

## BOARD OF SOCIAL SERVICES REGULAR MEETING

JUNE 17, 2008 – HAYTON ROOM – TOWN HALL – 6:45 P.M.

### MINUTES

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

*Also Present:* Commissioner Victoria Anyikwa, Deputy Commissioner Adina Goldstein, Rick Weiner, Carol Cherry, Bob LaMarche, Gerry Isaacson, *RTM Health and Human Services Committee*, Sara Poirier, *Greenwich Post*, Meredith Blake, *Greenwich Time*, Christine Edwards.

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

#### **I. ACTION/FOLLOW-UP ITEMS**

1. *Approve Minutes of May 20, 2008*

**MOTION:** Dr. deBary made a motion to include section 62 of the Town Charter in statement of bylaws of the Greenwich Board of Social Services. Second: Terrenoire. **APPROVED 7-0**

**MOTION:** Mr. Terrenoire made a motion to accept the minutes from the May 20, 2008 meeting with changes. Second: Mr. Maxwell **APPROVED 7-0.**

2. *Review of Board Description/Key Responsibilities*

Mrs. Terrenoire presented this item. A discussion took place regarding the title of this document. Mr. Francis suggested some changes to language. Mrs. Menten discussed the language related to needs assessment. The Board engaged in a discussion regarding the “Key Responsibilities” of the Board. A discussion of the legality of this document took place. K. Terrenoire will take action to check the legality of this document. E. Menten will send proposed changes to Board members for review.

2. *Nominating Committee – Officer Slate*

D. Fox presented the slate on behalf of the Nominating Committee. The slate is as follows: Kimberly Terrenoire – Chair, Steve Maxwell – vice Chair, Vickie deBary – Secretary.

**MOTION:** S. Francis made a motion to accept the slate presented by the Nominating Committee as officers of the BSS for a one-year term. Second: Fox. **APPROVED 7-0.**

3. *External Entity Committee – Review of Requests*

Dr. deBary on behalf of the External Entities committee presented this item. Dr. deBary discussed new request for funds. Specifically she presented information on Lower Fairfield County Regional Action Council (LFCRAC). Dr. deBary indicated that she would like LFCRAC to present a full application to the Board. The Board agreed.

Mrs. Menten presented the second entity. This was for Community Centers, Inc (CCI). The External Entities Committee would like CCI to make a full application to the DSS for External Entity funds.

External Entities applications are due by September 1, 2008. This gives the Board time for a preliminary discussion at the September meeting and the final vote in the October meeting.

## **II REPORTS/ACTION ITEMS**

### **A. Other BSS Reports:**

#### *5. Status On Department Vacancies And Staffing*

Dr. Anyikwa presented this item. Vacancies are as follows:

3 p/t position (one family and two senior) and 1 f/t position (senior)

Positions have been posted and applications have been received. The Senior Team is suffering due to these vacancies. They may have to start a waiting list.

The Board asked Dr. Anyikwa questions regarding data presented in relation to the staffing shortfall.

### **B. Staff Reports:**

#### *6. Data/Technology • Evolv<sup>cs</sup> Update*

Dr. Anyikwa presented this item. The Board was pleased with the data presented. Dr. Anyikwa indicated that it takes many hours to produce the data due to limitations with the computer program. Mrs. Terrenoire asked if Defran could help with this problem. She said they could not. A question and answer session took place regarding the data. It was suggested that the data needs to be examined to determine which data is necessary to present in report form. The report writer phase is the last phase in evolve.

#### *7. Business Office*

Mr. LaMarche indicated that FY 07/08 ends in two weeks; working on year-end information.

#### *8. Commissioner's Reports*

Dr. Anyikwa presented this item. Board members asked questions regarding the Commissioner's report. Dr. Anyikwa shared comments by Mr. Lalie (sp?). She gave credit to her Team Leaders because they have been keeping staff inline with the data keeping operations.

S. Francis asked a question regarding community gifts and who receives these mailings. Dr. deBary asked a question regarding how much is costs for a camper. Additional questions regarding services for seniors were asked and answered.

#### *9. Executive Session – Personnel Matter*

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

The Board moved into Executive Session at 8:00 PM.

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

The Board moved out of Executive Session at 8:43 PM.

**IV. ITEMS FOR NEXT AGENDA**

- Follow up on Board of Social Services Description/Key Responsibilities
- Community Development Block Grant update
- Quarterly matrix update

The next meeting is scheduled for July 22, 2008 6:45 PM

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

The meeting was adjourned at 8:45 PM.

Respectfully Submitted,

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Diane Chiappetta Fox