

# Governance Systems Committee Meeting Minutes

Tuesday, January 10, 2023

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
* David Fenley
* Linda Gremillion

Open meeting at 2:02 pm

## Approval of Agenda and Minutes

The group approved the agenda for January 10, 2023, and the minutes for December 13, 2022. Motion passed by unanimous roll call vote. 3/3 members present.

## Work on evaluation prompts

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## Review full council decision not to change meeting frequency for full council meetings

The group discussed the decision made by the Full Council to not change the current schedule. It was presented to change the schedules of the committees to a every other month, and possibly add more time, if needed. The Full Council membership did not decide to change the schedule.

## Decide how often this committee will meet

The committee decided to move to a bi-monthly meeting schedule, on the odd months of the regular Full Council meetings.

**Action:** A motion was made by Hope Johnson and seconded by Jen Foley to move the committee meeting schedule to every other month, starting March 2023. Motion passed by unanimous roll call vote. 3/3 members present.

## Review/preview prompt document for executive limitations

Group discussion on the valuation prompts that have been moved into a new document and put into a template. The item will be completed in an ADF format.

## Discuss Ends Results processes now that limitations are mostly completed.

The group discusses some of the committee meeting timing, that would affect the timeliness of completing the ends results, and steps the committee could take to prevent gaps. The group would schedule more, or less meeting time to complete the task to meet the Full Council meeting schedule.

## Next steps:

Shannon Hartwig will set the new schedule for the committee’s meetings, starting every other month schedule in March 2023, and remove the February 2023 meeting and update the committee webpage.

We can talk through what's our next steps will be for next meeting, which we should have the prompts already.

Meeting adjourned at 3:20 pm