

Serve Idaho Executive Committee Meeting Minutes
December 15, 2021

Meeting called to order by Charlette Kremer at 11:33 a.m.

In attendance:

- Hillary Blackstone
- Kristi Keeler
- Charlette Kremer
- Farhana Hibbert
- Amy Little
- Katie Mathias
- Mat Erpelding
- Kayeloni Scott
- ~~Kimber Russell~~
- Heather Uhi
- Renee Bade

Plus

- Lots of resources from the federal government, hopeful we can distribute across the state.
- Reassessment of the strategic plan and development of a new plan.
- Commission received a VISTA program award.
- Bylaws changes to include first and second vice chair.
- Change term to 2 years from 1 year for the chair position.
- Addition of term limits to bylaws.
- Quality of commissioners and willingness to get to work to get items accomplished. Positive group of individuals.
- Have 2 youth commissioners.
- Number of applicants interested in seeking appointment to the commission. Many of them are interested in seeking appointment in 2022.
- Commissioner engagement policy/commitment.
- Social media presence was much more active this year. Like they are given items they can share on social media.
- Having a transition meeting for outgoing and incoming chairs.
- Consistency in staff over the year. Return of staff from other positions.

Delta

- Ongoing pandemic has limited our ability to have in person interaction.

- Increased staff workload due to VISTA program and increase in ARPA funding.
- Engagement can be struggle during meetings due to the hybrid environment. How we can encourage more engagement/presence during virtual commission meetings?
- Length of time it takes to hear back on applications for appointments from the Governor's office.
- Include a version that will work for Twitter for sharing updates.

Setting Expectations for 2022

- Meeting frequency/dates
 - Setting consistent day of the month to meet with your committee. Set up those dates/times during the first meeting of the year.
 - What that looks like for your group – meeting monthly, bi-monthly, etc..
 - For how long?
 - Report this back to leadership who will attend those meetings in they are available.
- Committee member participation.
 - Commissioners are required to attend 75% of all meetings including standing committee meetings.
 - Some commissioners are not consistently attending their committee meetings.
 - Would like to start tracking commissioner attendance at all committee meetings. The governance committee will oversee commissioner attendance.
 - If member is not attending a consistent number of meetings, the chair and/or vice chair should be reaching out.
 - Committee chair will take attendance at the meeting. If you get to a point that a member has missed more than half of the meetings, they will reach out to the commission chair to provide notification. The chair/vice chair will contact the individual for follow up.
- Role of staff in committee work
 - With additional resources coming into the state, ensuring that the commission is supporting staff in their work.
 - Reevaluate the role of staff in committee work.
 - In addition to facilitating the meeting the chair will:
 - Provide input on the agenda on what you will be discussing.
 - Facilitation of the meeting.
 1. Meet with staff in advance if needed to discuss specific items if you have questions or need clarification.
 - Have committee members take minutes in lieu of staff
 - Committee chair will assign a member to take notes during the meeting.
 - Have chair of the committee review in advance of sending to the full committee.

- Committee collaboration on goals.
 - How do we best collaborate across committees where we both have responsibilities?
 - Have committee chairs meet together quarterly to talk about cross collaboration for goals. Include staff in these discussions.
 - As long committee chairs are aligned, then there is not a need for the full committees to meet together.
 - Important for everyone to understand what each of the other committees do.
 - Potentially focus these discussions at the quarterly Executive Committee meetings, where we would spend the majority of time on how we are progressing on the strategic plan.

Follow Ups:

- Add requirement for commissioners to attend 75% of standing committee meetings to the bylaws. Currently it is only written in the commissioner engagement form.

Motion to adjourn: Farhana Hibbert

Second: Kristi Keeler

Passed by unanimous approval.

Meeting adjourned at 12:08 p.m. by Char Kremer

Minutes respectfully submitted by Renee Bade.