

CCM Municipal Leader Training

Visit www.ccm-ct.org/education for the latest updates.

January 2011

- January 12 **The 2010 Census Update: Is Your Municipality Getting Its Fair Share?**
Coventry Town Hall Annex
- January 13 **The 2010 Census Update: Is Your Municipality Getting Its Fair Share?**
Newtown Municipal Center
- January 20 **Achieving Excellence in Customer Service**
Guilford Church Street Fire Station

February 2011

- February 10 **FOIA: What Board, Commission & Committee Members Must Know**
Cheshire Town Hall
- February 16 **Municipal Meetings: Understanding Parliamentary Procedure**
Plainville Public Library
- February 23 **The Nuts & Bolts of Being a Supervisor**
Manchester Public Works Building

March 2011

- March 2 **FOIA for Police & Fire Departments**
Manchester Public Works Building
- March 9 **Social Security Savvy: Helping Your Personnel Get the Most Out of Entitled Benefits**
New Britain City Hall
- March 17 **The Future of Social Networking**
Groton Town Hall

April 2011

- April 21 **Municipal Meetings: Understanding Parliamentary Procedure**
Westport Town Hall
- April 26 **FOIA: What Board, Commission & Committee Members Must Know**
Glastonbury Town Hall

This calendar is subject to change.

Cancellation Policy:

This workshop may be cancelled or postponed due to insufficient enrollment, inclement weather, or other unforeseen circumstances. Registrants will be notified of any changes by e-mail or phone.



FOIA:

What Board, Commission & Committee Members Must Know

Attend this workshop and learn the answers to everything you need to know about FOIA!

FOIA: What Board, Commission & Committee Members Must Know



**Thursday
February 10, 2011**
9:00 a.m. – 12:00 p.m.
Cheshire Town Hall

**Tuesday
April 26, 2011**
9:00 a.m. – 12:00 p.m.
Glastonbury Town Hall



Municipal Leader Training

Registration

FOIA: What Board, Commission & Committee Members Must Know

- ☐ **Thursday, Feb. 10, 2011**
Cheshire Town Hall
9:00 a.m. - 12:00 p.m.
Registration begins at 8:30 a.m.
- Or ☐ **Tuesday, April 26, 2011**
Glastonbury Town Hall
9:00 a.m. - 12:00 p.m.
Registration begins at 8:30 a.m.

Register by Feb. 3, 2011.

Register by April 21, 2011.

Please make a copy of this form and fill in completely for each person attending.

Name _____
Title _____
Municipality _____
Address _____
City/Town _____ Zip _____
Phone _____ Fax _____
E-mail _____

Registration Fee (per attendee)

CCM Member Town/City **NO CHARGE**
Non-Member \$120

Payment for Non-Members:

- ☐ **Check enclosed** (payable to CCM) **Credit Card:**
☐ MasterCard ☐ VISA ☐ Discover ☐ AMEX

Card # _____
Expiration Date _____ CVV Code _____
Name on Card _____
Billing Address _____
City/State/Zip _____
Signature _____

Driving Directions will be e-mailed with your registration confirmation

Municipal Leader Training
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Program Overview

FOIA:

Are You Aware of the Requirements?

Connecticut's Freedom of Information Act (FOIA) details requirements for notice and access to public meetings, record-keeping, and requests for information. It applies to all local government agencies, departments, institutions, boards, commissions, and authorities and their committees.

This workshop is designed specifically for board, committee, and commission members. Attendees will learn about:

- Three kinds of meetings recognized under FOIA
- Requirements for public access, recordkeeping, and release of information
- When can the public be excluded?
- How to handle complaints

A Freedom of Information Commission report concluded that the FOIA is widely misunderstood and ignored by municipal officials. All board, committee and commission members need to understand the requirements of FOIA to avoid costly and embarrassing complaints.

**Register for this
CCM Municipal Leader Training
compliance workshop today!**

5 Ways to Register:

Online: www.ccm-ct.org
E-mail: ccmtraining@ccm-ct.org
Phone: CCM Training Hotline 203-498-3018
Fax: 203-497-2477
Mail: CCM, 900 Chapel Street, 9th Floor, New Haven, CT 06510

**FREE to
CCM
Members**

Learning Objectives

Overview of the FOIA

- FOIA – CGS Sections 12001241

Legal requirements for meetings

- Identify the difference between a meeting and caucus

Public records

- Maintaining records
- Handling requests
- What must be disclosed
- What need not be disclosed

FOI Commission Complaints

- Top reasons for complaints
- How to handle

Penalties & Costs of Noncompliance

- Criminal charges

Who Should Attend?

- | | |
|---|---------------------------------|
| • Board, Commission & Committee Chairs & Members | • Mayors/First Selectmen |
| • Staffs to Boards & Commissions | • Town/City Managers |
| | • Town Clerks |
| | • Department Heads |

CCM Presenters

February 10, 2011 and April 26, 2011

Henry J. Zaccardi, Esq.
Shipman & Goodwin, LLP

Mr. Zaccardi is involved in representation of public and private employers and nonprofit organizations in all aspects of labor relations and employment law.

Thomas A. Hennick
Connecticut Freedom of Information Commission
Mr. Hennick is the Freedom of Information Commission's Public Education Officer.

