# MSCOD EXECUTIVE COMMITTEE MINUTES

MSCOD OFFICE

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

February 10, 2016

(APPROVED 3/9/2016)

## 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 2:01 p.m.

## APPROVAL OF AGENDA AND MINUTES

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

Nate Aalgaard motioned for approval of the minutes of the January 13, 2016 meeting. Dean Ascheman seconded the motion. It was approved by unanimous voice vote.

## Executive Director Review

Dean Ascheman made the following motion for approval of MSCOD Executive Director Joan Willshire be granted a 3.5% salary increase, to be processed June 1, 2016 with back pay to December 30, 2015; it was seconded by Nate Aalgaard. It was approved by unanimous voice vote.

## Committee updates

Joan Willshire gave a brief review on the progress that committees have made. The committees have been meeting regularly, and their next task will be to review and make recommendations on the position papers, the goal will be to align the positions papers to best reflect the groups focus areas. The Positions papers were presented by the former committee structure.

## Legislative update

Staff member David Fenley presented the group a brief background on 2016 MSCOD policy agenda.doc, David is working on the last round of edits, and will present any changes at the next executive committee meeting. Reminder it is close to session, and this is a working document. The March 9, meeting will be focused on the Policy Agenda.

## Nominations Committee Update

Dean Ascheman reported that we are awaiting the pending nine appointments from the governor’s office; once they are made we will continue on with the process. The group will review the status at the next meeting.

## Executive Director Report

Joan Willshire reported staff member Margot Imdieke Cross is providing training in Minneapolis on Emergency Preparedness.

## ADJOURNMENT

Dean Ascheman motioned to adjourn; Bob Johnson seconded. The chair adjourned the meeting at 3:13 p.m.

Respectfully submitted,

Shannon Hartwig