

Minutes of the Human Services Board of Director's meeting of January 19, 2011

1. Roll Call

Present: Kitty Nelson, Diane Candido, Alan Chapin, Rose DeLeonardo, Rev. Karl Duetzmann, Gary Johnson, Donna Nunno, Paul Geer and MaryLou Kecko

Absent:

Also Present: Pam Staneski, Board of Aldermen; and Lisa Diamond Graham

2. Minutes

A motion was made by Chapin, seconded by Rev. Duetzmann to approve the minutes of the previous meeting as presented and carried unanimously.

3. Staff Reports

- Human Services statistics: 238 Energy Assistance applications, 279 assisted with Adopt-A-Family holiday program, 548 assisted with holiday food baskets and 44 outreach services.
- Intakes continue to be up for Family Therapy.
- On the Youth Services side, there is a reinstatement of the Satellite Programs even though we lost funding. Due to the number of requests and our long standing relationship with the Board of Education, we will be running a limited version of this program and provide some social skills groups.
- The Adopt-A-Family Program was significantly larger this year. Lisa contacted Paul Geer who connected her with Jason Hall with the Toys 4 Tots Program. Lisa hoped that we could coordinate the 2 programs to help families more efficiently. Erica, Hillary and Melissa worked closely with Jason and the other firefighters and it was a huge success. We also worked with Gary Johnson at the United Way. The United Way became a fiduciary for us allowing people to make donations for the Adopt-A-Family program and still get a tax write off. Lisa stated that she felt the staff at DHS was a large help with the Toys 4 Tots program as well. Next year, we will meet earlier and expand the interaction with the Toys 4 Tots Program to make it even more seamless.
- Mindy attended a PCYC (Youth Services) legislative breakfast to discuss dwindling funding issues at the state level. Lisa prepared a packet of information regarding all the services we provide for the community, as she had a scheduling conflict.
- Christie Roche and Paul Levatino will be starting on the Youth Services side this week. As you know, Sean and Jenn left to take full time positions.
- Lisa discussed that she went to the Board of Aldermen to request the additional funds for the increase in insurance costs that were a result of the 1989 ordinance. Although there was a lot of discussion about questions and issues regarding why the city should pay for this issue at the meeting, the Board of Aldermen did pass the request. The board discussed the department's gray status between grant and city department and the

confusion it causes, even at the level of the Board of Aldermen. The Board asked to be kept informed of the budget process.

4. Fiscal Report

A motion was made by DeLeonardo, seconded by Rev. Duetzmann to approve the financial report as presented. The motion carried unanimously.

5. 2011 Meeting Schedule

The meeting schedule was reviewed and a motion was made by Rev. Duetzmann, seconded by Johnson to hold monthly meetings on the 2nd Wednesday of each month at 5:30 p.m. in the conference room at 150 Gulf Street. There will not be meetings in August and December. The motion carried unanimously.

Geer brought an issue to the group based on the Staff Report. Geer wondered if there are other donations coming into the office. Geer stated that with the Fire Department any donations must be brought before their board for approval on distribution. Lisa responded that other than donations from the Boy Scouts at Thanksgiving, which is designated specifically for food gift cards or food vouchers, there has not been due to our status. It was discussed that any donations in the future should be brought to the board for discussion on distribution and so that the board may format a thank you letter.

Lisa stated that she wanted to thank her staff. Her staff was phenomenal during the holiday season with the increase in service demand and she could not praise them enough. They worked early mornings, nights and on the weekends. The programs would not have been as successful without them.

There being no further business to discuss, the meeting adjourned at 6:17 p.m.

Respectfully submitted,

Melissa Dubiel

MaryLou Kecko, Recording Secretary