

# Meeting Minutes: Executive Committee

Date: 7/11/2019

Minutes prepared by: Shannon Hartwig

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

## Attendance

* Nancy Fitzsimons – In Person
* Brian Bonte – Via Phone
* Lauren Thompson – Via Phone
* Joan Willshire, MCD Executive Director – In Person
* Shannon Hartwig, MCD Staff – In Person

## Approval of Agenda and Minutes

Council Chair Nancy Fitzsimons called the meeting to order at 2:14 pm.

**Action:** Brian Bonte motioned for approval of the agenda; it was seconded by Lauren Thompson. It was approved by unanimous voice vote. Brian Bonte motioned for approval of the minutes of the May 8, 2019 meeting. Lauren Thompson seconded the motion. It was approved by unanimous voice vote.

## Council Appointments Update

New members were appointed on July 3, 2019. Current members Ted Stamp, Brian Bonte and Lauren Thompson have been reappointed for an additional term ending on 1/3/2022. Myrna Peterson of Grand Rapids, MN will represent region 3 seat, formerly held by Amber Madoll. Leigh Lake Underwood, MN will represent region 4 seat, formerly held by Nate Aalgaard. Denise Martineau of Minneapolis, MN will represent region 11 seat, formerly held by Shaneen Moore. Christy Claudio of Minneapolis, MN will represent region 11 seat, formerly held by Dean Ascheman. Nichole Villavicencio of Maplewood, MN will represent region 11 seat, formerly held by Jim Thalhuber. Nancy Fitzsimons on Mankato, MN has been appointed as Council Chair. Two seats were not filled. The vacancies by resignations in regions 10 by Kate MacDonald and region 11 by Hilary Hauser, we will actively recruit in region 10, as this is a currently a hotspot of activity for barrier removal. The region 11 seat was not filled due to a misunderstanding by the new administration. There was confusion surrounding the appointment of the council chair seat. The administration did not fully understand that the appointment of Nancy Fitzsimons, was not considered a seat, as she already held a seat, which led to a vacant seat. Applications are under review for the vacancy. New Member orientation will be scheduled once we have selected a date that will work for the new members.

## Council Business

Attendance issues, three members have unexcused absences or no response. The Council Chair will draft a letter addressing the issue. Member engagement will be included on the next full council agenda.

## Staff Updates

Joan Willshire provided a brief update to the group about current staffing issues. Two staff members are still out on extended leave, Linda and Liz are both expected back in the office sometime in August. Intern Megan Sanders has joined us for the summer, she will be working on various projects with staff that are educational to her internship. Staff member Kody Olson has been working on obtaining Homeland Security Certification, which will help fill the gap with in the emergency preparedness area that may emerge with the retirement of Margot Imdieke Cross. In August a position description will be ready for the Accessibility Specialist position that has been created by the retirement of Margot Imdieke Cross. David Fenley has been taking the I&R calls that would normally be routed to Margot.

## By-Laws Review

Nancy Fitzsimons relayed information that she will set up a time to review the by-laws with the Executive Director, the Executive Committee members, and the Attorney General’s Office. Nancy has a list of questions on what changes she wants to review, and would like recommendations from the group on the suggested changes.

## Meeting Planning

The full council meeting planned for August 7, 2019 will be held at NWAF 60 Plato Blvd. St. Paul. New member appointments have been made on July 3, 2019. There is a vacancy on the Executive Committee, as Jim Thalhuber is no longer a council member. We have four members, Lauren Thompson, Brian Bonte, Trent Dilks and Nancy Fitzsimons as the chair. Due to the timing we will not add a fifth member to the executive committee.

Nancy asked for a volunteer from the Executive Committee to serve on the Nominations Committee, with the expectation that they will move forward with the elections by the second meeting (October) after new members are appointed, as per the current By-Laws. Member Lauren Thompson volunteered to take up the task. The item will be added to the August full council meeting agenda.

Briefly discussed the August full council meeting. Nancy and Joan will finalize the agenda based off the cancelled June meeting agenda and using the materials that we planned for the cancelled June meeting. Nancy stated there is not much expected to change other than a few items that need to be updated.

Meeting dates were selected by the Executive Committee for the following meetings. Executive Committee Thursday - July 11, 2019, Wednesday – August 14, 2019, Wednesday – September 11, 2019, Wednesday – October 9, 2019, Wednesday – November 13 2019, Wednesday – December 11, 2019, and Wednesday – January 8, 2020. Full Council Wednesday - August 7, 2019, Thursday - October 24, 2019, Thursday - January 23, 2020, Thursday - April 23, 2020, and Thursday - June 4, 2020.

Nancy will be meeting with Council staff on August 7 at an all-staff meeting to talk about the transition to the new chair and to get input regarding how the Council can support the work of the staff. The Executive Committee discussed what to call issues related to the environmental scan, the strategic plan, and related matters. The Executive Committee agreed on Council Assessment. Shannon will add a section Council Assessment to the future full council meeting agendas. The item will include council planning items such as the environmental scan and strategic planning.

## Chair’s Report

None, in the future the items will include the budget report.

## Executive Director’s Report

Joan Willshire provided an update on the ADA celebration that will be held on July 26th.

## Other Business.

Council Chair Nancy Fitzsimons asked staff members Joan Willshire and Shannon Hartwig to leave the room, and stated she has closed the meeting at 4:37 pm.

## Adjournment

Meeting adjourned at 4:37 pm

Respectfully submitted by:

Shannon Hartwig