



**Town of Greenwich**  
**BOARD OF HUMAN SERVICES MINUTES**  
**Virtual Meeting, January 19, 2021**

**ATTENDING**

**Board Members Present:** Alan Gunzburg, Winston Robinson, Jeffrey Medina, Patty Roberts, Natalie Queen, Dawn Turner

**Staff/Other Attendees:** Demetria Nelson, Jennafer Kalna, Darren Petillo

**CALL TO ORDER**

Chairperson, Alan Gunzburg, called the meeting to order at 7:00PM via Zoom.

**BOARD PROTOCOLS**

Alan Gunzburg made a motion to approve the minutes from the December Meeting, Patty Roberts and Jeffrey Medina, seconded the motion. All were in favor.

**STAFF PRESENTATION  
BY DARREN PETILLO**

Darren joined the team in September 2020. He has been a great asset to the department with his extensive background of social work (including working with the health care system). Darren provided examples regarding the complex nature of clients' needs.

**COMMITTEE UPDATES**

*Communications Committee:*

Annual Report- Patty Roberts discussed the process of the report and she had guidance from Joe Kantorski because he worked on the previous reports. This report tells the story pre- and post-COVID, and masks and no masks in the pictures. Demetria's statement reflects this transition. The report was distributed to BET, RTM and Greenwich Free Press. 150 copies will be printed. The others were distributed electronically. Electronic copies will be sent to collaborating agencies. This report was very nicely done and highlights of the great work that the department does daily. This is last fiscal year's document on the report.

**FY 22 BUDGET**

We are in the process of finalizing the document summarizing the FY22 Community Partnership (CP) allocations and a departmental description. The draft will be sent to the BET in advance of our budget meeting to explain CP. We are working closing with the foundation to meet client needs. We will add another board member to the foundation, because Alan's term ends this year. If you need a hard copy of the annual report, reach out to Jennafer. We are in the process of recruiting for more board members.

**COMMISSIONER'S  
REPORT**

Board update on Meetings attended: Greenwich Communities (increased collaboration in meeting mutual clients' needs), GCHIP



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meeting (sharing of Mental Health resources and projects), Greenwich Together (substance use disorder prevention council - co-chairs with Chief Heavy), and Commission on Aging Board Meeting (collaborating with Lori Contadino to ensure COVID\_189 vaccination registration needs are met for older adults). Winston asked: Is there a transportation issue with getting the seniors to their appointment? Vouchers can be issued, or we could use one of the drivers from the Department. Alan was invited to the Pay It Forward Facebook group and talked about how to collaborate with the group and how to use another resource if needed to help. Demetria also met with potential members of Suicide Postvention task force that would come together to address the needs of the Demetria attended meeting for the First Selectman's Advisory Committee for Persons with Disabilities and the First Selectman's Diversity Advisory Committee.

Charts: Minimal change in the number of intakes. It is steady right now. Top 10 services have been steady as well. Monthly comparison related to Staff Productivity 75% time spent working with client by Case Managers, Goal Achievement 19 goals and 13 achieved. Clients served are on par and employees are still assisting clients daily.

Operating Statement: Overall 5% under budget.

OT/Sick/Vacation/Longevity expenses related to retirements were transferred to HR. Increase for December maybe because more employees took time off or could be COVID related.

Winston asked about the court actions or Moratorium on the evictions: Moratorium has been extended to February 9, 2021.

Increase in rental requests. CDBG monies are not on our budget. The funds are still being finalized through RTM. Department is at \$38,000 and we have \$37,000 allocated for rent assistance. Once the grant is approved, we can ask for reimbursement with the grant monies. The Department will use all monies for rent assistance with the increase of requests coming in.

Last meeting Winston asked about ClientTrack contract - renew in 2023 for 2024.

Are we looking into other places to find grant monies? Demetria is looking in various email blasts and keeps abreast of what is coming in. Winston asked: If we got grant money would it decrease our budget or must it go before the RTM for approval? Demetria said the process would have to be the same just as if it was a CDBG grant.



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Budget: We are scheduled to present Feb 8th at 1:30pm to the BET budget committee. Demetria will discuss with the finance committee before presenting and will be prepared on that day. Will look at previous presentations as well and update the information as needed. Demetria has met with Ben Branyan and talked about the preliminary presentation and the increase in \$10,000 for rental assistance and increase funding for technology was justified.

Presentations will be made to other BET committees about the Department and the important work that is being done in the Department.

**MEETING ADJOURNED**

Motion to Adjourn: Patty Roberts Seconded by Natalie Queen  
7:47pm

**NEXT MEETING**

The next Board Meeting will be held on February 16, 2021 via Zoom at 7:00 PM.

Respectfully Submitted,

Natalie Queen