

Community Services and Recreation

DRAFT MINUTES/APPROVED

To: Community Services Commission Members

From: Gerardo Sorkin, Director

Re: Commission Meeting October 6, 2009

Due to lack of quorum, meeting was not officially called to order, but began at at 5:36p.m.
New Commissioner Jim Marshall was welcomed by Chairman Laurie Jean Hannon.

I. Attendance:

Present: Laurie-Jean Hannon, Walter Heinig, Donna Malley, Jim Marshall

Staff: Gerardo Sorkin, Director and Carla Pelliccio, Secretary

Absent: Thomas Balga, William Carey, Maggie Jensen, Judith McKay, Judith Meyers

II. Acceptance of Minutes:

Due to lack of quorum, no motion could be made to accept the Minutes of September 1st, 2009 Approval of these minutes will added to next meeting's agenda.

III. Correspondence:

Ms. Hannon received a copy of the appointment letter that new commissioner Mr. Marshall received.

IV. Director's Report:

Senior Center

The main focus of the Senior Center attention continues to being on the smooth operation and continuation of services during this transitional period. The American Legion has been quite accommodating. Any minimal repairs that need to be done during this time will be paid through the Senior Center budget and not being incurred by the American Legion. Construction is moving along, however not as quickly as initially hoped. Mr. Sorkin will have a better estimated date of completion for the next meeting.

Copies of the October 2009 *Senior Happenings* brochure of activities and events were distributed to each Commission member.

Daycare:

The program year began on August 31, 2009. *Preschool* – 14 children/ 1 pending paperwork; *School Age* – all slots are filled/ 30 children. One spot is currently available, therefore a press release will be sent to the local media announcing that applications will be accepted to fill this available slot. Qualified applicants are considered on a first come-first served basis.

Updates: A New teacher's aide, Erin Shean, has been hired and now are fully staffed.

The Daycare has been chosen to participate in a pilot program for online filing of our monthly food claim with Child Nutrition.(CACFP).

Staff trainings/ meetings: Have begun utilizing current Daycare Nurse Consultant from the VNA to carry out Epi-pen trainings to staff by, allowing a way to save money.

Results from the July study conducted by the Rudd Center at Yale with our school age children have been given to Lauren Montano, Director of Daycare. The study centered around the marketing and availability of breakfast cereal choices (those with sugar and with no sugar) and how it impacted children's choices of cereals. The results reflected that the children will choose cereals based upon the availability or opportunity, not necessarily whether they had a higher sugar content. A full report of results will be discussed by Mr. Sorkin at the next meeting.

Counseling

The application for re-licensure has been submitted to the Department of Public Health. The clinic license is scheduled to expire on December 31, 2009. Clinical staff are currently preparing for a visit from DPH, which can take place any time from 3 months of the date of expiration.

The implementation of Carepath (electronic medical records) is scheduled for the month of October. The implementation will be a two-phase process. The first phase will be the integration of counseling notes and treatment plans into the system. The second phase, which will take place at a later date, will incorporate the billing piece. The hope is that every new client as well as current clients will be integrated in the new system and be fully operational by January 1, 2010. Counselor IV, Suzanne McColl is currently heading this project.

No waiting list at this time. Appointments are being scheduled or referred to private practitioners, as we triage the inquiry calls. The current counseling client population is approximately 90-100.

Youth Services

Project Graduation: The contract from Quassy Amusement Park for Project Graduation, 2010 has been secured. The date for graduation, 2010 is June 17th. To accommodate snow days, the contract will be from June 17, 2010 through June 25, 2010.

Mr. Sorkin reviewed the student and chaperone surveys from this past year's Project Graduation. 293 students attended the event on June 23, 2009, the largest attendance number to date. Student surveys were distributed at the breakfast following the event. 38 out of 50 student surveys were completed, equaling a 76% return rate. Overall the results for both sets of surveys were positive. Mr. Sorkin reviewed the results of a sample of the survey questions. These surveys will be emailed to each commissioner along with the agenda for the next meeting.

YSB Grant: The Youth Service Bureau Grant Application has been completed and submitted. The approval of the application will secure \$17,337.00 for the Town of North Haven. Additionally, the application for the YSB Enhancement will be submitted prior to the October 16, 2009 deadline. If approved, \$6,250.00 will be awarded to the Town of North Haven.

Summer Employment: Statistics surrounding the details of this past summer's Workforce Alliance program were provided by Mr. Sorkin. This program was intended for youth who are North Haven residents between the ages of 14 and 24 years of age, who meet a certain income eligibility, or are in special education programs.

Internet Safety: Detective Peter Massey, Interim Director of the Henry C. Lee Institute of Forensic Science will so an internet safety presentation on October 28, 2009 from 7-9pm in the theater at North Haven High School. During Detective Massey's presentation, he will break through the internal safety walls of a computer, thus demonstrating the ease in which a perpetrator is able to do so.

Substance Abuse Prevention Council: At the October 14, 2009 PTSA Meeting at North Haven Middle School, a parent of a victim of substance abuse will speak with parents. He will provide suggestions for parents regarding the overwhelming task of parenting teens, especially pertaining to the misuse of prescription drugs.

Ms. Hannon asked about a session currently being set up informing educators about bullying. Mr. Sorkin mentioned that he would look into it for the next meeting. Ms. Hannon stated that she would as well.

Community Services

United Way Annual Diaper Drive will take place from 10/26/09 – 10/30/09; four drop off locations will be at the Recreation Center, Community Services Office, American Legion and Library; press release will be sent to media and collection boxes will be distributed. Diapers are distributed to the local diaper banks.

October 2009 United Way Days of Caring: A project idea for this campaign was submitted to United Way in May 2009, however due to limited volunteers, our project idea had not been selected. The goal of proposed project was to assist in the beautification of the North Haven Housing Authority which owns and operates 2 projects of elderly and disabled housing, Parkside located at 191 Pool Road and Temple Pines, located at 555 Pool Road. Beautification efforts would include yard cleanup, such as raking, weeding, watering plants and picking up branches or other lawn debris. This project will be resubmitted at a later time.

Thanksgiving / Holiday Food Distribution: Currently in the initial planning stages of this year's Thanksgiving and Holiday food drives. Thanksgiving food distribution will take place on November 23 & 24th from 1-4pm. Holiday food distribution will take place on December 21 & 22 from 1-4pm. Ms. Hannon made an offer as a commission to assist this effort. Mr. Sorkin suggested perhaps the commissioners may be interested in volunteer in their time to assist with the food distribution. More details will follow in the next email to the commissioners.

Monthly Food Bank Statistics for September 2009: 513 meals were distributed in the month of September 2009.

2nd Annual Energy Forum – Took place 9/12/09 at North Haven Middle School. NHTV covered the event and footage of the entire program is available on the town website. While less attendees were present this year, the quality and breadth of the presentations were even better this year. Mr. Sorkin reviewed some of the comments of the attendee surveys.

V. Finance Report:

The August 2009 budget reports were reviewed by the Commission (report ending August 31, 2009).

Community Services: August 2009 snapshot of Community Services expenditures:
bottom line under budget for the month = 11.8%

Welfare: August 2009 snapshot of Welfare expenditures (eviction related expenses):
bottom line over budget EOY = 11.5%

Senior Center: August 2009 snapshot of Senior Center expenditures:
bottom line under budget EOY = 10.3%

Daycare: Snapshots of expenditures through the Daycare grant were reviewed:
August 2009 snapshot: \$18,645.27

Special Funds : Mr. Sorkin asked the commissioners to review the monthly snapshot of the Special Funds, as of June 30th :

Emergency Fund: balance of \$55,835.69

The Outreach Fund: balance of \$23,853.74

VI. Old Business:

Staffing: Mr. Sorkin has begun interviewing for the Community Services Secretary position. The current secretary submitted her resignation effective 8/28/09, however will continue to work temporarily on a part-time basis.

VII. New Business:

Resident Assistance Applications: Mr. Sorkin made a recommendation to the commission that the guidelines for resident assistance be increased to 60% of the State Median Income. Over this past year, the income guidelines were quite low and had to frequently use his discretion to award residents assistance. Previously the income guidelines were set at 225% of the Federal Poverty Levels. Mr. Sorkin would like to discuss this, provide the application for the commission's review and vote on it at the next meeting.

H1N1 Vaccines: Mr. Heinig asked what protective measures have been put into place. QVHD has been in touch and will keep the department posted on a weekly basis if the vaccine becomes available. If so, a clinic will be offered to the children of both the Day Care and Moppet Minders programs. QVHD has conducted on-site training with staff regarding preventative measures. In addition hand sanitizers have been placed around the facility.

November Meeting: Due to Election Day on November 3rd, it was proposed by the commissioners that the meeting be either rescheduled or simply reconvene in December. The two proposed dates for the rescheduled meeting were Monday, November 2nd or Thursday, November 5th at the same time and location, Since only four Commissioners were present and this could not be voted on. Secretary Carla Pelliccio will be contacting each Commissioner to poll each member regarding their availability for the proposed rescheduled dates.

VIII. Public Participation:

No participation.

IX. Adjournment:

The meeting ended at 6:42p.m.

The next meeting is currently uncertain. The November 3rd meeting will be rescheduled. A new time will be reported.