# MSCOD EXECUTIVE COMMITTEE MINUTES

MSCOD OFFICE

121 E. 7th Pl. Suite 107, St. Paul, MN 55101

September 9, 2015

(APPROVED 10/14/2015)

## ATTENDANCE

Dean Ascheman– in office

Jim Thalhuber – via phone

Kathy Peterson – via phone

Nate Aalgaard – via phone – Joined at 2:21 pm

Robert Johnson – Absent

Staff present Joan Willshire, and Shannon Hartwig

## CALL TO ORDER

Jim Thalhuber as chair called the meeting to order at 2:10 p.m.

## APPROVAL OF AGENDA AND MINUTES

Dean Ascheman motioned for approval of the agenda; it was seconded by Kathy Peterson. It was approved by unanimous voice vote.

Dean Ascheman motioned for approval of the minutes of the July 8, 2015 meeting. Kathy Peterson seconded the motion. It was approved by unanimous voice vote.

## 2015 State Fair RECAP

Joan Willshire provided the group with an update of the 2015 Minnesota State fair booth. This year we were able to staff most of the shifts with staff and partners from agencies that were knowledgeable of our focus areas. This plan worked out very well, it was reflected by high volume attendance. We were able to give away our usual items GO-BAGS, whistles, which was approximately 10,000 of each. We handed them out as fast as we could un-pack them. This year we had posters from the July ADA event, and artists in the booth signing their posters. We had also few guest artists, which drew a lot of traffic. We also had plenty of Commissioners in attendance.

## Council Appointments Discussion

Council appointments have been made by the Governor’s office. Tim Boyer from Bemidji, MN was appointed June 30, 2015 with an expiration date of 1/1/2018. Boyer will represent region 2, replacing Barb Stensland, who resigned January 1, 2015. Nancy Fitzsimons from North Mankato, MN was appointed June 30, 2015 with an expiration date of 1/1/2018. Fitzsimons will represent region 9, replacing Stephen Grams, who resigned January 1, 2015. Brian Bonte from Hutchinson, MN was appointed September 13, 2015 with an expiration date 1/4/2016. Bonte will represent region 6, replacing Michelle Trapp, region 6 has been vacant for a few years. Andrea Bejarano-Robinson from New Hope, MN was appointed September 13, 2015 with an expiration of date 1/1/2018. Bejarano-Robinson will represent region 11, replacing Elliott Albright, who resigned July 1, 2015. This brings us to a full roster as of September 13, 2015. New Council member training was held on August 18, 2015 Nancy Fitzsimons attended in person and Tim Boyer attended via Conference line. New council member training was held on September 16, 2015 Brian Bonte attended in person, and Andrea Bejarano-Robinson attended via conference line.

## FULL COUNCIL MEETING AGENDA – September 24, 2015

The Draft agenda was reviewed by the committee for the full council meeting on September 24, 2015. The meeting will be held at Northwest Area Foundation. The meeting will include a SWOT analysis and strategic planning, which will be assisted by Kris Von Amber. Agenda Items include, 9am SWOT, viewing of the tpt documentary, a working lunch, and 1:00pm – 3:30pm business, financial and budgetary review, updates on the ADA October event, and review of the ADA July event.

## Committee Model Discussion

The executive committee reviewed document 3-CM - Subcommittee Model draft 8.27.2015.doc, which provided the breakdown of the committee structure. Structure planning has been in motion for the past few meetings, and the group has decided to move forward with the structure described in the document. The sub-committee names will be changed to Access committee and Employment committee. The Access committee will continue to have existing chair Nate Aalgaard serve as chairperson, and Margot Imdieke Cross as the staff liaison, with members serving Bryce Samuelson, Bob Johnson, Kim Tyler, Tim Boyer, Carlos Vazquez, and Andrea Bejarano-Robinson, also Ex-Officcio’s Linda Lingen, and Aaron Kallunki. The Employment committee will continue to have existing chair Kathy Wingen serve as chairperson, and David Fenley as the staff liaison, with members serving Kathy Peterson, Dave Schwartkopf, Christine Versaevel, Dean Ascheman, Nancy Rosemore, Hilary Hauser, Nancy Fitzsimons and Brian Bonte, also Ex-Officcio’s Gail Lundeen and Joani Warner. The next Access Committee meeting will be held on September 17, 2015 at 9:30 am. The next Employment Committee meeting will be held on September 17, 2015 at 1:00 pm.

## October 28th ADA Event

Joan Willshire provided the group with an update on the planning for the October event, It will be held in the Metro Square conference area. We will have access to the Skyway level, the large auditorium, and the conference rooms, along with the floor space of both the first level hallways and the lower lever public areas. BLN will be assisting with the career fair, Spinal cord of America will assist with the resource fair, TpT will be hosting the noon hour tv show, Plans are in motion for EO14-14 to be assisted by Lt. Govenor, or maybe the Govenor, or The commissioner of DEED. RFP’s (now called QUIK CALL’S) are out, and we are looking for groups or organizations to hold round tables / dialogues around the state in their respective communities. We hope to have at least two outstate locations. We are planning on having a shuttle service for our parking issues, DT St. Paul has limited parking resources, we are looking to have offsite parking close to the site. Council members are expected to bring at least one employer or resource from the area they represent, and/or host a round table / discussion in their area.

## Potential MSCOD Budget Deficit

Joan Willshire discussed with the group the potential for a budget deficit affecting FY16. Joan Willshire made the suggestion to suspend the Perdiem to council members for the remainder of FY16 ending June 30, 2015. Additionally MSCOD has cut all out-of-state travel spending, attending conferences as resource vendors, also less advertising spending, and other cuts where available. This is a decision made by the Executive Director, as allowed by following the By-Laws. The executive committee members reviewed the by-laws, and discussed the back ground of the budget shortfall, and gave the recommendation to draft a memo to council members to suspend the per-diem for the remainder of the year.

**ACTION:** Dean Ascheman Motioned the Executive Committee to fully support the suspension of Per-Diem for the remainder of FY-16 ending on June 30, 2015, directing Willshire to draft a memo within the next five (5) days to be sent out to council members. Nate Aalgaard seconded the motion. It was approved by unanimous voice vote. **Note:** This is a Decision made by the Executive Director, with full support and a motion made by the Executive committee.

## OTHER BUSINESS

**Data Practice Request.** There has been a data practice request made by a public citizen. Staff is currently working on the request, the request was made for items concerning the ADA Employment Survey, and it is a timely process. Staff will to keep track of the time spent on the request.

## FUTURE COUNCIL MEETINGS

The next executive committee meeting will be October 14, 2015. The next Access committee meeting is planned for October 7, 2015. The next Employment committee meeting is planned for October 20, 2015

The next Full council meetings are tentatively scheduled for December 2, 2015 and March 24, 2016.

## ADJOURNMENT

Dean Ascheman motioned to adjourn; Kathy Peterson seconded. The chair adjourned the meeting at 3:52 p.m.

Respectfully submitted,

Shannon Hartwig