



Meeting Activities
Executive Committee Meeting
Date: November 13, 2018

ISSUE:

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| 1. Call to order | Alicia |
| 2. Retreat Discussion | All |
| 3. Adjournment | Alicia |

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DISCUSSION:

1. Alicia called the meeting to order at 11:09 am.
2. Joelle and Alicia realized jointly that they made a set of assumptions based on where they thought the Council was but as time has gone they realized the Council is in another place and needs work.
 - They both saw a need for procedures for how things get accomplished.
 - Need more productive, more engaged members.
 - The Council drives the decision and not the staff. The challenge is that staff does not have a term limit as Council members do and staff seem to be the thread holding the memory from the years.
 - Members were not recruited to this Council that they would be a working board and therefore attendance has been low.
 - The Council staff has been in a position where they have had more power in the structural process then could be viewed as unbalanced. Not trying to take anything away from staff but learn to have an equal balance between the Council and staff to ensure our mission is supporting citizens of Colorado.
 - Joelle wants to work not just for a chair but for an executive committee because if there is not buy in from the committee then chances are we invest in a person instead of the entire Council.
 - Joelle needs to know what types of decisions the executive committee wants her to make independently and what type of decisions the committee should plan.
 - Buy-In, we need to know Council members have buy-in.
 - Joelle and Bob have been working on upcoming bills that are in the Five Year Plan. If this is something we wanted the entire Council to approve we would have needed to start planning and research in June.
 - Hal, said people come to the Council meetings distracted. Feels like we need to do a better job of recruiting. Suggested that an organizational change be made and the committee take action on what needs to be fixed.
 - Behind the scenes work needs to be done in order to complete business roles, such as RFPs and the Council budget.
 - Operationally things the Council is not doing well.
3. Alicia: When she talked about the six month plan she made some assumptions that were not true and was hopeful that the Council could go somewhere but has come to realize that a foundation needs to be established first. A lot needs to be cleaned up first to know the process and procedures are established before moving forward. Operational rebuild needs to be done as a group and not individually by Joelle.

4. Joelle shared her regular meetings with Mark Wester, the DSA. and the goals related to Council business and staff mid-year performance review. This could help the Council address core issues and organizational policies.
5. Alicia suggested the hiatus because as a group, the Council needs to knock out policies and take care of housekeeping.
6. Hal cannot ignore Medicare rewrite, supportive decision making, and housing during the legislative season but willing to downsize the LPP committee to free up Council members time to help with this hiatus. Bob also noted employment first as a Council priority during the hiatus.
7. Bruce noted that the Council has an emergent policy that can be used to act quickly but we are not utilizing at this time that we could. Every Council member needs to be well versed on bylaws. Bruce is willing to work with anyone on the committee to draft an outline. Alicia suggested an executive committee retreat day to iron out what needs to be done and how the Council can successfully operate.
8. Voting motions made:
 - 1) First motion: For executive committee to approve a hiatus on non-essential Council operational business to focus on operational change. This hiatus needs to be approved by the full DD Council, preferably at the Council retreat. Hal motioned. Paulette seconded. Unanimously approved.
 - 2) Section motion: We expect the hiatus period to position the Council to be an effective force of change be a six month period to position the Council as a basis for developing an operational plan. Hal motioned. Paulette seconded. Unanimously approved.
 - 3) Third motion: Request that the Planning and Grants and LPP committees prepare a recommendation for the executive committee to review in December that defines essential business needed to conduct during the hiatus period. Hal motioned. Paulette seconded. Unanimously approved.
 - 4) Bruce made motion that the executive committee establish a work group to draft a plan for implementing Council activities that are needed for efficient and effective operations. Hal seconded. Unanimously approved.
9. Master plan- Joelle would like one document that everyone can agree on and go through the life of the Five Year Plan. General annual calendar can be established.

10. **Council Retreat Agenda:**

A draft was put together to review at executive committee then vote on an approved agenda. Committee will send the Council a write up to discuss the approved hiatus listed in motions (above). Alicia plans to call every Council members after the meeting to discuss reinforcement of their committee. Alicia would like to send out a self-assessment survey to Council members before the retreat to help see what can be done to help members attend meetings and be active. Alicia feels the purpose of the retreat is to get all members on the same page.

- Sketch vision and where we are. Do not need specifics since it has not fully established yet.
- We are a systems change organization.
- Joelle would like the incorporation of ITACC tools- Bruce has incorporated ITAC content.
- Guidance on staff participation.
- Spending roughly a million dollars of tax payer money and if members are not buying in to the way it is spent then we are not doing our job.
- Roles and Responsibilities: Bruce can build in time for each staff member to give a brief overview of their position and how their role will impact the Council. Would like everyone to walk away with knowing what each member and staff are responsible for.

Paulette, suggested scaling back 2/3rds of the agenda and sending the rest in handouts and when sending documents create a brief cover letter to expose members of what to expect day of the retreat. With quorum issue- bylaw committee can cater to individuals who cannot attend committee meetings but can attend Council meetings.

Manage outcomes- we can start with Base Line Self-Assessment to measure where people are at the beginning of the retreat to help measure where they are at the end of the retreat. Universal design of survey from Lori to ensure accessibility.

Bruce would like to put together a packet to handout for power point presentation. Council members should attend a meeting ready to work and not to be educated. Need to come prepared. We have no way of onboarding members who need accessibility and this is something that could be worked on.

Changes/Updates to draft agenda:

- Change Board Self-Assessment section from one hour to 30 minutes.
- Add 30 minutes to Vision section for Alicia and Joelle.
- Include Next Steps. What are the next steps?
- Take out the Suggested Standing Committee structure
- Need to wrap up an end of the day mirror to recap the day and the beginning.

11. Hal suggested to consider monthly Council meetings at least during the six month hiatus to help produce results.

12. Meeting adjourned ay 4:24.

NEXT MEETING: 1:00-3:00 November 21, 2018

ACTION/MOTION/CONSENSUS:

1. Joelle will follow up with Rob on his membership so the committee can find a replacement in the
2. Joelle will follow up with the Alliance invite to include Hal in the meeting.
3. Research for future appointments- can Council members' interview candidates?
4. Emergent issues- Paulette requested this to better understand and how to make efficient moves.
5. Alicia will clean up and resend to the committee and Joelle will format a new agenda.
6. Both Alicia and Joelle will work on updating survey from Lori and send to members.
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Those in attendance: Alicia Eakins, Bruce Cline, Hal Wright, Paulette Steinhoff

Absent: Deon Gillispe, Robert Buzogany

Draft minutes November 13, 2018 meeting E.C.

Staff Present: Joelle Brouner, Vanessa Hernandez, Robert Lawhead