

# Meeting Notes: Council Planning Committee

Date: Wednesday, September 15, 2021  
Location: 1600 University Avenue W., Suite 8 Saint Paul, MN 55104  
As provided by MN Stat. 13D.021, the meeting was held electronically

## Attendance

### Committee Members

| Council Member | Attendance |
| --- | --- |
| Nichole Villavicencio | Present |
| Quinn Nystrom | Present |
| Myrna Peterson | Absent |
| Trent Dilks | Absent |

### Staff

* David Dively, E.D.
* Erica Klein, MMB
* Shannon Hartwig - Absent

Informal discussion

Discussion begins at 9:50 am

## Meeting Planning

The group discussed updating the meeting time and dates to fit the group’s current needs. David Dively will follow up with Shannon to work with members of the committee on the scheduling.

## Propose Ideas for Executive Director Review

Erica Klein from MAD led a discussion on one-time ideas for the Executive Director Review process. The group discussed timeframes and tools to complete the annual Executive Director performance review. Add Erica Klein, MMB to the November committee meeting (Council Planning Committee) agenda. Shannon will have to add her to the meeting invite as well.

## Meeting Planning

Agenda items for October 13, 2021 full council meeting. David Dively will hold the time allotted for Erica Klein, MAD. Add voting on the approval of the Executive Director Limitations Quadrant.

## Other Council Membership Topics

Meeting attendance, some of the committees are struggling with attendance, we may need to update time frames to match membership need.

Seven members will potentially rotate through the appointment process January 2022. They may be appointed as last as June of 2022.

## Action Steps/Follow up

Add items to the October 13, 2021 Full Council meeting agenda.

Submitted By: Shannon Hartwig, via transcription/recording