



Town of Greenwich
BOARD OF HUMAN SERVICES MINUTES
Regular Meeting, July 17th, 2018

ATTENDING

Board Attendees: Barbara Nolan, Abbott Jones, Annalisa Fernandez, Jeffrey Medina, Alan Gunzburg.

Staff Attendees: Alan Barry

CALL TO ORDER

Chairperson, Barbara Nolan, called the meeting to order at 7:00PM in the DHS Conference Room at Town Hall.

BOARD PROTOCOLS

The minutes of the June 19th meeting were approved 7-0 as written.

**COMMITTEE/
WORKING GROUP
ASSIGNMENTS**

Ms. Nolan, *Chairwoman*, asked the members of the board to identify which sub-committee's they wished to sit on. Members were encouraged to select at least one new committee so to become more well-rounded on how the board operates on a committee level. Board members will be made aware on which committees they will participate on by August.

**COMMISSIONER'S
REPORT**

1. June Operating Statement and Dashboard – Dr. Barry stated there were no significant variances to report. The Department is roughly 2% under budget.
2. Dr. Barry stated he will be meeting with the finance committee by September or October to create the fiscal year 20' budget. Dr. Barry is concerned about possible changes with state and federal funding may impact local domestic programs such as energy assistance, SNAP, community development programs. He also stated the BET has provided the department with an additional 45K in funding to be placed in a contingency fund for FY '19.
3. Dr. Barry stated that the department finished FY '18 with 515 referrals, averaging 46 per month. The department admitted 234 clients which was about 45%. 101 of those admitted were first time admissions. 133 admissions were re-admits. The department will be tracking the average time between when a client is discharged and when/if that



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same client is re-admitted to the department. This will allow the department to determine if clients are discharged too quickly from the programs.

4. For the year the department averaged 722 clients in applications and served up to 50%. Case management averaged 433 clients and served 67% which was above projections. Client achieve on average 65% of their goals. A breakdown of time spent working on different tasks is also provided in order to monitor how a case worker is managing their time thus making them more efficient.

NEXT MEETING

The next Board Meeting will be held on September 18, 2018 in the DHS Conference Room at 7:00 PM.

Respectfully Submitted,

Jeffrey Medina