ATTENDING

Board Members Present: Alan Gunzburg, Winston Robinson, Jeffrey Medina, Patty Roberts, Natalie Queen, Dawn Turner

Staff/Other Attendees: Demetria Nelson, Jennafer Kalna, Linda Sandiaes

CALL TO ORDER

Chairperson, Alan Gunzburg, called the meeting to order at 7:00PM via Zoom.

BOARD PROTOCOLS

Alan Gunzburg made a motion to approve the minutes from the November Meeting, Patty Roberts and Natalie Queen, seconded the motion. All were in favor.

ANNOUNCEMENTS

Board Meeting schedule was reviewed. Patty Roberts made a motion to approve and Jeff Medina seconded the motion, and all were in favor.

Jeff Medina and Natalie Queen discussed the Board sponsored coat drive. The duration of the drive was about three weeks. 400 coats were collected. The coats were distributed to Pacific House, Inspirica, and Domestic Violence Counseling Center in Stamford, CT. Jeff and Natalie discussed the community’s support of this effort. In reference to press coverage, Leslie Yaeger of the Free Press wrote an article announcing the drive and Ken Borsuk of Greenwich Time will write a follow-up story.

STAFF PRESENTATION

BY LINDA SANDIAES

Linda Sandiaes was promoted to the Human Services Programs Director position two months. She discussed the programs provided by her unit. There are usually four case managers who perform intake and support for applications. There is currently one vacancy due to Linda’s promotion. In addition, there is one Community Gifts case manager. Linda discussed the CT Energy Assistance, Operation Fuel, and Renter’s Rebate (for seniors and people with disabilities) programs. She discussed the Community Gifts, including Campership (for youth and seniors), Boots and Shoes, Back to School Supplies, and Holiday Aid Program. She discussed how these programs were modified during the COVID-19 pandemic. The Department also assists clients in securing beach passes. Linda also discussed BANC, GYCP, and the Greenwich Youth Corp. She explained how the department partners with Mothers for Others to provide diapers. Due to the COVID-19 pandemic,
Neighbor to Neighbor currently distributes the diapers. Alan referenced state-funded CARES ACT program that Congressman Himes had mentioned. Linda will explore the program.

**COMMUNITY PARTNERSHIP COMMITTEE**

Winston Robinson presented the update for the Community Partnership (CP) Committee:

CP committee finalized the budget for this committee. The presentations and the adaptations during COVID were executed well. In January and February 2021, the CP committee will meet with various community partners again. All community partners, except CCI and River House, received their initial and first quarter checks. For FY22, Neighbor to Neighbor and Liberation Programs will receive increases in funding. Funding for all other partners will remain the same. CCI no longer provides after school/homework clubs for the Board of Education. At the beginning of FY21, Catholic Charities informed the Department that they will not be able to provide immigration counseling for our clients. The Department has partnered with CCI to provide these services. CCI has a history of providing citizenship classes and has recently contracted with an attorney to provide immigration counseling services. CCI will begin to provide these services for the Department this month (December). We will vote tonight on funding for this effort - $11,667 is the prorated amount (full year - $20,000) under this year’s fiscal Community Partnerships funds. Alan requested that a motion be made to approve this funding. Patty Roberts made the motion and Jeff Medina seconded the motion. Winston added that Gabby, the Executive Director of CCI, has made great progress with CCI and that this effort is not being done anywhere else within Greenwich. The motion was made and seconded. All, but one, were in favor. There was one abstention - Winston Robinson. Winston is on CCI’s board.

**COMMISSIONER’S REPORT**

The BET Budget Committee (BC) presentation to have the additional $50,000 awarded in June from the CDBG put on the budget was earlier today. The BET BC agreed to move this item forward to the full BET.

The Operating Statement was reviewed. Overall, we are within our budget. We are 11% under budget. We are over budget on the OT, Sick, Longevity, Vacation line item. The overage on this item is $17,430 YTD. The majority of these funds will be transferred to HR’s budget by December’s Operating Statement. Winston
inquired how much longer is on the ClientTrack contract. Demetria will check with Tatiana for the date and renegotiation timeline. The Dashboard reports were reviewed. There was a slight drop in Referrals. There was minimal change in the Top 10 services provided to clients. In the Top 10 agency referrals, the RITE Program (Family Centers) is fourth on list, but employment is not in the Top 10 services. The Case Managers make the referral to Family Centers who works with the client. Staff Productivity goal is 65% of time should be spent working with clients. The actual time is as follows: Applications 74% and Case Management 78%. Applications goal achievement has increased to 79%. Last year this time, it was 47%. The change in reporting in the computer is the reason why the number has changed drastically. For Case Management goal achievement, the number of goals has decreased, but the proportion is the same from last year (two-thirds).

In Applications, we have 753 clients and in Case Management 407 clients served. Some clients do not need intense services. Winston wanted to thank Demetria for getting the CDBG grant again.

Natalie inquired about a relationship with Greenwich Housing. Demetria has a meeting with Greenwich Communities (new name) this week and they will brainstorm to improve communications. Patty and Demetria have been talking about ways to increase visibility of the Department’s services in Town. This would include social media platforms (if possible). Communications will be executed in a mindful manner, possibly getting assistance from students in the youth division to help with the digital strategies.

**MEETING ADJOURNED**

Motion to dismiss to executive session at 7:56pm. The motion was seconded. All were in favor.

**NEXT MEETING**

The next Board Meeting will be held on January 19, 2021 via Zoom at 7:00 PM.

Respectfully Submitted,

Natalie Queen