

Holliston Youth and Family Services Advisory Council

Minutes of Meeting held on April 11, 2022

Present: Jen Liebermann (Chair), Kathy Cumming, Kate Cunningham, Peggy Payne, Matt Putvinski, Alison Quinan, Lynne Rahim, Kirsten Rancourt, Jackie Winer, Brian Sahagian, Stephanie Farrell

Absent: John Drohan, Kristen Haddad

Opening Remarks:

Jen read the opening statement and rollcall attendance was called. Peggy made a motion to open the meeting which was seconded by Lynne. Having a motion and a second, Council members unanimously agreed to open this meeting at 7:08pm.

Kathy C. made a motion to accept the February minutes which was seconded by Peggy. The minutes were unanimously accepted.

Director's Report:

1. Jackie apprised the council about March events and engagements (see Director's Report)
2. Jackie reported that the Drug Free Community grant application was submitted on April 8, 2022. This was a huge labor and Jackie learned a tremendous amount from her research. I.e., sifting through data and surveys, to understanding more about mental health and substance abuse issues, reviewing MCAS scores, and learning about health disparities in our community.
3. Jackie will be participating in a number of panels and workshops. The first panel was with the School's DEI specialist, Jariel Vergne, on March 22 over Zoom which is available to view on the HCAT website. Next up will be some bullying intervention and bystander training workshops with the MARC Center of Bridgewater State College (www.marccenter.org).
4. Jackie is also working with Jen Keen of Holliston Public Library on a virtual Depression Awareness Forum on Thursday, April 14th. Although the forum will be run by an outside agency, Jackie will be present and available for the Q&A section. Additionally, Jackie and Jen will be putting on a Pride month event in June for parents. More info to come on that event.
5. On Friday, April 1, Jackie and Kirsten participated in an HHS Counseling Center career speaker series event for 10th, 11th, and 12th graders spotlighting mental health and crisis management professionals. (See <https://guidancehhs.blogspot.com/2022/03/career->

speaker-series-mental-health.html) Jackie also is working together with Sue Stone of the HHS Counseling Center to create an internship with HDAC possibly in conjunction with Ms. Mills's Service Learning Class.

6. Jackie is in the process of writing a job description for a temporary position at HYFS. She is working together with Rona to identify exactly what they are looking for in the role and are also looking at other towns for ideas. She is hoping to hire someone for the position by July 1, 2022.
7. Jackie reports that HYFS saw 7 referrals in March and that as April is a new month, those numbers are low at this point.

Peggy asked about referrals – are they on top of the reported number of clients? And about the capacity of HYFS staff (Jackie and Kirsten) – i.e., what would the maximum caseload per staff per month? Jackie answered that her own caseload maximum would be about 15 because of her other responsibilities as HYFS Director. Kirsten's caseload is currently 17 (14 cases plus 3 court diversion cases). Jackie explained that for her, 32 hours of clinical time per week would be her maximum because she needs to allow for 8 hrs/wk of administrative work. While HYFS is busy, they still have some capacity, but they are trying not to get maxed out so that they can manage things that crop up. Jackie also explained that HYFS can't take all cases that come to them because, for example, some need to be handled at school because the issues are about or in the school.

New Business:

1. HDAC Report –
 - a. HDAC has a \$25K earmark to spend and they are sifting through ideas as to how best to use the funds.
 - b. Next HDAC meeting is Tuesday, April 12th and it will focus on law enforcement with the youth discussing NARCAN training.
2. Community Action Fund (CAF) Update –
 - a. Upcoming events include:
 - 5/4/22 – they are planning a student fundraiser
 - 6/3/22 - there will be a year-end party at Goodwill Park
3. “Envisioning Future Holliston” –
 - a. Matt reported that the committee is finalizing an update to the report for the May Town Meeting. The Final Report will be presented at the fall Town Meeting.
4. Student updates –
 - a. Stephanie reported that the 4th term started today. Administration is cracking down on tardies, threatening detentions and/or Saturday school as consequences. The Administration has not imposed consequences for being late so far this year, but there should be consequences especially for next year and going forward.

Closing Remarks:

Jen remarked that the Board will need a new chair in the fall and will need two new students (current sophomores) to join the board in the fall to replace our graduating seniors, Brian and Stephanie. Jen would like to clarify the roles of the board members and reminded the board that per the 2003 by-laws the council is not to exceed 9 members, which includes 2 students. The quorum to conduct business is set at 5. We are currently a Board of 8 members plus a non-voting chair and 2 students. Jackie will reach out to Liz Greendale and Travis Ahern to clarify the by-laws and voting rules.

Peggy mentioned that there might be another set of by-laws on the Town's website and pointed out that the Board is an advisory committee and not a voting body. But that we should make sure that all the relevant documents (by-laws, etc.) are consistent

Discussion followed about how to recruit new board members and how best to vet potential new board members because discretion is important given the sensitive nature of the business discussed at meetings.

Jen remarked that Kathy and Lynne will be working on the June evaluation of Jackie. Jen suggested following up on the suggestion that HYFS move its evaluation cycle to once per year in January to align with other Town departments because HYFS is part of the Town and not part of the Schools. Jackie noted that there would need to be an adjustment to her goals which are currently set in June.

Kathy C. moved to adjourn the meeting and Lynne seconded the motion. The meeting was adjourned at 8:11pm.

Next Meeting:

The next HYFS board meeting will be held on Monday, May 16, 2022 at 7:00 pm.

Respectfully Submitted By: Alison Quinan