

2/27/18 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; Grace M. Coombs, Board secretary; and David Goldblum via phone.

The first order of business was to approve the Board meeting minutes from 9/26/17. Claudia moved to accept the 9/26/17 Board meeting minutes and David seconded the motion. All were in favor with one abstention (Jocelyn since she was not a Board member then). The 9/26/17 Board meeting minutes were approved.

The next order of business were the financial reports. Kathy Whalen talked about the 'Cash Report' as of January 31, 2018. She said that CPAC is in lieu of not having the State contract/grant and we're using the 'unrestricted funds' from the old State contract/grant to cover expenses for now. She also brought it to our attention that John's travel expenses from Nov. 27, 2107 through Feb. 2, 2018 were located on the bottom of the first page of the financial report to save paper. Kathy went on to tell us that the Education Grant is on target to spend the amount up until September 30th, when the budget year ends. She said it's a tight budget. Claudia inquired as to when will we know if the state contract will be approved. John shared that this contract will go back until October 1st, 2017 and that we're setting it up to go from Oct. 1st until February 28, 2019 - an 18 month contract. It will be an 18 month renewal and the language in the contract will include the renewal revision. The amount of the contract will be \$425,000.00/year. This contract will be \$40,000.00 less than the previous year. It is lesser due to CPAC not doing work with/for SERC any longer. We do have four months of the contract already done at this time. An amendment will be added to the contract. John shared that he expects the finalized draft of the State contract to be completed by this week and hopes to have something in hand by next week. He said that we are making sure that all the steps are done properly. We will need up to 3-5 more employees to meet the needs of this project. There will be a series of services that CPAC will be providing for the State: PTI for families which involves our new early childhood programs, transition and birth to three, 'effective conversations' ; CPAC staff will be attending PPT meetings to make sure things are running smoothly; web-based materials, direct representations on Boards. John will forward the Board members a copy of this contract once he gets it. The client for these services is the bureau of special education. CPAC will be using the money that is given to the State. This is good news. Appropriations for special education has gone up a little. CPAC may also be using contractors for trainings. In the past, the State contract amount has been less, but with the higher amount, there will be a lot more work that needs to be done. We're still wondering if this current CPAC office space will work in the future when additional staff is hired.

CPAC has been using our reserve money to work on the grant: salaries, all expenses associated with the new contract that has not been received yet. Each month that the new contract hasn't been renewed, we will be using our reserve money. The State pays CPAC quarterly. The State moves very slowly. CPAC may have to cut services if we don't get the State contract soon. Kathy will email Dave the financial reports from tonight's meeting. It was explained that our 'unrestricted funds' can be dipped into to keep us going, however it's not good practice to dip into this funding. Our unrestricted funds total \$283,092.71.

Fundraising is moving slower than the ideal. Kathy and staff have looked into a couple of grants for a couple of thousand of dollars. An activity needs to accompany this. There are some things out there that CPAC can look into. CPAC is doing a lot more asking for donations now than before. John/CPAC is making more contacts regarding donations, reaching out to a mental health agency in Bridgeport for alternative funding ideas: Tauck Family Foundation.

CPAC finished up the Next Steps in New London and Waterbury in the fall. Next Steps train the trainer only yielded 2-3 people interested in moving forward. These people will be doing some trainings for us in

the future. CPAC pays these people a stipend. Next Steps in Bridgeport is slated to start on 3/15 in both English and Spanish. The Next Steps in Putnam has been in the morning for 8 weeks for 2.50 hours from 10:00-12:30. This group has a higher percentage of professionals in attendance. They are using this opportunity for professional development. CPAC is considering doing Next Steps during the summer. We'll do another day-time Next Steps with some of it in Spanish. John has thought about a full-time professional development event. If not a full day, then perhaps an extended day with special education lawyers. There are 5 professional development trainings in the State contract now.

CPAC's 2 biggest projects are the Birth to Three navigators and 'effective conversations'.

Jane, Jen, Kio and Adrianna have attended PPT meetings. This is time consuming for staff. We want to be perceived as problem-solvers and not as advocates in this context. Our job is to make sure the process is running right. We will be refining this as the year goes on.

As per John's Director's Report, the Legislature has appointed CPAC as a member of the commission. The person who is running this has asked John to present; he is not sure if the legislature will agree with the recommendations.

The Office of the Child Advocate issued a scathing report of the Hartford School system handling child abuse and neglect. A monitoring Board is being formulated. The Hartford Board and Superintendent are supposed to solve this problem to reduce neglect and abuse and record and monitor that their activities are working. The Child Advocate requested that CPAC be in attendance at this. John may take CPAC staff with him: Kio and Jen. AFCAMP will be there too. CPAC is recognized as having an important voice in this. CPAC will be training on bullying. We want to be doing this as professional development training rather than parent training.

Transition is the topic for community discussions. There will be more transition events happening with a panel discussion.

The State IEE is winding down. A lot of controversy of the cost of independent evaluations and where to find qualified evaluators for independent evaluations. The reports are coming out. Jane has been helping with the writing of the documents for this commission.

Vanessa Pollack is the new parent consultant and she is tri-lingual: Portuguese, Spanish and English. She is working limited hours now due to the pending State contract. She has helped Portuguese families at PPT meetings. She is currently attending the Next Steps in Putnam.

There are no other additions to staff. Sherry O'Neal has left. She is from New Hampshire. CPAC currently has 13 staff. It will be 15 by the end of the school year once the checks clear from the State.

The new system for data entry is working well. We're into the 'garbage out' process. Phil, the computer consultant, is coming in weekly to assist staff in developing tools to create standard reports. Staff is very happy with this new system since it's easier to use and work with. There are 15,000 entries that aren't associated with parents and John and Phil are working on this. Our data will be a lot cleaner moving forward. The report shows that the numbers are in-line. There are 77,000 families in the data base. CPAC has spent \$5000.00 on this and it's been a great investment. John is real happy with this system.

The Personnel Manual is complete. Sections for pay for staff/attendance and a travel policy have been included in the new manual. Staff work time is 9:00-4:00 and will be paid during that time frame. Regarding attendance, staff needs to be more flexible (i.e.; working on snow days). The travel policy defines when staff are out of town or when staff travel to do trainings. These are the most challenging.

When the State is closed, CPAC is closed. When East Lyme is closed, CPAC is closed. When the town in which the staff lives is closed, but not East Lyme, staff can choose to work from home or use other time. Most of the staff have seen this new manual. Claudia made a motion to accept the manual as is written and David seconded that motion. John will make changes to the manual as necessary without needing to get the Board's approval. (if the CPAC office space is in another location, the manual will be updated to reflect that change, etc.)

John is still working on the staff's annual reviews. John said the we have a remarkable staff of people. There will be universal salary adjustments once the State contract comes through.

SERC may go out of business. They will be in existence until July 1st of this year. CPAC has been collaborating with SERC. CPAC may pick up some of the projects that SERC drops.

John will try to arrange for Johnathan Metcalf to join the next Board meeting via phone, however he may want to attend in person. He comes from Suffield. We'll meet Johnathan and Natasha Singer first before we vote on them to join the Board. Claudia will call Johnathan to ask him a few questions.

The Special Education Bureau Chief, Brian Klimkiewicz will be attending the 3/26/18 CPAC staff meeting. Staff will be working on assignments for the State contract.

Claudia asked if the drop box for the strategic planning can be made available to staff and all Board members. John will make sure it is available to staff and Board members.

CPAC has renewed the contract with the Down Syndrome Association for \$12,000.00.

- The next Board meeting will be on 5/15/18 @ 6:00pm.

The meeting adjourned at 7:45 pm.

Minutes submitted by Grace M. Coombs, secretary