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Board of Youth Services 02/03/2010

Minutes of the Board of Youth Services Meeting

Wednesday, February 3, 2010

Present:

Kevin Flood, Lynn Horgan, Joan Robbio, Lori Talanian, Carlene Newell, Joan Axelrod, Elizabeth Oppedisano, Maryanne Andrew, Leon Cantor, Linda Suzuki*, and Bob Bornjiorno**.

*Linda Suzuki is on staff at AYCC

**Bob Bornjiorno left early.

Meeting Minutes

Minutes for November 4, 2009 meeting were presented. Motion to correct a typographical error on page 2 "recipient" was made, seconded and accepted.

Motion was then made, seconded and accepted to accept the meeting minutes.

Minutes for January 13, 2010 meeting were presented. Correction to add Maryanne Andrew as present at meeting.

Motion was then made, seconded and accepted to accept the meeting minutes.

Meeting with Brian Sullivan, Town Manager

Lori, Joan A., Mary and Lynn met with Brian Sullivan.

They requested more money from the town budget for the upcoming year's budget and also requested an extension of more than one year's help to get AYCC to be self-sustainable. Lori stated that she felt it was clear from him that the \$150,000 is the final amount. Joan A stated she was certain Brian Sullivan was inclined to help us more than one year. There was no commitment made for how much money we could expect the following year. There was also no commitment made for how many years we could expect financial help from the town budget. Joan A. stated, "We must show an increase in revenue next year." It is important that we show we are working towards being self-sustainable.

They requested money from the Symmes fund that has been discussed at our meetings. Brian Sullivan said that the money is not available right now, but would be available soon. He also stated that the board should put together a request in writing for the items and the amount we need. Joan A is going to work on that proposal over the next week and send out a draft via email to Lynn. The proposal is to be forwarded to Dick Keshian, attorney for the trust.

They requested information and names with regards to the people working/overseeing this money (and/or trust). Trustees are Charlie Lyons, John Maher, and Dr. Michael Foley. The Program Committee is Alan Katz, John Maher and Brian Sullivan.

They asked about items to be used with the Symmes money. It was Brian Sullivan's belief that the money could be used for capital purchases (software packages, consultant fees, etc.) and not for operating budget items (staff salaries).

Linda Suzuki requested that we also add a request from this money for marketing items, such as pamphlets printing, design, etc., for use during our fundraising and for marketing the agency.

Lori suggested that we add a request for money to set up a web-site for AYCC.

Further discussion brought up adding fundraising efforts/costs to the Symmes money request.

Final items on the list for this request:

Consultant to transition agency from town subsidized to self-sustaining

Billing (buy software vs. using outside agency)

Marketing expenses

Fundraiser consultant

Fundraising costs
Website
Staffing

We will ask for these items and hope for the best.

Consultant Assistance

Joan R spoke with *Helene Ahern* about coming to our meeting on Wednesday, March 10, 2010. She is very knowledgeable in fundraising and hopefully will help and guide us in that area. It was suggested that we come with questions for her.

There was discussion about how soon we should be starting these fundraising efforts. In order to keep the counselors on salary at AYCC beginning July 1, 2010, we need to have money. This will be discussed more after our meeting on March 10 with Helene Ahern.

Lynn, Lori, and Mary met with Christine Connolly Sharkey regarding the organization/reorganization for AYCC. Christine said that she would find a consultant to help with the transition. Lynn said Christine is working on a description for the position and we should have that soon. Lynn & Lori are meeting with Christine again on Monday.

Lori submitted the name of Dr. Bruce Masek as a possible consultant. He did the Lowell/Lawrence program and it has been successful.

Joan A also spoke with someone about some of the issues that we should have this consultant address for us.

Update on 501 (c) 3 Status

There is a meeting on Wednesday, February 10, 2010 for the group that is volunteering to get the 501 (c) 3 status in place.

Christine Connolly Sharkey is overseeing that paperwork. This will include other agencies besides AYCC (i.e., Council on Aging, Youth Health & Safety Coalition, etc.). Members of that volunteer group include Barbara Tosti, Bob Bowes, William Shea, Pat Oppedisano, Tom Caccavaro, *Sue La hay* (*spelling?*), Bruce Newell, and Margaret Potter. Lori and Lynn will be attending that meeting on 2/10/10 from Board of Youth Services.

CDGB Money

Members have been in contact with various members of the Board of Selectman about supporting the AYCC and BYS request for funds. Lynn is checking to see when the vote on that money is taking place. There was discussion about requesting more money. Leon cautioned us about making changes and putting ourselves in a position for being audited.

AYCC Status

The Board was informed about the meeting that Christine Connolly Sharkey had with the AYCC staff. Christine was clear that there would be significant changes in staffing and staff responsibilities.

Christine also stated that she sees AYCC growing beyond the Arlington market. She would like to see this agency grow and be able to support youth from Belmont and Lexington in years to come. Leon cautioned us to check the licensing from the state.

AYCC may be only licensed for the Town of Arlington. This statement was important because as we plan our changes and transition....we need to know where we are goingboth as a Board and to get appropriate advice from the consultant.

The \$150,000 from the town has been earmarked by the town to support the salaries of the psychiatrist, the psychologist and one social worker and a billing person.

Discussion about whether we could make changes to the staffing with this money took place.

Joan R asked "How can we increase the billing income stream between now and June 30th?"
She said that we need some information on the counselors and on the interns...

- *Number of clients you see
- *Number of direct contact individuals
- *\$ per hour cost

She also suggested that the 60 minute session be cut to 50 minutes so you can use those 10 minutes toward the billing process.

AYCC Billing System

Leon stated that currently there is an outside billing service that handles billing to insurance. Linda Suzuki stated that they are not helpful with follow-up on bills that may have a glitch. She feels it would be best to have someone in the office that handles that responsibility and can work with the counselors.

It was suggested by Lori that there be a meeting (Lori, Joan Axelrod, Leon, , Lynn, Mary)who should be there??) to explain what billing needs to be done...now and in the future...fee for service....names of providers....type of system...size of agency now and in 3-4 years.....etc.

This is all necessary so that we know what type of system we should get...how much that system will cost...and request that money from the Symmes fund.

Lori has done a lot of work talking to people and checking out options, but needs answers to many of these questions above before we can move forward.

In Lori's investigation of the billing system, she found that AYCC may qualify for Stimulus money. Lori was told..."Mental Health agencies that are willing to update their IT system may qualify for stimulus money." The amount is not certain...we believe it is between \$40,000 - \$65,000 but much of this may depend of our level of upgrade, possessing the 501 (c) 3 status, and more. Lori will check on this.

Meetings:

Meeting adjourned at 9:25 p.m.

The next meeting will be on Wednesday, March 10, 2010 at 7:00 pm.

We will have a guest speaker beginning at 7:00 pm.

Respectfully submitted,

Maryanne Andrew