

BRANFORD HUMAN SERVICES BOARD

September 11, 2018

The meeting was called to order at 8:04am.

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

Excused: Tom Mahoney, Bill Keane, Kevin Halloran, Ed Mapp

- I. **Minutes:** Minutes from July 10, 2018 meeting were read and approved. August's meeting was cancelled.
- II. **Communications:** The final check in the amount of \$31,531.63 from the Hampton Trust was received.
- III. **Fees and Statistics:** For fiscal year 2017-2018, due to the assistance of Branford Social Services, 17 evictions and 24 utility shut-offs were prevented.
- IV. **Social Services/Basic Needs Account:** The balance of the Donation account as of 09/10/2018 was \$93,240.74 and the balance of the Basic Needs account was \$148,586.56. The Donation account will be greatly impacted in fiscal year 2019-2020 with the loss of the legacy donor.
- V. **Revisions to Policy Manual:** Revisions to the policy manual are in progress. Once finalized, it will be distributed to the Board.
- VI. **Director's Report:**
 - *Strategic Planning Meeting* – Peter has called together a strategic planning meeting with himself, his consultant, BCC's managers, two board members, and a clinician in order to work on updating the agency's mission statement as well as goals and objectives.
 - *Hiring for Open LCSW Position* – The open position has been posted on the Town's website, as well as Indeed, and BCC's Facebook page.
- VII. **Old Business:**
 - *Strategic Planning Meeting* – Meetings continue to discuss the agency's mission statement as well as goals and objectives.
- VIII. **New Business:**
 - *Budget* – In order to help assist with the preparation of next fiscal year's budget, the current fiscal year's budget will be reviewed by the Board at the next meeting.
- 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, October 9, 2018 at 8:00am at Branford Counseling Center, 342 Harbor Street, Branford, CT 06405.

Minutes submitted by Jennifer Sylvia.