

**Newtown Youth and Family Services  
Minutes of Board of Directors Meeting  
November 26, 2012, 2012 – 6:30PM  
C.H. Booth Library, Newtown CT**

Members Present: Jesse Rosenschein, Rick Child, Rosalie Newman, David Moseman, Maureen Birden, Tom Murtha, Ashley Mele, Susan Giglio, Karen White, Sheilah Krashickas, Steve Meeker, Jim Solomon, Don Ramsey, Sue Giglio, Lenard Penna (Newtown PD)

Members Not Present: Diane Savinelli, Leslie Polseno, Elise Trock

Staff Present: Candice Bohr, Executive Director

1. Call to Order
  - The meeting was called to order at 6:32 by Tom Murtha
  - a. Roll Call – The roll of the Board of Directors was taken by signing in and a quorum was established.
2. Approval of October 2012 minutes.
  - a. The motion was made by Sheilah Krashickas and seconded by Steve Meeker. The following votes took place and passed unanimously
3. Chairman's Report
  - a. Large Personnel
    - i. Lots of people leaving and a few changes
4. Director's Report
  - a. The Receptionist Position is still available. We are interviewing two more people on Friday 11/30. The position will be filled within the next week.
  - b. Primary Service Coordinator
    - i. Two candidates being interviewed this week. We hope to have this position filled by Thursday 11/29. When we lost this position and a few other things, Candice fought hard for it back and we got it.
    - ii. This position covers Waterbury and Danbury, our goal is to get referrals.
  - c. The Per diem therapist position has been filled. Patty will start 12/10
  - d. We do have a waitlist but it is not high
    - i. The wait is 3 to 4 weeks
  - e. We have a new IT company
    - i. It is technology support for non profit. We found out about this company through United Way. The server is a nightmare and we are working on resolving the issues as quickly as possible. We need a server that can keep up with our with medical billing software. We are exploring options with our current company and speaking with other agencies.
5. Finance and Treasurer's Report

- a. We have a better budget
  - b. We are down in behavioral health fees. \$9000 down since July 1
    - i. We have a goal to get this back up
    - ii. We have had employees moving in and out of this position which makes it hard to keep it up
6. Personnel Committee
- a. Job descriptions and the Handbook are being updated
7. Fundraising Committee
- a. The Holiday Festival is under way. We have decorators to come in and decorate each house.
  - b. The Amazing Race has been canceled due to lack of enrollment. We have divided the prizes into 4 packs in the festival of trees.
  - c. Nutcracker tickets we have sold close to 100 in before sales. We will be selling flowers on the day of the ballet
  - d. The craft fair has filled the 35 spots
  - e. We have 60+ breads for the Victorian Tea
  - f. For next year we want to get better lawn signs
  - g. Santa will be making an appearance
  - h. We have gotten a great response for the house tours.
8. Nominating Committee
- a. None
9. Old Business
- a. None
10. New Business
- a. None
11. Adjournment
- a. A motion was made by Jim Solomon and seconded by Tom Murtha at 7:20 PM to adjourn.