

Minutes of the Human Services Board of Director's meeting of September 14, 2016.

Donna Nunno called the meeting to order at 5:37 p.m.

## **1. Roll Call**

Present: Donna Nunno, Sue Stango, Kitty Hurley, Scott Moulton, and Rev. Karl Duetzmann.

Absent: Karen Barnett, Joan Campbell, Brendan Casey, Aldermen Ellen Beatty, and Alderman Anthony Giannattasio.

Also Present: Deepa Joseph and Beth Simpson

## **2. Public Comments**

None.

## **3. Minutes**

A motion was made by Rev. Duetzmann, seconded by K. Hurley, that the minutes of 06/08/16 be approved as presented. The motion carried unanimously.

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

The department is busy with the transition and consolidation. The group has already been creating efficiencies and examining programs, in addition to the day to day.

D. Joseph distributed the department's annual report that was submitted to the Mayor. The report covers last fiscal year: July 1, 2015 – June 30, 2016.

Going forward, when reporting statistics, D. Joseph and the program staff will be focusing on reporting unduplicated individuals served. In the past, the department statistics focused on how many people obtained a particular service, but number of individuals that accessed multiple services had not been captured.

### **Human Services:**

*Energy Assistance* – The Department of Human Services (DHS) continues to collaborate with TEAM, Inc. (Community Action Agency). In past years, the staff handled 650 to 725 applications per heating season. In order to allow Milford HS staff to see additional individuals for outreach appointments, for the 2016-2017 heating season, TEAM will outpost a staff member at Milford DHS. The individual from TEAM, Inc. will be in Milford taking energy assistance applications two days a week, Tuesdays and Fridays. DHS and TEAM will evaluate how this new arrangement works to determine if additional days are necessary throughout the season.

DHS also hired a Part-Time Case Worker. Her name is Michele Bishop. The Community Case Worker will work a maximum of 19 hours per week and will assist with outreach and energy assistance. Ms. Bishop recently worked as a direct care worker in a group home for girls where she coordinated social services for the residents. Interviews were conducted by D. Joseph, Sean Macauley and Brandon Hall.

*Thanksgiving – Holiday Meals* – The staff is looking at how the program is administered and making changes to ensure the program is efficient, reducing duplication of efforts, while meeting the needs of clients. Deepa and the Outreach Clinicians met with the five organizations that provide holiday meals: Knight of Columbus, Boy Scouts, Women Inc, Lions Club and American Legion. The staff suggested stretching out the resources to provide assistance throughout the year. The group was very receptive to this idea. Rev. Duetzmann mentioned that churches do a lot on their own providing meals during the holiday, such as Cornerstone Christian Church that provides many meals during the holiday.

*Grants* – D. Joseph reported that the Human Services Department receives funding through the Emergency Food and Shelter Program (EFSP) for utilities. In prior years, the department also received funding through the Neighbor-to-Neighbor program for food. Human Services was recently awarded a grant for both utilities and food through the next phase of the EFSP grant. Human Services will receive \$6,000 for utilities and \$1,800 for food for a total award of \$7,800. The goal is to grow the rent and mortgage program so that the agency can apply for this funding next year.

Human Services has been approved for the Community Development Block Grant (CDBG) for \$5,000. This will help Milford residents with rent and mortgage.

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

*Therapy Services* – The department still provides therapy services. There is now always a full time staff member in the building at night when interns provide therapy services. In order to create a schedule, D. Joseph looked at the therapy appointments over two years and saw that Monday and Tuesday nights were the busiest. Therefore Youth and Family Services is now opened these two nights during the week for therapy appointments. The goal is to balance the needs of the client, the staff and the community. Mindy Natale and Christie Roche each work one late night a week and flex their hours during those days.

*Preventative Programming* – C. Roche is assessing community outreach with the schools. The Sneaker Program was held this year, but it was on a smaller scale. Rev. Duetzmann talked about the Food 2 Kids Program run by the First United Church of Christ. This program came out of concerns that during summer months some kids do not have an access to food.

**6. Old Business**

None.

**7. New Business**

**Election of Officers:**

K. Hurley made a motion that the original slate of officers that were nominated be approved. Rev. Duetzmann seconded the motion. The motion carried unanimously.

**Board Meeting Schedule:**

D. Joseph brought up the discussion to move the meetings from the 2<sup>nd</sup> Wednesday of the month to the 3<sup>rd</sup> Tuesday of the month, meetings to be held at the same time and place. She asked if any certain day of the week was better than others.

K. Hurley made a motion to move meetings to the 3<sup>rd</sup> Tuesday of the month, on a trial basis. S. Stango seconded the motion. The motion carried unanimously.

D. Nunno adjourned the meeting at 6:09 p.m.

Respectfully submitted,

Beth Simpson  
Recorder