1. Meeting Materials

Documents:

- JULY 28, 2015 BOARD OF SOCIAL SERVICES AGENDA.PDF
- JUNE 16, 2015 MINUTES - DRAFT.PDF
- JUNE 16, 2015 MINUTES - APPROVED.PDF
MEETING AGENDA

I. ACTION/ FOLLOW–UP ITEMS

1. Approve Minutes of June 16, 2015 Meeting  Mrs. Nolan
2. Strategic Plan Consultant Contract  Mr. Robinson
3. Achievement Gap  Mrs. Nolan

II. COMMISSIONER’S REPORT  Dr. Barry

1. June and 4th Quarter Operating Statement & Dashboard Report
2. ClientTrack Update

III. COMMITTEE/WORK GROUP UPDATES  Mr. Gross

1. Finance Committee
2. Community Partnership Committee  Mr. Gunzburg
3. Client Relations Committee  Ms. Queen
4. Strategic Planning Committee  Mr. Robinson

NEXT MEETING DATE IS SEPTEMBER 15, 2015
ATTENDING

Board Attendees: Alan Gunzburg (with Kili), Abbott Jones, Barbara Nolan, Natalie Queen, Lauren Rabin and Winston Robinson

Staff Attendees: Alan Barry, Marie Blake, Cynthia Browser, Tina Corlett, Alice Mally, Marcia Parker-Lawrence and Martha Reyes

Other Attendees: Jordan Brereton and Sara Fladmo (Client Track)

CALL TO ORDER
Chairman, Barbara Nolan, called the meeting to order at 7:00 PM in the Hayton Conference Room at Town Hall.

ACTION/FOLLOW-UP ITEMS

Approved Minutes of May 19, 2015 Meeting

MOTION: Mr. Jones moved to approve the minutes of the Board’s Regular Meeting of May 19, 2015. Second: Mr. Gunzburg.

APPROVED 6-0.

CHAIRMAN’S REPORT
Ms. Nolan presented our newest board member Natalie Queen, a 4th generation Greenwich resident, former Board of Education member; current RTM member, PTA member and Chairman of the Adams Gardens Resident Council.

MOTION: Ms. Nolan proposed and made a motion to approve the 2015-2016 Board Committee and Committee Chair assignments. The emphasis should be on regular meeting scheduling/attendance and recording of minutes. Second: Mr. Gunzburg.

APPROVED 6-0. The assignments are as follows:

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<th></th>
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<th>Mr. Gunzburg</th>
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We discussed the FY16 goals for the department. 1. Complete DSS Strategic Plan for FYs 17-19. 2. Complete Healthcare Accessibility
Town of Greenwich
BOARD OF SOCIAL SERVICES MINUTES
Regular Meeting, June 16, 2015

Needs Assessment Project. 3. Increase number of client job placements through Community Partnership Program with Family Center’s RITE Program. And 4. Ensure that all client service plans are completed in Client Track and any clients with no contact for 6 months are discharged.

COMMISSIONER’S REPORT

Client Track Update – Ms. Fladmo reported that all the milestones for implementation are on track with a go-live planned for July 1. On-site training is occurring and the staff is excited to see how easy it is to enter and pull client data. All the case notes will be migrated, but the staff needs to reestablish / repopulate service plans, based on the Client Track functionality. To reenter all plans for 1500 clients should take about 6 months to complete. The last time it was done with EVOL it took 2 years. The new software is easy and intuitive, but there will still be learning curve, and Client Track does have live support should there be questions.

Homemaker Update – Ms. Parker-Lawrence provided an overview of the Homemaker Service. The team serves lower income residents who are in need of help or are disabled, enabling them to stay in their homes longer. The team of 12 part-time workers serves about 109 clients and offer services for 1.5 to 2 hours a day up to 3 days a week. About 90% of the clients live alone, and about 25% of the clients are young-disabled (under the age of 65). The department also is reimbursed for many of these services via our SWCAA contract. For FY13, 25 clients were served under the contract which generated $45,000 in revenue for the town, in FY14, 24 clients were serviced, generating $78,000 on revenue and for FY15 (as of May), 34 clients are being serviced, generating $94,000 in revenue. Services include light-housekeeping, laundry, meal prep, bathing and shopping. The tenure the team ranges from 1.5 to 21 years. We are one of the only agencies in the state offering these services and our needs assessment determine that the Social Services department is the appropriate owner due to the case management aspect. Ms. Parker-Lawrence also oversees the Escorted Transportation Service, which provide medical related pharmacy runs for example. Clients feel safe dealing with town employees. Homemaker Aides are also like the trip wire; identifying if a case manager or supervisor needs to be called in. Homemaker aides receive their schedules on smart phones.
Operating Statement and Dashboard Update - Dr. Barry reviewed the May 2015 Operating Statement and Dashboard. The department is currently 5% under budget with no significant variances to report.

COMMITTEE/WORKING GROUP UPDATES

1) Community Partnerships Committee Update - Mr. Gunzburg reported there is a new executive director at Abilis, with the title of President. Abilis will focus on bill-backs and capturing and eliminating gaps. The RFP is out and we received 16 responses with two new programs (Boys and Girls Club and Jewish Centers).

EXECUTIVE SESSION

MOTION: With no further business to discuss in the Regular Session, Mr. Jones motioned to adjourn the Board’s Regular Session and have the Board go into Executive Session at 7:45PM. Second: Mr. Robinson. APPROVED 6-0.

MOTION: Mr. Jones moved to conclude the Executive Session and return to Regular Session at 8:45 PM. Second: Mr. Robinson. APPROVED 6-0

NEXT MEETING

The next Board Meeting will be held on July 28, 2015 in the Hayton Room at 7:00 PM.

Respectfully Submitted,
Lauren Rabin

Lauren Rabin, Secretary
ATTENDING

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