

Minutes of the Human Services Board of Director's meeting of November 15, 2022.

Meeting held via Audio/Tele Conferencing.

Donna Nunno called the meeting to order at 5:34 p.m.

**1. Roll Call**

Present: Donna Nunno, Brendan Casey, Joan Campbell, Joy Duva,  
Melissa Tranquilli and Barbara Genovese

Absent: Rev. Karl Duetzmann, Aldermen Matt Arciuolo and  
Aldermen Dan German

Also Present: Deepa Joseph and Beth Simpson

**2. Public Comments**

None

**3. Minutes**

A motion was made by J. Campbell, seconded by B. Casey, that the minutes of May 17, 2022 be approved as presented. The motion carried unanimously.

**4. Director's Report**

D. Joseph stated that the last meeting was informal because we did not make quorum.

Since the last formal meeting, the Youth Services Program Coordinator, Lesley Darling, resigned from this position. The position was posted, interviews were completed and an offer has been made. Matt Brattoli, Deputy Director of Health, has been fielding the YSF telephone calls while this position is vacant. We are hopeful to have the Program Coordinator open position filled within the next few weeks.

The Department of Human Services (DHS) hired a new Outreach Worker for the open position referenced in the prior meeting. Daniela Buri Kurtz came on board at the beginning of October and continues to learn our programs quickly.

Relative to Outreach Services, during the period from July 1, 2022 through October 31, 2022 Outreach Staff conducted 76 Outreach meetings totaling 175 Milford residents. DHS staff is seeing a significant increase in request for food. For this assistance, we provide residents in need with ShopRite vouchers and gift cards, as well as referrals to local food resources including pantries and other community-based food resources. In order to provide food vouchers, the department is utilizing grant funding from the current Emergency Food and Shelter Program (EFSP) Phase 39 and additional funds from the American Rescue Plan Act (ARPA) set up through EFSP as Phase ARPA-R. The latter funding is provided for individuals who are

experiencing hardship due to the impacts of COVID-19. Clients attest to this hardship and specify the impact which may include, but not be limited, to a family member contracting the illness or loss of job or hours because of the pandemic, etc.

Similar to EFSP funding, Community Development Block Grant (CDBG) funding also has a COVID-19 component. We have been able to fulfill requests utilizing the current CDBG Programs and CDBG-CV (COVID-19) funding, specifically in the area of rent/mortgage assistance.

Renters' Rebate Program has ended. Today was the last day that residents could file a medical extension. 384 applications were processed through our office totaling approximately \$200,000.

Energy Assistance (EA) Program has started. The changes that were implemented as a result of the COVID-19 pandemic, such as processing EA applications over the telephone, have proven to be more effective and convenient than in person appointments. TEAM, Inc. is also continuing the process of telephone and email applications.

DHS is at the tail end of the Thanksgiving Programs. The Milford Boy Scouts "Thanks for Giving" drive took place this weekend. DHS staff provided a list of residents in need that received Thanksgiving baskets from the Boy Scouts. The Outreach staff is working with many generous partners within the community to provide Thanksgiving meals to Milford families.

Adopt-A-Family (AAF) program is also underway for this holiday season. A flyer was distributed launching the program and asking anyone in the community if they would like to be a donor or know of a family in need. Technically, the deadline for these names is November 16<sup>th</sup>, but we can be flexible. The AAF program matches donors with specific families. DHS Outreach Workers complete an intake of wants and needs for each family. When talking with families, Outreach Workers ask that clients think about gift cards for activities and experiences for their families. After the Outreach Workers pull together each family's wish list, they match it with a donor, without identifying the name of the family. Donations are dropped off at the DHS office. We ask that donors do not wrap these gifts. Donor drop offs and family pick ups are set at specific times so that DHS staff can coordinate this process, which can be very labor intensive.

**5. Old Business**

None

**6. New Business**

- **Nomination of Officers**

A motion was made by B. Casey, seconded by J. Duva, to keep the slate of officers the same. The motion carried unanimously.

Accepting the positions for another term are:

Donna Nunno – Chairman

Brendan Casey – Vice Chairman

- **Set Meeting Dates for 2023**

The following 2023 meeting schedule was presented for vote:

- February 21, 2023
- May 16, 2023
- September 19, 2023
- November 14, 2023

D. Joseph noted that the November meeting is proposed for the 2<sup>nd</sup> Tuesday in November due to the Thanksgiving holiday.

A motion to approve these dates was made by B. Genovese. Seconded by B. Casey. The motion carried unanimously.

**7. Adjournment**

B. Casey made a motion to adjourn the meeting. Joan Campbell seconded the motion. The motion carried unanimously.

D. Nunno adjourned the meeting at 5:51 p.m.

Respectfully submitted,



Beth Simpson  
Recorder