

TOWN OF WOODBRIDGE

HUMAN SERVICES DEPARTMENT



11 Meetinghouse Lane, Woodbridge, Connecticut 06525
Telephone (203) 389-3429

Human Services Commission
Monday, April 3, 2023 - 7:00 p.m. via Zoom

For meeting materials, visit the Town of Woodbridge website, Human Services Commission page
<https://www.woodbridgect.org/221/Human-Services-Commission>.

In accordance with §161 & §163 which requires in-person meetings to be accessible to the public through electronic equipment, this meeting may be accessed via Zoom Link:

<https://us06web.zoom.us/j/6526335452?pwd=amR0dzBwZlh4UDdsZ3pBL1FYSOFRQT09>

Meeting ID: 652 633 5452, Passcode: 2RGujF, One tap mobile: +16469313860

Meeting ID: 652 633 5452, Passcode: 804944

AGENDA

- I. Public Comment - email comments to Jglicksman@woodbridgect.org by 4:00 p.m.
- II. Additions to the Agenda
- III. Minutes of March 6, 2023
- IV. FY23 Operating Budget update
 - Preliminary Budget Hearing, Monday, April 24 at 7:30 p.m. at Amity H.S.
- V. The Woodbridge Center
 - Programming
- VI. Youth Services
 - Programming
 - Grant Reporting- DCF
 - First Selectman's Youth Award
- VII. Human Services
 - Senior Center Renovation update
 - Center Building Renovation Committee, Center Gym Project update
 - RAF modification
 - Programs/Training
 - HS Intern
- VIII. Old Business/ New Business
 - Next meeting – Monday, May 1, 2023
- IX. Adjournment

Woodbridge Human Services Commission

Minutes of the March 6, 2023 Meeting

Via Zoom, 7:00 p.m.

Can be viewed: <https://youtu.be/dxdtbFcO3NM>

Members Present: S. Davidson, Commission Chair, J. Clarke-Lofters, V. Livesay, A. Holzman, J. Ciarleglio, C. Austin

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

BOF Representative: D. Rowland

Absent: L.F. Miller, A. Sanchez, B.P. Madden

Meeting called to order 7:01 p.m. by S. Davidson, Commission Chair.

I. Public Comment

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

II. Additions to the Agenda – No additions.

III. Minutes of the February 6, 2023 Meeting

J. Clarke-Lofters made a motion to accept the minutes of the February 6, 2023 meeting.

C. Austin seconded.

Minutes were approved by A. Holzman, V. Livesay, J. Clarke-Lofters, and S. Davidson.

(J. Ciarleglio and C. Austin abstained).

IV. FY23 Operating Budget update

- Preliminary Budget Hearing - Monday, April 24 at 7:30 p.m. at Amity High School (AHS) auditorium. Commission members are encouraged to attend.
- The Town's Annual Meeting will be held on May 15, 2023 at 7:30 p.m. at the AHS auditorium.
- The Board of Selectmen (BOS) recommended to the Board of Finance (BOF) a reduction of approximately \$600 from the Youth Services line item. None of the requests for the Capital Budget were approved.
- Woodbridge may receive approximately \$31,000 in new ARPA grant funds targeted to state-wide senior centers to purchase a vehicle for the Transportation Program.

V. The Woodbridge Center

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

- Programming
 - Heart Health Month – Several new people came to the aerobics classes, offered at no charge, in honor of National Heart Awareness Month.

- Souper Sweet Masquerade Drive Thru Luncheon – 100 meals were distributed to Woodbridge residents over the age of 60.
- Valentine’s Day Card Craft – Provided by Hamden Rehabilitation and Health Care Center on February 14, 2023.
- Movie & Lunch – This was the first outing since the pandemic. The Center took a small group to see the movie “80 for Brady” followed by lunch at Brookside Inn.
- Lunch & Learn: Problem at the Pump – 17 participants attended this presentation about atrial fibrillation and congestive heart failure.
- Upcoming Programs and Events
 - St. Patrick’s Day Drive-Thru Luncheon – This event is scheduled for March 16, 2023.
 - Immersive Ireland Experience – There will be an immersive travel experience on March 10 that will include virtual tour, trivia, and tastings. To date, 20 participants have registered for the event.
 - Free Healthy Cooking Demo – Chef Toni from the Linden will give a free demo on March 22, 2023 on how to cook healthy meals for 1 or 2 people.
 - Lunch Bunch is resuming on March 29, 2023 with a social outing at Carmines di Vega in New Haven.
- Additional Program Information
 - Transportation – The transportation program has been busy over the past couple of months with increased usage.
 - New volunteer – Katie Behr is a volunteer who has been helping with the meal delivery program.
 - Center Renovation – The Center is looking to start the process of planning the pre-wiring the room for the future installation of the projector and screen.
 - Tech usage – The website continues to be modified to be more user friendly and will soon include a link to SchedulesPlus so individuals can register for programs directly. Monthly emails are being sent to over 275 active members and the Center’s Facebook page now has 294 followers.

C. Austin made a motion to accept the February 2023 Woodbridge Center report. J. Ciarleglio seconded. All approved by roll call vote.

VI. Youth Services

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

- Programming
 - Winter Paint Party – Thirteen students had a great time at the paint party on February 1st at Amity Middle School Bethany (AMSB). Picasso Parties had two instructors assisting students.
 - After School Guided Study Program – Beecher Road School (BRS) teacher Katie McCollom is coordinating the program.
 - 7th Grade Parent Orientation - N. Pfund had an information table and spoke to parents of current sixth graders at AMSB about Youth Services programs.
 - 6th Grade Beth-Wood Meet and Greet Party Date Change – New date is March 31, 2023. The social event will run from 7:00-9:00 p.m. with a DJ, an inflatable obstacle course, pizza, and a raffle. Fee is \$7 to attend.

- Red Cross Babysitter Training – Working to schedule a date in April.
- Home Alone – Plans for a class during the spring recess are being made. N. Pfund will forward notice to parents through BRS and its PTO.
- First Selectman's Youth Award – No nominations have yet been received. Nominations are due on April 3, 2023. Youth Services (YS) hopes for bank sponsorship.
- Awareness Week – N. Pfund will meet with AMSB student council and their advisor to plan the topics for each day.
- Inter-generational activity is in the early stages of being planned. (Lunch, craft, and BINGO were potential ideas.)
- Job Bank – Starting to see some activity and more requests for tech help.

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

VII. Human Services

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

- Senior Center Renovation update – The construction schedule for the Woodbridge Center renovation project has been provided and it looks like completion is now scheduled for mid to late June. It is disheartening to have this project drag on for months, but we are excited to be able to plan for the opening in July. Human Services (HS) staff and Susan Davidson continue to meet every other week with the rest of the building committee and have a good relationship with the A & E firm.
- Center Building Renovation Committee, Center Gym Project update – The Building Committee is moving ahead with the Center Gymnasium project and has met with designers, architects, and engineers. The BOS have approved funding for all 5 phases of design work and construction documents. This project has funding in place from a \$500,000 STEAP grant. Additional funds from the federal ARPA funds have also been requested with the hope of completing the HVAC as well as other necessary upgrades including the widening of entrances to the gym to allow for ADA compliance. At the February 21st Special Meeting of the BOS, the selectmen voted to allocate \$333,000 toward the gym renovation project from the ARPA funds. The Committee is awaiting approval by the BOS for authorization of expenditures to Silver Petrucelli in the amount of \$55,000 for Phase I of the Center Building renovation project. This request has been delayed to April.
- Programs/Training
 - VITA program – Tax appointments for in-person help are available on Tuesdays from 9:00 a.m. – noon. One volunteer is ill, so the program is short-staffed.
 - CPR/AED/First Aid Training – Arranging first-time training for two drivers and the YS Program Coordinator for mid-April. The rest of the staff is due to be trained in May.
 - COVID Test Kits – HS will receive 90 test kits through the QVHD next week. Masks and test kits will be available for pick up by appointment.

- Relief aid collection for victims of the Turkey earthquake - collection boxes are in Town Hall and by the Center Building Gym. See Woodbridge Town News for more information.
- Volunteers – Looking for two volunteers to deliver meals to clients on Tuesdays or Wednesdays. It is contemplated that volunteers would use their own car.
- Survey Participation Wanted – Woodbridge's community partner TEAM, Inc. has asked for assistance from residents to help plan for the Agency's future.

C. Austin made a motion to accept the February 2023 report. V. Livesay seconded. All approved by roll call vote.

VIII. Old Business/New Business

- Next Meeting – Monday, April 3, 2023

IX. Adjournment

V. Livesay made a motion to adjourn the meeting at 7:56 p.m. J. Clarke-Lofters seconded.

Submitted by:

Human Services Commission

Accepted and approved this Day of , 2023.

Senior Center Director's Report March 2023

March Special Programs and Events

St. Patrick's Day Drive-thru Luncheon: 108 meals were served at the St. Patrick's Day Drive-thru Luncheon on March 16. The luncheon was sponsored by *Coachman Square at Woodbridge and Southern Connecticut Gas/United Illuminating* with an additional treat provided by *Hamden Rehabilitation*.

Immersive Ireland Experience: Hamden Rehabilitation and Health Care Center provided a well-attended Immersive Ireland Experience on March 10 that included a virtual tour, craft, and tastings.

Free Healthy Cooking Demo: Award winning Chef Toni from The Linden at Woodbridge gave a free demonstration on March 22 on cooking healthy for 1 or 2 people. Participants were engaged throughout the event – asking questions and thoroughly enjoying the samples.

Lunch Bunch: Lunch Bunch resumed on March 29 with an outing to Carmines di Vega in New Haven. Everyone who attended emphasized how much they missed going to Lunch Bunch as it provided the opportunity to socialize and eat at restaurants they would not otherwise go to.

Fabric Bowl Craft Workshop: On March 30, Hamden Rehabilitation and Health Care Center provided all of the materials and instructions to make customized fabric bowls.

Upcoming Programs and Events

Spring Drive-thru Luncheon: The Spring Drive-thru Luncheon, co-sponsored by *The Linden at Woodbridge* will take place on April 13.

Spring Paper Flower Craft: Attendees will learn how to make paper flowers at this free workshop provided by *Hamden Rehabilitation and Health Care Center* on April 18.

Lunch & Learn: Energy Saving\$: *United Illuminating and Southern Connecticut Gas (UI/SCG)* will provide lunch and an educational presentation on April 20 about how to save money by making your home more energy efficient. Information about available resources will also be shared.

Lunch & Collaborative Art: The Center is partnering with Woodbridge and Orange Youth Services to provide an intergenerational program on April 28. After a specialized Youth Services program for a select group of Amity High School students, the students and seniors will collaborate to create an art project followed by a complimentary lunch.

Lunch & Learn: Staging 101: The *Holli Shanbrom Real Estate Team* will provide lunch and a presentation May 5 on techniques that will allow you to enjoy your home more now, and potentially increase value when you are ready to sell.

Additional Program Information

Miscellaneous:

The Evidenced Based Lifestyle Change Program is now every other week with the fitness portion continuing every week. The last day of class is projected for May 30.

Pickleball play has resumed outside with both the indoor and outdoor courts being well utilized.

Expanded programming: 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 - transportation to The Center (or Library) once per month. In addition, The Center is working with Hamden Rehabilitation and Health Care Center to provide a craft-type program to Allie's Dream participants during these community outings.

The Center renovations: More time and effort has been required of late to support the forward momentum of The Center renovation. The expedited progress is very welcomed but has resulted in a substantial amount of additional work. Jeanette Glicksman will provide specific details in the Human Services report.

Advertising/Promotions:

Newsletter: 3,500 households/ month

Woodbridge Town News: 3,500 households/ month

Distributed flyers: available to program attendees/ events/ handed out at drive-thrus

Facebook: 300 followers

Robocalls: 0

Website: regularly updated

Targeted email blasts: as needed

Services:

Medical Loan Closet: 5 withdrawals, 1 return, 1 donation

Mailings- personal cards (birthday, get well, sympathy, etc.): March: 31

Puzzles/ boredom busters upon request

Yarn/craft accessories upon request

Books upon request

Center Stats:

2023 Regular Programs	January	February	March
Book Club	6	15	11 (1 on Zoom)
Computer	1	3	2
Tech Class	3	9	15
Bridge	21	36	40
Gin Rummy	4	8	10
Pinochle	15	4	16
Painting for Pleasure	8	10	16
Craft Group	61	47	47
Aerobics	44	53	71
Tai Ji	151	143	184
Pickleball	167	158	167+ outdoor
Lunch: meals	288	255	240
soup	61	47	36
VITA- referrals	43	88	40
VITA- in person		40	51
Lifestyle Change Program	43	18	16
Lifestyle Change Fitness	23	13	10
2023 Special Programs			
AARP Safe Driving			13
Lectures	16	16	13
Mindfulness	29		
Holiday Lunches/ drive-thru	--	100	108
Lunch bunch/movie		6	6
Special crafts/programs	3	8	29

2023 Transportation	January	February	March
Medical	69	36	56
Service: drop off/ pick up (meals, equipment, etc.)	48	45	63
Shopping	26	30	27
Social	2	27	12
Center		2	
Other	4	3	3
Totals	149	143	161

Revenue:

2023 Revenue	January	February	March
Aerobics	\$39.00	\$165.00	\$177.00
Pickleball	\$420.00	\$280.00	\$150.00
Painting for Pleasure	\$72.00	\$48.00	\$138.00
Meals	\$800.50 (\$2,189.25 outstanding)	\$1,998.00 (\$1,574.25 outstanding)	\$973.50 (\$1,892.25 outstanding)
Transportation	\$217.00	\$186.00	\$222.00
Tai Ji (411-42600 acct)	\$4,320.00		
Misc. (movie)		\$25.00	
Donations	\$250.00	\$850.00	\$570.00
Total Deposits	\$6,118.50	\$3,552.00	\$2,230.50

Expenditures:

2023 Expenses	January	February	March
Dollar Tree, grocery stores, drug stores, Job Lot, Dunkin Donuts	\$100.58	\$56.40	\$127.56
Cinema		\$83.81	
BJs/Costco			
Lowe's			
Transportation related	\$379.13	\$202.36	
Amazon	\$72.98	\$91.88	\$12.98
Mindfulness		\$200.00	
Painting for Pleasure instructor fees			\$360.00
Aerobics instructor fees			\$750.00
Zumba instructor fees			
Lasses Catering			
Jewish Senior Services			
SchedulesPlus			
Total Expenses	\$552.69	\$634.45	\$1,250.54

2023 End of month balance	January	February	March
	\$5,565.81	\$2,917.55	\$979.96

YOUTH SERVICES MONTHLY REPORT

March 2023

Information	168
Advocacy	2
Referrals	2
Job Bank Follow-Up Calls	20
Job Bank Requests	8
Job Bank Interviews	0
Youth Community Service Hours	8.5

PROGRAMMING

After-School Guided Study Program

Beecher Road School teacher and program coordinator Katie Mc Collom reported that Guided Study is in progress. Tutors are reporting that lower grade students are needy and their groups have been kept smaller.

Planning

Sixth Grade Bethwood Meet and Greet Party Date Change

Over 100 sixth graders from Woodbridge and Bethany plan to attend their first youth evening program at Amity Middle School in Bethany on March 31st. The program will run from 7:00 to 9:00 pm with a DJ, an inflatable obstacle course, pizza, and a free raffle. Fee will be \$7.00. Many parents offered to volunteer.

Red Cross Babysitter Training

Youth Services will host a 2-day class on Sat., April 22 and 29 from 9:00 am to 12:45 pm in room 16 of the Center Building. 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 Meeting Room on April 12th during spring recess from 10:00 am to 12:30 pm. Fee is \$20. Officer Lynch will assist if available.

First Selectman's Youth Award

Deadline for nominations has been extended to April 10. The Youth Advisory Board will choose the winner. The date for the Volunteer Celebration has been set for May 17th. M&T Bank has been contacted for sponsorship. Youth Services will request sponsorship from the Bethwood Baseball League if needed.

Awareness Week

N. Pfund will meet with Amity Middle School student council and their advisor to plan the topics for each day and any events to highlight these topics. No students showed an interest at their last meeting.

Amity Connections Field Trips

Woodbridge and Orange Youth Services will help sponsor a field trip for the Amity Connections group from Amity High School to Rock Spot Prime Climb in Wallingford on April 19th. The group will do rock climbing and have a pizza lunch.

Amity High School/Youth Services/Senior Center Collaboration Talk/Intergenerational Program

A small group of Amity students will visit Human Services to learn about each facet, then will enjoy making a paper mosaic with some senior citizens and enjoy a luncheon at the Woodbridge Library on

April 28th. Orange and Woodbridge Youth Services will share information and help support the program with the Center. Bethany will also be invited to share information with the students.

Grant Reporting/Data Collection

DCF is requiring a new method of data collection from Youth Service Bureaus for their grants. They have hired DillingerRAD to assist with the plan. All towns must choose their reporting method by April 15th. Woodbridge will have Dillinger host our data without having students identified and report directly to DCF at year end. Data collection will begin by 7/1/23. Onboarding will be held in April.

Human Services Report April 3, 2023

FY 23-24 Operating Budget Update: Just a reminder to try to attend the Preliminary Budget Hearing where residents may ask questions or give input on the proposed FY24 Operating/Capital Budgets. It is scheduled for Monday, April 24 at 7:30 pm and will be held in the auditorium at Amity Regional High School. Your participation is encouraged. The Town's Annual Meeting will be held on May 15 at 7:30 pm at the auditorium at Amity Regional H.S.

As I said last month, the Human Services FY24 budget made it through the Board of Selectmen and Board of Finance review process with only a \$600 reduction and thus fared very well compared with other department requests. Further modifications are possible following the Preliminary Budget Hearing until the Annual Town Meeting.

Renovation of the Senior Center: Final decisions regarding finishes have all been made including paint, signage, and wainscoting. The compressors, which were being stored down at Public Works, were moved over the top of the building, via a crane, to their location in the Center Building courtyard. Each of the six units weighs approximately 600 pounds. 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 posted to both the Town's website and the state site. There will be a pre-bid site walk-through on April 6. This posting will close on April 21, and we'll be able to move forward with that installation. The floors have been prepped for the installation as well. We are planning for a Ribbon Cutting around the latter part of June.

A very old cast-iron wastewater pipe cracked (not due to construction) and Building Maintenance arranged for its replacement with new PVC piping. We are grateful this pipe cracked prior to installation of the drop ceiling and flooring which could have been damaged. We continue to meet every other week and have a good relationship with the A&E firm Silver Petrucelli + Associates (SP+A).

Center Building Renovation Committee: The Building Committee is moving ahead with the Center Gymnasium project and has met with designers, architects, and engineers from SP+A. The Board of Selectmen (BOS) voted to provide \$333,000 of the Federal ARPA funds to the \$500,000 STEAP Grant which will provide a \$833,000 budget. Unfortunately, construction costs are high, and the cost of the gym renovation alone is more than \$750,000- including a new roof to allow for the weight of new HVAC mechanicals. This means that the additional renovation of the 3 restrooms may not be part of this project. It may be possible to renovate the ADA compliant restroom which is technically out of compliance.

The Committee is also awaiting approval by the BOS for the authorization of expenditures to SP+A in the amount of \$55,000 for Phase I of the Center Building renovation project. This request will be taken up at the April Board of Selectmen meeting and again at the Board of Finance meeting.

Programs/ trainings

The 33 annual **Volunteer Appreciation** event is scheduled for May 17 at 2:30 pm on the front lawn of the Center Building. Inclement weather will move the event into the gym. Mark your calendars as you will all receive invitations.

RAF policy revision: In an effort to refine the Resident Assistance Fund to better serve Woodbridge residents in these times of global inflation, we have revised the RAF policy and look for the commission's approval. Included in your packet is the new language of the policy. We plan to cap fuel assistance at \$800, up from \$600. Additionally, we have specified other utility allotments at \$400 (including gas and electric).

The VITA program finishes next week. Though it has been running well, they have been short-staffed due to illness. Appointments for in-person help were completely full for the last month and Ellen has been directing all calls to other locations and online assistance.

CPR/AED/First Aid training: On April 14, 3 staff members will take a 6 hour training from AMR on First Aid, AED, and CPR. The rest of the staff and a few other town employees will receive the recertification training on May 18. There will be two classes- one in the morning and another in the evening. This training is paid for by the First Selectman's office budget.

COVID Test Kits: Human Services received test kits through QVHD and have been distributing them to residents.

Volunteer Confidentiality Agreement: In anticipation of hosting a high school student as part of Amity High School's Unpaid Experiential Learning Program (UELP), we have developed a new form to solidify our expectations of confidentiality within the Department. We plan to have all volunteers going forward, sign this agreement. The form was included in your packet.

The **UELP intern** will work with Nancy on programming (planning and execution), with Kristy for general running around, computer lab software updates, office organization, and with Ellen coordinating the food pantry. The UELP allows students to gain work experience. The program is a 72-hour, unpaid internship/career exploration program which will run from May 15-31. Our intern has already been volunteering at Human Services for several months in the Tech Tuesday/Thursday program.

Municipal Agent Report March 2023

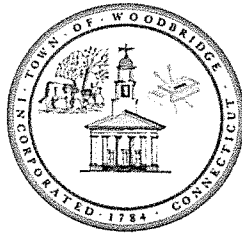
Access Health	2
Adult Day Center	1
Advocacy	14
Area Agency on Aging	5
Assisted Living	3
CHOICES	7
Consumer Scams	1
Disability Application	1
Drug/Alcohol Referral	2
Emergency Call List	15
Energy Assistance Applications	2
IVC Volunteers	1
Follow-up	29
Food Pantry	11
Greater New Haven Transit	3
Home Care Services	5
Home Repair	2
Lifeline Medical Alert	3
Meal Delivery Program	2
Medical Loan Closet	5
Medicare Savings Plan	2
Mental Health Issues	6
Notary	2
Operation Fuel	2
Professional Organizer	1
Residents Assistance Fund	3
Rotary Club	1
SNAP	4
SSD Redetermination	1
TEAM	4
Telephone Calls	226
Utility Savings Program	2
VA Hospital	1
Warner Housing	2
Water Authority Program	1

Original:

D. Annual Assistance: The annual household maximum amount of assistance is \$600, with fuel allotment capped at \$400. The annual period is defined as 12 months beginning July 1. In instances of great and undue hardship such as fire or a natural disaster, the director may authorize an additional \$200 allotment within the annual period. Funds are not guaranteed, but based on eligibility criteria, emergency fund balance and level of need.

New:

D. Annual Assistance: The annual household maximum amount of assistance is \$800. This includes a fuel allotment of up to 150 gallons (with a maximum distribution of \$600) or up to \$400 for a utility such as electric or gas. The annual period is defined as 12 months beginning July 1. In instances of great and undue hardship such as fire or a natural disaster, the director may authorize an additional allotment within the annual period. Funds are not guaranteed, but based on eligibility criteria, emergency fund balance and level of need.



Volunteer Confidentiality Agreement

Woodbridge Human Services

Thank you for your interest in volunteering with Woodbridge Human Services. We ask that volunteers read and accept the following expectations in order to ensure continued quality, safety, and confidentiality for our clients.

1. I will respect the cultural, social, economic, spiritual, and other backgrounds of program participants, clients, and staff.
2. I understand it is my responsibility to notify the Human Services staff if a client's safety and/or well-being is at risk.
3. I understand that all records and personal information of those served in this department are **completely confidential** and I will not share identifying information about these individuals.

Confidentiality Statement: I understand and agree that all conversations, records, and information reviewed, heard, or discussed at any time, shall be confidential and used solely to enable the staff to carry out their duties. Any further disclosure of any such conversations, records or information is strictly prohibited.

I have read and understood the Confidentiality Agreement and will comply with these terms.

PLEASE PRINT NAME

SIGNATURE/AGREE

DATE