

BRANFORD HUMAN SERVICES BOARD

January 12, 2021

Board Members –

Present: Sarah Lockery, Bill Keane, Mary Grande, Lexie Klarman, Betty Haas, Jane Novick, Elizabeth Sattelberger, John Mooney

Others Present -

Executive Director: Peter Cimino

Social Services Coordinator: Mike Randi

Other: Jennifer Sylvia, Executive Supervisor

The meeting was called to order at 8:06am.

- I. **Minutes:** Minutes from December 8, 2020 meeting were read and approved with correction made. Board member Sarah Lockery presented concerns about staff sharing front office and possible COVID-related issues. It was clarified that staff have opted to continue working in shared space and are aware of risks.
- II. **Communications:** No communications of significance were received.
- III. **Income (donations, fees, etc.):** Total income from revenue for the period of 07/01/2020 – 01/08/2021 was \$342,149, which is approximately 68% of our budgeted revenue of \$500,000 for the fiscal year. Total donations for that same period equaled \$43,246.01 in cash and checks. This amount does not include the approximately \$51,000 in gift cards donated for the Secret Santa Program.
- IV. **Statistics:** Direct service productivity is at an average of 52%. No show rates remain consistent around 8%, but cancellation rates have decreased from an average of 17% during FY 2019-2020 to an average of closer to 9% for FY 2020-2021. This is thought to be due to the change from in person appointments to telehealth/phone reducing the common cancellation reasons (weather, no transportation, etc.).
- V. **Social Services/Basic Needs Account:** Basic Needs expenditures remain primarily focused on rental assistance at this time, with an increased need being projected once the moratorium on evictions is lifted.
- VI. **Public Relations/Fundraising:** The Board suggested sending out an appeal to donors in response to the anticipated increased need for rental assistance during the COVID pandemic.
- VII. **Director's Report:**
 - *Police Accountability Bill* – Peter continues to work on a collaboration with the Town on having a Social Worker at Branford PD. They would be Town employees and accompany law enforcement officers responding to appropriate community related issues.
 - *Budget* – The initial budget package was distributed by the Town. It includes a 2% increase, which is down from last fiscal year's 2.5% increase.
- VIII. **Old Business:** No old business was presented.
- IX. **New Business:** No new business was presented.

Minutes submitted by Jennifer Sylvia.

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X. Any other business that may properly come before the Board:

- Bill Keane is retiring from the First Congregational Church of Branford. Board members congratulated him on his retirement.

The next meeting of the Branford Human Services Board will take place on Tuesday, February 9, at 8:00am via Zoom.