
FAMILY RENEW COMMUNITY, INC. MEMORANDUM

TO: KIM BANDORF, PROGRAM MANAGER
FROM: TONY DEOBIL, EXECUTIVE DIRECTOR
SUBJECT: GRIEVANCE RESPONSE
DATE: FEBRUARY 15, 2021
CC:



This is to acknowledge receipt of your email dated 2/12/2021 "Response to Employee Disciplinary Report" which I received via email this morning on this date. Your grievance goes beyond the stated issues and I will only be specifically addressing the pertinent issues. I will also make some general observations about some of the other accusations contained in your Grievance.

First, I need to correct the date on the original Disciplinary Report. It should be dated January 27, 2021. That was my mistake and I apologize for any inconvenience this may have caused.

Concerning the issue of your breach of confidentiality; you indicated that during our virtual meeting you never admitted to releasing any confidential information. That is not my recollection of our discussion and you did in fact verbally admit that you shared the VFCCH/DCF report and that you knew it contained confidential information. This was verified through my interviews of the other Program Managers who also acknowledged that you inappropriately shared information with them.

Therefore, the fact remains that you took the confidential VFCCH/DCF report and shared it with the Program Managers sometime in October 2020.

I find it very hard to comprehend that with your academic background, on the job training and experience that you would fail to understand that what you were doing was inappropriate and that it was a serious breach of confidentiality. However, I know you are relatively inexperienced in Social Work and this may have led to your misunderstanding. Therefore, I would like to treat this as a teachable incident and instead of putting you on a Final Warning I will reduce it to a Written Disciplinary Action. I want to give you the benefit of the doubt but need to make sure you learn and appreciate the seriousness of your actions.

In your Grievance you make several statements and accusations about me personally which I will only respond to by saying they are false and I strongly deny each one of them. Although, they are not pertinent to the confidentiality issues they do illustrate your ongoing disrespect and your continual undermining of my authority as the Executive Director. This behavior is counterproductive and damaging to the FRC esprit de corps and is very disrespectful to me personally.

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Therefore, based on my findings I will reduce the written Disciplinary Action from a Final Warning to a Written Warning with the following Corrective Plan to be implemented immediately:

Going forward you are to consider all information and documentation concerning any FRC clients, staff or business as confidential and not to be shared with anyone without permitted direct involvement and on an approved need to know basis. In the event you require clarification on who you can disclose information to, you will submit a request to me in writing and wait for a response. Failure to follow proper confidentiality guidelines will result in further disciplinary action up to and including termination.

As a result of your misrepresentation of verbal discussions you will now be required to make all information queries, statements, requests and clarifications to me in writing. This written communication should take the form of emails, texts and letters via my work related devices. Failure to use written documentation will result in further disciplinary action up to and including termination.

You will cease all disrespectful rhetoric and undermining behavior towards me and about me. As the Executive Director I am due a level of respect and I believe I have also worked diligently to earn respect. I have worked very hard to create a strong organization and we all have a difficult job to do. Your inappropriate behavior only harms the fiber of the organization and in the long term does not serve our clients well at all. Failure to refrain from being disrespectful or undermining behavior will result in further disciplinary action up to and including termination.

I have tried to comprehensively and fairly investigate this incident and I believe I have tried to give you the benefit of the doubt where I could. I have tried to raise your awareness on the importance of confidentiality and for being a team player.

It was very clear to me from our virtual meeting and your email that you intend to take your grievance one step further. I understand you have already been in contact with Allison Miller identifying her personal email address. I fully support your following the Grievance Procedure if you feel it is necessary. Please let me know if in fact you will be taking your grievance to Allison Miller so I have the opportunity to provide her with all of the background information she will need to conduct an appropriate investigation and render a fair decision.

