**Governance Committee Meeting**

November 15, 2023

Draft Minutes

Action Items:

* Members will come up with ideas in response to questions for updating the Policy and Procedure Manual. This will be discussed at the next meeting.
1. Call to Order
2. Introductions

Jenny Yang – Governance Chair/SILC Member

Shannon Coe – SILC Member/Governance Member

Alan Cruz – SILC Member/Governance Member

Claire Reinhardt – SILC Member/Governance Member

Bryant Farnham – Member of the Public

Allison Viramontes-Nhan – SILC Legislative Specialist

Danielle Hess – SILC Office Manager

1. Public Comment

Mr. Farnham shared concerns about the Community Access Center (CAC) having an employee who has been convicted of elder abuse. They did not do anything to respond to his concerns. Ms. Hess stated that the SILC does not have authority or control over the centers and made some suggestions about whom he could reach out to. He will share additional information by email for a response from the SILC Executive Director.

1. Approval of draft minutes from October 18, 2023, Committee meeting

Ms. Yang motioned for approval of the October 18, 2023, Draft meeting Minutes, and Ms. Reinhardt seconded the motion. This passed unanimously through a roll call vote.

1. Committee Projects
	1. New Member Recruitment Updates

Ms. Hess shared that all current applicants have been contacted and have their applications moving through the process at the Governor’s Appointments office. There is no need for additional applicants at this time.

* 1. SILC Policy and Procedures Update Discussion

Members had reviewed the recommended changes to the Policy and Procedures document, and Ms. Reinhardt motioned to approve all the items that take a simple approval. Mr. Cruz seconded this motion, and this passed unanimously through a roll call vote.

At the next meeting, the committee will review the sections that require more discussion to update.

1. Full Council Meetings
	1. December 5-6, 2023 (Virtual)

The draft agenda for this meeting has been developed, and staff are collecting documents. The agenda will be posted and emailed to all members next week, and the meeting documents will be shared the week before the meeting.

1. Summary of activities requiring follow-up at next meeting
	1. Next meeting on December 20, 2023

Committee members chose to cancel the December Governance Meeting unless something urgent comes up needing their approval.

1. Adjourn