

**MINUTES**  
**Human Service Department Advisory Committee**  
**Meeting**  
**June 15, 2011**  
**2:00-3:00**

**Present:** Ethel Mantzaris, Youth Services Advisory Board, Sara Anderson, Mansfield Advocates for Children, Frank Perrotti, Member at Large, Joan Quarto, Mansfield Senior Center Association, Joan Terry, Commission on Aging, Dexter Eddy, Mansfield Housing Authority, Maria Capriola (staff), Kathy Ann Easley (staff), Kevin Grunwald (staff), Beverly Korba, (guest)

**Regrets:** Jane Blanshard, Advisory Committee on Persons with Disabilities; Victoria Nimirowski, Windham Area Interfaith Ministries.

- I. **Call to Order:** Meeting called to order by Chairperson Ethel Mantzaris at 2:00PM.
- II. **Approval of minutes:** **MOTION** was made by F. Perrotti, seconded by D. Eddy to approve the minutes of May 18, 2011 meeting with minor technical corrections. **MOTION APPROVED** unanimously.

**III. Staff Presentations:**

**Adult Services** - Kathy Ann Easley, Adult Services Social Worker, informed the Committee of the various programs that the Adult Services provides. She qualifies applicants for homeowners and renters assistance programs and noted that applications for homeowner's assistance increased due to outreach efforts and the poor economy. The Special Needs Program provides chiefly financial assistance on a one time basis but cases must be prioritized because funds are limited. Awareness of services available in the larger community is necessary in order to refer clients in need of help that the Department does not provide. There are special giving programs for the holidays in which the department is very involved. The need for these programs has also increased substantially. Evaluations are made for those requesting reduction in various Town fees. Salvation Army grants are distributed. Short term counseling can be provided but long term counseling is referred to other sources.

**IV. Advisory Committee and Departmental Goals: FY 12**

- After a long discussion about what might be included in any “Mission Statement” or “Goals Statement”. The Committee decided to wait to compose these until after it completed its “education” phase and to communicate with the Council at a later date.

**V. Ethics issues for Advisory Committees**

- Maria Capriola, Assistant to the Town Manager, distributed copies of the Town Ethics Ordinance. She wanted to make the Committee aware of the ordinance and pointed out a few of its provisions having to do with conflicts of interest, use of influence, gifts, and disclosure of financial interests. She advised the Committee that any questions that come up in this area can be directed to the Town Manager’s Office or to the Ethics Committee. Revisions to this ordinance are presently under consideration.

**VI. Other - None**

**VII. Future Agenda Items/Adjournment**

- Identify unmet needs in the community that the Department can or should be addressing.
- Look at prioritizing things you might want to see the Department do.
- Do services overlap? Are there things one part of the Dept can do for another?
- How often does Kathy or Youth Services refer out to other agencies?
- How can this Committee make the community aware of what we do, not just to inform about available services but also help and support the Department?
- Expanded Youth Services?
- How are undocumented aliens affecting the Town and can we help them?
- The Festival on the Green wants any group participating to have some kind of activity to be connected with their presentation. Scavenger hunt? Kite Flying?
- Should the Committee evaluate outside agencies request for funds?

**Next Meeting July 20, 2011 at 2:00pm**

**Meeting Adjourned at 2:58 PM.**

**Respectfully submitted,  
Joan Quarto**