

Town of Greenwich
Board of Social Services Regular Meeting
June 16, 2009- Hayton Room - Town Hall - 6:45pm

MINUTES

Present: Kimberly Terrenoire, *Chair*; Steve Francis, *Vice-Chair*; Victoria deBary, *Secretary*; Liz Menten, Steve Maxwell, Maryann Ramos, Rebecca Wayland; *Also Present:* Victoria Anyikwa, Commissioner; Adina Goldstein, Deputy Commissioner; Carol Cherry, Rick Weiner, Bob LaMarche, Nestor Nana, Monica Bruning, DSS; Gerry Isaacson, Bill Bambrick, RTM Health and Human Services Committee; Lori Jackson, Commission on Aging; Christine Chao, BSS candidate

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

The Minutes of the May 18, 2009 meeting were approved by unanimous vote with one change.

Board Business: DSS Program Policy Review: Menten reported on the drafts of the policy statements for External Entities, Homemaker and Escorted Transportation. She stated that one of the goals of the policy review was to make eligibility consistent across services. Residency requirements were discussed. The staff stated that they are not in favor of residency requirements for any service other than Financial Aid as most clients come in with immediate critical needs. New clients are not currently asked how long they have lived in Greenwich. Asset limits were discussed. Wayland requested side-by-side outlines of current and proposed eligibility guidelines for department services. Menten and deBary will do. The Board requested a list of Escorted Transportation rides showing the purpose for each in a typical month. The Board requested that the Commissioner collect the data on the *Who Are the Clients?* outline.

Department Reports: Nana reported that an Evolv upgrade was in place and was running smoothly. Commissioner's Report: Trip to Hartford with Deputy Commissioner will be reported on in greater detail next month. Ron Lalli has redone the data on the cost of Homemaker Service to exclude Escorted Transportation. The cost of the service after the recent staff reductions is approximately \$400,000. The Commissioner reported that one full time Homemaker will retire August 1, and another in September. She will request that the positions be filled, as they are essential to avoid a crisis in service delivery. Following up on Action Item 3 from May 18, the Commissioner is working on a strategy to save caseworker time by having informational meetings for seasonal programs i.e. camperships and energy assistance. Potential applicants will be told the requirements for these programs and the documentation necessary in order to apply. Following up on departmental safety, the Commissioner reported that there is a buzzer system in place between the waiting room and staff offices. The door between the waiting room and the offices is now locked.

The meeting was adjourned by unanimous vote at 9:00pm. There was unanimous approval of a motion to go into Executive Session to discuss the new performance appraisal process and the SMART goals. The Executive Session was adjourned by unanimous vote at 9:50.

Action Item 1: The Commissioner will notify the First Selectman in writing of the continuing increase in the rate of new clients seeking help from the Department pointing out that staff size has been reduced significantly over the past year while the Department's caseload has increased 53%.

Action Item 2: The Commissioner will collect the data requested on the "Who Are the Clients?" outline.

Action Item 3: Menten and deBary will rewrite policy statements with old and new eligibility criteria on one page for easy comparison and send to Board and Commissioner.

Action Item 4: Rick Weiner will write a report for the Board showing a “snap shot” of a typical month of Escorted Transportation service showing the purpose of each ride provided.

Action Item 4: Nestor Nana will prepare a list of clients, sorted by address, so that deBary and Menten can calculate the number of DSS clients living in publically assisted housing.

Respectfully submitted,
Victoria deBary

Next meeting: **Tuesday July 28 at 6:45pm** in the Hayton Room

Agenda: Quarterly Matrix, Reports on Policy Review, Strategic Planning, Emergency List, and 2009 CBDG