



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

**Mansfield YSB Advisory Board
Minutes**

Tuesday, February 8, 2011
12:00 noon @ Mansfield Town Hall
Youth Services Office

Board Members

Present:

Ethel Mantzaris, Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Senior Social Worker
Kevin Grunwald, Director of Human Services
Eileen Griffin, Social Worker, LCSW
Jerry Marchon, Police Officer
Chuck Leavens, E.O.S. Counselor
Jeff Smith, Resident
Teri Hebert, Educational Consultant
Sevan Angacian, Ph.D. Student

Guests

Matthew Lawrence, Social Work Student

I. Call to Order

- Meeting called to order at 12:00 PM by Chair, Ethel Mantzaris
- Signed a get-well card for Frank Perrotti

II. Approval of minutes: January 11, 2011

- Meeting minutes from January 11, 2011 were accepted and approved

III. Reports

Director's Report – Kevin Grunwald

Budget:

- The budget is with the Town Manager at the moment:
- Budget cuts may be in store due to deficits

- We will have a better idea after February 16th regarding what the budget will look like

Coordinator's Report – Patricia Michalak

Volunteers:

- We have over 75 active volunteers at this time participating in a wide variety of our programs.
- We are now in the process of collecting volunteer hours.

Budget Coach:

- Sherry Goldman contacted us regarding a Budget Coaching grant that is being funneled through United Services and WAIM.
- We determined that Mansfield residents can participate in this program since Mansfield contributes to WAIM.

People's Bank:

- People's Bank generously provided UConn hockey game tickets to YSB to offer to residents.

Men's Group:

- We are collaborating with Psychological Services at UConn to offer a men's support group for single fathers raising children.

Multifamily Group:

- We are exploring the possibility of partnering with Storrs Drug in our work with the multi-family group.
- Lisa Holle Assistant Clinical Professor in Pharmacy at UConn and also a resident and parent in our community will also be involved in exploratory discussions.

DISC training:

- Town staff participated in a DISC training, which focuses on the importance of how human factors impact our leadership style.
- We are hoping to use this program as a training and leadership tool in our department.

Girl Scouts:

- Community Development Coordinator for Girl Scouts of Connecticut contacted us to discuss possible collaboration with groups for girls.
- Kathy McNamara met with her and will be meeting again to discuss more possibilities in detail; they discussed scholarships for girls to go to sleep-away camp

Youth Work Employment:

- We are using the funds to facilitate at-risk middle school students to engage them in positive development programs and to also engage high school students to mentor and facilitate activities with younger students.

Adventure learning:

- Matt our Social Work intern assisted in the 6-week program with 6th graders at MMS with Dudley Hamlin from Holiday Hill.

Joy:

- An opportunity for cultural opportunities and access to the university. Twenty-five family members were given tickets to attend If You Give A Cat A Cupcake. Joy helps open the door to other YSB services.

Snow Removal:

- We have had multiple calls for snow removal. Kathy McNamara has reached out to E.O. Smith's Chuck Leavens and UConn's Community Outreach to help facilitate this project.
- Eileen brought up the idea of using some students from UConn and her church

IV. Old Business

- Universal Intake form to use for all Human Services programs has been drafted by Kevin and Pat:
 - o Release of information form will be on the back of the intake form
 - o Initial intake will be filled out by whomever gets the initial contact/referral
 - o Pat and Kevin will report back to the Board next month with progress/feedback
 - o Kathy asked how and who will get information – these questions will be answered by piloting it and revising the form and overall process as necessary
 - o Jeff asked about using a database to input the information from the intake form
 - o Kathy brought up need for training those who are taking the initial information for the intake form
 - Kevin suggested we discuss further a decision making process for data-collecting and getting the information to the appropriate services – need for a protocol
 - Should we have an on-call person (clinician) each day of the week?
 - Teri suggested means of getting the information from person taking in the intake information to the clinician using a database
- YSB Budget:
 - o Edited to reflect the programs we are actually doing at YSB
 - o Jeff advised about the difficulty of finding information in the budget for years past if when line items are changed. Jeff suggested putting more information in the budget narratives.
 - Pat and Jeff will talk more about this
- Human Services Food Pantry:
 - o Kevin stated there is not much old food in pantry so no real need for rotating the old food to the front, like Frank Perrotti suggested he would do.
- Human Services Advisory Board:
 - o Ethel received a letter but has not heard anything since

- Kevin stated that the Committee on Committees is in charge of starting this committee.

V. New Business

- Job Bank:
 - Who will run this job bank? Is it too much for YSB to take on?
 - Ethel suggests it come from Human Services
 - Chuck talked about liability concerns
 - Kevin mentioned he met about a Seniors job bank – Town attorney did not support the idea because of potential problems with liability
- Sidewalks of Town Hall and snow – how are residents getting into the building safely?
- Teri talked about the Safe Choices program –
 - It will be held at Eastern this year
 - Jeff suggested need for more male students in the program

VI. Adjournment

Meeting adjourned at 1:14 PM

Minutes submitted by Sevan Angacian