# MSCOD EXECUTIVE COMMITTEE MINUTES

MSCOD OFFICE

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

September 17, 2014

(APPROVED 10/29/14)

## ATTENDANCE

Jim Thalhuber in Person

Dean Ascheman in person

Kathy Peterson – by phone

Robert Johnson – by phone

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

Barb Stensland - Absent

## CALL TO ORDER

Jim Thalhuber – Council chair called the meeting to order at 3:02 p.m.

## APPROVAL OF AGENDA AND MINUTES

Dean Ascheman motioned for approval of the agenda. Bob Johnson seconded the motion. It was approved by unanimous voice vote. Dean Ascheman motioned for approval of the August 13, 2014 minutes. It was seconded by Bob Johnson. It was approved by unanimous voice vote.

## September 26 Full Council Meeting Discussion

Subcommittees will meet 9-10:30 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

## Legislative 2015 Request

The group reviewed document 19-MSCOD 2015 Budget Legislative Priorities for Exec Committee September 2014 extra eliminated.doc. The group **recommended** Executive Director Joan Willshire update the document to reflect the additions recommended by the group. The group recommended the information be presented to the full council at the next meeting scheduled September 26, 2014.

## State Fair Updates

Joan Willshire provided the group with update about the MN State Fair booth. Joan reports that it was a great year. MSCOD intern George Shardlow did an amazing job coordinating the event. This year volunteer participation worked out very well, the lack of high heat temperatures most likely created an optimal work environment, and kept us on schedule with very few shift cancellations.

## Staff Updates

George Shardlow will be finishing up his internship over the next weeks; he will turn over the last of his projects to staff before he is done for the year. New hire David Fenley was introduced to the group, he is currently in the position of Legislative Specialist. His start date was September 15, 2014. The group extended their welcomes to David.

## Subcommittee Focus Discussion

Carry over to the morning of the full council meeting September 26, 2014. Prior to the full council meeting we will be having joint subcommittee meetings; this will give the group the opportunity to participate with each subcommittee. The group will make recommendations; report on observations in support of the focus of each subcommittee at the next Executive Committee meeting, October 8, 2014

## FINANCIAL – Encumbrances

While reviewing the information regarding the financial reports that are presented to the group as the **Managers Financial Reports (MFR)**, the group decided that they do **NOT** need to be approved, as they are also included in the actual Encumbrance reports. The group will continue to monitor/review the reports, but will no longer pass a motion on the approval of the reports. Should the situation need to change, it will be addressed at a later date.

### Encumbrance Reports-

Robert Johnson motioned to approve MSCOD’s **PO’s** totaling **$10,880.52** It was seconded by Kathy Peterson. It was approved by unanimous voice vote.

Dean Ascheman motioned to approve MSCOD’s **Contract’s** totaling **$850.00.** It was seconded by Robert Johnson. It was approved by unanimous voice vote.

Dean Ascheman motioned to approve MSCOD’s **ADA Legacy Grant PO’s** totaling **$838.40**. It was seconded by Robert Johnson. It was approved by unanimous voice vote.

MSCOD’s Contract’s Dean Ascheman motioned to approve MSCOD’s **ADA Legacy Grant Contract’s** totaling **$44,569.00.** It was seconded by Kathy Peterson. It was approved by unanimous voice vote.

## OTHER BUSINESS

The group discussed the Legislative Forum; the date will be December 5, 2014. The next full council meetings will be on September 26, 2014 at MSCOD offices and December 4, 2014 location to be determined. We are working on the details of using the Goodwill location on Fairview. The group discussed the upcoming Legislative Forum, it will be at DHS conference center and the proposed time will be 10am to Noon.

The group reviewed the 2014 Annual Customer Satisfactions survey, and recommended it move to the Full council for review. The group was impressed with Intern George Shardlow’s work on the survey.

The group reviewed the agenda for the Full council meeting, and Board Chair Jim Thalhuber requested that Council members review the Meeting materials and come prepared with questions.

Board Chair Jim Thalhuber motioned to adjourn; Robert Johnson seconded.

The meeting was adjourned at 4:07 p.m.

Respectfully submitted,

Shannon Hartwig