



Meeting Activities
Executive Committee Meeting
Date: October 17, 2018

ISSUE:

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| 1. Call to order | Alicia |
| 2. Approval of Minutes from September meeting | Alicia |
| 3. Remarks from the Chair | Alicia |
| 4. Executive Director’s Report | Joelle |
| 5. Observations or feedback from last full Council meeting | All |
| 6. Review, Discussion and Approval of the Full Council Agenda | All |
| 7. Assess the progress of the committees | All |
| 8. Upcoming retreat | Alicia/ All |
| 9. Public Comment | Public |
| 10. Adjournment | |

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DISCUSSION:

1. Alicia called the meeting to order at 10:14 am.
2. Quorum not present. September minutes tabled.
3. Remarks from the Chair:
 - Realistic expectations for the Council culture change that will not happen overnight. What can we do that will advance the ball to move forward and see progress?
 - Bruce: There has to be a consensus and if people have a chance to think about the ideas Alicia put out and somehow think about them at their level, there could be more interaction. This could help people understand why they are at meetings and how it relates to the Five Year Plan and budgets.
 - Alicia pointed out the timing of current executive committee meetings to when the Council meeting occurs is a little off. Ideally, this committee would be working on Council meetings a month out instead of the same month.
 - Bruce suggested committee meet after a Council meeting in order to feed off of the energy and ideas discussed at the meeting.
 - Joelle suggested planning two or three Council meeting agendas in advance.
 - Some Ideas are to create an article to share with Council members that show what the 2019 goals of the Council will be, create a theme, and share with the members.
 - In addition to the Council wide retreat have Executive Committee retreat to knock some of these ideas out.
 - Bruce commented the Council and committee meetings are not structured well enough to give people an opportunity to be as engaged as they can be.
4. Systems Thinking: Could be amazing if we pull multiple parties in to the collaboration. Something we can evaluate in the future but what the Council needs right now is a simpler idea, such as outcome mapping. EffectX can help with the outcome mapping process. This will lead to simpler interventions in the future. Alicia asked that committee members and staff keep reading the book and learning systems change because it can only serve us well in moving forward.

5. Bruce and Alicia are going to do an Adapt Leadership + ACUMN training and asked for other members to participate if possible.

- Joelle will verify her schedule and try to make it work.

6. Executive Director's Report:

- First six months of work have been more observational than anything. Question she has been asking is, what creates buy-in at particular level of the organizations; there is buy-in that is needed for staff, Council members, committee members, collaborative, and such.
- Within CDHS there is a rubric used for performance evaluations called mid year reviews and are due October 31st. She believes this is important for building trust and came up with an idea of what we are trying to achieve and SMART goals performance topics. Asking staff as professionals how they can accomplish Council goals and then work together on an action plan to increase oversight and assessment and evaluation.
- Lease- Our office lease is up February 2019 and we are exploring options. This building is lower rent, proximity to the Capitol, public transit is accessible, and there is validated parking. A couple of options have been presented; first to expand the current office on the 7th floor. There would be build out costs that would cost less money than the 11th floor where everyone would have an office, there would be conference room in the office for committee meetings. A cost of rent would be about \$1000 more a month and the rent would go up every year for the life of the lease. Finding a sweet spot where people have the tools that are needed are important to the location. Do not want CDHS involved in this decision making and wants to ensure we have appropriate independence.
- Budget decisions needs to based on principles. Want to put the Council RFP process and grant making easier and align and have a contingent plans last choice would be a cut to staff.
- Master Work Plan- something the staff needs and to be done with complete transparency with the entire group. We need one list that everyone is chipping away with.
- Joelle needs help with developing this skill. Needs help with rubrics and ways to develop us be more successful. Joelle contacted Washington state and Idaho DD Councils to see how they operate to gather ideas that could work for us.

7. Observations or feedback from last full Council meeting:

- Ideas from Joelle: Everyone needs support regardless if they have a disability or not. Need a range of options that include they may be eligible for a stipend if missing work. Would like to get an agency that provides support and does not have financial outcome from HCPF that can help members.
- Ideas from Bruce: Took too much time because individuals who answered did not fully answer the question and got way off topic. Minutes, and voting could have been done by consent agenda. Committee reports and agency reports: reports should be relatively short and submitted in advance so Council members are expected to read and bring feedback and questions. Never got to financial information and six month plan.
- The agenda and materials need to be accessible for everyone.
- How do we engage people? Bruce went online and came up with two pages of meeting basics and how to engaged people. Need to figure out ways that everyone feels safe to contribute at meetings. He also created an outline of a work plan for the executive committee and will work with Joelle and Alicia on this.
- Do some work at the Council retreat to solidify the principles and then the executive committee can use the established principles to come up with the master work plan. This will help create a committee structure

8. Review, Discussion and Approval of the Full Council Agenda:

- Alternative high school diploma discussion. Alicia would like to build a culture in the status for more open discussion. Bruce suggested the time structure needs to be implemented because the presentation could get off track and take too much time. Joelle will edit the agenda with a time frame and will also give the presenters parameters. Keep the timeline but make the expectations crystal clear for the presenters. Rob suggested that each presenter give their feedback.

9. Assess the progress of the committees:

- Council needs to do a better job in recruiting, getting involved, training new members, and taking ownership.
- Everyone needs support regardless if they have a disability or not. Need a range of options that include they may be eligible for a stipend if missing work. Would like to get an agency that provides support and does not have financial outcome from HCPF that can help members.
- Alicia- Executive committee retreat can be used to develop the master work plan.

10. ACCO: Lisa wrote an email to Joelle requesting that they meet at their office. Joelle did and made it clear that she was not going to discuss the grant. Wanted to talk about the grant culture and gave a little push back but Joelle kept it professional and thankful.

11. Quorum present: Bruce made motion to approve September minutes. Rob seconded. September minutes approved.

12. Meeting adjourned 12:10

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

Adjournment: The meeting ended at 3:23 PM

ACTION/MOTION/CONSENSUS:

1. Alicia will email the Executive committee with updated committee meeting date ideas and a possible committee retreat.
 2. Alicia will send out an email with prospective meeting dates for the Adapt Leadership + ACUMN training
 3. Recruitment needs to include a list of expectations before applying
 4. Create and send a survey monkey when full Council meetings and when committee meetings are best for their schedules. Also ask if there are any other factors such as child care, work, etc. that is preventing members from attending meetings.
 5. Vanessa will share names of all the Council members and the meetings (Council and committee) they have attended this far.
 6. Bruce made motion to approve September minutes. Rob seconded. September minutes approved.
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Those in attendance: Alicia Eakins, Bruce Cline, Deon Gillispe, Robert Buzogany

Absent: Hal Wright, Paulette Steinhoff

Staff Present: Joelle Brouner, Sue Fager, Mackenzie Helton, Robert Lawhead, Vanessa Hernandez

Draft minutes October 17, 2018 meeting E.C.