

# Meeting Minutes: Council Planning Committee

Date: Wednesday, December 20, 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 (joined at 10:56 am) |
| Quinn Nystrom | Present (left at11:20) |

### Staff

* David Dively
* David Fenley
* Shannon Hartwig
* Caitlin Arreola
* Michelle Severson

Meeting called to order at 10:04 am

## Approval of Minutes and Agenda

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

A motion was made by Andy Christensen approve the October 16 and November 27, 2023, minutes. Quinn Nystrom seconded the motion. All in favor. Roll call vote 3/3 members present, 1 member absent.

## Council Planning Business

### Employee Review Process Update

Discussion the group agreed on condensing the document and submitting on 12/20/2023.

Next Steps: Staff will pull together the comments and condense them into the Supervisor sections and add the group comments to the Additional Comments section. The document will be completed today.

### Keeping council discussion on topic – Update Meeting Best Practices Document

Group Discussion - Staff will update the document and begin sharing with the meeting notices for committee meetings. The group will add and adapt the document as needed to reflect the council best fit.

## Action Steps/Follow Up

Update the Employee review form and the best practices and share.

Meeting adjourned 11:06 am

Submitted By: Shannon Hartwig