

**Mansfield Youth Service Bureau Advisory Board
MINUTES**

Tuesday, February 10, 2009
12:00 noon @ Mansfield Town Hall
Conf. B

PRESENT: E. Mantzaris (Chair), F. Perrotti, J. Marchon, A. Hoyt,
K. Grunwald (staff), P. Michalak (staff), K. McNamara, (Staff)
K. Taylor (Secretary)

ABSENT: E. Griffin, C. Morrell, K. H. Spottiswoode, S. Riffle

I. Call to Order: Chair E. Mantzaris called the meeting to order at 12:00 PM.

II. Approval of minutes: The minutes of the 1/13/09 meeting were reviewed. F. Perrotti made a motion to approve the minutes as submitted. Unanimously approved.

III. Sandy Baxter, School Readiness Coordinator, made a power point presentation on the work done as a result of the Pre-school Quality Initiative Grant. The purpose of the grant is to create a plan to improve the lives of children birth through 8 years and their families. As part of the process the leadership group is bringing to the community strategies and actions which they have developed. The group is asking for community feedback on their work. The planning process will be completed by July 2009. Sandy asked that members complete the on line survey. K. Grunwald added that there will be a training session available on Results Based Accountability to assist in calculating the needs of Mansfield families. K. Grunwald will update the board when that becomes available.

IV. Reports

Director's Report – K. Grunwald updated the board regarding the town budget. He stated that each town department has been asked to look at a 5% to 10% reduction, possibly effecting staffing.

Coordinator's Report – P. Michalak summarized the monthly activities listed below for the board:

January 2009

- Presented a plaque of appreciation to Mr. Hendricks second grade class for their 'blanket' project. His class hand made fleece blankets for young children. YSB staff distributed the blankets to families.
- Thanked South East School for the hats and gloves for Mansfield families. Every year their school has a giving tree in the main office and children, families and staff donate hats, mittens and scarves. YSB distributes the items to families.
- New volunteer coordinator: Yerina Ranjit, planning and coordination of our volunteer orientation and training sessions. She has a master's degree in journalism and bachelor degree in social work. She is helping us with the increasing numbers of volunteers. Some of the tasks achieved after her recruitment are:
 - Creating formal volunteer packet, including information and guideline sheets
 - Organized an orientation for student volunteers and work study students
 - Created a system whereby volunteers are more accountable to their responsibilities. They will be writing feedbacks on weekly basis for YSB.
 - Delegated tasks to various volunteers based on their skills and availability
 - Wrote an article about the Grief Group published in the town Web site
- Partnership with UConn baseball team: Met with Jim Penders from Uconn Baseball team. Team players are volunteering as mentors in our COPE program each week throughout the semester. Team will be sending post card to 25 children in our Big Friend's Program as the team travels around the country. More opportunities are being worked on.
- PAWS: Continued planning for our 20 Town PAWS leadership conference for middle and high school students.
- Grief Matters: Mary Coburn, a celebrant volunteer with Grief Matters facilitated a two-hour training and team building session

for 13 community volunteers including school personnel, clergy, professionals, therapists, retired professionals, students participated.

- First session of Grief Matters was held on the evening of January 25
- Volunteers wrote feedback of the program
- Published an article in the town Web site and Mansfield Today about Grief Matters

- Multi-family group: Due to the size of the multi family group it will be divided into two groups to accommodate the number of families. Facilitated multi family group

- Passes for Community Center: Developed relationship with Community Center for passes to use the facility

- Grandparents Raising Grandchildren Group met this month and continues to support each other and share ideas and knowledge regarding their responsibilities as parents.
- Third Annual Winter Fun Day: Provided a volunteer for the event.

- MMS: Co-facilitated the MMS middle school special-Ed dinner. Ellen Boehle, school psychologist, discussed the future of Special Education and that the state is proposing that special education children main stream.

- COPE: COPE has new volunteers one from Eastern Connecticut University, four from Uconn including two members of the Uconn Baseball Team.

- Student art work: Preparing an afternoon reception at the community center for an MMS student, to displaying his art work and receive acknowledgement from the community.

- Updating service statistics: Continue to work on stats that best reflect the work we do.

- Meetings:
 - Attended PPT

- Attended weekly meetings at the middle school
- Meeting with psychologists
- Meeting with Rachel division of special education / board of ed to discuss the best way to facilitate communication between the school psychologist and the YSB staff

P. Michalak touched on some of the highlights of the YSB's monthly activities with the Board. P. Michalak also informed the Board members that Ken Caputo from Villari's Martial Arts Studio, whom they met earlier in the year, continues to be involved with Mansfield Youth Service Bureau.

V. Old Business

NECASA – K. Grunwald informed the Board that NECASA had submitted an application for funds from the Town of Mansfield. He also stated that due to the budget cuts there was no guarantee of approval. The Board recommended \$800.00 be awarded to NECASA.

VI. New Business

None

VII. Other: none.

Adjournment: The meeting adjourned at 12:35 PM.

NOTE: The next meeting has been changed from March 10th to March 17th at noon in Conference Room B.

Respectfully submitted,

Karen L. Taylor
Secretary