



Meeting Activities
Executive Committee Meeting
Date: December 20, 2017

ISSUE:

1. Call to order, Introductions
2. Minutes
3. Executive Director Report
4. ED Search Committee
5. Executive Session
6. Colorado Open Records Act
7. Ethnic Diversity of the DD Council
8. Planning and Grants update
9. New/Old Business
10. Adjournment

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DISCUSSION:

1. Meeting convened at 1:15 pm
2. Quorum present. November minutes approved. Shannon motioned to approve and Jeanette seconded.
3. Executive Director Report- Marcia discussed conflict of interest and its importance to the Council. All Council members will need to understand and sign a Conflict of Interest document, which will be distributed at the January 2018 Council meeting. Marcia asked the Executive Director committee members present to read the five page conflict of interest document, sign if there were no objections, and return signed copy to Vanessa.
4. Marcia informed the Executive Director committee there were two conflict of interest concerns.
 - 1). The first conflict is with Lisa Franklin regarding a DQ that included Lisa's salary. The Executive Director committee approved Lisa take a leave of absence from the Council until the conflict is resolved. Lisa has also agreed to the leave of absence.
 - 2). The second conflict involves five Council members who know an individual applying for the Executive Director position. These five Council members include Hal Wright, Jeanette Cordova, Jessica Howard, Lisa Frankline, and Robert Buzogany. The Executive committee acknowledged the conflict of these five members.
5. Sue reiterated and read the portion of the conflict of interest document that states Council members cannot accept grant money from the DD Council. Jeanette volunteered to present the conflict of interest documents and policy to Council at the January 2018 meeting.
6. Bob reminded us of the five year plan and goals of inclusion, which is the backbone of the DD Council and the difference between protection and advocacy.
7. Sue presented the Colorado Revised Statutes and Open Meeting Requirement documents.
8. In the Colorado Revised Statutes document Sue highlighted multiple sections of importance but reminded section (2) (a) states all meetings of two or more members of any state public body at which any public business is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times.

9. The DD Council is considered a State body and not Local because issues at the state level are addressed.
10. The Open Meeting Requirements state that before going in to executive session, two thirds of the entire Council must vote to approve. Sue declared she feels this step was missed when the Search Committee went into executive session Friday December 15, 2017.
11. Due to the Open Meeting Records Act, any discussions held during executive session must be recorded electronically. A Council staff member will need to be present at all Executive Director Search Committee meetings to take minutes.
12. Sue asked Vanessa to create a folder in her state email account for all communication regarding the Executive Director Search Committee. Vanessa should be cc'd on all Search Committee business. This is to ensure documentation is recorded and saved in one universal location in the event of a CORA (Colorado Open Records Act) audit.
13. Executive Director Search Committee chair, Jeanette Cordova, stated the committee voted to go in executive session half way through the meeting on Friday December 15th because they did not want Marcia to know the interview questions or process. A member thought that the Executive Director would influence the selection process.
14. Marcia advised the committee two Council members have terms that will expire in 2018. Asked to start looking for their replacements and explained the process in which state departments choose their own representative since Gina Herrera is at the end of term and represents the CO Department of Education.
15. Will need a new chair for the Planning and Grants committee since Melissa Mannix will term out in 2018.
16. Sue and Marcia reviewed the Ethnic Diversity memo. Council following the Census report for Colorado as best as possible; exact numbers given on the memo. With new members we want to ensure we are as proportionate as possible. Always want individuals who have an understanding of inclusion, share the same or similar values, and/or someone the Council already knows. A Council member had stated the Council was not diverse thus the demographics chart was created to show the Council is in compliance.
17. A Nomination Committee will need to be created February 2018 for new appointees.
18. Sue invited everyone to the next Planning and Grants committee meeting on January 8th for a presentation on the Youth Leadership Forum presented by Bob Wood.
19. Mackenzie was out of the office. No budget report given.

NEXT MEETING: 1:00-3:00 January 17, 2017

Adjournment: The meeting ended at 3:02 PM

ACTION/MOTION/CONSENSUS:

1. November minutes were approved.
2. Jeanette will present the Conflict of Interest, Disclosure. Open Meeting Act/ Requirements, and given an update on the Executive Director search committee at the January Council meeting.
3. Marcia will contact Human Resources regarding position posting.
4. Bob and Vanessa will email MOU.
5. Executive Director search committee will cc Vanessa on all communication.
6. Vanessa will email entire Council regarding next Planning and Grants committee meeting.
7. All Council members will need to read, understand, and sign the Conflict of Interest documents.

Those in attendance: Shannon Secrest, Jeanette Cordova, Patricia Henke

Staff Present: Marcia Tewell, Sue Fager, Bob Lawhead, Vanessa Hernandez

Absent: Melissa Mannix, Robert Buzogany, Hal Wright

Draft minutes December 20, 2017 meeting E.C.