

Needham Youth & Family Services

Notes from November 14, 2018 Board Meeting

Meeting Commenced at 5:36 pm, Highland Room, Needham Town Hall

Board in Attendance: Julie Stevens, David Bookston, Kevin Keane, Karen Mullen, Adrienne Anderson, Annie Stein, Susan Patkin and Shayan Raza

Director: Ms. Sara Shine

Motion to Approve October 10 minutes Motion Made by Julie, Seconded by Kevin.
Unanimous approval of October 10 minutes.

Update on Services

Ms. Shine noted that she and the staff are looking forward to the **open house** on December 4 from 4:00-6:30 pm. This will be a chance to gather community input on new programming needs and updates on what is popular and useful in the existing range of programs.

Patrick Forde Good Person Award nomination form will be changed to Patrick & Patricia Forde Good Person Award. The change is because Patricia passed away in spring 2018. Youth has had continued contact with the couple's children and they are supportive of moving the award ceremony from January 28 to early February 2019 this year because of Denise Garlick's schedule. The new nomination deadline is December 1 and Ms. Shine arranged for a subcommittee of Shayan, Annie and Susan to review the applications. Decisions can then be made in early January. The winner is any person in the community who has volunteered their time in an official capacity for the betterment of the same.

Ms. Shine is looking into an art installation project instead of tee-shirts to involve the high school students on **Making a Statement Day**.

The Mask You Wear Date will be set soon.

VIP Matching is complete; ran out of "Bigs"; Board would like Ms. Shine to consider recruiting more "Bigs" in the future especially since the program is offered each Tuesday evening it is a great opportunity for high school students to meet their volunteer hours.

The **Peer Tutoring** is also going smoothly.

Volunteer List Update. It is running but not as many updates as will be possible when the administrative assistant position is filled. The Board mentioned they would like to see the listings kept up to date as soon as possible.

Picture Perfect curriculum is under staff review. The focus will move from magazines to various types of social media including Instagram and snapchat.

Other Community Collaborations

Mental First Aid Training with the Health Department has finished. The Mental Health First Aid Grant requires each instructor to offer 3 trainings per year. Since there are now 4 staff trained within Youth, this will require multiple mental health training to be scheduled during 2019.

CCIT—Ms. Shine is increasing her involvement with this group that meets quarterly. It helps keep the department in the loop with regional social service groups such as the Walker School and Riverside Community Health.

Community Survey Review

Ms. Shine reviewed the services survey in hard copy with the Board. She noted they can email her after the meeting with any other changes. She plans on a focus group once a quarter to review services. The following changes were noted: Typo in #41 on body image check box, the need in # 8 and # 11 questions to separate the “Bigs” from the “Littles” in both the Valuable Interactions among Peers (VIP) and Peer Tutoring programs. Ms. Shine noted that the on line version is much quicker as it automatically skips questions that have a “No” response noted.

New Business

IT

Ms. Shine noted that there is no central IT training on the website changes. She will meet with a staff person there for some basic training.

Ms. Shine noted that in her former places of employment there was a centralized computerized system for tracking clinical appointments. She has instituted an excel spreadsheet tracking system with a double password lock with IT for security purposes. This will enable all staff to see a record of appointments. In the past everything was only kept on paper so this is an important incremental change.

Support Space High School

Ms. Shine has worked with Mr. Tom Denton to have a separate space with extra supports and more socializing room for students who have anxiety around lunch.

The Department has added two more **social skills groups** in the elementary schools. She will look at adding more at this level. Pollard may soon have a STRETCH activity.

Adrienne noted that on November 29 at 12 the DA will be presenting their Digital Citizenship workshop at Pollard and that Youth could help advertise. The DA gives out various dates and she was unable to get an evening time.

Parenting Support--is a series of 10 lectures will begin in the New Year. A Board discussion ensued on how best to reach young children. Adrienne and David mentioned having Ms. Shine or one of her staff speak at the open houses at the elementary level which are well attended. This method would allow parents to know about services they might need when their children are in middle and/or high school.

Ms. Shine mentioned she wants her staff to have training in early **intervention programs** for preschoolers. This would allow the clinical staff to work with preschoolers during the day when there are typically appointment openings.

Park and Recreation Collaboration

1) There will be a 5K awareness campaign in spring/early summer around possible themes of suicide awareness and take back the night; 2) a wilderness program will start in the spring or early summer. All research shows that wilderness experiences can assist with depressed students. The program will be built around camping, building fires, how to hike and read a map—the first one will be led by a staff member at the Park & Rec and one of the Youth staff. Adrienne mentioned a police officer who is a big outdoorsman who might want to volunteer; Ms. Shine mentioned Angela on the Park & Rec staff used to be a wilderness instructor. It can be tailored to any age and expanded once the first one is over and assessed.

Intergenerational Programs with the COA are now scheduled. There will be two pool parties (the game not swimming!) and two dinners. The Board noted these are important and popular.

General Discussion

Ms. Shine led a general discussion around equality issues at the high school and mentioned she has been meeting with the Real Coalition that helps address these issues

The Board also discussed e-cigarettes and in particular the brand Juul and its use at the high school level.

At the end of the meeting Ms. Shine noted she has spent her first couple of months meeting many of the important players in Needham. She is now beginning the work of assessing the balance and resource allocation issues around outreach, meetings, program planning and the clinical work.

Board Goals FY 2019 and FY 2020

A continuing discussion occurred on the Board goals.

Susan mentioned that goals were discussed when the mission statement was updated in 2018. Ms. Shine will locate those goals for the Board's review.

Ms. Shine noted that the goals should help support resource requests during the budget cycle for example her current request to increase Ms. White's position to full-time. The advantage of goals is it will support the Department and Board's work throughout the year.

The Board agreed to discuss and update FY 2019 for the next meeting and the 2020 goals by the end of February.

Other Ongoing Business

Ms. Shine wants to update the trifold brochure for outreach purposes. Kevin mentioned he is a graphic designer and could help with the redesign.

The Board agreed that a Needham Times article on Ms. Shine's arrival in Needham and her plans for Youth would help spread the word.

Motion to Adjourn 6:55 pm made by David, Seconded by Susan. Unanimous decision to adjourn at 6:55.

Notes by Faith Crisley, Recording Secretary