

**EXECUTIVE COMMITTEE (EXCOM) MEETING MINUTES
THURSDAY, JANUARY 18 and FEBRUARY 1, 2018**

PRESENT	Rosemarie Kraeger	Rhode Island Commissioner	Chair
	Pete LuPiba	Ohio Commissioner	Vice Chair
	Bob Buehn, Capt, USN (Ret.)	Florida Commissioner	Treasurer/Finance
	Kate Wren Gavlak	California Commissioner	Past Chair
	Mary Gable	Maryland Commissioner	Rules
	Don Kaminar	Arkansas Commissioner	Training
	Daron Korte	Minnesota Commissioner	Compliance
	Shelley Joan Weiss	Wisconsin Commissioner	Comm & Outreach
	Kathy Facon	DoD Representative/DODEA	Ex-Officio
	Cherise Imai	Executive Director	Secretary
	Rick Masters	General Counsel	
	Richard Pryor	Communications Associate	

ITEM 1 – CALL TO ORDER

1. Chair Rosemarie Kraeger called the meeting to order at 2:00PM EST. Roll call was conducted by Executive Director (ED) Cherise Imai, and 8 members, 1 ex-officio, and 3 staff were present.

ITEM 2 – AGENDA AND MINUTES

2. The agenda was motioned for approval by Don Kaminar (AR) and seconded by Mary Gable (MA). Motion carries. The minutes of the September 21 and 26, 2017 meetings were motioned for approval by Pete LuPiba (OH) and seconded by Kate Wren Gavlak (CA). Motion carries.

ITEM 3 – REPORTS

3. **Chair: MIC3 Retreat Reference Document and Evaluation/Feedback Summary** – Chair Kraeger reviewed the EXCOM Retreat reference document which includes our mission, vision, and values; and outlines our work and agreed shared norms, shared commitments, and the guiding questions for new MIC3 activities and proposals. Any new proposals must be aligned with our strategic plan, or why have a plan? We will refer to this document often at our meetings. Chair Kraeger asked that the language for the shared norms and commitments be added to future EXCOM agendas. Second, she reviewed the EXCOM evaluation feedback summary provided by Retreat Strategic Organization Consultant, Mary Canole.

4. **Chair: Executive Committee Self-Assessment Survey** – Chair Kraeger reminded that this was an outstanding task from the December retreat. The purpose is to evaluate how we are doing as a team, our work, and for internal use only. Shelley Joan Weiss (WI), the lead on this task, reviewed the long form which she drafted by pulling samples from other board assessments online. She also designed a short form that could be used after each EXCOM meeting. She stated that first, the EXCOM needs to determine if we want to do this, and if yes, how often. General Counsel Rick Masters stated the assessment wording concerned him, and to use the statement “full authority” may: 1) not be consistent

with our compact statute, and 2) creates some ambiguity on our legal authority. He recommended revising question #32 from “full authority” to “appropriate authority”. The EXCOM asked Masters to conduct a legal review of the draft, if the committee was going to pursue using this assessment. Gable said the survey was a good self-check, however questioned the intended outcome. She thought it was to identify what to measure, give us feedback on our performance as an EXCOM, and identify what we need to work on to move the Commission forward. Kathy Facon (DOD) offered to connect Weiss with a DODEA survey expert. All agreed that they would provide feedback to Weiss on both the short and long forms by February 8. Chair Kraeger thanked Weiss for producing the draft and asked that this item be added to the March agenda for further discussion. (OPEN ITEM)

5. **Executive Director – Partnerships and Engagements** – ED Imai and Communications Associate Richard Pryor attended the National Council of State Government’s (CSG) meeting in Las Vegas, NV in mid-December. This year, the National Center for Interstate Compacts (NCIC) meeting was imbedded in the CSG meeting. Imai was a breakout panelist on *Administering Compacts* which was well-attended with compact staff, and members of the legislative, executive, and judicial branches. Additionally, Masters and Imai are members of the NCIC Advisory Committee, and their engagement further promotes our Commission and work. Imai will be a featured speaker and panelist at the Fort Hood Army Education Summit on February 8 in Killeen, TX. She will attend the Military Impacted Schools Association meeting in Washington DC in late March, and scheduling meetings with NOAA and UPHPS.

6. **Executive Director – Other Updates** – Commissioner Gavlak was elected to serve for a second term by the CSG Affiliate Team to the Leadership Committee as their representative. She will work with the CSG Executive Committee and represent the affiliate organization voice. Imai reported the job description for the Operations and Training Coordinator is posted on the CSG website and was disseminated through their channels and affiliate agencies. The position closes on February 9th. She thanked the EXCOM for their feedback on the manual. It is under revision and the 3rd draft will be shared for review. Chair Kraeger reminded that the guide will assist new members to be acclimated to the EXCOM. Imai said the manual will need to be updated annually as it contains contact info, etc. that is specific to the current team, however the content should be consistent overall.

7. **The committee met in Executive Session to discuss legal matters.** Both DOD Representative, Kathy Facon and staff were present.

8. **General Counsel – New Jersey** – Daron Korte (MN) motioned to that the State of New Jersey, due to their new Governor recently elected, be sent a subsequent second notice of default letter. The motion was seconded by Gable. The motion carries. (OPEN ITEM)

9. **General Counsel – Utah** – General Counsel Masters reported that Utah is working on the language to revert the Compact to the original language. He has not received confirmation of the filing and will follow up on the status. (OPEN ITEM)

10. **General Counsel – Pending Litigation Between Parties** – General Counsel Masters stated that every Commissioner should be aware that once MIC3 has made a decision to seek litigation,

communications should not occur be between the parties. As the attorney for the Commission, he is the “mouthpiece of the communication” for the MIC3 Commission and is the only contact person on correspondence. If a commissioner is contacted by that state regarding their case, they need to refer the state to him and the ED. Chair Kraeger thanked him for the reminder and said we did not want to compromise any litigation.

11. **General Counsel – Guam Compact Membership** – General Counsel Masters reported that he will be travelling to Guam for the Nurses Licensure Compact and could inquire about Guam’s membership on our Compact. Kathy Facon said they are similar to Puerto Rico, and that Guam children attend DODEA schools, so she was unsure of the value. She will send military student data for Masters’ review. The EXCOM agreed that if he was going to be in Guam, it would be beneficial to reach out and connect with education officials. (OPEN ITEM)

12. **Meeting Recess** – Due to time constraints, Chair Kraeger recessed the meeting at 3:04PM EST

13. **Meeting Reconvened** – Chair Kraeger reconvened the meeting on Thursday, February 1, 2018 at 1:00PM EST. All members and staff were present.

14. **Communications Committee** – Commissioner Weiss reviewed the draft cover letter, proclamation, and supportive docs to be released for the upcoming *Purple Up Month of the Military Child* in April. She sent it to her committee and did not receive any feedback for changes, they liked the documents. Weiss suggested a theme be added, and Facon said there isn’t a national theme, and that themes are normally determined by installations. The date selected is April 25th. Weiss asked why was that date selected as schools celebrate it throughout the month. Pryor replied that date is selected annually for MIC3 and for our purposes only, it is not a national date. The EXCOM liked the documents which will be forwarded to the Commission and posted on the website. Chair Kraeger added that sends the info to her local newspaper. her state and local contacts to support awareness.

15. **Compliance Committee – Missouri** – Commissioner Korte said Commissioner Brian Henry held his first State Council meeting in November and are compliant under the Compact. He said Imai attended the meeting and briefed the Council. She reported that it went well and that we assisted in drafting a press release and promoted the meeting via our social media.

16. **Compliance Committee – Mississippi** – Commissioner Korte motioned that the EXCOM authorized send a notice of default letter which includes authorization to file an enforcement action for non-compliance regarding their State Council, which was seconded by Don Kaminar (AR). General Counsel Masters stated that any response received by any member of the Commission (or EXCOM) from the state should be: 1) directed to him and the ED and 2) needs to be received by the Commission in writing. The motion was seconded by Bob Buehn (FL), and the motion carries. (OPEN ITEM)

17. **Finance Committee – Budget Report** – Commissioner Buehn reported that FY18 dues are 98% collected with just Alabama and Illinois outstanding, and that payment was anticipated within the next month. He said that the reserve investment with Vanguard has resulted in a little over \$3K in revenue. Imai said she paid the \$1,506.12 sick leave invoice for former ED, General Norm Arflack due to under

billing by the Kentucky Retirement System. This was an unanticipated budget item. However due to the current third staff vacancy, we are forecast to end the fiscal year under budget.

18. **Finance Committee – Dues Discussion** – Commissioner Buehn also reported that the committee is charged with looking at sources of revenue for the Commission, which also includes discussion on a possible increase in member dues. He briefly touched on this at the Fall Annual Business Meeting. Over the past three years, there has been a decrease on the number of children, which impacts our revenue. Finance is also charged with looking at other options to grow revenue. The rationale is tied to the Consumer Price Index (CPI) and inflation – it's been at \$1 for the past 10 years, and inflation has increased 14.5%. They are also tracking the federal budget and potential upswing with the military build-up. As soon as the comments come in from Finance, they will send the EXCOM the “package” concurrent with sending it to Rules. Their next meeting is in March, and they will have a proposal ready for the Rules’ meeting in April.

19. **Rules Committee** – Commissioner Gable provided an update on the Case Collection Form. The committee agreed to revise the form for Commissioner use only. It has been moved to the “commissioner only” website portal. The committee members committed to complete the form with one case each to start the process of collection. She also stated that the committee is aware of possible submittals from Finance and the Leadership Development, and reviewed timelines. Finally, they will be revising the Legal Advisories, so they align with the Rules Book, and will be producing an updated and digitized copy of the Rules Book.

20. **Training Committee** – Commissioner Don Kaminar reported that Gavlak is the Vice Chair of the Training Committee. He reviewed the *milestones matrix* which describes key dates and action items for his team. They are reviewing the materials on the website and identifying needs. The committee conducted a survey on training needs of the Commission and he shared a summary of the feedback. Based on these responses, Kaminar motioned to approve the (6) training topics for presentation at the 2018 ABM and recruit instructors on these topics:

1. Duties and Responsibilities of State Commissioners
2. Organization, Structure, and Running a State Council
3. MIC3 Case Studies
4. Support Systems for Military Families
5. Legal Aspects and Limitations of the Compact
6. Parent/Student Panel (General session plus a separate 2nd breakout session)

The motion was seconded by Gable, and the motion carries.

ITEM 4 – ADJOURNMENT – With no further business to conduct, Chair Kraeger adjourned the meeting at 2:04 PM EST.

Respectfully submitted by,



Cherise Imai
Secretary/Executive Director