

# Governance Systems Committee Meeting Minutes

Tuesday, October 12, 2021

2:02 pm - 3:58 pm

Location: 1600 University Avenue W., Suite 8, Saint Paul, MN 55104

Following Open Meeting Law, 13D, this meeting is held fully electronically due to the health pandemic of COVID-19

Members present via conference line (Teams):

* Hope Johnson
* Ted Stamp
* Jen Foley
* Judy Moe

Staff members present:

* David Dively
* Stacy Sjogren, MAD
* Shannon Hartwig

Open meeting at 2:02 pm

## Approval of Minutes

**Action:** Jen Foley motioned to approve the minutes distributed for the September 14, 2021 meeting, and the agenda, it was seconded by Ted Stamp, approved by unanimous roll call vote 4/4.

## Review experience of receiving sample report and evaluating it

The group reviewed the following document CM-ED Policy Monitoring Report - example for review.doc and made suggestions and edits.

## Provide feedback on the template and format used

The group reviewed the sample and make suggestions on how the document formatting could be changed, or more accommodating.

## Discuss how to onboard/train other Council members to report monitoring

Group discussion on training of council members and reporting. Item to continue at next meeting

## Next steps

David Dively will forward the next draft, with the editing requested from this day’s discussion.

Reminder, tomorrow (10/13/21) the committee will be presenting and voting on the ends policies.

Meeting adjourned at 3:58 pm