

BRANFORD HUMAN SERVICES BOARD
July 11, 2017

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The meeting was called to order at 8:06am.

Present: Peter Cimino, Maria Storm, Deana O'Connell, Kevin Halloran, Tom Mahoney, Bill Keane, Margo Merin, Jane Novick

Excused: Betty Haas, Ed Mapp

- I. **Minutes:** Minutes from June 13, 2017 meeting were read and approved.
- II. **Communications:** Funding commitment letter received from BHcare for FY2017-2018.
- III. **Fees and Statistics:** Co-pays collected in FY2016-2017 was down 15% from the previous fiscal year.
- IV. **Social Services/Basic Needs Account:** The Donation account started this fiscal year with a balance of \$58,935.22, which is up \$3,800 from the start of last fiscal year. Total revenue last fiscal year equaled \$94,324.46. The Basic Needs balance at the beginning of start of this fiscal year is \$114,148.63. Emergency housing was the biggest expense to that account last fiscal year.
- V. **Director's Report:**
 - *Staff Charges* – The new APRN, Michele Muzyka, started on July 10th. Still looking at the possibility of hiring another psychiatrist to replace Dr. Liebmann when he retires between now and December.
 - *Intake Process* – Peter has made changes to the intake process which has simplified and streamlined the process and will hopefully reduce the waitlist time.
 - *DPH Inspection* – Preparations have been made in anticipation of the DPH inspection that will be happening at some point between now and September.
- VI. **Old Business:**
 - *Fundraising* – The fundraising letter that Margo and Jane drafted was presented to the Board for review. Margo and Jane will make the suggested changes and send to the Board so the letter can be finalized at September's meeting and sent out in October.
- VII. **New Business:**
 - *August Meeting Cancelled* – The August Board meeting has been cancelled. Next meeting will take place in September.
- VIII. **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, September 12, 2017 at 8:00am at Branford Counseling Center, 342 Harbor Street, Branford, CT 06405.

Minutes submitted by Jennifer Sylvia.