

# Meeting Minutes: Executive Committee

Date: 9/6/2018

Minutes prepared by: Shannon Hartwig

Location: 121 East 7th Place, St. Paul, MN 55101

## Attendance

* Jim Thalhuber – In Person
* Dean Ascheman – In Person
* Nate Aalgaard – Via Phone
* Amber Madoll – Via Phone
* Kathy Peterson –Via Phone
* Joan Willshire, MCD Executive Director
* Shannon Hartwig, MCD Staff

## Approval of Agenda and Minutes

**Action:** Kathy Peterson motioned for approval of the agenda; it was seconded by Dean Ascheman. It was approved by unanimous voice vote. Dean Ascheman motioned for approval of the minutes of the July 19, 2018 meeting. Amber Madoll seconded the motion. It was approved by unanimous voice vote.

## State Fair update

Joan Willshire provided a brief update of the MN State Fair Activities. The booth was well attended by council members, commissioners, and staff. The booth was a busy space, as in past years, the emergency preparedness “go” bags went fast. We did have a few new literature items, but overall the agency materials need to be updated with the new branding. The Branding plan allows for depletion of existing inventory, but it was noticeable.

## Legislative Update

The group discussed the following issues as items of interest for the Public Policy Agenda. A: related items include DNR Leadership Bonding Bill, Accessible parks, assisted living/vulnerable adult bill, Autonomous Vehicles (CAV Committee), Round-About, Education Suspension and Children with Disabilities. Kathy Peterson brought forth the topic of Sign Language Interpreters, Joan Willshire will contact Mary Hartnett about more information.

The group asked that staff prepare the draft agenda for review at the next full council meeting which will be on September 27, 2018.

## Committee updates

Nominations Committee, Dean Ascheman reported there are 9 members whose terms will end as of January 7, 2019. Of those nine, 3 will have reached or exceed the term limits according to the by-laws. The council vitality committee will reach out to the three members about specifically targeting their area networks and contacts about recruitment. Shannon Hartwig will contact the six remaining members about the application process, and inquire if they will re-apply. If they are not interested she will direct them to contact Dean Ascheman to begin recruitment efforts.

Discussion, Committee Focus areas. The Employment committee has been on hold while there was a change in staff and the former chair person was on medical leave and has since retired from the Council. Council Chairman Jim Thalhuber will contact members to inquire is they would have interest in serving as a committee chair. Thalhuber will contact Quinn Nystrom about her interest in the employment committee and Brian Bonte about his interest in the access committee.

## Meeting Planning

In effort to include time allowable for document remediation, meeting planning will be planned. This may include changing the regular schedule of the existing meeting time frames. This will be ongoing until we streamline the process, with the goal of meeting the digital accessibility of all agency documents.

## Communications

Jim Thalhuber brought forth the topic of agency wide commination, specifically the communications plan. He asked that Joan Willshire report back to the committee details of the agency communications plan that will be the topic of the staff retreat that will be held in September.

## Conflict of interest

Jim Thalhuber brought forth the topic of the conflict of interest, in June of 2017, the item was revised to include a sentence that indicates that council members will sign a conflict of interest form annually. After researching the item, with the attorney general’s office, it was found the item is not necessary, as written. The item will be moved to the September full council meeting as a by-law revision.

## Chair’s Report

Chairman, Jim Thalhuber reminded the group that he will be unavailable in October, prior to the next meeting, the meeting will continue as scheduled.

## Executive Director Report

Joan Willshire gave a brief review about the AMPERS project. Willshire reminded the group that two employees David Fenley and Kody Olson will be attending the ADA conference in late September. The Motion was made at the last meeting. Staff members will provide a report at the next full council meeting.

## Future Meeting Planning

The next Executive Committee meeting will be on October 18, 2018. The next Full council Meeting will be September 27th, 2018.

## Adjournment

Meeting adjourned at 4:34 pm

Respectfully submitted by:

Shannon Hartwig