

# Meeting Minutes: Full Council

Date: Wednesday, August 10, 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

### Council Members

| Council Member | Attendance |
| --- | --- |
| Nikki Villavicencio | Present |
| Ted Stamp | Present |
| Tammy Berberi | Present |
| Quinn Nystrom | Absent |
| Judy Moe | Present |
| Andy Christensen | Present |
| Myrna Peterson | Present |
| Hope Johnson | Present |
| Dave Johnson | Present – joined 2:13 pm |
| Trent Dilks | Absent |
| Jen Foley | Present |
| Dawn Bly | Present |
| Nimo Ahmed | Present – joined at 2:26 out at 3:21 |

### Staff and guests

* David Dively, E.D.
* Shannon Hartwig
* Chad Miller
* Brittanie Wilson
* Linda Gremillion
* David Fenley
* Trevor Turner

### Ex-Officio Members

* Silvia Vaccaro, MDOR
* Leslie Kerkhoff, DHS
* Scott Beutel, MDHR
* Tom Delaney, MDE

Meeting called to order at 2:06 pm

**Action:** Motion to approve meeting agenda, with the addition of 5 minutes for Myrna Peterson regional report on GO MARTI was by Dave Johnson, and seconded by Jen Foley, motion unanimously passed by roll call vote, with 11 in favor and 2 members absent (Dilks and Nystrom).

**Action:** Motion to approve meeting minutes was by Dave Johnson, and seconded by Jen Foley, motion unanimously passed by roll call vote, with 11 in favor and 2 members absent (Dilks and Nystrom).

## Membership Business

Discussion on placing new member to a committee. Tammy Berberi will join the External Relationships committee.

**Action:** Nikki Villavicencio made a motion to appoint council member Tammi Berberi to the External relationships committee, it was seconded by Myrna Peterson. The motion unanimously passed by roll call vote, with 10 in favor and 2 members absent (Dilks and Nystrom).

## External Relationships Committee Report

Group discussion led by Judy Moe on font size increase on all documents and communications. Staff will develop some guidelines or suggestions and follow up with the External Relationships Committee at their September meeting. Chad Miller and David Dively will work on samples, Shannon will follow up with an email for the full council group.

**Motion:** Dawn Bly made a motion that we have a workgroup, ad hoc workgroup, created to work on a smoother onboarding process for the Council Membership, it was seconded by Dave Johnson with 10 in favor and 2 members absent (Dilks and Nystrom).

Discussion about the External Relationships committee adding regional reports to the full council meeting agendas. The group discussed a few options and decided to add a membership round robin of 10 minutes to future full council meeting agendas.

## Governance Systems Committee-led discussion

The Governance Systems committee provided an update on the work the group is working on. Hope Johnson provided a report to the group on how the committee has been working on creating the evaluation report - evaluation system, as well as adjusting the language in the executive limitations policies to make the language more readable, less confusing, less complicated. The group expects to have a final review ready for the October 12, full council meeting.

## State Fair Planning Update

David Dively and Linda Gremillion provided an update on state fair planning. We are in good shape overall; the scheduling is full. Confirmations from partners, commissioners and other State of MN agencies are coming in, and it will get busier and busier for the agency as it gets closer to the opening day. Discussion about PPE items at the booth.

## Council Member Regional Report – Myrna Peterson

Myrna Peterson provided a report on the go-MARTI project in her region. Go-MARTII, the self-driving vehicle will launch at the end of September. It has a 17-mile route within the city of Grand Rapids with 70 known stops along that route. MCD staff will also attend the event.

## Financial Report

David Dively provided a financial report.

## Staff Reports

David Fenley provided an update to the group on work he is doing in the areas of ADA. Shannon Hartwig provided a report on the work she is doing in areas of council administrative duties. Chad Miller provided the group with an update on the policy work he has been working on. Brittanie Wilson provided an update on the communications work she has been working on. Lastly, all staff are currently working on prepping the agencies State Fair booth.

## Executive Director Report

David Dively provided an update to the group, refer to document: CM-Executive Director Report 2022 08 10.doc. the document will be distributed to membership.

## Public Comment

Dave Johnson reminded the group that August 25 is National Mental Health Day.

## Next Steps:

The group discussed a few options and decided to add membership regional reports of 10 minutes to future full council meeting agendas.

Adjourned 4:01 pm

Submitted By: Shannon Hartwig