



CONNECTICUT FAMILY SUPPORT COUNCIL
Meeting Minutes
June 12, 2014

Location: Department of Developmental Services, East Hartford Office

In attendance: Sylvia Gafford-Alexander, Karen Hlavac, Sara Lourie, Linda Mizzi, Robyn Trowbridge, Robin Wood, Rod O'Connor (DDS)

By phone: Sharon Dexler, Lisa Sheppard, Mona Tremblay

Teleconference: N/A

Absent: April Dipollina, Ann Gionet, Mark Greenstein, Colleen Hayles, Steven Hernandez, Maureen Smith, Renee Toper

Call to Order: 10:18 am

Public Comment: None

Announcements

Linda Mizzi announced public forums being organized by the Office of Protection and Advocacy (OPA) to obtain input from individuals and families regarding important issues for OPA to address. Linda distributed copies of the survey and it will be sent out with the next set of minutes for all Council members.

Old Business

Minutes - With several cancelled meetings, there were 2 sets of minutes to review and approve. The Council reviewed the minutes of the March 13 meeting; Karen Hlavac made a motion to approve with a second from Robin Wood and the minutes were approved as written. The Council then reviewed the May 8, 2014 minutes; Karen Hlavac made a motion for approval and Sylvia Gafford -Alexander seconded and they were approved as well.

Annual Report - Linda sent the annual report electronically to Robin Wood for posting; DDS made some minor edits to the electronic version and it will be posted on the DDS website.

Council Terms/Quorum - Rod O'Connor, DDS Legislative Liaison, joined the meeting to clarify questions that have arisen regarding terms of office for Council members and assuring we are calculating a quorum correctly.

With regard to terms of membership, Rod indicated the following:

1. Appointed members of the Council serve "at the pleasure of" but no longer than the appointing authority's term of office.
2. However, once appointed you can remain on the Council until someone else is appointed in your place.

This is most significant because there are a number of Council members who identified that their 8 years are up within this or the next couple of months. While the 8 year term is counted from the appointment date, Rod indicated a member could continue on the Council to assure continuity and effectiveness in operations that might be impacted by a number of changes occurring simultaneously.

November elections are likely to bring some new individuals into appointing authority positions. The question came up regarding whose responsibility it is to let the appointing authority know if a term is up. Rod indicated that technically it is the responsibility of the appointing authority and they usually have staff to manage this. Rod did indicate that it is always good for the appointed members to get in touch with their appointing authority at least every other year to remind them about the Council and what the Council is doing. This has benefits for the Council in terms of increasing visibility and in getting the message out about what we are doing; this can benefit the appointing authority as well. If the person who is in the appointing authority position changes (due to an election for example) Rod recommends that the members contact them to ask if they will support you continuing on the Council.

There was discussion about whether members have/should have copies of their appointment letters. The Speaker of the House office should have them as well as the Legislative Library. Robin Wood agreed to collect copies of all current letters from the Legislative Library to assure they are all in one place.

Rod recommended a format for maintaining this including:

- o Name
- o Address
- o Email
- o Phone
- o Term of office (from appointment letter)
- o Last appointing authority title
- o Last appointing authority name
- o Notes (he suggested including the appointing authority predecessor here if we know it)

The Council had some discussion about potential Bylaws changes relative to this discussion and it was agreed that they need to be reviewed. Rod has agreed to be a resource for this process.

Regarding the counting of a quorum, Rod indicated that we follow Robert's Rules of Order and as a result the Council can set our own quorum level.

New Business

Membership Recruitment - Council members can use the recruitment flyer that Mona Tremblay sent out in the interim. Linda Mizzi has agreed to do some additional edits and streamlining. Sylvia Gafford-Alexander is going to check with DSS graphics staff on options. There is still a question about whether one of the state agencies may have funds to support the Council producing a professional looking "eye catching" brochure. Linda was going to check with Ann Gionet who had talked about the possibility of some grant funding that might be available.

Nominations Committee - The Nominations Committee prepared and disseminated a slate of officers to be voted on at the July annual meeting. This was sent to Council membership in advance of the meeting to meet the 30 day notice requirement set forth in the Bylaws.

Annual Meeting and Annual Retreat - Robyn Trowbridge will ascertain the availability of Harkness for the September annual retreat. Some ideas discussed for the retreat included discussion of children with special health care needs, screening, identification of legislative priorities; one suggestion was the inclusion of a representative from the Commission on Children and the Governor's disability office. There will be additional discussion about this at the July annual meeting.

Statutory Changes - There was discussion about whether the Office of Early Childhood should be invited to be on the council which would require a formal legislative proposal to DDS to add this to the list of state agencies participating.

Adjournment: Karen Hlavac made a motion, and Sylvia Gafford-Alexander seconded and the meeting was adjourned at 12:00 noon.

Minutes submitted by Sara Lourie, Secretary