

BRANFORD HUMAN SERVICES BOARD

July 13, 2021

Board Members –

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

Absent: Mary Perry

Others Present -

Executive Director: Peter Cimino

Social Services Coordinator: Mike Randi

Executive Supervisor: Jennifer Sylvia

The meeting was called to order at 8:07am.

- I. **Minutes:** Minutes from June 8, 2021 meeting were read and approved.
- II. **Communications:** No communications of significance received; however, license renewal notice expected to be received from DPH within the next few weeks.
- III. **Income (donations, fees, etc.):** Income, accounts receivable, and billable services for fiscal year 2020-2021 were discussed with the Board.
- IV. **Statistics:** Statistics and demographics of active clients for fiscal year 2020-2021 were discussed with the Board.
- V. **Social Services/Basic Needs Account:** Social Services/Basic Needs accounts for fiscal year 2020-2021 were discussed with the Board. An increased need for utility and housing assistance is anticipated as the utility shut off and eviction moratoriums from the pandemic come to an end in the next several weeks.
- VI. **Public Relations/Fundraising:** A gala subcommittee was formed. Will meet on July 27th to begin planning gala for, tentatively, Spring 2022.
- VII. **Director's Report:**
 - *Staff Changes* – Have begun process of hiring new Clinical Director. Peter invited Sarah to join panel for interviews. Will hire Clinical Director prior to filling clinician vacancy.
 - *Braffle* – Basic Needs will be the beneficiary of Branford Rotary's 2nd Annual Braffle.
 - *HIPAA Compliance* – Jennifer will begin working with Compliancy Group, a HIPAA compliance management system, to ensure the agency is fully HIPAA compliant.
- VIII. **Old Business:** No old business was presented.
- IX. **New Business:** No new business was presented.
- 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, August 10th, at 8:00am at Branford Counseling & Community Services, 342 Harbor Street, Branford, CT 06405.

Minutes submitted by Jennifer Sylvia.