



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

YSB Advisory Minutes
Tuesday, October 11, 2011
12:00 noon @ Mansfield Town Hall
Conf. Rm. B

Board Members

Present:

Ethel Mantzaris, Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Social Worker
Kevin Grunwald, Human Service Director
Frank Perrotti, Resident
Jay O'Keefe, Assistant Director Parks and Recreation
Kelsey Campbell, Social Work student

I. Call to Order

- Meeting called to order at 12:01 PM by Chair, Ethel Mantzaris

II. Approval of minutes

- Meeting minutes from September 13, 2011 were accepted and approved.

III. Reports

- Director's Report - Kevin Grunwald
 - o The Special Needs Fund is currently low. The Special Needs Fund is used primarily to provide residents with assistance for their energy bills, as well as prescriptions and other basic needs. Letters have been sent out to those who have donated in the past. There will also be a press release requesting donations. Due to the frequency of donation requests, Kevin Grunwald is creating a solicitation letter that would be sent out twice a year. The letter is requesting donations and offers a list of areas in which the solicitor can choose his/her donation to go towards. There is also an 'unrestricted' option.
-
- Coordinator's Report - Patricia Michalak

- **Quarterly Report:** Collecting accurate measures of clients' contacts has been a challenge; however, we are making progress. We are using My Senior Center software to generate all of our statistics. This quarterly report before you only includes numbers for individual consultations and does not include individuals who participate in groups. Groups totaled an additional 704 contacts totaling 991 individual and group contacts between April 1st and June 30th.
- **Grants:** NECASA Grant and the SDE Enhancement grants have been awarded allowing us to continue our Grandparents Raising Grandchildren group as well as our Cope Program.
- **Volunteer Recognition:** We are going to have our second Volunteer Recognition ceremony on Tuesday, March 6th, 2012 at 5:30 PM. We will be sending out a Save the Date notice. In addition to our volunteers, we have invited the Town Manager and will be inviting the Mayor, Town Counsel, and Mansfield Board of Education. I hope you will all be able to attend as you are all our most important volunteers.
- **Girls' Group:** Group leaders have been meeting with the middle school counselors to recruit girls and to plan the curriculum for the year. Girls' Group will be starting Monday, October 17.
- **Big Friends Program:** We had our Volunteer Orientation meeting: 18 returning volunteers and 2 new volunteers. A number of little friends are on a waiting list.
- **Grief Group:** The planning has begun for the pre-holiday potluck for previous participants. We have had a number of losses including the loss of two young parents in the schools and are pleased that the schools are referring families to the Grief and Cope programs.
- **Community Outreach:** Once again, Jorgenson and UConn have provided us with tickets for events in October. Kathy has been reaching out to families whose children would benefit from these experiences. We receive 25 tickets for each show and all have been given out for the first show.
- **School Open Houses:** YSB staff and volunteers attended open houses at the elementary school to provide parents with information about the programs we offer. We've received many applications from all of the elementary schools. Cope will be starting next week. We are working to find volunteers for next year as most of our volunteers are seniors and have been with us for three to four years.
-

IV. Old Business

- Youth Work Employment- Kevin Grunwald and Patricia Michalak appreciated Frank Perrotti's encouragement in continue to pay middle school children for their work. Kevin and Patricia reviewed the funding and allocated \$500 of the \$2,000 for middle school work employment. The middle school will be in charge of paying students. An additional \$500 will be used for gift cards. Frank suggested purchasing generic gift cards rather than gift cards for specific locations so that students can use them on what they want or need the most. The final \$1,000 will be used as payment for high school student assistance through out the year.
- Juvenile Review Board- Windham Region Council of Governments (WINCOG) sent a letter to DCF in support of the Juvenile Review Board for Mansfield, Coventry, Ashford, Willington and other surrounding towns. There would be an opening position for a case manager for these four towns, which would be paid \$25,000 a year. The case manager's responsibilities would be to keep track of students as well as facilitate communication between the student, school, and judicial system. While the program supports the presence of the Youth Service Bureau, there is some concern as to whether a staff of two can handle the additional work load. Patricia Michalak will further investigate the Juvenile Review Board in terms of it's effectiveness with other youth service agencies and if there would be a contract set in place.
- Community Center Use by Youth Service Bureau- Youth Services pays for students' use of the Community Center during group meetings, such as Boys Group and Big Friends. The current fee is \$5.00 per student per visit. However, students typically visit for a half hour, posing the question of is it worth \$50.00 for 10 students to use the Community Center for a short period of time. Kevin Grunwald has suggested creating a flat rate rather than a rate per student.
- Police Officer on the Advisory Board- While troopers have expressed interest in attending meetings, busy schedules prohibit them from doing so. The Board would like to invite officers to specific meetings, such as ones covering the Juvenile Review Board. Kevin Grunwald will speak with our new sergeant, encouraging him to join our board.

V. New Business

- Youth Service Student Volunteers for 2011-2012 – There are currently 36 active volunteers including a graduate intern, UConn baseball players, and undergraduate students.

VI. Other

- None

VII. Adjournment

- Next meeting will take place on Tuesday, November 8, 2011
- Meeting adjourned at 12:40 PM
- Minutes submitted by Kelsey Campbell