Town of Greenwich  
BOARD OF HUMAN SERVICES MINUTES  
Virtual Meeting, June 15, 2021

ATTENDING
Board Members Present: Alan Gunzburg, Natalie Queen, Dawn Turner, Winston Robinson, Patty Roberts, Debbie Appelbaum, Gillian Ingraham, Tara Restieri, Jeff Medina, Greg Pauletti

Staff/Other Attendees: Demetria Nelson, Jennafer Kalna

CALL TO ORDER
Chairperson, Alan Gunzburg, called the meeting to order at 7:00PM.

BOARD PROTOCOLS
Alan Gunzburg made a motion to approve the minutes from the May Meeting-Patty Roberts and Tara Restieri Seconded. Passed unanimously.

COMMITTEE UPDATES
Each Board committee met to discuss roles and responsibilities. All roles and responsibilities were voted on and approved unanimously for:
- Community Partners Committee
- Human Resources Committee
- Communications Committee
- Client Relations Committee
- Finance Committee
- Operations and Technology Committee
- Strategic Planning Committee

Community Partnership Committee:
Reviewed the updated RFP Application. It is ready to be distributed. Two items were brought to the Law Department for clarification. June 28th is when we would like to send out the RFP to the Partners. The updated areas in the application included, but not limited to: the four client need areas more comprehensive, application is writable PDF, additional background materials, an expanded point system to get more information on the clients supported from Greenwich, and application agreeing to publicize GDHS funding (per the attorney’s approval). The RFP has been reviewed by the full board. A motion was made to approve the RFP subject to the Attorneys approval by Patty Roberts and seconded by Tara. All members approved.

Human Resources Committee:
A review was conducted for the commissioner and goals will be done in July. Alan Gunzburg will submit review to the Town’s
Human Resources Department. The review was approved by the committee.

**VOTE ON OFFICERS**

Chairperson position was first - Patty Roberts and Winston Robinson were candidates. Both briefly shared why they should be Chairperson. A zoom poll/vote was conducted anonymously, and all board members voted. Patty Roberts was selected as the new Chairperson of the Board of Human Services; Winston Both Winston and Patty were nominated for the Vice Chairperson. Winston Robinson will be the Vice Chairperson.

Secretary Position was next - Natalie Queen and Debbie Appelbaum were nominated. Debbie stated that she did not want to be Secretary at this time. Debbie withdrew her name. Natalie stated that she would remain the Secretary for this year.

Final Results:
Chairperson: Patty Roberts
Vice Chairperson: Winston Robinson
Secretary: Natalie Queen

**COMMISSIONER’S REPORT**

The Commissioner reviewed her meeting participation and training attendance for the month.

Operating Statement Review
The Department is running 10% under budget. The reasons are as follows: (1) Unfilled staff positions from earlier in the year, (2) ClientTrack has not been billed GDHS for the 4th quarter, and (3) Decrease in expenses related to mileage allowance, program transportation, and Office Service due to COVID-19.

Clinical Activity Dashboard review:
Average number of referrals decreased from 42-39
The Top Ten Services Provided by Hours remained the same.
The Average Overall Staff Productivity decreased to be 75% to 73.5% (goal 65%). The Goals Achieved for Applications increased from 14 to 15 and for Case Management remained the same at 19. The Clients Served decreased in Applications from 329-325, but we remain above projected goal. In Case Management, there was an increase from 297 to 300.

It is possible that the eviction moratorium will not be extended because of the States UNITECT program. This gives assistance to those who need rent and/or utility assistance. Finding childcare
may be an issue for some parents when the new school year begins or when parents have been able to go back to work full-time. Parents who are currently home due to being unemployed may find an issue finding childcare when they return to work.

Demetria talked about the increase in financial assistance to an individual receiving services from the Department. Currently a client can receive up to $3,000. Approval is given by the Commissioner. There was discussion about increasing the assistance to clients to $5,000. It was noted that there has been not increase in this area in several years. Patty made a motion to increase the client aid limit from $3,000 to $4,200 with a fiscal review in six (6) months. In the future, it will be an annual review. seconded by Winston. All approved.

This is Alan and Jeff’s last meeting. Jeff wrote a letter to the Board and read the letter. Alan gave a speech for his last meeting as well. They will both be missed tremendously.

Patty requested a Motion to Adjourn at 8:50PM – Debbie made the motion. It was seconded by Jeff.

The next Board Meeting will be held on Tuesday, July 20, 2021 via Zoom at 7:00 PM.

Respectfully Submitted,

Natalie Queen