



GOVERNOR'S ADVISORY COUNCIL FOR EXCEPTIONAL CITIZENS (GACEC)
Leadership Committee Meeting
6:00 PM, September 2, 2025
VIRTUAL MEETING

MEMBERS PRESENT: Al Cavalier, Bill Doolittle, Tika Hartsock, Jessica Heesh Mensack, Beth Mineo, Trenee Parker, Erika Powell, and Jennifer Pulcinella

STAFF PRESENT: Pam Weir/Executive Director and Theresa Moore/Operation Support Specialist

MEMBERS ABSENT: Stefanie Ramirez and Meedra Surratte

ADMINISTRATIVE ACTIONS:

The meeting was called to order at 6:02 pm. Erika Powell made a **motion** to approve the agenda, and it was seconded by Trenee Parker. The **motion was approved** with unanimous consent. Beth Mineo made a **motion** to approve the August 5th meeting minutes. Al Cavalier seconded the motion. The **motion was approved** with unanimous consent.

PUBLIC COMMENT: No public comment tonight.

LEADERSHIP COMMITTEE MOTIONS:

The **motion** is to make modifications to the motion made at the June 26th Leadership Committee meeting related to the agenda for Day Two of the annual retreat. Day two of the retreat will include the minimally required business of Council, a briefing from the Chair and then the bulk of the meeting will be to start the process of creating a strategic plan. The strategic planning process will continue thru additional meetings determined on day two of the retreat.

Jennifer Pulcinella made the motion

Tika Hartsock seconded the motion

Members voting yes: Al Cavalier, Bill Doolittle, Tika Hartsock, Jessica Heesh Mensack, Erika Parker and Jennifer Pulcinella. Beth Mineo and Trenee Parker were not present at time of the vote.

Motion passed.

DIRECTOR'S REPORT:

Over the past several weeks, Pam Weir has continued meeting regularly with Council members, including multiple discussions with Bill Doolittle and ongoing check-ins with Dale Matusevich. These meetings have focused on improving internal processes and ensuring that staff time is being used efficiently and effectively.

Pam Weir and staff have been exploring ways to streamline routine procedures, including the drafting of meeting minutes. A key goal is to ensure clarity, consistency, and accuracy — particularly in capturing motions verbatim, including the name of the mover, seconder, and the outcome of any votes.

Staff and Pam Weir have been engaged in ongoing conversations about improving foundational practices. While some of these may seem basic, they are essential for transparency and accountability. Pam Weir is planning a staff retreat in the coming days to realign priorities and strengthen the collective focus in support of the evolving needs of Council.

To support collaboration, Pam Weir prepared an 11-page work plan for her and Bill Doolittle, which outlines objectives and progress to date. This document ensures that we are tracking all initiatives and remaining responsive to Council's direction.

One recurring challenge has been the difficulty in clearly identifying, during meetings, when decisions are made and who is responsible for follow-up. While staff work diligently behind the scenes to track this, Pam Weir believes formalizing this within our meeting minutes process will add value.

Lastly, Pam Weir plans to begin providing a more structured and robust Director's Report each month. While there have been times where last-minute demands have impacted her ability to prepare a full report, she will be working closely with staff to ensure this becomes a consistent and formal part of each meeting going forward.

CHAIR REPORT:

The Chair, Bill Doolittle, began by expressing appreciation to Pam Weir and staff for their patience and flexibility, particularly with the ongoing process of generating and triaging a large volume of ideas. While many ideas are put forward at once, efforts are made to prioritize them thoughtfully without letting any fall through the cracks.

A current 11-page working document is being used to track meetings, outstanding issues, and proposed initiatives. This document is evolving regularly and is serving as a temporary tool to manage progress until a formal project management system is in place. Once that system is operational, the intention is to transition ongoing work into it to improve tracking, transparency, and accountability. Bill Doolittle noted that this working list has helped ensure momentum and has documented a substantial amount of work already completed.

Bill Doolittle emphasized a commitment to collaborative and inclusive leadership, expressing a desire not to mandate priorities in a way that could discourage others from contributing their ideas. It was reiterated that input from staff and committees is both welcomed and valued equally. As ideas emerge from committee discussions, they will be integrated into the planning

list over time to ensure they are visible and actionable. The Chair also indicated openness to sharing drafts or lists in advance if helpful, affirming a commitment to a transparent and open process.

Bi-weekly meetings with Pam Weir, staff and Dale Matusevich are ongoing, including a more extended session scheduled for the following Tuesday morning. Bill Doolittle noted that these meetings have revealed strong alignment between Council members and have been very productive.

Special recognition was given to the Membership Committee for its recent success in engaging the Governor's Office and Boards and Commissions. While the results may appear to have happened quickly, Bill Doolittle, acknowledged the many years of hard work and persistence that led to this breakthrough. Sincere thanks and congratulations were extended to the committee for their dedication and impact.

Looking ahead to the upcoming retreat, the Chair shared that the primary focus will be on enhancing organizational impact. Time has been set aside to work through several time-sensitive changes currently being requested and considered. The Chair continues to work closely with Dale Matusevich and Pam Weir in preparation for this.

DISCUSSION:

During the Leadership Committee meeting, members discussed the interpretation of a motion concerning strategic planning at the upcoming retreat. Al Cavalier expressed his understanding that the motion intended for the committee to dedicate the entirety of Day 2 to developing a strategic plan. However, Bill Doolittle countered that the motion only required the group to begin the strategic planning process during the retreat, not necessarily complete it. Jessica Heesh Mensack provided valuable historical context regarding past strategic planning efforts and shared that she had prepared an alternative agenda for the retreat at Bill Doolittle's request. While the committee agreed that strategic planning was an important priority, there was some disagreement about how much time should be devoted to it during the retreat.

Bill Doolittle emphasized the necessity for a more thorough planning process than initially proposed, suggesting that a dedicated session lasting several hours or even a full day would be needed to achieve meaningful outcomes. Beth Mineo and Jessica Heesh Mensack highlighted the importance of aligning the committees' goals with the broader vision and mission of the GACEC, while Pam Weir pointed out that there remains a lack of consensus among Council members about these foundational elements. Considering these discussions, the group agreed to draft a new motion to guide the strategic planning process, prioritizing the establishment of a shared vision and goals at the retreat.

Concerns were also raised about motions being changed after they had been made, with Al Cavalier expressing apprehension about setting a precedent for such changes. Bill Doolittle and Jessica Heesh Mensack agreed that future motions should be clearly written and carefully considered and suggested that motions be returned to the originating body for clarification if needed. As a result, the committee decided to draft a new motion outlining how to handle unclear

motions in the future. This motion will be the first item presented at the October meeting, with Pam Weir volunteering to help coordinate a working group to develop the motion, which will be distributed ten days before the meeting.

The committee finalized a revised motion for the retreat agenda. It was agreed that Day 2 would include conducting the minimal required Council business and receiving a briefing from the Chair, followed by the commencement of the strategic planning process. The committee also decided that the strategic planning would continue through additional meetings to be scheduled after the retreat, with Jessica Heesh Mensack authorized to arrange these meetings as necessary. Finally, Tika Hartsock recommended engaging an outside facilitator to assist with the strategic planning sessions, and the committee agreed this would be a valuable addition.

Motion being discussed was from the June 26th Leadership meeting.

- Al made a motion that part of the Retreat be a planning retreat to develop a strategic plan for the GACEC and if possible strategic plans for the 4 four major issues committees that are in alignment with the overall Council strategic plan. The motion was seconded by Bill Doolittle. The motion passed.

ADJOURNMENT:

The meeting was officially adjourned at 8:02pm.

NEW ACTION ITEMS:

1. Pam Weir and Staff: Conduct a staff retreat to prioritize and focus their work.
2. Bill Doolittle: Present his vision and time-sensitive changes at the retreat.
3. Bill Doolittle: Share the updated work plan with Leadership Committee if desired.
4. Pam Weir and Staff: Implement a more structured approach to documenting motions verbatim in meeting minutes.
5. Staff: Update meeting minutes to use honorifics when referring to elected officials.
6. Pam Weir and Staff: Consider creating a posted record of all motions made by the Council on the website.
7. Pam Weir: Work with DTI on implementing a texting system for urgent communications.
8. Pam Weir and Jessica Heesh Mensack: Continue refining the board package draft.
9. Incorporate the board package into the strategic planning process.
10. Consider using the board package as a framework for onboarding new members.
11. Pam Weir: Schedule a meeting to discuss meeting minutes best practices.