

# External Relationships Committee Meeting Minutes

Wednesday, May 18, 2022

3:00 pm - 5:00 pm

Location: 1600 University Avenue W., Suite 8 Saint Paul, MN 55104  
As provided by MN Stat. 13D.021, the meeting was held electronically Members present via conference line (Zoomgov)

Members present via (Zoomgov) Members present: Judy Moe, Dawn Bly, and Leigh Lake. Absent members were Saido Abdirashid and Dave Johnson.

Staff members present: David Dively, Britt Wilson, David Fenley, Linda Gremillion, and Shannon Hartwig.

Meeting opened at 3:05 pm

## Elected Chair

Council member Judy Moe will chair the meeting.

## Approve Agenda and Minutes

Approve Agenda, motion moved by Dawn Bly, and seconded by Leigh Lake. Motion passed unanimously 3 members present, 2 members absent. Approve minutes from the April 20, 2022, meeting minutes, motion moved by Dawn Bly, and seconded by Leigh Lake. Motion passed unanimously 3 members present, 2 members absent.

## Ex-Officio position description - discussion

Group discussion, review ex-officio position description that was shared with the committee meeting packet. Refer to document - CM-Ex Officio Member Position Description v0.1 2021 04.doc. Group requested staff add the roster of Ex-Officio members to the mailing-email packet notices.

## Requirements and responsibilities for council members - discussion

Group discussion Requirements and responsibilities for council members. Develop who we are and what we do.

## Ex-Officio reporting - discussion

Discussion Expectations for Ex-Officio reports on their agency’s work as it relates to MCD or people with disabilities. Minnesota Indian Affairs Council, discussion on how the reporting style was observed at the meeting MCD viewed.

## Secretary of State website - MCD page

Discussion on revamping the agency profile on the Secretary of State website. Add MCD details and clarify expectations.

## Additional Discussion item

During the group discussion the topic of trust, development and structure came up. The group included staff and committee members, the group requested to bring forth a summary to the full council meeting on June 8., 2022. The topic derived from the conversations on above listed agenda items.

**Next steps:** Shannon work on the Ex-Offico Roster and council member contact sheet, Shannon to add rosters to the mailing packet for future meetings. Add an agenda item for the External Relationships Committee updates, Dawn Bly, Judy Moe and Leigh Lake will present summary of discussion points.

Meeting adjourn 4:58 pm

Respectfully submitted by: Shannon Hartwig