

Community Services and Recreation

DRAFT MINUTES/UNAPPROVED

To: Community Services Commission Members

From: Gerardo Sorkin, Director

Re: Commission Meeting November 5, 2009

Meeting was called to order by Chairman Laurie Jean Hannon at 5:32 p.m.

I. Attendance:

Present: Laurie-Jean Hannon, Walter Heinig, Donna Malley, Jim Marshall, Maggie Jensen, Judith McKay, Judith Meyers.

Staff: Gerardo Sorkin, Director and Carla Pelliccio, Secretary

Absent: Thomas Balga, William Carey.

II. Acceptance of Minutes:

Donna Malley made a motion to accept the Minutes of September 1, 2009, seconded by Walter Heinig.

Judith McKay made a motion to accept the Minutes of October 6, 2009, seconded by Jim Marshall.

III. Correspondence:

No correspondence to report.

IV. Director's Report:

Senior Center

Copies of the November 2009 *Senior Happenings* brochure of activities and events were distributed to the Commissioners.

*Renovations Update:* Construction is moving along. A completion date has been tentatively set for December 1, 2009. A "moving in" date soon to follow this tentative date. Mr. Sorkin commended what a great job that the seniors have been doing during this transitional period.

*Home Solutions Program:* In September, the Senior Center invited CRT, Community Renewal Team, to come and speak about a statewide loan and grant program in hopes that North Haven Seniors would apply for a grant designed to offer financial assistance for home repairs.

So far, 7 North Haven seniors applied. 1 project completed, 4 approved, 2 pending. Each household approved was in the amount of \$10,000.

Daycare:

*Preschool* – all slots are filled/15 children; *School Age* – all slots are filled/ 30 children.

*Updates:*

-On Friday October 30<sup>th</sup> the preschoolers paraded in costume through the offices in the town hall and town hall annex.

-Preschoolers had a walking field trip to the Fire station in conjunction with Fire safety and Prevention Week. Children saw fire engines, equipment and the inside of the fire station where the fire fighters work. They have practiced STOP, DROP, & ROLL and the use of 911.

-H1N1 influenza Nasal Vaccine was offered to both preschoolers and Moppet Minders nursery school children last week. 6 daycare preschoolers were vaccinated and 12 Moppet Minders nursery school children were vaccinated. Due to the limited amounts of vaccine available, the vaccine was only offered to the children, not staff. Isolated incidents of children being out sick have been reported.

## Counseling

### *Documentation updates:*

Suzanne McColl, Counselor IV, has begun utilizing the Carepath System of documentation with all of her clients and has begun Concurrent Documentation with some of her clients. The Carepath forms are in final revisions. There will be a Carepath and Concurrent Documentation training in November for the two other counselors, after which they will begin using the Carepath system and concurrent documentation. The goal 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.

*Trainings:* Counselors continue to attend fall DHMAS trainings

Copies of 2009-2010 Performance Measure Outcomes were distributed to each of the Commissioners. This quarterly report provided by Harbor Health will now be provided to the Commission. Harbor Health is the local mental health authority who provides approximately \$45,000 grant annually to help subsidize counseling services of the department. Certain outcomes need to be met in order to be in compliance with the grant. This report reflects where the Department stands in relation to the outcomes that need to be achieved. The report reflects on number of clients served, number of direct service hours, total number of clients plus total clients admitted, average number of days to admission, data submission time, number of critical incidents and number of grievances. The goals have been surpassed in all measures.

## Youth Services

*Internet Safety:* On October 28, 2009, in collaboration with Middle School PTSA, the PTSA Council, North Haven Police Department, and the Department of Community Services and Recreation, Peter Massey, Interim Director of the Henry C. Lee Institute of Forensic Science presented an informative presentation on the complexities of on line exploitation. Additionally, Mr. Massey spoke in length on Sexting. Approximately 50 people attended.

*Workforce Alliance:* To thank the many people involved with the success of the Summer Employment Program, a celebration of the Workforce Alliance Summer Work Experience occurred on October 30, 2009. Representatives from the Workforce Alliance, town agencies, and private sector were acknowledged, and presented with a Certificate of Appreciation for their contribution to the success of the program. The Workforce Alliance will be awarding an additional approximate \$40,000 in order to continue this program. A preliminary budget for the 2009/2010 academic year has been submitted to The Workforce Alliance.

*Anti-Bullying Seminar:* flyers promoting this event were distributed to each commissioner. The Planning for Children and Youth Committee (PCYC) and Youth Services will be hosting this Bullying Presentation on November 13, 2009 from 9:30am-12:00pm in the Community Room at North Haven Library. Representatives from schools, community, and police from Region II have been invited to attend.

*Substance Abuse Prevention Council:* An SAPC meeting occurred on October 28, 2009 in the Principals Conference Room at North Haven High School on October 28, 2009. Two current students attended as well as one NHHS graduate.

A brochure sponsored by the SAPC will be sent to all parents of the middle school and high school students regarding prescription drug abuse, signs and symptoms to identify and resources available for parents.

The possibility of applying for a Drug Free Community Grant is currently being explored. In the process of pursuing the opportunity, Mr. Sorkin and Nancy Leddy, Youth Services Administrator will meet people who with representatives from other communities who have applied for and received this Federal grant. The grant award would be \$125,000 per year for 5 years. The focus of the grant would be on overall prevention.

*Project Graduation Statistics:* In response to the question at last meeting regarding the number of students in the graduating class versus the number who attended project Graduation, the following statistics were provided:

Number of students in class of 2009: 330

Number of students who attended Project Graduation: 293

Number of guests who attended Project Graduation: 63

Number of seniors who attended Project Graduation: 230

Copies of both the student and chaperone survey tallies were provided to each commissioner.

### Community Services

*Monthly Food Bank Statistics for September 2009:* 702 meals were distributed in the month of October 2009. Many of the food bank recipients access the food bank monthly. Residents are asked that they call 24 hours in advance to schedule their visit, to which they are brought downstairs to the food closet in which they can select their own items. The rise in number of recipients are a result in the promotion of this offering during the Energy Assistance Application process.

*Thanksgiving / Holiday Food Distribution:* Thanksgiving food distribution will take place on November 23 & 24<sup>th</sup> from 1-4pm in a room located near the food bank, located downstairs in the Town Hall Annex. Holiday food distribution will take place on December 21 & 22 from 1-4pm. Ms. Malley will be assisting in distribution of food for Thanksgiving, and Mr. Marshall offered to volunteer as well. Mr. Sorkin welcomed any other commissioners who may be interested in volunteer in their time.

*United Way Annual Diaper Drive:* took place from 10/26/09 – 10/30/09. Approximately 600 diapers were collected. Diapers were delivered to the West Haven Diaper bank where they are to be distributed to various local human services agencies.

*Energy Assistance Program:* Energy Assistance application appointments began on September 8, 2009 (one month earlier than in years past). Appointments have been booked through the first week in December. The first possible oil delivery for residents who have been awarded assistance is November 2, 2009.

### V. Finance Report:

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

*Community Services:* September 2009 snapshot of Community Services expenditures:  
bottom line under budget YTD = 18.3%

*Welfare:* September 2009 snapshot of Welfare expenditures (eviction related expenses):  
bottom line over budget YTD = 30.5%. This is the result of a rise in evictions during the month.

*Senior Center:* September 2009 snapshot of Senior Center expenditures:  
bottom line under budget YTD = 20.0%

*Daycare:* Snapshots of expenditures through the Daycare grant were reviewed:  
September 2009 snapshot: \$21,249.58

*Special Funds :* Mr. Sorkin asked the commissioners to review the monthly snapshot of the Special Funds, as of June 30<sup>th</sup>:

*Emergency Fund:* balance of \$55,735.69

*The Outreach Fund:* balance of \$23,853.74

## VI. Old Business:

*Daycare Food Study:* A full report of the results entitled, *Assessing the Nutritional Impact of Cereals Marketed to Children* from the July study conducted by the Rudd Center at Yale with our school age children were distributed to each of the commissioners.

*Staffing:* Mr. Sorkin continues to interview for the Community Services Secretary position. The current Secretary continues to work temporarily on a part-time basis (up to 19 hours per week).

*Resident Assistance Applications:* At the last meeting, 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.

Walter Heinig made a motion to accept that guidelines for resident assistance be increased to 60% of the State Median Income, seconded by Maggie Jensen.

## VII. New Business:

The terms for Laurie-Jean Hannon and Judith McKay end on December 31, 2009. Their last meeting will be the December meeting. Newly elected Selectman Mike Freda will appoint two new commissioners in January 2010. He is expected to attend the January 2010 meeting to introduce the new commission members, as well as appoint a new Chairman of the commission.

The question arose as to the length of the terms of each commissioner. Carla Pelliccio look into the answer to this question, assemble a list and send it to the Commission.

Mr. Sorkin mentioned that while Commissioner William Carey verbally mentioned his intentions of resignation, nothing has been formally submitted in writing. Ms. Hannon mentioned that she would have Mr. Freda follow up with a letter to Mr. Carey regarding his intentions.

Finally, Ms. Hannon wanted to extend congratulations regarding the article that was recently published in the North Haven Citizen newspaper regarding a snapshot of all the services offered by Community Services and Recreation. Mr. Sorkin intends on working with Citizen Writer Paul Colella in the upcoming months to highlight other areas of Community Services including, the Day Care Center and holiday food and toy distribution.

## VIII. Public Participation:

No participation.

IX. Adjournment:

Laurie Jean Hannon asked for a Motion to Adjourn accepted by Donna Malley, seconded by Walt Heinig. The meeting was adjourned at 6:39 p.m.

The next meeting will take place on December 1, 2009.

*\*Location change for this meeting: **Game Room, Recreation Center***