



**TOWN OF MANSFIELD**  
OFFICE OF THE YOUTH SERVICES BUREAU

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Patricia Michalak, MA  
Youth Service Bureau Coordinator

YSB Advisory Minutes  
March 12th, 2013  
12:00 noon @ Mansfield Town Hall  
Conf. Rm. B

**Board Members**

*Present:*

Ethel Mantzaris, Chair  
Kathy McNamara, YSB Social Worker  
Eileen Griffin, LCSW Resident  
Stephen King, State Trooper  
Steven Martin, Graduate Social Work Intern  
Genevieve Rigler, E.O.Smith High School Student  
Chuck Leavens, E O Smith Counselor  
Kevin Grunwald, Human Services Director

**I. Call to Order**

- Meeting called to order at 12:05 PM by Ethel Mantzaris.

**II. Approval of minutes**

- February 8, 2013 minutes were approved.

**III. Reports**

- Director's Report – Kevin Grunwald
  - Director's Report was presented
    - Kevin Grunwald presented the latest quarterly report
- Coordinator's Report – Patricia Michalak

**Grief Matters:** Grief Matters will be starting on February 24<sup>th</sup>. The volunteer planning committee has been meeting and all of the volunteers are returning this year. We have about seven returning families.

**Community Out- Reach:** Community Outreach has provided us with many new volunteers this semester for both our in-school and after school programs.

**Grandparent's Raising Grandchildren:** Representative Greg Haddad attended their meeting as they want to support legislation for Grandparents. Grandparents appreciate the opportunity to advocate for themselves and others.

**Cope:** Planning and coordinating a visit from the middle school guidance counselors. Gathering materials and formulating lesson plans while collaborating with volunteers to implement during group sessions.

**Boys Group:** Had the first group session at the end of the month. Nine middle school students participate in the Boy's Group. Six volunteers assist each other in facilitating the group.

**MFG:** Multi-Family Group pharmacy student volunteers were unable to arrange their schedules this semester to fully participate in the group. We will be following up with the Pharmacy professor to see if arrangements can be made.

**Big Friends:** Had the first Big Friends/Parent Group at the end of the month. Pizza was provided to the volunteers and participants. New volunteers and students were added to the program. Short information sessions will be provided to the parents.

**Volunteers:** Continued contact with volunteers over their winter break. Some continued to volunteer throughout the winter break.

**Uconn Men's Basketball Tickets:** We were fortunate recipients of 150 Uconn basketball tickets. All of the tickets were distributed to deserving families.

#### **IV. Old Business**

- None

#### **V. New Business**

- Future staffing considerations – Kevin Grunwald presented a memo sent to the town manager concerning future staffing issues in the Human Services Department. The memo expressed concerns of staff members in regard to a transition plan. The staff suggests that no final changes should be made prior to hiring a new director. The memo further presented items for consideration with the understanding that the town manager has been discussing this with the Personnel Committee of the Town Council. A short discussion followed in regard to the open Senior Social Worker position as well as the positions that will be open in the near future.

#### **VI. Other**

## **VII. Adjournment**

- Meeting adjourned at 12:30 p.m. April 9, 2013 is the next meeting.