

**Seekonk Human Services
Board of Directors Meeting
February 28, 2011
3:30pm**

Attendance: Lynn Neves, Anita Gendron, Anne Libby, Vicki Kinniburgh, Rene Andrews, Christine Allen. Director Bernie Huck

Handouts: Agenda, Monthly Reports, Minutes from 1/24/11, Strategic Plan, and Orientation Manual

1. Meeting called to order at 3:38pm by Vicki
2. Approval of January Minutes
 - MOTION: Anne Libby made a motion to accept minutes for 1/24/11
 - SECOND: Vicki
 - VOTE: Unanimous
3. Work Session
 - MOTION: Chris Allen made a motion to enter into a work session.
 - SECOND: Rene Andrews
 - VOTE: Unanimous
4. Work Session
 - Renee asked about Outreach Case worker
 - Recruitment for Outreach is scheduled March 8th with Michael Carroll and Bernie Huck
 - Correction, recruitment is scheduled for March 10th at 8:30am; look over applications for possible Outreach Case worker
 - Vicki requests new applicants for outreach
 - Chris Allen introduces, Ashley Pimental, Senior Secretary
 - Credentials
 - Human Services Confidentiality
 - Hours: Lunch 1 hour for Bernie
 - Seth Bai union representative
 - Karen 10 hours for programs and education
 - Speakers are getting old, men are getting tired of the same old speech all the time
 - Senior Aide: Loretta 20 hours
 - Senior Secretary: Ashley Pimental 33 hours
 - Clerical: Kimberly 26 hours
 - Nancy, hours change due to granddaughter needing a heart transplant
 - Shine Certification: Nancy and Veronica, soon to be Ashley
 - Vacation: Last week of June and first week of July; no vacations giving
 - Rene suggested posting hours in office so everyone knows whose on
 - Anne Libby questions Friday morning work staff

- Bernie states welfare has new regulations, they need to do community service in order to receive benefits
- Phyllis will be paid through revolving account for art class
- Job Description: Ashley- Senior Secretary. Kim- Office Clerk
- Bernie Needs to inform staff that Ashley is second in charge when Bernie is out
- Minutes of meeting and DVD availability
 - Minutes will be available within 7 days of meeting
 - DVD will be available
 - Two copies of DVD; permanent copy and lent out copy
- Phone calls
 - Loretta had the most calls
 - Brown bags
 - Calls that are transferred counted as a phone call
- Strategic Plan and year long goals
 - Transportation, Housing, Facilities
 - Seniors over 60, 28% of population, tax paying population
 - Population is going up based on people not moving
 - Work on each category at a time to improve Strategic Plan
 - Facilities: Possibility of joining with Rehoboth
 - Seekonk has 6 day cares for children but no adult day cares
 - Facilities will be brought upon Zoning Board of Appeals (ZBA) on March 7th at 7pm.
 - Page 4, first for 20mins of talk time
- Evaluation of Department Head
 - Look for previous evaluation
 - Committee will evaluate Department Head
- Evaluation of Personal Performances
 - Once a year
 - Department head will conduct it

5. Next meeting

- March 28th at 3:30pm

6. Vicki reads letter for Bernie's defense to Carol Bragg's letter stating privacy issues

7. Meeting adjourned

- MOTION: Rene made a motion to adjourn at 5pm
- SECOND: Chris Allen
- VOTE: Unanimous