

# Meeting Minutes: Council Planning Committee

Date: Wednesday, September 18, 2024  
Location: 1600 University Avenue W., Suite 20 Saint Paul, MN 55104  
And Zoomgov.

## Attendance

### Committee Members

| Council Member | Attendance |
| --- | --- |
| Nichole Villavicencio | Present, via Zooomgov |
| Andrew Christensen | Present, via Zooomgov |
| Myrna Peterson | Present, via Zooomgov |
| Quinn Nystrom | Present, In person |

### Staff

* David Dively, In person
* Shannon Hartwig, In person
* David Fenley, Via Zoomgov
* Michele Severson, Via Zoomgov (at 10:18 am)

Meeting called to order at 10:04 am

## Approval of Minutes and Agenda

**Action:** Myrna Peterson motioned for approval of the approval of the agenda for the September 18, 2024, meeting, Quinn Nystrom seconded the motion. All in favor. Roll call vote 4/4 members present.

**Action:** A motion was made by Myrna Peterson approve the August 21, 2024, minutes. Andy Christensen seconded the motion. All in favor. Roll call vote 4/4 members present.

## Council Business Items

### Discussion on In-person and Hybrid Full Council Meeting

The group discussed scheduling the full council meetings to be 4-6 hours in duration and to be held quarterly. In the months of March, June, September, and December. The meeting dates will be set on the MCD calendar.

**Action:** A motion was made by Quinn Nystrom approve the 2025 Full Council meeting schedule as quarterly meetings that will be 4-6 hours per meeting. Andy Christensen seconded the motion. All in favor. Roll call vote 4/4 members present.

The group discussed holding a minimum of one meeting per year to be held in Greater Minnesota, away from the urban area. The group may select an event or area that will fit the needs of the group.

**Action:** A motion was made by Quinn Nystrom to approve a minimum of one full council meeting pre year to be held in Greater Minnesota. Myrna Peterson seconded the motion. All in favor. Roll call vote 4/4 members present.

## Strategic Planning Update

The group discussed developing a schedule to complete the strategic planning that was started in the spring of 2024. Plans will include scheduling the contracted team to work in two meeting time frames. One time frame we will work on 2 goals, and on a second time frame we will spend more time to work on one larger goal and wrap up the work.

## Plan Full Council Meeting – Build Agenda for October 9, 2024, Full Council Meeting

The group discussed the length of time needed for the October full council meeting and it will be set at the regular 2 hours on Zoomgov, with one member present in person to meet the open meeting law requitements. The agenda will include committee updates, introductions all around and a guest speaker from Wilder who is on contract for the Legislative Task Force on Guardianship.

## Action Steps/Follow Up

David Dively will connect with the contractors on the Strategic Planning team to identify potential dates for completing the work.

Shannon will prepare the FC meeting agenda for approval and sharing.

Meeting adjourned 11:42 am

Submitted By: Shannon Hartwig