

# Meeting Minutes: Executive Committee

Date: 1/18/2018

Minutes prepared by: Shannon Hartwig

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

## Attendance

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

## Approval of Agenda and Minutes

**Action:** 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 November 16, 2017 meeting. Kathy Peterson seconded the motion. It was approved by unanimous voice vote.

## Staffing update

Joan Willshire discussed the current staffing updates with the group. The business manager position has been updated as per the state wide campaign to update all position descriptions. The position was filled, the existing manager Linda Gremillion will continue on in the position. The Legislative position description is currently under review by the auditor. We hope to have the position filled before session starts in February.

## Public Policy Update

Discussion Joan Willshire provided a recap of the proposed Policy Agenda, this item is a working document and changes will be made as we move forward. The group discussed the items that will be included on document 7-Draft-12.5.2017 MCD Policy Agenda 2018. The items will be moved to the next full council meeting that will be held on February 8, 2018. Refer to document 7-Draft-12.5.2017 MCD Policy Agenda 2018.doc for additional details. A draft will be forwarded to the executive committee members for review prior to including it in the full council mailing. At this time the legislative position is vacant, we will continue to move forward with the document. Discussion items include Proposed Bonding Bill, Compassionate Care, Physical Therapy and Parking Certificates, Self-driving Cars – Technical Specs, DNR ADA Bonding Bill, and MNDOT Bonding Bill. Refer to the Full council meeting minutes for further details beyond 12/14/2017.

**ACTION ITEM:** A motion was made by Dean Ascheman to accept the proposed draft policy agenda, and to move it to the February 8, 2018 Full council meeting, with the revisions as discussed. The motion was seconded by Kathy Peterson, It was approved by unanimous voice vote.

## Council Business Discussions

Open Seat and Recruiting Discussion, Open seats as of January 2018. Open seats include Region 2 – Vacant, Region 9 -Nancy Fitzsimmons, Region 11 – Andrea Bejarano-Robinson, and Region 7- Kathy Wingen. Recruiting efforts are underway, the posting will be placed on the Secretary of State website in late October or Early November, posts on the MCD website and information will be sent out on the MCD listserv. Council members are asked to recruit within their region areas, contacts and networks. There are potential candidates representing the Somali community and the Disabled Veterans community.

## Conflict of Interest form Discussion

The group reviewed the conflict of interest form, and the 27 page policy document that was provided by the Business Operations Manager, Linda Gremillion. Shannon, asked if we can include the 27 page policy in the new member hand book, along with a copy of the form. Council Chair, Jim Thalhuber recommended we find another option. Executive Director, Joan Willshire will take the item to the Attorney General’s office for further review and recommendation. Joan Willshire will follow up at a later date.

## Full Council Meeting Planning

The group reviewed the Draft agenda for the December 14th full council meeting, and Shannon will make the necessary revisions, and submit the final version to the group at the next meeting. Shannon will schedule the budget meeting for Council Chair, Jim Thalhuber and Tracy Sigstad prior to the full council meeting on February 8th. Shannon will add the following items to the Full council meeting agenda, Policy update, Capitol ADA improvement tour, Legislative Forum.

## Chairs Report

Shannon will add the annual Executive Director Review the Next Executive Committee meeting agenda.

## Executive Director Report

Joan reported that she was the recipient of the MLK award on Jan 15th. Joan brought forth discussion of Council Member Lauren Thompson attending the CCD Advocacy training in St Paul, MN on 1/23/2018.

**Action:** A motion was made by Dean Ascheman to cover the registration fee of $20, other related expenses for Lauren Thompson to attend the CCD Advocacy training. Nate Aalgaard seconded the motion. It was approved by unanimous voice vote.

Joan reported that MNiT will be installing new computers, as our older ones were damaged years ago, and it was more effective approach to replace them and start fresh. Joan Willshire reported that Staff member Margot Imdieke Cross is closely working with the Super Bowl access committee.

**Future** **Meeting Planning**

Shannon will add the annual Executive Director Review the Next Executive Committee meeting agenda.

Meeting adjourned at 3:48 pm

Respectfully submitted by:

Shannon Hartwig