# MSCOD EXECUTIVE COMMITTEE MINUTES

MSCOD OFFICE

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

August 18, 2016

(APPROVED 9/15/2016)

## ATTENDANCE

Dean Ascheman, in office

Jim Thalhuber, in office

Nate Aalgaard, via phone

Kathy Peterson, Absent

Staff present: Joan Willshire, and Shannon Hartwig

**Note:** New date and time has been selected for the executive committee meetings by current members of the group, the following dates will be added to the council calendar:

* Thursday September 15, 2016
* October 20, 2016
* November 17, 2016
* January 19, 2017
* February 16, 2017
* March 16, 2017
* April 20, 2017
* May 18, 2017
* June 22, 2017

## 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 Kathy Peterson. It was approved by unanimous voice vote.

Dean Ascheman motioned for approval of the minutes of the May 11, 2016 meeting. Kathy Peterson seconded the motion. It was approved by unanimous voice vote.

## Legacy update

Staff member Joan Willshire presented the group a brief background on Legacy update. Staff will begin working on the upcoming Policy Agenda, getting ready for the December Full Council Meeting. Current items in review are Budget changes and Autonomous Vehicles. There will be minor changes to the current staff positions, David Fenley our current Legislative Coordinator will be taking a role in the ADA position. Current contract staff member George Shardlow is in the process of applying for the Legislative position, while David Fenley will be focused on the ADA position. The expectation is this will be a smooth transition. George has been with us on and off for the past three years, in the intern position, and in a contract employee position. This year George served as the State Fair booth coordinator. David Fenley has been working closely with Margot Imdieke Cross for the past two years, and this opportunity will impact the Legislative position, as it works closely with the ADA position.

## ADA CELEBRATION update

Ongoing grant information provided by Joan Willshire, Ampers will be working with MSCOD and other items include MN State Fair Booth, CCTV from Roseville.

## New Council Member update

New council members have been appointed on June 24, 2016. There are four new members, Shaneen Moore of Robisndale, MN will be representing Region 11, Lauren Thompson of Champlin, MN will be representing Region 11, Amber Madoll of Duluth, MN will be representing Region 3, and Ted Stamp of Marshall, MN will be representing Region 9. The following members have been re-appointed Nate Aalgaard, Brian Bonte, Jim Thalhuber, Hilary Hauser, and Dean Ascheman. Council member Tim Boyer of Bemidji, MN Region 2, has resigned as of July 1, 2016, and Bob Johnson from Fergus Falls, MN resigned in January 2016.

New council member training took place on August 18, 2016 at Noon, prior to the Executive committee meeting. New council members have been paired up with an existing council member for their first meeting, this will allow new members to have a contact within the group during the first meeting.

## Committee updates

Committees have been on break over the summer months, this was due to the number of new council member appointments that have been made on June 24, 2016. New council member training has taken place prior to the current (8/18/2016) executive committee meeting, and the group feels comfortable assigning the new members to the committees best matched by experience and interest. Assignments are as follows Access Committee Lauren Thompson, and Ted Stamp. Employment Committee Shaneen Moore and Amber Madoll. Members that have been re-appointed, will continue to serve on their current committee. This plan was in place, due to the volume of new members, the focus was to have balanced committees based on skill, experience and interests.

## Budget - Update

Joan Willshire and Jim Thalhuber reported we are at the end of the fiscal year, the budget is on track. We are waiting on the final report, which is expected to be available mid-September, when it becomes available it will be presented to the Full Council. The next full council meeting is scheduled for September 29, 2016. Shannon will add the item to the September Executive committee agenda.

## Full Council Meeting Planning

The group reviewed the draft agenda and provided input as to the editing and additions of item to be reviewed at the September Executive committee meeting. Shannon will edit the document for the next meeting.

## Nominations Committee/Council member Update

The nominations committee is aware of the new council member appointments which were made on June 24, 2016. There were nine member seats that are open, this number is greatly impacted the ability to move forward. The Nominations committee will continue with the existing schedule to hold elections after the second meeting, after appointments were made in June 2016, the estimated date for elections will be on or after the planned December Full Council Meeting. The nominations committee will again reach out to the current members and continue on as previously planned in accordance to the By-Laws. Dean Ascheman is the Chair of that committee, he will follow up with the five members that expressed interest, and contact the remaining members to inquire if there is any other parties interested, and he expects to complete this task before then September full council meeting.

## Discussion, Committees

The group discussed the budget in regard to Per-Diem, noting that the committee meetings are held for one hour each month. The group will re-evaluate the item at the next meeting, as we may make changes to the dates and length of time for meeting to be held. This topic was in response to the Budget item of Per-Diem from FY16. The group will review the item in the event that there is a change in the frequency or duration of time commitments made by the individual committees.

Additionally there was a suggestion made to form a by-law review committee at the June Full Council meeting, the group had discussed two topics at the time, and as two of the interested parties are no longer serving on the council we will add it as a discussion item on the next full council meeting. Shannon will add it to the full council meeting agenda.

## Executive Director Report

Joan Willshire discussed the summer schedule, committee meetings will continue as planned after the September Full council meeting. Members will be asked to plan the new dates and times of each planned committee.

## ADJOURNMENT

Dean Ascheman motioned to adjourn; Nate Aalgaard seconded. The chair adjourned the meeting at 3:41 p.m.

Respectfully submitted,

Shannon Hartwig