# MSCOD EXECUTIVE COMMITTEE MINUTES

MSCOD OFFICE

121 E. 7TH PL. Suite 107, St. Paul, MN 55101

April 9, 2014

(APPROVED May 14, 2014)

## ATTENDANCE

David Schwartzkopf by phone

Robert Johnson by phone

Kathy Peterson by phone

Dean Ascheman in person

Barb Stensland - Absent

Staff members Exe. Director Joan Willshire, Colin Stemper, Mai Thor and Shannon Hartwig in MSCOD’s office

## CALL TO ORDER

David Schwartzkopf-chair called the meeting to order at 2:10 p.m.

## APPROVAL OF AGENDA AND MINUTES

Dean Ascheman motioned for approval of the agenda. Robert Johnson seconded the motion. It was approved by unanimous voice vote. Dean Ascheman motioned for approval of the March 12, 2014 minutes. It was seconded by Robert Johnson. It was approved by unanimous voice vote.

## New Legislative Issues

Colin Stemper provided the group with a recap of Legislative Issues.

## Discussion of June 5, 2014 Full Council meeting

Joan Willshire shared information with the group concerning the upcoming full council meeting. The meeting the date is Thursday June 5, 2014, we will meet in the lower level of the Golden Rule building for a full day meeting. The morning portion will cover the following planning topics, review of the strategic plan, and preparation for the new budget year. Shannon will be sending out the full meeting packets including directions and all of the necessary materials.

## FINANCIAL – Encumbrances

The group reviewed the financial reports presented and decided to approve by report title.

Dean Ascheman motioned to approve MSCOD’s PO’s totaling $2934.00. It was seconded by Kathy Peterson. It was approved by unanimous voice vote.

Robert Johnson motioned to approve MSCOD’s Contract’s totaling $990.00. It was seconded by Dean Ascheman. It was approved by unanimous voice vote.

Dean Ascheman motioned to approve ADA Legacy Grant Contract’s totaling $552.58. It was seconded by Robert Johnson. It was approved by unanimous voice vote.

Dean Ascheman motioned to approve MSCOD’s MFR (Managers Financial report) **Unobligated** totaling $8,888.50 (MFR-operations) $1206.97 (MFR-Council Members) and $80,556.58 (MFR-ACHF Grant). It was seconded by Robert Johnson. It was approved by unanimous voice vote.

## Subcommittee Updates

Joan Willshire shared information with the group about the ADA Legacy grant, committees are beginning to meet, and things are taking shape. Committees will be meeting over the next few weeks.

## OTHER BUSINESS

Joan Willshire shared information with the group concerning the re-design of the MSCOD office space; we will need more space for the intern that will join us in mid-May, and possibly additional space for any other new staff or positions.

Joan Willshire shared information with the group about the meeting she had with MSCU, they had a 12 page report on diversity, and it did not include information about PWD.

Robert Johnson asked for an update on the Legislative Audit. Joan Willshire gave a brief review and informed the group that the report will be out soon, and she will report back when she has solid information.

Dean Ascheman asked about Business cards for council members. Shannon will research the cost involved, and bring options to the next meeting.

Mai Thor shared information with the group concerning the ADA Legacy Grant, committees are taking shape, and will be meeting between now, and the next full council meeting in June.

Dave Schwartzkopf motioned to adjourn; Dean Ascheman seconded.

The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Shannon Hartwig