

## Minutes of the Human Services Board of Director's meeting of January 16, 2018

Donna Nunno called the meeting to order at 5:39 p.m.

### **1. Roll Call**

Present: Donna Nunno, Sue Stango, Joan Campbell, Barbara Genovese, Rev. Karl Duetzmann, and Alderman James Tranquilli.

Absent: Gina Badalamenti, Brendan Casey, Kitty Hurley, and Aldermen Ellen Beatty.

Also Present: Deepa Joseph and Beth Simpson

### **2. Public Comments**

None.

### **3. Minutes**

A motion was made by S. Stango, seconded by B. Genovese, that the minutes of 11/14/17 be approved as presented. The motion carried unanimously.

### **4. Director's Report**

#### **Human Services:**

The department has changed the format of how statistical data is displayed and is refining the reporting of duplicated versus unduplicated clients served.

DHS facilitated the delivery of 364 Thanksgiving Baskets, partnering with various organizations throughout the City of Milford. 896 residents were served, this figure includes 283 children. Food gift cards, in the amount of \$2,000, were also donated during the Thanksgiving season. DHS has already exhausted \$1,125 of these gift cards.

Within the Adopt-A-Family program, 22 donors were matched with 33 families. DHS coordinated the process of interviewing the families selected to be adopted. Information as to what these families want and need was provided to the donors. Emphasis was put on family needs. After the start of this program, DHS created a survey that will be sent throughout the community. The survey examines the number and variety of Adopt-A-Family and holiday programs administered through Milford organizations and companies. This research will help us evaluate the best way to extend resources, eliminate duplication, and improve efficiency for future programs.

Energy Assistance applications are scheduled through April 2018. Program ends on May 1, 2018. TEAM staff takes applications in Milford on Tuesdays and Fridays. Outreach staff takes emergency energy applications, along with Outreach appointments, throughout the week.

Outreach is still going on for all services that Clients need including: rent/mortgage assistance, emergency fuel and utilities, SNAP (Food Stamps), diapers and State and Access Health CT Insurance. The Outreach staff is refining statistics in this area as well.

The department will fully utilized the Emergency Food and Shelter Program (EFPS) grant by the program end date of January 31, 2018. Funds have been used to provide assistance to Milford residents in the form of rent/mortgage, utility, other shelter and food assistance.

DHS has begun dispersing Community Development Block Grant (CDBG) funds as this program year began on October 1, 2017.

### **Youth and Family Services:**

The Youth and Family Services staff continues to coordinate both individual and family therapy, including satellite programs within the schools. The group partners with Milford Board of Education and provides 10 groups within the schools.

Mindy Natale works with Police Department on the Juvenile Justice Diversion Program and with the Fire Department to provide intervention services through the Juvenile Fire Setter's program.

The CT State Department of Education (SDE) approved our grant funding for this fiscal year. We receive two grants from SDE. The main grant used for staff salaries and the enhancement grant which has been used for Family Fun Night and training.

### **Administration:**

Scott Moulton stepped down from the Board due to other commitments.

Staffing: The vacant Community Outreach position has not be filled and/or posted at this time. D. Joseph is in conversation with the Mayor and Human Resources regarding restructuring of the position to include managerial responsibilities. Rev. Duetzmann asked if a current employee could be placed in to the role. D. Joseph responded that if the position is restructured as such, current employees would be eligible to apply as well.

## **5. Old Business**

Rev. Duetzmann shared that \$ 2,103 was collected during the Milford Interfaith Thanksgiving Prayer Service in November 2017. The money was donated to the Energy Assistance fund. Deepa mentioned that these donations are very beneficial as the funds are used directly for

emergency heating assistance for Milford residents and this donated money provides leverage for grants that require matching funds.

**6. New Business**

**- Meeting Dates for 2018**

A list of potential Human Services Board 2018 meeting dates was reviewed. With no meetings scheduled over the summer, it was suggested that new officers be voted on at the May meeting.

The following 2018 meeting schedule was presented for vote:

- January 16, 2018
- March 20, 2018
- May 15, 2018
- September 18, 2018
- November 13, 2018

A motion to approve these dates was made by J. Campbell. S. Stango seconded the motion. The motion carried unanimously.

A motion to have the election of officers take place at the May 2018 meeting was made by S. Stango. J. Campbell seconded the motion. The motion carried unanimously.

**7. Adjournment**

B. Genovese made a motion to adjourn the meeting. S. Stango seconded the motion. The motion carried unanimously.

D. Nunno adjourned the meeting at 5:59 p.m.

Respectfully submitted,

Beth Simpson  
Recorder