Town of Greenwich
BOARD OF HUMAN SERVICES MINUTES
Virtual Meeting, Tuesday, November 16, 2021

ATTENDING
Board Members Present: Patty Roberts, Natalie Queen, Winston Robinson, Dawn Turner, Debbie Appelbaum, Gillian Ingraham, Tara Restieri. Absent: Greg Pauletti
Staff/Other Attendees: Commissioner Demetria Nelson, Jennafer Kalna, Karol Meza

CALL TO ORDER
Chairperson, Patty Roberts, called the meeting to order at 7:02PM.

BOARD PROTOCOLS
Patty Roberts made a motion to approve the minutes from the October Meeting - Winston Robinson made a motion, then Tara Restieri seconded. The minutes were approved.

PRESENTATION BY CASE MANAGER, KAROL MEZA
Karol Meza works with the Department of Human Services. She will discuss the Department’s Social Justice and Diversity Group. Karol and a group (12) of the social workers came together during the summer and created this group to discuss the concepts of diversity, equity, and inclusion as it relates to staff and to clients. They are creating an environment for all clients that will promote feelings of safety, inclusivity, and equitability. They have created a mission statement, a display board in the GDHS waiting area, and meet once a month. Karol would like to be able to put an article in the Department’s newsletter. Links to the article will also be put on the IG and FB pages.

COMMITTEE UPDATES
Strategic Planning - The Subcommittees are going to do a data analysis. This Committee will reconvene at the end of January. The Committee is in the process of exploring The Strategy Group acting as a consultant in the plan development. The Strategy Group is familiar with the Town of Greenwich and the Department used them as a consultant on the previous plan. They will submit a proposal that will be reviewed. Focus groups will be conducted with several entities within Town. A final decision has yet to be made.

Finance - The Committee met at the beginning of the month. A budget for the Department was developed which adheres to the budget guidelines. Increases in Postage, PPE, and external entities were recommended. This budget was put together in a timely fashion with an overall 1.65% increase as compared to last year. The proposed budget must be submitted by November 22, 2021. A motion was made by Patty Roberts and seconded by Winston Robinson. The budget was approved by all members.
COMMISSIONER’S REPORT

The Department requested to be able to distribute the CDBG COVID-19 rent assistance funds to clients with annual incomes greater than 300%, but at or less than 80% or the Area Median Income (AMI). The above is within the HUD guidelines. The Board approved the request for the funds to be distributed in this manner.

Commissioner Nelson provided a summary of the meetings, events, and trainings that she attended over the past month, e.g., Greenwich Fellowship of Clergy (GFC) Meeting, PTAC Meeting, Greenwich C.A.R.E. - GPD Interagency Meeting, Roundtable on DFC Grant & Prevention Work Sponsored by Congressman Jim Himes, and Session One of ADA Coalition of Connecticut 2021 State Conference.

Commissioner Nelson reviewed the Operation Statement. The Department is currently 9% under budget due to: (1) an unfilled staff position, (2) fewer professional services for BANC After School Program due to COVID-19, and (3) reduced expenses related to mileage allowance, program transportation, and office services due to COVID-19.

Commissioner Nelson reviewed the Clinical Activity Dashboard. The highlights included: Average number of referrals decreased from 44 to 42. The Top Ten Services Provided by Hours remained the standard ten. The Average Overall Staff Productivity increased from 72% to 74% (goal - 65%). The Goals Achieved for Applications decreased from 12 to 11. For Case Management, the Average Goal Achieved increased from 15 to 23. For Applications, there was a slight decrease in the Average Actual Clients Served from last month (from 290 to 283). For Case Management, there was an increase in the Average Actual Clients Served from last month (from 296 to 303).

This Board will continue to operate under a virtual meeting right now.

MEETING ADJOURNED

A motion was made Debbie Appelbaum and Natalie Queen to adjourn the meeting. The motion was seconded by Patty Roberts.

NEXT MEETING

The next Board Meeting will be held on Tuesday, December 21, 2021 via Zoom at 7:00 PM.

Respectfully Submitted,

Natalie Queen