

Connie Privacy, Confidentiality, & Security Committee Meeting Agenda

December 7, 2022
1:00-2:30 pm
Regular Meeting

Join Zoom Meeting

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Dial in:

+ 1 646 558 8656 US (New York)

Meeting ID: 873 5027 6832

Passcode: 562018

Meeting agendas and minutes can be found [here](#).

I. Opening

- a. Welcome and Call To Order
- b. Roll Call
- c. Introductions
- d. Approval: Meeting Agenda

RECOMMENDED ACTION: That the Committee approve the meeting agenda.

II. Public Comments

III. Overview of Committee Charter

IV. Relevant Provisions of Connecticut's Freedom of Information Act

V. Overview of CRISP Shared Services (CSS) Privacy & Security Committee

VI. Upcoming Committee Work and Proposed Regular Meeting Schedule

RECOMMENDED ACTION: That the Committee adopt the proposed Privacy, Confidentiality, & Security Committee Regular Meeting Schedule.

VII. Adjournment

Connie Privacy, Confidentiality, & Security Committee
Meeting Minutes
December 7, 2022
1-2:30 pm
Regular Meeting
[Zoom Meeting Recording](#)

Committee Members Present: Mark Raymond, Pat Checko, Lisa Stump, Glynn Stanton, Christine Rough, Vanessa Andrews, Angela Rizzolo, Dennis Leber, Liz Taylor, Kelly Riccitelli. **Absent:** N/A.

I. Opening

- a. **Welcome and Call to Order:** Mark Raymond welcomed the Committee and called the meeting to order at 1:04 pm.
- b. **Roll Call:** Gwen Reyes called the roll and Mark confirmed quorum.
- c. **Introductions:** Mark introduced himself and asked committee members and the support team to introduce themselves.
- d. **Approval of Meeting Agenda:** Mark requested a motion to approve the meeting agenda. Dennis Leber created a motion to accept the agenda. Lisa Stump seconded the motion. No further discussion. Motion passed.

II. Public Comment: None

III. Overview of Committee Charter: Michael Matthews provided an overview of the charter highlights. General information was provided about the charter's purpose and the responsibilities of the committee and members.

IV. Relevant Provisions of Connecticut's Freedom of Information Act ("FOIA"): Mark Raymond informed the committee that Judith Blank, Esq. of Pullman & Comley, LLC will not be presenting this agenda item due to illness and that he will be walking the committee through the highlights. Mark indicated Judith can return to our January meeting if anyone has any additional questions. Highlights presented included an explanation of what FOIA is, what a public record is, what constitutes a meeting, and other definitions and requirements of FOIA.

V. Overview of CRISP Shared Services (CSS) Privacy & Security Committee: Mark Raymond indicated that a lot of the underlying structure is provided by CSS therefore gaining an understanding of how they operate is important. Mark introduced Chris Panagiotopoulos, CSS P&S Committee Chair, and Bezawit Sumner, Chief Information Security Officer & Director of Security & Compliance, as being invited to share an overview of the CSS P&S Committee and how it operates. Bezawit provided information about how the CSS P&S Committee operates, highlights of their projects and assessments, recurring reports, and other relevant information. There was some discussion about how information about Connie is obtained by residents in CT and information regarding how they can opt out, if they wish, as well as the timing of complying with the mandate for participating

organizations. Jenn Searls and Michelle Puhlick provided information about the timing of organizations being onboarded and the communications resources provided.

- VI. Upcoming Committee Work and Proposed Regular Meeting Schedule:** Michelle Puhlick provided an overview of topics that will be discussed in future meetings and a proposed schedule for 2023 regular meetings. Mark requested a motion to approve the proposed 2023 regular meeting dates. Pat Checko created a motion to accept the dates. Glynn Stanton and Vanessa Andrews both seconded the motion. No further discussion. Motion passed. *(Please note there was a typo on the presented dates, October 6th should have read October 5th)*
- VII. Adjournment:** Mark Raymond requested a motion to adjourn. Glynn Stanton created a motion to adjourn. Vanessa Andrews seconded. No further discussion. The committee adjourned at 2:34 pm.

DRAFT