

# Meeting Minutes: Executive Committee [DRAFT]

Date: Tues., April 7, 2020 1:30 pm-2:30 pm
Location: 121 East 7th Place, St. Paul, MN 55101

As provided by MN Stat. 13D.021, the meeting was held electronically.

## Attendance

* Nichole Villavicencio– Via Phone
* Trent Dilks – Via Phone
* Leigh Lake – Via Phone
* Christy Ceaz Claudio – Via Phone
* Myrna Peterson – Via Phone
* Muzimil Ibrahim – Via Phone
* Quinn Nystrom – Via Phone
* Laurie Beyer-Kropuenske, MCD Interim Executive Director – Via Phone
* Shannon Hartwig, MCD Staff – Via Phone

## Approval of Agenda

Council Chair Nichole Villavicencio called the meeting to order at approximately 1:34 pm.

**Action:** Leigh Lake motioned for approval of the agenda. It was seconded by Myrna Peterson. The motion passed by unanimous roll call vote.

## Review and Approve Required Data Practices Contact(s)

Interim Executive Director Beyer-Kropuenske provided a brief background of the data practices policy: requests for data about you and your rights as a data subject and data practices policy for the public. The group raised questions and discussed the item, resulting in the following motion.

**Action:** A motion was made by Trent Dilks to appoint Kody Olson to serve as the Council’s data practices responsible authority and Shannon Hartwig to serve as the Council’s Data Practices Compliance Official. It was seconded by Myrna Peterson. The motion passed by unanimous roll call vote.

## Executive Director Search Planning/Initiation

### Review/approve draft job posting

Discussion of the executive director search planning, including conflict of interest, creation of the position description, position posting, applicant search, and other items related to complete the process in a timely manner. The discussion resulted in the formation of the following motions.

**Action:** Trent Dilks made a motion, that the Chair is authorized to exercise discretion, approve and make decisions, as needed, to conduct the Executive Director search activities to fulfill the Executive Committee’s responsibility to recommend 2 or more candidates to the full Council. It was seconded by Muzimil Ibrahim and the motion passed by unanimous roll call vote.

**Action:** Trent Dilks made a motion, that the chair select 2-3 council members (includes 1-2 ex-officio, 1 executive committee members) to serve as resources and provide as-needed input on the Executive Direct search. It was seconded by Muzimil Ibrahim., motion passed by unanimous roll call vote.

**Action:** Trent Dilks made a motion, to allow the chair to approve the executive director job posting and to have Admin SmART post it as soon as possible. It was seconded by Christy Caes Claudio and the motion passed by unanimous roll call vote.

## Full Council meeting time on April 23, 2020

**Action:** A motion was made by Myrna Peterson that the chair is authorized to set the April 23rd full Council meeting time based on when the most members can attend. It was seconded by Leigh Lake and the motion passed by unanimous roll call vote.

## Adjournment

Meeting adjourned at 2:26 pm