



**TOWN OF MANSFIELD**  
OFFICE OF THE YOUTH SERVICES BUREAU

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Patricia Michalak, MA  
Youth Service Bureau Coordinator

**Mansfield YSB Advisory Board  
Agenda**

Tuesday, May 10, 2011  
12:00 noon @ Mansfield Town Hall  
Conf. Rm. B

**Board Members**

*Present:*

Ethel Mantzaris, Chair  
Patricia Michalak, YSB Coordinator  
Kathleen McNamara, YSB Senior Social Worker  
Eileen Griffin, Social Worker, LCSW  
Chuck Leavens, EOS Guidance  
Frank Perrotti, Resident  
Jerry Marchon, Retired Police Officer  
Jay O'Keefe, Parks & Recreation  
Jeff Smith, Resident  
Teri Hebert, Educational Consultant  
Sevan Angacian, Ph.D. Student

**I. Call to Order**

- Meeting called to order at 12:04 PM by Chair, Ethel Mantzaris

**II. Approval of minutes: April 12, 2011**

- Meeting minutes from April 12, 2011 were accepted and approved *with one edit:*

- Jerry would like it to reflect that he is a retired police officer

**III. Reports**

Director's Report – Kevin Grunwald

- Kevin was absent and Ethel reviewed his report

- More information and detail seems to be needed with juvenile arrests and Challenge money specifically
  - Kathy was able to make a call and get information about numbers of juvenile arrests and provided this to the Advisory Board
  - Ethel would like the details about who Challenge letters were sent to so we can potentially follow up with them
    - Frank will contact Kevin about the details of Challenge finances
    - Since we have \$1200 short, does this mean program runs with less funds or that it will run with full funding? Chuck would like clarification from Kevin
  - Frank would like more information about the \$50,000 renewal grant
- Reported that this money goes towards Sandy Baxter's work.
- Ethel asked what happens with adults in town who need these therapeutic groups
  - Frank and Ethel will bring this up at Adult Human Services Board
- Universal Intake Form – Pat reports that the universal intake form is being used (filled out and scanned into the computer).
  - Pat will check on what the responsibility of the school when children are home-schooled
    - Jeff asks - Who has the obligation here?
    - What is Human Services responsibility here?
    - There should be a procedure/protocol here for intake forms and home-schooling and how to proceed after a referral
      - Referral should be made directly to YSB and contact information provided to YSB for follow-up with the family with children

Coordinator's Report – Patricia Michalak

**This was a very busy month as our programs concluded and evaluations and recognitions took place for four of our major programs. Setting up for next year has also been a key part of this month's work at YSB.**

**Cope:** 60 students benefitted from COPE as it ended this month. We successfully transitioned to a new model for our program this year. We worked on values which focused on respect. Next year we'll look to use responsibility as our theme. We have seen the growth of COPE and the growth of the COPE volunteers. We have volunteers lined up for next year as well. At the end of the program year, our students received COPE t-shirts and certificates of excellence. School staff attended which helped to continue our ongoing relationship with the schools. We thank the school staff and principals for their support for another great year.

**Leap:** 18 fourth graders graduated COPE this month and gave speeches which highlighted their strengths, what they like about the COPE program, as well as what they look forward to at the Middle School. The two guidance counselors from MMS visited the COPE programs as a new initiative. They were there to help increase our 4<sup>th</sup> graders' confidence in their upcoming transition and show the continuity between YSB and MMS. Leap is a program which helps facilitate a successful transition for students to the MMS.

**Girls Group:** The Girls Group is a successful new program which was supported by volunteers from EOS and Uconn. We had an end of the year celebration at the Dairy Bar where the girls received t-shirts and certificates of excellence. Each of the girls had a chance to speak about what they learned from each other and the value of the Girls Group. The girls learned the value of friendship and resiliency. The success of the Girls Group stems greatly from the mentorship by the older girls. This program will continue next year and girls who are going off to EOS will return as mentors to help facilitate the group.

**Boys Group:** The boys program continues to meet weekly through the end of June. The boys have learned conflict resolution and the value of friendship. This is staffed by an MSW student from Uconn, an undergraduate student from Eastern, and a student from EOS.

**Big Friends:** Big Friends was a great success, as always. There were about 25 Big friends matched with 25 Little friends. The end of the year celebration was held for the Littles at the Dairy Bar. Following this, there were awards of appreciation for the Big friends at Town Hall that night. Big friends were given certificates and t-shirts for all their work this year. This was an opportunity for us to process and evaluate the success of the program, as well.

**Volunteer Program:** Planning and outreach began this month to secure students for next year's programs. We are reaching out to not just Uconn but also EOS students as well. Trainings have been in progress and we are developing our programs further. Volunteers from Uconn this year included students from the Uconn baseball team, Social work students, pre-med students, Neag School of Education students, School of Business students, and others from a diverse population of programs.

**Multi-Family Group:** The multi-family group serves to manage many of the clinical aspects of this program through collaboration with a psychiatrist, the schools, Psych services, and parents. The group meets regularly to provide clinical and psychiatric assistance to community families and children. Significant outreach to families is done to help with crisis management as well. This group facilitates transition of our long-term involved clinical cases through the school system. The group is a psycho-educational support group where parents can seek support from each other, from YSB staff, and from the psychiatrist. Since the conception of this group, we have been fortunate to see a decline in any forms of crisis-driven situations. This is an open group and we continue to get new referrals. The group meets in the evening and a light dinner is provided by the Mansfield Board of Education in support of our effort with these families.

#### **IV. Old Business**

- Community Center: Update from Kevin re: talks with Matt and Curt
  - o Kevin and Curt have not met yet but Kevin reported via his written update that he will do that by next meeting and report back then

#### **V. New Business**

Goals for YSB:

Goals from FY 2010-2011

- o Advocate for an expanded budget for programming for youth and families.
- o Reestablish police representation, as Jerry Marchon has retired from the police department. Jerry will continue to service on the board as a community member.
- o Provide oversight to ensure that comprehensive services are provided to YSB clients through the human service department
- o Support the mission of a Regional YSB with Willington, Ashford, and Coventry.
- o Explore the use of the MMS ropes course to help YSB clients develop increased confidence, cooperation, teamwork, and physical strength.

- Goals for FY 2011-2012:

- Frank will follow up with Matt regarding assigning a police officer to the board
- YSB wants to be able to accurately reflect the work they are doing in terms of numbers of children and family participating in their programs.

- Currently using *My Senior Center* software program
- Prefer to use another program called *Kid Tracks* as used by other towns YSB's – a goal for next year
- Discussed purpose of tracking numbers and data to have a consistent statistical process
- Jeff suggested writing a program in Access (potentially through IT could assist)
  - The YSB Board can write a letter to Kevin (copied to Matt) about this need.

- Jeff asked if there has been seen a difference in the type of children we are seeing in schools. Chuck addressed that needs and issues are still there but fewer crises occur with better responses by staff and community;
- Pat noted that family structures and types of connections are different from in the past; more children living in single parent homes or with extended families. Also noting families moving in and out of town more frequently.
- Credited the Community Center as a huge plus to Mansfield's students

## **VI. Adjournment**

Meeting adjourned at 1:06 PM  
Minutes submitted by Sevan Angacian