



**Board of Directors**

Meeting Minutes

December 14, 2018 (11:30 a.m. to 1:00 p.m.)

Location: DPP Offices – 305 Park Ave West, Suite B, Denver, CO 80205

*Members in attendance: Mr. Zach Hochstadt (Vice-Chair), Mr. Michael Baker and Ms. Anna Jo Haynes*

*Members on Conference Call: Ms. Susan Steele (Secretary/Treasurer), Councilwoman Stacie Gilmore, Ms.*

*Amber Münck and Ms. Janice Sinden*

*Members not in attendance: Ms. Chris Watney (Chair) Dr. Rebecca Kantor and Ms. Penny May*

*Staff in attendance: Ms. Ellen Braun, Ms. Jennifer Landrum, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms.*

*Tricia Nelson and Ms. Angeles Ross*

*Guests: Ms. Cheryl Caldwell and Ms. Priscilla Hopkins*

| <b>Agenda Topic</b>   | <b>Discussion</b>  | <b>Action/Follow-Up/Decision</b>   |
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| <b>Call to Order</b>  | The Board members thanked Ms. Landrum for her leadership as President and CEO through her tenure at DPP. |  |
| <b>Consent Agenda</b> |  | <p><i>(For Approval)</i></p> <ul style="list-style-type: none"> <li>▪ December 14, 2018 Board Minutes</li> </ul> <p>Mr. Baker motioned to approve the consent agenda; Councilwoman Gilmore seconded; All approved.</p> |

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| <p><b>Election of Officers</b></p>                        | <p><b><u>Election of Officers (For Discussion and Approval)</u></b><br/> 2019 Slate of Officers</p> <ul style="list-style-type: none"> <li>▪ Zach Hochstadt, Chair</li> <li>▪ Michael Baker, Vice Chair</li> <li>▪ Susan Steele, Secretary/Treasurer</li> </ul>   | <p>Ms. Sinden motioned to approve the 2019 slate of officers as presented; Councilwoman Gilmore seconded; All approved.</p>  |
| <p><b>Conflict of Interest Forms</b></p>                  | <p><b><u>Conflict of Interest Forms</u></b><br/> The Conflict of Interest Form is for Board members to disclose any personal interests and activities which might contravene the DPP Conflict of Interest Policy.</p> <p>Ms. Sinden questioned if there was a need for the Board to sign confidentiality agreement. Ms. Landrum thought this would be an interesting idea, but might not be necessary due to DPP being subject to CORA.</p> <p>Ms. Landrum announced that Chris Daues, a CPA at Rubin Brown has submitted an application through the Mayor’s office to join the DPP Board of Directors. Ms. Steele issued her support in adding Mr. Daues to the Board.</p> | <p>Ms. Ross will send the Conflict of Interest Forms to the Board members not present.</p> <p>Ms. Sinden will send the DCPA confidentiality form for reference.</p>                                |
| <p><b>2019 Board Calendar</b></p>                         | <p><b><u>2019 Board Calendar</u></b><br/> The 2019 Board calendar will include nine meetings in 2019. The months with no meetings are July, September, and November. Key topics include evaluation, communications and quality improvement framework in addition to the tuition credit scale process and presenting the option to shift our budget calendar to a program year.</p>  | <p>Ms. Steele motioned to approve; Ms. Sinden seconded; All approved.</p> <p>Ms. Haynes motioned to go into executive session for the purposes of personnel; Mr. Baker seconded; All approved.</p> |
| <p><b>Executive Session – Contracts and Personnel</b></p> |   |  |

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| <b>Executive Search</b> | The Board of Directors will conduct an executive search for a new President and CEO. An RFP will be published to choose a search firm for the process, the budget for this firm will be \$35 thousand. The Finance and Governance Committee of the Board will select the appropriate search firm, create a search committee, and will work with the Board for approval of the next President and CEO. |  |
| <b>Adjourn</b>          |   | Mr. Baker motioned to adjourn; M. Haynes seconded; All approved. |