

MINUTES
Human Service Department Advisory Committee
Special Meeting
April 20, 2011
3:00-4:00

- I. Call to Order: K. Grunwald called the meeting to order at 3:02 PM and welcomed members to this new committee. Members were asked to introduce themselves.**

Present: Kevin Grunwald (staff), Dexter Eddy, Joan Terry, Frank Perrotti, Joan Quarto, Ethel Mantzaris, Matt Hart (staff), Victoria Nimirowski, Sara Anderson, Jane Blanshard
Regrets: None

- II. Approval of minutes: As this was the first meeting of this committee, there were no minutes to be approved.**
- III. Town Council Charge to the Committee: K. Grunwald reviewed the Town Council's charge to this committee; "to serve in support of the department's mission to enhance the well-being and help meet the basic needs of all residents of Mansfield." There were no comments or questions.**
- IV. Election of Officers: Chair, Vice-Chair, And Secretary: E. Mantzaris was nominated as the Chair and was approved unanimously. F. Perrotti was nominated as Vice-Chair and was approved unanimously. V. Nimirowski was nominated as secretary but declined. J. Quarto was nominated as Secretary and was approved unanimously.**

J. Blanshard suggested that we tape record this meeting for the minutes. It was agreed to do this, and J. Quarto as secretary will work with the department secretary on creating the minutes from the recording. K. Grunwald will send out a distribution list. E. Mantzaris raised a question about what the function is of the group. M. Hart thanked members for volunteering and suggested that the committee work with key staff to assess community needs and identify whether or not we have the resources to meet those needs. He thinks that it would be helpful for this committee to assist the department in establishing a mission and goals. E. Mantzaris asked for a copy of the organizational chart, and J. Blanshard requested

job descriptions. M. Hart suggested adding budget pages and inviting key staff to the next meeting. K. Grunwald will invite YSB Coordinator and Senior Center Coordinator to the next meeting.

K. Grunwald asked members to talk about the work of the advisory committees that they are representing. J. Blanshard stated that MACNPD has worked hard to make Post Offices accessible to people with physical disabilities. The issue of access to buildings is an area of concern. J. Terry said that she will be interested in pursuing the issue of doctors being unwilling to accept Medicare patients, which came up at the recent COA meeting. She feels that this is an area that this committee should attend to. V. Nimirowski is interested in ways that this department can collaborate with outside agencies, including WAIM. E. Mantzaris would like to see Youth Services expanded and strengthened. S. Anderson said that she is excited about the ability to find cross-over issues from other groups that impact children and families. The focus of MAC is on children age birth-8. J. Quarto said that she is not sure what the issues are for the Mansfield Senior Center Association.

- V. **Overview of the Human Service Department:** K. Grunwald distributed copies of the department's annual report for last year and provided an overview regarding the organizational structure of the department. J. Blanshard mentioned that she has notes from a focus group that was held at the Senior Center.
- VI. **Freedom of Information and Ethics Issues for Advisory Committees:** D. Eddy clarified that a 2/3 majority is required to go into Executive Session. J. Quarto asked what the ethics issues are; M. Hart explained that it is important for members to be familiar with the Town's ethics code. Copies of the code will be made available to members.
- VII. **Meeting Schedule:** Members agreed that we will meet on the third Wed. of the month at 2:00 PM, and will discuss meeting during the summer at one of our next meetings.
- VIII. **Future Agenda Items/Adjournment:**
 - J. Blanshard suggested future agenda items including the focus group information from the Senior Center. She

distributed several items that she would like to see discussed.

- **M. Hart announced that there is a proposed project for the next fiscal year to build a sidewalk on South Eagleville Rd. from Glen Ridge.**
- **D. Eddy raised a question about what is happening re: Assisted Living; perhaps the committee should take an interest in that.**

Meeting Adjourned at 3:48 PM.

**Respectfully submitted,
Kevin Grunwald**