Birth to 25 Advisory Board Meeting  
Monday, February 7, 2022

**Members Present:** Brenda Rogers, Cindan Gizzi, George Conzuelo, Gina Cabiddu, Jan Mauk, Kate Ginn, Kathryn Yates, Kyle Paskewitz, Nelson Rascon, Priscilla Lisicich, Rodney Robinson, Sharon Hanek, Sharon Shadwell, Tanya Durand, TJ Bohl, Harbir Juj

**Guests:** The Athena Group - Annie Severson and Meagan Picard

**Members Absent:** N/A

**Staff:** Stephanie Bray, Bryan Barmore

**Call to Order**
- George called the meeting to order at 9:02 am.

**Roll Call**
- Roll call was conducted for B-25 members; a quorum *was* present at the time.

**Approval of Agenda**
- Gina C. makes a motion to approve, Kyle P. seconds. Motion approved.

**Approval of January 2022 Minutes**
- Jan M. makes a motion to approve, Cindan G. seconds. Motion approved.

**Community Building (Breakout Rooms)**
- Committee, breaks out into groups to share: What is the thing you do in your job that you love the most?

**Work Plan Review**
- Annie Severson – Goes over Workplan (see attached) and timeline for it to get to council for adoption.

**Finish Guiding Principles from January Meeting**
- Annie Severson – Going to work in the mural boards to go over the guiding principles
  - This will help build the framework for the board itself, so it works in the best ways possible
  - Now we are going to go back and refine the guiding principles we worked on previously
  - Board Members Break out to work on refine guiding principles worked on earlier
- Meagan P. and Annie S. – Goes over the Guiding Principles from each breakout room
- Meagan P. – is the Board comfortable with us moving forward and using them as the set of guiding principles? – Group indicates yes.

**Core Board Function and Topic Review**
- Meagan Picard – Shares “B-25 Strategic approval to change” and discusses the proposed board function and the desired outcomes of the function themes, the Strategic approach
• Sharon H. – What is the process going to be for subcommittees working together?
  o How would we ask questions of another subcommittee? For example, if we needed data from the data Committee.
  o Megan P. in the next meeting we should discuss the strategic approach to subcommittees working together
• Meagan P. – Going to break you off into Pairs to digest this see if it needs refinement anymore
• Meagan P. – Debrief
  o Group has discussion about the Board function and how it fits. Pros and Cons
• Meagan P. – Goal is to start a skeleton process of the board functions and funnel to a point the board is ready to make recommendations

Prioritize Goal Areas
• Megan P. – We would like the group to weigh in on Goal Areas – We will have a Poll
  o Meagan P. – Next time we will discuss the goals and then make adjustment to them if needed.
  o Group Discusses Goals moving forward laying framework for further discussion
  o Meagan P. – These items go onto the list for next time, and we can discuss how many goals the board wants to take on.

Action Items: Board Elections
• George Conzuelo discusses the election process and what the group is electing, explains bylaws
• Group discusses if vote is necessary for some of the elections

Confirm Vice-Chair to Chair (Tanya into Chair position)
• George Conzuelo asks if anyone opposes – No one opposes
• Tanya moves into Chair Position

Vice-Chair – Nominations
• George Conzuelo now we are opening up for nominations for Vice-Chair
• Gina – Nominates Kyle P. for Vice Chair, Sharon H. Seconds
  o Kyle – accepts nomination
• Tanya Nominates Priscilla for Vice Chair
  o Priscilla – accepts Nomination
• George Conzuelo – The Two Nominations are Kyle and Priscilla, gives nominated members the chance to address the board

Elect Vice-Chair
• George Conzuelo – We are going into the voting process via raised hands
• George Conzuelo – Voting is now Open for Kyle Paskewitz
  o Kyle Received 5 votes
• George Conzuelo – Voting is now Open for Priscilla Lisicich
  o Priscilla Received 7 Votes
• George C. – Priscilla Lisicich has been elected to vice chair
Elect Position #1 At-Large Executive Committee members – Nominations
  • George Conzuelo explains the At large Positions and what subcommittee they are involved
  • George Opens Up for Nominations
  • Priscilla Lisicich – Nominates Kyle Paskewitz
    o Kyle Accepts Nomination
  • Rodney R nominates Sharon Hanek
    o Sharon Hanek accepts
  • Mary Nominates Rodney Robinson
    o Rodney accepts Nomination
  • Tonya Nominates Brenda Rodgers
    o Brenda Accepts
  • Priscilla Nominates Sharon Shadwell
    o Sharon S. Accepts Nomination
  • George gives nominated members a chance to address the Board

Elect Position 1 At large
  • George Conzuelo – Voting is now Open for Kyle Paskewitz
    o Kyle Received 3 Votes
  • George Conzuelo – Voting is now Open for Sharon Hanek
    o Sharon H. Received 4 Votes
  • George Conzuelo – Voting is now Open for Rodney Robinson
    o Rodney R. Received 1 Vote
  • George Conzuelo – Voting is now Open for Brenda Rodgers
    o Brenda Received 4 Votes
  • George Conzuelo – Voting is now Open for Sharon Shadwell
    o Sharon Received 1 Votes

Elect Position 1 At large (Revote)
  • George Conzuelo – Brenda and Sharon H. both received 4 votes – We will revote for those Members:
    o Sharon H. Received 5 votes
    o Brenda Received 6 Votes
  • George C. - Brenda Rodgers Has been elected to Position #1 At large

Elect Position 2 At-Large Executive Committee members – Nominations
  • Item tabled for Next Meeting.

Public Comment
  • No Public Present.

Adjournment
  • George adjourned the meeting at 11:03 am.
Project Status Update

**DISCOVERY**
- Project organization
  - Develop charter and work plan schedule
  - Landscape analysis
  - Gather documents for review and complete landscape analysis
  - Identify stakeholders for interviews and Community Network Analysis
  - Schedule and conduct interviews

**ANALYSIS**
- Perform Analysis
  - Summarize themes and inputs for Design phase
  - Create data summary report
  - Conduct CNA with Outreach team
  - Define engagements we want to hold

**DESIGN**
- Design Plan
  - Identify meeting topics and sequence of dialogues
  - Develop strategic planning milestones and timeline
  - Develop plan for community engagement (Ongoing)
  - Prepare board members to conduct engagements
  - Define governance and finalize Bylaws
  - Schedule engagements (Ongoing)

**PLANNING**
- Strategic Planning
  - Develop shared vision and goals
  - Organize and prioritize strategies (integrate work already done)
  - Develop process and outcome measures
  - Define clear roles and responsibilities
  - Integrate input from outreach
  - Create strategy for adapting to new information
  - Define data needs and reporting
  - Draft strategic plan
  - Draft tactical plan

**CLOSE OUT**
- Finalize Plan
  - Review and edit plan
  - Define next steps
  - Present recommendations to Pierce County Executive and Pierce County Council

< = To Do  O = Ongoing  D = Done  B = Board work outside of meetings
Advisory Board Chair Tanya Durand