

**Newtown Youth and Family Services
Minutes of Board of Directors Meeting
August 22, 2011 - 6:00 PM
C.H. Booth Library,**

Members Present: Tom Murtha, Rosalie Newman, Jim Solomon, Elise Trock, Paul Mangiafico, Leonard Penna, David Moseman, Steve Meeker, Sheilah Krasnickas, Karen White, and Leslie Polseno

Members Not Present: Diane Savinelli, Ashley Mele, Susan Improta, Maureen Birden, Layne Lescault, and Rick Child

Staff Members Present: Candice Foster and Sheila Russo

Guests Present: Don Ramsey

1. Call to Order

The meeting was called to order at 6:08 pm on August 22, 2011 by Tom Murtha.

a) Roll Call- The roll of the Board of Directors was taken by signing in and a quorum was established.

b) Approval of July 2011 Minutes - Motion made by Jim Solomon to approve minutes as written and seconded by Elise Trock. Motion passed unanimously.

2. Chairman's Report

a) As the focus of this month's meeting, Tom discussed the need for the 2012 Budget to be approved. Candice, Tom, Steve, and David have been examining the numbers and reallocating some expenses that were incorrectly booked. The draft budget for 2012 was sent to Board Members on August 10th for review. A brief discussion on specific line items was discussed and the Motion was made by Dave Moseman to approve as written and presented and seconded by Steve Meeker. Motion passed unanimously.

b) Discussion on the 121 Mount Pleasant Street lease. Tom confirmed that the security deposit in it's entirety was refunded in late spring, \$2,100. No other action needed or considered at this time.

3. Executive Director's Report

a) We are looking for additional per diem clinicians which would allow us to expand week night and early morning hours, which a number of clients want. We did hire one per diem clinician that will start August 26th.

b) Medical biller position was posted online with Careerbuilder and Sheila is currently interviewing and screening possible candidates. Would like to fill position by Oct 1, 2011.

c) Discussion on case quota and supportive program hours. Low numbers for July due to many last minute cancellations. Please see attached document and findings.

d) Fundraising efforts are in full swing. Volunteers are needed for Homework Club, Goody Bag stuffing, Road Race, and Just 4 Kids Tag sale. Flyers will be distributed by Board Members at the School's Open Houses during the first two weeks of September. Volunteers are needed for 30 min commitment.

4. Finance and Treasurer's Report

No financial report was given due to main motion to approve the 2012 Budget.

5. Old Business

a) Elise Trock inquired about group therapy. Tom suggested that she contact our Clinical Director via email to discuss her ideas and thoughts.

6. New Business

a) Jim Solomon introduced a potential Board Member from the School Dept., Don Ramsey. Don has been an educator in Newton for 35 years. He is excited and supports the mission of NYFS. He believes strongly in fighting for the under dog in life!

b) Holiday Festival is scheduled solely for Dec 4th, starting with family activities and than the social tea; proceeding with two ballet shows and a play. We are exploring the idea of a hayride along Main Street to view and judge the decorated doors. No house tours scheduled.

7. Adjournment

A motion was made by Elise Trock, seconded by Karen White, to adjourn the meeting at 7:12. The motion passed unanimously.

The next meeting will be held at the Newtown Youth and Family Services, 17 Church Hill Road, on September 26, 2011 at 6:30 PM.

Respectfully submitted by,

Sheila Russo
NYFS HR Manager

Clinical Sessions Previous Year Comparison						
Month	10 11 Sessions	11 12 Sessions	% Change			
July	262	230*	-12%			
Aug	224					
Sept	302					
Oct	273					
Nov	271					
Dec	223					
Jan	213					
Feb	218					
March	244					
Apr	233					
May	265					
June	221					
YTD	2,948					

Supportive Programming Hours of Service						
Month	10 11 Sessions	11 12 Sessions	% Change			
July	269	5 *	-98%			
Aug	328					
Sept	524					
Oct	762					
Nov	712					
Dec	807					
Jan	606					
Feb	689					
March	1,072					
Apr	679					
May	662					
June	362					
YTD	7,471					

***Clinical Hours**-we had 53 no shows/cancellations for the month of July.

***Supportive Programming Hours** for July do NOT reflect EPS programming, as the EPS program database has not been accessible for us to get numbers. We will have July numbers for review in September's board meeting

***Supportive Programming Hours** are also down considerably because we do not have students here from the high school working, as we do not have the space available. Last year we had 5 kids per day for 6 hours (Monday-Friday)