

Newtown Youth and Family Services
Minutes of Board of Directors Meeting – February 28, 2011

Board Members Present: Susan Improta, Tom Murtha, Diane Savinelli, Layne Lescault, Ashley Mele, Rosalie Newman, Ron Pekrul, Leonard Penna, Cindy McIntyre, Maureen Birden, Paulo Mangiafico, Jim Solomon.

Staff Members Present: Jill Pluta and Jessi Zeigler

Absent: Denise Rodriguez, Steve Meeker

Meeting called to order by Tom Murtha at 6:30 PM.

Motion to approve last meeting's minutes made by Cindy; McIntyre and seconded by Rosalie Newman. Motion approved unanimously.

Chairman's Report

Move from Mt Pleasant to Churchill

- No ramp needed by making downstairs –only compliant
- Moving company was cheaper than originally discussed – less than \$790
 - o Spent so far on the move approximately \$3500
 - Dumpsters were donated

Thank you to Jill, Jessi and everyone who helped

- Possibly giving the employees who assisted comp time

Landlord needs to complete a few items in connection with move.

Our ongoing problem is parking – we cannot park in the building lot; that space is reserved for clients.

Employees need to park at Big Y or somewhere else on the street. This issue needs to be addressed.

\$5700 deposit is coming back to us from Mt. Pleasant – Landlord has 30 days to return. There is no interest on the deposit.

Now the mood of employees is very positive

Jim Solomon wants to resign from the nominating committee so we need people to volunteer to help on this committee.

Search for Executive Director

We have received many resumes, but only a few meet job description requirements.

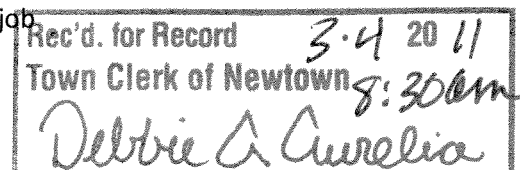
The pay for the position is now between \$60,000 and \$70,000 with option to increase if an applicant's qualifications justify.

- Applicants need to have both business and clinical knowledge and experience

Board created a Search Committee (Paul, Layne, Rosalie BOD members and Jill and Jessi staff members).

- Human Resource meets with applicants first and narrows down the numbers
 - o Search Committee meets with those and decides the top applicants and presents finding to the BOD with a second alternative.
 - o Applicants make presentation to the BOD
 - This should take approx 3 months.

At this time, Jessi is doing both her own job and the interim Director's job.



A revised positional organizational chart (to include Operations Coordinator position) was present to BOD for approval. A motion to approve the revised chart was made by Layne Lescault, seconded by Paul Mangiafico. The motion passed unanimously. An organizational chart including staff names is to be sent out.

Staff Breakfast scheduled for March 15th from 8-9 at 17 Churchill Road
Tom and Ashley will work to set that up

A Big Thank You to Jessi for doing such a great job.

Board Members should walk through the building to see what changes have been made and how good everything looks.

Interim Executive Director's Report (See attached)

ANNUAL EMPLOYEE SURVEY

Anonymous comments from staff indicate that BOD members don't understand that the day-to-day work can be stressful and difficult

- Clinicians are expected to meet numbers
- Staff is always aware of the numbers
- The Executive Director oversees the entire operation
- Full time clinicians see 22 clients within their 35 hours

Now the clinical side is doing well, the wait list is down and the numbers are up
The move was stressful on the employees and the patients

- Employees don't think the move was planned well, however, the BOD agreed that any delay in moving resulted in greater financial loss for the agency.
- Employees want the BOD to more proactively plan the next move
 - o This is a problem discussed by the BOD and could have been communicated better by the Executive Director.

This move was a learning experience for all.

Treasurer's Report (See attached)

Monthly financial projections will be completed for the March meeting.

Personnel Committee

A suggestion was made to increase an Executive Directors leaving notice from 2 weeks to 4 weeks. That needs to be discussed.

Fundraising Committee

2 new ideas:

1. Mr. Newtown High School. April 2nd. Boys will get a sponsor, and an emphasis will be on charity while raising individual funds. Next year a female version of this fundraiser will be done as well.
 - Cost for the event is approximately \$600. Waiting for Scott Clayton to sign approval.A motion to approve the event was made by Maureen Birden, seconded by Cindy McIntyre and approved unanimously.

2. Spring to Summer Family Fun day for elementary schools – plus an auction.
 - Will include sports and related family events. Tickets for a family of 4 will be \$35Expenses for this event will be approximately \$3000. Expected revenue is over \$6500.
Motion to approve this event made by Susan Improta, seconded by Diane Savinelli, approved unanimously.

Perseverance Breakfast will be moved to later in the year. This event needs to be a staff and chaired event.

NEW BUSINESS

A need exists for staff to learn QuickBooks.

Agency is posting a part-time accounting/bookkeeping person for 15 hours per week.

Motion to adjourn made by Diane Savinelli, seconded by Tom Murtha, and passed unanimously.

Newtown Youth and Family Services, Inc.
Interim-Executive Director's Report February 2011

Clinical Sessions Previous Year Comparison							
Month	07 08 Sessions	08 09 Sessions	% Change	09 10 Sessions	% Change	10 11 Sessions	% Change
July	218	254	16.51%	236	-7.09%	262	11.02%
Aug	214	183	-14.49%	265	44.81%	224	-15.47%
Sept	217	248	14.29%	282	13.51%	302	7.28%
Oct	238	337	41.60%	307	-8.90%	273	-11.07%
Nov	234	301	28.63%	230	-23.59%	271	17.83%
Dec	180	208	15.56%	241	15.87%	223	-7.47%
Jan	233	341	46.35%	298	-12.61%	213	-28.61%
Feb	239	270	12.87%	166	-38.46%		
March	221	268	21.04%	288	7.66%		
Apr	251	263	4.68%	295	12.27%		
May	282	283	0.18%	269	-4.78%		
June	199	287	44.22%	284	-1.05%		
YTD	2,726	3,242	18.91%	3,161	-2.50%	1,768	-4.88%

Supportive Programming Hours of Service							
Month	07 08	08 09	% Change	09 10	% Change	10 11 Hours	% Change
July						269	
August						328	
Sept	421	674	60.10%	845	25.37%	524	
Oct				1,049		762	
Nov				1,024		712	
Dec	1,263	2,025	60.33%	900	46.81%	807	
Jan				690		606	
Feb				605			
Mar	1,467	1,984	35.24%	810	6.10%		
April				746			
May				748			
June	1,212	1,381	13.94%	236	25.22%		
YTD	4,363	6,064	38.99%	7,652	26.19%	4,007	-11.11%

- January numbers down due to eight snow days when the schools were closed. NYFS groups and after school programs do not meet when schools are closed and many clients cancel their behavioral health appointments.
- Move to happen on Friday.
- Annual employee survey results attached.

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Newtown Youth and Family Services, Inc.
Treasurers Report FYE June 30,2010-2011 / Month of January 2011

Net Income	<\$37,939.46>
<u>Budgeted Net Income</u>	<u><\$12,086.00></u>
Difference from Budget	<\$ 25,853.46>

Income: Year to Date - Compared to Budget <\$47,770.40>

Key Reasons:

- Grant income off <\$20,244.35>. Corresponding expenses are also absent.
- Contributed Support is off by <\$14,771.20> due to lower individual & business donations vs. budget
- YTD Earned revenues are off <\$10,274.61> due to lower Behavioral Health Fee Income.

Expense: Year to Date - Compared to Budget <\$21,916.94>

Key Reasons:

- Grant & contract expenses lower by <\$5,536.23>
- Salaries and related below budget <\$13,304.20>
- Holiday Festival & Road race expenses were below budget.

	<u>Jan,31,2011</u>
ASSETS	
Checking/Savings	
1010 · Operating Account	\$18555.07
1040 · Petty cash	\$425.00
1070 · Savings & short-term investment	
1073 · NSB IMMA	\$4056.61
1076 · SBD IMMA	\$6015.81
Total 1070 · Savings & short-term investment	\$10,072.42
1080 · Carolines Gift CD	\$10,503.74
1081 Carolines Gift MMA	\$11,249.23
Total Checking/Savings	50,805.46

The credit line was at a zero balance at month end.