

STATE OF CONNECTICUT
SOCIAL EQUITY COUNCIL | Governance Committee Minutes **(Draft)**

June 22, 2022
Meeting of the Policy Committee

Location: Microsoft TEAMS

Committee Chair: Ojala Naeem

Members Present: Ojala Naeem, Michael Jefferson, David Lehman

Members Absent: Andréa Comer and Avery Gaddis

Staff: Ginne-Rae Clay (SEC), Komla Matrevi (SEC), Kristina Diamond (SEC), Jennifer L. Edwards (SEC), Crystal Morris-Crenshaw (SEC)

Call to order Chairwoman Naeem called the meeting to order at 1:03pm

Chairwoman Naeem asked for a motion to approve the May meeting minutes.

Motion made by Michael Jefferson

Seconded by David Lehman

All in favor – All

Opposed – None

Abstentions – None

Minutes approved.

Chairwoman Naeem moved to the next item on the agenda, the Proposed SEC Organization Chart. Chairwoman Naeem asked Director Clay to discuss the chart. Director Clay discussed the approved positions and why there was a need to change some of the positions originally discussed. Director Clay stated her team is experiencing more work that will require a shift in some of the positions than originally planned. The original budget had a position for a Brand Director, however the SEC has contracted with Camelo Communications because of this, Director Clay felt this was a duplication of a job and the money allocated for the Brand Director position would be better suited for another position. Also, the Fiscal Administrative Officer position, is not needed at this time. The SEC is not receiving revenue currently and since an Associate Accountant is forthcoming, Director Clay felt with two finance positions and help from DECD, only the Associate Accountant position would be needed, and the funding allocated for the Fiscal Administrative Officer position could be redirected to another position. Director Clay proposed including a Secretary 2 position to support staff and the committees. Director Clay also proposed a paralegal position as well (this position was in the original budget). With the probability of an increase in Freedom of Information request; review of contracts, another legal position would be appropriate.

There is an offer pending regarding the Associate Accountant position and the person has accepted the offer and should be starting within two weeks. Director Clay would like to add two

Project Manager positions as well.

In conclusion, the positions Director Clay would like to fill are the following:

Program Managers (2), Paralegal (1) and Secretary 2 (1).

Discussions ensued.

Chairwoman Naeem asked for a motion to present the organization chart with additional information to the July Full Council

Motion was made by Michael Jefferson

Second by David Lehman

All in favor – All

Opposed – None

Abstentions – None

Motion passed

Chairwoman Naeem asked Director Clay to discuss the SEC Retreat. Director Clay shared a rough draft of the retreat agenda. Discussion ensued. After discussion by the committee members, Director Clay will add dates during the week to the poll.

Chairwoman Naeem asked for a motion to go into executive session

Motion was made by David Lehman

Second by Michael Jefferson

Committee members went into executive session at 1:26pm

Committee members came out of executive session at 1:42pm

Chairwoman Naeem asked for a motion to present the bylaws the Full Council

Motion was made by Michael Jefferson

Second by David Lehman

All in favor – All

Opposed – None

Abstentions – None

Motion passed

Chairwoman Naeem asked for a motion to adjourn

Motion was made by David Lehman

Second by Michael Jefferson

All in favor – All

Opposed – None

Meeting adjourned at 1:50pm