# MSCOD EXECUTIVE COMMITTEE MINUTES

MSCOD OFFICE

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

December 16, 2014

(APPROVED 1/21/2015)

## ATTENDANCE

Jim Thalhuber in person

Dean Ascheman in person

Robert Johnson – by phone

Nate Aalgaard – by phone

Kathy Peterson - by phone

Staff members present Joan Willshire, David Fenley, and Shannon Hartwig.

## CALL TO ORDER

Jim Thalhuber – Council chair called the meeting to order at 1:05 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 November 12, 2014 minutes. It was seconded by Robert Johnson. It was approved by unanimous voice vote.

## Gift Policy

Document **GIFT ACCEPTANCE POLICY DECEMBER 10 2014 draft.doc** and **MSCOD Gift Acceptance FORM draft December 10 2014.doc** was discussed by the group. The documents outline the Gift Acceptance policy drafted by MSCOD staff; the item was presented to ensure that MSCOD follows State statues. Kathy Peterson Motioned to accept the documents as published. It was seconded by Dean Ascheman. It was approved by unanimous voice vote.

## Conflict of interest issue

Joan Willshire presented the back ground information to the group concerning the need for document **Conflict of Interest Issue November 26 2014 FINAL.doc,** the itemis in regards to contract number g9y31206 VSA. The issue is addressed due to the participation of VSA and MSCOD’s ADA Legacy grant also known as the 25th ADA project. The document clearly outlines the expectations of the work between VSA and MSCOD. The group would like to thank staff member Linda Gremillion, for her efforts on preparing the document to clearly identify any issues the group may have had.

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

The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Shannon Hartwig