

BRANFORD HUMAN SERVICES BOARD

March 12, 2019

The meeting was called to order at 8:08am.

Present: Peter Cimino, Bill Keane, Sarah Lockery, Betty Haas, Jane Novick, Elizabeth Sattelberger

Excused: Maria Storm, Tom Mahoney, Kevin Halloran, Ed Mapp

- I. **Minutes:** Minutes from January 8, 2019 meeting were read and correction to next meeting date was made. Should have read February 12, 2019, not January 8, 2019.
- II. **Communications:** No communications of significance received since last meeting.
- III. **Fees and Statistics:** Currently on track to meet the revenue goal of \$420,000, not including grants, for this fiscal year.
- IV. **Social Services/Basic Needs Account:** As of 03/11/2019, the balance of the Special Revenue Fund was \$437,164.48. The balance of the Basic Needs account was \$151,626.47. The balance of the Donation account was \$86,286.27.
- V. **Revisions to Policy Manual:** Board member Sarah Lockery will connect with Liz Nace, Director of Quality Assurance and Compliance, on the revisions to the Policy Manual.
- VI. **Director's Report:**
 - *Financial Consulting* – BCC is partnering with Women and Family Life Center of Guilford to begin offering free financial consulting services to clients.
 - *Strategic Planning* – Peter reported that the process has completed and a plan is in place to follow.
 - *Logo* – Peter continues to work with a graphic designer on developing a logo.
 - *Budget* – The budget process for Fiscal Year 2019-2020 has begun.
- VII. **Old Business:** No old business was presented.
- VIII. **New Business:**
 - *Budget* – Board members were encouraged to attend the Board of Finance and RTM meetings when the budget is being discussed.
 - *Salaries* – Peter is working with the HR Director on reviewing the salary structure for BCC staff.
- IX. **Any other business that may properly come before the Board:** No other business was presented.

The next meeting of the Branford Human Services Board will take place on Tuesday, April 9, 2019 at 8:00am at Branford Counseling Center, 342 Harbor Street, Branford, CT 06405.

Minutes submitted by Jennifer Sylvia.