

BOARD OF SOCIAL SERVICES REGULAR MEETING

MAY 20, 2008 – HAYTON ROOM – TOWN HALL – 6:45 P.M.

MINUTES

REVISED at 6/17/08 Meeting

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

Also Present: Commissioner Victoria Anyikwa, Deputy Commissioner Adina Goldstein, Rick Weiner, Carol Cherry, Monica Bruning, Nester Nana, Selectman Peter Crumbine, Gerry Isakson, *RTM Health and Human Services Committee*, Meredith Blake, *Greenwich Time*.

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

I. ACTION/FOLLOW-UP ITEMS

1. *Approve Minutes of April 22, 2008*

MOTION: Mr. Terrenoire made a motion to accept the minutes from the April 22, 2008 meeting with changes. Second: Mr. Maxwell **APPROVED 7-0.**

2. *Review of Board By-Laws and Mission Statement*

Mrs. Terrenoire presented this item. S. Francis requested to discuss *Officer's Terms*. It states in the By-Laws "No member shall serve in the same office for more than three successive years". It was the sense of the Board that this was not necessary since we hold annual elections. The Board decided to strike that language.

The Board also discussed annual elections. The language states, "Annual elections take place no later than the September Board meeting" The discussion took place and the sense of the Board was that we should strike the language "no later than the September Board meeting"

MOTION: Mrs. Menten made a motion to adopt the By-laws as amended. Second: deBary. **APPROVED 7-0.**

Another change was suggested to the by-laws regarding thirty day time period that the Board shall wait before they can vote on a recommended slate of candidates. That language was removed.

MOTION: S. Maxwell made a motion to approve the By-laws as amended. Second: Menten. **APPROVED 7-0.**

Other changes were discussed. The paragraph on Office, Terms Nominating Committee, Elections should read as follows:

Office, Terms Nominating Committee, Elections

Officers consist of a Chairman, Vice-Chairman, and Secretary. Terms shall be one year. Any Board member, regardless of tenure, shall qualify for election of office. Elections shall take place annually. As soon as the new year's Board members are approved by the RTM, the Chairman shall appoint a Nominating Committee, composed of no less than two members, which shall prepare and present a proposed officer slate to the Board in advance of the next Board meeting.

Mrs. Terrenoire introduced the Board's Mission Statement. A discussion took place regarding language that was in a previous Board's Mission and language that was removed from the current mission statement. "policy setting" was discussed. The language "concerned with" was discussed. There was a recommendation to change the words "concerned with" to "responsible for".

MOTION: Mrs. Terrenoire made a motion to adopt the Mission as amended. Second: Maxwell.
APPROVED 7-0.

The Mission of the Board of Social Services should read as follows:

In accordance with the Town Charter, the Board is responsible for setting the Department's direction and helping the Department accomplish its mission and objectives through planning, policy setting, and actions in support of the Department services and programs. The Board is an advocate for the Department's mission. The Board ensures that Department programs and services area available to meet identified needs and that the Department has sufficient resources to provide services effectively. Since client and community needs change over time, the Board is responsible for the appropriateness of Department programs and services, as well as with the effectiveness and efficiency.

3. *Appointment of Nominating Committee*

Mrs. Terrenoire presented this item. Mrs. Terrenoire asked for volunteers for the committee. Mrs. Huyck and Mrs. Fox volunteered to serve on this committee. Mrs. Huyck and Mrs. Fox will present their report and slate at the June 2008 meeting and a vote will take place.

II REPORTS/ACTION ITEMS

A. Other BSS Reports:

4. *Approval of External Entity Requests For FY '09-10*

Mrs. Terrenoire presented this item. The Board had a discussion regarding external entities requests for FY '09-10. Specific entities were discussed. The Board discussed that process by which we received repeat applications and new applications. A new application from Lower Fairfield Count Regional Action Council was discussed. Mrs. Menten volunteered to serve on the External Entities review committee of the BSS. Discussion was tabled until next meeting.

5. *Status On Department Vacancies And Staffing*

Currently we have:

1 f/t caseworker position

1 p/t caseworker position (16 hrs/wk since March, 2008), and 1 p/t casework position becoming available at the end of May (25 hrs)

A discussion took place regarding the part time Contract/Systems Manager position. Dr. Anyikwa envisions this position increasing in hours in the future do to the increased responsibilities in dealing with Evolv and the future responsibilities of external entities. Mr. Nana has been working some overtime hours to fulfill job responsibilities.

B. Staff Reports:

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

Dr. Anyikwa presented this item. Information presented to the Board was from the Evolv program. Staff no longer has to keep manual data.

7. *Business Office*

Mr. La Marche presented information from the business office. The budget for FY 08/09 was approved. There is about six weeks left in FY 07/08. The Operating Statement for April 2008 was discussed.

8. *Commissioner's Reports*

Service Data Review – Dr. Anyikwa discussed the data that was extracted from Evolv and presented to the Board. A discussion took place regarding referrals for Neighbor to Neighbor. Productivity data was presented to the Board. A question and answer session took place regarding the productivity data. Campership was discussed.

9. *Executive Session – Personnel Matter*

MOTION: M. Huyck made a motion to move into Executive Session to discuss personnel matter. Second: Terrenoire. **APPROVED 7-0.**

The Board moved into Executive Session at 8:15 PM.

MOTION: S. Maxwell made a motion to move out of Executive Session. Second: S. Francis. **APPROVED 7-0.**

The Board moved out of Executive Session at 8:25 PM.

IV. ITEMS FOR NEXT AGENDA

- External Entities Committee report on requests for FY 08/09
- Nominating Committee's report
- Key Board responsibilities
- Executive Session to discuss personnel matter

The next meeting is scheduled for June 17, 2008 6:45 PM

MOTION: S. Francis made a motion to adjourn. Second: Fox. **APPROVED 7-0.**

The meeting was adjourned at 8:27 PM.

Respectfully Submitted,

Diane Chiappetta Fox