# MSCOD EXECUTIVE COMMITTEE MINUTES

MSCOD OFFICE

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

August 13, 2014

(APPROVED 9/17/14)

## ATTENDANCE

Jim Thalhuber by phone

Barb Stensland by phone

Dean Ascheman in person

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

Robert Johnson - Absent

Kathy Peterson - Absent

## CALL TO ORDER

Jim Thalhuber – Council chair called the meeting to order at 2:31 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 May 14, 2014 minutes. It was seconded by Barb Stensland. It was approved by unanimous voice vote.

## September 26 Full Council Meeting Discussion

Subcommittees will meet 9 to 10:30 am. We will schedule speakers from 10:45 am to noon. Speaker Ideas, MMB website updates, Anne Feaman, Gov’s Executive Order EO-14-14, DHS Kim Peck, Andrea, or John Alexander, Two Speakers and maybe a mini SWAT session.

Noon to 12:45 PM Lunch. Meeting start at 12:45 PM

## Sub-committee Focus - Discussion

The group decided to add the Sub-committee discussion to the Executive Committee agendas. The group will would like to review the structure, focus and strategic planning as an item of discussion over the next few Executive Committee Meetings. Add Legislative Committee to the September Executive Committee agenda.

## Staff updates

Mia Thor left her position in mid-June; Pat Kiano filled the position for a short time. Andrew Mosca is currently in the position and is working out very well. Interviews will be held for the Legislative Specialist position the last week of August. Colleen Casey’s last day is August 15, 2014.

## State Fair Update

Banners have been ordered, George Shardlow Public Policy Intern is working on the final details of the event. This year it seems to be moving along smoothly. **ACTION ITEM,** Request for Approval of Special Expenses for MN State Fair Booth.

Dean Ascheman motioned to approve the Request for Special Expenses for MN State Fair Booth. It was seconded by Barb Stensland. It was approved by unanimous voice vote.

## Legislative

The group held a discussion about MSCOD’s support of the governor’s New Senate Office building. The group asked Executive Director Joan Willshire to find out more information and report back to the group at the next meeting.

## Emergency Preparedness FEMA Conference

Staff Member Margot Imdieke-Cross has been invited to attend the FEMA Emergency Preparedness Conference lodging and airfare will be provided by HESM, however a request to approve out of state travel and reasonable accommodations is necessary. **ACTION ITEM,** Request for approval of out of state travel and reasonable accommodations for Margot Imdieke-Cross to attend the FEMA Emergency preparedness conference in October 2014.

Dean Ascheman motioned to approve the request for approval for out of state travel and reasonable accommodations for Margot Imdieke-Cross to attend the FEMA Emergency preparedness conference in October 2014 including necessary miscellaneous expenses incurred that will be necessary to attend the conference. It was seconded by Barb Stensland. It was approved by unanimous voice vote.

## FINANCIAL – Encumbrances

The financial reports presented for the end of the **FY14 (May 3, 2014 – June 30, 2014) were Zero.**

Dean Ascheman motioned to approve FY14 MSCOD’s PO’s, Contracts, ADA Legacy Grant PO’s, ADA Legacy Grant Contracts totaling $0. It was seconded by Barb Stensland. It was approved by unanimous voice vote.

The group reviewed the **FY15** financial reports presented and decided to approve by report title.

Dean Ascheman motioned to approve MSCOD’s **PO’s** totaling $2690.00. It was seconded by Barb Stensland. It was approved by unanimous voice vote.

MSCOD’s Contract’s Dean Ascheman motioned to approve MSCOD’s **Contract’s** totaling $0.00. It was seconded by Barb Stensland. It was approved by unanimous voice vote.

MSCOD’s Contract’s Dean Ascheman motioned to approve MSCOD’s **Blanket PO’s FY15** totaling $110,768.34. It was seconded by Barb Stensland. It was approved by unanimous voice vote.

MSCOD’s Contract’s Dean Ascheman motioned to approve MSCOD’s **ADA Legacy Grant PO’s** totaling $1850.00. It was seconded by Barb Stensland. It was approved by unanimous voice vote.

MSCOD’s Contract’s Dean Ascheman motioned to approve MSCOD’s **ADA Legacy Grant Contract’s** totaling $0.00. It was seconded by Barb Stensland. It was approved by unanimous voice vote.

The MRF financial reports presented for the end of the **FY14** as well as the **FY15**

## MFR FY14

Dean Ascheman motioned to approve MSCOD’s MFR (Managers Financial report) **Unobligated** totaling $12575.11 (MFR-operations) $3924.45 (MFR-Council Members) and $0.00 (MFR-ACHF Grant). It was seconded by Barb Stensland. It was approved by unanimous voice vote.

## MFR FY15

Dean Ascheman motioned to approve MSCOD’s MFR (Managers Financial report) **Unobligated** totaling $50,969.44 (MFR-operations) $14,000.00 (MFR-Council Members) and $11,807.53 (MFR-ACHF Grant). It was seconded by Barb Stensland. It was approved by

## OTHER BUSINESS

None to report for this meeting.

Board Chair Jim Thalhuber motioned to adjourn; Dean Ascheman seconded.

The meeting was adjourned at 3:48 p.m.

Respectfully submitted,

Shannon Hartwig