

# Meeting Minutes: Full Council

October 24, 2019

Goodwill Easter Seals

553 Fairview Ave N, St. Paul, MN 55104

Minutes prepared by:

## Attendance

* Council Members Christy Caez Claudio, Nancy Fitzsimons, Muzimil Ibrahim, Denise Martineau, Lauren Thompson, and Nikki Villavicencio attended in person.
* Council members Ted Stamp, Leigh Lake, and Dave Johnson attended via phone.
* Staff members: Joan Willshire, Chad Miller, David Fenley, and Kody Olson attended in person.
* Council members absent were, Quinn Nystrom, Kathy Peterson, Myrna Peterson, and Brian Bonte.

## Agenda

* Call to order
* Approval of minutes and agenda
* Welcome, introductions and part 2 of team building
* Strategic Plan, Work Plan ED monthly updates
* Environmental Scan review and Discussion
* Executive Committee Election
* Strategic Planning for 2020 Legislative Session & 2020 Legislative Forum
* Committee Structure
* Chair’s Report
* Executive Director Report
* Public Comment

## Call to Order and Introductions

Council Chair, Nancy Fitzsimons called the meeting to order at 10:34 a.m.

Christy Caez Claudio motioned for approval of the agenda. Denise Martineau seconded the motion. The motion was unanimously passed by roll call vote.

Lauren Thompson motioned for approval of the for the August 7, 2019, full council meeting minutes. Nikki Villavicencio seconded the motion. The motion was unanimously passed by roll call vote.

## Regional reports from Council Members

Ted Stamp provided an update on access reviews and round abouts. Leigh Lake reported about community questions and access reviews concerning door pressure weight and the outcome provided by the facility involved. Leigh also provided an update on former council member Nate Aalgaard. Muzimil Ibrahim reported about his involvement with the scooter on walk ways, issue in his community.

## Strategic Plan, Work Plan ED monthly updates

The group reviewed the council strategic plan and how it relates to the agency work plan and the executive director reports.

## Environmental Scan review and Discussion

The group reviewed the agency environmental scan refer to document 011-CM-Environmental Scan 2019 draft 9-13.doc. Nancy Fitzsimons gave a brief review of the documents purpose and how it relates to council business, she then turned it over to Kody Olson. Kody Olson gave a background of how the information was gathered to update the current document. The group will be making suggestions and the document will be revised by June of 2020. Kody Olson then went over the 13 summaries included in the document.

## Adjourn

The meeting was adjourned by the council chair at 11:50 pm. Members were asked to rejoin at 12:35 pm.

## Welcome and Introductions

Members introduced themselves in the room were Nancy Fitzsimons, Muzimil Ibrahim, Lauren Thompson, Denise Martineau, Christy Caes Claudio, and Nikki Villavicencio. Ted Stamp Via Conference line.

After break the group did not meet quorum. There needs to be nine members present.

Roll Call of members present, the group did not meet quorum.

The group moved into discussion mode. The group discussed topics for the Public Policy agenda.

The group established quorum at 12:47 pm. Members Dave Johnson, Ted Stamp and Leigh Lake joined via conference line. Members in the room included Nancy Fitzsimons, Muzimil Ibrahim, Lauren Thompson, Denise Martineau, Christy Caes Claudio, and Nikki Villavicencio. Total of nine members.

## Executive Committee & Vice Chair Elections

The group moved into the election process once they had established quorum at 12:47 pm. Joan Willshire provided a brief back ground for the group on member Brian Bonte, who was absent. Nancy Fitzsimons provided a brief back ground for Trent Dilks, who was absent. Members Lauren Thompson, Nikki Villavicencio and Leigh Lake provided brief back grounds about their interest in serving on the Executive Committee and their personal and professional experience. Nancy Fitzsimons read a section of the by-laws aloud pertaining to the purpose and goals of the Executive Committee. Nancy Fitzsimons informed the group the minimum requirement is five members serve on the executive committee including the chair. She recommended that the council accept the full slate, with the five members including the chairperson would result in a six-member executive committee.

**Action:**  Dave Johnson made a motion to accept the slate as is, with five members to join the Executive Committee. The member names are: Brian Bonte, Lauren Thompson, Nikki Villavicencio, Leigh Lake, and Trent Dilks. The motion was seconded by Christy Caes Claudio. A roll call vote was taken with 8 in favor and 1 opposed. Motion carries.

Discussion: the group discussed the next steps to move forward with the election of the Vice Chair. Members Nikki Villavicencio and Leigh Lake declined to add their names to the Vice Chair ballot.

**Action:**  A motion was made by Muzimil Ibrahim to move forward with the election for Vice Chair with the names of only the member present. It was seconded by Dave Johnson, it was approved by unanimous voice vote.

**Action:**  A motion was made by Denise Martineau to nominate the only existing name on the Vice Chair ballot and accept Lauren Thompson to the position of Vice Chair. It was seconded by Christy Caes Claudio, it was approved by unanimous voice vote.

## Strategic Planning for 2020 Legislative Session & 2020 Legislative Forum

The group resumed the agenda item, after taking a break from the discussion mode to handle the elections once they established quorum. Kody Olson resumed conversation about the Legislative forum which will be held on January 13, 2020.

The group discussed items of interest that members would like to be on the public policy agenda. Discussion included expanded items derived from the Agency Environmental Scan. Kody Olson will reach out to members while preparing the draft policy agenda for the 2020 legislative year.

## Committee Structure

Chair Person Nancy Fitzsimons provided a brief background on the committee structure, referencing the council by-laws. Nancy stated that the Executive Committee serves as the personnel committee, who are responsible for the performance review of the Executive Director. That is the primary goal of the members of the Executive Committee. The group discussed the formation of a Policy Committee, and the success of the Access Committee. Ted Stamp provided a brief background on his participation with the former access committee. Staff member David Fenley provided a brief background on his participation serving as staff liaison on both a struggling and thriving committee.

**Action:** A motion was made by Christy Caes Claudio to put forward two standing committees representing Public Policy and Access and it was seconded by Lauren Thompson. Discussion, Muzimil Ibrahim asked for clarification of the Access Committee. Chair Person Nancy Fitzsimons replied with the current restructure plan, and the formation of focused issues and task forces. The group also discussed the tentative goals of the Policy Committee will be tasked with. Chair person Nancy Fitzsimons read a portion of the statute to the group and stated that the Executive committee will move the policy portion of their duties to outside of the Executive Committee to the newly structured Policy Committee, yet to be formed. The motion was approved by unanimous voice vote.

In interest to time, the details of assigning members or members volunteering to serve on committees will be moved to the Executive committee meeting which will be held on November 13, 2019.

Discussion about the formation of an ADA 2020 celebration task force will be placed on the next executive committee meeting, or the next Full Council meeting.

## Chair’s Report

Chair Person Nancy Fitzsimons informed the group that her and Joan Willshire meet weekly, either in person or via conference line, that will continue to happen. Nancy Spoke to Tracy Sigstad about the council budget. The bulk of the budget covers salaries. Nancy Fitzsimons informed the group that we are paying for of an interpreter as part of a reasonable accommodation for an employee, and discussion with the appropriate parties are in the works if we will hire a part time interpreter for the same. Otherwise there are no reported concerns surrounding the budget.

## Executive Director’s Report

Joan Willshire provided an update on the budget. One staff member will retire. We are in the process of updating the position description of the Accessibility Specialist. The process of developing a new position description, will have many factors to consider, including statutory requirements. As for the Customer Service position, the agency will not be looking to hire anyone in the near future. The budget will be affected by the number of Council meetings the agency has. Joan and Linda will prepare a summary, to be present at a later date to reflect changes, if we hold more than the budgeted four meetings for the fiscal year. Other items of interest are staff members have been newly appointed or re-appointed to various committees that are beneficial to the agency.

Chair Person Nancy Fitzsimons spoke, and closed the Executive Director report with comments about the Executive Director annual performance review. The Executive Committee is responsible for the performance review and it will be a more robust review than in the past. The Executive Committee has until the end of June to submit the review, it is due in December.

## Public Comment

Muzimill Ibrahim, asked the Chair questions during public comment, as his questions did not pertain to agenda items. Muzimil asked what the term limits were for Executive Committee members, the Executive Director and the Council Chair. Chair Person Nancy Fitzsimons explained that the Chair Person is appointed by the Governor, her term has been appointed for 3 years, the Executive Director is not appointed, and that Executive Committee members are elected for a term of one year. Dave Johnson asked a question about the process of motions pertaining to roll call votes. Joan Willshire replied that it is a requirement to conduct votes with roll call. Chair Person Nancy Fitzsimons will review the item, seek advisement from the appropriate parties.

## Adjourn

The meeting was adjourned at 2:23 pm.