# MSCOD EXECUTIVE COMMITTEE MINUTES

MSCOD OFFICE

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

May 11, 2016

(APPROVED 8/18/2016)

## ATTENDANCE

Dean Ascheman– in office

Jim Thalhuber – via phone

Nate Aalgaard – via phone

Robert Johnson– 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 2:03 p.m.

## APPROVAL OF AGENDA AND MINUTES

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

Nate Aalgaard motioned for approval of the minutes of the March 9, 2016 meeting. Dean Ascheman 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.

## Council Self-Evaluation update

Council Chair provided the group with a review of the results of the council self-evaluation. The evaluation gives us a starting point of areas to focus on for the next year. The group discussed areas that we can address immediately, moving forward we will include in-service time during full council meetings, this will allow us to focus on items like by-laws, and member participation.

## New Council Member update

We are still waiting on appointments to be made by the governor’s office, In the past appointments have been made as late as the end of June. There are a total of nine members affected by the pending appointments, and this is making it difficult to plan meetings for the Executive Committee and the other committee meetings. The full council scheduled for June 2, will continue as planned.

## Committee updates

Joan Willshire gave a brief review on the progress that committees have made. The committees have been meeting regularly. The Committees have been notified that we will be changing the structure of the position papers, and updating them to what will be titled Information Series. The committees will continue to work on the Position papers, but they will focus on New and emerging topics.

## Budget - Update

Joan Willshire reported that as we are nearing the end of the fiscal year, the budget is on track. Council Chair and necessary staff will meet with Tracey Sigstad from Dept. of ADMIN before the next council meeting and report to the Full council on June 2, 2016.

## Legislative update

MSCOD staff member David Fenley gave a brief review of the policy agenda session is wrapping up, and will end the week of May 23, 2016 and the 2017 Budget possibilities. These are in the planning stages, and will be reported at the Full Council meeting on June 2, 2016

## Nominations Committee/Council member Update

We are waiting to hear from the Governor’s office. Once the appointments are made, MSCOD will schedule the new member orientation. The nominations committee will continue to report until they can take action, and continue to move forward, which will not be until the current round of appointments are made, and the new members have attended New member orientation. There are nine member seats that are open, this number is greatly impacted the ability to move forward.

## Executive Director Report

Joan Willshire discussed the summer schedule, committee meetings will continue as planned, until the pending appointments are made. The Executive comm [section incomplete]

## ADJOURNMENT

Dean Ascheman motioned to adjourn; Nate Aalgaard seconded. The chair adjourned the meeting at 2:43 p.m.

Respectfully submitted,

Shannon Hartwig