

**Health Care Cabinet  
Education Committee  
Minutes  
July 24, 2017**

<b>Presiding:</b>	Susan Adams	<b>Location:</b>	111 Founders Plaza East Hartford and Via Teleconference
<b>Recording:</b>	Susan Adams	<b>Time:</b>	11 am- 12 noon

<b>Attending</b>	Bonita Grubbs, Miriam Delphon-Rittmon, Ellen Andrews, Shelly Ann Sweat, Ricka Wolman, Marie Smith, Veronica Mansfield, Sheldon Toubman
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<u>TOPIC</u>	<u>DISCUSSION/ACTION/RESPONSIBLE PERSON</u>	<u>Action/Follow-up</u>
<b>I. Opening</b>	Introductions were made by all members of this new committee No public comment	
<b>II. Business</b>	Scope of business presented as outlined in minutes of last Cabinet meeting.  Quorum defined as “Majority of those in Attendance”  Responsibilities outlined  Deliverables Defined –as Draft Charter  Goal/time frame presented as Charter Draft due at next Health Care Cabinet meeting – August 8, 2017  Designing of Draft Charter work began with a first attempt completed	Copy to members by Tuesday July 25, 2017 for comment by Thursday July 27, 2017
<b>III. Adjournment</b>	Next meeting in one week via Go to Meeting. Invitation to be sent by Friday, July 28, 2017 with attendance information	

Respectfully submitted,

*Susan*  
Susan F. Adams

SFA  
7/24/2017