



Steering Committee Minutes

Meeting Owner	Linda Paquette
Minutes Autho	Deborah A. Williams
Version	

Date	July 6, 2016
Time	10:00 a.m. to 12:00 p.m.
Locatio	New Futures Conference Room

AGENDA

- I. Consent Agenda
- II. Committee Reports
- III. Director Hiring Process
- IV. Summit Planning
- V. Other Business
- VI. Adjourn

ATTENDEES

Names	In Attendance (Y or N)	Names	In Attendance (Y or N)
Kathleen Abate	Y	Eileen Mullen Kennedy	Y
Karen Cusano	Y	Kathleen Murphy	N
Peter Evers	Y	Ken Norton	N
Kim Firth	Y	Cheryl Pacapelli	Y
Traci Fowler	N	Linda Paquette	Y
Amadou Hamady	N	Mary Steady	N
Michele Harlan	Y	Bill Storo	N

Ken Jue	Y-phone		Trinidad Tellez	Amy Parece-Grogan was present
JoAnne Malloy	Y		Erica Ungarelli	N
Susan McKeown	Y		CBHC Director	
Mark Meister	Y		Deborah Williams, staff	Y

MEETING HANDOUTS:

Agenda
 Minutes
 Position Description
 Previous Hiring Process
 Interview Questions

MEETING SUMMARY

The main priority for this meeting was to explain the CBHC Director position and the hiring process. Many comments and suggestions were made, which the Hiring/Search committee will take into consideration during this process. Also discussed were the various committee reports (Behavioral Health, Communications, Evaluation, Policy, School Behavioral Health and Workforce Development), the Summit Conference to be held on September 21, 2016 at SERESC and any other business, such as the Regional Public Health contracts for substance abuse, targeting services, early prevention, treatment, etc. and the 1115 waiver; and the DCYF Teen Conference.

ACTION ITEMS

Item #	Raised By	Action Item Description/Comment	Assigned To	Due Date	Remarks
1	Linda	<ul style="list-style-type: none"> Form hiring/search committee that includes Linda Paquette, Mary Steady, Ken Norton, Peter Evers, and Erica Ungarelli. Eileen Mullen will serve if Erica is unable to serve. Circulate the resumes, via email, to the hiring/search committee members. Schedule a meeting for Round 1 of the interviews. Identify the top 3 candidates for Round 2 of the interview process with the Steering Committee and the Search Committee on August 24, 2016. 	Linda	ASAP	Hiring/Search Committee formed.
	Kim	<ul style="list-style-type: none"> Revise the “Gates” and Interview Questions. 	Debbie Hiring/Search Committee Kim	ASAP	Revisions will be made to the Round 1 interview questions, based on the

					comments
2	Kim	Schedule meeting of Summit subcommittee (Summit Conference has been scheduled on September 21, 2016 at the SERESC Conference Center. Beth Stohl has confirmed she would be available to assist with the conference).	Debbie	ASAP	A meeting wizard will be sent to the committee members to schedule a meeting within the next 2 weeks re: strategy & planning

ISSUES IDENTIFIED

Item #	Raised By	Issue Description	Assigned To	Due Date	Remarks
II	Amy	Whether or not the final version of the Lynn Davey master frame has been shared with the Communications workgroup?			
IV	Kim	Whether or not a Task Force should be created to plan the day for the Summit, break out rooms, etc.?	Kim		
V	Kim	Whether or not a date has been scheduled with the Governor's Office for the signing of SB534?	Kim		
V	Linda	Whether or not a CBHC representative should have a table at the DCYF Teen Conference on 8/11/16			

DECISIONS MADE

Decision #	Sponsor	Decision Description	Approved (Y or N)	Comments
I	Linda	The May minutes were approved without any changes.	Y	
III	Linda	Next Steering Committee meeting is August 24, 2016 from 1:00 p.m. to 3:00 p.m. It was suggested to plan on the meeting adjourning closer to 4:00 p.m., giving time to interview the candidates	Y	Debbie will reserve the Conference Room for 1 to 4