# MSCOD Executive Committee Minutes

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

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

**October 3, 2012 (Approved)**

## Attendance

Mark Hughes, council member (in person)

Bob Johnson, council member (via phone)

Joan Willshire, Executive Director (in person)

Tricia Drury, MSCOD staff (in person)

Dave Schwartzkopf, Committee chair (via phone)

## Agenda

* Call to Order
* Approval of Agenda
* Approval of Minutes
* **Action:** Annual Awards Winners
* **Action:** University of Minnesota Policy Conference
* Budget discussion
	+ **Action:** Request for Increased Appropriations
* Budget Action: Encumbrances
	+ PTE
	+ MSCOD
* Other Business
* Adjourn

## Topics of Discussion

Meeting was called to order by Schwartzkopf at 2:04 p.m.

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

Johnson motioned to approve minutes from Sept 12, 2012 meeting. Seconded by Hughes. Approved by voice vote.

### Event Winners - ACTION

Recap of Award Winners for the 2012 MSCOD Annual Awards Event as selected by the MSCOD Events standing committee on Tuesday, Sept. 25, 2012.

* **ABOVE AND BEYOND VETERAN’S EMPLOYMENT AWARD WINNER:** Disabled American Veterans of Minnesota (DAVMN)
* **ACCESS AWARD WINNER:** Bob Brown, of CILNM in Mountain Iron, MN
* **EMPLOYER OF THE YEAR (large) WINNER:** Walgreens Distribution Center in Rogers, MN
* **EMPLOYER OF THE YEAR (small) WINNER:** LJP Enterprises Waste & Recycling in North Mankato
* **FRIEND OF THE COUNCIL AWARD WINNER:** Elmer and Vernette Knutson, of Fairfax, MN
* **MENTORSHIP AWARD (Corporate) WINNER:** Cargill’s LEARN Program in Hopkins
* **MENTORSHIP AWARD (Individual) WINNER:** Vicki Dalle Molle of SEMCIL and DHS
* **MINNESOTA AWARD WINNER:** Bruce Lattu of MnDOT

Hughes motioned to approve the list of winners for announcement at the MSCOD Annual Awards event on Oct. 18, 2012. Seconded by Johnson. Approved by voice vote.

### Attendance at Conference and Events - ACTION

Discussion on the merits of sending staff members to various conferences and events. It was agreed that there is value in it. Executive Director Joan Willshire expressed her desire to send staff to the following events:

* Joan Willshire and intern Colin Stemper to University of Minnesota’s “Annual Conference on Policy Analysis” on Oct. 12, 2012 in Minneapolis
* Business Operations manager Linda Gremillion to “2012 Health & Human Service Conference” on October 8-9, 2012 at the Duluth Entertainment & Convention Center (DECC).
* Staff member Tricia Drury to “IT: Charting the Course, A Minnesota Government Information Technology Symposium” on December 4-6 at the RiverCentre in St. Paul.
* Intern Colin Stemper and events coordinator Tricia Drury to The Human Rights Symposium on December 3, 2012 at University of Minnesota Continuing Education and Conference Center in St. Paul.

Johnson motioned to approve sending staff to the aforementioned events. Seconded by Hughes. Approved by voice vote.

### Encumbrance Discussion:

Because of the abbreviated meeting schedule, the encumbrances weren’t available for committee approval.

### Upcoming Event update

Discussion of day’s events for upcoming Annual Awards Event on Oct. 18

### Staffing update

Discussion of how to staff the Legislative Specialist position left open by Diogo Reis’ departure until the position is posted and filled.

### New Budget narrative

Discussions of how to comply with new budget requirements and the need to provide a budget that reflects the Part C requirements to show a 5% cut. Areas to tweak and cut were discussed.

### Homeland Security/DNR Partnerships

Discussion of emerging partnerships with Homeland Security (to boost emergency preparedness efforts for people with disabilities) and the Minnesota Dept of Natural Resources (to make parks and facilities accessible to the people with disabilities). Joan reported that as a result of the Homeland Security partnership, MSCOD would be printing and commissioning new emergency preparedness collateral materials, such as the EP Consumer Guide and EP go-bags.

### Approval of Storage - ACTION

Mark Hughes motioned to approve paying Ramsey County for storage space in the Metro Square building to store the additional collateral material acquired through the aforementioned partnership with Homeland Security. Seconded by Johnson. Approved by voice vote.

### Schedule for Full Council Meeting

Discussion of the plan to meet on Dec. 11 via teleconference system

## Discussion points for upcoming meetings

* Discussion on possible connection to make with Met Council’s 2025 Initiative on accessible living. Mark Hughes felt a collaboration with Susan Haight would be beneficial.
* Discussion on including MA Reform efforts

## Next Meeting

Discussion of future meeting schedule on Nov 14, 2012

## Adjourment

Motion to adjourn by Hughes. Meeting was adjourned at 2:45 p.m.

Minutes respectfully submitted by Tricia Drury