# ****MSCOD Executive Committee Minutes****

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

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

**September 12, 2012 (Approved)**

## ****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)

Colin Stemper, MSCOD staff (in person)

Barb Stensland, council member (via phone)

Dave Schwartzkopf, Committee chair (via phone)

Linda Gremillion, MSCOD staff (in person)

## Topics of Discussion

Meeting was called to order by Schwartzkopf at 2:03 p.m.

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

Stensland motioned to approve minutes from August 14, 2012 meeting. Seconded by Hughes. Approved by voice vote.

### Discussion and update on status of Staffing Changes.

* Current Legislative Specialist Diogo Reis has moved to the Minnesota Department of Health in the Health Administration division. His last day with MSCOD was Sept. 3
* Review of job requirements and duties of Legislative Specialist position with eye toward hiring process
* Discussion of Achievement Award for Margot Imdieke Cross
	+ Hughes motioned to approve Access Specialist Margot Imdieke Cross for an Achievement Award of $1000 for her dedication and progress to Emergency Preparedness. Schwartzkopf seconded. Approved by voice vote.

### Events Committee Discussion:

Tricia Drury gave an update on the Annual Awards and where the planning of the events sits.

### State Fair Update:

Colin Stemper described the event as a success and notes that we:

* received over 171 emails for our listserv
* 809 surveys completed
* gave away more than 9200 emergency preparedness bags

Sub-minimum Wage Report Discussion: ED Willshire asked members to consider whether the council would be interested in creating a position paper on sub-minimum wage work programs for people with disabilities. Bob Johnson shared some of his experiences working with employment programs created for people with disabilities.

Discussion of Budget Preparation for 2014: Staff member Linda Gremillion joined the meeting to discuss the new Budget Narrative and describe to members how budget operations would be handled in the future according to the new process set in motion by the state.

### Encumbrance Discussion:

Schwartzopf motioned to approve MSCOD encumbrances of $5430.95 from July 27-Sept 6. Seconded by Hughes. Approved by voice vote.

Hughes motioned to approve PTE encumbrances for $750.00. Seconded by Schwartzkopf. Approved by voice vote.

Peterson motioned to approve an additional $5000 request of PTE funds to pay for continued intern involvement at DHS and MSCOD through December.

### Discussion of future meeting

Discussion of future meeting schedule

## Adjourn

Motion to adjourn by Stensland. Meeting was adjourned at 2:59 p.m.

Minutes respectfully submitted by Tricia Drury