

Final - 3/2/2009

**CT Council on Developmental Disabilities**  
**Transition Committee Meeting**  
**Thursday, February 19, 2009 10am – 12:00 noon**  
**Location: DD Council Offices Conf Room A**

Committee Members Present: Armand Legault, Committee Chair, Kathryn duPree, Patricia Tyler, Frank Reed, and Anita Tremarche

Other Attendees: Ed Preneta and a Personal Care Assistant

**Committee Confidentiality Agreement:**

Each member present verbally agreed to keep all discussions and information discussed by the Transition Committee confidential. Each member agreed that he/she will sign the formal Confidentiality Agreement that will be ready by the next meeting.

**Transition Committee Mission:**

The Transition Committee has been formed to provide guidance and direction in the replacement of the Executive Director of the CT Council on Developmental Disabilities, which will occur in March, 2011, when Mr. Preneta retires from the Council. The Committee is made up of Council members who do not have a conflict-of-interest, meaning that they have no interest in the Executive Director position. The Committee is responsible for coordinating events to allow for the smooth, efficient and effective executive succession, and will focus its efforts on the search for a successor by the required time. The Transition Committee will evaluate all necessary tools and efforts including but not limited to transitional services, training, and other assistive aids to allow for the best possible executive succession, and will take into consideration the cost and benefit of such arrangements. The Transition Committee will provide periodic updates to the DD Council Members and Council Staff and Mr. Preneta as to information that is available to the public, but will keep all other information related to the search for the successor confidential.

**Committee Organization and Participants:**

The Committee discussed if additional members from the Council should be allowed to join. All agreed that at this time there is sufficient representation from the Council on the Committee to act on the transition concerns and

tasks. As the time for interviewing of applicants nears there may be opportunities for DD Council Members to participate in those interviews. Also, if current members of the Transition Committee need to be replaced, there will be opportunities for DD Council members to replace Transition Committee Members, while maintaining the current make up of the Committee (two self advocates, one parent and two state agency members). Additionally all Council Members who participate on the Transition Committee in any roles will be required to sign Confidentiality Agreements.

It was agreed by the Committee that the participation and presence of Ed Preneta at the Transition Committee meetings was no longer necessary. The Committee thanked Mr. Preneta for his direction and assistance in getting the Committee organized and for his contributions thus far.

**Participation from State Agency DD Council Members:**

The Committee discussed advantages and disadvantages of State Agency representatives from the DD Council being on the Transition Committee. The Committee members were encouraged about the participation of State Agency Council Members because they add value to the process. The committee agreed (with state agency members abstaining) to allow members from State Agencies to be full members of the Transition Committee which includes the ability to vote on decisions and directions before the Committee.

**Position Description:**

The Committee discussed the status of finalizing the position description for the Executive Director of the CT Council on Developmental Disabilities. It was believed that the position description was final around February 15<sup>th</sup>, and that it was available for public viewing on the DAS site. Kathryn duPree will confirm.

**Timeline:**

Ed Preneta advised the Committee that as of now, there has been no early retirement package offered to him. He also advised the Committee that he will not be taking any early incentive/retirement offered by the State of CT. Therefore the date that the new Executive Director will start is March, 2011.

The Committee discussed the timeline for posting the position as well as time needed for interviewing and timing related to when DD Council

members who are interested in applying for the position must resign from the DD Council as required by the State Ethics Requirements.

- It was agreed that the Position will be posted as of October 1, 2010.
- Committee members agreed that applications will be directed to Human Resources at DDS so that they can be tracked. Human Resources at DDS will also review all applications to determine that the position requirements are met by each applicant, and those meeting the requirements will be forwarded to the Transition Committee for further consideration. Human Resources at DDS will provide quick turnaround (less than one week) for such review.
- Interviews will be conducted during October, 2010 through February, 2011, and as necessary DD Council Members who are not on the Transition Committee will be allowed to participate in the interviews.
- DD Council Members who intend to apply for the position must resign from the Council before October 1, 2009 (one year before the posting takes pace).
- The Committee discussed the interview process and agreed that all interviews will have no less than two persons present, including one Transition Committee member. This is due to the likelihood that The Committee will be interviewing prior acquaintances and associates from the DD Council. It was agreed that as it gets close to the interview time, standard questions will be developed and other process/procedure related considerations will be discussed in more detail and finalized.

#### **Other discussion:**

The Committee discussed concerns about the timing of members leaving if those who decide to apply for the position resign as of September 30<sup>th</sup>, since this is after the time that new members are appointed by the Governor, and that it typically takes about 3 months to get appointments through. It was agreed that Ed Preneta could contact the office for appointments to ask for the opportunity to make appointments off cycle should the need arise and if an excessive number of resignations occurred.

#### **Next Meeting**

The next meeting is scheduled for April 23 (10:30 to noon) at the DD Council Offices in a conference room to be announced.

The meeting adjourned at Noon.

Committee minutes submitted by Anita Tremarche

**DD COUNCIL EXECUTIVE DIRECTOR  
TRANSITION PLANNING COMMITTEE**

As a committee member of Transition Planning Committee, I am fully committed and dedicated to the Council as outlined in our bylaws and to the responsibility to insure a peaceful transition to the selection of a new Executive Director to take over upon the retirement of Ed Proneta and have pledged to carry out this purpose. I understand that my duties and responsibilities include the following:

1. I understand my legal and administrative responsibilities for the committee and those of my fellow members.
2. I accept the bylaws and operating principles and understand that I am morally responsible for the health and wellbeing of this committee and the Council.
3. I will not participate in any conversation that disrespects the work of individual committee members or the organization as a whole.
4. I promise to treat my fellow committee members with respect and when conflict occurs, I promise to respectfully disagree and work for a compromise that is in the best interest of the Council.
5. I promise to maintain confidentiality and agree not to talk to anyone outside the committee about any issues that are presumed confidential. This includes but is not limited to any financial information, any discussion of selection criteria, any conversation held in executive session or any event/discussion that is held in confidence.

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chairperson: Armand Legault Date: \_\_\_\_\_