

TOWN OF WOODBRIDGE

HUMAN SERVICES DEPARTMENT



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

Human Services Commission
Monday, May 1, 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/81948854948?pwd=bWpzSU5Qbzc2ZDd1WUVzR2N6YkIUT09>

Meeting ID: 819 4885 4948, Passcode: xqkN2n

One tap mobile, 164591# US (New York); Meeting ID: 819 4885 4948, Passcode: 164591, Find your local
number: <https://us06web.zoom.us/u/kzfVWNm8S>

AGENDA

I. Public Comment - email comments to kmoriarty@woodbridgect.org by 4:00 p.m.

II. Additions to the Agenda

III. Minutes of April 3, 2023

IV. FY23 Operating Budget update

- Annual Town Meeting, Monday, May 15 at 7:30 p.m. at Amity H.S.

V. The Woodbridge Center

- Programming
- Staffing

VI. Youth Services

- Programming
- First Selectman's Youth Award

VII. Human Services

- Senior Center Renovation update
- Center Building Renovation Committee, Center Gym Project update
- RAF modification
- Volunteer Confidentiality agreement
- Programs/Training

VIII. Old Business/ New Business

- Next meeting – Monday, June 5, 2023

IX. Adjournment

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 20th - 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 5th – 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:

Human Services Commission

Senior Center Director's Report

April 2023

April Special Programs and Events

Decoupage Egg Craft: On April 6, **Hamden Rehabilitation and Health Care Center** taught a class in the art of decoupage which participants used on eggs for spring decorations in their homes.

Spring Drive-thru Luncheon: The Spring Drive-thru Luncheon, sponsored by **The Linden at Woodbridge** and **The Center** took place on April 13, serving 100 participants. **Hamden Rehabilitation and Health Care Center** distributed a pansy to each participant.

Spring Paper Flower Craft: Attendees learned how to make paper flowers at this free workshop provided by **Hamden Rehabilitation and Health Care Center** on April 18. Prior to this workshop, The Center provided transportation for individuals from Allie's Dream, an adult day program based in Woodbridge, to the Library for a different craft project also provided by **Hamden Rehabilitation and Health Care Center**.

Lunch & Learn: Energy Saving\$: **United Illuminating and Southern Connecticut Gas (UI/SCG)** provided a very well attended educational presentation with lunch on April 20 focused on how to save money by making your home more energy efficient. Information about available resources for assistance was also provided.

Lunch & Collaborative Art: The Center partnered 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 Center clients had a wonderful time socializing as they collaborated to create an art project and then they enjoyed a complimentary lunch.

Upcoming Programs and Events

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

Lunch Bunch: The next Lunch Bunch outing will take place on May 10 to Gabriele's Ristorante Italiano in Orange.

Mother's Day Drive-thru Luncheon: On May 11, there will be a Mother's Day Drive-thru Luncheon sponsored by **Visiting Angels of Woodbridge** and **Elim Park** with a special treat provided by **Hamden Rehabilitation and Health Care Center**.

Marbled Mug Craft: **Hamden Rehabilitation and Health Care Center** will provide a workshop on May 25 to teach the art of nail polish crafting to make a marbled design on a mug to bring home.

General Program Updates

Pickleball: The popularity of pickleball (currently 68 participants) has resulted in increased participation. With Town residents under the age of 55 showing more interest, Recreation Director John Adamovich will have pickleball lines added to the Beecher Road School courts for use by those under 55. Membership for those individuals will be through the Recreation Department. Until the lines are painted at Beecher Road School one Pickleball court at the Town courts on Center Road will be open for reservation for those under 55, with the stipulation that they use their own equipment, including nets. In addition, all pickleball members will be given a membership card which are in the process of being distributed to Center pickleball members.

SchedulesPlus: Jessica has completed the labor-intensive project to allow SchedulesPlus to be available to Center clients on the “home-use” side. This will allow clients to explore the various programs offered, sign-up if desired, and keep track of what they have signed up for on their own personal calendars. In addition, they can log in to show they have attended activities and events outside of The Center building such as outdoor pickleball.

Staffing

Kitchen/Driver’s positions: With The Center renovation getting closer to completion, we are exploring the possibility of moving one of the current transportation drivers to the Kitchen Coordinator position. If this goes forward, we will post a driver’s position to fill the vacant position.

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: 305 followers

Robocalls: 0

Website: regularly updated

Targeted email blasts: as needed

Services:

Medical Loan Closet: 5 withdrawals, 6 returns, 1 donation

Mailings- personal cards (birthday, get well, sympathy, etc.): April: 26

Puzzles/ boredom busters upon request

Yarn/craft accessories upon request

Books upon request

Center Stats:

2023 Regular Programs	February	March	April
Book Club	15	11 (1 on Zoom)	9
Computer	3	2	3
Tech Class	9	15	4
Bridge	36	40	29
Gin Rummy	8	10	8
Pinochle	4	16	12
Painting for Pleasure	10	16	15
Craft Group	47	47	49
Aerobics	53	71	54
Tai Ji	143	184	155
Pickleball	158	167+ outdoor	40+ outdoor
Lunch: meals	255	240	219
soup	47	36	25
VITA- referrals	88	40	12
VITA- in person	40	51	26
Lifestyle Change Program	18	16	14
Lifestyle Change Fitness	13	10	15
2023 Special Programs			
AARP Safe Driving		13	
Lectures	16	13	24
Holiday Lunches/ drive-thru	100	108	104
Lunch bunch/movie	6	6	
Special crafts/programs	8	29	23

2023 Transportation	February	March	April
Medical	36	56	46
Service: drop off/ pick up (meals, equipment, etc.)	45	63	66
Shopping	30	27	20
Social	27	12	27
Center	2		
Other	3	3	3
Totals	143	161	162

Revenue:

2023 Revenue	February	March	April
Aerobics	\$165.00	\$210.00*	\$153.00
Pickleball	\$280.00	\$150.00	\$470.00
Painting for Pleasure	\$48.00	\$138.00	\$200.00
Meals	\$1,998.00 (\$1,574.25 outstanding)	\$973.50 (\$1,892.25 outstanding)	\$1,633.50 (\$1,187.25 outstanding)
Transportation	\$186.00	\$222.00	\$201.00
Tai Ji (411-42600 acct)			\$1,440.00
Misc. (movie)	\$25.00		
Donations	\$850.00	\$570.00	\$629.00
Total Deposits	\$3,552.00	\$2,263.50*	\$4,726.50

*\$33.00 adjustment added to last months report

Expenditures:

2023 Expenses	February	March	April
Dollar Tree, grocery stores, drug stores, Job Lot, etc.	\$56.40	\$127.56	\$41.42
Cinema	\$83.81		
Stick Together			\$36.88
BJs/Costco			
Transportation related	\$202.36		\$307.58
Amazon	\$91.88	\$12.98	\$499.84
Mindfulness	\$200.00		
Painting for Pleasure instructor fees		\$360.00	\$360.00
Aerobics instructor fees		\$750.00	\$450.00
Zoom			\$159.42
Training			\$75.00
Jewish Senior Services			
SchedulesPlus			
Total Expenses	\$634.45	\$1,250.54	\$1,930.14

2023 End of month balance	February	March	April
	\$2,917.55	\$979.96	\$2,796.36

2023 Donations/ fundraising account	February	March	April
Revenue (donations)			
Expenditures			\$3,965.00*

*\$3,925 DNR Pre-wire

YOUTH SERVICES MONTHLY REPORT
April 2023

Information	60
Advocacy	3
Referrals	2
Job Bank Follow-Up Calls	20
Job Bank Requests	8
Job Bank Interviews	0
Youth Community Service Hours	8

PROGRAMMING

Red Cross Babysitter Training

Youth Services hosted 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. AnnaMaria Mauhs instructed 13 students. Several will be eligible to join the Job Bank to babysit.

Home Alone

N. Pfund instructed the Home Alone class for ten children ages 9 – 12. Course was held in the Woodbridge Library Meeting Room on April 12th. Officer Lynch and Fire Marshal Joe Cappucci assisted with topics of handling emergencies and fire safety. Evaluations showed positive results.

First Selectman's Youth Award

The Youth Advisory Board reviewed the nominations and chose Jack Morrison to be the winner. The date for the Volunteer Celebration has been set for May 17th where Jack will receive his award. Youth Services secured a sponsorship for the award from the Bethwood Baseball League.

Amity Connections Field Trip

Woodbridge and Orange Youth Services sponsored a field trip for the Amity Connections group from Amity High School to Rock Spot Prime Climb in Wallingford on April 19th. 18 students worked on their rock-climbing skills and enjoyed pizza for lunch. Older students mentor younger students in the group, and all the students showed encouragement and support during the program.

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

A small group of Amity students visited Human Services on April 28th to learn about each facet, then headed to the Woodbridge Library to make a paper mosaic with some senior citizens. Orange and Woodbridge Youth Services each provided information and shared the cost with The Center. All enjoyed lunch and conversation.

Youth Evening Program

The End of Year Party at Amity Middle School-Bethany will be held on Friday, May 19th from 6:00 – 8:00 pm outdoors behind the school. Rain location is in the gym. Big Daddy's RC Racetrack is booked along with a DJ. Pizza and dessert will be served. Raffle prizes will be awarded at the end of the program.

Spring Paint Party

Picasso Parties will again guide students to paint a beautiful spring scene during an after-school program on May 25 from 2:30 – 4:00 pm. at Amity Middle School-Bethany. The fee is \$15 which includes instruction, materials and snacks.

Amity Senior Internships

Human Services will host a Sr. intern from Amity for 2 weeks in May. Youth Services will also host a student for 1 or 2 visits who will assist with a few projects.

Trainings

J.J. Gibson attended a CPR/First Aid Course

N. Pfund attended “Cannabis in CT,” “Youth Mental Health First Aid,” and a Naloxone training and will receive Naloxone for Youth Services.

Human Services Report May 1, 2023

FY 23-24 Operating Budget Update: Thank you to those who attended the Preliminary Budget Hearing last Monday evening. Your participation is also encouraged at the Town's Annual Meeting which will be held on May 15 at 7:30 pm at the John Brady Auditorium at Amity Regional High School.

Renovation of the Senior Center: Construction is progressing with regard to the electrical and mechanical above ceiling work. Painting is in progress. Millwork installation in the lounge, reception area and cafeteria are all completed. The doors have arrived and will be installed this week. The wainscot was ordered with an estimated shipping date of May 17th, and it is likely installation will take 10 days. Olympus is trying to improve this timeline. The ceiling grid is in, and tile installation will follow as soon as they pass above ceiling inspection. The exterior condensing units have been plumbed and the system is nearing completion. We are planning for a Ribbon Cutting around the latter part of June. Please stay tuned for your invitations!

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. Even though there is an \$833,000 budget construction costs are high, and the cost of the gym renovation includes a new roof to allow for the weight of new HVAC mechanicals. This means that it is possible the additional renovation of the 3 restrooms may not be part of this project. It may be possible to just renovate the ADA compliant restroom which is technically out of compliance.

The Committee received approval by the BOS/BOF of the authorization of expenditures to SP+A in the amount of \$55,000 for Phase I of the Center Building renovation project. This allows the committee to move forward with the whole building design. We will look to SP+A to provide these drawings in the next 8-10 weeks. The drawings will take the project to the next phase which will be creating an RFP.

Resident Assistance Fund (RAF) policy revision: Please have a look at the revised RAF assistance guidelines which are attached to this report. We have modified the section with the help of the Town Attorney, Jerry Weiner.

Volunteer Confidentiality Agreement: After last month's meeting I sent the agreement to Town Attorney Jerry Weiner. It is my understanding that the agreement is acceptable as it stands. I support this view as I feel that any violation of the agreement should be handled on an individual basis and at the discretion of the Director. If the Commission prefers to add, "If these terms are violated, you may not be able to continue to volunteer", please take action to include.

Programs/ trainings

The 33 annual **Volunteer Appreciation** event is scheduled for May 17 at 3:00 pm on the front lawn of the Center Building. Inclement weather will move the event into the gym. You should have all received an invitation- please let Ellen know if you can attend.

The VITA program was extended by an extra week and finally completed on April 18- Tax Day. Many thanks to Ellen for her terrific coordination of this 3-month long program.

CPR/AED/First Aid training: On April 14, 3 staff members took a 6-hour training from AMR on First Aid, AED, and CPR. They all said they really enjoyed this class. The rest of the staff and a few other town employees will receive the recertification training on May 18. This training is paid for by the First Selectman's office budget.

COVID Vaccine Clinics: Human Services will host two COVID Vaccine/ Booster clinics in collaboration with Griffin Health and CT Department of Health on May 3 and June 1 in the Center gym from 2-6 pm. These are all-age clinics (6 months -100+). Appointments and health insurance are not required.

Municipal Agent Report April 2023

Adult Day Center	1
Advocacy	12
Area Agency on Aging	4
Assisted Living	2
Bereavement Counseling	1
CHOICES	8
Congressman Rosa DeLauro's Office	1
Consumer Scams	2
Diaper Bank	1
Disability Application	2
IFC Volunteers	1
Follow-up	31
Food Pantry	6
Greater New Haven Transit	1
Home Care Services	3
Home Repair	2
Legal Issues	1
Lifeline Medical Alert	2
Meal Delivery Program	2
Medical Loan Closet	3
Medicare Savings Plan	2
Mental Health Issues	5
Notary	2
Operation Fuel	3
Power Of Attorney	1
Rotary Club	1
SNAP	4
Support Groups	1
TEAM	6
Telephone Calls	217
Utility Savings Program	2
Veterans Affairs	2
VA Hospital	2
Water Authority Program	1

Resident Assistance Fund Revision:

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:

- No Annual assistance of any kind shall exceed \$800.
- Annual Oil assistance is limited to 150 gallons of fuel oil with a maximum dollar limit of \$600.
- Annual Utility bills (electric, gas, etc.) are limited to \$600.
- The annual 12-month period commences July 1 and ends June 30 of each year.
- In the event of unforeseen hardship (fire, acts of God, etc.) the director or social worker, in his/her sole discretion, may authorize an additional household allotment within the annual period.
- Funds are not guaranteed for any household and are based on eligibility criteria established by State and Federal guidelines, adequate emergency fund balance, and degree 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