



PMIX Executive Committee

Date/time: Thursday, February 2nd at 1-2p ET (12-1p CT, 11a-12p MT, 10-11a PT)

Meeting Link: [Microsoft Teams](#) **Dial-in:** 850-739-6261 **Meeting ID:** 307546825#

Conference Call Attendance

Region	Voting Members:				Alternate Member:	
	Attendance:		Attendance:		Attendance:	
North	Chad Garner (OH)	X	Haley Winans (MI)	X	Melissa DeNoon (SD)	X
East	Stan Murzynski (PA)	X	Jason Slavoski (DE)		Scott Szalkiewicz (CT)	X
South	Stephanie Mueller (MS)		Chelsea Townsend (SC)	X	Ashley Carter (VA)	X
West	Tina Farales (CA)		Doug Skvarla (AZ)	X	Darla Zarley (NV)	X

Federal:	Name:	Attendance:
Bureau of Justice Assistance	David Lewis	
Executive Committee Support:		
PDMP TTAC, IIR	Patrick Knue	X
PDMP TTAC, IIR	Don Vogt	X
Guests:		

Conference Call Agenda/Minutes

- Roll Call
 - Quorum achieved.

- Approval of Minutes from 9-28-2022 and 11-15-2022
 - Approval for the 9/28/2022
 - Stan Murzynski (PA) motions for approval of the minutes
 - Ashely Carter (VA) seconds
 - No discussion
 - Motion approved unanimously
 - Doug Skvarla (AZ) and Hayley Winans (MI) abstains
 - Approval for the 11/15/2022
 - Darla Zarley (NV) motions for approval of the minutes
 - Stan Murzynski (PA) seconds
 - No discussion
 - Motions approved unanimously
 - Doug Skvarla (AZ) and Hayley Winans (MI) abstains

- Elections

Chad Garner (OH) gave an overview of who was previously in the positions and the expectations of the positions.

 - Chair
 - Chad Garner (OH) was nominated by Chelsea Townsend (SC)
 - Darla Zarley (NV) motions to close nominations
 - Doug Skvarla (AZ) seconds
 - Chad Garner (OH) is unanimously voted in as president
 - Vice-Chair
 - Chelsea Townsend (SC) - self nominated
 - Darla Zarley (NV) motions to close nominations
 - Doug Skvarla (AZ) seconds
 - Chelsea Townsend (SC) is unanimously voted in as Vice-Chair
 - Secretary
 - Stan Murzynski (PA) was nominated by Chelsea Townsend (SC)

- Hayley Winans (MI) motions to close nominations
 - Darla Zarley (NV) seconds
 - Stan Murzynski (PA) is unanimously voted in as Secretary
- Operations Subcommittee Chair
 - Doug Skvarla (AZ) is nominated by Chelsea Townsend (SC)
 - Darla Zarley (NV) motions to close
 - Chelsea Townsend (SC) seconds
 - Doug Skvarla (AZ) is unanimously voted in as Chair of the Operations Subcommittee
- Technical Architecture Subcommittee Chair
 - Chelsea Townsend (SC) nominated Ashley Carter (VA)
 - Ashley Carter (VA) declines
 - Chelsea Townsend (SC) nominated Stan Murzynski (PA)
 - Stan Murzynski (PA) declines
 - Chad Garner (OH) suggested the group discuss at the next meeting.
- Standards Compliance Subcommittee Chair
 - Chad Garner (OH) self appoints
 - Darla Zarley (NV) motions to close
 - Hayley Winans (MI) seconds
 - Chad Garner (OH) is unanimously voted in as chair of the Standards compliance Subcommittee
- By-Laws Revisions
 - Started with the subcommittee membership.
 - Chelsea Townsend (SC) asked about the rules around quorum. Chad Garner (OH) said the new bylaws would allow the executive committee to set quorums.
 - Chelsea Townsend (SC) suggested removal of subcommittee members if too many meetings were missed. Pat Knue (TTAC) stated that for subcommittees, in the past, it has been an informal process. Even the new bylaws do not have the ability for removal of subcommittee members.

- Chad Garner (OH) created new documentation for this. Group agrees.
- Subcommittee meetings
 - Operations subcommittee
 - No Updates
 - Technical Architecture subcommittee
 - No Updates
 - Standards compliance subcommittee
 - Group discussed the combination of both the technical and the standards compliance subcommittee. Chad Garner (OH) stated the group could have a lot of work... Having both groups would be difficult.
 - Chelsea Townsend (SC) suggested an education subcommittee
 - Stan Murzynski (PA) agreed with this group
 - Pat Knue (TTAC) stated a descriptive paragraph will be needed.
- Other Business
 - Meeting Schedules
 - Pat Knue (TTAC) gave an overview of meeting frequency.
 - Operations meets in two weeks. Meetings are always the second meeting of every month. An agenda still needs to be created. Pat Knue (TTAC) suggested having a meeting with Kevin Borchert (NE) to discuss what the subcommittee was doing. Pat Knue (TTAC) did give an overview on what the committees has done. Doug Skvarla (AZ) shed he will need to extend the meeting out and likes the idea of meeting with Kevin. Chad Garner (OH) agrees. At the next executive committee meeting we will discuss meeting frequency. Chelsea Townsend (SC) suggested asking Kevin Borchert (NE) to vice-Chair. Pat Knue (TTAC) mentioned the issue is making quorum. While work has been getting done, it has been difficult to get quorum to make votes to approve minutes and send items to the executive committee.

- Pat Knue (TTAC) will set up a meeting with Kevin Borchert (NE) and Doug Skvarla (AZ) and cancel the Operations subcommittee meeting in February.
- Website Workgroup
 - Pat Knue (TTAC) wanted to discuss if there is still a need to revisit the website work group. Chad Garner (OH) wants to think on that. This will be placed on the agenda for next month.
- Goal 1 – Create a minimum standard of functionality of a PDMP
 - Review existing model acts
- Goal 2 – Promote and provide education of PMIX organization
 - Webinars
 - Flyers
- Next Meeting: Wednesday, February 22nd at 1-2p ET
- Action Items
 - Meeting Adjourned