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TOWN OF BURLINGTON

Youth & Family Services

Board of Directors' Meeting March 6, 2023

Present: Board Members Roberta Mills, Martha Simon, Chais DiMaggio, Manisha Parwani, Christine Shruhan; Executive Director and Jennifer Priest; BYFS Administrative Secretary

Absent: Melissa Interest, Karen DiRienzo, Becky Norum, Linda Collins

I. CALL TO ORDER: The meeting was called to order at 6:01 p.m.

II. MINUTES: The board voted to approve the minutes of the January meeting. 4-0-0

III. DIRECTOR'S REPORT:

A. Agency Update:

- a.** Fees collected since the May meeting \$2661.00
- b.** Burlington Area Chamber Gala donated \$4,223.73
- c.** Groups program is currently running spring groups. We are currently offering yoga/self-expression and Adventure Group. The yoga group is still running from the winter program. The Adventure group is doing rock climbing until it get nicer outside for hiking.
- d.** Interviews for fall Internships- We have one who has accepted, 2 are on second interviews and 2 on first interviews. Manisha asked how many hours the interns put in. 24hrs a week is the commitment for the internship.
- e.** Budget season- Christine let the board know we are headed into budget season. Martha and Roberta expressed making sure we have what we need for the department in regards to staffing. Questions were asked about the two positions that are currently funded with ARPA funds and how those ending will affect the department. Christine shared about the William James Interface funding and how the town half comes out of BYFS contracted budget. This then limiting funds available for staff trainings. This past year it was 9,000 and it will be increasing each year.
- f.** Staff member Daphne Davidson retiring this June. Christine updated the board that Daphne will be retiring. The board would like to acknowledge Daphne's many years of service.

IV. COMMUNITY UPDATES:

- A. SEPAC** (Special Education Parent Advisory Council): Becky was not in attendance. No update was provided



- B. Schools:** Martha provided the board with an update. Cambridge Street Closet was started at the High School. It's a place where students can go to get clothing, hygiene products, and supplies. Items are needed and if anyone would like to donate please bring them to the administration office for the School Department.
- C. Burlington Police Department Mental Health Services:** Karen was not in attendance no update was provided.

V. NEW BUSINESS

- A.** Initiatives (old & new)- Youth homelessness grant position 9 applicants, 5 were asked to come in for interviews only 2 accepted in person interviews. Interviews were rescheduled due to a death in a staff member's family. Neither accepted the reschedule. The position was reposted.
Spanish speaking clinician is posted. This is a shared position with the schools.
- B.** Marketing for BYFS- talked about brochure and adding a QR code. It's currently a tri fold in color. Board members asked about making it a 2 sided sheet. Not sure it can be done with all the information on it. Staff working on Facebook page. Setting it up and clearly posting that it is not monitored 24/7. Discussed other social media platforms. There is an option once Facebook is set up that you can post to it, Instagram and twitter. Christine shared that she spoke with someone from the town in regards to communications and the department needs.
- C.** Children's Metal Health Awareness Week of May 1st- Christine will be going to the Select Board to get approval to light the common green like the last 2 years.
- D.** May 21st is the Board of Health community Health fair. BYFS is working on having a booth at the event.

VI. NEXT MEETING: May 1, 2023 6:00 pm

E. VII. ADJOURNMENT: The meeting was adjourned at 6:55 p.m. approve 4-0-0

Respectfully submitted,

Christine Shruhan, LMHC
Executive Director