

# BRANFORD HUMAN SERVICES BOARD

October 8, 2024

## Board Members –

Present: Lexie Klarman, Sarah Lockery, James Integlia, Vincent Ragonese, Andy Marlatt, Mary Grande, Elizabeth Sattelberger  
Absent: Mary Perry, John Mooney

## Others Present -

Executive Director: Peter Cimino  
Assistant/Clinical Director: Pamela Davies  
Social Services Coordinator: Mike Randi

The meeting was called to order at 8:06am.

- I. Minutes:** Minutes from June 11, 2024 and July 9, 2024 were read and approved.
- II. Communications:** Donation of \$5,000 received from the Archbishop's Annual Appeal.
- III. Income (donations, fees, etc.):** Income, accounts receivable, and billable services for fiscal year to date were discussed with the Board. Social Services/Basic Needs accounts for fiscal year to date were discussed as well. Update also provided on YSB grant and ARPA funds.
- IV. Clinical Services:** Statistics and demographics of clients as well as caseloads, admissions, and discharges for previous month. Had a resignation of a full-time clinician and will be posting for that position soon. Julie Hurley, APRN retired at the end of this summer and Michele Muzyka, APRN has increased her hours to accommodate the additional clients.
- V. Social Services:** Updates were given on Social Services, Case Management, Police Social Worker, and Youth Services Bureau. Continue to see an increase in need for rents and utility assistance. Currently down one position for the Youth Outreach Worker, as that staff member has been promoted to Case Manager.
- VI. Public Relations/Fundraising:** Family Day was a success, despite the rainy weather. Multiple upcoming events planned, including YMCA Health and Wellness Fair, Scarecrow on the Green, and Thanksgiving cards. There is a staff liaison with the school's Bring Change to Mind program for students. Will be hosting a training on the biology of addiction for professionals on October 16<sup>th</sup>.
- VII. Director's Report:**
  - DPH License Inspection – DPH conducted their unannounced license inspection for BCCS on October 3<sup>rd</sup>. Awaiting final report.
  - Secret Santa Program – Underway. Collecting applications from recipients and gift cards from donors.
- VIII. Old Business:** No new business was presented.
- IX. New Business:** Meeting calendar for 2025 was presented to Board and approved.

*Minutes submitted by Jennifer Sylvia.*

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- X. Any other business that may properly come before the Board:** No other business was presented.

The next meeting of the Branford Human Services Board will take place on Tuesday, November 12, 2024 at 8:00am at Branford Counseling & Community Services, 342 Harbor Street, Branford, CT 06405.