**Draft Minutes**

**CT Council on Developmental Disabilities**

**Proposal Review Committee Meeting**

**August 20, 2024, Tuesday**

**3:00 p.m. – 4:00 p.m.**

**Via MS Teams**

**Present:** Andy Cirioli, Council Chair, and Committee Vice-Chair; Michelle Baughman, Emily Cowen, Lena Esposito, Shannon Jacovino, Kathie Strout, Council Vice Chair

**Absent:** Elena Poma, Julie Vigil

**Staff:** Walter Glomb, Executive Director

**Minutes:** Donna Devin

1. **Call to Order with Quorum:** The meeting was called to order at 3:00 p.m. There was no public present at the meeting, so the Committee moved on to the next agenda item.
2. **Approval of Agenda:** Andy Cirioli, Council Chair, and Committee Vice-Chair, motioned to approve the agenda. The motion was seconded by Michelle Baughman. The agenda was approved.
3. **Nomination and Voting for Committee Chair:** Michelle Baughman and Emily Cowen volunteered to serve as the Committee’s Chair. After a confidential vote done by email, there was a tie. A motion was passed by the Council to allow them to serve as Committee Co-Chairs.
4. **Nomination and Voting for Committee Vice-Chair:** Andy Cirioli, Council Chair, and Committee Vice-Chair, volunteered to continue as the Committee’s Vice-Chair. Shannon Jacovino motioned to nominate Andy as Committee Vice-Chair. Lena Esposito seconded the motion. The motion passed.
5. **Discussion of protocol and criteria for reviewing and approving funding of Council grant proposals:** Walter Glomb, Executive Director, gave a presentation on the funding and reviewing of grant proposals. A question and answer session followed the PowerPoint.
6. **Adjournment:** Emily Cowen, Committee Co-Chair, made a motion for adjournment. Shannon Jacovino seconded the motion. The meeting adjourned at 4:25 p.m.