

Minutes of the Human Services Board of Director's meeting of March 14, 2012.

## **1. Roll Call**

Present: Diane Candido, Paul Geer, Gary Johnson, Kitty Nelson, Donna Nunno and Sue Stango.

Absent: Alan Chapin, Rev. Deutzmann and MaryLou Kecko.

Also Present: Lisa Diamond-Graham and Alderman Bob Nunno.

Nelson called the meeting to order at 5:30 p.m.

## **2. Minutes**

A motion was made by Geer, seconded by Nunno to add the conversation of merging Human Services and the Health Department and follow up with the Mayor. The motion carried unanimously. To be added: Kitty and Lisa met with the City Attorney to discuss Human Services being a city department versus an agency. In this meeting the City Attorney suggested a combination of city departments; Human Services and the Health Department. Kitty and Lisa are to follow up with the Mayor.

## **3. Staff Report**

- It has been a challenging month. A couple of staff members have been out sick many times this month; sometimes for days at a time at the same time. When this happens it creates stressors for the remaining staff and clients scheduled. There were also 2.5 days with no heat in the building (the furnace shut down and it took a while for parts to be ordered and repairs). However, there were still 197 clients for Energy Assistance, 108 Case Management clients, 157 Therapy clients and 481 youth in prevention programming (Improvisations Psychodrama, Family Fun Night, Social Expedition, Tween Group, Rent A Kid, etc.)
- Notice has been received that one of the Neighbor to Neighbor grants has been approved. This grant is for rent/mortgage/security deposit assistance in the amount of \$10,000.00. Still waiting to hear on the second grant.
- The DSS study was distributed to everyone.
- Lisa has been working on an Employee Policy and Procedure Handbook.
- All other programs are status quo.
- The Board of Aldermen budget hearing for Human Services is on April 12<sup>th</sup> at 7:00 p.m. Restructuring positions, as a cost saving measure, was discussed in the past and was denied; the cost of fringe benefits remains an issue and the focus is sustainability.
- A Power Point presentation has been being worked on and is coming along.
- Kitty and Lisa met with the Mayor. Following that meeting, Lisa received a memo from the Mayor requesting a line by line item budget and this was sent to him at the end of February. Kitty reported that there was no clarity regarding the merging of

departments and it will continue to be explored and this was left up to the Mayor to coordinate a meeting between Lisa and Dr. McBride. Questions that were asked were how a merge would be fiscally advantageous and if the departments would be housed physically together. In the past the Seeman's Lane building was discussed for the Health Department. There is no pressing reason to accommodate a merger; conceptually, implementation would be difficult, there are staffing concerns and it may not be cost effective. Lisa reviewed the financial issues of being a grant agency verses the staff fringe expenses being put into the city budget to Bob Nunno. These issues need resolution and Lisa will contact the City Attorney to request a meeting to discuss staff fringes. B. Nunno asked if this was addressed with the previous mayor. Lisa stated that it was and that the Mayor thought it was best for Human Services to remain an agency. It was discussed that state grants would not be affected by becoming a City Department. After some discussion, a motion was made by Candido, seconded by Nunno for the Mayor to implement with whatever action necessary in order to better serve the community and continued existence of Human Services to become a City Department verses a grant agency. The motion carried unanimously.

Nunno asked if the budget was submitted with the additional fringe costs. Lisa stated that it was as well as a 20 hour seas./temp. position and these were both removed by the Mayor but \$11,000.00 was added. This still leaves a shortfall. The Board of Finance did not make any further cuts. The budget will go before the Board of Aldermen next.

#### **4. Fiscal Report**

The financial report was reviewed. Geer asked if there were things not included in this report. Lisa stated that there were; therapy fees are not included. Lisa has always followed the reporting format of the previous Director. She will research this and modify if needed.

#### **5. Other Business**

- Geer referenced the DSS report and asked if self assessment forms have been completed. Lisa stated that they have not and she anticipates them being completed by the end of April. Geer asked if Employee Evaluations have been completed. Lisa stated that they were just completed last week and there were no major issues.
- The Spring Together Family Day flyer was distributed. This is in collaboration with the Boys and Girls Club and Quinnipiac University to be held on 4/14/12 from 10:00 am – 1:00 pm.
- Lisa will invite Ross DeLeonardo to the next meeting for a presentation of the plaque.
- A motion was made by Geer, seconded by Nunno that the actual number of clients and specific services provided be reported monthly. A discussion followed; Geer stated that he would like a more specific breakdown of people in each program so that he is better able to understand the services the department delivers. Stango suggested presenting client case scenarios to the board. Nunno stated that this may make more of an impression when showing need and use. The motion carried unanimously.

- Geer stated that it has come to his attention that Rev. Deutzmann is not a Milford resident and this is against the By Laws of the Agency. A motion was made by Nelson, seconded by Geer that Lisa investigate if the By Laws are mandated by City Charter that all board members are City residents. The motion carried unanimously.

There being no further business to discuss, the meeting adjourned at 6:45 p.m.

Respectfully submitted,

Lisa Streit

MaryLou Kecko, Recording  
Secretary