

## 3/6/19 CPAC Board Meeting Minutes

The meeting was called to order at 6:12 pm. Members in attendance were: John Flanders, Executive Director; Leona Adamczyk, CPAC employee; David Goldblum; Claudia Bouchard, President; Kathy Whalen, Bookkeeper; Jocelyne Braffith, Treasurer; Grace M. Coombs, Secretary; and Jonathan Metcalfe and Margarita Vargas-Torres via phone.

The first order of business was to welcome everyone. For the next order of business, John introduced Leona Adamczyk, CPAC employee. John shared that Leona has been with us for 3 ½ months. She is a Next Steps graduate and she's hit the ground running. She'll be the first consultant for the statewide grant. She'll be going to Baltimore with CREC and some of SERC's people. She's done other work outside prior to coming to CPAC. She did training out of SPEDCT and other additional training at DDS. She's currently involved in neurodevelopmental discipline/pediatric disciplines and parent faculty. (One-year-long commitment at UCONN). In April, Leona will be going to UCEDD to Washington for the disability summit. She's working on research for UCONN and CPAC. UCONN approved the grant. Research is on PTIs and PCICs – regarding leadership. UCONN is gathering this information. Leona will also be working on parent engagement when that comes up. She is working on the Down Syndrome Act., formerly the Down Syndrome Congress. John shared that our budget is somewhere around \$620,000.00. The State contract is \$400,000.00 and the Education contract is \$200,000.00. The State contract is now an 18-month budget.

The next order of business was the financial report with Kathy Whalen, Bookkeeper. Kathy talked about CPAC now using two banks to do business with: Peoples Bank & Charter Oak. The auditor was not available for this meeting to discuss/review the Oct. 2017-Sept. 2018 audit (990). The Board can email the auditor, Audrey, with any questions about the audit report/990 and she can speak to the Board about any questions. Kathy talked about the Cash Report as of Jan. 31, 2019. Money was transferred from the Peoples Bank savings into the checking account. Regarding the Education Grant as of Jan. 31, 2019, Kathy shared that everything is on target and a little over in expenses. The Education budget is a little tight, but that's okay. It's where it's supposed to be. We're spending what we're supposed to be spending. For the State Department of Education contract, Kathy shared that we're missing the final payment. We need to submit an invoice in order to receive the payment. There are things that we haven't done in the State contract. Videos and media materials are still not done. We haven't completed current projects. We can get the money and do the projects after the payment. Three video trainings are done.

Kathy shared that there were some significant deficiencies with the audit report. The financial statements section speaks to how Kathy prepares the report. Audrey, the auditor, had to do four entries and feels she should not have to do any entries. Kathy is not touching balance accounts nor will she be adjusting entries. Kathy said that she would not be touching the fixed assets. The employee manual is in the final draft. John said that the employee manual will be done at the next Board meeting. The Board will need to respond back to Audrey with a current action plan which speaks to the findings in her 990-preliminary draft, the last 3 pages of the audit. David suggested that perhaps CAPC can secure a professional accountant to look at the audit once Kathy has completed it and before the auditor looks at it.

Regarding the Cost Allocation Plan, 10 years ago the State came up with a Cost Allocation Plan if you get State money that is not CT tax payers' money. CPAC needs this Cost Allocation Plan. State money is Federal money. The Board can help to prepare this formal document that speaks to the Cost Allocation Plan. We can use a non-profit attorney to look into this for CPAC.

For the budget, it is based upon the grants/contracts. Contracts and grants have different cycles and that's a problem. David offered to be of assistance to John and Kathy in this process and addressing this issue in the 990. The fiscal year is September 30<sup>th</sup>. David suggested we start out by doing a 6-month budget from March – September. The Board agrees to this 6-month budget idea. Kathy and John will work on this. The Education budget will stay the same due to it being Federal money. The State tells us what they're giving us to spend over the 18 months. Kathy will pull out the last Cost Allocation Plan and get it to a point where the Board can approve it. The Board can meet in 4-6 weeks to approve this plan. This plan can be emailed to the Board to look at and the Board can meet at some point to formally go over it. We need to get signature cards done for Jocelyne and John at Peoples Bank at Stop & Shot and at Charter Oak Bank. Jocelyne can call John beforehand to set this up soon.

Some Board members may get an email from Mairin regarding the required paperwork, letter of invite, resume, position description, code of ethics, letter of approval.

John shared that Lisa Opert joined CPAC on January 1<sup>st</sup>, 2019. She is another Next Steps participant. She has 3-year-old twins on the spectrum. She came from Bridgeport. Lisa has been working with Adrianna on some Birth to Three stuff and Pathfinders. She's a teacher by trade. She is enthusiastic and has good presence with families. There is an intern working at CPAC. He has a traumatic brain injury and wants to be an advocate and public speaker. He's enthusiastic and thoughtful. He's doing some media stuff/blog on accessibility for CPAC.

Kathy has expressed her retirement plans and will hang on until the Spring.

John talked about new business. For strategic planning, it may be a better summer time project. John and Claudia can have a conversation about how to get this going. There is a drop-box with information that was discussed at the strategic plan meeting. Diana Autin came in to do some planning, and mission statement. Diana works for SPAN. The Board wants to work on the strategic plan more. We can look into touching base in the summer time. John can see Diana in April at the Regional Conference and can touch base with her then. A lot of the initial work was done with Diana, the CPAC staff and Board members. Everyone will need access to the drop-box information in order to work on the thing that were discussed. We're working on dual capacity work, communication supports, social media presence, aggressive outreach, a lot of approaches to other community agencies (i.e.: churches, martial arts, libraries, pediatricians). We need to set up a time to work on this.

John has been spending a lot of time in Hartford on various topics: seclusion, restraint, bullying, classroom safety: the State is editing the standards. John will send the Board a copy of the Bills that are in the legislative process.

Regarding the executive director's annual review, the Board is not finished with this process yet.

Margarita motioned to accept the 12/18/18 Board meeting minutes as they are. Jocelyne seconded this motion. All were in favor and the 12/18/18 Board meeting minutes were accepted as they are.

John talked about the SFEC Grant, the Statewide Family Engagement Grant. We should be getting the first payment soon. Training programs for parents on how to engage with LEAs, local education agencies. CPAC is partnering with CREC to do these training programs.

John will send out a doodle poll to Board members to find out the 2019 Board meeting schedule that works best for the Board members.

The meeting adjourned at 7:33 pm.

Minutes submitted by Grace M. Coombs, secretary  
3/25/19