



## Woodbridge Human Services Commission

### Minutes of the January 7, 2019 Meeting

**Members Present:** S. Bender, J. Clarke-Lofters, N. L. Atwood, A. Klee, S. Davidson, V. Livesay, J. Ciarleglio, M.L. Sabshin

M.E. LaRocca, Director of Human Services  
N. Pfund, Youth Services Director  
J. Glicksman, Woodbridge Center Director  
D. Lober, Representative from the Board of Selectmen  
T. Kenefick, Representative from the Board of Finance

**Absent:** C. Lovejoy

Meeting called to order at 7:05pm by S. Bender (Chair).

**I. Public Comments**

No members of the public were present.

**II. Approval of the December 3, 2018 Minutes**

S. Davidson made motion to accept the minutes of the December 3, 2018 meeting as presented. J. Ciarleglio seconded. M. Sabshin abstained.

**III. Human Services Operating Budget**

M.E. LaRocca reviewed the Letter of Transmittal with the Commission members: She indicated that there is an \$808 reduction in the budget this fiscal year. Through fundraising efforts and State grants, Human Services ("HS") raised \$58,975.96.

The following increases/decreases are included in the budget:

QVH District – Increase of \$1,393.95

Greater NH Transit District – Increase of \$227

Regional Services – Decrease of \$360 in educational programs for Regional Visiting Nurses Association.

Woodbridge Center ("WC"), Clerical Program Assistant (PT) – Increase of \$1,656

Cellular Telephones – Decrease of \$350

Gasoline – Decrease of \$1,000 for WC Transportation Program.

Effective FY 2019-2020, Human Services is requesting that that the Town of Bethany allocate \$3,984.75 for the administrative costs for the Youth Evening and After School Programs.

M.L. Sabshin made a motion to approve the budget as presented. J. Clarke-Lofters seconded. All approved.

**IV. Youth Services Report**

N. Pfund presented the December 2018 Youth Services Report, which is on file in the Human Services Office.

**Programming:**

- Kindness Club – Bot Buddies and Blankets, a community service project to benefit the Yale NH Children’s Hospital scheduled for January 15, 2019.
- Delicious Designs – cancelled due to lack of interest.
- Toys 4 Kids – Applications were processed and mailed to TEAM to allow families in need to shop for toys.
- Truancy – BRIDGES of Milford will begin a support group at AHS for students with anxiety and school avoidance issues with support from Woodbridge, Bethany and Orange. The group will include up to 8 students for 8 weeks at a cost of \$270 per student.
- Vaping Awareness – A program will be presented to students and faculty on February 4, 2019 by Tricia Dahl, Yale researcher.
- Shop with a Cop – Three Woodbridge students enjoyed bowling, arcade games, pizza and shopping with police officers in Southington on December 11<sup>th</sup>.
- Fire Department Santa Visits – 21 children were referred to the Fire Department for Santa and Mrs. Claus visits on December 18 and 19, 2018.
- Youth Evening Programs – “Have a Heart” evening program will be held on February 8, 2019 from 6:30pm-8:30pm to provide a social program for middle school students and to raise funds for the Heart Fund.
- After School Guided Study – N. Pfund met with administrators at Beecher Road School to begin planning for the After School Guided Study program to begin in February. The CT State Department of Education Enhancement Grant is used to sponsor the program.
- Leo Club - Student Council Collaboration – Planning for future fundraisers and Awareness Week with the Amity Middle School Student Council and the Leo Club is underway. Awareness week will be held in May 2019.
- First Selectman Youth Award – Letters will be mailed to schools and organizations to request nominations which are due early in March.

N. L. Atwood made a motion to approve the December 2018 Youth Services report. V. Livesay seconded. All approved

**V. The Woodbridge Center**

J. Glicksman presented the December 2018 Woodbridge Center Report, on file in the Human Services office.

- Programming: QVHD emergency preparedness class (1/8/19); Griffin Hospital and CDC yearlong program on Diabetes Prevention (must qualify for program). The free program meets for sixteen weeks (weekly) and then once a month. Classes begin the first week of February; VITA (Income Tax Assistance); Guertin & Guertin, LCC -Asset Protection and Trusts in Retirement Workshop (1/30/19 at 10:00am); Café reopens (2/11/19)
  - Addition of Lunch Take-Out Policy and Uncooked Foods Policy. Four proposed new policies:
    - All lunch reservations must be made by 12:00 pm one day prior to meal service.
    - Cancellation or no shows on the day of service will trigger a meal cancellation fee.
    - No uncooked meats or unprepared foods can be distributed from The Woodbridge Center.
    - No meals at sponsored events will be distributed as a “to-go” meal from The Woodbridge Center.
- A. Klee made a motion to approve the new policies; S. Davidson seconded. All approved.
- Move back to The Center – Offices and programs moved back to the Woodbridge Center on January 2, 2019.

J. Ciarleglio made a motion to accept the December 2018 Woodbridge Center report, on file in the Human Services office. M.L. Sabshin seconded. All approved.

## **VI. Human Services**

Mary Ellen LaRocca presented the December 2018 Human Services Report, on file in the Human Services office.

The Committee congratulated Director Mary Ellen LaRocca on her 30th anniversary with the Town of Woodbridge. Thank you for your many years of dedicated service.

- Holiday Basket Program & Gift Cards: Thirty-five Woodbridge families received holiday food baskets and gift cards through the “Adopt a Family Program.” Each family also received a WalMart gift card from monies donated by the accounting firm of Bailey, Moore, Glazer, Schaefer & Proto, LLP.
- Clerical Program Assistant Posting – Position is 28 hours/week, \$18.50. Duties include creating and maintaining computer files, data entry, record maintenance, answering phone, coordinating programming including Transportation Program dispatch and reports. Must have a mastery of computer and office management skills. To apply, send resume by February 4, 2019 to Woodbridge Human Services, 11 Meetinghouse Lane, Woodbridge, CT 06525 or via email to: [humanservices@woodbridgect.org](mailto:humanservices@woodbridgect.org)
- Senior Center Restroom and Ramp: Estimated date of completion for the restroom is January 19, 2019.

- Design of The Woodbridge Center – The Committee on the Design of the Woodbridge Center met on December 4, 11 and 17, 2018 with Silver Petrucelli Architects to finalize the design plans and estimated budget. The budget will be presented to the Boards of Selectmen and Finance on January 29, 2019.

J. Clarke- Lofters made a motion to approve the December 2018 Human Services report. N.L. Atwood seconded. All approved.

**VII. Old Business/New Business**

- Revision to Human Services Commission meeting schedule. V. Livesay made a motion to approve the revised meeting schedule, A. Klee seconded. All approved.
- Volunteer Tea is scheduled for April 11, 2019 at 2:00pm.
- Next meeting is Monday, February 4, 2019

S. Davidson made a motion to adjourn the meeting at 8:47p.m. J. Ciarleglio seconded. All approved.

Submitted by:

  
Human Services Commission

Accepted and approved this 4<sup>th</sup> Day of February, 2019.