

# Meeting Minutes: Council Planning Committee

Date: Wednesday, October 16, 2024  
Location: 1600 University Avenue W., Suite 20 Saint Paul, MN 55104  
And Zoomgov.

## Attendance

### Committee Members

| Council Member | Attendance |
| --- | --- |
| Nichole Villavicencio | Present, In person |
| Andrew Christensen | Present, via Zooomgov |
| Myrna Peterson | Present, via Zooomgov (Joined at 2:07 pm) |
| Quinn Nystrom | Present, via Zooomgov |

### Staff

* David Dively, Via Zoomgov
* Shannon Hartwig, In person
* David Fenley, Via Zoomgov
* Jill Westberry, Via Zoomgov
* Michele Severson, Via Zoomgov (at 10:18 am)
* Linda Gremillion, Via Zoomgov (at 10:21 am)

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, 2024, meeting, Andy Christensen seconded the motion. All in favor. Roll call vote 3/3members present, 1 member absent.

**Action:** A motion was made by Andy Christensen approve the September 18, 2024, minutes. Andy Christensen seconded the motion. All in favor. Roll call vote 3/3members present, 1 member absent.

## Council Business Items

### Discussion on Strategic Planning

The group discussed scheduling the workflow and identifying dates to complete the strategic planning the council started in June.

### 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.

## 2025 Calendar Planning for Full Council Meetings

The conversation on the strategic planning topic, brought forth discussion on setting the meeting dates for 2025 Full Council meetings. The 2025 calendar will hold a minimum of quarterly meetings, in March, June, September and December. March 12th, September 9th, and December 10th, meetings will be held on the second week of the month, and June will be a regional meeting.

## Plan Full Council Meeting – Build Agenda for December 11, 2024, Full Council Meeting

The group discussed the length of time needed for the December 11th full council meeting. The items added will include Executive Director annual review, MCD Public Policy agenda review and approval, DHS presentation, Policy Governance report, Legislative Policy Forum update-report. New staff welcomes and introductions for the whole group, Arron Kalunki presentation. We will add an additional 30 minutes to the agenda (2:00-4:30).

## Action Steps/Follow Up

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

Meeting adjourned 10:57 am

Submitted By: Shannon Hartwig