

12/7/17 CPAC Board Meeting Minutes

The meeting was called to order at 6:10 pm. Members present were: John Flanders, Executive Director; Kathy Whalen, Bookkeeper; Claudia Bouchard, Interim President; Jocelyn Braffith, new Board member; Grace M. Coombs, Board secretary; David Goldblum, Maxine Hannibal and Margarita Vargas-Torres, all via phone.

The first order of business was to approve the Board meeting minutes from 9/26/17. David moved to accept the 9/26/17 Board meeting minutes and Margarita seconded the motion. The 9/6/17 Board meeting minutes were approved.

The next order of business were the financial reports. Kathy Whalen talked about this year's money has already been issued. We're good through September 2018. It was shared that the down payment for the new phone system has come out of "unrestrictive funds". Regarding the first financial report, we can be up to 10% over budget without getting into trouble. Kathy shared that we are still using up the unused money from the State grant. We will use this until the new State grant comes in. The July 31- September 18, 2017 payments to John reflect his travel and the events he attended for that time period. The October 2 - November 22, 2017 payments to John reflect his travel and the events he attended for that time frame. The October 24, 2017 trip to New Jersey was for peer-to-peer training. Kathy shared that Audrey, the auditor, will report the final audit numbers in January 2018. We should look at the center financial budget. Some things are taken from different grants. John and Kathy will have a center budget at the next Board meeting. Claudia made a motion to accept the financial report as is written. Margarita seconded the motion. The financial reports as presented were approved.

Claudia made a motion for Jocelyn Braffith to join the CPAC Board and David seconded that motion. Jocelyn Braffith is now a new CPAC Board member.

Center updates:

- the new phone system: it is a voice over internet system. It's a lot cheaper! It's definitely an improvement. Everyone is happy. There is intercom access with the remote staff. Kio, Lynn and Laura (the remote staff) are all on the same system now! Lynn is in Stamford, and Laura is in Plainville.
- the website is almost ready: the new revised website is scheduled to be ready by January 1, 2018. The new website is usable on phones and tablets. This also applies to 508 - accessible to people with disabilities.
- hopefully happening for January 1, 2018: the data base that records all information for reports. This will allow CPAC to relate a child to other support/resource entities. All information will be related to the child. Phil Hoffman designed the new data base and all the data will be loaded onto a working version. We should be ready over the holiday with full operation at the beginning of the new year. There have been 1200 contacts from September 1-December 1, 2017. There were 120 trainings last year. CPAC is reaching a lot of folks and working really hard to reach more. There are 44,000 contacts on the data base.
- We just finished with Next Steps, the parent leadership training. Although we are contracted to provide 3 Next Step trainings per year, we will be providing 4 per year. These trainings are for 8 weeks and are 32 hours in total for future parent leaders. The springtime Next Steps training will be in Bridgeport. A Spanish version of Next Steps will be done by Kio in New Haven. Next Steps is on the State contract. We're spending money that hasn't been sent to us yet.
- John and Brian, the Bureau chief, have been designing the State contract. Brian has the current draft of the new contract. Brian also has a proposed budget for the new grant, which is approximately \$400,000.00, which is 60% of the budget. John will get the final copy of the State

contract to the Board once it becomes available. This new contract will be comparable to what we've had before. The State will pay us quarterly.

- CPAC is involved with the State Advisory Committee. CPAC is part of this. Brian asked if Jen Lussier can be on this committee as a parent representative. Another Next Steps graduate, Tom, will also be a part of this committee. CPAC is part of the guidance for the task force/sub committee and three people from the Bureau and SERC are working on this. It should be ready by the new year.
- John's trip to New Jersey in October was with 16 PTIs (parent training and information centers) and 20 PCRCs (parent community resource centers). This is a regional meeting held two times per year. Materials and resources are shared at these meetings.
- CPAC is working more with schools this year, which is part of the State contract. John and Jane participated in the trainings for the PPT chairs. CPAC is doing trainings with the housing authority. John will be doing two trainings for COMCASE - for directors of special education all over the state.
- The new Bureau chief wants to work with CPAC.
- CPAC will be closed during the week of Christmas. CPAC will close at 12:00 noon on 12/22/17 and will reopen on Tuesday, January 2, 2018.
- There will be a staff meeting on 12/11. This meeting will go for about four hours or so.
- John is still working on the personnel policies and should have it ready for the Board members by the next Board meeting.
- John shared that a fundraising letter is on the website now. So far CPAC has received \$500.00. John will resend the letter next week. The letter for donations is also on Facebook.
- CPAC was asked to participate with monitoring Hartford public schools. The office of the child advocate was asked to look into what's going on. This job was too big for CPAC to take on. CPAC is working with the child advocate who recommended CPAC be part of the Board. CPAC is the special education conscious representative for this Board. CPAC will also be doing professional trainings. CPAC is excited to be in Hartford.
- Kio did training for parents in Bridgeport and another training is planned for next week.
- John will meet with the new Norwalk director.
- John also is looking to increase the amount of CPAC remote staff. John would like to hire multi-lingual staff/different ethnic staff. CPAC continues to recruit by word of mouth, or out of Next Steps. We have 3 possible Next Steps graduates who may be a candidate for another staff position. There are 14 CPAC staff now.
- Board recruitment: Jonathan Metcalf. John can see if Jon can come to our next Board meeting to be interviewed and to meet Board members. Jon is from Suffield and has a child on the spectrum.
- John will be starting staff annual reviews after the beginning of the new year.
- The next Board meeting will be on 2/13/18 @ 6:00pm.

The meeting adjourned at 7:38 pm.

Minutes submitted by Grace M. Coombs, secretary