

Seekonk Human Services
Human Services Council Meeting
Monday, October 1, 2012 @ 3:30pm

Attendance: Christine Allen, Beverly Della Grotta, Rene Andrews, Vicki Kinniburgh, Anne Libby, Guy Boulay, Bernadette Huck (Director), Ashley Pimental (Senior Secretary)

1. Open meeting at 3:38pm
2. Approval of minutes
 - a. BINGO – Did not start September 20 change to October 4
 - b. Approval of minutes from July 23, vote for minutes is everyone but Guy because he wasn't on the board
 - c. Women's breakfast from August 27
 - i. **MOTION:** Chris made a motion to remove #6 under Women's breakfast
 - ii. **SECOND:** Anne second the motion
 - iii. **VOTE:** Unanimous
 - d. **MOTION:** Anne made a motion to accept with corrections
 - i. **SECOND:** Guy second the motion
 - ii. **VOTE:** Unanimous
3. Old Business
 - a. Women's Breakfast – Plans
 - i. Bernie called Alex's and they cannot accommodate our size
 - ii. Bernie mentioned Toti's but in the past there has been issues
 - iii. Chris mentioned brothers but Bernie stated that Brother's no longer can do it
 - iv. Rene suggested Newport Creamery or Friendly's, Bernie explained that there isn't enough space
 - v. Mary De-Leos was mentioned but space is limited
 - vi. Right now space is an issue for many places
 - vii. Rene and Vicki said to check out Toti's and Alex's for 10am Women's breakfast
 - b. Men's Breakfast
 - i. Guy as a liaison
 - ii. Guy spoke with Don who explained what the breakfast is
 - c. Completion of Ethics Training
 - i. Vicki needs to complete the test
 - d. New Board Members on the newsletter
 - i. Everyone is added to the newsletter
 - ii. Vicki will add her e-mail and cross off her cell phone number for contacts of board members
 - iii. Guy made a notion that the e-mail doesn't have to be capitals
 - iv. Beverly crossed off no texting
4. New Business
 - a. Professionalism in office
 - i. Anne mentioned phone etiquettes, Anne said she is told to "hang on" when being put on hold

- ii. Rene talked about when clients are there, the outside office is loud. She suggested if there is a need for a conversation to go across the hold.
 - iii. Also, when the community room is being used for an activity or meeting, staff should avoid walking in and out disturbing the activity or meeting and use the kitchen door instead
 - iv. Vicki suggests that the office should answer the phone properly and be professional at all times
 - v. Answer “Seekonk Human Services, -- speaking, how many I help you?”
 - b. Halloween and Thanksgiving Plans
 - i. Halloween party is on Wednesday, October 31 @ 10am
 - ii. Thanksgiving plans are in order
 - iii. Checking with Outback Steakhouse for meals to be donated for homebound residents
 - iv. Turkey Brigade wants the Thanksgiving basket list request by October 26
 - v. Bernie tells Guy that Human Services tried to deliver meals to homebound individuals
 - vi. Town Hall, Seekonk Total Fitness, and Briarwood Day Care held food donation boxes for the holidays
 - c. Budget
 - i. Vicki wanted a copy of the budget
 - ii. Vicki says the board should have a copy of the budget to see what is allowed and being spent
 - iii. Bernie said they could have a copy of the monthly expenditures
- 5. Directors Report
 - a. Process of Department Head Evaluations and Goals & Objectives has begun
 - b. Most of 2012 Goals & Objectives have been met already, one major accomplishment is with the new Senior Center
 - c. Annual report is completed, numbers are good just waiting on the circuit breaker
 - d. Space constraints are difficult currently
 - e. Arts and Crafts is being offered Mondays from 1 – 3 for FREE
 - f. Anne asked how are new activities getting out, Bernie said that Ashley used the Patch and the Reporter and Bernie does a monthly T.V. show on channel 9
 - g. Anne suggested to set up a table in the library foyer with pamphlets and advertisements once a month to let others know what Human Services is
 - h. Bernie stated that the library is looking for a liaison from the Human Services Board for the future growth
 - i. Put tables at events such as voting, Town Meeting and Pasta Fest
 - i. **MOTION:** Anne made a motion to put tables at major events to explain what Human Services is
 - ii. **SECOND:** Rene second the motion
 - iii. **VOTE:** Unanimous
 - j. Chris brought trips, newsletters, Foxwoods and Pasta Fest flyers to Rehoboth
 - k. Operations Project Manager is being interviewed then the next step can start
- 6. Members Speak
 - a. Anne is the only one who volunteered to sit at tables for events
 - b. Bernie got Ashley to volunteer for Town Meeting

- c. Anne mentioned BINGO is starting Thursday, October 4, 2012. Also, Thursdays are not good for Anne
 - d. Beverly said she will help with BINGO
 - e. Bernie will find help as well
7. **MOTION:** Anne made motion to adjourn at 4:35
- a. **SECOND:** Chris second the motion
 - b. **VOTE:** Unanimous