

BRANFORD HUMAN SERVICES BOARD

June 8, 2021

Board Members –

Present: Sarah Lockery, Mary Grande, Betty Haas, John Mooney, Mary Perry, Vincent Ragonese, Laura Myjak, Elizabeth Sattelberger

Absent: Lexie Klarman

Others Present -

Executive Director: Peter Cimino

Social Services Coordinator: Mike Randi

Executive Supervisor: Jennifer Sylvia

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

- I. **Minutes:** Minutes from May 11, 2021 meeting were read and approved.
- II. **Communications:** Peter received letters of resignation from two staff members. The first was clinician Jane Corwin, who will be retiring in July, and the second was Clinical Director Catherine Stone, who will be retiring in August.
- III. **Income (donations, fees, etc.):** There has been a 34% reduction in donations this fiscal year compared to last fiscal year. The Town is considering possible measures to make the Basic Needs program more sustainable in the future.
- IV. **Statistics:** Updated statistics were not presented.
- V. **Social Services/Basic Needs Account:** Social Services data is being added to the agencies electronic health record (EHR) with the hopes of being able to get better reporting from the data for this past fiscal year and going forward.
- VI. **Public Relations/Fundraising:** John Mooney asked that planning begin at the next meeting on a future gala/fundraiser for BCCS.
- VII. **Director's Report:**
 - *Policies and Procedures* – Peter is in the process of working with Jennifer Sylvia, who was designated as the agencies new HIPAA Security/Privacy Officer, on updating the agencies policies and procedures manual.
 - *Emergency Response Social Worker* – The Town is currently accepting applications for the new Emergency Response Social Worker position.
 - *Clinician* – The Town is currently accepting applications for a full-time LCSW clinician.
 - *Juvenile Review Board* – Peter discussed the changes being made to the JRB. Also spoke about seeking more involvement from the Branford school district in regards to truancy.
- VIII. **Old Business:**
 - *Chair and Co-Chair* – The Board unanimously voted to elect Sarah Lockery as Chair and Mary Grande as Co-Chair of the Board.
- IX. **New Business:** No old business was presented.

Minutes submitted by Jennifer Sylvia.

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- X. 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, June 8, at 8:00am at Branford Counseling & Community Services, 342 Harbor Street, Branford, CT 06405.