

# Meeting Minutes: Council Planning Committee

Date: Wednesday, November 17, 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 (left at 11:10 am) |
| Myrna Peterson | Present |
| Trent Dilks | Present |

### Staff and Guest

* David Dively, E.D.
* Shannon Hartwig
* Erica Klein, MAD
* Andy Christiansen, Committee Chair External Relationships Committee

Meeting called to order at 10:04 am

## Approval of minutes and Agenda

**Action:** Motion to approve the October 13, 2021 minutes, approval of the agenda for the November 17, 2021. All in favor. Roll call vote 4/4

## Executive Director performance review discussion

Group discussion, resulted in a motion to move the meeting to closed session at 10:08 am.

**Action:** A motion was made by Myrna Peterson to closed session for the Executive Director review, Quinn Nystrom seconded the motion. All in favor. Roll call vote 4/4.

Return from closed session at 10:40am.

Summary will be provided by Trent Dilks.

## Membership recruitment and pending vacancies

Group discussion on recruitment, process and planning for general membership and chair and vice chair seats. Create an email to share with membership and add item to the December full council meeting agenda.

## Update on Council monitoring schedule

Review and update the monitoring schedule, David Dively will work with staff to update notable timelines.

## External Relationships Committee – End Results progress

The group is struggling with time to meet as a group. The poll was returned by 4 partnership agencies, and the group with review if we will need more responses or work with the data we have.

## Review agenda for December full Council meeting

Add the work with MAD to the agenda, new members to committees, MCD public policy agenda, External Relationships committee – ends policy update, Governance Committee – membership terms, agency/executive director updates. David will forward to Nikki, and she will return it to him to move on to the remediation process and posting.

## Action Steps/Follow up

Trent Dilks will follow up with David Dively or Shannon Hartwig on the closed session summary, and language for any motions made.

Meeting adjourned 12:01 pm

Submitted By: Shannon Hartwig