

# Meeting Minutes: Executive Committee

Date: 5/8/2019

Minutes prepared by: Shannon Hartwig

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

## Attendance

* Jim Thalhuber – Via Phone
* Lauren Thompson – In Person
* Nancy Fitzsimons – Via Phone
* Trent Dilks– Via Phone (2:18 pm)
* Joan Willshire, MCD Executive Director – In Person
* Shannon Hartwig, MCD Staff – In Person

## Approval of Agenda and Minutes

**Council Chair Jim Thalhuber called the meeting to order at 2:15 pm.**

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

## 2019 Legislative Update

Joan Willshire provided a brief review of the work that has been accomplished. Items are subject to change as we are in full swing of the legislative session. Kody Olson is currently up at the capitol.

## Council Appointments Update

Discussion, there has been a delay in the appointments from the Governor’s office. Staff responded to requests for information, and have checked in and there is no additional information requested at this time. We are waiting on appointments to be made for nine open seats which have lapsed as of January 7, 2019, along with the resignation of a partial term vacated by Kathrine Macdonald. The delay causes frustration amongst council members, as it is difficult to keep active participation in the committees, council meetings and to conduct general business.

## Staff Updates

Joan Willshire provided a brief update to the group about current staffing issues. One staff member is out on extended leave, steps have been made to make the transition smooth as possible and we do not expect disruption within the agency. Additionally the agency will have two employees that will retire by the end of the fiscal year, plans are in place for a smooth transition.

## MCD Agency Strategic Planning and Schedule

Discussion, the group discussed the option to move forward with extending the existing agency strategic plan from January of 2019 to January 2020. Plans include moving forward with updating the agency environmental scan. Setting tentative dates for facilitating a SWAT analysis, including updating the council strategic plan, mission statement, vision, and values, development of the agency annual work plan, the expectation is we will have completion date of January 2020. Jim will reach out to Kody to answer questions about the Environmental Scan.

## Meeting Planning

The full council meeting planned for June 13 2019, at NWAF. In the event that the 2019 council member appointments are made the appointments that have lapsed as of January 2019 is affecting the regular attendance of members at meetings. The 10 member seats that are open exceeds our quorum number. Plans will continue for the June 13th date.

## Chair’s Report

Held over due to Loss of call connection, no urgent information to be addressed at this time.

## Executive Director’s Report

Held over due to Loss of call connection, no urgent information to be addressed at this time.

## Adjournment

Meeting adjourned at 3:31 pm

Respectfully submitted by:

Shannon Hartwig