

Community Services and Recreation
DRAFT MINUTES/UNAPPROVED

To: Community Services Commission Members

From: Edward J. Swinkoski, Director of Community Services and Recreation

Re: Commission Meeting, January 6, 2015

Due to lack of quorum, the meeting was not officially called to order, however began at 5:29pm.

Attendance:

Present: Ron Bathrick, Carole Franceschet, Donna Malley, Chris Orris, Michelle Spader.

Absent: Kristen Brandt, Marc Fasano, Kim Karlin, Paul Kottage.

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

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

Due to lack of quorum, acceptance of the minutes of the meeting held on December 2, 2014 is scheduled to be made at the next meeting on March 3, 2015.

2. Correspondence:

Donna Malley shared with the Commission a thank you letter submitted to the Letters to the Editor section of the Advisor dated January 6, 2015. The letter of appreciation was written by resident Florence Delucia who expressed her gratitude with members of not only Community Services but also staff in Town. A copy of the letter was passed around for the commissioners' review.

3. Old Business:

a. Director's Report:

Edward J. Swinkoski, Director of Community Services and Recreation

No old business to report.

4. New Business:

Community Services:

Energy Assistance: Since the start of energy assistance season (October 1, 2014), Mr. Swinkoski reported that that 210 applications have been taken and processed. The deadline to apply for oil is March 16, 2014. The last day to apply for Gas or Electric is May 1, 2015.

Food Bank Monetary Donations: Mr. Swinkoski reported the following donations for December: \$50.00 from Fenn Buehler, \$50.00 from Linda Cahill and \$40.00 from Sperry and Melinda Lincoln.

Toy Bank Monetary Donations: Mr. Swinkoski reported the following donations for December: \$500.00 from Joseph Barnick, \$100.00 from the Quinnipiac Chamber, \$100.00 from World Champion Taekwondo and \$40.00 - Sperry and Melinda Lincoln.

Toys for Tweens Monetary Donations: \$300.00 from Richard H. Anderson, MD (Wallingford) and \$50.00 from Arlene & Stephen Malinosky (Wallingford residents).

Food Donations: Mr. Swinkoski reported that 15 boxes, 49 bags, 5 turkeys, 4 hams, 5 boxes of assorted cookies were donated in December 2014.

2014 Holiday Season of Giving:

Holiday food distribution took place on Monday, December 15th from 1-4pm. Mr. Swinkoski shared with the Commission that 54 families received Thanksgiving food (compared to 34 households in 2013).

Holiday toy selection took place by appointment from Monday, December 15th through Friday, December 19th from 9am-4pm. Additional appointments extended Monday, December 22nd through Wednesday, December 24th. Mr. Swinkoski reported that 68 families took part this year (compared to 50 households in 2013). 48 families/organizations donated to the distribution this year (compared to 48 in 2013). A total of 150 individuals were served. The breakdown of those served: 0-9 years – 71, 10-12 years – 35, 13-18 years – 44.

Ms. Riccio shared with the Commission that she noticed an increase in toy appointment requests from grandparents this past holiday season, and wanted to get the Commission's opinion as to how future requests should be handled. Ms. Riccio reported that while toy selection is intended for parents and legal guardians, as a courtesy, she had granted grandparents access as a courtesy to select one item per grandchild. This topic will be readdressed in the months leading closer to the 2015 Holiday toy distribution. At that time, the parameters as they relate to accessibility for grandparents will be voted on.

Toys for Tweens Recap: Mr. Swinkoski shared a summary of the success of Toys for Tweens the Commission. Ms. Riccio reported that they were able to successfully meet the need of all children this year (tweens and teens included). Much of the success was due to the Toys for Tweens initiative; specifically the gift cards that were donated through the program. There were 14 businesses in town who were drop off locations. Mr. Swinkoski reviewed the list of these businesses and provided an estimated value between \$4,500-\$5,000 in gifts donated. All promotional materials from all drop off locations are in the process of being gathered for use for next year.

In recognition for her outstanding efforts with the success of Toys for Tweens, the Commission discussed how they would like Terry Gagliardi to be considered for nomination of this year's Certificate of Recognition Award.

Emergency Assistance 2014 recap: Mr. Swinkoski reported that 63 Emergency Assistance cases were requested of Community Services in 2014. Of the 63 requests, 57 were granted. Of those 57 cases, 46 were emergency fuel requests (41 granted), 13 were emergency food requests (12 granted) and 4 were miscellaneous emergency requests (water shutoff, oil tank repair, prescription, emergency living at sober house).

b. Finance Report:

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

Community Services: YTD snapshot of Community Services expenditures:
54.8% of budget expended YTD.

Welfare: YTD snapshot of Welfare expenditures:
32.4% of budget expended YTD.

Senior Center: YTD snapshot of Senior Center expenditures:
46.5% of budget expended YTD.

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

Outreach Fund (Fund 304): as of 12/31/2014:

Service Outreach: YTD Balance: \$1,695.19. \$2,300 spent YTD.

Project Graduation: YTD Balance: \$16,785.28

Emergency Fund (Fund 204): as of 12/31/2014:

Food: YTD Balance \$11,987.16

Fuel: YTD Balance \$1,130.00

Misc: YTD Balance \$35,306.35

Toys: YTD Balance \$772.36

In light of the limited funds remaining in the Emergency Fuel fund, Mr. Swinkoski indicated that there is a need for donations to replenish this account. Consideration to place an article in the local paper is being made to explain the need that exists and how people can donate.

5. Public Comment:

None.

6. Adjournment:

The meeting was adjourned at 5:57p.m. The next meeting will take place on Tuesday, March 3, 2015.