

**Health Commission Special Meeting
City of Stamford
DRAFT MINUTES
November 04, 2022**

Commissioners Attendance November 2022

Present:
Ms. Lorraine Olson
Dr. Thomas Getreuer
Ms. Patricia Parry

Absent:
Dr. Tabitha Fortt
Dr. Viviane Trinh

Guest Attendance: Mayor Caroline Simmons, Ms. Bridget Fox, Chief of Staff, Ms. Amy LiVolsi, Assistant Corporation Counsel, Ms. Carmen Hughes, Diversity, Equity, Inclusion Officer, Rev. Winton Hill, Public Safety Community Liaison, Ms. Jody Bishop-Pullan, Director of Health, Mr. Lou DeRubeis, Director of Public Safety, Health & Welfare, Ms. Raquelle Early, Recording Secretary

Call to Order		Ms. Olson called the meeting to order at 9:02am.
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<u>Topics</u>	<u>Discussions</u>	<u>Actions</u>
<p>Introductions Ms. Lorraine Olson</p> <p>Mayor Caroline Simmons</p> <p>Review of Commission Role & Responsibilities Ms. Bridget Fox</p>	<ul style="list-style-type: none"> • Today we will review the role of the Health Commission, its responsibilities, some ethics training, and policies and procedures review. • The City of Stamford is hosting orientations, and trainings for all citywide boards and commissions. • Ethics training video was seen by all present. A link to the video will be given to all Health Commissioners. 	

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Director of Public Safety, Health & Welfare

Mr. Lou DeRubeis

Policies & Procedures

Ms. Amy LiVolsi

- Public Safety, Health and Welfare’s website is being revamped to incorporate a live dashboard for community engagement. The dashboard will allow the public to see what’s going on in all disciplines of Public, Safety, Health, and Welfare.

- Ms. LiVolsi presented the Freedom of Information Act (F.O.I.A.) which was passed in 1975 by Governor Ella Grasso to ensure public access to public records, and public meetings of government bodies in CT. FOIA and its purpose were reviewed. The Focus was on provisions that relate to the Health Commission in regards to meetings.

- Meetings – Anytime a gathering is held for the purpose of performing the work of your group.

- A hearing or other proceeding of a public agency must include an Agenda, Notice, and Minutes.
 - Must be open to the Public (electronic or in person).
 - Public exclusion allowed only in limited circumstances.
 - A quorum isn’t required to hold a meeting.

- Meetings fall under the following categories:
 - Regular – those included on the notice filed in the Town Clerk’s office on the public agency’s calendar. The agenda may be amended from the floor if 2/3 of present members vote.
 - Special – outside the regular calendar schedule. Agenda cannot be changed. Called with less than twenty-four (24) hours’ notice.

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- Emergency – Agenda not required. Only emergency related matters can be discussed. Less than twenty-four (24) hours’ notice, and solely for natural disasters, or purpose of public health emergency.
 - Agenda sufficiency – must reasonably apprise the public of the specific business to be discussed. “New Business” / “Old Business” /” Legal” are not specific matters.
 - Specific confidential information isn’t required to be disclosed.
 - Private vs City Email –
 - City related business should not be conducted in personal email.
 - Always use City email. In the event of a FOIA request, City emails are stored in an email server and are easily retrieved. Deletion and/or destruction of emails and other records fall under document retention rules as dictated under the State Librarian in Hartford.
 - Electronic participation was always allowed pre-COVID via conference calls.
 - Exclusions of the general public:
 - Non meetings – needn’t comply with FOIA.
- ** Non meetings include, but are not limited to:
- (1) Personnel search committee for executive level employment
 - (2) Social gathering(s)
 - (3) Collective bargaining strategy or negotiations
 - (4) Caucus of members of a single political party

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<p>Ethics Training Ms. Carmen Hughes</p>	<ul style="list-style-type: none">- Communication limited to agendas, or notice of meetings- Administrative or staff meeting.- Executive Session – portion of a meeting where public is excluded.<ul style="list-style-type: none">o Must be for one (1) of the five (5) permitted reasons under FOIAo Motion must state reason for entering into Executive Session on the recordo 2/3 vote of members present and voting.o No votes in Executive Session.o No recordingo No substantive minuteso Limited attendanceo Expectation of confidentiality• Presented Diversity, Equity, and Inclusion (DEI) training, and key role DEI plays in a city as diverse as Stamford.• Purpose of training is to be more inclusive, equitable, and accessible to the residents of Stamford.• Look at disparities and how they affect a community via the lens of Intersectionality which is defined as where power comes and collides, and where that same power locks and intersects. The acknowledgement that everyone has their own unique experience of discrimination and privilege.• Equality vs Equity<ul style="list-style-type: none">- Equality assumes that everyone benefits from the same support	
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	<ul style="list-style-type: none"> - Equity – understands that individuals need different support mechanisms to make it possible for them to have equal access. -Goal – rid barriers so everyone can have equal access. - Psychological Safety and Cognitive Diversity is the process of feeling safe to make input or open dialogue without repercussions. <ul style="list-style-type: none"> • Common Types of Biases: <ul style="list-style-type: none"> - Affinity - Availability - Beauty - Confirmation - Group Think - Halo/Horns Effect - Perception - Distance • 6 Signature Traits of Inclusive Leadership Behaviors: <ul style="list-style-type: none"> - Cognizance - Curiosity - Cultural Intelligence - Collaboration - Commitment - Courage 	
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Appeals:	<ul style="list-style-type: none"> • No Appeals 	
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Adjournment:
Motion to adjourn: Meeting adjourned at 10:08am.

Submitted by: Raquelle Early