

7/9/19 CPAC Board Meeting Minutes

The meeting was called to order at 6:05 pm. In attendance were: John Flanders, Executive Director; David Goldblum; Claudia Bachmann-Bouchard, President; Jocelyne Braffith, Treasurer; Grace M. Coombs, Secretary; and Jonathan Metcalf and Natasha Singer via Zoom.

- The first order of business was about the approval of the 4/29/19 meeting minutes. Claudia made a motion to approve the 4/29/19 meeting minutes as they are and Jocelyne seconded the motion. The 4/29/19 meeting minutes were accepted as they are written.
- John said that Kathy Whalen, the bookkeeper, is on vacation. John talked about having received the new State contract over this past weekend. There is a new change in its draft: the contract is for \$600,000.00 and not for \$640,000.00 as originally proposed. This is the only change to the State contract.
- John shared that the REACH Grant was supposed to end this year. OSEP decided to expand it an extra year. There is an increase in the amount of monies for PTIs. The proposal does not need to be rewritten in October. John hasn't signed this proposal yet as he will be seeing Bryan Klimkiewicz, Chief at the Bureau of Special Education on 7/10/19.
- CPAC received the last payment from the previous contract in April 2019. CPAC started negotiating this in November 2018. The contract is dated in April. \$25,000.00 was taken out of savings to cover payroll.
- John shared that the special education advisory councils are going well. CPAC is looking to do 6 of these in the next 18 months.
- The Cost Allocation Plan was reviewed by Audrey Leone, auditor. The Board will read the Cost Allocation Plan and vote on it at the next meeting. All present Board members were in agreement. This can be voted on at the retreat later this month at the LEARN building prior to Diana Autin starting the strategic planning workshop. The Board can take 5 minutes to vote on the Cost Allocation Plan.
- Regarding the family engagement center, the cost is a little more than its share. The money needs to be spent in a specific time frame.
- John talked about researching a new intake software system "Sales Force". He said that it was extremely expensive. John touched base with the folks at SPAN. SPAN uses "Quick Sheets", which is a web-based data platform, and would be beneficial for remote staff. SPAN, which is a PTI in New Jersey, will let us use their program! The system will need to be tweaked some to meet our needs. This can be done in about a couple of months. The cost is about \$5000.00 per year; however we may be able to get the cost down to about \$4000.00. John is to have another Zoom meeting next week and a couple of CPAC staff will attend too. Their consultant is based out of Arizona. Our computer guy, Phil, will be retiring at the end of the year and John will need to interview for this position. John also is looking into a tech-assistant staff person.
- Regarding the facility expansion update: John and Jane talked about this. CPAC would like to have a training space at some facility. Moving to the space next door may not be the best. John and Jane will continue to look more for other spaces. Office space should be more centrally located, perhaps in Hartford or Middletown? Also, we need to look for "free" options with common meeting spaces and room for a couple of desks for staff.
- John shared the responses from the employee survey answers with Clarence Silvia, consultant. Staff wants "greater structure". John has been working with Clarence on strategies as to how to obtain and maintain "greater structure". Clarence's feedback to John has led to changes now and for the future. He and staff are now using 2 on-line calendars and there is also a posted calendar at the CPAC office for all to use and refer to. Two staff will always be available to take/field phone calls. The system shows staff accountability.
- CPAC is now going to a new time card system. Time cards will have a schedule for staff for check-in and check-out of their jobs. (Quick Sheets) This new system replaces the task logs which are now removed. This new process will not go into effect until September 2019. David recommended that John put the new protocol into writing to/for staff so that they remember to do their time cards daily and that there is something written to fall back on if the need arises. John also shared that he will get individual emails from staff about how many hours they work on specific tasks/projects.
- John shared that Clarence also mentioned that staff should have accountability goals. John asked staff to write up accountability goals. There will be monthly meeting between John and individual staff to review these goals. The goals will be associated to the grants that staff is working on. John can follow up with staff on their goals.
- John and Clarence will meet again in September. John hopes that Clarence can attend a Board meeting to give his feedback on this entire process. John said that he will need to be more tactical in his advocacy efforts than he has been.

- Clarence's other suggestions:
 1. 4' x 6' yearly calendar with deadlines and trainings
 - a. On-line version of the calendar with notices of when reports are due and when to start working on reports, grants, etc.
 2. Staff meetings were long and sporadic. Staff meetings will be held on the second Monday of every month. There is no staff meeting in August and every staff received the staff meeting schedule. From now on, staff meetings will be no more than 2 hours long.
- John is focused on getting all things in order regarding Clarence's recommendations/suggestions. John is utilizing Jane for a lot of the ideas and suggestions for improvements. Jane has been really helpful!
- David recommended that John draft up an organizational chart. John will move cautiously on this due to staff morale.
- Staff, Board members and John will be meeting with Diana Autin on 7/30 to go over the "what organizational functions are important in this agency and what/who can do this?" The feedback can be discussed with staff at the retreat with Diana. The Strategic plan/goals can also be discussed at the retreat.
- Center update:
 1. Mairin had a baby girl, Sloane Elizabeth Johnson! CPAC sent her an edible arrangement and a bunch of books! Congratulations to Mairin and her husband!
 2. Emma Joseph is covering phones at the office for now. She is a mom who will be taking the summer Next Steps workshop! She is Haitian Creole.
 3. Vanessa is now a U. S. citizen as of July 2nd! Congratulations Vanessa!
 4. John shared that a lot of good bills went through the legislature. Sac wants CPAC's feedback on who they should hire. A new task force has been established for dyslexia. Hopefully a report on this will follow this effort. There's a lack of specific professionals on dyslexia. CPAC is not on this task force. There are no adults with dyslexia on this task force either. Another bill that went through is on no retaliation against teachers who speak out at PPT meetings.
 5. CPAC is offering another Next Steps session out of the family engagement center grant. This session will be offered during the day time in Norwich and will start next week and will go for 2 weeks with 2 sessions per week, instead of the usual 8 week session. Another Next Steps will take place in Norwalk in the future.
 6. Family engagement network – Jen and Leona have been working on this with AFCAMP. AFCCAMP has hired a staff person to work on this. CPAC is using our own curricula.
 7. John went to Philadelphia 2 weeks ago. The focus was on Native Americans and the military. The grant is for the next 3 years. CPAC has a relationship with the Mohegans.
 8. Ann Smith from AFCAMP and John will present on PTIs and family engagement centers.
 9. John is also presenting at OSEP in Washington with the B23 Director. There will be a panel with folks from Iowa.
 10. CPAC will negotiate a change in the State contract regarding adult transition: designing family educator program.
 11. The day-long annual retreat with SAC will be held on 7/10/19. CPAC has been instrumental in building up membership.
 12. Jane will lead the 9/9/19 CPAC staff meeting since John will be on vacation.
 13. John asked about the tentative Board meeting agenda:
 - a. Mission moment – from a parent – each month
 - b. Staff attending on a voluntary basis
 - c. The Board is in favor of shortening the Board meetings to 1.50 hours instead of 2 hours.
- John talked a little about fundraising. He shared that it is typical at non-profits for the Executive Director to generate more funding. This topic can also be discussed at the retreat on 7/30. John would like to Board to talk about fundraising ideas.
 - a. Year-end appeal using the mailing list. John can send out a letter to families on the mailing list
 - b. Use Facebook
 - c. Newsletter solicitation
 - d. David said that the Board can allocate funds to have an outside entity do fundraising for CPAC.
- The next Board meeting will be Tuesday, September 3, 2019 @ 6:00 pm.

The meeting adjourned at 7:55 pm.

Minutes submitted by Grace M. Coombs, CPAC Board Secretary, 7/10/19