

**EXECUTIVE COMMITTEE (EXCOM) MEETING MINUTES
EMBASSY SUITES ON LEXINGTON GREEN
LEXINGTON, KENTUCKY
APRIL 18-19, 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 8:00AM ET. Roll call was conducted by Executive Director (ED) Cherise Imai. Chair Kraeger welcomed the committee to Lexington. New Training and Operations Associate, Lindsey Dablow, was also welcomed to the team.

ITEM 2 – AGENDA AND MINUTES

2. The agenda was motioned for approval and seconded by Commissioner Shelley Joan Weiss (WI) and Commissioner Kate Wren Gavlak (CA). Motion carried. The minutes of the March 15, 2018 meetings were motioned for approval and seconded by Commissioner Mary Gable (MD) and Bob Buehn (FL). Motion carried.

ITEM 3 – GUEST SPEAKER

3. **Kentucky Employment Retirement System (KERS)** – The Council of State Governments (CSG) Deputy Director and General Counsel, Jason Moseley, and Wade Litrell, Chief Financial Officer provided an update on the KERS system.

ITEM 4 – REPORTS

4. **Chair – EXCOM Self-Assessment** – After a lengthy discussion, the committee determined that a self-survey was unnecessary, and that *Robert's Rules of Order* provides sufficient structure, guidance, and opportunity for members to provide input at meetings and on commission business. All agreed that a mid-year survey of the commission would be valuable to obtain input from non-EXCOM members on various topics. The committee asked national staff to draft questions for review at the May meeting. **(OPEN ITEM)**

5. **Executive Director** – ED Imai reported that the *Code of Conduct* forms are due by end April. She tabled the approval of the *Executive Committee Manual* to consider additional feedback received. ED Imai presented recommended revisions to the *Travel Policy*, which was motioned for approval by Commissioner Pete LuPiba (OH) and seconded by Commissioner Don Kaminar (AR). Motion carried.

6. **General Counsel – FERPA** – General Counsel Rick Masters reported an advisory was requested by Commissioner Deanna McLaughlin (TN). (OPEN ITEM)
7. **General Counsel – Code of Conduct Inquiry on Commissioner Compensation Under the MISA-MIC3 MOU for Training on the Compact** – General Counsel Masters reported that a committee member inquired if compensation was allowable and he stated that a small insignificant amount, such as an honorarium, is fine. DOD Representative Kathy Facon said years ago, MCEC had lost their contract with the Army and was looking for opportunities for training. MCEC submitted a training proposal to MIC3 and was told it was a conflict of interest. She added that MISA had submitted a proposal too. Commissioner Gavlak clarified that the MCEC and MISA proposals were “pay for training services”, without any direction or input from MIC3. The EXCOM, at that time, determined that if there is training, that MIC3 needs to be the lead and conduct the training. Both organizations were declined. ED Imai reported that the current MOU with MISA does not involve any payment to MISA. Gavlak reminded the committee approved last year and we asked General Counsel Masters to draft an MOU on the initiative and approved up to \$10K for costs associated with this.
8. **General Counsel – Executive Session** – Commissioner Weiss motioned to move into Executive Session, seconded by Commissioner Kaminar. Motion passed. **The committee met in Executive Session to discuss legal business.** DOD Representative, Kathy Facon and national office staff were present. Once completed, Commissioner Kaminar motioned to end the closed session, seconded by Commissioner Buehn. Motion passed.
9. **General Counsel – Litigation Matters**
- **Utah** – Commissioner Weiss motioned that General Counsel Masters communicate with Utah’s Commissioner on the failure to correct the compact statute to its original language. Seconded by Commissioner Gavlak, the motion carried. (OPEN ITEM)
 - **General Counsel – Legal Matters** – Commissioner Gable motioned that the national office may disseminate information pertaining to legal matters at the Annual Business Meeting, through the newsletters, and other methods deemed appropriate. Seconded by Commissioner Gavlak, the motion carried. (OPEN ITEM)
10. **Finance** – Commissioner Bob Buehn (FL) reviewed the status of the budget, expenses, and reserve investment. We are on track for spending and targeted to be under budget this year. The reserve continues to perform well. He introduced the proposal for the dues increase of 15%, their method and analysis. He added that the Rules committee requested a legal rationale by General Counsel Masters to accompany the public notice and provide some authority reference for Commissioners to use for discussion in their states. (OPEN ITEM)
11. **Compliance** – Commissioner Daron Korte (MN) reported the committee is collecting dates of state council meetings, and that both he and ED Imai are follow-up with members.
12. **Communication and Outreach** – Commissioner Weiss reported that *Purple Up!* this year was extremely successful, we received a larger response from Commissioners participating compared to last year. Communications Associate Richard Pryor reported that he and ED Imai attended events and toured schools at Fort Knox last week Friday. All agreed that we should continue supporting this event annually. Commissioner Weiss presented the Public Service Announcement script for review and motioned for approval. Seconded by Commissioner LuPiba, the motion carried. She shared that her committee is continually challenged with obtaining quorum and has not been successful thus far. She is working on options to improve attendance. Commissioner Kaminar added this was a challenge for the Training Committee as well, however they pooled members and changed the meeting time which may improve attendance.

13. **Training** – Commissioner Gavlak reported that the California Training went really well, and that survey results were favorable. Several districts from neighboring areas attended. The case study discussions were great, and attendees had a lot of questions. Commissioner Kaminar said the committee is working on the breakouts for the Annual Meeting and asked for feedback on the draft sessions. The topics were surveyed from Commission members. Facilitators are identified and are working on their presentations. reported the PsychArmor (PA) video is being revised with our changes and he anticipates it being finalized next month.

14. **Leadership Development** – Commissioner Gavlak provided an update on their work to date. Commissioner Korte said the annual election and term of one year are in his state statute, RI, AL, NJ. Based on this, General Counsel Masters said we cannot change the statute to limit terms. Commissioner Gavlak will bring this up to the committee at their next meeting.

15. **Rules – Dues Increase Proposal** – Commissioner Gable reported that her committee approved the Finance committee's recommendation as presented. Commissioner Weiss motioned to approve the proposal, which was seconded by Commissioner Korte. Motion carries. ED Imai said the public notice will be released once the legal rationale is drafted by General Counsel Masters. (OPEN ITEM)

16. **Rules** – Commissioner Gable reported that the Rules Book, 2nd edition was approved by her committee for review by the EXCOM. ED Imai tabled this item for May as additional revisions were received by from DOD Representative, Kathy Facon. The group also worked on the Unique Case Submission Form which is still under testing. Commissioner Gable asked that EXCOM members complete the form to assist with the testing. (OPEN ITEMS)

ITEM 5 – OLD BUSINESS

17. **Strategic Plan** – The committee reviewed the goals and action items and updated the status. An update will be provided to the Commission at the Annual Meeting and included in a future Chair Message.

18. **2018 Annual Business Meeting** – The committee discussed the itinerary and made several revisions to ensure the meeting is efficient, valuable, and productive. The national staff will edit the draft for review at the May meeting. (OPEN ITEM)

19. **In the interest of time, the Studies and Publications updates were tabled to the May meeting.**

ITEM 6 – NEW BUSINESS

20. **Robert's Rules of Order(RROO) and Meeting Protocol**

- General Counsel Masters reported that both the Vice Chair and Chair may sit-in on meetings, though they are not members of the standing committee. Lastly, they are not allowed to cast a vote, their role is supportive.
- He stated that RROO provides the opportunity for members to suggest agenda items prior to and during commission meetings. If a member disagrees with an item or action, the member can raise this with the meeting chair.

21. **Meeting Attendance and Quorum Challenges** – Commissioner Weiss raised this earlier during her committee report. The other committees do not have these challenges. It was suggested to discuss at the ABM during the *Commissioner Info Session* or added as a survey question. (OPEN ITEM)

22. **In the interest of time, the Partnerships and Collaboration item was tabled to the May meeting.**

23. **Website Update** – Communications Associate Pryor shared the google analytics and the new features on the website.
24. **New Ideas for MIC3**. The committee discussed and closed out the following:
- December EXCOM retreat ideas
 - Commissioner LuPiba's ideas from his email dated November 7, 2017
 - Sending letters to high brass military – Kathy Facon is scheduling a meeting between ED Imai and Chair Kraeger the next time they are in Washington DC. Possibly in July.
 - Teleconference townhalls for tier groups – With challenges on obtaining quorum for standing committees an issue, the committee said they were cautious about adding more meetings to the commission schedule at this time. They also recognized the need to identify the purpose of the tier groups and how they are utilized.
 - Poster Contest – (already assigned to Communication and Outreach)
 - Designate July or another month as the *Military Supporter Month* – States could consider doing this if they wanted to. Currently, members can request awards from MIC3 to present to appropriate individuals.
 - Authoring grants – The Finance Committee has considered this in the past. ED Imai said the Commission needs to identify specific goals and outcomes. Management of the grants and impact on staff should also be considered.
25. **Future Annual Business Meeting for 2021** – Commissioner Kaminar motioned to approve Arkansas as the host state for the 2021 meeting, which was seconded by Commissioner Gable. Motion passed.
26. **Executive Session** – **The committee met in Executive Session to discuss personnel business.** The national office staff, and the DOD Representative, were excused.

ITEM 7 – ADJOURNMENT – With no further business to conduct, Chair Kraeger adjourned the meeting at 12:02 PM ET.

Respectfully submitted by,



Cherise Imai
Secretary/Executive Director