



## CONNECTICUT FAMILY SUPPORT COUNCIL

October 13, 2011 Meeting Minutes

### DRAFT

Meeting Location: DDS Wallingford Office, Conference Room A

#### **In attendance:**

Robyn Trowbridge, *Co-Chair*, Lisa Sheppard, *Co-Chair*, Marie Bennett, Colleen Hayles, Mona Tremblay, Alice Buttwell. Sharon Dexler, Karen Hlavac, Terry Cote, Tesha Imperati, April Dipollina

**Call to Order:** 10:12 a.m. by Co-Chair Robyn Trowbridge.

#### **Open to Public**

No public in attendance.

Review of September 8, 2011 meeting minutes. Corrections made on draft minutes. Motion made by Sharon Dexler to accept the minutes of the September 8<sup>th</sup> meeting as amended. April Dipollina seconded the motion.

#### **Discussion**

None – final minutes to be posted and sent to members of the FSC. Accepted by FSC – one abstain – Karen Hlavac.

#### **By-Laws**

Discussion: By-law committee formed to review all questions, and then recommended changes. Co-chair Robyn Trowbridge to call the committee together. Co-chairs Lisa Sheppard and Robyn Trowbridge will coordinate. Committee will meet prior to the next FSC meeting and will provide an update on November 1, 2011.

#### **Sub-Committee**

Mona Tremblay (telephone participant)  
Sharon Dexler, Thomas Brooks & April Dipollina (telephone)

#### **Attendance at FSC Discussed**

Code to be given to each member who is not in attendance, but telephoning in for meeting; this is not yet finalized. Terry Cote distributed article on e-mail voting on single trip. (Connecticut Assoc of Nonprofits – Nonprofit Advantage – June 2011 pg. 21).

Co-chairs Lisa Sheppard and Robyn Trowbridge to schedule meetings with each state agency Commissioners to discuss FSC and its membership. Each agency to have a representative.

FSC Meeting schedule – rotate between Protection and Advocacy Office, Commission on the Deaf and Hearing Impaired, and DDS East Hartford Offices.

Reviewed the Connecticut Family Support Council Survey Results

Thank you Jen Carroll for coordinating the information on behalf of the Family Support Council regarding the DDS 5-Year Plan.

#### FSC Council Results Survey Results

Co-chair Lisa Sheppard will re-send to the FSC. Then, only additional questions will be added – what other committees are you a member of in addition to the FSC.

Reviewed the PATH chart. Marie will develop a checklist of those items that we have developed in the PATH to complete within a year. This will be reviewed at every FSC meeting to determine progress.

#### Committee to put together the annual report using the road map to assist in developing the annual report.

Each agency to bring information to the table for the annual report

“Disability Related Support” by each commission/agency.

#### Survey to Agencies – Big Picture

1. How do you involve families in decision-making?
2. How do you obtain input from families, what do you do with this information. Effective change?
3. How do you gather information?
4. Do you have the latest information on your agencies website – is it user friendly – specific supports to individuals with disabilities.

Websites easy for families to be able to use:  
Input, involvement, website – for families.

#### Helpline Brochure

Colleen Hayles -- Parents work group, having the first meeting, send FSC another copy through the e-mail. Results of Parent survey. Someone from every agency to attend

Motion to adjourn meeting at 12:06 p.m.

**Next Meeting: November 10, 2011, 10 a.m. – 1:00 .m. DDS East Hartford office, Training Room**

Minutes recorded by Marie Bennett, Secretary