

Consumer Advisory Council
Membership Committee
Meeting Minutes
 March 24th, 2021

| Meeting Date | Meeting Time | Location |
|-------------------------------|------------------|----------|
| March 24 th , 2021 | 3:00 – 4:00 p.m. | Zoom |

Participant Name and Attendance

| Participant Name and Attendance | | | | | |
|---------------------------------|---|----------------------|---|--|--|
| Jeffrey Beadle | | Robert Krzys | X | | |
| Alan Coker | X | Christiane Pimiental | X | | |
| Taylor Edelmann | X | Terry Nowakowski | X | | |
| Others Present | | | | | |
| Terry Gerratana (OHS) | | | | | |
| Dashni Sathasivam (HES) | | | | | |

Meeting Information is located at: <https://portal.ct.gov/OHS/SIM-Work-Groups/Consumer-Advisory-Board>

| | Agenda | Responsible Person(s) |
|----|---|-----------------------|
| 1. | Welcome | Robert Krzys |
| | Call to Order The special meeting of the Consumer Advisory Council (CAC) Membership Committee was held on Wednesday, March 24 th on Zoom. Bob Krzys chaired the meeting and called the meeting to order at 3:02 p.m. | |
| 2. | Public Comment | Robert Krzys |
| | <ul style="list-style-type: none"> No public comments were raised. | |
| 3. | Review of individual member attendance for calendar 2020 | Robert Krzys |
| | <ul style="list-style-type: none"> Terry Gerratana shared a record of the 2020 CAC attendance for members. Bob Krzys reminded that the bylaws state that if a member misses 3 meetings in a calendar year they would be asked to leave the Council. There was a review of the document led by Bob Krzys summarizing attended. Terry Gerratana added details on conversations she had with specific members on individual circumstances related to attendance. Alan Coker noted that it had been a crazy year and knowing that things happen and there is a human factor and if it is something reasonable, justified and explained clearly, then as a Council we can bend to the point of understanding. Alan also noted that he was able to shoot an email to Terry Gerratana and the chair when he was unable to attend that is something to encourage the Council to do so that it is not taken for granted. Terry Nowakowski was in support of increased communication and felt it important to reinforce at the meeting. Also to know how people are doing. She is happy to provide her cell phone and thinks that if people can drop a line by text, email or phone, that is needed as communication is key. | |
| 4. | Recommendation to full Council as to member removal for non-compliance with attendance provisions of the by-laws. | Robert Krzys |

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| | <ul style="list-style-type: none"> • Bob Krzys recommended that the strict requirements of the bylaws related to attendance should not apply in 2020 due to the pandemic and its impact on people’s work schedules and family situations. In calendar year 2021, attendance at meetings can be excused if the member notifies the chair and the OHS staff prior to the meeting and will be exempted from attendance accordingly. This helps to respond to the varying circumstances that people are facing. The attendance requirements are not meant to be punitive and they are meant to be an expectations. • Bob Krzys asked if there was consensus for his statement and that going forward attendance can be excused with proper notification to the council. • There was consensus of the membership committee that the strict requirements of the bylaws related to attendance should not apply in 2020 due to the pandemic and its impact on people’s work schedules and family situations. In calendar year 2021, attendance at meetings can be excused if the member notifies the chair and the OHS staff prior to the meeting and will be exempted from attendance accordingly. • The recommendations would be brought up by Bob Krzys, the chair of the membership committee. The agenda of the April CAC meeting would include a discussion and approval of consensus recommendations of the Membership to the full council. • Terry Gerratana also supported that there is a roll call at the beginning of each meeting and if members join late, then they must identify themselves publically. • Terry Nowakowski agreed and that the attendance notification policy would also be a point of discussion. • Bob volunteered to draft additional bylaws language for consideration. | |
| <p>5.</p> | <p>Review of term limit provisions of the bylaws and application to members on the Council at the time of adoption of the by laws</p> | <p>Robert Krzys</p> |
| | <ul style="list-style-type: none"> • Bob Krzys led a discussion regarding the application of the term limits to those members who had been serving as CAB members, as the By-Laws are silent as to the application of the institution of the term limits to former CAB members. He noted that the reason for term limits are to ensure a systematic mechanism for fresh membership to the council. • There was discussion by Taylor Edelmann, Christiane Pimmentel, Terry Nowakowski and Alan Coker weighing having fresh members on the council is important with not losing productive and active members of the council. A case-by-case review process of members was brought up as a possible way of identifying who has continued to make valuable contributions to the CAC and would be valuable to retain versus let go, but ultimately thought of putting the council in a difficult decision. There was also a suggestion of using time served on the CAB as a way to apply term limits to members who had already served significant time in the past. • Bob Krzys used himself as an example sharing that prior to 2019, he had been a member of the CAC for 10 years. After the adoption of the 2019 bylaws, he remains eligible for two terms lasting three years each which mean he could possibly be until 2025. He suggested there be a statement that either apply the bylaws as written and let the full council to change the bylaws at a later date or specifically every member including previous CAB members be eligible for two terms. He felt that this scenario needed to be clearly addressed in the bylaws. | |

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| | <ul style="list-style-type: none"> • Terry Gerratana noted that the Council’s Chair, Terry Nowakowski, could convene a Bylaws review committee if a more extensive revisiting of the bylaws was needed. For example, the current bylaws do not address virtual meetings and that attending virtually would count as attendance. • Bob Krzys noted that the bylaws do not address what is to happen to people who were on the CAB who were brought automatically brought onto the CAC. The term limits are to apply to members as of March 2019 and there after. In this case, it would be up to previous CAB to exercise their right to resign or not. The reason we put in term limits in to have fresh membership cycling in. IAdding to the bylaws that March 10th 2019 would apply to all current and future members in which case members would be fine until they decide to resign or hit their 6 years of service. If Council members down the road feel like there is a need to modify this, then council members can decide to convene a Bylaws committee and make a change as they see fit. • Taylor Edelmann added that he liked having something that could be modified if needed and the fact is that this past year has been unique. • Alan Coker was in support as well. • There was concensus of the membership committee that the 2019 bylaws be interpreted to be that the March 10th 2019 provisions related to term limits bylaws would apply to exisit members and all future members. | |
| <p>6.</p> | <p>New member outreach and recommendation to the full Council of one new member</p> | <p>Robert Krzys</p> |
| | <ul style="list-style-type: none"> • There was a discussion of Michele Scott, executive director of the Eastern Health Education Center’s application to the CAC and the qualifications, expertise and lived experice that she wuld bring as a member of the council. • Bob Krzys asked if it would be appropriate if the group could make a recommendation to bring her the full council and members agreed. • Bob Krzys made a motion to recommend that the Membership Committee recommend that Michelle Scott be a member of the Consumer Advisory Council membership. Alan Coker seconded. Motion carried. • There was also a discussion of a recently submitted application by Denise Perez, who works in the behavioral health field and resides in Colchester, CT and would provide representation from an area that would no longer be represented if Jeffery Beadle resigns. • Terry Gerratana presented her application to the membership committee as the application was not shared with members beforehand. She also noted that noted that Michele Scott attended the March meeting and Denise Perez could be invited to our April meeting as a way to get to know her. Also there could be a more formal phone call to ask questions. • Bob Krzys asked if someone on the committee volunteer to have a phone conversation with Denise Perez to let her know that we received her application and have a conversation with her and report back to the council. • Terry Nowakowski volunteered to give her a call. • Terry Gerratana asked the Membership Committee to share with their networks. • Alan Coker has a contact that works in the substance use disorder field that he would share with Terry Nowakowski | |

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| | <ul style="list-style-type: none"> • Bob Krzys also shared that he would contact someone working in the rural health and will follow up with Lorrie DeLeon. • Terry Gerratana shared that Laura Morris would share the application with the Health Enhancement Communities. • Terry Gerratana shared that she has been developing an asset mapping survey. |
| 7. | Adjournment |
| | Robert Krzys |
| | Bob Krzys adjourned the meeting at 3:55pm. |

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