

**TRANSITION TEAM MEETING
CONNECTICUT COUNCIL ON DEVELOPMENTAL DISABILITIES
460 CAPITOL AVENUE
HARTFORD, CONNECTICUT
June 25, 2009**

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

Mr. Legault called the meeting to order at 11:40am.

Ms. Tremarche took minutes as recorded herein.

The minutes for the June 4, 2009 meeting were approved.

The Committee discussed the schedule and time of the meetings. Mr. Legault asked that the meeting time be modified to 10:30 to 12:30 at DDS offices at Capitol Ave location or at the alternate location of Protection and Advocacy if Ms. DuPree is not able to attend. Conference calling will also be available if needed. The next meeting on July 30th will accommodate the 10:30 start time.

A discussion took place regarding the clarification of when active Council members would need to resign from the Council, and that Mr. Preneta had forwarded the request for the State Ethics to clarify; Mr. Legault will contact Brian J. O'Dowd, Assistant General Counsel at the Office of State Ethics for his response for clarification of when the clock starts.

A brief discussion took place regarding the need for the Committee to identify the resources that the new Executive Director will need to help him/her succeed.

Ms. Tremarche distributed a draft Transition Task Plan for review, and the Committee members present reviewed it and recommended revisions. The plan includes separate worksheets for: committee contact information, key milestones and target dates, issues and questions for resolution. The Task Plan will be distributed to the entire Committee for review/changes, and will be reviewed at the next meeting. It was agreed that the document will be used to track the progress and key information during the transition.

The meeting adjourned at 12:35pm.

TRANSITION TEAM MEETING
CONNECTICUT COUNCIL ON DEVELOPMENTAL DISABILITIES
460 CAPITOL AVENUE
HARTFORD, CONNECTICUT
July 30, 2009

Present: Frank Reed, Kathryn DuPree, Patricia Tylor, Anita Tremarcho,
Absent: Armand Legault

In Mr. Legault's absence, Mr. Reed called the meeting to order at 10:55am.

Ms. Tremarcho took minutes as recorded herein.

The minutes for the June 25, 2009 meeting were approved.

Ms. Tylor distributed information about the various character traits of leaders (task plan 3.01). She asked committee members to review it and asked that each person provide feedback to her as to what are important characteristics of a leader. She will summarize the feedback and it can be used for a presentation for the October full Council meeting.

Ms. Tremarcho will provide information and a list of interview questions that would be important for the interview process at the August meeting.

A discussion of the Council's Strategic plan for upcoming years took place, since it will be helpful to gear interview questions and description of position duties around the Strategic plan. Ms. DuPree will ask Ed Proneta to mail out the Plan from the Retreat in 2007(?) to the whole Council.

The committee discussed transition services, and Ms. DuPree advised the group that the State of CT does not allow for any position to be occupied jointly by a person leaving as well as a newly hired replacement. Since the Council must follow the State's policies in this area, it will not be possible for Mr. Proneta to provide transition services once the position is filled. Therefore, the planning and training for transition of duties must be handled with great diligence and close attention to details to ensure all duties are covered.

The Committee agreed that a letter will be sent to all current Council members notifying them of the "when the clock starts" date of October 1, 2010, the posting date. The letter will advise members who wish to apply for the position, that he/she must resign from the council by October 1, 2009. The letter will be signed by the Transition Committee Chair, Armand Legault and Brian J. O'Dowd, Assistant General Counsel at the Office of State Ethics. The letter will be mailed to every Council member before the 9/22/09 meeting.

**TRANSITION TEAM MEETING
CONNECTICUT COUNCIL ON DEVELOPMENTAL DISABILITIES
460 CAPITOL AVENUE, CONFERENCE ROOM C
HARTFORD, CONNECTICUT
SEPTEMBER 4, 2009**

Present: Armand Legault, Kathryn DuPre, Frank Reed, Anita Tremarche
Excused absence: Patricia Tylor

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

The minutes from the July 30th meeting were approved.

The Team agreed that a letter from the Transition Committee should be written and signed by Mr. Legault, and mailed to every Council Member via US Mail. This will provide a clear, documented communication regarding the requirement that those applying for the position must resign by October 1, 2009. The letter will include a CC to Brian O'Dowd, Office of State Ethics. Mr. Reed offered to draft the letter for Mr. Legault to sign, and forward to Mr. Preneta to mail to all Council members.

Discussion ensued regarding the timing of the "testing" for all applicants, since the position is a "Classified/Competitive", and as such for the State of CT an examination is required. The team discussed the timing of when the list of qualified applicants would be available. Concerns were discussed regarding having enough time to condense a possibly large volume to applicants, conduct initial and second interviews, and complete reference checks, etc. Ms. DuPre said she would follow up with a contact at DAS and HR to find out if it was reasonable for the list of candidates to be available in a 90-day timeframe. That would mean that a posting of the job opening on 10/1/10 would allow for a list of qualified candidates ready for the Team's review on or about January 1, 2011. Such a schedule would allow for interviews and hiring decisions during January through March.

The Transition Team will request that Mr. Preneta prepare a list of transition tasks that the team will use to ensure that his successor has information and resources for a smooth transition. Mr. Reed will work with Mr. Preneta on the transition task list. Mr. Reed offered work with Mr. Preneta to identify and document Mr. Preneta's duties and information/tasks including a timeline of critical due dates. The Team agreed that it will be important for Mr. Reed to perform this function, and to meet with Mr. Preneta 3 or 4 days per month so that

The meeting adjourned at 11:55 A.M.

TRANSITION TEAM MEETING
CONNECTICUT COUNCIL ON DEVELOPMENTAL DISABILITIES
Office of Protection And Advocacy
HARTFORD, CONNECTICUT
September 25, 2009

Present: Armand Legault, Patricia Tylor, Frank Reed, Anita Tremarche,
Others Present: One personal assistant
Excused Absence: Kathryn DuPree

Mr. Legault called the meeting to order at 11:05am.

Ms. Tremarche took minutes as recorded herein.

The minutes for the September 4th were not available and will be on the agenda to review/approve at the October meeting.

Frank Reed provided an update to the Team regarding his efforts to understand the current duties of Mr. Preneta and coordinate a transition plan with Mr. Preneta's help.

The Team discussed the possibility of extending the required resignation of current council members wishing to apply for the Executive Director position. Given the time required to adequately perform functions associated with hiring a new Director by March, 2011, it was agreed that no extension would be allowed.

Ms. Tremarche agreed to draft a letter to that effect for Mr. Legault to sign and have mailed to all Council members.

The Team discussed what the "exam" for candidates would include. It was recommended that Ms. DuPree could ask her contact with DAS and HR to come to a meeting to discuss how the screening will be done so that there is a reasonable volume of candidates to interview.

The use of panel interviews was discussed, and general opinion was that some Council members would be invited to participate on a panel for an interview, but that would not mean that he/she would be allowed on every panel interview.

The Team discussed the possibility of conducting interviews over the phone and in-person, and would like to further discuss those alternatives with the HR contact. The team used the example of having a telephone interview for a candidate from California for a preliminary interview and then a second interview being in person was discussed. The possibility of using Skype or another type of service may be useful.

The meeting adjourned at 11:30am.