



**Town of Greenwich**  
**BOARD OF HUMAN SERVICES MINUTES**  
**Virtual Meeting, April 20, 2021**

**ATTENDING**

**Board Members Present:** Alan Gunzburg, Natalie Queen, Dawn Turner, Winston Robinson, Patty Roberts, Debbie Appelbaum, Gillian Ingraham, Tara Restieri

**Staff/Other Attendees:** Demetria Nelson, Jennafer Kalna, David Rabin (GUW), Robert Moore (GUW), Jeremy Nappi (GUW)

**CALL TO ORDER**

Chairperson, Alan Gunzburg, called the meeting to order at 7:02PM.

**BOARD PROTOCOLS**

Alan Gunzburg made a motion to approve the minutes from the February Meeting-Patty Roberts and Tara Restieri Seconded. The motion was passed unanimously.

Alan discussed that we have a new board member approved - her name is Susan Warner. We look forward to having her join our next meeting.

Vote for New Officers-Policy is that officers serve two-year terms in their position-The Chair position will be open. Nomination Committee will be formed before the next meeting. A Slate of new officers will be discussed at the next meeting.

**PRESENTATION BY  
UNITED WAY –  
DAVID RABIN,  
JEREMY NAPPI, ROB  
MOORE**

David and his team discussed in detail the United Way 2020 Needs Assessment that started in 1981 for the Town of Greenwich. The assessment is used by several organizations throughout the Town of Greenwich. This assessment was done with the assistance of the students from Fairfield University School of Social Impact.

This assessment was done a little differently from previous years and done by neighborhoods that were created by the Census blocks. The Assessment is available on the Greenwich United Way website and it has been updated several times.

**COMMITTEE  
UPDATES**

*Communications Committee:*

Patty Roberts-Recommendng newsletter that will go out once a month using MailChimp. We have a donor that will set up the Facebook and Instagram account. These accounts will be updated at least three times a week. Greenwich Marketing will be assisting us with these accounts. The newsletter will include information going on within the department and around town. We will ensure that we are promoting the community partners that we work with. We have checked with IT and Risk Management to make sure that we can have these social media accounts.

*Finance Committee:*



**Town of Greenwich**  
**BOARD OF HUMAN SERVICES MINUTES**  
**Virtual Meeting, April 20, 2021**

Patty Roberts-BET approved our budget-River House, YWCA, and Kids in Crisis will remain within our budget. We should have an approved budget by next meeting.

*Community Partnership (CP) Committee:*

Winston Robinson-We have 92,200 in unused funds. The CP committee sent out Special request RFP's to all community partners that has to be COVID 19 related for the request to be in by April 30, 2021. May 3rd-5th the committee will evaluate all the applications received.

*Strategic Planning Committee:*

Winston is looking for members to join this committee so that we can begin updating this document. The board will develop a strategic plan built off the current plan that is in place. Winston will send out the current plan to the members that volunteer so that they can see what we are working with to date.

**COMMISSIONER'S  
REPORT**

The Commissioner shared the meetings and trainings that she attended over the past month.

Overall, the Department is 12% under budget.

The Average Number of Referrals increased from 41 to 42. The Top Ten Services Provided by Hours included Education instead of Renters Rebate. The Average Overall Staff Productivity increased from 74% to 75%. There was minimal change in the Average Goals Achieved. There was a slight decreased in the Actual Clients Served by Applications. There was a slight increase in the Actual Clients Served by Case Management.

**CLOSING**

Alan made a presentation to the new board members.

Winston suggested that a motion be made for the bylaws to be reviewed and that all the committees meet and be reviewed before the new chair comes in for the June meeting. Motion was made and approved.

**MEETING  
ADJOURNED**

Motion to Adjourn: Debbie Appelbaum made the motion to adjourn the meeting and it was seconded by Patty Roberts.

**NEXT MEETING**

The next Board Meeting will be held on Tuesday, May 18, 2021 via Zoom at 7:00 PM.

Respectfully Submitted,

Natalie Queen