



**SERC Board of Directors
Regular Meeting Minutes**

**SERC
100 Roscommon Drive, Suite 110
Middletown, CT 06457**

**Monday, March 18, 2019
1:00 p.m. – 3:30 p.m.**

Present: Elizabeth Brown (left the meeting at 2:17 p.m.), George A. Coleman (Chair) (joined the meeting at 1:08 p.m.), Jeff Leake, Richard Porth (left the meeting at 2:33 p.m.), Charlene Russell-Tucker (joined the meeting at 1:08 p.m.), Agnes Quinones and Tom Swan.

Absent: Samaia Hernandez Mounds and Salvatore Menzo

Others Present: Ingrid M. Canady, Executive Director, Stephen Proffitt, Director for Special Education Programs & Instructional Design, Kristy Giacco, Program Services Manager, Michelle Weaver, Consultant/Legal Counsel/ Legislative Liaison, Glen Hale, Chief Financial Officer, Jennifer LeBrun, SERC Executive Assistant, Thomas J. Pysh, DAS Representative, Property Agent II, Statewide Leasing.

I. Call to Order

The meeting was called to order by Agnes Quinones at 1:06 p.m.

II. Public Comment*

No Public Comment

III. Approval of the Draft Minutes of the February 25, 2019 Regular Board Meeting

“Motion to approve minutes from the February 25, 2019 Regular Board Meeting”

Motion: Ms. Brown

Second: Mr. Coleman

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Russell-Tucker, Swan, Quinones)

Opposed: 0

Abstained: 1 (Porth)

IV. **Updates from Ingrid M. Canady, Executive Director**

a. Location Updates

i. Waterbury – DAS Representatives to Join Meeting

Ms. Canady introduced DAS Representative, Thomas J. Pysh, Property Agent II, Statewide Leasing and Property Transfer to Board Members.

Mr. Pysh provided an update on the potential lease agreement with the Naugatuck Valley Development Corporation. Mr. Pysh stated that the Commissioner of DAS is the sole person to coordinate location leases on behalf of state agencies and confirmed that on March 1, 2019, negotiated terms were submitted by DAS to the Naugatuck Valley Corporation. Mr. Pysh had an opportunity to visit the Waterbury building and was pleased with the site visit. He has questions around parking during winter months. Renovations were discussed and it was suggested that SERC be cognizant of the budget for cost of improvements.

Mr. Pysh requested a cost savings analysis from SERC. Ms. Canady and Mr. Hale will provide requested information. He is also waiting for information from NVDC on what the Brass City Mall common area maintenance charge/cost will be.

Mr. Pysh indicated that once the attorneys for the Naugatuck Valley Development Corporation agree on the lease requirements it will then go through signatory process with the Office of Property and Management, the State Property Review Board and the Attorney General. No timelines have been given at this time.

There was general conversation.

ii. Vinal Tech

Mr. Coleman asked Mr. Pysh if DAS will have to manage arrangements for the Vinal Tech location. Mr. Pysh will ask for clarification from his supervisors and inform SERC as soon as possible. It was discussed that it may be possible to use a MOU.

Ms. Russell-Tucker shared that she has spoken with Kathy Demsey, CSDE, CFO, regarding the Vinal Tech Site. Ms. Demsey indicated that she is currently processing the information to ensure that it moves forward.

b. Fiscal Report – *Glen Hale*

Mr. Hale shared the recent fiscal reports with Board Members and reviewed the statement of revenues and expenses and balance sheet in detail. Mr. Hale indicated that there are no issues or concerns at this time.

Mr. Hale presented a draft operational budget for the 2019-2020 fiscal year. The draft budget reflects operating expenses only.

The Finance Committee met last week and reviewed all mentioned documents.

Mr. Coleman requested information on the Operating Reserve. Mr. Hale will prepare the information and present it at the SERC Board of Directors Retreat.

Mr. Coleman suggested that SERC's System Administrator visit the Waterbury location in order to determine what technology can be used and what will need to be purchased in order to budget correctly.

The 2019-2020 budget will be presented to the Board for their approval in .

There was general conversation.

c. LEA Contracts/Other Contracts

Ms. Canady provided information about SERC's fully executed LEA/Other contracts through March 2019. The contracts are specific to Curriculum & Instruction, Positive Behavioral Interventions and Supports (PBIS), Racial Equity, Special Education and Scientific Research-Based Interventions (SRBI) programs. This information will be updated and shared with the Board at their regular monthly meetings.

There was general conversation.

d. Update on SERC Staff

The Human Resource Manager position has been filled. The anticipated start date is April 8, 2019.

There was general conversation.

V. **Updates from George A. Coleman, Chair**

- a. Board Retreat
 - i. Monday, April, 29, 2019

Mr. Coleman proposed a day change for the monthly SERC Board of Directors Meetings. Due to a board member conflict with Monday afternoons, Mr. Coleman suggested the 3rd Tuesday of each month. Ms. LeBrun will poll members for approval and availability for this day change. If approved, it will begin with the May Regular Meeting.

There was general conversation.

VI. **Committee Reports**

- a. Program Committee
 - i. Board Retreat Agenda

Mr. Coleman would like the Retreat to focus on SERC's program, what is required of the SERC Board around programming and what is the level of involvement needed by the Board.

The location for the Retreat will be determined within the next week.

There was general conversation.

ii. SERC's Program Focus Document

The document focuses on programs that are associated with the different obligations under SERC's Legislation and allows the Board to see where gaps may be occurring. It was suggested SERC's Vision be included in each category.

There was general conversation.

b. Foundation

Mr. Leake shared that the SERC Foundation Board of Directors met on Monday, March 11, 2019. Marilyn Calderon was added as an additional signatory. It was also determined that personnel needs to be added to the Foundation to assist with administrative needs.

There was general conversation.

VII. **Adjournment**

Meeting was adjourned at 2:36p.m.