

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, October 7, 2014

Meeting was called to order at 5:35pm.

Attendance:

Present: Ron Bathrick, Kristen Brandt, Carole Franceschet, Kim Karlin, Chris Orris,
Michelle Spader.

Absent: Marc Fasano, Paul Kottage, Donna Malley.

Staff: Edward J. Swinkoski, Director of Community Services and Recreation
Carla Riccio, Secretary

1. Acceptance of Minutes of the meeting held on September 2, 2014:

Kim Karlin made a motion to accept the Minutes of September 2, 2014, seconded by Ron Bathrick.

2. Correspondence:

None.

3. Old Business:

Toys for Tween Holiday Initiative: Ms. Riccio shared with the Commission that the promotional card for has gone to print. 5,000 rack cards will be made, along with 25 posters to promote this initiative which will be kicked off on November 1, 2014.

Ms. Riccio was pleased to report to the Commission that Uncle Bob's Self Storage on Stillman Rd. will be donating use of a 10' x 15' climate controlled storage unit from November 1, 2014 through January 15, 2015 to store any collected items.

New Business:

IV. Director's Report:

a. Director's Report:

Edward J. Swinkoski, Director of Community Services and Recreation

Community Services:

Energy Assistance: Mr. Swinkoski announced that the 2014-2015 energy assistance season started Monday, October 1st. Residents are now welcome to schedule their appointments to apply.

Appointments are available on Mondays (1-4pm) and Tuesdays (9am-12pm) in the Community Services office, located in the Town Hall Annex Building, 5 Linsley St. This service is available by appointment for North Haven residents. As a courtesy to current counseling clients, energy appointments will be scheduled around client's counseling appointments.

Emergency Assistance: Mr. Swinkoski informed the Commission of a recent incident where a household applied for 100 gallons of emergency fuel who was found to have provided a fraudulent claim of need. After a lengthy discussion among the commissioners, all were in full agreement that any household who provides a fraudulent statement on their Town emergency assistance application will forfeit their right to any future requests in the future.

Fuel Bank Donations: No monetary donations were made in September.

Food Bank Renovation: Mr. Swinkoski was pleased to announce that renovations to the food bank were complete and back open for resident access. New chrome shelving was installed, the floor was replaced, the walls were painted, and all inventory was reviewed. The renovation took place throughout the majority of September, in which access to the food room was temporarily suspended and food requests were directed to the North Haven Congregational Church. Mr. Swinkoski welcomed the commissioners to take a tour of the food room upon the adjournment of the meeting.

Food Donations: Mr. Swinkoski reported that 3 bags of food donated in September. A large donation (approximately 10 grocery shopping cart loads) was made by Don Clark (DR Clark & Associates) following a shredding event that was held on October 4th.

Food Disbursements: Mr. Swinkoski reported that 3 households were served in September.

Youth Services:

Prescription Medication Take Back: The prescription medication take back took place on Saturday, September 27, 2014 from 10am-2pm at Fire Headquarters. Mr. Swinkoski reported that an estimated street value of \$46,424 was collected; an estimated total of controlled substances consisted of 4,600 pills/tablets were collected. A large number of Oxycodone's were surrendered, as well as prescriptions dated back to 1980.

Daycare:

Mr. Swinkoski reported the current enrollment in both Daycare Programs. Preschool currently have 15 children (all slots are filled) with a waiting list of 4. All School Age slots are filled with a capacity of 30 children with no waiting list.

Counseling:

After an extensive search for an APRN, Mr. Swinkoski was pleased to report that a new APRN began in September starting with five hours per week, and has moved to 8 hours in October. The goal is to secure 10 hours of prescribing time per week. He has been told that she has been an excellent addition to the program.

a. Finance Report:

Mr. Swinkoski distributed budget reports for (ending September 2014) to the Commission for their review and welcomed any questions.

Community Services: YTD snapshot of Community Services expenditures:
26% of budget expended YTD.

Welfare: YTD snapshot of Welfare expenditures:
13.5% of budget expended YTD.

Senior Center: YTD snapshot of Senior Center expenditures:
23.9% of budget expended YTD.

Additionally, reports of the Emergency Fund (Fund 204) and the Outreach Fund (Fund 304) (ending August 2014) were also distributed to the Commission for their review.

Emergency Fund (Fund 204): as of 9/30/2014:

Food: YTD Balance \$13,556.76

Fuel: YTD Balance \$5,410.34

Misc: YTD Balance \$35,556.35

Toys: YTD Balance \$1,366.92 (plus an additional \$600.00 in Toys R'Us gift cards).

Outreach Fund (Fund 304): as of 9/30/2014:

Service Outreach: YTD Balance: \$1,695.19

Project Graduation: YTD Balance: \$16,785.28

5. Public Comment:

None.

6. Adjournment:

Kim Karlin made a Motion to Adjourn, seconded by Carole Franceschet. The meeting was adjourned at 6:17p.m. The next meeting will take place on Tuesday, December 2, 2014.