

**PROCESS AGREEMENT**

**1) Team Members**

<b>Federation</b>	<b>City</b>
Jim Michels, Lead Negotiator	Laura J. Davis, Lead Negotiator
Sherral Schmidt	Medaria Arradondo
David Garman	Michael Kjos
Anna Hedberg	Henry Halvorson
Richard Walker	Kathy Waite
Mark Johnson	Sarah Almquist

**2) Quorum**

- City: Davis and (Arradondo or Kjos) + 1
- Federation: Michels + 3

**3) Arrangements**

- Location: Emergency Operations Training Facility (EOTF) or Union Hall; (back-up)
- Table set-up: U-shape

**4) Meeting Format**

- Full days, 9:00am-4:00pm (0900-1600) preferred
- Breaks as needed
- Lunch as agreed per prior meeting
- Facilitator: Davis or Michels
- Wrap-up (during last 15 minutes):
  - Evaluate/review meeting
  - Determine Action items/homework assignments, including co-facilitator roles, and external communications (if any; see #6)
  - Establish next meeting agenda & lunch arrangements

**5) Recording Process**

- Erin Naveen will take notes and distribute following each session  
*Back-up TBD*
- Electronic

**6) Communication**

- In general: what happens in the room, stays in the room, except as otherwise required by law
- Information may be shared externally, only by mutual agreement, if the party seeking to share the information discloses to the other party:
  - To whom the party will be communicating;
  - The information to be shared; and
  - The method of communication

- 7) **Use of Discussions/Materials**
  - Discussions and materials will not be used outside the IBB process except as agreed by the parties or to clarify unclear or ambiguous final contract language
- 8) **Caucus**
  - Can be called by either party as needed
  - Minimal and short in duration
  - If more time is needed, notify the other party
- 9) **Sub-Committees/Outside Resources/Visitors**
  - May be used with approval of both parties
- 10) **Tentative Agreements**
  - T.A. = Standalone agreement with the understanding that we won't revisit the issue
  - T.T.A. = Tied to resolution of other issue(s)
  - Will have final language before consensus reached
- 11) **Ratification**
  - Subject to the rules governing each party
- 12) **Amendments**
  - The Process Agreement may be amended by consensus
- 13) **Issue Identification and Cut-Off Date**
  - All issues to be identified by the fourth meeting

**Opting Out**

- Either party may opt out of the process after discussion with other party
- Remember Norms of Behavior
- No retribution