

# MLREMS NEG Committee

## MINUTES

4/9/2010

1000-1030

VIRTUAL MEETING

<b>MEETING CALLED BY</b>	William Sheahan, Chair
<b>TYPE OF MEETING</b>	Regular
<b>FACILITATOR</b>	
<b>NOTE TAKER</b>	
<b>TIMEKEEPER</b>	
<b>ATTENDEES</b>	Gwen Williams, Manish Shah, Reg Allen, William Sheahan

### Agenda topics

5 MINUTES

SPECIAL INTEREST SEAT VACANCY

SHEAHAN

<b>DISCUSSION</b>	The blanket recruitment letter sent in the fall did not generate any interest. Word of mouth recruitment is probably going to be best in getting someone to fill this seat.	
<b>CONCLUSIONS</b>	FLHSA or RHIO are possibilities of folks to target. Gwen also suggested she could talk to Dr. Dick and see if he has any suggestions. This will be discussed at the Exec meeting next week and full council meeting in two weeks.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Consider potential sources for membership and recruit applicants	All	ASAP
Report on this action and ask for assistance from MLREMS members	Sheahan	2 weeks

5 MINUTES

REMAC CHAIR SOLICITATION

SHEAHAN

<b>DISCUSSION</b>	Dr. Fairbanks plans to announce his intention to step down as REMAC Chair in June. Draft letter soliciting interest from REMAC members for the Chair position was reviewed and approved for dissemination pending the formal announcement by Dr. Fairbanks of his intention to resign.	
<b>CONCLUSIONS</b>	Letter to be distributed as soon as practical to facilitate special election for a REMAC Chair in June	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Distribute Chair solicitation letter to all members of REMAC	Sheahan	4/16/2010
Hold special election at June 2010 REMAC Meeting for Chair	Sheahan/All	6/21/10

10 MINUTES

COMMITTEE MEETING GUIDELINES

SHEAHAN

<b>DISCUSSION</b>	Open meetings law documents were reviewed and discussed with relation to applicability to MLREMS
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Committees.		
<b>CONCLUSIONS</b>	Open meetings law regulations apply to all committees and subcommittees of the MLREMS Council	
Including the REMAC. A policy needs to be developed to address requirements for public notice, public access, executive session, and publication of minutes for committee chairs to follow		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Draft Committee Meeting Guidelines policy and disseminate to NEG committee members	Sheahan	4/30/2010
Review draft policy for discussion at May meeting	All	5/7/2010

5 MINUTES                      REVIEW OF BYLAWS, POLICIES AND PROCEDURES                      SHEAHAN

<b>DISCUSSION</b>	A brief discussion was had regarding current policies, procedures, sog's and bylaws for the MLREMS Council and REMAC.	
<b>CONCLUSIONS</b>	Determination should be made on a frequency of review of all documents. NEG committee members Should be the subject matter experts for the Council on matter relating to such documents.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Review all NEG documents for discussion at May meeting	All	5/7/2010
Consider additional policy needs of the Council and bring ideas to the May meeting	All	5/7/2010

<b>OBSERVERS</b>	None
<b>RESOURCE PERSONS</b>	None
<b>SPECIAL NOTES</b>	Next meeting Friday May 7, 2010 – Virtual Goto Meeting – call the Program Agency for details (585-463-2900)