

## Community Services and Recreation

### DRAFT MINUTES/APPROVED

To: Community Services Commission Members  
From: Edward J. Swinkoski, Director of Community Services and Recreation  
Re: Commission Meeting September 7, 2010

Meeting was called to order at 5:30p.m.

#### I. Attendance:

Present: Walter Heinig, Thomas Balga, Donna Malley, Jim Marshall, Judith Meyers, Michael Pepe, Krista Polinsky.

Absent: Maggie Jensen.

Staff: Edward J. Swinkoski and Carla Pelliccio, Secretary.

#### II. Acceptance of Minutes:

Donna Malley made a motion to accept the Minutes of June 1, 2010, seconded by Michael Pepe .

#### III. Correspondence:

None.

#### IV. Director's Report:

##### Community Services

*Food Bank:* Staff member Dan Riccio visited CT Food Bank Thursday. Twenty one cases of food were received, including both non-perishable and frozen items.

*Monthly Food Bank Statistics:*

*June 2010:* 414 meals distributed

*July 2010:* 234 meals distributed

*August 2010:* 342 meals distributed.

*Food drive:* Food was collected during the "Music Under the Stars Concert Series." Public Works assisted in the coordination. A modest quantity was collected, however promotion efforts will be improved for next year.

*Toiletries Drive:* Took place July 12<sup>th</sup>-16<sup>th</sup>, 2010. Approximately 10 boxes were collected.

*Energy Assistance:* Energy assistance season has officially begun. Appointments began today, Tuesday, 9/7. Energy appointments will take place on Tuesdays from 2:00pm - 4:30pm and Wednesdays from 9:00am-12:00pm from now through May 1, 2011.

*Community Action Agency Stimulus Grant:* The Community Action Agency of New Haven offered the Town of North Haven a \$10,000 grant to be used towards Energy Assistance efforts. The grant must be spent by September 30, 2010. The proposed use for the stimulus grant will be used towards high volume copier for the Community Services Department.

*Community Services Open House:* Originally the commission was asked to save Wednesday, September 8, 2010 for an event to promote services of the department. It had been determined to cancel the event.

Ways to promote the Department of Community Services is being rethought. The commission recognizes that the emergency fund is being underutilized and it is important to find ways to make community members more aware. The commission was urged to start a discussion of new ways of promotion, addressed under Old Business.

### Daycare:

*Enrollment:* as of the end of August:

Pre School: 8 openings - all filled by wait list/ 4 remain on current wait list

School Age: 10 openings – all filled by 6 moving from preschool program & 4 from wait list. 2 remain on wait list.

Attendance for the summer was high. Approximately 38 full time children.

*Special Events :* Summer program began on June 21<sup>st</sup>.

*Audits:* The State Department of Education came for a surprise review of our food program. No formal report on the findings of this visit have been submitted yet, but will be presented to the commission once they are received.

*Staff trainings and Meetings:* Staff had meeting with the people from the Rudd Center about healthy snacks. Director Lauren Montano attended the annual CACFP child nutrition training.

### Counseling

*Harbor Health Services, Inc.* has been contracted to oversee the counseling services of the department. This was voted on at the most recent Board of Selectmen meeting.

*Documentation updates:* Carepath system and concurrent documentation are continuing to be utilized regularly. However once Harbor Health comes in, the department may adopt their documentation and billing system.

*Risk Management:* Counselors responded to 6 after hours, on-call emergencies during the months of June-August. All All were non-life threatening calls.

Critical Incidents- 0 critical incidents June-August.

*Census:* 98. Currently no waiting list exists. Appointments are being scheduled or referred to private practitioners as inquiry calls are triaged.

*The Substance Abuse license has been granted.* No clients have begun being seen yet.

### Youth Services

*“Friday Night Fun Night:”* Nancy Leddy was present to discuss. As the commission will recall, three of the four scheduled middle school student events were canceled (2 due to low interest, 1 due to inclement weather, and a third due to falling during spring recess). Mrs. Leddy discussed the energy and efforts surrounding the development and promotion of these events including partnerships with school

administration as well as students. Mrs. Leddy has intentions of readdressing this event and determine how future events can be successful.

*Workforce Alliance Summer Employment Program:* The program is intended for youth between the ages of 14-24 who come from a low income household or are considered special needs. Mrs. Leddy worked in partnership with Nancy Ceballos, North Haven High School Special Education teacher, in the coordination of this summer program. Funding from State: \$26,000. Funding from TANF: \$51,225. A total of 28 students and total of 6 Job Coaches were employed.

Work Sites included: *6 town related sites:* North Haven Library, North Haven Finance Department, North Haven Recreation-Summer Day Camp, North Haven Recreation-Playground, North Haven Community Services Daycare, North Haven Board of Ed, Maintenance Department. *11 private sectors included:* Slamma Jamma Basketball Camp, Forget Me Not Flower Shop, T. J. Maxx, North Haven, North Haven Public Works,\* Prudential Real Estate,\* North Haven Public Works,\* Quinnipiac Bank and Trust, Hamden Branch,\* Connex Credit Union,\* D.J.'s Comics,\* Agway, North Haven\* and NHTV.\*  
*\*Students will continue to work at the sites marked with an \* through September 30, 2010, the end of the grant period.*

*Substance Abuse Prevention Council:* the first meeting took place in August in preparation for the start of the school year.

*Community Wide Presentation:* Ginger Katz, mother of a son who was addicted to drugs and died from a drug overdose, will tell her story to North Haven parents and students at North Haven High School on September 23, 2010. Additionally, parents are invited to sign up for Courageous Parenting 101, a 4-week course offered every Tuesday in October in the main Town Hall on the third floor. The course is offered to help parents understand substance abuse and its impact on children and youth. Preregistration is required for the 4-week course.

*Prescription Monitoring Program:* The second Prescription Take Back Program has been planned for October 23, 2010 at North Haven High School. It is planned to coincide with the Chamber of Commerce town wide Show and Sell.

### Senior Center

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

Judy Amarone, was present to discuss

*Senior Center Grounds:* In ground sprinklers were repaired (lines were cut while installing the generator) and are currently working well. Also, Landscaping was revamped by Public Works. All existing plants were dug out and reused, redesigning the gardens but also saving the Town money not having to purchase new plants. To date the all the reused plants/shrubs are doing well.

During construction, a tree that was planted in memory of the first senior center director, Joyce Budrow, had to be removed for the new sidewalks and drainage basins. There is now a new tree on the grounds to replace the existing one due to the generosity of Tom and Donna Malley in honor of Joyce C. Budrow and the re dedication/opening of the Center. Plans to purchase a tree marker are in the works and the Malley's will be noted on the plaque as well as Joyce C. Budrow.

*Building:* Recent issues with the shelves in the craft, ceramic, and dance room warping, ConnStrux is addressing the issue and were at the Center on August 27. Other than that, the building is structurally doing well.

*Programs:* In total, the following were held and available for seniors for June, July, and August. These programs do not include the daily activities and classes; please see the newsletters for detailed information. Programs included: 9 health/enrichment presentations, 16 programs of entertainment, 13 club/community classes led by community members or staff, 11 mini trips/lunch trips (beyond the daily transportation to the Center) and 7 Friday Hot Dog Roasts.

*Open House:* Took place on June 30, 2010. It was well attended and words of appreciation were relayed to all involved including the seniors for their patience. In honor of the reopening of the Center, the North Haven Rotary made a \$1000. donation recognizing Claudia Guilietti and her support of the Town's elderly and volunteer work. The gift will support the purchase of blinds for the Centers.

*New to the Center this summer:* Beginner Mah Jongg, Easy Exercise (had to expand to two sessions due to the popularity of the class) and a Manicurist who provides manicure to male and females.

*New Committees:* "Get to know your senior center," formed to meet and greet new members once a month providing support and information for new members and the *Sunshine group*, providing telephone calls to those that have not been at the Center due to illness.

*September Events are listed in the Newsletter however two programs highlighted:*

*Fall Prevention Program:* The senior center was chosen to run this program regarding individual screenings of seniors to develop a plan to reduce ones risk of falling. This program is funded through the Connecticut Collaboration for Fall Prevention at Yale University School of Medicine through the Aging Services Division of the State of Connecticut Department of Social Services. North Haven Senior Center will be the first senior center to hold VNA Community Healthcare's new fall risk-screening program.

*Care Card Classes:* Hospital of St. Raphael will hold Care Card Classes and lectures at the Center. In that, many of the seniors belong to Care Card they do not participate because the activities are held in New Haven at the hospital. This new partnership will afford seniors an opportunity to have new programs: chair aerobics, nutrition education, medication management lectures, and health screenings.

*Community Partnerships:* The Center continually supports organizations throughout the Greater New Haven community including North Haven with this in mind the seniors efforts will be known as S.W.A.P.- *Seniors With A Purpose*. Their first project under this title will support students in the North Haven Schools by collecting school supplies for the students.

*A Wine Tasting* will take place at St. John's Episcopal Church on October 14, 2010, hosted by the Lion's Club. Funds raised will go towards the purchase of a defibrillator for the Senior Center.

## V. Finance Report:

Budget reports were reviewed by the Commission (report ending August 31, 2010).

*Community Services:* August 2010 snapshot of Community Services expenditures:  
bottom line under budget YTD = 10.3%

*Welfare:* August 2010 snapshot of Welfare expenditures (eviction related expenses):  
bottom line over budget YTD = 14.0%.

*Senior Center:* August 2010 snapshot of Senior Center expenditures:  
bottom line under budget YTD = 15.0%.

*Daycare:* Snapshots of expenditures through the Daycare grant were reviewed:  
July 2010 snapshot: -\$33,108.13

Mr. Swinkoski will provide an end of fiscal year report (09-10) for the commission at the next meeting.

*Special Funds :* Mr. Swinkoski asked the commissioners to review the monthly snapshot of the Special Funds.

***Outreach Fund: (as of July 2010)*** balance of \$19,992.74

***Emergency Fund: (as of July 2010)*** balance of \$67,078.07

*Food:* \$2,205.00

*Fuel:* \$26,340.11

*Misc:* \$38,112.96

*Toys:* \$420.00

***TOTAL: \$67,078.07***

#### VI. Old Business:

As a follow up to his suggestion at the June meeting, Mr. Heinig opened up the discussion as to what role the commission should play in the oversight of these funds, and whether the new detailed reports being provided are sufficient.

In response to a question raised by Mr. Balga regarding whether an annual external audit takes place, Mr. Swinkoski indicated that McGladrey and Pullen, LLP is the CPA firm who conducts this annual audit in which these funds are part of.

In light of the fact that such a large amount exists in the Miscellaneous account line, the Commission would like to review what are the disbursement guidelines that have been set in place.

It was reminded that at the June meeting, upon request of the commissioners, former Director Mr. Sorkin provided an overview of the Emergency Fund, the application process, as well as presented the guidelines that are currently in place. Application packets had been distributed to the commission, detailed descriptions of each fund, the eligibility requirements and disclaimers, as well as the process and procedure when a resident applies.

The guidelines will be resent via email to the commission and members will be encouraged to review and make any additional recommendations and revisions that they see fit at the October meeting.

Mr. Marshall echoed the question of the last meeting which surrounds the promotion efforts and utilization of the Emergency Funds. Are we reaching all of the residents to inform them that this fund exists? Can the commission assist in passing the word along to those they come in contact with who are in need. A discussion of ways to more effectively promote the Emergency Fund took place including working with NHTV, promotion with current counseling clients, flyer creation and distribution among North Haven Public school administration and commission promotion. Further discussion is welcome for the next meeting.

Additionally, upon the request of Mrs. Meyers, at the next meeting Mr. Swinkoski will provide a 5-year snapshot reflecting the growth of the Emergency fund, as well as any interest accrued.

*Regarding Daycare matters...*

During the June 1, 2010 meeting, it was reported by the Daycare that the Department of Public Health made an unannounced inspection. Overall the daycare did very well, with few corrections already sent to DPH. Findings on this inspection will be provided at the next meeting.

Additionally during the Daycare Director's report, the State Department of Education came for a surprise review of our food program. No formal report on the findings of this visit have been submitted yet, but will be presented to the commission once they are received.

VII. New Business:

The Commission asked for an update of the current organizational makeup of the Department, as well as clarification as to how many people report to Mr. Swinkoski among all departments, which is approximately 9 people.

An Executive Session was requested by the Commission to discuss personnel changes since the last meeting in June. The session began at 6:30pm and concluded at 6:51pm. The Commission has requested the presence of First Selectman Michael Freda at the next meeting in order for him to explain of any other organizational changes are planned as well as his vision for the Department of Community Services.

VIII. Public Participation:

No participation.

IX. Adjournment:

Michael Pepe asked for a Motion to Adjourn, seconded by Krista Polinsky. The meeting was adjourned at 6:54 p.m.

The next meeting will take place on October 5, 2010.