

Newtown Youth and Family Services
Minutes of Board of Directors Special Meeting
November 30, 2015 – 6:30 PM
15 Berkshire Rd, Sandy Hook, CT

Members Present: Jim Wallace, Karen White, Ashley Mele, Sheilah Krasnickas, Mel Kawakami, Rosalie Newman, David Moseman, Kristin Connors, Rick Child, Mackenzie Page, Jesse Rosenschein and Susan Giglio

Members Not Present: Don Ramsey, Dean Pinto, Tom Murtha, Gavin Arneith and Kathy McCleary

Staff Members Present: Candice Bohr

1. Call to Order

The meeting was called to order at 6:35 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 October Minutes – Mel Kawakami made a motion to approve the minutes as written. The motion was seconded by Karen White and passed unanimously.

2. Chairwoman's Report

a) We are still waiting to hear from some grants.

b) We will not be having a meeting in December.

c) We will be updating the bylaws next year.

3. Executive Director's Report

a) The building project is on hold until OPM makes a decision January 1st.

b) Grants:

1. Applying for VOCA grant, 58% of our clients fall under this RFP. We will not be collaborating with the rest of the town for this grant. The grant is due in January 2016 and we will know their decision by April 2016.

2. The DOJ grant consequence phase is scheduled to end July 2016, we are requesting a second extension. The DOJ satellite grant ends in August 2016, also looking to extend. We will know by February 1st, 2016.

3. Newtown Sandy Hook Community Foundation was a grant we applied for in October for our operating services and we were told we got the grant.

4. There are still more grants we have out. We will hear more soon. We are also looking for more ideas for more ways for the agency to branch out.

c) The employee handbook was looked over by the board. Dave Moseman made a motion to approve the Employee Handbook as written. The motion was seconded by Rick Child and passed unanimously.

4. Finance and Treasurer's Report

- a) We should be thinking about putting a plan in place for the future.
- b) We are under budget for our operations.
- c) We got the draft of the audit. Some changes are being made. If anyone wants the audit draft it is available.
 - 1. Under the Cost Allocation Policy there were some changes that need to be made. The location of the agency was updated to our current location. The threshold for new purchases was increased. Finally, the funds from the holiday festival and the road race are for general uses. Jesse Rosenschein made a motion to approve these updates on the audit and passed unanimously.

5. Personnel Committee

- a) No report

6. Fundraising Committee

- a) The Holiday Festival is Sunday December 6th! This is our 30th year as well as Polar Expresses 30th year. Our theme is the Polar Express. Events include; Victoria Tea, Nutcrackers, Festival of Trees, Trolley Ride, House Tours, and Kids Activities. We still need volunteers!

7. Strategic Planning

- a) No Report

8. PQI

- a) We are finding problems getting the surveys back from clients. We are looking into new ideas to motivate people to take the survey.
- b) Numbers are good for case file compliance as well as quarterly reviews.
- c) Suicide prevention training will be held for the staff in December.

9. Nominating

No report

10. Old Business

No report

11. New Business

- a) Mackenzie's Great Pumpkin Challenge had a fantastic outcome!

12. Adjournment

The meeting was adjourned at 7:12 pm.

Kristen Connors made a motion to adjourn. The motion was seconded by Jim Wallace and passed unanimously.

Respectfully submitted by,

Ashley Mele, Secretary