

**Governance Committee  
Minutes, May 10, 2016**

*Present*

Jeff Wise, Chair

Chris Jacobs

Jeff Meyer

Jim Chandler

1. Chief Wise called the meeting to order at 12:30 pm in the council office. A motion passed to approve the Feb. 9, 2016 minutes as distributed.
2. Follow up from Board meeting –
  - a. Review Board meeting notes related to strategic plan, assignments, etc. – Chief Wise recapped the strategic planning work session held during the last Board meeting. Meeting notes were distributed. Some strategic plan items were discussed in detail; time constraints were a factor towards the end. It was agreed it was a good discussion and that the idea of focusing on one or two committees/programs, and their progress on strategic plan initiatives, per board meeting would help the committees/programs and Board better understand the plan, board intentions, committee/program needs and would also result in more focused and realistic revisions of the plan in the future.
  - b. Schedule committee presentations for future Board meetings – it was agreed to schedule the EMS Medical Operations Committee for the next board meeting to review its work on the strategic EMS plan. It was agreed to ask three main questions for the committee to address: Do you need direction from the Board? What help do you need from the Board? What are your three most important challenges? Jim will speak to Thom and Jeff in preparation.
  - c. Discuss development of dashboard; determine desired dashboard elements – several examples of dashboards were distributed and general criteria such as target audience, desired benchmarks, metrics, data collection tools, analysis and subsequent action were discussed. It was agreed to pursue a one-page or less dashboard per committee or program with the committee/program deciding essential measures subject to Board approval. The measures should at least address the appropriate initiatives in the strategic plan, but could address other work as well. It was agreed that at least one staff person or representative from each program should attend Board meetings to address questions about its dashboard which may arise. It was also agreed that the dashboards should be primarily for internal use.
3. Follow up: officer succession. No discussion.
4. It was noted the committee needs to add one or two replacement members. Chief Wise will ask for volunteers during the next board meeting. With no additional business, the meeting adjourned at 2 pm.