

# Meeting Minutes: Council Planning Committee

Date: Wednesday, October 16, 2023  
Location: 1600 University Avenue W., Suite 8 Saint Paul, MN 55104  
**As provided by MN Stat. 13D.021, the meeting was held electronically.**

## Attendance

### Committee Members

| Council Member | Attendance |
| --- | --- |
| Nichole Villavicencio | Present |
| Andrew Christensen | Present |
| Myrna Peterson | Present |
| Quinn Nystrom | Joined at 11:01 am |

### Staff

* Michelle Severson
* Linda Gremillion

Meeting called to order at 10:04 am

## Approval of Minutes and Agenda

**Action:** Andy Christensen motioned for approval of the approval of the agenda for the October 16, 2023, meeting, Myrna Peterson seconded the motion. All in favor. Roll call vote 3/3 members present, 1 member absent.

A motion was made by Myrna Peterson to approve the September 20 and 28, 2023, minutes. Andy Christensen seconded the motion. All in favor. Roll call vote 3/3 members present, 1 member absent.

## Full Council meeting debrief October 2023 meeting

Discussion that the meeting went well, most anticipated action from the that meeting was the possibility of doing the April FC Mtg hybrid.

Next Steps: Staff will pull together the logistics for this and will report back at the next Planning Committee Mtg in November.

## EDL Report

Group Discussion - The next steps for the executive director limitations work is to do the annual performance review of the ED. For this fiscal year, this will be done using the standard MCD HR performance review tool. This is a stop-gap measure until a more robust permanent ED Performance Review tool is developed using the EDL framework as a basis.

**Motion:** A motion was made by Myrna Peterson that the Council Planning Committee will use the existing standard MCD HR Performance Review Tool for the ED Performance Review for this FY (until the permanent tool is developed). Andy Christensen seconded the motion. All in favor. Roll call vote 3/3 members present, 1 member absent.

**Next Steps:**

1. Staff (Linda) will provide this committee the standard MCD HR performance review tool that is currently used in the agency.
2. The Committee will (as a body) fill out the review tool, and the review tool will also be given to the ED for him to fill out.
3. During the next Council Planning Committee, both entities, the Committee and the ED will merge their input into one document, to be known as the ED Performance Review.
4. That completed ED Performance Review will be sent to the entire council in the December 13 full council meeting packet. Council members will be invited to give any feedback to Nikki and/or Andy before the FC meeting.
5. The vote to accept the ED Performance review will be on Dec 13 FC Mtg agenda.

In the interest of making a more permanent ED Performance Review tool, over the next year Nikki will speak with Hope and think through what from the EDL work can efficiently be turned into a permanent performance review tool.

Staff (Linda) will gather information about executive level 360 review method to see if this method should be incorporated into the ED Performance Review tool. Linda will report back to this committee on 360 review options for their November 2023 meeting.

## December Full Council Meeting agenda planning

Discussion – ideas for agenda:

Standard things like: agenda, minutes, public comment period.

Keep these “new” standard things on the agenda: sub-committee reports, introductions (a few at a time), regional reports, ED Activity Report, ED Financial Report, Legislative Update (Trevor)

New items:

ED Evaluation

Operations Director Report (HR and state fair finances, hybrid meeting logistics)

Date/time/place April Hybrid meeting

Council/Staff Retreat (June?)

There was a robust discussion on this topic.

Action Item: Staff (David, Shannon, Linda) will develop a ‘needs assessment’ tool to be given to council members by the Dec FC Mtg to assess what is needed for everyone to be included and able to participate in the retreat. It is understood that everyone will be fully accommodated. We need to communicate that accommodations are not a barrier to inclusion from the agency side. Location can be adjusted to meet the needs of council body. Timing of agenda will also be made in consideration of travel needs. Hybrid element may also be considered.

## Action Steps/Follow Up

Zoomgov account needs to be activated.

Meeting adjourned 11:13 am

Submitted By: Linda Gremillion

Adjourned at 11:13 am