# MSCOD EXECUTIVE COMMITTEE MINUTES

MSCOD OFFICE

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

October 14, 2015

(APPROVED 11/17/2015)

## ATTENDANCE

Dean Ascheman– in office

Jim Thalhuber – in office

Robert Johnson– via phone

Nate Aalgaard – via phone

Kathy Peterson – Absent

Staff present Joan Willshire, David Fenley and Shannon Hartwig

## CALL TO ORDER

Jim Thalhuber as chair called the meeting to order at 2:06 p.m.

## APPROVAL OF AGENDA AND MINUTES

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

Dean Ascheman motioned for approval of the minutes of the September 9, 2015 meeting. Robert Johnson seconded the motion. It was approved by unanimous voice vote.

## Electronic Meeting Options Discussion

The group reviewed document 7- web-video conferencing research.doc, research for web/video conferencing was discussed. The group participated in a demo of WEBEX. There were a few items that need to be work out, but overall it may be an option we need to sample with the full group.

## Nominations Committee Discussion

The group discussed the upcoming elections for the Executive committee, in January there will be nine (9) council members whose terms will lapse as of 1/4/2015, they will need to apply for re-appointment. More than half of the council will have to submit applications; the earliest we can have them reapply will be November 1, 2015. Elections should take place at the next full council meeting which will be on December 2, 2015. It is in the interest of the council to consider options that will make this a smooth transition. In the past the appointments have been in the time frame of June to September. The group will develop a plan for further action, discussion to carry over to the next meeting.

## Executive Committee Meeting – November 11, 2015

The next executive Committee meeting will land on a State Holiday, November 11, 2015. The group discussed that dates available, with regard to the upcoming Full Council meeting to be held on December 2, 2015 the next Executive committee meeting will be held on November 17, 2015. This will be within the time frame of the ten day notice.

## SWOT Analysis - Review

The group reviewed document 3-REVISED SWOT NOTES 9.24.2015.doc. The group discussed options that will benefit the MSCOD work plan, focusing on key areas of improvement. This will be a working document, which will include input from council members, and MSCOD staff. A draft will be sent out prior to the next Executive Committee meeting, and eventually move on to the full council for review and input. We expect a completed work plan in the time frame of Early January.

## ADA Legacy Update

It’s all happening! And soon, things are coming together, there are a few items to work out, and we are going for the final push to get the word out there. We are looking forward to a great event.

## FUTURE COUNCIL MEETINGS

The next executive committee meeting will be November 17, 2015. The next Access committee meeting is planned for November 4, 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; Bob Johnson seconded. The chair adjourned the meeting at 4:03 p.m.

Respectfully submitted,

Shannon Hartwig