

## Community Services and Recreation

### DRAFT MINUTES/APPROVED

To: Community Services Commission Members  
From: Gerardo Sorkin, Director  
Re: Commission Meeting January 5, 2009

Meeting was called to order by Walter Heinig at 5:36 p.m.

#### I. Attendance:

Present: Thomas Balga, Walter Heinig, Donna Malley, Jim Marshall, Judith Meyers.

Staff: Gerardo Sorkin, Director and Carla Pelliccio, Secretary

Absent: William Carey, Maggie Jensen, Michael Pepe, Krista Polinsky.

#### II. Acceptance of Minutes:

Donna Malley made a motion to accept the Minutes of December 1, 2009, seconded by Jim Marshall.

#### III. Correspondence:

No correspondence to report. Mr. Sorkin wished to acknowledge the two new commissioners whom he learned were appointed at the most recent Board of Selectman meeting: Michael Pepe and Krista Polinsky (terms to expire on 12/31/2012). These new commissioners had not been directly contacted regarding their attendance to this meeting as their contact information was not received, however appropriate follow up will be made.

#### IV. Director's Report:

##### Daycare:

Preschool – all slots are filled/ 15  
School Age – all slots are filled/ 30  
Currently a short waiting list exists.

Study this month included winter holidays and winter crafts. Hanukkah, Christmas, Winter Solstice and Kwanzaa was addressed through various methods including seasonal puzzles, books and stories.

Family Crafts Day on December 15<sup>th</sup> was a well attended, festive event where parents, grandparents and friends of the children worked together on seasonal craft projects. Juice and cookies were enjoyed by all.

Preschoolers had a walking field trip to the temporary Senior Center for a visit with “Santa” and lunch with our Senior Friends. The children sang a few songs and performed a few finger plays. It was a very nice intergenerational activity.

We have been busy completing holiday projects. We had a Children's Party on Tuesday where the children enjoyed the Holiday Room (room2) and opened gifts. We sang many favorite songs with families joining in and taking lots of photos. We had refreshments and played a few games. The North Haven School Breakfast Book Club sent our preschoolers special presents of books that the students donated.

*Staff trainings:* Lisa Burton, an OT-occupational therapist, gave a very informative workshop on Small motor skills. She gave us a hands-on approach to writing skills. Additionally, Lauren Montano, Director, attended a class - Family & Community Involvement in Early Childhood Programs December 10-12<sup>th</sup>. She will complete the class on January 21-23rd in Cromwell. This is a requirement for the CT Directors' Credential.

### Counseling

*Documentation updates:* All clinicians are using the Carepath system of documentation and are implementing concurrent documentation with their clients. Approximately 90% of clients have been input into the system, thus were successfully close to meeting their target deadlines of 1/1/10.

Mr. Sorkin provided an overview of Counselors' activities which occur regularly, which include not only therapy in the office, but also outreach cases in which the counselors respond to after hours, on-call emergencies. The outreach services extend to not only current clients, but also any residents. Mr. Sorkin illustrated a few examples of cases.

*Census:* approximately 97 clients. A caseload of approximately 35-40 clients per clinician is being maintained (which is fair and standard to similar organizations).

*Waiting list:* Currently we do not have a waiting list. Appointments are being scheduled or clients are referred to private practitioners if necessary; inquiry calls remain to be triaged.

*Other:* The Department of Public Health performed their audit on December 23, 2009. The department's license was set to expire on December 31, 2009. The audit went very well and received the renewal of our license for Adult Mental Health Clinic, valid through 12/31/13.

### Senior Center

Copies of the January 2010 *Senior Happenings* brochure of activities and events were distributed to the Commissioners.

New Years Celebration-Due to the weather on December 31, 2009, "Midnight at Noon" that was scheduled was postponed until Monday January 4. Midnight at noon is an annual event in that New Years Eve is celebrated at 12 noon welcoming in the New Year. This program is very popular and full for all in attendance. A full course meal was served; pot roast, potatoes, salad, rolls, and ice cream sundaes. The staff did an excellent job of decorating the room to match the New Years Eve theme with hats, horns, balloons, etc. Along with the meal entertainment was provided for listening and dancing pleasure. Special guests for the day included Gerardo Sorkin, Director of Recreation and Community Services along with First Selectman Michael Freda.

*Renovations Update:* Construction continues to move along. Final details currently being worked on. The completion projected for a few more weeks.

### Youth Services

*Substance Abuse Prevention Council:* . The brochures from the SAPC have been mailed to homes of all students enrolled at North Haven High School and North Haven Middle School. Mr. Heinig commented that he has received many positive responses.

The SAPC is currently looking into the possibility of applying for a Drug Free Communities Grant. The grant award of \$125,000 a year for 5 years is funded by the Executive Office of the President of the United States White House Office of National Drug Control Policy and Substance Abuse and Mental Health Services Administration (SAMHSA).

*Juvenile Review Board:* With the assistance of the Chief of Police, the revitalization of the Juvenile Review Board has occurred. Newly appointed members from the middle school and the high school have met with the Youth Officer and Youth Services Administrator to review the procedures of the JRB.

*Senior to Senior Breakfast:* The Senior to Senior Breakfast hosted by the class of 2010 was held to celebrate the holiday with North Haven's senior citizens. The students hosted a breakfast, a lively raffle of items donated by private and business sectors, and entertainment from the North Haven High School Daycare students, NHHS Senior Chorus, and members of the NHHS band.

### Community Services

*Energy Assistance Program:* Energy Assistance applications continue. Emergency Fuel Assistance cases have increased within the last month. 100-gallons of emergency fuel has been awarded to those qualified applicants seeking emergency fuel assistance. Funding for this emergency fuel originates from the Town's Emergency Fund. Mr. Sorkin will provide statistics regarding the number of applicants by the end of the energy assistance season, May 2010, in which the Community Action Agency will provide a detailed report.

*Holiday Toy/Food Distribution:* took place on December 21 & 22 from 1-4pm.

-39 households took part in this year's holiday *toy* distribution (serving approximately 80 children).

-38 households took part in this year's holiday *food* distribution.

Mr. Sorkin thanked Mr. Marshall and his wife who volunteered. Mr. Marshall complimented on a great event.

*Holiday Adopt a Family Program:* 17 families were successfully matched with donor families/ organizations this season (compared to 6 families in 2008). "Adoptors" include private residents as well as organizations (including Sons and Daughters of Italy, Montowese School, Green Acres School,, St. Barnabas Church, North Haven Academy, Earth Technology, Inc. and the GAP Hamden), plus collected toys and/or monetary donations provided by the Quinnipiac Chamber of Commerce, Pine Grove Men's Club, North Haven Middle School, North Haven Women's Club, Advanced Products, North Haven Pharmacy, Knights of Columbus, Vertis Communications, Hair Dimensions, and Jared Andrews Studio. Individual letters acknowledging their generosity have been sent to each organization.

*Monthly Food Bank Statistics for December 2009:* 153 meals were distributed in the month. This figure is in addition to the Holiday meal distribution that took place this month, in which 38 households were served.

### V. Finance Report:

The November 2009 budget reports were reviewed by the Commission (report ending November 30, 2009).

*Community Services:* November 2009 snapshot of Community Services expenditures:  
bottom line under budget YTD = 35.7%

*Welfare:* November 2009 snapshot of Welfare expenditures (eviction related expenses):  
bottom line over budget YTD = 41.1%.

*Senior Center:* November 2009 snapshot of Senior Center expenditures:  
October bottom line under budget YTD = 36.6%

*Daycare:* Snapshots of expenditures through the Daycare grant were reviewed:

November 2009 snapshot: \$23,371.51

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

*Emergency Fund*: balance of \$55,316.07

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

*Mr. Sorkin reported that a total of 43 emergency cases were seen in 2009 and approximately \$5,500 was utilized out of the Emergency fund. In light of the large amount in the Emergency Fund, Ms. Meyers proposed the question of what the intent of the fund would be over the course of time. Ultimately is there a goal in mind to better utilize the funds as to not allow such a large sum continue to sit in the account. Mr. Sorkin responded that he would look into this and present on this at the next meeting.*

#### VI. Old Business:

None.

#### VII. New Business:

Mr. Sorkin will reach out to the new commissioners offering to provide them an orientation to the Department as well as the commission prior to the next meeting.

Additionally, the need for a new Chairperson is required. Mr. Sorkin will look for clarification as to the selection process of the new Chairperson.

#### VIII. Public Participation:

Two North Haven High School students, Prakhar Bansal and Joe Cristofano, along with his mother Roseann Cristofano (residing on Summer Lane) attended this event for Community Service credit. Mrs. Cristofano complimented and congratulated the Community Services Department on the variety of services and outreach programs that it provides the town.

#### IX. Adjournment:

Walter Heinig asked for a Motion to Adjourn accepted by Jim Marshall, seconded by Judith Meyers. The meeting was adjourned at 6:26 p.m.

The next meeting will take place on February 2, 2010.