

# Meeting Minutes: Executive Committee

Date: 3/13/2019

Minutes prepared by: Shannon Hartwig

Location: 121 East 7th Place, St. Paul, MN 55101

## Attendance

* Jim Thalhuber – In Person
* Lauren Thompson – Via Phone
* Brian Bonte – Via Phone
* Nancy Fitzsimons – Via Phone
* Joan Willshire, MCD Executive Director – Via Phone
* Kody Olson, MCD Staff – Via Phone
* Shannon Hartwig, MCD Staff – In Person

## Approval of Agenda and Minutes

**Council Chair Jim Thalhuber called the meeting to order at 10:03 am.**

**Action:** Nancy Fitzsimons motioned for approval of the agenda; it was seconded by Brian Bonte. It was approved by unanimous voice vote. Nancy Fitzsimons motioned for approval of the minutes of the February 13, 2019 meeting. Brian Bonte seconded the motion. It was approved by unanimous voice vote.

## Executive Director Review

Council Chair, Jim Thalhuber, current and former members of the Executive Committee conducted the annual executive director performance review. The executive committee members excused staff from this portion of the meeting. The executive committee discussed the draft of the Executive Director’s annual performance review, as prepared by Council Chair Jim Thalhuber with input from five council members. Executive Director Joan Willshire re, joined the meeting and the committee proceeded to present it’s review. The Executive Director and Council Chair then signed the required document. Council Chair Jim Thalhuber will deliver the document to the contact at Minnesota Department of Administration (MMB). Staff rejoined the meeting at 11:40 am.

## MCD Agency Strategic Planning,

Discussion, the group discussed the option to move forward with extending the existing agency strategic plan from January of 2019 to January 2020.

**Action:** Nancy Fitzsimons motioned to move forward with extending the existing agency strategic plan from January of 2019 to January 2020, it was seconded by Brian Bonte. It was approved by unanimous voice vote.

## Other Business

Jim Thalhuber will draft a letter to address attendance issues and the Executive Committee members. Notice is sent when a member has more than 2 unexcused absences. As an executive committee member attendance is crucial to conduct business. A record of the letter will be kept on file with the agency records.

## 2019 Legislative Update

Joan Willshire provided a brief review of the work that has been accomplished. Items are subjust to change as we are in full swing of the legislative session. Current items include Building code, Transportation, CAV and Bonding Bill. A more detailed report will be provided at the next meeting, due to time restrictions.

## Meeting Planning

The full council meeting planned for May 2019, we would like to use the meeting room at NWAF and Shannon will work on a date, that will allow sufficient time, in the event that the 2019 council member appointments are made, and to gain access to the room. Shannon will work with members on a date that will allow for the most participation. The appointments that will lapse as of January 2019 are affecting the regular attendance of members. The 9 member seats that are open is equitant to the quorum number.

## Items held over due to time

Items held over due to time, Executive Director’s report and Chair’s report.

## Future Meetings

The next Executive Committee meeting will be on April 17, 2019

## Adjournment

Meeting adjourned at 12:04 pm

Respectfully submitted by:

Shannon Hartwig