

Woodbridge Human Services Commission

Minutes of the November 6, 2023 Meeting

In-person, Woodbridge Center-Lounge

7:00 p.m.

Members Present: S. Davidson, Commission Chair, J. Ciarleglio, L.F. Miller, C. Austin, A. Cohen, A. Holzman (via telephone), B.P. Madden, J. Clarke-Lofters, V. Livesay

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

Meeting called to order at 7:04 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 October 2, 2023 Meeting and Minutes of October 25, 2023 Special Meeting

B.P. Madden made a motion to accept the minutes of the October 2, 2023 meeting. Janet seconded. Motion approved by the members. 8-0-1 (V. Livesay abstained.)

L.F. Miller a motion to accept the minutes of the October 25, 2023 meeting. C. Austin seconded. Motion approved by the members. 7-0-2 (J. Clarke-Lofters & A. Cohen abstained)

IV. Youth Services

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

- **Programming**

- Home Alone class rescheduled to December 14 & 15, 2023 from 4:00-5:00pm in Room 16 in the Woodbridge Center Building. Fee is \$15 for residents and \$20 for non-residents, with a discount for
- Faill Paint Party
- Holiday Cookie Decorating Party
- We Care Bags- Collecting items from students and parents for the homeless
- Toys 4 Kids
- Shop with a Cop - \$150 gift cards will be offered to approved families. YS will coordinate with the Police Department.
- Job Bank – Slow. Not too many requests.
- Community Service- YS offered service hours at the Halloween Spooktacular, and one student volunteered with set up, decorations and other duties. Tech help for seniors was offered by one student. YS is contacting students to sort food which was collected by the Boy Scouts on October 28th.
- School Programming Needs – Dates will be set in December for Vaping presentations by Tricia Dahl at the middle and high schools.

- AMSB Color Run Sponsorship – YS helped to sponsor the October 14, 2023 PTSO event at the middle school.
 - Truck or Treat Sponsorship – YS helped sponsor the Fire Department’s popular event.
 - Halloween Spooktacular – Eighty students attended the event.
 - BOWDAAC update- The department met with Stacey Johnson and Jessica Simone from Orange Community Services and Youth Services to discuss plans for events and use of funds.
- Grant update
 - DCF did not distribute applications for fiscal years 24 & 25, but Youth Services Bureaus were required to complete an online survey instead by October 2nd. This included program information and expenses for the last fiscal year and was submitted on time by YS.

B.P. Madden made a motion to accept the October 2023 Youth Services report. J. Clarke-Lofters seconded. Motion approved by all members.

V. The Woodbridge Center

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

- Staffing
 - Clerical Program Assistant – Katie Behr began as the new Clerical Program Assistant on October 27, 2023.
 - Transportation Driver – Mike Recchia, long-time transportation driver, gave notice that he will not be able to continue as driver as of December 1st. The department is actively seeking a replacement driver.
- Programming
 - October Coffee Bar – Sponsored by the Woodbridge Republican Town Committee. The current cost to sponsor the bar is \$100/month.
 - October Super Sponsor Wall
 - Lunch and Learns
 - Spooky Sponsor Social
 - Halloween at the Center – Held a holiday-themed lunch on October 31 at the Center
 - In-Person Lunch – The attendance is lower than expected.
- Upcoming Programs
 - November and December Coffee Bar – The coffee bar will be sponsored by Woodbridge residents Hyla and Barry Vine.
 - Lunch and Learn
 - Thanksgiving Luncheon
 - Lunch and a Show
 - Snow Globe Vase Craft
- Other Program Information
 - Transportation – As reported previously, Van 167 sustained damage from a vehicle exiting the parking lot. Unfortunately, after the estimate was completed

and approved by the insurance carrier, the autobody shop informed the department that the van does not fit in their garage for the work to be completed. The department is in the process of pursuing another autobody shop to complete the work.

J. Clarke-Lofters made a motion to accept the October 2023 Woodbridge Center report. V. Livesay seconded. Motion was approved by

VI. Human Services

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

- Center Building Renovation Committee, Center Gym, Woodbridge Center Facility – The committee met with the architect to go over specific designs. Human Services needs to continue advocating for its space needs as the Police Department seeks to expand its footprint.

Bid documents for the Center gym will be ready soon and the plan is to move forward with the renovations early next year. There will be a two-week closure of the gym at the end of November for construction preparations.

Plans to rectify the water incursion problem at the bottom of the ramp have been created. The plan is to divert all water to a storm drain in the middle of the parking lot. Public works will do most of the work and an outside company may be hired to lay new pipes and pour new concrete. Work is anticipated to be completed in early spring.

- Budget - Capital & Operating Budgets – The deadline to submit the budget was extended to December 8, 2023. The budget subcommittee will meet December 1 to review proposed Capital Budget projects and the Commission will review the request at next month's meeting, December 4, 2023. The FY 24 Operating Budget has begun. The budget is due on January 5, 2024, but the department has requested an extension until January 9th so the Commission can review the proposal at its January 8, 2024 meeting.
- Programming/grants
 - Holiday Basket Program- The annual program is currently underway. Last year, the department had approximately 50 families participate in the program. If anyone is looking to adopt a family or donate gift cards, please contact Ellen at the Human Services office. The program, which provides holiday food baskets for the December holidays to Woodbridge families in need, will take place December 4-6, 2023.
 - Scouting For Food- BSA Scouts of America Troops 63, 907, and 410 completed the annual food drive. Residents donated over 3500 pounds of food to help their neighbors this winter.
 - Energy Assistance Program- HS is reviewing many applications for the 2023-2024 winter season. The program is administered by TEAM, Inc.

- Massaro Farm- The farm program ended this past week. The department had a terrific year with a bounty of beautiful vegetables provided by the farm to 17 families. The program ran weekly from late June through end of October.
 - Five Vaccine Clinics – HS hosted five clinics this fall on September 26 and October 2, 3, 20 & 30 and provided 475 vaccines to more than 375 people.
 - Opioid Settlement Funds – HS is looking to hire a PT staff member or an outside contractor to plan and execute opioid prevention programming for different cohorts in town.
- Meeting dates 2024 Human Services Commission –B.P. Madden made a motion to accept the dates. J. Ciarleglio seconded. All approved. Approved dates will be posted on the Town’s website.
 - CTDOT 5310 Grant – Audit – There will be an on-site audit on November 15, 2023 to gauge both federal and state compliance with Title VI and ADA.
 - Policy and Procedure Manual update – HS is proposing several changes. See proposal on file with the Human Services office. B.P. Madden made a motion to approve the Woodbridge Policy and Procedure Manual as amended. J. Ciarleglio seconded. All approved.
- A. Cohen made a motion to accept the October 2023 Human Services report. C. Austin seconded. Motion approved by all members.

VII. Old Business/New Business

- Next Meeting – December 4, 2023

VIII. Adjournment

V. Livesay made a motion to adjourn the meeting at 8:21 p.m. J. Clarke-Lofters seconded. The motion was approved by acclamation.

Submitted by:

Human Services Commission

Accepted and approved this 4th Day of December, 2023.