



11 Meetinghouse Lane, Woodbridge, Connecticut 06525
Woodbridge Human Services Commission Telephone (203) 389-3430

Minutes of the May 2, 2016 Meeting

Members Present: S. Bender, J. Ciarleglio, S. Davidson, A. Klee, V. Livesay, C. Lovejoy, J. Rascati, M.L. Sabshin, E. Sheehy

M.E. LaRocca, Director of Human Services
L. Canning, Senior Center Director
Beth Heller from the Board of Selectmen

Absent: N. Pfund, Youth Services Director

- I. **Call to Order** at 7:08 p.m. by S. Bender, Chair.

- II. **Approval of Minutes**
J. Rascati made a motion to accept the minutes of the March 7, 2016 meeting. E. Sheehy seconded. All approved. J. Rascati and S. Bender abstained.

- III. **Public Comments**
No members of the public were present.

- IV. **Human Services Budget FY16-17**
Town Annual Meeting is scheduled for May 16, 2016 at 7:30pm.

- V. **Human Services Report**
See March and April 2016 reports on file at Human Services Department. M.E. LaRocca presented the reports.
 - Senior Center Director's Job Description: Members discussed the qualifications of the position and M.E. LaRocca updated the Commission as to the status. C. Lovejoy made a motion to approve the job description as drafted. S. Davidson second. E. Sheehy opposed the motion. All others approved. The approved job description for the Senior Center Director will be advertised.
 - Senior Center Director Recommendation: 32 resumes received; 8 applicants were interviewed; and 3 withdrew. The Interview Committee consists of: Mary Ellen LaRocca, Sharon Bender, Mary Leigh Sabshin, Judy Amarone (North Haven), Tony Genovese, and Jim Rascati. The vote on the recommendation was tabled until the interview process is complete.

- Kitchen Supervisor and Assistant Position: Two individuals, Richard Inzero and Karen Chartoff, have been hired and both are receiving compliments on their meals.
- Volunteer Tea was held on April 28, 2016.
- Caregivers Support Group: M.E. LaRocca talked about this newly formed support group. The group will be meeting once a month in the library. The group's first meeting took place on Monday, April 25, 2016.
- Senior Center Restroom: The meeting with CT Department of Housing to obtain funding will soon be scheduled. Human Services Department should have a response from the state by the Commission's next monthly meeting.
- Senior Center Strategic Plan: The First Selectman is looking for a consultant who is capable of leading a strategic plan committee and is asking for recommendations.
- Representative to Greater New Haven Transit District Board of Directors: S. Bender made a motion to approve C. Lovejoy as the new representative. E. Sheehy seconded. All approved. V. Livesay made a motion to approve S. Davidson as the alternate. E. Sheehy seconded. All approved.
- CPR course will be held on June 13, 2016 for employees and any interested residents. Cost to attend is \$75.00.
- C. Lovejoy made a motion to refer to the Senior Center as "The Center." J. Rascati seconded. All approved. New ADA signs will be ordered with the new name.

J. Rascati made a motion to accept the Human Services Report. J. Ciarleglio seconded. All approved.

VI. Senior Center Report

See March and April 2016 reports on file at Human Services Department. L. Canning presented the reports.

- Holiday Fair: The first planning meeting took place on 4/14/16. Elaine Marcucio has kindly agreed to serve as the Chairperson. The holiday fair for 2016 was named the "Harvest and Holly Fair."
- Computers and Art Classes: Fall computer classes planned: 4 week iPad class and a 2 week iPhone class. New art teacher will be teaching a class of 6 students, any medium.
- Update on Food Demonstration – March 16, 2016: Approximately 80 people attended.
- Update on St. Patrick's Day Luncheon – March 18, 2016: Approximately 80 people attended.
- Furniture for the Activity Room: Senior Center plans to buy a TV and stand for the room. L. Canning would also like to purchase a podium. The Commission also discussed the possibility of having one made by the Boy Scouts or Amity High School Woodworking.
- American Heart Walk is being held on May 7, 2016.

V. Livesay made a motion to accept the Senior Center Report. M.L. Sabshin seconded. All approved.

VII. Youth Services Report

See March and April 2016 reports on file at Human Services Department. M.E. LaRocca presented the reports.

- First Selectman's Youth Award: Audrey Grotheer was selected as the award recipient.
- Career Readiness Program – The program will be presented to the Alternative School and the Business Math Class at Amity High School on May 17, 18, and 19.
- Red Cross Babysitting Class: 11 students attended the two day course on April 20 & 21, 2016.
- Advisory Board Members: The following individuals were nominated: Audrey Grotheer (Student), Kathleen Walsh (Student), Jen Romanoff (Amity Teen Center), Peter Samenfink (BRIDGES), and Analisa Sherman/Gina Prisco (Beecher Road School Rep). J. Rascati made a motion to approve the slate of members. A. Klee seconded. All approved.
- After School Program –AMSB Lip Sync Event and Relay for Life is being held on May 24, 2016.
- Awareness Week is being held the first week of May.
- YEP Program: Semi Formal was well attended by 7th and 8th graders.

J. Rascati made a motion to accept the Youth Services Report. C. Lovejoy seconded. All approved.

VIII. Old Business

The Town is considering the creation of one newsletter for the Youth Services, Senior Center and Recreation Department. A sample newsletter from the Town of Westbrook was circulated.

IX. New Business

C. Lovejoy will be elected new president of the Woodbridge Rotary Club. The Rotary Club is looking for projects for the upcoming year.

Commission's next meeting is scheduled for June 6, 2016.

S. Davidson made a motion to adjourn the meeting at 8:56 p.m. E. Sheehy seconded. All approved.

Submitted by:


Human Services Commission

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Accepted and approved this 1st Day of August, 2016