

# Minutes of the Human Services Board of Director's meeting of February 13, 2013.

## 1. Roll Call

Present: Gary Johnson, Alan Chapin, Donna Nunno, Rev. Karl Duetzmann, Kitty Nelson, Diane Candido, and Susan Stango

Absent: Paul Geer and MaryLou Kecko.

Also Present: Lisa Diamond Graham, Alderman Bob Nunno, Erica Bento, Rolando Vega, and Melissa Dubiel.

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

## 2. Minutes

A motion was made by Chapin, seconded by Rev. Deutzmann to approve the minutes of the previous meeting as presented. Johnson opened the floor to discussion on the minutes. Johnson when he contacted Geer to discuss the venue change for the meeting, Geer requested an amendment to the minutes be made. Geer requested a change as to why the Board went into Executive Session. Nunno stated that she did not feel it was necessary as it states it was for a Personnel matter which satisfies FOI. Lisa stated that the only thing said was for a Personnel matter. Discussion continued on whether Geer's change should be added. Chapin made a motion to accept the minutes of the previous meeting as they were presented. The motion was seconded by Rev. Duetzmann and the motion carried unanimously by the board present for the meeting.

## 3. Staff Report

Lisa reported that on the Human Service side 91 Case Management intakes were seen this month resulting in 230 clients in the household assisted and 139 Energy Assistance appointments, resulting in 279 people in the household getting assistance. This month, additionally, staff offered outreach and referral services, Salvation Army and handled United Way requests.

Youth and Family Services – 695 clients were assisted with prevention based programs which included Rent-A-Kid, SuperFlex and Improvisations at the Academy. 332 clients are in therapeutic services. Staff is collaborating again with Boys and Girls Club and Quinnipiac University to offer the Big Event to Families this spring. Lisa will let the Board know additional information as details are set.

The 25<sup>th</sup> annual Mayor's Youth Award has been set for May 9<sup>th</sup> at the Parsons Government Center Auditorium. Since it is the 25<sup>th</sup> year, a large crowd is expected for the event. Nomination forms are now available on the City's website as well as in our office and in the Mayor's office.

All other programs and services are status quo.

Lisa and Melissa went to the Board of Finance meeting last Thursday for the second step of the budget. The increase to our budget was discussed with the Board of Finance.

Lastly, Marlene Sanchez, Director of Camp Happiness unfortunately lost her sister last month. Marlene and her family generously designated The Camp Happiness Scholarship Fund as the recipient of donations in her sister's honor. To date, \$1,315.00 in donations has been received by our office. Lisa suggested that the Board utilize their discretionary fund to make a donation.

Gary stated that an additional \$1,180.00 had been received for the Camp Happiness Scholarship fund in Marlene's sister's name. Apparently a company in Virginia was approached and willing to match employee donations to this cause. Gary stated he would get the information together and send it over to Lisa.

Discussion followed as to the proper donation from the Board. Nelson suggested a donation of \$255.00 to make the total donations for Camp Happiness Scholarships an even \$2,750.00.

#### **4. Committee Reports**

No reports.

#### **5. Fiscal Report**

The fiscal report was reviewed. Melissa stated the changes to the financial report include the updated information on the new State of Connecticut Department of Social Services Grant as well as the donations for Camp Happiness Scholarship grant. An account was added for Miscellaneous Professional Fees & Services to pay the Contractual Employee. Lisa stated that the funds were moved into that account.

#### **6. Old Business**

Lisa updated the board on the Contractual position. Lisa has hired Sean Macauley. Sean previously worked in our office and is currently with the Probate Court. Sean is tentatively scheduled to begin working the last week of February. Lisa stated that Sean had cases on the docket that he wanted to finish. Sean has put some hours in the office as he is being transferred a few clients from another therapist. Sean will probably be working 4 days a week. He will spend half of the time on Youth Services and half of the time on Human Services. Lisa met with Erica Bento and Hillary Burr to discuss how Sean could assist them. Sean did do the Energy Program and the Renters Rebate Program in the past. However, as the Energy Program is winding down it does not make sense to have Sean go through all the training at this point. The staff will meet again when Sean starts to determine what his role will be. The staff is excited as they feel it is a good fit.

Johnson asked if Sean has his own practice. Lisa stated that he does although she is not sure how many clients he currently has.

**7. New Business**

Chapin made a motion to make a \$255.00 donation from the Board Discretionary Fund and allocate it to the Camp Happiness Scholarship Fund. The motion was seconded by Candido and was approved unanimously.

There being no further business to discuss, the meeting adjourned at 5:49 p.m.

Respectfully submitted,

Melissa Dubiel

MaryLou Kecko,  
Recording Secretary