

**Executive Committee Meeting Minutes**  
**January 6, 2020 – 11 am – 12 pm (MT)**  
**Idaho Department of Labor – 2 West Conference Room**  
**317 W. Main St. | Boise ID 83735**

**Call In: (208) 947-1053**  
**Conference ID #: 343461**

**In attendance:** Kimber Russell, Amy Little, Carrie Reese, Kristen Tracy, Susan Potucek, Lisa Sánchez, Kayeloni Scott, Colleen Clark, Kirstin Mann, Kim Empey, Renee Bade

Meeting Called to Order at 10:02 (PT)/11:02(MT) by Kimber Russell

- Motion to approve the Executive Committee Meeting Agenda by Colleen Clark. Seconded by Susan Potucek. Motion passes.
- Motion to approve the October Executive Committee meeting minutes by Susan Potucek. Seconded by Carrie Reese. Motion passes.
- Motion to approve January 16, 2020 commission meeting agenda. Renee Bade requests adding time at 2 pm to discuss the updated policy for planning grants. Colleen Clark motions to approve with recommended changes. Seconded by Amy Little. Motion passes.

Goals for 2020:

- Reported by Kimber Russell – Process improvement as we go forward encourage. High engagement encouraged. While we are in our meetings and in our committees, encourage engagement. Align with the vision statement.
- Reported by Renee Bade - Applying for Generation funds. Build partnerships throughout the State. New staff that comes on brings a fresh look.

Committee chair roles and responsibilities outlined by Kimber Russell and Renee Bade.

Review of outstanding 2019 strategic goals and upcoming 2020 commission goals by Kimber Russell.

Outline of changes to planning grant policy by Renee Bade. Has been sent to the full commission for review and approval at the January 16 commission meeting.

Commissioner applications for appointment will be presented to the commission as a whole for Robert Falconer and the replaced for the Idaho State Department of Education.

Motion to adjourn the meeting made by Amy Little at 10:45am (PT)/ 11:45 (MT). Seconded by Lisa Sánchez. Meeting adjourned at 10:45pm.

Submitted by Commission Secretary Carrie Reese on January 14, 2020.