



Connecticut Family Support Council
460 Capitol Avenue · Hartford, Connecticut 06106

April 14, 2011 Meeting Minutes

Call to Order: 10:30 when quorum was achieved the meeting was called to order by Co-chair Robyn Trowbridge

Meeting Location: DDS New Haven Office, Large Conference Room

In attendance:

Members: Kathy Reddington, Moira O'Neill, Maureen Smith, Margaret Cohan, Robyn Trowbridge, Colleen Hayles, Eveleen McDonald, Lisa Shepard, Tesha Imperati, Rita Esposito (ICC observer), Alice Buttwell, Tom Brooks

Guests: Laura Knapp, Karen Zrenda, Sharon Dexler

Public Comment – None

1. February Meeting Minutes – Accepted as written.
2. ICC – Rita Esposito is here as an observer only per order of Mark Greenstein. She was asked to return to the ICC and request that, in accordance with the statute, a designee be appointed to fully participate and contribute to a quorum.
3. Road map – a living document, represents the statute interpretation and guide for FSC activities. Will re-visit at least annually to assess where the FSC is in achieving mandate and adjust interpretation of mandate as necessary. It will be posted as a draft on the DDS website FSC page.
4. Legislative meet and greet: Once annual report is approved there will be opportunity for follow-up visits with legislators. Consider planning for next year to organize more targeted outreach. People contacting legislators on other issues can reinforce information about FSC at the same time. The FSC acknowledged the phenomenal effort of the co-chairs in preparing for the event including expenditure of personal funds for printing annual reports, making packets and posters.
5. Annual Report – Despite lack of feedback on original draft, there was a last minute request for substantial change to the report. Co-chairs decided to hold distribution of the printed report until it could be reviewed with entire Council.
Discussion about the concerns expressed and expectations for an annual report.
Discussion about protocol for producing annual reports and member contributions. Annual Report gives structure to activities of the FSC and an opportunity to inform.
Vote: Distribute the report as is with the following corrections: T. Imperati is from North Haven. E. McDonald is correct spelling. Buttwell is correct spelling. Names of commissioner's in office in reported year. Membership list should indicate "As of." All references to the Family Support Guidelines will be edited.
Vote – Accept report as written: all in favor, yes- 0, no- 8, abstain -2

M. Cohan motioned to amend report and present at next meeting for voting; Kathy R seconded, yes – 8, no- 0, abstain 2

Volunteer editors: Robyn Trowbridge and Coleen Hayles and any other willing member will edit the report in the next 2 weeks and make it available for review in time for next meeting.

6. FSC Member Guide for Role and Responsibilities –Discussion/Feedback on draft: No changes suggested except need to include meeting attendance and expectations for participation in meetings.

Discussion continued in re communicating with commissioner members to orient them to the FSC and encourage appointment of alternate representatives to ensure participation. Consider reporting to commissioners when attendance is poor. Also set a standard of number of meetings that all members should be expected to attend or letters from co-chairs will inquire with commissioners, and appointing authorities.

Plan – M. O'Neill will make adjustments, typos, add section on meeting attendance. Re-distribute and vote at next meeting for approval.

7. Bylaws Committee – was formed to review and make recommendations for revisions to bylaws. Of interest is procedure around voting, attendance, conference call participation; clarification of executive committee authority to correspond on behalf of the FSC. Discussion in re needing clear articulation of operational processes. Members include: Margaret Cohan, Lisa Shepperd, Robyn Trowbridge, Tom Brooks

New Business

1. Strategic Planning for 2011 - Tabled

Adjournment 12:25

Next month Agenda

1. Review and vote on edited Rnnual Report
2. Review and vote on Member Guidelines
3. Report from Bylaw Committee