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# MINNESOTA AUTISM SPECTRUM DISORDER TASK FORCE

OCT. 3, 2013

300 NORTH SOB

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## MEMBERS PRESENT

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Jody Manning  
Abbie Wells-Herzog  
Barb Dalbec  
Dr. Catherine-Pulkinen  
Anne Harrington  
Dawn Steigauf (Jean Bender attend as proxy)  
Phil Sievers  
Rep. Kim Norton  
Dr. Michael Reiff

## MEMBERS ABSENT

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Dr. Troy Hanson  
Sen. Chris Eaton  
Heather Hanson  
Dr. David Griffin  
Sen. Senjem  
Idil Abdull  
Dr. Kimberly Klein  
Rep. Tara Mack

## MINUTES

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1. Meeting was called to order at 1:20 p.m.
2. Chair election - Abbie Wells- Herzog was unanimously elected chair.
3. Written comments from Idil Abdull were submitted at 11:00 a.m. via email to task force members and will be addressed in each section of the ASD Task Force Operating Procedure and setting of meeting dates.

### **Operating Procedures Review**

The task force started where we left off with term limits:

### **Term Limits**

Member comments noted *“Removing or limiting anyone's term on the current task force is NOT part of our charge. Suggestion could be to write term limits into the next task force bill. Something like the*

*state agencies are, this continues and the public members are 2 years, some 3 so that as some are getting out, others are getting in. And, hopefully this time minority community parents and advocates are part.*

Discussion took place.

Decision: Term limits will match MN Statute 15.059 that provides staggered term limits. See adopted operating procedures. This will address concerns noted.

### **Resignation and Vacancies Discussion**

*Member comments noted: Concern regarding removing members because of attendance. Some members are parents with young or multiple children with ASD who are not always able to come, some are doctors who have patients and can't always come and some are legislators who might be in busy especially during the session was noted.*

*Member comments noted: "In addition, saying the chair sets the time, can cancel anytime and then if those that might have made plans to come will be removed when THEY can't come seems double standard. It seems punishing members for having a life outside of the task force whereby things can happen. Emergencies can't be foreseen and members should not be penalized for it nor removed."*

Discussion took place.

Decision: Operating procedures will include a possible removal if 3 consecutive meetings or a total of 2/3 of the meetings in a year are missed. While the group understood the difficulties that are unpredictable, the group wanted to assure voices of all constituents are heard. And there will be added work groups where many voices could be heard and public comment in all Task Force meetings. See adopted procedures.

### **Chair duties**

*Member comments noted: Cancelling a meeting that many might have planned on it and changed their own schedule seems harsh.*

*Suggestion could be having Co Chairs so that at least one of them is present and committee business can continue because life happens and sooner or later the chair can't come. But the rest of the members don't suffer and committee task can continue. Also, we can limit the chairs time to one or two years so that he/she is not burned out. It might also be good to have at least one of the co-chairs an agency rep since they have more time and support from their respective agency.*

Discussion took place.

Decision: It was decided that the previous chair and the chair elect could fill in for the chair as needed. The agency reps noted that they are not able to take on a chairmanship because their current level of job responsibilities. See adopted operating procedures.

### **Operating Procedures Adopted**

*Member Comments: Finally, when we adopt some guidelines here - we can move to the important stuff of autism and families which we all care about. Maybe if there is time today, we can pick sub committees under the whole task force which will tackle the various strategic plan items the Barb Deming helped us with. It seems too many, but maybe if they are condensed so that 3 or 4 items can be*

*tackled by each sub group, etc. And, the chair or co-chairs can help us through this process including which external experts to invite to help us achieve our final goal of a good statewide autism plan.*

Discussion took place

Decision: Rep. Kim Norton motioned to adopt the MN ASD Operating Procedures. Catherine Pulkinen seconded the motion. Group Consensus was achieved with Operating Procedures being adopted.

### **Meeting Dates**

Member comments noted: *Suggestion could be to have times and dates rotate and send out calendar doodle and let members pick their available times and the chair can pick whatever time/date most are available.*

Comments were taken into consideration and meeting dates were set for the next 8 months to allow for schedules to be adjusted. Times were rotated between evening and days so more members would be able to participate.

Future meetings will be the first Thursday of the month. A location will be determined in the future.

### **2013**

Nov. 7 – 6:00 p.m.

Dec. 5 – 1:00 p.m.

### **2014**

Jan. 9 – 6:00 p.m.

Feb. 6 – 1:00 p.m.

Mar. 6 – 6:00 p.m.

Apr. 3 – 1:00 p.m.

May 1 – 6:00 p.m.

Jun 5 – 1:00 p.m.