

# Woodbridge Human Services Commission

## Minutes of the April 3, 2023 Meeting

Via Zoom, 7:00 p.m.

Can be viewed: <https://youtu.be/MfEoPJfpqzg>

**Members Present:** S. Davidson, Commission Chair, J. Clarke-Lofters (7:08 pm), V. Livesay, J. Ciarleglio, L.F. Miller, C. Austin, A. Sanchez

**Staff present:** J. Glicksman, Human Services Director, N. Pfund, Youth Services Director, K. Moriarty, Woodbridge Center Director

**Absent:** A. Holzman, B.P. Madden

Meeting called to order 7:02 p.m. by S. Davidson, Chair.

### **I. Public Comment**

Although publicly noticed, no members of the public were in attendance.

### **II. Additions to the Agenda - None**

### **III. Minutes of the March 6, 2023 Meeting**

C. Austin made a motion to accept the minutes of the March 6, 2023 meeting. L.F. Miller seconded. Minutes approved by roll call vote by C. Austin, J. Ciarleglio, S. Davidson, and V. Livesay. (A. Sanchez and L.F. Miller abstained.)

### **IV. FY23 Operating Budget update**

- Preliminary Budget Hearing - Monday, April 24 at 7:30 pm at Amity High School.

### **V. The Woodbridge Center**

K. Moriarty presented the March 2023 Woodbridge Center report, which is on file in the Human Services office.

#### *Programming*

- St. Patrick's Day Drive Thru Luncheon – This event, held on March 16, was sponsored by Coachman Square at Woodbridge and Southern CT Gas/United Illuminating. The Center served 108 meals.
- Immersive Ireland Experience – Hamden Rehabilitation and Health Care Center provided an immersive experience on March 10 that included a virtual tour, craft, and food tastings.
- Fabric Bowl Craft Workshop was provided by Hamden Rehabilitation and Health Care Center on March 30.
- Free Healthy Cooking Demo – Award winning Chef Toni from the Linden at Woodbridge gave a free demonstration on cooking healthy on March 22.

- Lunch Bunch – This popular activity resumed on March 29 with an outing to Carmines di Vega in New Haven. Everyone enjoyed the opportunity to socialize and eat in a restaurant with friends.
- Spring Drive Thru Luncheon – This luncheon is scheduled for April 13 and is co-sponsored by the Linden at Woodbridge.
- Spring Paper Flower Craft – to be provided by Hamden Rehabilitation and Health Care Center on April 18.
- Lunch & Learn –
  - April 20<sup>th</sup> - Energy \$aving\$: Southern CT Gas and UI will provide lunch and an educational presentation on how to save money by making your home more energy efficient.
  - May 5<sup>th</sup> – Staging 101: The Holli Shanbrom Real Estate Team will provide lunch and a presentation on techniques that will allow you to enjoy your home and potentially increase value when you are ready to sell.
- Intergenerational Program - The Center is partnering with the Woodbridge and Orange Youth Services to provide a collaborative art program on April 28.

*Expanded Programming*

- Allie’s Dream – In an effort to support community inclusion, The Center will be providing Allie’s Dream, a Woodbridge day service program for young adults with developmental disabilities, with transportation to The Center or Library once a month. In addition, The Center is working with Hamden Rehabilitation to provide a craft-type activity to participants during these community outings.

J. Ciarleglio made a motion to accept the March 2023 Woodbridge Center report. V. Livesay seconded. All members approved by roll call vote.

**VI. Youth Services**

N. Pfund presented the March 2023 Youth Services report, which is on file in the Human Services office.

*Programming*

- After School Guided Study Program – This program is in progress at Beecher Road School. Tutors are reporting that lower grade students are requiring extra attention and, as a result, their groups have been kept smaller.
- Sixth Grade Meet and Greet Party – Over 120 students attended their first Youth Evening Program at the Amity Middle School in Bethany (AMSB) on March 31 from 7:00-9:00 p.m. Many parents volunteered. The PTSO donated two bags of Amity wear for raffle prizes.
- Red Cross Babysitting – Youth Services (YS) will host a two-day class on April 22 and April 29 from 9:00 a.m. to 12:45 p.m. in the Center Building. The fee is \$65 for residents and \$70 for non-residents.
- Home Alone – Class for children ages 9-12 will be held in the Woodbridge Library on April 12 from 10:00 a.m. to 12:30 p.m. The fee is \$20. Officer Lynch will assist, if available.

- First Selectman's Youth Award – The deadline to submit nominations has been extended until April 10. Two nominations have been received to date. YS is still trying to secure a sponsor.
- Awareness Week - No AMSB Student Council members attended the planning meeting.
- Amity Connections Field Trips – Woodbridge and Orange Youth Services will help sponsor a field trip for the Amity Connections group from AHS to Rock Spot Prime Climb in Wallingford on April 19. Pizza lunch will be provided.
- AHS/Youth Services /Senior Center Collaboration Talk/Intergenerational Program – On April 28 a small group of Amity students will visit Human Services to work on a paper mosaic with senior citizens and then enjoy lunch at the Woodbridge Town Library.

#### *Grant Reporting*

- The Department of Children and Families (DCF) is requiring a new method of data collection and is working with a vendor, DillingerRAD to assist with grant reporting. All towns must choose their reporting method by April 15. Woodbridge will work with Dillinger and data collection will begin by July 1. Onboarding will be held on April 6.

V. Livesay made a motion to accept the March 2023 Youth Services report. J. Clarke-Lofters seconded. All members approved by roll call vote.

## **VII. Human Services**

J. Glicksman presented the March 2023 Human Services report, which is on file in the Human Services office.

#### *Senior Center Renovation update –*

- J. Glicksman reported that progress is being made every day. Final decisions regarding finishes have all been made including paint, signage, and wainscoting. Compressors were moved over the top of the building and are now in the courtyard. Each of the six units weighs approximately 600 lbs.
- A very old cast-iron wastewater pipe cracked in the ceiling over the Senior Center. The crack was not caused by the construction. The daycare was closed for two days while repairs were made. Fortunately, the pipe crack occurred prior to the installation of the drop ceiling and flooring which could have been damaged.
- Electrical wiring and fixtures continue to be installed and the framework for the drop ceiling has been installed. The prewire for the AV system was completed and the RFP for the full scope of that work was released. The bid will close on April 21. A ribbon cutting is being planned for the end of June.

#### *Center Building Renovation Committee, Center Gym Project Update*

- The Building Committee is moving ahead with the gym project and has met with designers, architects, and engineers. The Board of Selectmen (BOS) voted to apply \$333,000 of the Federal ARPA funds to this project, which is in addition to the \$500,000 STEAP grant. Construction costs are high, and it is estimated that the gym renovation alone will cost \$750,000. This means that the additional renovation of the three restrooms (men's/women's/ADA compliant restrooms) may not be part of this project.

- The Building Committee is waiting for BOS approval of the authorization of expenditures in the amount of \$55,000 for Phase I of the renovation project to pay SP+A.

*Resident Assistance Fund (RAF) modification*

- J. Glickman is seeking to modify the RAF policy to better serve residents by increasing the fuel assistance cap from \$600 to \$800. After discussion, the proposal was tabled until the next meeting in order to make further revisions.

*Programs/Training*

- VITA Program: The program finishes next week. Appointments for in-person help were fully booked for the last month. Ellen has been directing all calls to other locations and online assistance.
- CPR/AED/First Aid training: New staff members will take 6 hours training on April 14. The remaining staff will receive recertification training on May 18.
- COVID Test Kit Distribution: HS is distributing test kits received from QVHD.

*HS intern*

- Amity High School's UELP (Unpaid Experiential Learning Program) intern will work with N. Pfund on programming, with K. Moriarty on office work, and with E. McDonald coordinating the food pantry. The internship program runs from May 15-31.

*Volunteer Confidentiality Agreement*

- In anticipation of the UELP student interns, HS has developed a Confidentiality Agreement for Volunteers. V. Livesay suggested having the town attorney take a look at the form to determine whether a language needs to be added to the agreement stating that any breach of this Confidentiality Agreement may result in removal as a volunteer.

A. Sanchez made a motion to accept the March 2023 Human Services report. L.F. Miller seconded. All approved by roll call vote.

**VIII. Old Business/New Business**

- Next Meeting – May 1, 2023 (via Zoom)

**IX. Adjournment**

C. Austin made a motion to adjourn the meeting at 7:54 p.m. J. Ciarleglio seconded. All approved.

Submitted by:

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Human Services Commission

**Accepted and approved this 1<sup>st</sup> Day of May, 2023.**