3088.PDF](https://www.osha.gov/publications/osha3088.pdf)

UPDATING EMPLOYEE HANDBOOK

- WHY
 - ROADMAP FOR EMPLOYEES AND SUPERVISORS
 - IF DISCIPLINE NEED TO KNOW WHAT POLICY VIOLATED
 - MACO WILL ASK FOR SUSPENSION, TERMINATION AND MOST OTHER ADVICE
 - TIMES/LAW CHANGE—YOU NEED TO KEEP UP
 - EX. SOCIAL MEDIA, CELL PHONES
- HOW OFTEN
 - WHEN MACO SENDS NOTICE
 - AT LEAST REVIEW EVERY 2 YEARS
- IF HAVEN'T DONE SO
 - ADOPT MACO TEMPLATE
 - UPDATED
 - LEGAL
 - COMPREHENSIVE

SCENT FREE WORKPLACES

- OK
- WHAT NOW?
- ACCOMMODATE
- CAN HAVE POLICY
- CAN ENFORCE
- NO LEGAL RIGHT TO WEAR PERFUME OR SMELLY STUFF
- MAKE EQUITABLE, SAME FOR EVERYONE

DISCRIMINATION TRAINING

- STILL HAVE EMPLOYEES NOT TRAINED
- STILL HAVE DISCRIMINATION
- TRAIN ---EVEN IF JUST 30 MINUTES REVIEWING POLICY
- DISCUSS RETALIATION
- REVIEW POLICY ALL NEW HIRES DAY 1 AND SIGN ACKNOWLEDGMENT
- REVIEW POLICY AND PROVIDE AT LEAST A REFRESHER TRAINING EVERY 2-3 YEARS

HOW TO ENFORCE RULES IN PLACE BUT NOT ENFORCED

- DECIDE IT IS REALLY NEEDED (WITH ELECTED OFFICIALS, DEPARTMENT HEADS)
- DECIDE IT SHOULD BE ENFORCED
- ACKNOWLEDGE RULE TO EMPLOYEES AND REDISTRIBUTE
- ACKNOWLEDGE NOT ENFORCED IN PAST BUT LET EMPLOYEES KNOW IT WILL BE IN FUTURE
- THEN ENFORCE IT EQUALLY ---ALL DEPARTMENT HEADS AND ELECTED OFFICIALS MUST ENFORCE (OR SHOULD) SAME FOR ALL EMPLOYEES

GEN X

- WHAT THEY WANT
 - GOOD WORK ENVIRONMENT
 - FREEDOM
 - CASUAL
- WHAT MOTIVATES
 - NOT MONEY
 - FREEDOM
- DRESS
 - LIKE CASUAL
- ELECTRONIC USE
 - EXPECT TO BE ON LINE, ABLE TO USE PHONE ALL THE TIME
 - TO LIMIT MUST EXPLAIN WHY
- WORK ETHICS
 - GOOD BUT DIFFERENT

ELECTED OFFICIALS

- NOT ABOVE THE LAW
- IF DON'T FOLLOW RULES
 - HURTS EVERYONE
- IF DON'T COMMUNICATE WITH OTHER ELECTED OFFICIALS
 - HURTS EVERYONE

IF DO NOT FOLLOW RULES—CAN BE LIABLE, CAN BE REPORTED TO AG, CAN BE HELD ACCOUNTABLE. THIS EXTREME—CALL MACO, COMMUNICATE AND TRY TO COOPERATE