# MSCOD EXECUTIVE COMMITTEE MINUTES

**MSCOD OFFICE**

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

May 14, 2014

(APPROVED 8-13-2014)

## ATTENDANCE

David Schwartzkopf by phone

Robert Johnson by phone

Barb Stensland by phone

Dean Ascheman in person

Kathy Peterson - Absent

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

## CALL TO ORDER

David Schwartzkopf-chair called the meeting to order at 2:02 p.m.

## APPROVAL OF AGENDA AND MINUTES

Dean Ascheman motioned for approval of the agenda. Barb Stensland 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 Barb Stensland. It was approved by unanimous voice vote.

## Legislative update

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

Colin also notified the group he will have a presentation ready for the full council meeting on June 5, 2014. Colin has accepted a position at another agency; his last day with MSCOD is June 3, 2014.

### MSCOD 2015 Legislative Priorities (Biannual Figures)

Total increased appropriation: $298,000

1 FTE: Olmstead/ADA position: $233,000

Salary/benefits: $150,000

12-18 statewide meetings: $18,000 - $27,000

Program materials: $18,000

Design: $8,000 (one-time cost)

Printing: $5,000 (one-time cost)

Continued updating: $5,000

Advertising: $20,000

Office reconfiguration: $18,000 (one-time cost)

Note: FY16-17: $233,000; FY18-19: $202,000

Additional Office space (adjacent room): $15,000

New information & referral software: $30,000 (one-time cost)

New/refurbished office furniture: $20,000 (one-time cost)

Legacy funds for ADA celebrations: $20,000

Disability parking changes

Automatic door openers for businesses regulation

MSCOD statute clean-up

Statewide transportation package

Olmstead employment initiative

Note: FY 16-17: $298,000

 FY 18-19: $232,000

Dean Ascheman motioned to submit the Biannual Figures to the June 5, 2014 full council meeting for approval. It was seconded by Robert Johnson. It was approved by unanimous voice vote.

## ADA Legacy Update

Joan Willshire announced that Mai Thor has resigned from her current position and her last day will be June 13, 2014. Shannon sent out the updated Legacy budget numbers just prior to the meeting start time. Joan Willshire read the budget information to the group, and informed the group that the information was submitted to the Grantor and is pending approval; Joan will follow up when she receives additional information. Dean Ascheman motioned to submit the draft budget to the June 5, 2014 full council meeting for approval. It was seconded by Barb Stensland. It was approved by unanimous voice vote. Joan Willshire also reported that the communications committee will be developing a newsletter that will cover the progress of the ADA Legacy grant.

## MNsure RFP

Based on the information provided concerning the MNsure RFP, it was decided by the group to hold off on taking action. At this time MSCOD does not have the staff needed to take on the commitment.

## 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 did not combine all of the documents needed to review the work plan update, this is a working document and the Olmstead column will be added prior to full council meeting. Colin was able to fill in the group on the items that were not added to the current version. Joan Willshire also informed the group she is seeking the new Olmstead Director as a speaker at the meeting, and possibly a Q and A session after.

Shannon will be sending out the full meeting packets including directions and all of the necessary materials. Dean Ascheman motioned to submit the updated work plan to the June 5, 2014 full council meeting for approval. It was seconded by Barb Stensland. It was approved by unanimous voice vote.

## Emergency Preparedness conference October 2014

MSCOD is planning an Emergency preparedness conference in October. It may be scheduled for a Saturday, for increased attendance of the targeted audience. Further discussion will be held as the information becomes available.

## 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 $75.00. It was seconded by Barb Stensland. It was approved by unanimous voice vote.

MSCOD’s Contract’s – NO CONTRACTS FOR THIS REPORT PERIOD

ADA Legacy Grant Contract’s – NO CONTRACTS FOR THIS REPORT PERIOD

Dean Ascheman motioned to approve MSCOD’s MFR (Managers Financial report) **Unobligated** totaling $7,835.42 (MFR-operations) $1206.97 (MFR-Council Members) and $105,061.58 (MFR-ACHF Grant). It was seconded by Barb Stensland. 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 and the next full council meeting in June.

## OTHER BUSINESS

Joan Willshire shared information with the group concerning the re-design of the MSCOD office space; redesign will be taking place the week of May 16, 2014.

Joan Willshire shared information with the group concerning her phone call to Elizabeth Nordman at the Governor’s office, she inquired about council appointments, but no action has been taken. The Governor’s office is in transition, they are relocating to new office space. Joan will report back with any additional information she receives.

Dave Schwartzkopf motioned to adjourn; Dean Ascheman seconded.
The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Shannon Hartwig