



Executive Committee Meeting

Friday November 20, 2020

1:30 PM until 3:30 PM

Location: Remotely Via Zoom

Present: Alicia Eakins, Alison (Ali) Thompson, Angela (Angie) Moss, Mariah Gillaspie, Tara Entwistle

Absent: N/A

Guests: Janna Fisher- Assistant Attorney General with the AGs office

Staff: Joelle Brouner, Vanessa Hernandez

1. Angie called the meeting to order at 1:35 PM.

2. Agenda:

- First open meeting training.
- Discuss the coffee hour/happy hour.
- MOU and plan Bylaws update.
- Staff update.
- Calendar Update.

3. Open Law Training with Janna Fisher:

- Legal advice cannot go into executive session with fewer than 2/3rd of the Council.
- Word document will be given before the training.
- Council serves as an advisory capacity.
- Open Meetings Law: Executive session: § 24-6-402(3)(a)(II) reference.
- The Council is a public body, staff is not a public body. Staff does not have to declare a public meeting when it is staff only.
- Meeting is: Email, text, phone calls, chats, everything.
- All meetings of two or more members are discussed. Cannot text each other about meetings or business at all. Example, a member cannot text another member to see if they are attending a meeting. Staff must text member directly.
- Exceptions: Social gatherings where public business is not discussed.
- Best practice: Emails should be sent to Council membership through a BCC so replies will not go to all Council membership and only the sender receives the response.
- Quorum- Per statue, minimum of 13 members is needed.
- Subgroup meetings need to be noticed. If taking formal action, will need to hold for full Council meetings vote, with quorum present.
- Executive session cannot happen in subcommittees. Would have two Zoom links: One for members only and one for public only. When in executive session, members stay on.
- Requirements for Executive Session: section 27-10.5-203((8)).
- Need 2/3s of the Council membership to enter into the executive session.

- Can only happen at full Council meetings.
- Community recommendations is not taking action.
- Notice: Date, time, and agenda need Zoom link or dial in.
- Minutes need to be recorded and posted on website after drafts are approved.
- Calendar Invite: Add agenda on calendar. Or even list the topic outline if not an agenda is not approved.
- Member has to announce on the record that going into executive session. Has to identify the particular manner to discuss without compromising the purpose.
- Discussion needs to be specific to the topic. Example, if you are in executive session regarding.
- Can go in for more than one topic but must establish and state the specific topics before entering session.
- If meetings are recorded, the recordings need to be retained by the body for 90 days but the staff and membership can choose a longer period. Records are not open and not subject to discovery. If Council contests, can be released.
- Violations:
 - Members found guilty, may be subject to removal.
- Open Records Act: It is the public policy of the state of Colorado that public records are open to the public. Records of the Council and staff are considered public records. That includes if you are using your personal email address. The public does not need to justify why they made a CORA request.
- Custodian of Records- with CORA request, send to Janna and she will help walk through.
- Conflict of Interest: This is when a member is prohibited from participating.
 - If a member declares a conflict of interest they should leave the room when deliberation occurs and voting happens. This action should be reflected in the minutes.

4. Joelle Update:

- Mackenzie retiring and his last day is December 9th. Meeting with HR rep on Monday to develop a strategy for hiring this position. First step is to hire a temp replacement with a goal to do a financial review to recommend financial changes to in house changes and assess what the workload. Goal is to determine if the position should be part time or full time.

5. MOU Work: Bob and Joelle are working on this. Goal is to have a polished rough draft by December 1st.

6. Angie: Meeting with Yolanda was productive. Angie asked for Yolanda's concerns with the Council and the biggest was the fiscal side and idea that the grants not having feedback on what has been done.

7. Public Comment: None at this time.

8. Meeting adjourned at 3:55 PM.

NEXT Committee MEETING: Friday December 4, 2020 1:30 pm until 3:30 pm

LOCATION: Remotely

Motions Made:

None at this meeting.

Action Items:

1. Vanessa and Joelle communicate a plan to full Council regarding time wise and process in place for Council members to staff.
2. Ali needs 20 minutes at the next executive committee meeting to discuss bylaws.
3. Joelle will bring staffing details regarding a temp for the fiscal manager to the committee after meeting on Monday.