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Minnesota State Council
On Disability

2004 REPORT TO THE LEGISLATURE

MINNESOTA STATE COUNCIL ON DISABILITY

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"I call for solidarity among all who love justice, all who love life, to create a revolution that will empower every single human being to govern his or her life, to govern the society and to be fully productive of life quality for self and for all."



Justin Dart

Father of the Americans with Disabilities Act,
Godfather of the Disability Rights Movement"

HIGHLIGHTS OF 2004

- **Developed and Implemented Communications Plan**
New logo representing MSCOD was chosen
New MSCOD tagline was written:
"Your resource for technical assistance and training"
New Council brochure developed
- **2004 Awards Program Gained Visibility By:**
Key Note Speaker, Dr. Roy Grizzard, Assistant Secretary of the U.S. Department of Labor, Office of Disability Employment Policy
Celebrity Master of Ceremonies, Tom Hauser, Chief Political Reporter for 5 EYEWITNESS NEWS and host of "At Issue" public affairs program
Medtronic was recognized as Large Employer of the Year
Lifetime Fitness, Bloomington, was recognized as Small Employer of the Year
- **Events were Coordinated In Recognition of October Disability Employment Awareness Month:**
Awards and Recognition Program
Participation in Planning and Implementation of October Disability Mentoring Day
- **Executive Director Joan Willshire convened a group of executive directors from State agencies and organizations committed to meeting on a regular basis to discuss, share information and strategize on issues of disability within the communities they serve.**
- **Statewide Collaboration on the 2005 Legislative Forum with:**
Minnesota Centers for Independent Living
Minnesota Consortium for Citizens with Disabilities, representing 40 disability organizations
- **Open Meeting Law Amendment**
Council Statute was amended affecting the Open Meeting Law, allowing the Council to meet via telephone or by other electronic means.

- **Strategic Plan Developed**
 - Online Survey
 - Focus Groups
- **34 Trainings were conducted to a total audience of 1,656 including:**

Members of disability organizations, educational institutions, election officials, employers, grocery employees, judicial officers, neighborhood groups, State agency staff/employers, veteran's officers and volunteer groups.

Topics included:

- **GOTV/Get Out The Vote/Polling Place Access**
 - **ADA/Employment for State Management Candidates**
 - **Disability Awareness**
 - **Access Issues**
 - **Emergency Evacuation of People with Disabilities**
- **Access Surveys**

Upon request, MSCOD staff provides access surveys and recommendation for improving access:

 - Total of 31 provided in 2003-2004



MISSION • VALUES • VISION

The Minnesota State Council on Disability is an agency that advises, provides technical assistance, collaborates and advocates to expand opportunities, improve the quality of life and empower all persons with disabilities.

VALUES We operate with a specific set of values:

- Inherent respect for all
- Integrity
- Independence

VISION To be a primary, productive resource for disability-related information providing leadership and promoting innovative policies through:

- Effective administrative operations
- Legislative interaction
- Statewide collaboration

CUSTOMERS Our customers include:

- People with disabilities and their families
- The Governor
- Legislature
- State and Local Government
- Private Agencies
- Employers
- General Public

SERVICES Our Services include:

- Review disability issues and advise State government
- Promote coordinated, collaborative interagency efforts
- Provide information and referral
- Collect, conduct and make disability-related research and statistics available to all customers
- Advocate for policies and programs that promote the quality of life for people with disabilities

2004 COUNCIL MEMBERS

David Schwartzkopf, Chair, Rochester, Region 10, has worked in the disability field as Executive Director of the Southeastern Minnesota Center for Independent Living and as Assistant Commissioner of Jobs and Training. Mr. Schwartzkopf is a past Chair of the Minnesota Council for the Blind and the Governor's Initiative of Technology for People with Disabilities. He has over 30 years of executive experience with for-profit and not-for-profit organizations and groups.

Russell Philstrom, Vice Chair, Emily, Region 5, is an active volunteer, spokesperson and Chair of the Brain Injury Association of Minnesota. He is involved in numerous community activities and was mayor of Emily. He is a picture framer and proprietor of Northwoods Exposure Art Gallery at the Custom Framing Company and has a custom fishing rod building business. Mr. Philstrom is currently chairperson of Emily/Fifty Lakes Area Chamber of Commerce.

Susan Abderholden, Minneapolis, Region 11, has worked extensively on disability issues, especially related to children, special education and mental health. She has served in a number of disability advocacy roles at the city, county and state level receiving numerous acknowledgements. Ms. Abderholden is currently the Executive Director of the National Alliance for the Mentally Ill of Minnesota.

Sylvia Carty, St. Paul, Region 11 is an active volunteer who has also served on many public and private boards. Ms. Carty is a volunteer working with the Living at Home, Senior Program, Crossroads Elementary School, and the Quality Design Commission of the Minnesota Department of Human Services. Ms. Carty worked for 24 years as Director of the Child Development Center at Hallie Q. Brown.

Nancy Eustis, Ph.D., Minneapolis, Region 11, has served on the Courage Center board of directors and at the University of Minnesota's Center on Aging. She was a Special Assistant at the Office of Disability, Aging and Long-Term Care in the Office of Assistant Secretary for Evaluation (ASPE), U.S. Department of Health and Human Services. Ms. Eustis is a professor at the University of Minnesota's Hubert H. Humphrey Institute of Public Affairs.

Sister Baptiste Fish, Rochester, Region 10, is a member of the Sisters of St. Francis, Congregation of Our Lady of Lourdes. Now retired at Assisisi Heights, Sister Baptiste has served as an accounting manager, high school teacher, secretary and bookkeeper. She holds a Master of Science Degree in Business Administration with an emphasis on accounting.

H. Eugene Hippe, Willmar, Region 6, is the parent of an adult child with a disability. He has been involved in leadership positions related to disability issues from the local to national levels, including past president of ARC Minnesota, and Friendship Ventures. Mr. Hippe is now retired after being the administrator of a multi-county planning and development agency for 25 years.

Mark Hughes, Shoreview, Region 11, has served as co-chair of the St. Paul Mayor's Advisory Committee for People with Disabilities and on the board of the Disability Institute. Mr. Hughes is the host of a weekly cable access talk show on disability issues and is employed at Hubbard Broadcasting.

Edward Nelson, Maplewood, Region 11, serves as Chair of the 3M Disability Advisory Committee and is a member of the National Spasmodic Torticollis Association. He is a Master Engineering Designer for the 3M Company.

Joanne Olson, Duluth, Region 3, was educated as a nurse whose interest has been in rehabilitation. Ms. Olson has also worked as an instructor in nursing, as a nursing home educational director, outreach nurse for Planned Parenthood and in on-call positions in various hospitals in the Duluth area. Ms. Olson has been actively involved in the family printing business. Working now as a certified message therapist, she also provides support to her mother who resides in assisted living.

Kathleen Peterson, Warren, Region 1, brings the advocate perspective of a parent of a deaf child and the expertise of a professional and volunteer sign language interpreter. She has served on several other disability-related boards and works in disability related services at the University of North Dakota.

David Sams, Worthington, Region 8, has had a dual career as a Career Rehabilitation Counselor at the Worthington Rehabilitation Services Office and as an Episcopal Priest. He has served on the board of the Southwest Center for Independent Living (SWCIL) in Marshall and is now an employee. Mr. Sams is a recipient of the Rose and Jay Phillips Award from Courage Center and the Victory Award as Disabled Minnesotan of the Year in 1994.

Gregory Schlosser, M.D., Sartell, Region 7, has served on the board of directors of Courage Center and currently serves on the board of Reins of Freedom, which provides therapeutic horseback riding. He is active in several community activities. Dr. Schlosser practices pediatric and rehabilitation medicine.

Barbara Stensland, Bemidji, Region 2, is Area Director of Home and Community Living/Assisted Living Services, Northern Minnesota, Lutheran Social Services, focusing on services to people with disabilities and the elderly. Ms. Stensland has served on various local human services boards, as a foster care parent, co-owner and director of an ICF-MR and substitute special education teacher. She holds a B.S. degree in Special Education, with emphasis on behavioral management, and is a licensed social worker.

John Tschida, St. Paul, Region 11, has extensive experience in the development of public policy at the state and federal level. He is Co-Chair of the Minnesota Consortium for Citizens with Disabilities and the Vice President of Public Affairs and Research for Courage Center in Golden Valley. Among several recognitions are a 1996 Rose and Jay Phillips Award for excellence in employment and community service.

Brian Wagner, Alexandria, Region 4, has built a local reputation as an advocate for people with disabilities in the Alexandria area. He helped establish, and now chairs, the Alexandria Area Council on Disability where a primary focus is the removal of architectural barriers. He is an office manager for a long-term care facility.

Sheila Wieser, La Crescent, Region 1, worked for twenty years as a registered nurse in the emergency room and is currently co-owner and manager of a monument company. Ms. Wieser has been an active member in many community service groups.

Rachel Wilcox, St. Paul, Region 11, is a Rehabilitation Counselor, Qualified Rehabilitation Consultant and disability advocate. She is a member of the St. Paul Mayor's Advisory Committee for People with Disabilities and serves on the Metropolitan Center for Independent Living Board. Ms. Wilcox is an active participant with legislative policies, procedures and activities.

2003-2004 COUNCIL MEETINGS

In 2002, the Council moved from renting meeting space to conducting most of its meetings in rooms provided free of charge by our partners in State government and non-profit agencies.

Full Council Meetings

2003 Dates

August 11
October 16

Location

Hamline University
Mississippi Room, MN Department of Health

2004 Dates

January 15

February 5
May 20
September 30
November 18

Location

Skjestad Room, MN Department Of Revenue
Goodwill Easter Seals
Metro Square Building
Four Points Sheraton
Goodwill Easter Seals

Task Forces/Committees Meetings

In 2004, legislation was passed allowing the Council to conduct its meetings by electronic means when necessary. Those members who travel far and would need to miss a meeting due to disability or inclement weather can now "meet" via teleconference.

2004 Dates

March 11
May 13
May 20
July 8
October 29

Communications Committee Meetings

Executive Committee Meetings

May 19
September 22
November 17

STRATEGIC PLANNING

"There is no excuse for them if they did not do their duty by the community."

Franklin D. Roosevelt

ONLINE SURVEY

In May, 2004, the Minnesota State Council on Disability (MSCOD) posted an informational survey online. The survey was developed in order to:

1. Identify what people think we currently do as an agency and how they have come to believe what they do.
2. Identify how people and organizations are using/working with the Council and its resources.
3. Identify the level of satisfaction with those various relationships (identified above) and,
4. Identify what various stakeholder groups believe the council should do in the future in terms of priorities/changes in direction.

The public was notified of the availability of the survey through print advertising, direct mail, email and on the Council website. One hundred and seventeen surveys were completed. Respondents represented disability organizations, state or county agencies, individuals with disabilities, family members of a person with a disability, and MSCOD members.

Participants in the survey listed the following activities as the top four that the Council should emphasize:

- Advise State Agencies, Legislators and the Governor's Office
- Provide training resources and educational opportunities
- Serve as a resource for information and referral
- Conduct and disseminate research on disability issues

Participants ranked what they believed to be the top four Council priorities:

- Advising State Agencies, Legislators and the Governor's Office
- Providing training resources and educational opportunities
- Conducting research on disability issues
- Supporting and coordinating disability services

Participants identified the following as the top four disability issues most important when advising State agencies, legislators and the Governor's Office:

- Accessibility
- Employment
- Transportation
- Housing

FOCUS GROUPS

April 2004

Before beginning a new strategic planning process, focus groups were conducted with representatives of disability organizations and State agencies with assistance provided by the State Management Analysis Division, Minnesota Department of Administration. Focus group participants were asked questions regarding their knowledge about the Council and its services, experience and satisfaction with those services, and then to provide suggestions as to how the Council could best allocate its resources and complement the work of state agencies and private organizations serving Minnesota's disability community.

April 29 2004, Disability Organizations Focus Group Results

Representatives of disability organizations made the following suggestions:

- Market the agency and its services
- Focus on what the agency does well
- Take a leadership role
- Take advantage of a unique role in state government
- Reach out to underserved diverse communities
- Take the lead on statewide transportation issues
- Work with ADA coordinators in State agencies

April 30 2004, State Agencies Focus Group Results

Representatives of State agencies recommended the following activities or best practice approaches based on other state councils or boards:

- Conduct forums throughout the State of Minnesota to raise
 - local issues
 - identify issues that may be unique to a region or are universal and then address these issues with specific activities
- Re-examine composition of the Council, identifying its strengths and clarifying its roles
- Enhance and expand the website to reach more people

MSCOD STRATEGIC PLAN FOR 2004/2005

I. MSCOD will provide background research and data for use in decision making by the Governor, legislators, State agencies, disability organizations, and citizens.

- *Staff will gather valid research data, organize data and determine where to use it to develop good policy using inter-agency and outside resources.*
- *Staff will search for various grant opportunities.*

I. TACTICS-

- Conduct a housing needs Survey to the 87 counties in MN.
- Conduct Vocational Rehabilitation waiting list survey for those who are on this waiting list. Determine what services can be provided while on the waiting list.
- Use data from the Annual survey conducted by the Centers for Survey Research at the U of M and the Humphrey Institute for legislative initiatives.
- Olmstead Act-survey community on what people would like to see happen and determine format and outcome of what should occur in this area for the state.
- Hire part-time research/data analyst to gather data, organize information and write grants where appropriate.

II. MSCOD will continue to be a resource for specific disability issues.

- *Staff will maintain their expertise in general disability issues, with an emphasis on the following: **Accessibility, Employment, Housing, Olmstead Act and Rural Transportation**, while continuing to respond to individual inquiries.*
- *Staff will increase the number of advisory recommendations prepared for the Governor's office, legislature, state agencies, and other disability organizations.*
- *Staff will work with the MN Consortium for Citizens with Disabilities (MN-CCD) on issues specific such as Healthcare, Housing, Transportation and other issues as they arise.*
- *Staff will continue to use their expertise in developing and conducting trainings for the state and the public.*

II. TACTICS

- Election Equipment Bill
- Technical Assistance and coaching
- Advisory Recommendations such as: Disability Parking, Housing, Olmstead, Rural Transportation, Homeland Security and emergency evacuation, accessible voting, and others.
- Training-ongoing areas such as: access, disability awareness, ADA, Emergency Evacuation and Homeland Security and employment issues.

III. MSCOD will partner and build relationships to effectively and efficiently serve the state and disability community.

- *Staff will reexamine partnerships and clarify roles, responsibilities, and seek new partnerships to leverage resources.*
- *Staff will strengthen MSCOD presence at the legislature.*
- *Staff will increase the level of technology used within the office.*
- *Collaborating with Assistive Technology Minnesota (ATMn) will be essential to succeed in technology.*

III. TACTICS-Collaborating with:

- Public Safety and all other state agencies on emergency evacuation and Homeland Security
- DHS, other state agencies and the disability community in regard to Olmstead
- ATMn in areas of employment and assistive technology
- Other state agencies that the Council has not worked with before and other organizations to attend conferences and exhibit display booths: ADA Minnesota, ATMn, Department of Human Rights, Business Leadership Network (BLN), at conferences such as, Aging Conference, Human Rights Day, MN Social Services Association.
- All state agencies when appropriate to develop interagency contracts to create stronger bonds within government focusing their work on disability issues whenever possible
- Governor, Legislature and state agencies to develop recommendation process, so as MSCOD would become a part of budget process when governor and state agencies are reviewing budgets to strengthen disability presence within state government

Other areas:

- Council members will attend local community events with display booth
- All training presentations when possible will be conducted in Power Point style via the computer
- Renovate old training videos by using a grant from ADA Minnesota and the assistance of the area state vocational schools
- Create binder for entire legislature containing disability information that will be updated with current disability issues during the legislative session.

IV. MSCOD will continue to emphasize customer focus and quality improvement.

- *Staff will continue to respond to complaints related to alleged judicial administrative violations (per the statute.)*
- *Staff will assist with disability awareness training within agencies.*
- *Staff will seek an executive order to affirm the ADA within all state agencies in Minnesota and the elimination of the word "Handicap" in all state statutes.*

IV. TACTICS

- The Council will conduct an annual survey to determine customer satisfaction of agency.
- *Maintain Council's current participation in CORE (state management and supervisory training).*
- Council staff currently serves on the Legal Aid Board of Directors and also on an Oversight Committee for the Disability Law Center (DLC). MSCOD staff and DLC staff work cooperatively on the implementation of HAVA and related issues. MSCOD staff consult and assist on individual DLC client cases on an as needed basis
- MSCOD will continue to meet with Department of Employee relations DOER ACCESS group, which is a collaboration of state agencies focusing on ADA compliance activities for state government.
- MSCOD will work with the Governor's Council on Developmental Disabilities (DD) on the elimination of the word "Handicap" from all state statutes since the DD Council has initiated this bill.
- Staff will seek an executive order to affirm the State's commitment to the ADA.

COUNCIL ACTIVITIES

"Once you have a clear picture of your priorities-that is values, goals, and high leverage activities-organize around them."

Stephen Covey

SPECIAL EVENTS

The Council sponsors, co-sponsors and partners with organizations to conduct events each year. During FY 2004, July 1, 2003-June 30, 2004 the Council sponsored 3 special events. From July 1-December 31, 2004, FY 2005 the Council sponsored 4 special events.

July 1, 2003-June 30, 2004

Disability Employment Awareness Month Awards Program

MSCOD plans its fall meeting around October Disability Employment Awareness Month in order to increase awareness of contributions people with disabilities make to Minnesota's workforce and to recognize Employers who have "leveled the playing field" for people with disabilities in their business. Individuals are also recognized for their contributions or for providing examples of improving the quality of life of people with disabilities in Minnesota.

Interactive Legislative Training and Roundtable, January 29, 2004

This annual interactive video-conference event, originating in Saint Paul, was connected to sites in Bemidji, Duluth, Mankato, Marshall, Moorhead, Roseville, St. Cloud and Rochester, the audience is consumers and organizations representing people with disabilities. Senator Linda Berglin and Representative Fran Bradley presented on their perspectives on what participants could expect in the 2004 legislative session. Anne Henry, Disability Law Center provided an overview of the impact of 2003 budget cuts to programs serving people with disabilities. Representatives from nineteen disability groups presented on issues that they would pursue at the Legislature in 2004.

Observation of Martin Luther King Jr. Day, January 19

MSCOD provides staff support to the planning and implementation of this event in order to ensure that activities are accessible to people with disabilities.

July 1-December 31, 2004

ADA Recognition Workshop, July 26 The fourteenth anniversary of the signing of the Americans with Disabilities Act of 1990 was observed with a celebration at the Minnesota Health Department Conference Center. Kevin Kling, humorist and playwright, demonstrated his ability to capture the complexities of the ADA and bring in the human component in just a few words during his performance. Information on ADA Facts and Resources was also available. This event was made possible through a partnership with ADA Minnesota, the Minnesota Department of Health and ACCESS, (an alliance representing diversity in State government).

Awards and Recognition Program, September 30 This year's Awards and Recognition was highlighted by a keynote address given by Dr. Roy Grizzard, Assistant Secretary of the Department of Labor, Office of Disability Employment Policy. Tom Hauser, Chief Political Reporter for 5 EYEWITNESS NEWS and host of "At Issue" public affairs program, served as Master of Ceremonies. Medtronic received the Large Employer of the Year Award and Lifetime Fitness of Bloomington received the Small Employer of the Year Award. Anne Roberts and David Kolquist, Duluth, and Ruth Lundquist of Minneapolis, also received recognition for their work toward improving the quality of life of people with disabilities in Minnesota.

October Disability Mentoring Day, October 20 Approximately one hundred post secondary students with disabilities were hosted at a daylong event at Medtronic World Headquarters in Fridley. MSCOD, as a member of the Minnesota Business Leadership Network, was an active participant in planning this event and coordinating information from agencies and programs providing support to job seekers with disabilities. Outreach personnel available to jobseekers represented large corporate sponsors at exhibits.

Disability Legislative Forum, December 7 Sites were expanded from 8 to 11 for this year's interactive event that serves to prepare consumers with disabilities and disability organizations for the upcoming legislative session. The forum, originating in Saint Paul, was interactive with sites in Brainerd, Duluth, LeCenter, Moorhead, Redwood Falls, Rochester, Roseville, St. Cloud, Thief River Falls and Willmar. Council members

and representatives from Centers for Independent Living hosted individual sites.

COLLABORATIONS

Collaborations evolve through the many relationships the Council initiates and maintains within State government and the larger statewide community. In 2004:

- Executive Director Joan Willshire convened a group of executive directors from State agencies and organizations to meet on a regular basis to discuss, share information and strategize on issues of disability within the communities they serve. Agencies represented are: the Commission Serving Deaf and Hard of Hearing People and Deaf Services of the MN Department of Human Services; Minnesota Governor's Advisory Council on Developmental Disabilities; Ombudsman Office on Mental Health and Mental Retardation; State Services for the Blind, State Independent Living Council, Minnesota Department of Employment and Economic Security, DEED; STAR (A System of Technology to Achieve Results) Program.
- **DHS Health Care Services Study.** MSCOD participated as a stakeholder representing issues of disability and by coordinating three town meetings to provide consumer input.
- Training on the **ADA for Small Business** partnering with the EEOC and ADA-MN. Workshops were held in Duluth, Brainerd, Marshall and Rochester in June of 2004. These meetings were attended by 194 participants.
- **ADA Anniversary Celebration,** MN Department of Health and ADA-MN and ACCESS (an alliance of individuals representing diversity in State government).
- **2005 Disability Legislative Forum,** MN Citizens Consortium for Citizens with Disabilities and MN Centers for Independent Living. Council members and CIL staff-members facilitated eleven interactive sites in Minnesota communities. Council members and representatives from Centers for Independent Living hosted individual sites.

- The Council provided technical assistance to the Department of Employment and Economic Development on the making of a new training video, "**Focus on Ability**". The purpose of the video is to remove attitudinal and communication barriers when providing employment services to people with disabilities; the target audience is MN Workforce Center staff and other community employment service providers. The video is aimed at increasing employment among people with disabilities.
- The MSCOD partnered with the Department of Human Services Pathways to Employment initiative and the Department of Employment and Economic Development (DEED) in applying for the **2005 Comprehensive Employment Opportunities (CEO)** grant. With the grant, a statewide coordinated planning strategy will be created in order to develop initiatives to support the competitive employment of Minnesotans with disabilities. The MSCOD is responsible for the stakeholder component and for involving the disability community in grant activities that will begin in January 2005.
- The MSCOD commissioned questions to ascertain disability prevalence in households surveyed in the **2004 Minnesota State Survey (MSS 2004)** conducted by the U of MN, Center for Survey Research. The survey will potentially provide information needed for market analysis, needs assessment and organizational planning.

ADVISORY FUNCTIONS

In accordance with MS 256.482, Subd. 5, Sections (1), (2), (4), (6) and (7), the duties and powers of the Minnesota State Council on Disability include: to advise state elected officials, state agencies and the public on matter pertaining to public policy and programs, services, and facilities for persons who have a disability in Minnesota.

"If you wish to know the road up the mountain,
ask the man who goes forth on it."
Zenrin

KEY ADVISORY ACTIVITIES

Letters were sent to the Governor addressing the following issues:

- Urging the use of the Governor's influence in getting the House and Senate to begin the conference committee process.
- Encouraging the Governor to sign a bill amending the Open Meeting Law to allow the MSCOD to meet via electronic means.
- Expressing the MSCOD's concern over 2003 budget cuts affecting individuals with disabilities and requesting that those cuts be restored.

Legislature:

- Advised the Legislature on the needs of voter access, healthcare, disability parking, rural transportation, Metro Mobility, taxi issues.
- Provided testimony to Legislative Committees deliberating State activities in response to the Help America Vote Act.
- Provided testimony on the need to amend the Open Meeting Law to allow the MSCOD to meet via electronic means.
- Provided testimony as to the need to lower the legal blood alcohol level to 0.08 in order to decrease serious injury due to accidents caused by drunk drivers.
- Provided testimony to the Senate Health and Family Security Committee on the impact of co-payments on people with disabilities.

Technical Assistance and State Agency Advisories:

- Voter polling place issues to Secretary of State's Office regarding the Help Americans Vote Act (HAVA) and accessible voting equipment
- Voter education, election judges training on disability awareness and accessible voting equipment
- Disability parking and special plates policy to Department of Public Safety
- Healthcare panel-offered to assist in recruitment of stakeholders
- Advise the Department of Employment and Economic Development (DEED), Rehabilitation Services, on an online ADA training
- Department of Labor and Industry on home modification cases
- Disability Awareness, access and ADA employment to the Department of Employee Relations

ADVISORY COMMITTEES

In its advisory role on issues of disability, Council members or staff served as members on the following committees or organizations:

- Access Discussion Group
- ADA MN
- Area Council Access Committee
- Breakthrough Internship Program
- Courage Center Public Policy Committee
- Dr. Martin Luther King Jr. Celebration
- Metropolitan Council, Transportation Accessibility Advisory Co.
- Metropolitan Council, Light Rail Transit Access Committee
- MN Association of Higher Education and Disability (MNAHEAD)
- MN Business Leadership Network (MN-BLN), Steering committee
- MN Coalition for Citizens with Disabilities (MN-CCD)
- MN Coordinating Committee, Disability Mentoring Day
- MN Dept. of Administration, Access Review Board
- MN Dept. of Administration, Building and Elevator Code Committee
- MN Dept. of Education, Library Access committee
- MN Dept. of Education, Transition Leadership Work Group
- MN Dept. of Employment and Economic Development, State Rehabilitation Council
- MN Dept. of Employment and Economic Development, State Independent Living Council
- MN Dept. of Employee Relations, Affirmative Action Committee
- MN Dept. of Employee Relations, ADA Coordinators Committee
- MN Dept. of Human Services, Quality Design Commission
- MN Dept. of Human Services, State Solutions Committee
- MN Dept. of Labor and Industry, Worker's Compensation Home Modification Program
- MN Dept. of Transportation, Northstar Commuter Rail Authority Advisory Committee
- MN Dept. of Transportation, FTA Section 5310 Statewide Review Committee
- MN Dept. of Transportation, Transportation Coordination Advisory Committee
- MN Disability Health Options

- MN Interagency Planning Committee
- MN State Colleges and University, Diversity Committee
- Pacer Center, Education Advisory Group
- Regional Fair Housing Implementation Council of the Twin Cities
- Wilderness Inquiry Access Outdoors Steering Committee

INFORMATION DISSEMINATION

**"Making the simple complicated is commonplace; making the complicated simple, awesomely simple, that's creative."
Charles Mingus**

INFORMATION, REFERRAL & ASSISTANCE
July 1 2003 - June 30 2004, July 1 2004 – December 31, 2004

The MSCOD responds to thousands of requests each year for information and technical assistance.

- **The total number of requests for FY 2004 was 6,523**
- **The total number for the first half of FY 2005 was 3,038**

The main subject areas included: Access, Building Code/Technical, Laws & Regulations, Employment, Disability Parking and General Disability Information.

PRESENTATIONS AND TRAININGS

January –December 2004

Council staff members provide presentations and trainings and staffed information tables at numerous events on a variety of topics. During the calendar year 2004 these included:

- Training was provided to CORE for new State supervisors and managers on the Americans with Disabilities Act (ADA) including employment provisions.
Total audience 518
- Presentations were provided to MN State Colleges and Universities at the MNSCU Human Resources Fall Conference in Detroit Lakes. Topics included ADA Employment and barriers to higher education for student with disabilities.
Total audience 140
- Nine presentations were made on Disability Rights Laws.
Total audience of 339
- Four presentations were made on Disability Awareness, one to a radio audience.
Total audience 95
- Six presentations were made on the joint topics of ADA provisions and Disability Awareness.
Total audience 195
- In addition to access surveys, staff provided four trainings on access.
Total audience 215

- Access issues were addressed in Get Out The Vote activities. Activities including actual assistance with voter registration.
Total audience 154,

Total calendar year, 1656

Media Exposure:

- Fox TV, Channel 9 News, the need for snow removal on sidewalks as a barrier to individuals with disabilities.
- Fox TV, Channel 9 News, accessibility to the light rail system for people with disabilities.
- Star Tribune, commenting on the impact of the loss of Christopher Reeve to the disability community.

Information Display Tables

Council staff represented the MSCOD and disseminated materials at the following conferences:

- Ceridian Company Diversity Day, Bloomington
- National Onset Parkinson's Disease Conference, Bloomington
- Minnesota Social Services Association
- Age Odyssey Conference, St. Cloud
- Human Rights Day, St. Paul

APPENDIX A

Minnesota Statutes 2004, Table of Chapters

Table of contents for Chapter 256

256.482 Council on Disability.

Subdivision 1. Establishment; members. There is hereby established the Council on Disability which shall consist of 21 members appointed by the governor. Members shall be appointed from the general public and from organizations which provide services for persons who have a disability. A majority of council members shall be persons with a disability or parents or guardians of persons with a disability. There shall be at least one member of the council appointed from each of the state development regions. The commissioners of the Departments of Education, Human Services, Health, and Human Rights and the directors of the Rehabilitation Services and State Services for the Blind in the Department of Employment and Economic Development or their designees shall serve as ex officio members of the council without vote. In addition, the council may appoint ex officio members from other bureaus, divisions, or sections of state departments which are directly concerned with the provision of services to persons with a disability.

Notwithstanding the provisions of section 15.059, each member of the council appointed by the governor shall serve a three-year term and until a successor is appointed and qualified. The compensation and removal of all members shall be as provided in section 15.059. The governor shall appoint a chair of the council from among the members appointed from the general public or who are persons with a disability or their parents or guardians. Vacancies shall be filled by the authority for the remainder of the unexpired term.

Subd. 2. Executive director; staff. The council may select an executive director of the council by a vote of a majority of all council members. The executive director shall be in the unclassified service of the state and shall provide administrative support for the council and provide administrative leadership to implement council mandates, policies, and objectives. The executive director shall employ and direct staff authorized according to state law and necessary to carry out council mandates, policies, activities, and objectives. The salary of the executive director and staff shall be established pursuant to chapter 43A. The executive director and staff shall be reimbursed for the actual and necessary expenses incurred as a result of their council responsibilities.

Subd. 3. Receipt of funds. Whenever any person, firm, corporation, or the federal government offers to the council funds by the way of gift, grant, or loan, for purposes of assisting the council to carry out its powers and duties, the council may accept the offer by majority vote and upon acceptance the chair shall receive the funds subject to the terms of the offer. However, no money shall be accepted or received as a loan nor shall any indebtedness be incurred except in the manner and under the limitations otherwise provided by law.

Subd. 4. Organization; committees. The council shall organize itself in conformity with its responsibilities under sections 256.481 to 256.482 and shall establish committees which shall give detailed attention to the special needs of each category of persons who have a disability. The members of the committees shall be designated by the chair with the approval of a majority of the council. The council shall serve as liaison in Minnesota for the president's committee on employment of the handicapped and for any other organization for which

it is so designated by the governor or state legislature.

Subd. 5. Duties and powers. The council shall have the following duties and powers:

(1) to advise and otherwise aid the governor; appropriate state agencies, including but not limited to the Departments of Education, Human Services, Employment and Economic Development, and Human Rights and the Divisions of Rehabilitation Services and Services for the Blind; the state legislature; and the public on matters pertaining to public policy and the administration of programs, services, and facilities for persons who have a disability in Minnesota;

(2) to encourage and assist in the development of coordinated, interdepartmental goals and objectives and the coordination of programs, services and facilities among all state departments and private providers of service as they relate to persons with a disability;

(3) to serve as a source of information to the public regarding all services, programs and legislation pertaining to persons with a disability;

(4) to review and make comment to the governor, state agencies, the legislature, and the public concerning adequacy of state programs, plans and budgets for services to persons with a disability and for funding under the various federal grant programs;

(5) to research, formulate and advocate plans, programs and policies which will serve the needs of persons who are disabled;

(6) to advise the Departments of Labor and Industry and Employment and Economic Development on the administration and improvement of the workers'

compensation law as it relates to programs, facilities and personnel providing assistance to workers who are injured and disabled;

(7) to advise the Workers' Compensation Division of the Department of Labor and Industry and the Workers' Compensation Court of Appeals as to the necessity and extent of any alteration or remodeling of an existing residence or the building or purchase of a new or different residence which is proposed by a licensed architect under section 176.137;

(8) to initiate or seek to intervene as a party in any administrative proceeding and judicial review thereof to protect and advance the right of all persons who are disabled to an accessible physical environment as provided in section 16B.67;
and

(9) to initiate or seek to intervene as a party in any administrative or judicial proceeding which concerns programs or services provided by public or private agencies or organizations and which directly affects the legal rights of persons with a disability.

Subd. 5a. Renumbered 16B.055, subd 2

Subd. 5b. Meetings. (a) Notwithstanding section 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.

Subd. 6. Repealed, 1975 c 315 s 26

Subd. 7. Collection of fees. The council is empowered to establish and collect fees for documents or technical services provided to the public. The fees shall be set at a level to reimburse the council

for the actual cost incurred in providing the document or service. All fees collected shall be deposited into the state treasury and credited to the general fund.

Subd. 8. Sunset. Notwithstanding section 15.059, subdivision 5, the Council on Disability shall not sunset until June 30, 2007.

HIST: 1973 c 254 s 3; 1973 c 757 s 2; 1975 c 61 s 1; 1975 c 271 s 6; 1975 c 315 s 18; 1975 c 359 s 23; 1977 c 177 s 2; 1977 c 305 s 45; 1977 c 430 s 14; 1983 c 216 art 2 s 5; 1983 c 260 s 56; 1983 c 277 s 2; 1983 c 299 s 25; 1984 c 654 art 5 s 58; 1Sp1985 c 14 art 9 s 75; 1986 c 444; 1987 c 354 s 6; 1988 c 629 s 50; 1989 c 335 art 1 s 185,186; art 4 s 67; 1991 c 292 art 3 s 7; 1994 c 483 s 1; 1Sp1995 c 3 art 16 s 13; 1996 c 451 art 6 s 7; 1999 c 250 art 1 s 114; 2001 c 161 s 45; 1Sp2001 c 9 art 13 s 21; 2003 c 130 s 12; 1Sp2003 c 14 art 3 s 16; 2004 c 195 s 1; 2004 c 206 s 35,52

APPENDIX B
Biennial Budget System Multi-Query Report
Dollars Distributed at the Expense Budget Level

Section Sequence: Disability Council (306)
Fund Code: General (100)
Appropriation ID: Council on Disability
Appropriation Org: MN State council on disability (0000)
Allotment ID: C.D.-SUPLI. EXP and Salaries (420577)
Expense Budget Org: Operations (1000)

	2003 <u>Actual</u>	2004 <u>Actual</u>
1AO Full Time	485	322
1BO Part-time, Seasonal, Labor Ser	1	37
1EO Other Benefits	14	9
2AO space Rental, Maint. & Utility	62	51
2CO Printing and Advertising	8	2
2DO Prof/Tech Services Outside Ven	1	3
2EO Computer & Systems Services	1	1
2FO Communications	10	9
2GO Travel & Substance-Instate	1	1
2JO Supplies	3	4
2KO Equipment	7	20
2MO Other Operating Costs	3	1
2SO Agency Provided Prof/Tech Serv	0	1
Totals for Expense Budget Org 1000	596	461
Totals for Allotment ID 420577:	596	461

Allotment ID: CNCL Disability CNCL Members (42078)
Expense Budget Org: Council Members (2000)

1EO Other Benefits	4	4
2DO Prof/Tech Services Outside Ven	0	1
2GO Travel & Substance-Instate	6	10
2MO Other Operating Costs	5	1
Totals for Expense Budget Org 2000:	15	16
Totals for Allotment Id:	15	16
Totals for Appropriations Org 0000:	611	477
Totals for Appropriation ID 213787:	611	477
Totals for Fund Code 100:	611	477
Totals for Section Sequence 306:	611	477

APPENDIX C

Communication Plan

1 ■ MSCOD COMMUNICATIONS PLAN

MN STATE COUNCIL ON DISABILITY

2 ■ Goal of Plan

- Increase awareness of what MSCOD'S mission is to the council, council members, the community of people with disabilities, legislators and other government related agencies, and the general population.

3 ■ The Purpose of the Plan

- Is to ensure more visibility for the MSCOD, so that the stakeholders, the legislators, and all Minnesotans will know about the resources that are available through contacting the MSCOD office.

4 ■ The Background

- The Minnesota State Council on Disability (MSCOD) is an agency that collaborates, advocates, advises and provides information to expand opportunities, while increasing the quality of life and empowerment of all persons with disabilities.

5 ■ Background continued

- The mission of MSCOD is to be a primary, productive resource for disability related information, providing leadership and promoting innovative policies through effective administrative operations, legislative interaction, and statewide collaboration.

6 ■ Why does the Mscod need this Communication Plan?

- Our Mission has changed in the last five years
- Our logo is over ten years old and it doesn't reflect who we are now within the disability community
- With a new logo comes a tag line which will help describe who the council is more accurately

7 ■ Justification of Plan

- This project is based on a survey we conducted at the MN state Fair in 2003. The question asked was; "Do you know about the council and what they do?"
- Of the people responding, 58% did not know about MSCOD or what we do.

8 ■ Audiences

- The MSCOD must target the disability community, legislators, all state agencies, governors office and other disability organizations and the general public.

9 ■ The Team

- The person driving this plan is the Executive Director with the assistance of the contract communications person who is also pulling together the GOTV plan
- The Council members, staff and the community of people with disabilities will all assist in this project to ensure success.

10 ■ Key Messages

- MSCOD is the first and best source for advocacy
- MSCOD is the first choice of referrals and information
- MSCOD is the primary source for legislator and Governor's office for disability related information

11 ■ The Objectives

- Build consensus among Council members
- Take a leadership position with in disability community
- Legislators have opportunity to learn about the resources available through the council, so they know who the council is and what we do
- Opportunity for Minnesotan's to know about the resources the Council has to offer and know who we are and what we do.
- Increase credibility of the Council by educating people about the Council as a resource for answering questions regarding disability issues.

12 ■ Actions and Attitudes

- The MSCOD should be the first call for help with assisting with advocating for good legislation at the capitol
- The MSCOD should be known within the disability community as a good communication
- The MSCOD should be well known through out the general community of the state of Minnesota, so that they know who to call for disability related questions.

13 ■ Strategies and Tactics

- Increase awareness Build credibility via:
 - GOTV campaign
 - strengthen advocacy
 - Create annual awards luncheon with national speaker
 - Direct mail to disability community
 - Email campaign
 - Press releases about key disability issues

14 ■ Strategies continued

- Presentations
- Trainings/Educational workshops and the State fair
- Other opportunities to display booths
- Brochures for handouts
- And many other ways

15 ■ Positioning

- Positioning of MSCOD resources
 - Get the word out that the council is the best resource for disability information

- Consumer promise
 - The Council is committed to improving the lives of people with disabilities by assisting them in their needs for disability resources

16 ■ **Communication Strategies-the Approach**

- The campaign for this project will be based around the GOTV (Get out the vote effort 2004)
The council can use this campaign to get the word out about the council as well as ensure that people with disabilities vote in 2004.
- Create a Tag line or key message for the council to be used on all communication material from written correspondence, brochures, emails, faxes, videos etc

17 ■ **Communication strategies continued**

- Develop a new logo for the Council.
- This could be implemented via a contest within the disability community.
- Contact a design firm to create one for the council perhaps through pro-bono collaboration.

18 ■ **The Tools for the Launch plan are:**

- Increase awareness Build credibility
- GOTV campaign
- Direct mail to disability community and Email campaign
- Press releases about key disability issues
- Presentations, Trainings and Educational workshops
- State fair and other booths
- Brochures for handouts, newsletter via email
- Create new display booths

19 ■ **Advertising**

- Strategy & execution
 - Overview of media & timing-need to support Access Press and will submit ads for the council monthly/quarterly based on budget
 - Overview of ad spending-current costs for ad run around \$200.00 a placement

20 ■ **Other Promotion**

- Direct marketing-mailing brochures out about the Council to the public and via email lists
- Third-party marketing-collaborative approach with other agencies and or organization

21 ■ **Distribution Strategy**

- Channels of distribution-Council, staff, disability community, legislative arena, and other
- Distribution by channel-snail mail, email, direct mail, for a thirty day review cycle

22 ■ **Timing**

- 18-month schedule highlights
Staff will follow the communications plan when ever events, hotkey issues arise, and other areas that seem relevant to the communication needs of the council.
It will be voted on by the MSCOD yearly and will be considered a key essential plan for the organization. Feedback will be obtained thru asking the council for comment, asking key supporters of the council for their comment such as the disability community especially the

CCD group, key legislators, key state agencies like the Civil Right dept.

23 ☒ **Success Metrics**

- First year goals-get this plan approved and set with timelines to be completed by end of 2004
- Additional year goals-continue with this plan by updating it in the upcoming years
- Measures of success/failure by number of inquiries to Council for information and number of applicants applying for council membership

24 ☒ **Measuring the Results**

- Create a review sheet for all staff to use when implementing any or all communications or PR events to ensure consistency and accuracy of every project for it's proper message.
- The MSCOD can use the Executive Committee for its review process to ensure that it is consistent and that it does take place.

25 ☒ **The Budget**

- Obtain pro-bono design firm to assist with this project
- The MSCOD could spend \$5000. 00 toward this process from the allocation fund of left over dollars from last year's budget

26 ☒ **The end result will be that the MSCOD will be communicating with everyone!**