

Meeting of the Connecticut Family Support Council
October 12, 2010
Wallingford DDS Office

Ann Gionet (by phone), Robyn Trowbridge, Lisa Sheppard, Tesha Imperati, Jen Carroll, Moira O'Neill, Kathy Reddington, April Dipollina (by phone), Tom Brooks, Sylvia Gafford-Alexander (by phone), Terry Cote, Deborah Pagano

Guests: Margaret Cohan, Karen Zrenda, Marty Zito, Christina Ghio, Laura Knapp, Dylan Knapp, Danielle Spicely

1. Call to Order – Robyn Trowbridge, Co-chair

2. Public Comment –

- a. Note in re Public Comment: Review of by-laws and guidance from DDS administration. Structure will be that public is always invited to attend and participate in meetings.
 - i. All members of the public will be recognized.
 - ii. Public comment will be reserved for the first 30 minutes of the meetings.
 - iii. Comments should be limited to 3 minutes or what the chair deems appropriate.
 - iv. After public comment there will be no interchange with members of the public during the remainder of the meeting unless the chair deems appropriate.
 - v. Comments are to remain respectful at all times. There will be no tolerance of disruptive behavior.
- b. Karen Zrenda – noted that April Dipollina was recognized in the ARC of New London news letter with the co-chairs in regards to the recognition the ARC received at the FSC legislative breakfast. See www.arcofnewlondoncounty.
- c. April noted that the camp week this year was very successful and is now self-sustaining following seed money and with tuition and scholarships that are being provided from a variety of sources. The Southeast FSN is now working on a new project with the ARC looking at respite opportunities.

3. Approval of Minutes from August Meeting and September Annual Retreat

- a. Note – minutes and meeting agendas are available at the DDS website <http://www.ct.gov/dds/cwp/view.asp?a=2&q=427738> and will be disseminated electronically to members prior to all meetings. Due to a limit of paper use by state agencies, members are asked to refer to electronic documents. Hard copies will not be routinely available.
- b. Correction to August meeting: Lisa Shepard participated by phone.

Vote - Motion to accept minutes from August meeting as amended: Terry Cote. Seconded by: Ann Gionet. All in favor with 4 abstaining. The August minutes were approved as amended

- c. Correction to September retreat meeting minutes: Change the date from October to September 23, 2010. Change Cathy to Kathy in the group to work on member packets – indicating Kathy Reddington.

Vote - Motion to accept the September minutes as amended: Terry Cote. Seconded by: Kathy Reddington. All in favor with 1 abstaining.

4. Review of Family Support Council Road Map (Retreat work Product) and next steps

- a. Comments from Robyn in re what a productive day the retreat was. She has had a number of conversations with members in regards to sense of unity as a council, need to value and respect each other. Next steps – Could continue to review the Road Map today or address “punch list” of tasks. All agreed to review punch list first.
- b. Punch list:
 - i. Meetings – statutory requirement is at least quarterly. Comments: Participation by phone can be less conducive to processes. Committee work can be more productive and enhance participation. If FSC meets less often, how do we address ongoing work like need to respond to requests, vote on council actions? Need structure for that as well. Less frequent meetings allows for participation in subcommittees and ad hoc groups. Discussion in re meeting times for vote: Consider what kind of availability people have to commit more time. All subcommittees must follow same notification rules – post agenda and minutes in same time frame; have time for public comment. Need to clarify if executive committee meetings are public and require postings as well. Consideration of strategies to get decisions made and actions authorized to keep council work going. Kathy R. will submit agendas and room assignments for the coming year.
 - ii. Process – Need to have structure as to how decisions are made – who has authority to speak or act on behalf of the council. Discussion in re voting on writing letters but then allowing author to write and send letter on FSC behalf without final review to expedite.
 - iii. Subcommittees – Several were called for at Annual Retreat: FS Guidelines, Family Needs, Annual Report, Liaison/Communication, Data, Initiative, Statute, Accomplishments, Roles and Responsibilities.
 - 1. Suggestion: Combine legislative and annual report committees.
 - 2. Data committee also feeds into the annual report; Family needs is a form of data that informs. Full assessment of family needs and service issues may be really big to manage. Are data and family needs different? Could data committee identify what data is needed to support or respond to legislative requests? Would data not be informed by family needs? Moving beyond anecdote to hard data. Separate committees to look at family needs anecdote and another to use existing data from national surveys, etc.

3. Legislative issues – Council as a whole needs to set a legislative agenda and express that in the annual report. During session need to monitor events. In early October need to be thinking about what to advocate for...this year what programs cannot be cut and why and who do we need to speak with about this. So FSC needs to be at the forefront of legislative activities not monitoring – need to be talking to legislators now and encouraging all parents to do so. This is a fall into winter effort (develop mindset and plan and then monitor activities). All of this is captured in the annual report later in the winter.

4. Committees established:

Legislative and Annual Report	Ongoing	Develop legislative agenda and related activities and report
Data	Ongoing	Assess available data and data needs
Family Needs	Ongoing	Assess family needs
Guidelines	Ad hoc (time limited)	Assess need for changes to FS guidelines
Road Map	Ad hoc	Refine road map for full council consideration
Executive committee	On going for terms of executives	Administrative duties and represents the Council
Legislative Meet and Greet Committee	Ad hoc	Prepare for meet and greet, coordinate event

Vote: Motion to accept committees as proposed: Kathy Reddington. Seconded by Jen Carroll. All approved.

5. Road Map Committee – Kathy Reddington, Moira, Jen Carroll, Ann Gionet, Lisa Sheppard, April Dipollina, Robyn all volunteered. Kathy will schedule a room and Moira will send out the latest version of the Road Map for member comment before the committee meets. Full Council members are asked to send comments/suggested edits to Moira at moira.oneill@ct.gov
6. Need guidelines and descriptions for each committee, how they operate and what responsibilities are – this action was tabled
7. Frequency of meetings – yet to be determined. The Council will meet in November.

5. New Business –

- a. Thomas Brooks has been appointed as designee for the Commission on Children. All other members who now have authority to designate representation will be asked if they choose to do so. Moira will send out inquiries accordingly.

- b. April recently visited Karen Z's Family Resource Room at Yale and encouraged everyone to visit and use this excellent resource. Karen was congratulated for a job well done.
- c. April would like to have Rep Diana Urban visit with the Council to do a presentation on Results Based Accountability. In the meantime it was suggested that Council members speak with Rep. Urban separately and identify themselves as members to keep her aware.
- d. November meeting is currently scheduled for Veterans' Day. Changed to November 16th 10:00, room to be announced. Agenda to include: subcommittee assignments and leadership, possible meeting time for subcommittees; Plan for meeting to be extended for one hour.
- e. Karen Hlavec has communicated informally that she would like to resign her position as co-chair due to overwhelming family responsibilities. Robyn will discuss with Karen and determine whether she would like to resign or preferably take a leave with acting co-chair in place.

6. Adjournment

Vote: Motion to adjourn the meeting: Kathy Reddington. Seconded by Lisa Sheppard. All approved.
The meeting was adjourned at 12 Noon.

Minutes respectfully submitted by Moira O'Neill on October 15, 2010