

Southern St. Louis County LAC

Meeting Minutes

April 21, 2022

Present: Carly Hiti*, Rochelle Koehne, Kathy Wilson
*- Facilitator

1. Welcome and check-in

This meeting was our first hybrid meeting; unanticipated technical issues with Microsoft Teams came up and delayed the start of the meeting.

2. Business Items

- Open vs Closed Meetings: We have had a couple of inquiries from community members asking about attending LAC meetings as guests/observers. This had been discussed last year and it was decided that the group would like to keep meetings closed, if possible (meeting minutes are currently available to the public on the SLC website), with the option to have community members attend occasionally by invitation only. Deanna will check on whether open meetings are required, and this will be discussed further at next month's meeting. The possibility of changing the meeting location was addressed briefly, to a building that provides easier accessibility in the evening hours; this will be discussed further if it is seen as a need.
- New Member Committee: Jacqui and Liz stepped down earlier this year. This leaves us with 3-4 open positions. Carly, Justin, and Rochelle (if she is able) will meet on 4/22/22 to review new member applications. Carly will be sending an email to current members asking anyone who is interested in being a part of this committee to contact the co-facilitators.
- Next Month's Guest Speaker: Kevin from MACV will be joining us for the May 19th meeting as guest speaker.
- Grant Application: Deanna is finishing up a grant application for the LAC survey. Final questions were discussed, and the application will be formally submitted on 4/22/22.

3. Survey Feedback, Review, and Plan for Outreach/Administration

- Survey questions have been developed and the final document is close to being finalized. It has been decided that \$20 Super One gift cards will be distributed to individuals who complete the in-person survey, assuming the grant request meets approval. Deanna will check with St. Louis County as to whether they will be able to donate paper/printing for the paper surveys. Discussion followed regarding tabling events for distribution of paper surveys; options of CHUM, Damiano, Community Connections, and PHHS events were brought up as events/locations to start with. Advertising was also discussed, along with ideas to make the online survey easily accessible. The Community Engagement

Subcommittee will meet in the next couple of weeks to finalize the community survey and formalize outreach efforts. Hopefully we will know the status of the grant application by mid-May.

4. Check-out and action items for next meeting

Action Items:

- Carly will send out an email with a link to the community survey and request that members review and provide feedback.
- The Community Engagement Subcommittee will meet to finalize the survey and details of outreach efforts.
- Deanna will finalize and submit the LAC grant application on 4/22/22 (for the community survey incentive gift cards) and ask about the county printing the paper surveys.
- Deanna will check with the county as to public/private meeting requirements.
- Carly will send an email to members asking if anyone is interested in being on the New Member Committee.

Meeting Adjourned at 6:10 PM.

**Next meeting: May 19, 2022
 5:00pm-6:30pm
 Duluth Govt. Services Center, 2nd Floor
 320 W 2nd Street
 Duluth, MN 55802
 *option to attend virtually continues**