

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

Present: Armand Legault, Kathryn DuPree, Frank Reed, Anita Tremarcho
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. DuPree 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 DuPreo

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. DuPreo 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.