



**Town of Greenwich**  
**BOARD OF HUMAN SERVICES MINUTES**  
**Regular Meeting, November 20<sup>th</sup>, 2018**

**ATTENDING**

**Board Attendees:** Barbara Nolan, Jeffrey Medina, Alan Gunzburg, Annalisa Fernandez, Winston Robinson

**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 October 16<sup>th</sup> meeting were approved 5-0 as written.

**CASE MANAGR  
PRESENTATION**

Mr. Scott Harvey, DHS Case Manager, presented to the Board the various ways he works with his clients. One of his areas of focus is working with clients that struggle with hoarding. He works with various town partners to address the issue of hoarding including, the Police Department, Fire Department, Animal Control, and The Department of Health.

Mr. Harvey went over specific cases he has dealt with, how he has worked through the cases, the results of those cases and what constitutes hoarding. He mentioned that he deals with roughly 10-15 hoarding cases per year and the type of hoarding various between cases.

In addition to working on hoarding cases, Mr. Harvey mentioned he is also working on 70 individual cases. Each case is different from one another in the sense of age, needs, genders, etc. He went over one of his cases and how he has worked with that client, advocated for him, the process that it entailed, and the positive outcome that resulted from his work with the client.

Mr. Harvey also acknowledged his excitement with working in the department and being part of the future and direction, they are headed.

**COMMITTIEE REPORTS**

1. *Finance Committee – Mrs. Fernandez, Chairwoman*, announced the committee went over the budget line by line under the guidance of an increase of 0%-1%. The only change made was reducing the contingency fund from \$45,000 to \$12,000. The board has approved the new budget unanimously.



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2. *Community Partnership Committee – Mr. Gunzburg, Chairman,* announced the committee met on November 14<sup>th</sup> to review the list of community partners from last year. The committee has decided to add one new partner in Mothers for Others. They have asked for \$10,000. The group gives away \$1,000 of diapers per year per client. 50 of the departments clients utilize this service so it only made sense to work with them. The committee has reallocated \$5,000 from another partner to the Mothers for Others program. Other than that single change, there are no other changes that were made from last year. The board has voted unanimously to approve the proposed budget for community partners.

**COMMISSIONER'S  
REPORT**

1. Dr. Barry announced that the department is operating 2% under budget which is in line with expectations. He announced that the department has 3 staff members that are retiring and are due payouts for things such as unused paid time off. This will affect the bottom line temporarily while HR works on reimbursing the department.
2. Dr. Barry updated us on the hiring process and finding quality candidates for the part time position had been a bit more challenging. Finding full time applicants has not been an issue at all. He expects 2 new full-time employees within the next 3-4 weeks. Dr. Barry is also looking for 2 part-time employees but is also discussing the possibility of combining those positions and hiring 1 full-time person instead.
3. Dr. Barry briefly touched on the dashboard and clinical activity. He mentioned that there were no significant variances and gave us the supporting documents for us to review on our own time.
4. The annual report was finished and sent out to all the board members for their review.

**NEXT MEETING**

The next Board Meeting will be held on December 18<sup>th</sup>, 2018 in the DHS Conference Room at 7:00 PM.

Respectfully Submitted,

Jeffrey Medina