

# Meeting Minutes: Executive subcommittee

Date: Wednesday, August 18, 2022  
Location: virtual

## Attendance

### Workgroup Members

| Council Member | Attendance |
| --- | --- |
| Amy Gaviglio | Present |
| Karl Nelsen | Present |
| Barbara Joers | Present |
| Tony Albright | Absent |

Due to difficulties with virtual technology, meeting called to order at 9:13

## Executive Director update

Erica briefed the subcommittee on the budgetary process, how the Council as a state agency will request additional funding to increase the resources to meet identified goals of the Council.

## Business

1. **Chair, Vice Chair, and ESC nominations (*see Action Items A, B, C below*)**
   1. Agreed that a Vice Chair role would be helpful to aid in smooth succession over time
   2. Agreed that nominees should furnish some information regarding background and interest
   3. Discussed importance of clarity around the roles and responsibilities of both the Chair and Vice Chair and that these are positions that do require engagement and work
2. **Policy Committee (*see Action Item D below)***
   1. The following individuals will be invited to be on the policy committee:
3. Karl Nelson (patient)
4. Dawn Stenstrom (industry)
5. Sheldon Berkowitz (clinical)
6. Lisa Schimmenti (clinical)
7. Barbara Joers (administration)
8. Amy Gaviglio (public health)
   1. Discussed that the committee members would eventually work with a policy consultant/liaison to help direct policy priorities and responses, with the policy consultant helping to drive the policies within the legislature
   2. Barbara highlighted that the policy committee should maintain a diversity of perspectives and stakeholders to avoid the perception of undo influence by a single organization or constituency
9. **Operating Procedures Update (*see Action Item E below)***
   1. Discussed need to update operational procedures
   2. ESC members will need to review individually with modifications sent back to Erica for compilation
      1. Karl noted possible inclusion of Diversity Officer to ESC and will add this in upon his review
   3. ESC Members should be prepared to discuss outstanding items within the Operating Procedures at September ESC meeting
10. **Project Proposal Process for Workgroups (*see Action Item F, G below)***
    1. Discussed need for process to propose workgroup projects and have council deliberation to ensure alignment and impact
    2. General agreement that a process such as this is important for the Council, however, there is concern about ensuring that we do not bottleneck ourselves with this process
       1. Suggestion that the ESC could be the reviewers given monthly periodicity of meetings with update provided to full Council
11. **Quarterly Council Meeting Format (*see Action Item H below)***
    1. Discussed format for meetings moving forward
    2. Agreed that format with 2 in-person/hybrid meeting and 2 virtual meetings should be pursued with virtual meetings falling during seasons where travel is more difficult (e.g., winter)
    3. Agreed that October meeting should be in-person and Barbara offered Gillette as potential free host location
12. **Budget Discussion (*see Action Item I below)***
    1. Clarification was requested regarding budget for this upcoming FY and moving forward
    2. For upcoming FY, the Council has approximately $286,000 from current appropriation and carry-over funds from the UMN
    3. Moving forward, as a state agency, the Council will request budget from Governor, so may not need to rely on legislative appropriation unless the agency/Council is not included in the Governor’s budget

## Action items/next steps (Erica and Amy)

* **A.** Develop description of duties of Chair and Vice Chair
* **B.** Put out call for nominations for Vice Chair with one week TAT for responses
* **C.** Request CV/Resume and Statement of Interest from all nominees (Chair, Vice Chair, and ESC)
* **D.** Erica to reach out to Dawn, Sheldon, and Lisa to invite to policy committee and assess interest/willingness
* **E.** Amy to take first pass at Operating Procedures and send to Erica who will send along to next member, etc.
* **F.** Discuss with Linda how to implement project proposal process while abiding by Open Meeting Law and allowing for the Council to maintain momentum and action
* **G.** Amy and Erica to begin drafting template project proposal form
* **H.** Erica to begin process for hosting in-person meeting in October
* **I.** Erica to work with Linda to provide slides/update at September ESC meeting on budget process

## Action items/next steps (all subcommittee members)

* **Review Budget Narrative (attached) with focus on proposed Performance Measures**
  1. Assess for big gaps or concerns only
  2. These simply set the tone for our eventual defined asks; keep high level
  3. Please return thoughts directly to Erica no later than COB **August 31, 2022**
* Review operating procedures by next executive subcommittee meeting