

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 May 3, 2011

Meeting was called to order at 5:31p.m.

I. Attendance:

Present: Lou Criscuolo, Marc Fasano, Paul Kottage, Donna Malley,  
Jim Marshall, Judith Meyers, Krista Polinsky.

Absent: Maggie Jensen, Michael Pepe.

Staff: Edward J. Swinkoski, Director of Community Services / Finance and Administration  
Nancy Leddy, Youth Services Administrator  
Carla Riccio, Secretary

II. Acceptance of Minutes:

Lou Criscuolo made a motion to accept the Minutes of March 3, 2010, seconded by Marc Fasano.

III. Correspondence:

None.

IV. Director's Report:

*New Business:*

*Project Graduation:* Upon the request of the commission, Youth Services Administrator Nancy Leddy joined the meeting to present a brief snapshot of the progress of the planning for this year's Project Graduation, which will be taking place Friday, June 24, 2011 at Quassy Amusement Park. Tickets will be sold during the week of June 13<sup>th</sup> at North Haven High School during all lunch waves. Tickets are \$5 per Senior, \$35 for 1 guest. There are 300 students in this year's graduating class. 6 buses have been reserved through ABC MotorCoach.

Mrs. Leddy noted that the common area of Quassy Amusement Park will be shared for approximately 40 minutes that night with Coginchaug Regional High School (Senior class of 140 students). There will be a Hawaiian theme this year. Bottled water and a granola bar will be distributed to each attendee. Students board the buses at 6pm, buses depart from NHHS at 7pm, and the students have use of the park until 2am. At that time, students will arrive back at NHHS and enjoy a breakfast sponsored by PTSA. Raffle prizes and breakfast food will be offered. Mrs. Leddy acknowledged Deb Volain for all of the hard work in partnership with her to successfully plan and execute this event.

Mrs. Leddy also commented on two donation request mailings that were going out to parents of the graduating class and North Haven businesses. Parent donation request letters were sent out April 8<sup>th</sup>. As of the meeting, \$1,740.00 had already been received in parent donations, compared to \$880.00 in 2010. Any student who's parent made a donation will not be charged the price of admission. Business letters along with a list of sponsorship tiers will be mailed by the end of this week. Approximately 1,200 letters will be mailed to North Haven businesses. At this time, Connex Credit Union has already agreed to sponsor \$5,000 for a 4<sup>th</sup> year in a row.

Mrs. Leddy asked for any members of the commission to consider being a chaperone for the evening or just volunteering time at any part of the event.

*Prescription Medication Disposal Event:* Mrs. Leddy provided a snapshot of the success from this event to the commission. This event took place on Saturday, April 30<sup>th</sup> at Fire Headquarters from 10am-2pm. According to the inventory sheets completed during the event, participants gave back 4,738.5 tablets/capsules, and 8 patches of *controlled substances*, in addition to numerous over the counter medications. The cumulative amount of collected controlled substances has been given an estimated street value of \$150,000-\$200,000. The tabulation of North Haven's collection has not yet been reported, however according to the DEA's cumulative calculations, a total of 6,787 pounds of miscellaneous pharmaceuticals were collected throughout all participating Connecticut communities that day. This event coincided with the National Take Back Day that was being held within communities across the country.

*4/5/11 subcommittee meeting summary:* Donna Malley provided a summary of ideas that were discussed at the April 5<sup>th</sup> subcommittee meeting, and items added by Krista Polinsky. It was clarified that these ideas are possible items that the commission may want to focus on. In response to some of topics and ideas raised at that meeting, Carla Riccio gathered and distributed a packet of information to each commissioner. Mrs. Malley asked that everyone review this packet for discussion at the June meeting.

In reviewing the list of topics, Mr. Fasano noticed that some suggested topics discussed at the subcommittee meeting seem fitting for the Substance Abuse Action Council and could be brought up at their next meeting. Mr. Marshall suggested that outreach be made to the Clergy Council (who are actively out in the field). The commission decided to invite members of the clergy to the next subcommittee meeting to have them help the commission understand what needs of the community are not being met. Mr. Fasano clarified the point of addressing these topics; to identify what outreach is being conducted by Community Services and within the community in order to determine if any areas are falling short, ultimately bridging a gap if any exist. This will develop a cohesion of everyone working together as a community and finding a way to bring the community together.

*Harbor Health:* Mr. Marshall asked how the Department is monitoring the health of the counseling services through Harbor Health. Mr. Swinkoski indicated that he meets with Clinical Manager, Maggie Goodwin every other week to monitor the progress and operations of the services, revenue and client case load. The commission would be interested in knowing what, if any feedback has been given by the patients utilizing their services. All operations appear to be going well as no complaints have been received. Mr. Swinkoski will ask Ms. Goodwin to attend the next meeting to discuss how things have been going, programs being offered, what programs have been working, not working and their future plans.

*Old Business:*

*Census Data:* Mrs. Meyers checked to see if the updated Town census data has been made available, as discussed at the previous meeting. Marc Fasano indicated that he provided 2010 census data as well as the 2009 CERC data at the April subcommittee meeting, which was reviewed and discussed at that time. Mrs. Malley shared with the commission some of that data. In response to the information shared, Mr. Marshall indicated that trends should be reviewed in order to determine if the programs are equipped to meet the needs of the various changing populations within the community.

V. Finance Report:

Mr. Swinkoski began by reviewing the YTD snapshot of the Emergency Fund, followed by the Outreach Fund.

***Emergency Fund (Fund 204): as of 4/1/2011:***

Fuel: YTD Expenditures \$15,729  
A \$4,000 donation was received by St. John's Church.  
YTD Balance \$16,060.12.

Food: YTD Balance \$4779.40

Misc: YTD Balance \$37,475.58 \*Funds in this account were received as non designated, therefore this fund can be utilized for food or fuel.

Toys: YTD Balance \$729.92

Toys R' Us gift cards: YTD Balance: \$600.00

**Outreach Fund (Fund 304): as of 4/1/2011:**

Service Outreach: Beginning Balance: \$19,992.74  
Expenditures: \$3,620.10  
YTD Balance: \$16,372.64

Project Graduation: Beginning Balance: \$33,066.20  
Took in: \$3,046.61  
Expenditures: \$10,665.25  
YTD Balance: \$25,447.56

Mr. Marshall asked how much money would need to be raised to keep Project Graduation sustainable. Mr. Swinkoski will into the numbers and have an answer for the next meeting.

Budget reports were reviewed by the Commission (reports ending April 1, 2011). Mr. Swinkoski indicated that by the 10<sup>th</sup> month of the fiscal year, spending should be at about 83% spent or less. As indicated by the figures below, these areas are doing well.

*Community Services:* 2011 YTD snapshot of Community Services expenditures:  
67.2% of budget expended YTD

*Welfare:* 2011 YTD snapshot of Welfare expenditures (eviction related expenses):  
69.8 % of budget expended YTD

*Senior Center:* 2011 YTD snapshot of Senior Center expenditures:  
72.6 % of budget expended YTD

*Daycare:* 2011 YTD snapshot: Current deficit of \$9,822.10

VI. Public Participation:

None.

VII. Adjournment:

Krista Polinsky asked for a Motion to Adjourn, seconded by Judith Meyers. The meeting was adjourned at 6:17p.m.

The next meeting will take place on Tuesday, June 7<sup>th</sup> at 5:30pm in Room 2.