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**EXECUTIVE COMMITTEE  
MEETING MINUTES**

**July 15, 2019  
11:00 AM – 12:30 PM**

**Directors Present:** Teri Zywicki, Chair; Jennifer Noyes, Vice Chair; Kathy Divine (designee for Rep. Jill Billings, Legislative Committee Chair)

**Staff and Guests Present:** Michelle Jensen; Veronica Law (during closed session only)

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**Welcome and Public Comment**

Zywicki called the meeting to order at 11:03 AM. Zywicki asked if there were any public comments. There were no public comments.

**Approval of April 18, 2019 Executive Committee Meeting Minutes**

Noyes moved to approve the minutes from the April 18, 2019 meeting minutes and Divine seconded the motion. Motion carried.

**Review and Approval of the September 18, 2019 Prevention Board Meeting Agenda**

Jensen reviewed the draft agenda for the September 18, 2019 meeting of the Prevention Board. Noyes moved to approve the agenda with the transition planning discussion to be moved immediately prior to lunch and Divine seconded the motion. Motion carried.

**Convene in Closed Session**

Noyes moved to convene in closed session to discuss employment, promotion and compensation issues related to the resignation of the Executive Director and to allow Veronica Law, DCF Human Resources Supervisor to be present for the discussion. Divine seconded the motion. Motion carried.

**Reconvene in Open Session**

Noyes moved to reconvene in open session and Divine seconded the motion. Motion carried.

**Executive Committee Officer Succession Planning**

The committee members determined that they would have conversations with experienced members of the board to determine interest in serving in an officer role.

**Adjourn**

The members present determined that the September 4, 2019 Executive Committee meeting should be cancelled. Meeting adjourned at 12:35 PM.