**- Approved -**

**CONNECTICUT COUNCIL ON DEVELOPMENTAL DISABILITIES**

**Regular Council Meeting Minutes**

**Tuesday, January 9, 2024, 10:05 a.m. – 12:40 p.m.**

**(Hybrid - Online via Microsoft Teams & at the East Hartford, CT DDS)**

The 247th meeting of the Connecticut Council on Developmental Disabilities was held on Tuesday, January 9, 2024, from 10:05 a.m. to 12:40 p.m. on Teams and at the East Hartford DDS Branch.

**Presiding:**  Doris Maldonado Mendez, Chair

**Recorder of Minutes:**  Microsoft Teams

**Members Present:**  Emily Ball, Michelle Baughman, Charles Bergamo, Vice Chair; Andrew Black, Laurie Cantwell, Emily Cowen, Antonia Edwards, Michael Finley, Lynn Frith, Karen Healy, Shannon Jacovino, Rene Lambert, Rachel Mirsky, Kaitlynn Ramos, Kathie Strout, Fran Traceski

**Members Absent:**   Andy Cirioli, Bryan Klimkiewicz, Graziela do Carmo Reis, Amy Soto,

**Members of the Public:** April Burke, Alan Coker, Kevin Daly

**Staff:**  Walter Glomb, Executive Director

1. **Call to Order:**  With a quorum present, Doris Maldonado Mendez, Chair, called the meeting to order at 10:05 a.m.
2. **Public Comment:** Alan Coker introduced himself to the Council. He is a consumer from Manchester, CT, an advocate, and he is also a member of the Consumer Family Advisory Board.
3. **Approval of Agenda:** Doris Maldonado Mendez, Chair, asked for a motion to approve the agenda. Shannon Jacovino motioned to approve the agenda. Emily Ball seconded the motion. The agenda was approved. Fran Traceski asked for a motion to amend the agenda and add Council Governance to the agenda items. Charles Bergamo, Vice Chair; seconded the motion. Council Governance was added to the meeting agenda. Doris Maldonado Mendez, Chair, asked for a motion to approve the amended agenda. Shannon Jacovino motioned to approve the agenda. Antonia Edwards seconded the motion. The amended meeting agenda was approved.

1. **Approval of Minutes from November 14, 2023, Annual Council Meeting:** Doris Maldonado Mendez, Chair, asked for a motion to approve the meeting minutes from Tuesday, November 14, 2023. Fran Traceski motioned to approve the minutes. The motion was seconded by Charles Bergamo, Vice Chair. The minutes were approved. Doris Maldonado Mendez, Chair, abstained.
2. **Comments by the Chair:**  Doris Maldonado Mendez, Chair, wished everyone a Happy New Year and welcomed them to the Council’s first hybrid meeting and its first meeting of 2023! She noted several appointment confirmation letters have been sent to members recently. Any letters with more than a 3 year term needs to be corrected.

Doris said an orientation needs to be scheduled for new Council Members, and noted the last membership handbook was handed out in 2019 before her membership. She and Kaitlynn Ramos, the membership Vice-Chair, will be talking to Sheryl Matney, the Executive Director of the Information and Technology Assistance Center (ITACC), for direction on Council compliance. She said there are webinars and trainings online that provide all National DD Councils with the information to teach members how to be good Council members.

Doris said Council members have been given support staff in the past during Council meetings. There are members who have requested support or may benefit from it. Also, transportation is available for members and their staff to Council meetings and Council funded events. Members should contact Council staff for assistance.

Doris is proud and honored to share the Council benefits from funding and providing over 30 projects to and for developmental disabilities communities, statewide, as well as finally ensuring compliance with the 1964 Civil Rights Act Title Six language access and Federal Coordination and Compliance Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, with work on a 2024 Plain Language Executive Order. All groups using federal funds have to provide language access to its communities.

She said there is a need for advocacy and people need to let their leaders know this, to ensure inclusion and accessibility for families and children in educational and healthcare settings, who need help with English skills.  
  
She said the Council has the chance to reach out to, educate and create a greater workforce by working directly with the communities they serve.

She said the Council needs to evaluate its Executive Director. The Council’s Executive Committee held a meeting on this in December. A review work group is being set up to make plans for the evaluation.

1. **Report from the Council Executive Director on State Plan Activities for Fiscal Year:** Walter Glomb, Council Executive Director, said the Council exists to work on their State Five-Year Plan that has been approved by the Federal Administration for Community Living (ACL). The Council is funding 13 grants this year.

Walt Glomb, Council Executive Director, is creating a new Request for Applications / Request for [Grant] Proposals (RFA / RFP), to provide future grantees with more information about and direction on current Council priorities and requirements of the DD Act, as well as federal laws regarding language access mandates for federally funded groups. The Executive Committee is waiting for direction from the Administration for Community Living (ACL) and state personnel management about the grant process and other processes.  
  
Changes are being made to the Council’s State Five-Year Plan and will be submitted by August of this year to ACL after approval by the Council. The Council is now in the third year of its current State Five-Year Plan.

Walt said the Council is doing amazing work in self-advocacy at Yale. Yale Program for Recovery and Community Health (PRCH), CT State Independent Living Council, (SILC), and The Keep the Promise Coalition (KTP) have created some important and terrific handouts in Spanish. He’s looking forward to having the groups work with other Council grantees and partners to use the resources.

The Council has received the greatest recognition in its history from the Connecticut Office of the Governor and the General Assembly.

Walt has been meeting often with members of the Administration, the Office of Policy and Management, the Department of Developmental Services, and with top State Legislators. He said the Council is doing a lot of working training parents, caregivers, and professionals.

Walter Glomb, Council Executive Director, asked the Council to approve the use of $40,000 that was already approved to fund the Connecticut Health Policy Project. He’d like the Council to bring on 2 consultants to finish the work of Ellen Andrews, who is not able to be a part of the project any longer.

Doris Maldonado Mendez, Chair, asked for a motion to approve the use of the $40,000 funding to fund 2 consultants to continue the work of the Connecticut Health Policy Project. Michelle Baughman seconded the motion. The motion passed. Mike Finley abstained due to a conflict of interest.

A discussion was opened on the $40,000 funding. Andy Cirioli sent an email before the meeting saying he supports the funding. Kevin Graff from Graff Public Solutions LLC, and Innovate & Organize would be the 2 consultants to continue the work of Ellen Andrews. A very long discussion took place. Shannon Jacovino made a motion to limit the debate. Kathie Strout seconded the motion. The motion passed.

Doris Maldonado Mendez, Chair, asked for a motion to approve $40,000 in funding to for Graff Public Solutions LLC, and Innovate & Organize, to continue the work of the Connecticut Health Policy Project. Michelle Baughman seconded the motion. The motion passed. Again, Mike Finley abstained due to a conflict of interest.

1. **Report by the Executive Director on the Fiscal Year Council Budget:** There is severe water damage at the Council Offices and staff will be working remotely until renovations are completed.The budget is on track and staff continue to look for opportunities to save money and cut back on costs whenever possible.
2. **Council Committee Reports:** Fran Traceski, Legislative Policy and Planning Committee (LPP) Chair, said the Council would be having its first Annual Legislative Breakfast since 2020, before Covid shut everything down. The Breakfast will be on Thursday, February 29, from 8:00 – 10:00 a.m. at the Legislative Office Building in Hartford. Walter Glomb, Council Executive Director, Doris Maldonado Mendez, Council Chair, and some Legislators will be speaking at 9:00. The Breakfast is the same day as the CT Arc’s Family Action Day. Some Council members will be testifying before Legislators.

Fran went over the Council’s 2024 Legislative Agenda.

Charles Bergamo, Council Vice Chair, made a motion for the Council to adopt the recommendations of the Proposal Review Committee. Michelle Baughman seconded the motion. The motion passed unanimously.

Antonia Edwards, Membership Committee Chair, said the Committee will be having interviews to fill 6 open spots on the Council.

Michelle Baughman made a motion for the Council to approve Council Membership for Emily Cowen and Rene Lambert. Shannon Jacovino seconded the motion. The motion passed unanimously.

Emily Ball asked about the membership confirmation letters from the Governor’s Office. Walter Glomb, Council Executive Director, said people will be receiving an email from the Governor’s Office with an official letter of membership included as a pdf attachment. The new members names and contact information will be forwarded to the Governor’s Office, who will then email the new members a background form to fill out and return to the Governor’s Office. After their approval, they will receive an official letter welcoming them to the Council.

Kaitlynn Ramos, Advocacy, Public Information, and Education Committee (APIE) Chair, said the Committee is planning their next meeting to continue work on the Council’s Annual Report. She welcomes help from all members of the Council in producing the Report.

Fran Traceski made a motion for the Council to approve a small work group of 3 – 5 people to review Council guidelines and statutes. The work group will be called the Governance Committee. It will make clear what members’ roles and responsibilities are during their time on the Council. Shannon Jacovino seconded the motion. The motion passed unanimously.

1. **Adjournment:** Doris Maldonado Mendez, Council Chair asked for a motion for adjournment. Shannon Jacovino, made a motion for adjournment. Charles Bergamo seconded the motion. The meeting concluded at 12:401 p.m. The next Council meeting will be a hybrid meeting held on Tuesday, March 12, 2024.