

BRANFORD HUMAN SERVICES BOARD

November 13, 2018

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

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

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

- I. **Minutes:** Minutes from October 9, 2018 meeting were read and approved.
- 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 11/09/2018, the balance of the Special Revenue Fund was \$789,364.01. The balance of the Basic Needs account was \$150,720.80. The balance of the Donation account was \$91,826.95.
- V. **Revisions to Policy Manual:** Revisions to the policy manual are still under way. Sarah Lockery will be meeting with Liz Nace, Director of Quality Assurance and Compliance to work on the manual. Once finalized, it will be distributed to the Board.
- VI. **Director's Report:**
 - *Open LCSW Position* – Emily Stivers, LCSW, has been hired for the open position. She is scheduled to start on Monday, November 19.
 - *Consumer Satisfaction Survey* – Consumer Satisfaction Survey has been completed for fiscal year 2017-2018. Results are being compiled.
- VII. **Old Business:**
 - *Secret Santa Program* – The Secret Santa Program is underway.
- VIII. **New Business:**
 - *Fundraising Subcommittee* – The Board proposed reforming the fundraising subcommittee, with a fundraising goal of \$40,000 a year.
- 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, December 11, 2018 at 8:00am at Branford Counseling Center, 342 Harbor Street, Branford, CT 06405.

Minutes submitted by Jennifer Sylvia.