

# Meeting Minutes: Executive Committee

Date: 4/26/2018

Minutes prepared by: Shannon Hartwig

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

## Attendance

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

## Approval of Agenda and Minutes

**Action:** Dean Ascheman motioned for approval of the agenda; it was seconded by Amber Madoll. It was approved by unanimous voice vote. Dean Ascheman motioned for approval of the minutes of the February 15, 2018 meeting. Amber Madoll seconded the motion. It was approved by unanimous voice vote.

## Committee updates

Access: Nate gave a brief report on the work that is moving through the Access committee, the group meets roughly every month that there is not a full council meeting.

Council Vitality: The group discussed the need for the formation of a new committee. Development of the Council Vitality included discussion of the need for a group to assist with the recruitment within the network circles of the members who will be leaving the group either due to resignation, or expiration of appointment. In the past we have had issues filling vacancies in the more rural areas, for the year 2019 we will have eight council membership terms that will lapse or expire. The Council Vitality committee will identify current members whose terms will expire in 2019. MCD Council Chair, Jim Thalhuber appointed Dean Ascheman as **the Council Vitality** Committee Chair, suggestions to the committee will be made from the Executive Committee.

## Staffing update

We will be moving into the second round of interviews for the Legislative position that is open. We had 29 applicants for the first round, as we move on to the second round we have a selection of 9 that will be invited back. Hopefully we can get them all in during the month of May as session will be wrapping up.

## Public Policy Update

Discussion Joan Willshire and Erica Schmiel provided a recap of the proposed Policy Agenda and current issues. The legislative updates can be found on our website. Follow this link for detailed information: [Legislative Updates](https://www.disability.state.mn.us/public-policy/legislative-updates/) (https://www.disability.state.mn.us/public-policy/legislative-updates/).

## Council Business Discussions

Kathy Peterson inquired about the business expense reporting timeline, Shannon will send the expense forms out to members. Along with the communication to submit them in a timely manner.

In effort to increase council member communication and engagement, development of a new report item will be added to the Executive Committee agenda as a standing item. Council Member Local area reports, members will report from their area to the Executive Committee, 2 members will be selected to participate each month, additionally new members will be asked to join a Executive Committee meeting within their first 3 months of serving a term.

## Chairs Report

Planning for next meeting, Discussion: is everyone ok with the May 17th date, as it gets busier this time of year with beginning of summer, end of academic year, additionally we will be in the planning stage for the June 7 full council meeting. The group reported there is no need to change the date.

## Executive Director Report

Agency remodel, Linda Gremillion gave a brief review on the status of the physical space of the agency remodel plans. Plans include adding footage, to provide a larger meeting room space, and separate areas for the common room, which now houses the copier, break area and office supply areas. Staff will follow up with the Executive committee as we move through this process.

**Future** **Meeting Planning**

45th Anniversary October 2018. Item will be on the agendas for planning.

Add the agency work plan, strategic plan and the mission vision values to the draft agenda for the June 2018 Full Council meeting.

Meeting adjourned at 4:38 pm

Respectfully submitted by:

Shannon Hartwig