

# Meeting Minutes: Council Planning Committee

Date: Wednesday, November 20, 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 10:07 am) |
| Quinn Nystrom | Present, via Zooomgov |

### Staff

* David Dively, In person
* Shannon Hartwig, In person
* David Fenley, Via Zoomgov
* Jill Westberry, Via Zoomgov
* Linda Gremillion, Via Zoomgov (at 10:28 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 November 20, 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 October 16, 2024, minutes. Quinn Nystrom seconded the motion. All in favor. Roll call vote 3/3members present, 1 member absent.

## Council Business Items

### Executive Director Reporting

The group discussed the Executive Director review process and planning that will be added to the December 11, full council meeting agenda. The group reviewed and discussed the Executive Director Limitations reporting document that will be shared at the December full council meeting.

**Action:** A motion was made by Nikki Villavicencio to reach out to interested parties via email survey, to as part of the Executive Director annual review process. Quinn Nystrom seconded the motion. All in favor. Roll call vote 4/4members present.

**Action:** A motion was made by Nikki Villavicencio to approve the Executive Director Limitations report, as received from the Governance Systems Committee to move forward to the December 11, 2024, Full council meeting as part of the Executive Director annual review process. Quinn Nystrom seconded the motion. All in favor. Roll call vote 4/4members present.

### Public Policy Updates

Jill Westberry provided an update on the planning of the Legislative Forum - MCD Public Policy Agenda event that will be held on January 27, 2025.

## 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. Shannon will adjust time to add 30 minutes, included reports and documents, prepare and distribute.

## Action Steps/Follow Up

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

Cancel the December 18, Council Planning Committee meeting.

Meeting adjourned 10:58 am

Submitted By: Shannon Hartwig