

TOWN OF WOODBRIDGE

HUMAN SERVICES DEPARTMENT



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

Human Services Commission
Monday, October 5, 2020 - 7:00 p.m.

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

In accordance with Governor Lamont's Executive Order #7b Section 1, which suspends the open meeting requirements of in-person participation, this meeting may be accessed via Zoom Link:

<https://zoom.us/j/6526335452?pwd=amR0dzBwZlh4UDdsZ3pBL1FYs0FRQT09>

Meeting ID: 652 633 5452, Passcode: 2RGujF

To Dial in: call 1-929-205-6099, use Meeting ID: 652 633 5452, Passcode: 804944

AGENDA

- I. Public Comment – email comments to jglicksman@woodbridgect.org by 4:00 pm October 5, 2020
- II. Liaison Reports
 - Board of Selectmen
 - Board of Finance
- III. Minutes of the September 14, 2020 Meeting
- IV. Additions to the Agenda
- V. Human Services
 - Senior Services Social Worker update
 - Capital Budget
 - STEAP Grant update
 - Reopening plan
 - Holiday Baskets
- VI. Youth Services
 - Grants
 - Programming
- VII. The Woodbridge Center
 - Outdoor classrooms / Programming update
 - Flu Clinics
- VIII. Old Business/New Business
 - Veteran's transportation
- IX. Next Meeting – November 2, 2020
- X. Adjournment

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Woodbridge Human Services Commission

Minutes of the September 14, 2020 Meeting

Conducted via Zoom

Video recording: https://youtu.be/CTLUSH_JF9o

Members Present via Zoom Platform: J. Clarke-Lofters, S. Davidson, V. Livesay, A. Holzman, B.P. Madden, M.L. Sabshin, J. Labieniec

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

Absent: N. L. Atwood, J. Ciarleglio, T. Kenefick, BOF Liaison, D. Rowland, BOS Liaison

Meeting called to order 7:05 p.m. by S. Davidson, Chair.

I. Public Comment

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

II. Liaison Reports

- Board of Selectmen – None
- Board of Finance – None

III. Minutes of the August 3, 2020 Meeting

A. Holzman made a motion to accept the minutes of the August 3, 2020 meeting, as amended by S. Davidson and N. Pfund. V. Livesay seconded. All approved.

- #### **IV. Additions to the Agenda** – B. P. Madden made a motion to amend the agenda by adding two items to Section V (Human Services Report): Emergency Shelter and Capital Budget. V. Livesay seconded. All approved.

V. Human Services

J. Glicksman presented the August 2020 Human Services Report, which is on file in the Human Services office.

- Senior Services Social Worker COVID19 and hurricane outreach update – The Social Worker provided outreach to everyone on the emergency call list prior to and after the hurricane. Services were provided by staff, Fire Department and Police Department with regard to food, water, generators and referrals. The Social Worker continues to make routine COVID19 calls to seniors to help them feel connected.

- Town plans for reopening- The Town plans to open doors to the public by January 2, 2021. A "soft" opening is planned for October 2020. Under the "soft" reopening, residents will be let into buildings by appointment only. The Director is following the Governor's Reopening Guidelines for the Center. Each building reopening will be done in accordance with the specific uses of the building.
- Search Subcommittee for the Woodbridge Center Director - The Woodbridge Center Director's position was cut from the salary line item of the budget and placed on hold until January 2021. The department was recently granted permission to hire a Center Director in December 2020. The job opening will be posted in October 2020. The Search Subcommittee consists of S. Davidson, J. Glicksman, and J. Clarke-Lofters.
- Flu clinics- The first flu clinic of the season will be a "Drive Thru" clinic on Oct. 20, 2020 and it is by appointment only. To date, there are 65 appointments left. Orange VNA will host a second clinic on October 26, 2020. It will take place under the white canopy by the Library and will be an in-person/outdoor event.
- Scout Annual Food Drive- On October 24, 2020, Scout Troops 63 and 907 will be collecting food and hygiene products for the Town's Food Pantry. Folks who want to donate should leave items by their mailbox by 9:00 am on October 24. No expired food will be accepted.
- Emergency Shelter- Red Cross has stated that opening an emergency shelter during COVID should be a last resort. Therefore, the department is looking into using Amity High School and Beecher Road School facilities should the need arise. Volunteers will be needed.
- Capital Budget- Forms are due in early December 2020. The subcommittee to make recommendations for this was named to include S. Davidson and B.P. Madden.

M. L. Sabshin made a motion to accept the August 2020 Human Services report. B. P. Madden seconded. All approved.

VI. Youth Services

N. Pfund presented the August 2020 Youth Services Report, which is on file in the Human Services office.

- Grants - Reporting is complete for the last fiscal year. The budget for the current fiscal year is due for the Youth Services Bureau Grant and the Enhancement Grant by the end of the month.
- Programming -
 - Red Cross Babysitting Training - Classes were held on August 12, 2020 and August 14, 2020 under the tent behind the Library from 9:00 am - 1:00 pm. Masks and social distancing were required. Surveys showed 100% positive reaction to the content of the program.
 - Chalk Art Challenge- Fourteen families received bags with summer toys and gift cards for participating in the art challenge.
 - Diversity Programming- Woodbridge Youth Services ("WYS") contacted Mykee Fowlin to request pricing and availability to bring a program to our community. Mr. Fowlin is an actor/counselor who has performed at Amity High School in the past.
 - "Welcome Back to School" Bags- At the request of the Amity Middle School PTSO, WYS donated highlighter pens with styluses to be included in the "Welcome to AMSB" bags given to each student.

- Home Alone- WYS is planning a Home Alone class for Grades 4-6. Ideally, it would be held at Beecher Road School as an after school program.
- Other Programs- WYS is meeting with principals and school personnel to discuss training and potential program needs.
- Job Bank - Offering outdoor jobs, i.e., storm cleanup and leaf raking.
- Staffing - WYS is considering a schedule reduction to accommodate the existing coordinator's needs.

J. Clarke-Lofters made a motion to accept the August 2020 Youth Services report. A. Holzman seconded. All approved.

VII. The Woodbridge Center

J. Glicksman presented the August 2020 Woodbridge Center Report, which is on file in the Human Services office.

- Outdoor classroom/Programming updates - Exercise classes, as well as craft classes, continue to be held outside during the pandemic. Exercise with Laurie is still being aired on public access television.
- Veteran's Transportation - Fall 2018 Commission approved free transportation for veterans and their spouses. J. Glicksman would like to modify the program by providing free transportation to veterans, but not to spouses. The discussion will be continued next month.
- Lunch Program Fees – 35-40 lunches per week were provided to seniors in August. An end-of-summer "Drive Thru" picnic, sponsored by Coachman Square, will be held on September 22, 2020. The sponsor has kindly offered to purchase 100 cold fried chicken box lunches for seniors.
- The cost of meal deliveries will increase from \$4 to \$5 per frozen meal beginning Oct. 6, 2020.

V. Livesay made a motion to accept the August 2020 Woodbridge Center Reports. J. Labieniec seconded. All approved.

VIII. Old Business/New Business

- Next Meeting is October 5, 2020

J. Clarke-Lofters made a motion to adjourn the meeting at 8:06 p.m. A. Holzman seconded. All approved.

Submitted by:

Human Services Commission

Accepted and approved this Day of , 2020.

DRAFT

**Human Services Director/Senior Center Director's Report
September 2020**

Meetings, referrals, training & information:

9/2 Department Head meeting
9/3 Meeting: COVID shelter plans at Amity High School
9/3 Meet with Commission chair
9/8 Meeting with Driver
9/9 Town Safety Committee
9/9 Coachman Square Food drive to benefit the Food Pantry
9/9 Staff Meeting
9/10 CASCP Zoom call
9/10 Meet with Fire Marshall- Zoom occupancy all public rooms
9/11 Meet with Nancy – personnel, programming, grants
9/11 Zoom meeting with new director of QVHD
9/11 Robo call – re: drive thru picnic
9/14 Human Services Commission meeting
9/15 Amity Middle School meeting- Youth Services programming
9/15 Meet with Commission chair
9/17 Zoom meeting with TEAM, Inc. training on Fuel Assistance
9/17 Alzheimer's Walk representative
9/17 Meet with Regional Mobility Manager for South Central CT
9/22 Drive thru picnic- 80 lunches served, Alzheimer's walk collection
9/23 Meet with B. Yagla, B. Parsons re: reopening plan – facilities
9/24 Town Safety Committee
9/24 CASCP meeting re: reopening
9/24 Meet with B. Yagla re: AARP grant
9/24 Youth Advisory Board meeting
9/25 Alzheimer's Walk with Town employees
9/29 Meet with Mary Ellen LaRocca
9/30 Meet with Pua Ford re: record info on flu clinics
9/30 Meet with Brad Parson re: building usage on weekends

Monthly meetings with department heads; Monthly and individual staff meetings; As needed calls with Commission chair; Department daily and weekly: coordination of donations and distributions, COVID testing referrals, housing referrals, food and energy assistance, client outreach through phone calls, letter and card writing, robo-calls, outdoor classroom coordination, program creation, press releases, newsletter completion, Tuesday senior lunch distributions, and Wednesday Massaro Farm distributions, transportation coordination, work with FD and PD. On-going meetings with drivers, staff as well as town maintenance personnel & other town staff/ Department Heads, and daily interaction with the Connecticut Association for CT Senior Center Providers (C.A.S.C.P) and weekly Zoom meetings.

Medical Loan Closet: 4 withdrawals, 0 returns, 1 donation

Newsletter: newsletter September -3500 households each month

2020 Regular Programs	May	June	July	August	September	Total
Art	0	0	0	0	27	27
Book Club	0	0	11 online	9 online	18	13zoom/in person
Craft	0	0	0	22	26	48
Exercise	0	televised	televised	15+ televised	53	68
Lunch	172	157	149	144	178	1,339
Pickleball	Outdoor pickleball	Outdoor pickleball	Outdoor pickleball	Outdoor pickleball	Outdoor pickleball	outdoor play
2020 Regular Programs	May	June	July	August	September	Total
Yoga	0	televised	televised	televised		televised
2020 Special Programs	May	June	July	August	September	Total
Cards: pick-up	0	0	0	0	0	0
Holiday Lunches	0	0	0	0	80	80
Taxes	0	0	0	0	0	0
Trips (incl. to clients)	0	27 client visits	0	0	0	27

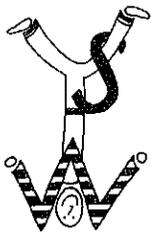
2020 Transportation	May	June	July	August	September	
Nutrition	52	62	119	124	131	
Medical	18	23	20	47	48	
Shopping	0	7	7	3	11	
Other/masks	24	3	5	11	3	
Total	94	96	149	186	193	
Mask disbursements	May	June	July	August	September	Total
Total	197	75	27	4	2	305

2020 Revenue	May	June	July	August	September
Exercise		\$122.00	\$86.00	\$104.00	\$186.00
Targeted Strength Training*					\$385.00
Meals (1410-00-52100)	\$1201.00	\$1,190.00 / outstanding: (\$72.00)	\$922.00 /outstanding: (\$508.00)	\$464.00 /outstanding: (\$692.00)	\$648.00 /outstanding: (\$ 660.00)
Transportation	\$106.00	\$62.00	\$37.00	\$119.00	\$163.00
Art class				\$30.00	\$210.00
Pickleball fees			\$60.00	\$20.00	
Yoga			\$25.00	\$40.00	
Billed clients pre-COVID		\$90.00			
Donations	\$210.00			\$20.00	
Total Deposits	\$1517.00	\$1,464.00	\$1,130.00	\$797.00	\$1,592.00

*Added a new outdoor class- strength training

2020 Expenses	May	June	July	August	September
Walgreens, CVS				\$21.26	
Party Magic, Job Lot, Target, Action Enterprise		\$44.45			
Dollar Tree, Stop & Shop, BJ's, Costco		\$13.28	\$28.69	\$19.14	
COVID cancellation refunds		\$598.75			
COVID expenses	\$29.45			\$159.53 (Zoom)	
Meal donation recipients		\$60.00	\$24.00		
Amazon					\$389.61
Porto-let (3 months) outdoor programs					\$237.71
Craft group instructor					\$195.00
Entertainment- picnic					\$150.00
Total Expenses	\$29.45	\$716.48	\$52.69	\$199.93	\$972.32

2020 Balance end of month	May	June	July	August	September
	\$1,487.55	\$727.52	\$1,182.69	\$597.07	\$619.68



Woodbridge Youth Services
11 Meetinghouse Lane Woodbridge, CT 06525
(203) 389-3429 FAX (203) 389-3472

YOUTH SERVICES MONTHLY REPORT
September 2020

Information	42
Advocacy	17
Referrals	2
Job Bank Follow-Up Calls	44
Job Bank Requests	13
Job Bank Interviews	1
Food	2
Youth Community Service Hours	2

GRANTS

Youth Service Bureau

Budget for current fiscal year is due for the Youth Service Bureau Grant and the Enhancement Grant by October 15th. The Department of Children and Families changed their budget form for this year and last year's expense report.

Local Prevent Council

Balance from last year for the Bethany-Orange-Woodbridge Community is available to spend by the end of the year. An extension was offered to apply for the current fiscal year as the BOWDAAC chairperson did not yet apply. BRIDGES/Milford Prevention Council received a large grant (Strategic Prevention Framework Partnerships for Success (SPF-PFS) grant) from SAMHSA (Substance Abuse and Mental Health Services Administration) to assist in forming a better coalition in our community to prevent substance abuse and make use of the grant money available.

PROGRAMMING

Home Alone

Classes are scheduled for Thursdays, Oct. 8th and 15th (Rain Date is Oct. 19th) at the outdoor canopy from 4:00 to 5:15 pm. Fee is \$15. A police officer will attend.

Color Run at AMSB

Youth Services is supporting the Color Run at Amity Middle School on October 17th at 9:30. Sign-ups are due by 10/4.

Anti-Defamation League

Plans are being made for Amity Middle School.

Narcan Training

Youth Services Director and Program Coordinator attended virtual Narcan training through Alliance for Prevention and Wellness. A Narcan kit is now in Youth Services, and can be available with for programs if needed.

MEETINGS AND TRAINING ATTENDED

- 9 Human Services Staff Meeting
- 10 Amity Middle School PTSO Meeting
- 11 Met with Jeanette Glicksman re: programs and Bethany Contribution
- 14 Human Services Commission Meeting
- 15 Amity Middle School Meeting with Principal and Social Worker
- 23 BOW/Milford Collaborative
- 23 Webinar-Medication Assisted Therapy
- 23 Webinar-Narcan Training (N. Pfund and C. Ressler)
- 24 Youth Advisory Board Meeting
- 25 Alzheimer's Walk
- 28 Job Bank Interview