# MSCOD EXECUTIVE COMMITTEE MINUTES

MSCOD OFFICE

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

September 15, 2016

(APPROVED 11/17/2016)

## ATTENDANCE

Dean Ascheman, in office

Jim Thalhuber, in office

Nate Aalgaard, via phone

Kathy Peterson, via phone

Staff present: Joan Willshire and Shannon Hartwig

NOTE: Jim Thalhuber will not be able to attend the 10/20/2016 meeting.

## CALL TO ORDER

Jim Thalhuber council chair called the meeting to order at 2:33 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 August 18, 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 overview of the Somali community event, the scheduling conflicted with the Executive committee meeting. Both David Fenley and George Shardlow are in attendance, and will report back. Staff are in the planning stages for the Public Policy Agenda, and will report back for the next Council meeting on September 29, 2016. The Public Policy Agenda is a working document.

## MN State Fair update

George Shardlow was our MN State Fair Booth Coordinator, and the event went pretty smoothly. George has prior experience managing the booth for MSCOD. We had great turn out for the Commissioners, we had about ten of them come in and spend time working the booth, handing out information, GO-BAGS and greeting the public. Executive Committee members would like to acknowledge staff members George Shardlow, Linda Gremillion and David Fenley for their dedication and enthusiasm to this event.

## ADA-LEGACY Update

A project planned to show the good and the bad of accessibility at the MN State Fair, we would use a GoPro camera and catch both the good and bad of the experience a wheelchair user would encounter during a visit at the fair. We had two types of wheelchairs, one was a larger sized poser chair, and the other was a smaller sleeker styled manual chair. A lot of footage was captured and we are now in the editing stage. Based on the outcome of the footage we will determine the outcomes of the project. The project is based on the footage, and staff will report at the next meeting with an update on the progress.

## Budget review

Joan Willshire and Jim Thalhuber reported that MSCOD carried over a larger amount than expected, the efforts that have been in place over the last fiscal year have proved effective. These efforts are largely in part of both council members and staff. Council Chair requested staff to set up a meeting with FMR staff Tracy S to discuss the financial reports before the next council meeting that will be held on September 29, 2016. Shannon will set up the meeting with Tracy S. Linda G. Joan W. and Jim T.

## Future Meeting Planning

The group reviewed the draft Full Council meeting agenda, Shannon will edit the document and send out for the next full council meeting. The group asked that Shannon add the MSCOD strategic plan to the full council meeting packet that will be sent out for the 9/29/2016 full council meeting. Items to add to the October Executive Committee meeting will be the Public Policy Agenda. Items to add to the November Executive Committee meeting will be Executive Director Evaluation. The group requested the draft of the Public Policy Agenda be included with the October Executive Committee meeting packet, It is a working document and will be included.

## Nominations Committee/Council member Update

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. Dean follow up with the four 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.

## Executive Director Report

Joan Willshire discussed the meetings with Deputy Commissioners at an 8 am meeting, there were 26 deputy commissioners in attendance. Joan also reported that staff member Margot Imdieke is working on issues concerning the US BANK Stadium, and will report back upon completion. There have been numerous reports of people getting stranded in the restrooms due to the door weight, and crowding of the seating area for disability seating, this is not a complete list of the issues of concern. Other items that MSCOD is focused on are the City of Minneapolis Election center. Joan also reported that staff member David Fenley is transitioning to the new position of ADA Compliance Coordinator and will be working with Margot Imdieke. MSCOD will be working to schedule an event to recognize October as National Disability Employment month. Joan Willshire discussed with the group the opportunity for a staff member to travel to the Railvoultion conference in San Francisco on October 9-12, 2016 at a discounted price.

**ACTION:** Kathy Peterson motioned to approve out state travel for a staff member to attend the Railvolution conference including travel expenses, meals and other expenses related to attending the conference. Dean Ascheman seconded the motion. It was approved by unanimous voice vote.

## Other Business

Committee structure and organization has been added to the Full Council meeting agenda, and will the committee members are tasked with setting future dates to the council calendar, along with introductions of new council members. Jim Thalhuber asked Dean Ashceman to move forward with the By-Laws task force, the task force will review and bring suggestions to the Executive Committee for items that may need to be addressed. Shannon will send the most recent copy of the by-laws to Dean Ascheman, the discussion will be carried over to the Full Council meeting on September 29, 2016. Executive Director Review, the group aske Executive Director Joan Willshire to inquire if the state has a tool to use during the review process, Joan will follow up. Jim Thalhuber reminded the group he will not be in attendance for the October meeting, and to please add the item to the November Executive Committee agenda. Shannon will add the item.

## ADJOURNMENT

Kathy peterson motioned to adjourn; Nate Aalgaard seconded. The chair adjourned the meeting at 3:55 p.m.

Respectfully submitted,

Shannon Hartwig