

# Meeting Minutes: Council Planning Committee

Date: Wednesday, January 19, 2022  
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 | Present |
| Andrew Christensen | Present |

### Staff and Guest

* David Dively, E.D.
* Shannon Hartwig

Meeting called to order at 10:05 am

## Approval of minutes and Agenda

**Action:** A motion was made by Myrna Peterson and seconded by Andy Christensen, to approve the November 17, 2022, minutes, December 15, 2022, notes, and approval of the agenda for the January 19, 2022. All in favor. Roll call vote 4/4

## Update on External Relationships Committee

Andy Christensen provided an update for the group on the survey responses. There are lower numbers of survey responses than we would like. The expectation is we could present the data to the full council in the February meeting. This would be everybody hearing it for the first time, three weeks from now. Andy will present the message this afternoon, to move forward with processing and synthesizing the results in a report to the next Full Council meeting.

## Update on Governance Systems Committee

David Dively provided an update on Governance Systems Committee, starting in April, members will come together approximately a week prior to the meeting to discuss the compliance reports. This will be a place for members to learn and prepare for completing the reports. The February meeting will include a training for member on the monitoring, reporting and the document process.

## Feedback on performance review process (from E.D. and from council members)

Group discussion. Employee surveys were not completed, policy includes an opportunity for feedback, and it was provided. David Dively would have liked a chance to talk about the performance review in the council meeting, with the “supervisor’s”. The review was submitted via PDF in am email.

## Discussion for February’s MCD Full Council Meeting agenda

Governor’s office would like to present on Council and Boards appointments. Governance Systems Committee will need about 60 minutes to complete the training. Ex-Offico reports, Chris McVey, Anne Schult, and Lesli Kerkhoff, David Dively will reach out to them. Trevor Turner and David Dively to present on the MCD Public Policy update.

## Review agenda for December full Council meeting

**11:47 am** David Dively discussed with the group that he Governor’s office would like to share information about appointments and vacancies at the next full council meeting. The agency currently has 7 members whose terms will lapse 1/22, and 2 standing vacancies. 10 Minutes, 1 hour for the Governance Systems committee. David Dively will reach out to a few Ex-Officio members to provide reports to the full council.

## Action Steps/Follow up

Reach out to Ex-Officio members for reports.

Meeting adjourned 12:01 pm

Submitted By: Shannon Hartwig