

**Newtown Youth and Family Services
Minutes of Board of Directors Meeting
October 27, 2014 – 6:30 PM
C.H. Booth Library, Newtown CT**

Members Present: Don Ramsey, Ashley Mele, Rick Child, Susan Giglio, Jesse Rosenschein, Sheilah Krasnickas, Mackenzie Page, David Moseman, Kathy McCleary, Leonard Penna (Newtown PD), Kristin Connors, Steve Meeker and Karen White

Members Not Present: Mel Kawakami

Staff Members Present: Candice Bohr, Jill Pluta

1. Call to Order

The meeting was called to order at 6:32 PM by Jesse Rosenschein.

a) Roll Call- The roll of the Board of Directors was taken by signing in and a quorum was established.

b) Approval of June Minutes – Karen White made a motion to approve the minutes as written. The motion was seconded by Steve Meeker and passed unanimously.

2. Chairman’s Report

a) Annual Meeting went very well in September.

1. We discussed a possible online auction for next year as well as auctioning at the event.

b) We have some openings on the board

c) Passed around NYFS Orientation for new employees and members of the board

3. Executive Director’s Report

a) Waitlist 22 - down from last month

b) COA

1. Have an accreditation, this allows us to teach certain classes and meet certain standards. They will come on Monday-Thursday and talk to Rick, Steve, Karen and Jesse. They will ask questions about the agency. They will also let us know if there is anything we need to submit. We will have an answer by January 2015.

c) Department of Justice.

1. We are asking for a no cost extension for what we haven’t spent in Phase 1. Insurance collected, we would deduct from what was rewarded which wasn’t the case. We are trying to clear the air and figure out the consequence stage B (July 1st-December 2015. We are expanding clinical and admin staff (Hired 4 more therapists) Without the extension we would have to wait until July 2015 and we would lose 175 patients

Phase 1

Crisis stage → 12/14/2012 – 6/30/2013

Phase 2

Consequence stage → 7/1/2013-12/31/2014

Phase 3

Change dates

7/1/2014 – 12/31/2014 – expenses/operations

7/1/2014-12/31/2015 – personnel and fringe

d) PSM – Primary Service Manager. We are looking for someone to fill this position. To go into peoples homes for people who are recommended b the state for more therapy.

e) September 2013 we opened on Saturdays. The need for Saturdays has become less and less. We are discussing closing on Saturdays and having the therapists work night hours instead.

4. Finance and Treasurer's Report

a) Newtown Care's money is rolling into Wells Fargo Bank.

b) Moved some of Caroline's Gift money into Wells Fargo.

c) We haven't touched the credit line in 3 years.

d) Next Meeting we will compare current credit vs. budget

e) Thinking about purchasing a place (13 Berkshire)

1. We would rent one, renovate, have a mortgage with a small down payment

2. If purchased- we would create 20 new offices and have new Hvac system put in

f) New grant for two non profits using the same building- we are exploring this idea

5. Personnel Committee

a) Everything is good and no problems or complaints

6. Fundraising Committee

a) Press Release went out for Holiday Festival

1. Trolley and House Tours

2. No craft fair – instead Yankee candle sale

3. Frozen Themed

4. Tea

5. Gingerbread houses, book fair and decorators

6. Jingle Jam – Sippin Band – A concert and proceeds will be donated.

The concert is at 7pm

b) Road Race was a great turn out and highest proceeds!

7. Strategic Planning

a) No Report

8. PQI

a) Waiting list is longer due to people looking for specific days and times, which make it hard to schedule.

b) COA

1. Incidents (accidents) 3 in the past year and nothing was bad

9. Nominating

- a) We have space for 3 to 4 new members
 - 1. Looking for great community minded people preferably a Realtor and Someone in Finance,
- b) Exploring the idea of opening up the pool of candidates
 - 1. Have a percentage of Newtown vs. Non Newtown Residents

10. Old Business

- a) No report

11. New Business

No Report

12. Adjournment

The meeting was adjourned at 7:12 pm.

The next meeting will be held at the Newtown Youth and Family Services Agency on November 24, 2014 at 6:30pm.

Respectfully submitted by,

Ashley Mele, Secretary