

## Community Services and Recreation

### DRAFT MINUTES/APPROVED

To: Community Services Commission Members  
From: Gerardo Sorkin, Director  
Re: Commission Meeting March 2, 2010

Meeting was called to order at 5:48 p.m.

#### I. Attendance:

Present: Walter Heinig, Maggie Jensen, Jim Marshall, Judith Meyers, Krista Polinsky.

Staff: Gerardo Sorkin, Director and Carla Pelliccio, Secretary.

Absent: Thomas Balga, Donna Malley, Michael Pepe.

#### II. Acceptance of Minutes:

Judith Meyers made a motion to accept the Minutes of January 5, 2010, seconded by Jim Marshall.

#### III. Correspondence:

Mr. Sorkin received a resignation letter dated January 28, 2010 from Community Services Commissioner William Carey. A copy of this letter was provided to the First Selectman and has been added to the agenda for the upcoming Board of Selectman meeting on March 4, 2010.

#### IV. Director's Report:

##### Daycare:

*Enrollment:* Preschool – all slots are filled/ 15 ~ *Wait list* -7  
School Age – all slots are filled/ 30 ~ *Wait list* - 4

##### *Special Events:*

- Learned about the Presidents and celebrated Chinese New Year & Valentine's Day.
  - Walking field trip to Dr. Gargano's dental office on Elm Street for our unit on Dental Health.
  - Good nutrition was addressed as a weekly unit. Preschoolers learned the importance of foods that are good for them to eat and those that are not good food choices.
  - Valentine's Day was celebrated by exchanging valentine cards and allowing the children to enjoy many red treats.
  - School Vacation Week for the School Age children was Feb. 16-19<sup>th</sup>
- March 2, 2010: Dr. Seuss's Birthday was celebrated among the children and Read Across America book reading activities took place, of which Mr. Sorkin participated.

*Staff trainings and Meetings:* During vacation week in February, the staff cleaned and sanitized toys and furniture, cleaned out files, had a staff meeting to discuss outcomes of parent conferences and planned for Friday Valentine's Day and Chinese New Year.

-Currently the staff are working with a Consultant in the development of future trainings surrounding a variety of emerging topics. The focus will continue to be working with children with special needs and behavioral challenges.

*Risk Management:* Microwave was replaced as it had broken beyond repair.

### Counseling

*Documentation updates:* All clinicians are using the Carepath system of documentation and are implementing concurrent documentation with their clients. Dr Berger continues to transition over to the Carepath system.

*Census:* 93 clients (2 discharges, 2 intakes)

*Waiting list:* Currently no waiting list exists. Appointments are being scheduled or inquiries are being referred to private practitioners, as inquiry calls are being triaged.

### Youth Services:

*Prevention/ Substance Abuse Prevention Council:*

*The 2<sup>nd</sup> Annual Community-Wide Forum* will take place on Tuesday, March 16, 2010 at 7pm at North Haven High School. North Haven parents will present a slide presentation highlighting the susceptibility of prescription drug use and abuse. Information will be provided about prescription opiate medications that may put our youth at risk.

*The Drug Free Communities Grant* application is moving forward as the March 19<sup>th</sup> deadline fast approaches.

To be in alignment with the requirements of the grant, and to better serve the community of North Haven, the Substance Abuse Prevention Council has restructured/clarified some of the components of the Council. Mr. Heinig, a member of the SAPC, further commented that a mission statement has been developed, a structural organization of the group has been determined and agreed upon. The mission statement among other information surrounding the SAPC is now being posted on each of the school's websites in town. He further commented on the breadth of work entailed in successfully completing the application prior to the deadline.

*Juvenile Review Board:* In response to Mrs. Meyers inquiry about the status of this Board, Mr. Sorkin indicated no cases have been brought to the board as of this time, as reported by the Police Department. Mr. Sorkin clarified that since the Chair of this Board is a member of the Police Department, this Board actually falls within the domain of the Police Department and is not being driven through Community Services.

*Prescription Take Back Program:* The SAPC will host a Prescription Take-Back Program on April 24, 2010. The event will be at Fire Headquarters from 10:00am to 2:00pm.

*Speaker at North Haven High School:* John Westhaver, burn victim as a result of a drunk driving crash will be speaking to all students at North Haven High School. His message will be about making good choices, not driving under the influence, and stressing the importance of not being distracted by texting and/or using the phone while driving.

*Workforce Alliance Summer Employment Program:* The budget of \$30,056 has been submitted to the Workforce Alliance for this year's summer employment program. If the Grant is awarded, it will be split between Youth Services and North Haven Public Schools. Half of the grant is intended for youth who are

classified as “special needs” (enrolled in special education, or has a physical or mental disability), the other half of the grant is intended for students who come from families who are income eligible (household income does not exceed 70% of the Lower Living Income Levels). Youth Services is currently waiting for the Memorandum of Understanding to arrive.

*Middle School Fun Night:* Called “*Friday Night Fun Night,*” The dance planned for February 26, 2010 had to be canceled due to the weather. The schedule of events is now:

- March 19, 2010 – Dance
- April 16, 2010 – Bingo and Obstacle Course
- May 21, 2010 – Dance

### Senior Center:

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

*Renovations Update:* Renovations are complete. Renovations included a 875 sq. ft. expansion as well as various replacements and updates to the facility. As of March 1<sup>st</sup>, all programs have begun operating at the Senior Center, located at 189 Pool Rd. Mr. Sorkin invited all commissioners to visit. Mr. Marshall suggested that the next Commission meeting take place at the Senior center, in order to allow the opportunity for all commissioners to tour the facility. Mr. Sorkin will look into facilitating this possibility.

Mr. Marshall made the recommendation that a formal thank you letter be sent to the American Legion from the Commission in acknowledgement for all that the American Legion had done in accommodating the Senior Center staff and members during the several months of the renovations. All commissioners were in agreement.

### Community Services

*Energy Assistance Program:* Energy Assistance application appointments continue. A press release has been sent to local media reminding residents to apply before the end of the energy assistance season. In addition, the release indicates that if a resident is facing an energy related emergency, they are encouraged to inquire what Town emergency resources may be available to assist them.

*Monthly Food Bank Statistics for February 2010:* 495 meals were distributed in the month.

*Staffing:* Angela Infante, formerly of the Switchboard, began as the new Secretary for Community Services last week (2/22/10). Her role will be in the support of Counseling Services and billing.

*23<sup>rd</sup> Annual PTSA Road Race:* Will be taking place on Sunday, April 11, 2010. Registration brochures were distributed to all commissioners. Mr. Sorkin invited all to participate. Community Services and Recreation is an annual sponsor for this event. Sponsorship dollars come from the Community Outreach Fund.

### V. Finance Report:

The January 2010 budget reports were reviewed by the Commission (report ending January 31, 2010).

*Community Services:* January 2010 snapshot of Community Services expenditures:  
bottom line under budget YTD = 49.7%

*Welfare:* January 2010 snapshot of Welfare expenditures (eviction related expenses):  
bottom line over budget YTD = 62.7%.

*Senior Center:* January 2010 snapshot of Senior Center expenditures:  
October bottom line under budget YTD = 50.4%

*Daycare:* Snapshots of expenditures through the Daycare grant were reviewed:  
*December 2009 snapshot:* \$33,442.85

*Special Funds :* Mr. Sorkin asked the commissioners to review the monthly snapshot of the Special Funds, as of January 31, 2010.

*Emergency Fund:* balance of \$55,591.53

*Outreach Fund:* balance of \$23,743.74

Mr. Sorkin followed up with Director of Finance, Ed Swinkoski who stated that Community Services Funds, Emergency and Outreach will earn the annual average interest rate that the Town earns on the General Fund. The amount will be applied at the end of the fiscal year.

Mr. Sorkin commented that the emergency fund is currently promoted to those who visit the office, local media, churches, as well as counselors in the schools. Regarding exploring further ways to promote this emergency fund, a few ideas recommended were hosting a "Community Services Day," having a segment produced on NHTV highlighting the offerings of the department and posting on the town website, to name a few. Mr. Sorkin will look into these ideas.

In response to Mr. Heinig's question at the last meeting regarding whether emergency fund donations are earmarked for specific purposes when they are received, Mr. Sorkin informed the commission that that four subcategories have been established within the fund: food, toys, fuel and miscellaneous. Mr. Sorkin will have a detailed breakdown of these subcategories and the amounts that exist in each at the next meeting.

Lastly, Mr. Sorkin provided an explanation of the use of the Emergency Fund as it relates to emergency fuel assistance.

VI. Old Business:

None.

VII. New Business:

The question was raised by Mrs. Meyers as to whether an attendance policy is in place, as it relates to the number of meetings a Commissioner can miss. Mr. Sorkin will look into whether an attendance policies exist among all Town Commissions.

VIII. Public Participation:

No participation.

IX. Adjournment:

Walter Heinig asked for a Motion to Adjourn accepted by Judith Meyers, seconded by Maggie Jensen.  
The meeting was adjourned at 6:52 p.m.

The next meeting will take place on April 6, 2010.