# MSCOD Executive Committee Minutes

**Location: Minnesota State Council on Disability office**

**121 East 7th Place, Suite 107, St. Paul, MN 55101**

**August 14, 2012 (Unapproved)**

## Attendance

Kathy Peterson, acting chair and council member (via phone)

Mark Hughes, council member (in person)

Bob Johnson, council member (via phone)

Joan Willshire, Executive Director (in person)

Tricia Drury, MSCOD staff (in person)

### Absent

Barb Stensland, council member

Dave Schwartzkopf, council member

## Topics of Discussion

Meeting was called to order by Peterson at 2:12 p.m.

Hughes motioned to approve the agenda. Seconded by Johnson. Approved by voice vote.

Hughes motioned to approve minutes from May 9, 2012 meeting. Seconded by Johnson. Approved by voice vote.

Discussion and update on status of Drivers’ License Policy and state requirements for staff and council members. For reimbursement, it is required to have both a D.L. and insurance information on file with agency.

Hughes motioned “Approve collecting Drivers’ License and Proof of Insurance from staff and council members with no action taken in regard to collecting driver’s records at this time.” Seconded by Johnson. Approved by voice vote.

Discussion on Petition on Restraints and Seclusion. Hughes motioned to approve MSCOD signing the Congressional restraint/seclusion bills, known as the Keeping All Students Safe Act. .” Seconded by Johnson. Approved by voice vote.

Discussion on participation in Employment Systems Change Grant. The details of such a commitment are laid out here:

The Developmental Disabilities Consortium of Minnesota will consist of a wide stakeholder group to improve the employment system for youth and young adults with ID/DD. These groups are imperative to advancing sustained systems change that supports the use of best-practices. The groups commit to the following:

* Meet on a quarterly basis in-person or via webinar;
* Share and disseminate organizational innovations and opportunities with the Consortium;
* Provide insight and advice to the project team and local demonstrations;
* Provide resources to housed and disseminated via the project website and other outlets;
* Engage in quarterly applied training activities;
* Engage collaboratively with the Consortium members;
* Explore ways to stimulate the development of a wider array options to maintain and expand competitive and self-employment employment;
* Provide policy and practice advice to the project team;
* Participate in quality improvement activities through evaluation;
* Advocate to advance employment for people with ID/DD; and
* Identify ways to connect with project demonstration efforts, such as apply for a local demonstration RFP and lead or partner with the efforts of local demonstration teams.

Hughes motioned “Approve MSCOD participation in stakeholder group to improve the employment system for youth and young adults with ID/DD through the Employment Systems Change Grant.” Seconded by Johnson. Approved by voice vote.

Discussion on Minnesota Youth Council. Through the help of consultant Kim Kang, MSCOD has identified a young man to represent the agency.

Events Committee update regarding Annual Awards Event, State Fair and possible Town Hall Meeting.

Hughes motioned “for MSCOD to pay for per diem, overnight expenses and mileage for council members who travel to represent the agency at the MSCOD State Fair booth.” Seconded by Johnson. Approved by voice vote.

Encumbrance Discussion.

Johnson motioned to approve MSCOD encumbrances listed. Seconded by Hughes. Approved by voice vote.

Hughes motioned to approve PTE encumbrances. Seconded by Johnson. Approved by voice vote.

Hughes motioned to approve MSCOD FY13 Blanket POs listed. Seconded by Johnson. Approved by voice vote.

Hughes motioned to approve MSCOD OET FY13 Blanket POs listed. Seconded by Johnson. Approved by voice vote.

Hughes motioned to approve MSCOD FY13 State Fair rental listed. Seconded by Johnson. Approved by voice vote.

Johnson motioned to approve MSCOD FY13 Council Members expenses listed. Seconded by Hughes. Approved by voice vote.

Hughes motioned to approve MSCOD contract expenses listed. Seconded by Johnson. Approved by voice vote.

Discussion of possible MN-CCD Partnership

Discussion of future meeting schedule

Discussion of future budget and state goals

Staff update

Brief discussion of other business.

Motion to adjourn by Peterson. Meeting was adjourned at 3:15 p.m.

Minutes respectfully submitted by Tricia Drury