



*All New Haven children, birth through 8 are healthy, safe, thriving in nurturing families and prepared to be successful lifelong learners.*

## **NHECC Council Meeting Minutes**

October 2, 2019

### **Meeting was called to Order by Dr. Boise Kimber**

#### **Welcome and Introductions**

Dr. Killins Stewart introduced Thomas Hennick of the CT Freedom of Information Commission. A complaint against the Council was filed with the FOIC. The Council, in an attempt to rectify the lack of public records of meetings has now posted on the Council's website as many meeting agendas and minutes that were available. Mr Hennick outlined the Council's responsibilities as they relate to the FOIA.

#### **Minutes**

Motion made to accept the September Council Meeting Minutes by Karen DuBois Walton; 2<sup>nd</sup> by Tammy Robinson. Motion carries, minutes accepted.

#### **Presentation by Thomas Hennick from CT Freedom of Information Commission**

FOIA-started in 1975. The Act is intended to make meetings, discussions and decisions made by local and state government agencies, departments, commissions and boards—and their committees—accessible to the public and part of the public record. As a Council, responsible for State School Readiness funds and whose role is outlined in CT legislation, it is required to adhere to the related requirements of the FOIA.

Mr Hennick's presentation defined the kinds of meetings (Regular, Special and Emergency) and the timeline for filing meeting notices, agendas and their due dates for publication. The information he provided was also described in 2 documents he disseminated (see attached) and are available on the FOIC website [www.ct.gov/FOI](http://www.ct.gov/FOI).

Items below must be filed in both the business office of the organization and the city clerk's office. It is suggested that the organization's website also post the below items though this is not required by the FOIA:

1. Meetings refer to meetings of the organization, its committees, sub-committees, ad hoc groups and conference calls.
2. A schedule of the Regular Meetings must be filed annually. There must be 24 hour notice of Special Meetings.
3. Agendas of Regular and Special Meetings must be posted at least 24 hours in advance.
4. A record of any votes taken by the organization at its Regular or Special Meetings must be available within 48 hours of the meeting.



5. Minutes of Regular and Special Meetings, including minutes of the organization's committees, sub-committees and ad hoc groups must be available with 7 calendar days after the meeting.
6. Additional Agenda items or Regular meetings may be added after the public notice if 2/3 of the voting members present and voting approve. Adding agenda items is not allowed for Special Meetings.
7. Requirements for Emergency Meetings, Notices and Minutes were also outlined but the definition of "Emergency Meetings" appears to not apply to the Council's business.
8. Emergency meeting is an unnoticed meeting. It must be a true emergency. Can only talk about the emergency and in 72hrs must publish the minutes. Emergency is defined as keeping people or buildings safe.
9. Anyone can attend a meeting. Meetings can be recorded and the person recording does not have to announce they are recording the meeting.
10. Any Meeting attendee can ask to speak at the meeting. The organization does not have to make a public speaking session available, it can control this portion of the meeting.
11. **Executive Session** is a portion of a public meeting, i.e., must vote to go into exec session, must come out to vote on matters discussed in executive session.
12. Executive Session may be called to discuss personnel matters, pending litigation, security situations, land purchases, and discussion of written legal documents. For personal- must be on the agenda and specific about the issue, not the person. Person being discussed can ask for exec session to be public. Person does not have the right to come to the exec session unless approved. Pending litigation—can be discussed in exec session. Votes cannot be taken in exec session. It must be done in public portion of the meeting.
13. Anything-including emails about business becomes a part of the public record. Text sent during a public meeting can be seen as a private meeting.

When there is a complaint—FOIA can issue a penalty of \$20 to \$1,000.

**To contact the FOIC: 860-566-5682; email [FOI@ct.gov](mailto:FOI@ct.gov); website [www.ct.gov/foi](http://www.ct.gov/foi)**

### **School Readiness Project Director Report:**

Utilization rates for August and September 2019 were shared. Sherri suggested the Access Committee look at this. It was suggested that Denise Duclos add the individual SR and Head Start sites to the utilization report.

### **Financial Budget Report:**

Budget doc was distributed and Sherri Killins Stewart reviewed the budget. Question: do we need to fund raise? The city money is in the budget but we do not have it in hand. The contract is in process.

**Budget Vote:** motion to approve budget as presented. Budget approved: Karen DuBois Walton 1<sup>st</sup>, Eliza Halsey 2<sup>nd</sup>, motion approved.

Discussion: what about the WOYC? There will be a discussion and presentation at the November Council meeting.

**Neighborhood Community Canvassing Assessment** document was disseminated. This will be discussed at the next meeting. We need to be clear what information we want from families to advance committee work.

## **Committee Updates**

- **Family Partnership Committee**-Luis Brumell provided a summary of the committee's September 23 meeting. Committee discussed how do we help families find childcare? Questions regarding the challenges related to language, fewer resource centers in the schools, forms, etc. Committee meeting minutes were sent to Dr Baker.
- **Quality Committee:** Wendy Simmons presented the committee recommendation for SR QE Ed coaches. Recommendation distributed.  
**QE Vote:** Wendy Simmons made the motion, Sandy Malmquist 1<sup>st</sup>, Tirzah Kemp 2<sup>nd</sup>. Motion carries
- **Access Committee** –no report.

**Other**—PARENTSEE-on the agenda, but not everyone had a copy. The RFP was submitted yesterday, including MOU with the NHBOE. Dr. Baker to provide the final version of the grant application and report at next Council meeting.

## **Announcements:**

Wendy Simmons provided info and flyer re the NHChILD Professional Learning Community—  
Tammy Robinson announced a Community Forum with DCF regarding non-payment for child care and foster care.

Lynn Wiener discussed Pyramid Model. OEC will be announcing a Cohort 2 soon.

Tanaysia Jefferson announced the Community Conversation date has been moved from October 8 to October 17th 6-8pm at Field House.

Meeting Minutes submitted by Denise Duclos

**Next Council Meeting – Wednesday, November 6, 2019, 3:00-5:00pm  
United Way of Greater New Haven, 450 James Street, 4<sup>th</sup> floor**