

**TRANSITION TEAM MEETING
CONNECTICUT COUNCIL ON DEVELOPMENTAL DISABILITIES
460 CAPITOL AVENUE
HARTFORD, CONNECTICUT
June 4, 2009**

Present: Armand Legault, Patricia Tyler, Kathryn DuPree, Frank Reed, Anita Tremarche.
Others Present: One personal assistant

Mr. Legault called the meeting to order at 10:40pm.

Ms. Tremarche took minutes as recorded herein.

The minutes for the May 6, 2009 meeting were approved.

A discussion took place regarding the clarification of when active Council members would need to resign from the Council to be able to apply for the Executive Director position. It was agreed that Ms DuPree will request the Ethics contact for DDS to find out if Council members will need to resign one year before: 1) the date the position is posted, 2) the date the individual submits an application, 3) the date of an interview, or 4) the starting date of the position.

If the DDS Ethics contact cannot obtain clarification, Mr. Legault will contact the State Ethics area for clarification.

The committee discussed the timing of its members regarding when each members service period ends. Mr. Legault, Ms. Tyler, Ms DuPree and Ms. Tremarche are anticipated to leave the council in September, 2011; and Mr. Reed is anticipated to end his service after that date. Therefore, the committee is confident that the six month period from the time the new Executive Director starts until September, 2011, will be sufficient in terms of ensuring an appropriate and effective transition of responsibilities to the new Executive Director.

Mr. Legault reminded the Committee members that they are bound by the Confidentiality Agreement that each signed. Members were concerned that every member needed to provide the same response if asked questions about transition-related information.

Ms. DuPree provided the following statement for Committee members if asked for information:

"I am a member of the Transition Committee and am bound by the confidentiality requirement of our group. We are meeting regularly to make sure we are able to plan a smooth transition and to undertake a thorough recruitment and hiring process. Armand will be updating the full Council at upcoming meetings to make sure all Council members receive the same information about the process as we are prepared to discuss it more broadly."

Committee members agreed on the following assignments

List of topics to become an "expert" on and assignments:

- a) Research & report on what other DD Councils across the country are doing and how they are operating. [Assigned to Frank Reed]
- b) Research & report on what qualities and experience should be considered in the selecting our new Executive Director. [Assigned to Pat Tyler]
- c) Considering the pros and cons of looking in CT and nationally for our new Executive Director, Create a timeline for posting the position. [Assigned to Armand Logault and Frank Reed]
- d) Research & report on typical questions during the interviewing process. [Assigned to Anita Tremarche]

Members agreed that they would have information ready related to their research on the above topics for the next meeting on July 30, 2009.

The Committee agreed that they would meet monthly on the last Thursday of each month for the remainder of 2009. Meetings would be scheduled for 10am-noon, and Ms. DuPree would arrange for the conference room that has the conference phone ability so that if necessary members could call in for meetings.

Meetings are scheduled as follows:

June 25th

July 30

August 27

September 24

October 29

November 19 (the 3rd Thursday due to Thanksgiving holiday)

No meeting in December

The Committee agreed that it should utilize a task plan to insure adequate planning and attention to the work needed for a successful transition. Ms. Tremarche will provide a task plan for the Committee to review and update as necessary.

The meeting adjourned at 11:30am.