

**SSA #42**  
**Executive Committee Meeting Minutes**  
**Submitted By Commissioner Adrienne Irmer, Commission Secretary**  
**1/13/2021**

**Purpose**

- The purpose of the Executive Committee is to lead the full commission by acting on behalf of the commission, establishing commission priorities and completing necessary commission duties in between full Commission meetings.
- The inaugural meeting on 8/10 is to draft RFPs and MOU for our 2021 SP contracts.

**Rules**

- Other Commissioners are permitted to attend, but priority will be given to officers during this meeting.
- Voting is required for action, but only by officers who comprise the Executive Committee.
- The public must be notified about the meeting and is permitted to attend.

**Minutes**

- Call to order at 5:34pm
- Attendance: Cmsr. Lewis, Roy, Perkins and Irmer Present
- **Action Item: Approval** of Agenda with changes (5:35pm).
- **Action item: Move Approval** of October minutes (the last exec committee meeting of 2020) to next Exec Committee meeting.
- **Presentation from the Chair:** Chairman's Role Assignments for 2021
- **Introductions**
- **Action Item:** Review and approval of SSA Calendar for 2021
  - we will review programs that have been in existence for 12 months in the 2021 year;
  - Adding language to the calendar to reflect that the exec committee will create a draft budget in partnership with the Service Provider.
  - Cmsr. Perkins suggested to add a special meeting to address budget, but after further discussion it was decided that we can complete budget between exec committee and regular commission meetings
  - Service Provider suggested moving the July meeting to the 2<sup>nd</sup> Saturday (July 10<sup>th</sup>) to comply with DPD suggestion to ensure budget is submitted on time
  - Service Provider mentioned that members of the Service Provider Board will be attending SSA meetings regularly and would like to be more active in the Service Provider program development
  - Exec Committee approved of the changes to the proposed calendar and monthly calendar theme for agendas

- **Action Item:** Moving agenda item 5 to the June Exec Committee Meeting.
- Meeting adjourned at 6:45pm