

EMPLOYMENT POLICY AND COMPENSATION COMMITTEE REPORT

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The members of the Employment Policy and Compensation Committee (EPCC) are Brett Bittner, Joshua Katz, and Jim Lark. They were elected during the LNC meeting on May 30, 2016.

1) At this time the EPCC is working on a revision of the Employee Manual. The EPCC anticipates that the revision will be completed well before the LNC meeting in August.

The following items were included in the EPCC reports of Feb. 15, May 23, July 11, and Dec. 10 (all dates in 2016). Since the LNC has not taken action on these items, the EPCC has included them again in this report.

2) In the review of the LNC's internal financial controls, the auditor noted in its discussion of "significant deficiencies" that as of the end of 2013, the LNC's FEC Policies and Procedures Manual had not been updated since 2006.

The EPCC recommends that the LNC establish a special committee to prepare an updated version of this manual. In addition, the LNC should develop a process for the regular review and updating of this manual.

3) In the review of the LNC's internal financial controls, the auditor noted in its discussion of "significant deficiencies" that the LNC has not established a document retention/destruction policy, and recommended that such a policy be established.

Recently LNC secretary Alicia Mattson sent a draft document retention policy to the LNC. This draft, as well as the draft whistleblower protection policy also sent by Ms. Mattson, was distributed to the LNC in February 2014 as part of the Third Interim Report of the Audit Committee. That Audit Committee was chaired by Aaron Starr, who currently serves as the Region 4 alternate representative.

The EPCC believes the document retention draft is a useful starting point for developing an appropriate document retention policy. However, the EPCC also believes that its members do not possess the requisite specialized knowledge to determine whether the draft is acceptable or must be modified, given the many government regulations governing the activities the document retention policy must address. In addition, the policy must take into account issues involving party governance and "institutional memory."

Thus, the EPCC again recommends that the LNC establish a special committee to prepare such a policy. The special committee is welcome to use the aforementioned draft as the foundation for its efforts.

If the LNC prefers to leave this matter in the hands of the EPCC, the EPCC will likely seek an appropriation from the LNC in order to obtain a review of the draft (or a modified version thereof) by someone who has specialized knowledge concerning document retention policies for political parties.

It should be noted that regardless of whether the LNC establishes a special committee to prepare the policy or requests that the EPCC handle this project, the EPCC believes that the LNC will need to allocate funds at some point in order to obtain reviews of the policy by people with the appropriate expertise.

As noted above, Ms. Mattson distributed a draft whistleblower protection policy in addition to the document retention draft. The EPCC believes that this document also provides a useful starting point for developing an appropriate whistleblower protection policy. In addition, the EPCC believes that someone with specialized knowledge regarding employment matters (especially employment law in the Commonwealth of Virginia) should conduct a review of this document (or a modification thereof), along with a review of the Employee Policy manual.