

BOARD OF SOCIAL SERVICES REGULAR MEETING

APRIL 22, 2008 – HAYTON ROOM – TOWN HALL – 6:45 P.M.

MINUTES

**Revised Minutes –
5-20-09**

Present: Kimberly Terrenoire, *Chairwoman*, Steve Maxwell, *Vice-Chairman*, Diane Fox, *Secretary (late)*, Liz Menten, Stephen Francis, Mary Huyck, Victoria deBary.

Also Present: Commissioner Victoria Anyikwa, Deputy Commissioner Adina Goldstein, Rick Weiner, Carol Cherry, Monica Bruning, Ean Cowan, Gerry Isaacson, *RTM Health and Human Services Committee*, Kristen Greene, Chris von Keyserling, Sara Poirier, *Greenwich Post*.

Mrs. Terrenoire called the meeting to order at 6:45 PM.

I. ACTION/FOLLOW-UP ITEMS

A. . *Approve Minutes of March 25, 2008*

MOTION: Kimberly Terrenoire made a motion to accept the minutes from the March 2008 meeting with changes. Liz Menten Seconded the motion: **APPROVED** 7 – 0

B. *Review of Board By-Laws and Mission Statement* The following changes to the By-Laws were suggested:

1. Under Name and Authority, V. deBary suggested that the full statement from the Town charter that establishes the Department be included;
2. Under Nominee Review, etc. include wording that gives the Board input in to the nominating process;
3. Under number of Members, consider increasing the Board to nine members. K. Terrenoire will follow-up with the change process.
4. Under Number of Members, delete sentence 2. Replace it with “Three-year, staggered terms begin April 1, unless an unexpired term is being filled, in which case the term begins upon the approval of a new member by the RTM and ends at the expiration date of the departing Member’s term.
5. Under officers, Terms, etc, delete the requirement that the Nominating Committee mail a proposed officer slate to the Board. Presenting it orally at a Board meeting one month in advance of the vote was deemed satisfactory.
6. Under Board Chairman Duties, correct spelling of officio (two effs);
7. Under Board Secretary, include the FOIA rules for the timely submission of the minutes.
8. Under Committee Service, delete “Nominations may also be made from the floor.”
9. Under Committee Service, we will have the Personnel, Budget, and Nominating Committees. We can add or delete committees, as we deem necessary.

10. Under Ad Hoc. Etc., delete the second paragraph.

11. Under Board Publicity, delete the last line beginning with “Board liaisons...”

We will vote at the next Board meeting on these suggested changes. Mrs. Terrenoire introduced the Board of Social Services description document that contains the board’s mission and key responsibilities. This topic will be discussed at the next meeting.

II REPORTS/ACTION ITEMS

A. Other BSS Reports:

3. *Quarterly Matrix*

The Matrix was presented and reviewed. Questions were answered.

V. deBary’s Key Indicators proposal will be discussed at a later Board meeting.

4. *Status On Department Vacancies And Staffing*

1 P/T Homemaker vacancy filled

1 F/T Caseworker opened

B. Staff Reports:

5. *Data/Technology • Evolv^{cs} Update*

Information contained in Board Packet

6. *Business Office*

Mr. LaMarche was not available. He will provide the Board with updated information when he returns.

7. *Commissioner's Comments*

Dr. Anyikwa discussed External Entities and the renewal process.

8. *Executive Session – Personnel Matter*

MOTION: M. Huyck made a motion to move into Executive Session to discuss personnel matter. Second: S. Maxwell. **APPROVED.**

The Board moved into Executive Session at 8:25 PM.

MOTION: S. Francis made a motion to move out of Executive Session. Second: K. Terrenoire. **APPROVED.**

The Board moved out of Executive Session at 8:42 PM.

IV. ITEMS FOR NEXT AGENDA

- DSS data and trends by the next meeting. (Dr. Anyikwa)
- Find out process for expanding the number of board members (K. Terrenoire)

- Invite SNAC liaison to next board meeting (K. Terrenoire)
- Distribute minute taking requirements from board chair retreat (K. Terrenoire)

The next meeting is scheduled for May 20, 2008 6:45 PM

MOTION: S. Francis made a motion to adjourn. Second: K. Terrenoire. **APPROVED.**

The meeting was adjourned at 8:43 PM.

Respectfully Submitted,

Diane Chiappetta Fox