

Minutes of the H.R.D. Board of Directors meeting of December 12, 2007.

1. Roll Call

Present: Kitty Nelson, Diane Candido, Ray Ferguson, Ross DeLeonardo and Gary Johnson.

Absent: Alan Chapin, MaryLou Kecko, Rev. Osmun and Cynthia Boynton.
Johnson called the meeting to order at 5:40 p.m.

2. Minutes

A motion was made by DeLeonardo, seconded by Candido to accept the minutes of the previous meeting as presented. The motion carried unanimously.

3. Staff Report

- HRD Outreach served 428 individuals consisting of 1,044 family members. Youth and Family Services had 103 cases equaling 340 people. Youth Programs – there are 7 satellite programs up and running in the schools and 2 more will begin for a total of 9. Family Fun Night has begun and the Family Expedition is ongoing. A grant in the amount of \$7,500.00 from the State Department of Education was received. This is an enhancement grant and it is being used for the Social Expedition Program increasing the number of participants as well as the number of places to go to. The Program will end with a Broadway show.
- Lisa met last week with Marsha Winters, the City Grant Writer. She was very helpful and Lisa is working on boiler plates for grants. The Agency does not have a mission statement; Lisa has looked at the By Laws and they need to be reviewed. Copies of the By Laws will be brought to the next regular meeting and Lisa recommended an Ad Hoc Committee be formed.
- The Energy Program is very busy and has 560 appointments to date and 400 applications taken thus far.
- Christmas baskets – there are 120 families so far. A \$415.00 donation was received from the Cub Scouts to purchase Stop & Shop gift cards.
- Thanksgiving – 122 baskets were distributed.
- Per the last meeting; applications have been being driven up to TEAM in Derby verses mailing them and this has saved \$42.23 and this will be continued to be done.
- Johnson asked if there was going to be a Christmas dinner anywhere in Milford. Lisa will look into this. Johnson also stated that he has received some requests for gifts for teenagers and referred these to HRD. Lisa will discuss this with Cheryl.

4. Fiscal Report

The fiscal report was reviewed and a motion was made by DeLeonardo, seconded by Candido to accept the report as presented. The motion carried unanimously.

4. Old Business

- A letter will be sent to the Mayor regarding the name change of the Agency.

5. New Business

- Budget Process – Lisa had the first meeting with the Mayor and the Finance Director and it went very well. She was advised that there would be 2% cuts across the board. The HRD budget request was only 2.8% above the current budget.
- The move to the new site was discussed (Milford Academy). The need for new furniture was discussed as there will be more space than the current location. Donations and room designations was discussed.
- Based on the current Needs Assessment; after school programs were the top 5% most in need. Grants are being looked into to try and meet this need.
- The Agenda itemization process was discussed. Items under New or Old Business should be listed specifically whenever possible and a provision will be addressed for those issues that come up unexpectedly or on an emergency basis.

There being no further business to discuss, the meeting adjourned at 6:10 p.m.

Respectfully submitted,

Lisa Streit

MaryLou Kecko, Rec. Secretary