

Board of Social Services Regular Meeting

July 22, 2008- Hayton Room - Town Hall - 6:45pm

MINUTES

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

Also Present: Victoria Anyikwa, *Commissioner*, Adina Goldstein, *Deputy Commissioner*, Rick Weiner, Carol Cherry, Monica Bruning, Bob LaMarche, Gerry Isaacson, *RTM Health and Human Services Committee Chair*, Lori Jackson, *Commission on Aging Chair*, Meredith Blake, *Greenwich Time*

The Chair called the meeting to order at 6:45 pm.

MOTION: Huyck made a motion to accept the minutes of the June 17, 2008 meeting.

Second: Francis **APPROVED: 7-0**

Discussion

1. Board description document for Selectmen's Office: Terrenoire, at the request of several BSS members, asked the TOG Legal Department about the purpose of this document and if it was binding on the Board. The Legal Department referred her to Selectman Crumbine. Terrenoire has yet to receive a reply from Crumbine. Terrenoire will amend the document to include the comments made by Menten and Francis and will circulate to the Board.

2. Community Development Block Grants: deBary and Huyck presented the list of recommendations for CDB grants for Program Year 2009. There was a brief discussion of the purpose of these grants, the TOG process for allocation of available funds to local agencies and the role of BSS members on the CDBG committee.

Reports

1. Staffing: Anyikwa reported that a fulltime Caseworker has been hired and will begin in the Senior unit on July 28. There has been no progress in filling the two vacant part-time Caseworker positions. There is a new vacancy in Bob LeMarche's section, as his part-time assistant has left.

2. Evolv^{CS}: Anyikwa reported that implementation of the Report Writer phase will begin in October following a staff training session with DeFran in NYC.

3. Business Office: LeMarche reported that the department has disbursed allocated funds to TAG.

4. Matrix: Waitlist data were added to the matrix this month. Terrenoire asked if there could be a measure of average time on waitlist. Anyikwa stated that this could be done. Clients on the waitlist have been seen for initial assessment but have not yet been assigned a caseworker.

5. Commissioner's Comments: Anyikwa discussed her ongoing work, with the invaluable assistance of Menten, on a survey of social services provided in nine Connecticut towns which was requested by the BET.

Action Items

1. **Terrenoire** will amend BSS Selectmen's Office description, send to Board and follow-up with Peter Crumbine.
2. **Anyikwa** will add data on average time on client waitlist to the matrix.

Items for September 16 Agenda

1. Report from the External Entities Committee
2. Appointment of Budget Committee

MOTION: Huyck made a motion to adjourn at 7:45, seconded by Francis and **APPROVED 7-0**

NEXT MEETING: TUESDAY, SEPTEMBER 16, 2008 AT 6:45pm

Respectfully Submitted,

Victoria deBary