

# Governance Systems Committee Meeting Minutes

Tuesday, December 13, 2022

2:00 pm - 4:00 pm

Location: 1600 University Avenue W., Suite 8, Saint Paul, MN 55104

Following Open Meeting Law, 13D, this meeting is held fully electronically due to the health pandemic of COVID-19.

Members present via conference line (Zoomgov):

* Ted Stamp – chair for 8 minutes
* Jen Foley
* Hope Johnson

Staff members and guests present:

* David Dively
* Shannon Hartwig

Open meeting at 2:06 pm

## Approval of Agenda and Minutes

The group approved the agenda for December 13, 2022, and the minutes for November 8, 2022. Motion passed by unanimous roll call vote. 3/3 members present.

## Work on evaluation prompts

Finalize Executive Limitation quadrant language updates. The group worked on scheduling the evaluation on a quarterly schedule. Plans include adjusting the current meeting schedule. (Note: the next FC meeting agenda includes moving to a new schedule). Discussion on prepping the final product/document if the item is finalized in the December Full Council meeting included the accessibility document remediation process.

## Prepare for December presentation

The group worked on the plans for the presentation to the full council meeting. The Executive Director Limitations Policies document was sent out to the full council in the December FC meeting mailing, with the request to review it prior to the meeting. Plans to move to the item to the Executive/Planning committee if there is no action in the full council meeting, due to the items being placed on the Governance Systems committee the past two meeting.

## Frequency of meetings going forward

The committee decided to continue with the January 10 meeting and will address future planning after the December Full Council meeting.

## Finalize HOW we will deliver the prompts and collect the answers

Group discussion on preparing the evaluation survey for the executive director evaluation, and ensure it is in an accessible format (remediation process that MCD offers).

## Next steps:

Meeting adjourned at 3:23 pm