# MSCOD COUNCIL MEETING

Thursday June 8, 2017

MSCOD Conference Room

121 East 7th Place Suite 107

St. Paul, MN 55101

## AGENDA

Call to order & Introductions

Website Branding Update

Public Policy Update

Mission, Values, and Vision Discussion

Committee Updates

Ex-Officio Presentations

By-Laws Revision, Changes, and Edits (Action Item)

Chair’s Report

Executive Director’s Report

Other Business

Public Comment

Adjourn

## CALL TO ORDER & INTRODUCTIONS

Council Chair, Jim Thalhuber called the meeting to order at 10:36 a.m. Council members present in person: Jim Thalhuber, Dean Ascheman, Amber Madoll, Brian Bonte, Kathy Wingen, Lauren Thompson, Nancy Fitzsimons, Nancy Rosemore, Kathy Peterson and Shannen Moore. Council members present via phone: Ted Stamp, Nate Aalgaard, Dave Schwartzkopf, and Hilary Hauser. Absent: Carlos Vazquez, and Andrea Bejarano-Robinson

Ex-officios present: Wendy Wulff, Karly Eckoff, Joni Werner, Lorraine Jensen, Jill Keen, Kathrine Finlayson, and Noel Shuggart

Staff members present: Joan Willshire, Margot Imdieke Cross, David Fenley, Chad Miller, Stuart Cross, George Shardlow and Shannon Hartwig.

## APPROVAL OF AGENDA & MINUTES

Brian Bonte motioned for approval of the agenda. Kathy Wingen seconded the motion. The motion was unanimously passed by roll call vote.

Brian Bonte motioned for approval of the minutes for the January 26, 2017, full council meeting. Dean Ascheman seconded the motion. The motion was unanimously passed by roll call vote.

## PRESENTATION: Tom Pearson, MN Governor’s Council on Developmental Disabilities

Tom Pearson gave a presentation on “Results of the general population survey regarding developmental disabilities, 55 years after the 1962 Attitudes Survey.

## PRESENTATION: Sarah Parker, Website Branding Update

Sarah Parker gave an update on Minnesota Council on Disability’s website, we are moving forward with the state-wide re-branding campaign. The target dates will be to roll over in mid to late August. The concern of accessibility of the website is taken seriously, addressing any issues may add additional time to the target date.

## PUBLIC POLICY UPDATE - LEGISLATIVE UPDATE

George Shardlow gave a brief update on the proposed Governors Budget George Shardlow and Joan Willshire gave a brief background on the items that are in the budget. Joan Willshire reported that we will continue to monitor progress.

## COMMITTEE UPDATE

### ACCESS

David Fenley gave a brief review of the ADA Title III trainings. Margot Imdieke Cross gave an update on the US Access Board event in May. Nate Aalgaard, gave a brief review of the work taking shape in the Access committee, they have been focused on Local issues from member’s local areas as well as the positions papers they have been working on.

David Fenley gave a brief review of the ADA Title III trainings

George Shardlow gave a brief review of the progress of the position papers the group has been working on, as well as the issues with maintaining consistency with meeting dates. It has been difficult to maintain scheduled meetings during the legislative session, and the chair person for the group was on medical leave. Future meetings are planned for the group.

## Future Meeting Planning

Meetings will be scheduled for 2017 October 5, December 14, and 2018 February 8, June 7. Add Nancy Fitzsimons Olmstead Presentation to the October 5th, as and agenda item.

## EX-OFFICIO PRESENTATIONS

Jill Keen, Minnesota Department of Human Rights gave a presentation on The ADA and College. Joanie Werner, Loraine Jensen, Sara Thorson, Wendy Wulff, Noel Schuggart,, and Carla Eckoffgave brief updates from their respective agencies.

## Executive Committee Nominations Committee

Council Member Dean Ascheman asked if there were interested parties that would like to submit their names to serve on the executive committee. With no members coming forward in response to the request, **Action:** Dean Ascheman made a motion with interest of time, and the lack of additional interested parties, we move forward with nominating Amber Madoll to fulfill the reminder of the term for the vacancy that was created with the resignation that was submitted last December. The Motion was seconded by Brian Bonte, and the motion was unanimously passed by roll call vote.

## Discussion, Mission Values, and Vision

The group discussed the need to update, revise, or edit the current version of the Council on Disabilities Mission, Values and Vision statement. The item will be added to the Executive committee agenda items, and Council members are encouraged to submit their comments or suggestions of edits or revisions, to Council Chair Jim Thalhuber, Executive Director Joan Willshire, or Council admin Shannon Hartwig. The item will move to the Executive committee for review.

## 1:00 p.m. Roll Call (return from break)

Roll call was made to establish quorum, to continue meeting after break. 11 members present. Nate Allgaard, Brian Bonte, Nancy Fitzsimons, Lauren Thompson, Kathy Peterson, Nancy Rosemore, Dave Schwartzkopf, Ted Stamp, Kathy Wingen, Dean Ascheman and Jim Thalhuber.

## By-Laws, Proposed changes.

The proposed changes to the by-laws have been posted, reviewed. Revisions include the following:

**(Document: Proposed By-Law Change Notice June 2017.doc)**

**NOTICE**

**April 27, 2017**

**Proposed By-Law Change**

### Item 1.

**Change (7)**

**Business name and acronym change: Various forms of Minnesota State Council on Disability or Acronym (MSCOD) to Council on Disability**

Locations:

(1) Article I, Purpose, Powers and Duties, Section 1 – Purpose, A. Line 1. (**MSCOD**).

(2) Article I, Purpose, Powers and Duties, Section 2 Powers and Duties. Header “Furthermore (**MSCOD**) shall”

(3) Article II, Council Membership, Section 1. Composition (**MSCOD**)

(4 And 5) Article II, Council Membership, Section 3. Conflict of Interest (**the State Council on Disability**)

(6) Article III, Council Meetings, Section 7. (**The Minnesota State Council on Disability)**

(7) Article VII, Committee and Task Forces, Section 1. (**The Minnesota State Council on Disability**)

### Item 2.

**Remove (1)**

**Remove duplicated item Subd. 5a and Subd. 5b:** In error Subd. 5a and Subd. 5b were included in a revision dated 2011. Items are located in the correct location within the document under meetings. No Change to Subd. 5 Duties and Powers 1-9.

Location:

Article I, Purpose and Duties, Section 2. Powers and Duties:

***Subd. 5a.***

[Renumbered [16B.055, subd 2](https://www.revisor.mn.gov/statutes?id=16B.055#stat.16B.055)]

***Subd. 5b.Meetings.***

(a) Notwithstanding section [13D.01](https://www.revisor.mn.gov/statutes?id=13D.01#stat.13D.01), the Minnesota State Council on Disability may conduct a meeting of its members by telephone or other electronic means so long as the following conditions are met:

(1) all members of the council participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(2) members of the public present at the regular meeting location of the council can hear all discussion and all votes of members of the council and participate in testimony;

(3) at least one member of the council is physically present at the regular meeting location; and

(4) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

(b) Each member of the council participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

(c) If telephone or another electronic means is used to conduct a meeting, the council, to the extent practical, shall allow a person to monitor the meeting electronically from a remote location. The council may require the person making such a connection to pay for documented marginal costs that the council incurs as a result of the additional connection.

(d) If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the council shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and of the provisions of paragraph (c). The timing and method of providing notice is governed by section [13D.04](https://www.revisor.mn.gov/statutes?id=13D.04#stat.13D.04).

### Item 3.

**Change (1)**

**Location:**

Article I, Purpose, Powers and Duties, Section 2 – listed under header “Furthermore the Council on Disability shall:”

B. Promote coordinated, collaborative, interagency efforts; to

B. Promote coordinated **and** collaborative interagency efforts;

### Item 4.

**Change (1)**

**Location:**

Article I, Purpose, Powers and Duties, Section 2 – listed under header “Furthermore the Council on Disability shall:”

D. Collect, conduct and make disability related research and statistics available to all customers;

D**. As appropriate and feasible collect,** conduct and make disability related research and statistics available to the Governor, Legislature, state agencies and general public;

### Item 5.

**Change (1)**

**Location:**

Article II, Council Membership, Section 2. Membership Responsibilities:

B. Serve on at least one standing committee. At their discretion, members may also serve on one or more task forces;

B. Serve on at least one standing committee and on other committees and task forces, **as requested by the Council Chair.**

### Item 6.

**Change (1)**

**Location:**

C. Be responsible for knowing current Council policies and positions regarding issues of concern to disabled people in Minnesota and for knowing Council history, structure and current activities so as to effectively represent the Council to the public;

C. Be responsible for knowing current Council policies and positions regarding issues of concern to **persons with disabilities** in Minnesota and for knowing Council history, structure and current activities so as to effectively represent the Council to the public;

### Item 7.

**Addition (1)**

**Location:**

Article II, Council Membership, Section 3. Conflict of Interest:

Add Sentence:

**Council members will review and sign an Annual Conflict of Interest statement.**

### Item 8.

**Addition (1)**

**Location:**

Article II, Council Membership, Section 4. Terms:

**Members may serve a maximum of two consecutive three-year terms, plus time allotted to fill a vacancy or a term of less than three years. After at least one year absence, an individual may re-apply for Council membership.**

### Item 9.

**Change (1)**

**Location:**

Article II, Council Membership, Section 7. Reimbursement:

Under header “Per Diem will be made for”

Per Diem will be made for:

Per Diem **may** be made for:

### Item 10.

**Change (1)**

**Location:**

Article II, Council Membership, Section 7. Reimbursement:

Under header “Per Diem will be made for”

2. Council Committee/Subcommittee/Task Force Meetings;

2. Council Committee/**Committee**/Task Force Meetings;

### Item 11.

**Addition (1)**

**Location:**

Article II, Council Membership, Section 7. Reimbursement:

3. Attendance at any meeting where the Council member has been officially appointed to represent the Council (the Council Chair has appointed and the Council has confirmed).

3. Attendance at any meeting where the Council member has been officially appointed by the Council **Chair and confirmed by the council to represent the Council.**

### Item 12.

**Addition (1)**

**Location:**

Article II, Council Membership, Section 7. Reimbursement:

C. Time for submission- Council members shall submit to MSCOD, the state’s ‘Expense Report- MAPS Accounting Component- Only for persons NOT on SEMA4’ documentation for reimbursement of expenses and per diem for approved council activities within 120 days from the date the expense occurred, and otherwise, before the June 30th ending of the MSCOD fiscal year.

**5. Council members shall submit to Council on Disability staff**, the state’s ‘Expense Report- MAPS Accounting Component- Only for persons NOT on SEMA4’ documentation for reimbursement of expenses and per diem for approved council activities within 120 days from the date the expense occurred, and otherwise, before the June 30th ending of the Council on Disability fiscal year.

### Item 13.

**Addition (1)**

**Location:**

Add Sentence:

**C. Identify, vet and prioritize public policy issues, and recommend positions for Council action.**

### Item 14.

**Change (1)**

**Location:**

Article VII, Committees and Task Forces, Section 3. Committee and Task Force Chairs and Vice-Chairs:

Each committee or task force of the Council shall elect its Chair from among its own membership. At its discretion, a committee or task force may also elect a Vice-Chair at the time it elects its Chair. Election shall be by a simple majority of the members present and voting. Committee Chairs shall be elected annually at the second committee meeting after appointments to the committee made pursuant to these bylaws. Each task force Chair shall serve for the life of the task force. A committee or task force may remove its Chair for cause by a simple majority of the membership of the committee or task force.

If a vacancy should occur in the position of standing committee or task force Chair or Vice-Chair, the Committee or Task Force shall elect a replacement to serve for the remainder of the unexpired term.

**The Council Chair shall, with the approval of the Council, appoint committee and task force Chairs. If a vacancy occurs, the Council Chair shall appoint a replacement to serve for the remainder of the unexpired term.**

### Item 15.

**Change (1)**

**Location:**

Article VII, Committees and Task Forces, Section 4. Committee and Task Force Membership (paragraph three):

Membership of task forces may include individuals who are not Council members, but who have expertise that will help the task force carry out its function. All members of a task force shall have the right to vote in that task force whether or not they are a Council member.

Membership of **committees and** task forces may include individuals who are not Council members, but who have expertise that will help the task force carry out its function. All members of a task force shall have the right to vote in that task force whether or not they are a Council member.

Dean Ascheman made a motion to accept the Propodes changes to the by –laws as provided in document “Proposed By-Law Change Notice June 2017.doc” Brian Bonte, seconded the motion, the motion was unanimously passed by roll call vote.

## CHAIR’S REPORT

Jim Thalhuber reported that council members need to complete the expense reports in a timely manner, it is the end of the fiscal year. The agency budget is on track, and the 2018 Budget plan will be the focus soon.

## EXECUTIVE DIRECTOR’S REPORT

Executive Director Joan Willshire reported that in June staff will attend the Age and Disability Odyssey in Duluth MN, Davd and Chad will be presenting on Digital Accessibility. Willshire gave a brief update on the Governor’s group on law enforcement. And the Olmstead sub-committee, and the Diversity and Equity task force.

## PUBLIC COMMENT

Staff member Margot Imdieke Cross reminded the group that the ADA march and Rally will be on July 27th, contact staff for more details.

## ADJOURN

Dean Ascheman motioned to adjourn; Nancy Fitzsimons seconded the motion. It was passed unanimously. The chair adjourned the meeting at 1:54 p.m.

Respectfully submitted,

Shannon Hartwig