

RECEIVED

By Darlene Brady at 10:47 am, Nov 22, 2021



Board of Selectmen
Special Meeting

November 16, 2021
6:30 P.M.

Present: Jean Speck, Glenn Sanchez and Rufus deRham.

Also, present: Catherine Bachrach, Darlene Brady, Melissa Cherniske, Debbie Devaux, Jen Dubray, Ruth Epstein, Donna Hayes, Leila Hawken, Caitlyn Lynch, Sharon Norton, Patricia Oris, Leah Pullaro and Lynn Worthington.

Jean Speck called the meeting to order at 6:30 p.m.

Accept Social Service Director's resignation:

Rufus deRham made a motion to accept Social Service Director Leah Pullaro's resignation, attached. Jean Speck seconded the motion and the motion carried.

Form and charge Social Services Director hiring committee:

Jean Speck made a motion to create a social services director hiring subcommittee to include, Catherine Bachrach, Ruth Epstein and Rufus deRham and charge them with identifying and interviewing candidates for the Social Services position to make a recommendation of hire to the Board of Selectmen. Glenn Sanchez seconded the motion for discussion.

The discussion included:

- Jean Speck ready to post job description in next day or two.
- Part time vs. fulltime.
- 35 - 40 hours.
- Treasurer confident there is money in the budget for fulltime with benefits.
- Current salary is not up to industry standards.

The Board of Selectmen agreed to table the discussion to a Special meeting on Monday, November 22, 2021 at 3:00 p.m.

Jean Speck rescinded her motion.

2022 Regular BoS meeting schedule:

Rufus deRham made a motion to approve the Regular Monthly Bos Meetings for 2022 as follows:

- First Thursday of the month at 4:00 p.m. and
- Third Thursday of the month at 6:30 p.m.

Jean Speck seconded the motion and the motion carried.

Town Meeting:


Jean Speck made a motion to warn a Town Meeting for the purpose of end of the year budget transfer on Friday, December 3, 2021 at 7:00 p.m. via Zoom. Glenn Sanchez seconded the motion and the motion carried.

Next meeting date:

Monday, November 22, 2021 at 3:00 p.m. Special BoS meeting.
Tuesday, December 14, 2021 at 6:30 p.m. Regular BoS meeting.

Adjourn:

Jean Speck adjourned the meeting at 6:58 p.m.


Joyce Kearns
Administrative Assistant

These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.



BOARD OF SELECTMEN
Special Meeting Agenda – Revised
November 16, 2021
6:30 P.M.

Access to meeting via Zoom: <https://us02web.zoom.us/j/87413016269>

Meeting ID: 874 1301 6269

One tap mobile: +16465588656,,87413016269# US (New York)

Supporting documentation for this meeting:

<https://drive.google.com/drive/folders/1ZHPFFIQfUL7NCmSp8NUKfXm2PMev9nVi>

1. **Call to order.**
2. **Accept Social Service Director's resignation.**
3. **Form and charge Social Services Director hiring committee.**
4. **2022 Regular BoS meeting schedule.**
5. **Town Meeting.**
6. **Next meeting date.**
7. **Adjourn.**

Leah Pullaro
23 Calhoun Street
Washington Depot, CT 06794

November 3, 2021

Members of the Board of Selectmen
for the Town of Kent
41 Kent Green Blvd
Kent, CT 06794

Dear Members of the Board of Selectmen:

Please accept this letter as notification of my resignation from the position of Social Services Director and Municipal Agent for the Elderly for the Town of Kent.

My last day in this position for the Town of Kent will be Friday, January 14, 2022. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

Sincerely,

A handwritten signature in black ink, appearing to read "Leah Pullaro", with a stylized flourish at the end.

Leah Pullaro, Social Services Director and Municipal Agent for the Elderly

TOWN OF KENT
SOCIAL SERVICES DIRECTOR/MUNICIPAL AGENT FOR THE ELDERLY

Position Summary:

Responsible for implementing and coordinating social services for individuals and families in need, including consultations and referrals to appropriate local, state and federal services and benefit programs and compliant with Connecticut State Statute Sec. 7-127c.

Reports to: Reports directly to the Board of Selectmen

Hours of work:

Part-time, hourly position, 27 hours per week - hours include office and field hours.

Essential Job functions:

General Duties:

- Hold specific office hours for clients weekly in Town Hall, the Senior Center, or in client homes. Some flexibility is required.
- As deemed by the First Selectman and emergency first responders, provide social work services/support, onsite or telephonically, outside of scheduled office hours.
- Assess client need and/or eligibility for state or federal assistance programs.
- Assist with applications and make referrals as appropriate.
- Follow social work practice principals and the NASW code of ethics.
- Serve as a voluntary intake site for the Energy Assistance Program, take applications for the Renter's Rebate Program and Operation Fuel.
- Maintain a strong working knowledge of programs that benefit Kent residents. Attend workshops and training programs to maintain a thorough understanding of program guidelines and processes.
- Coordinate and assist with financial assistance programs available to Kent residents including, but not limited to, Kent Community Fund, Kent Nursing Association, Town of Kent Assist Fund, Food and Fuel Fund, NWCOG Fuel Bank, FCH Pharmacy Assistance Program, Blue Horizons Health Fund, BTCF Neighbor2Neighbor Fund, BTCF Jane Lloyd Fund, and the CHORE Service.
- Maintain collaborative and professional relationships with other agencies and staff.
- Coordinate operation of the Kent Food Bank and Diaper Bank. Submit necessary reports to the CT Food Bank, maintain adequate stock, oversee volunteers, seek support from local organizations, and assist with food drives as necessary.
- Disseminate information to elderly persons and publicize such resources and benefits. Inform First Selectman of needs and problems of the elderly, and any recommendations for municipal action with regard to elderly persons. May not be appointed conservator or power of attorney.
- Plan and execute a minimum of two community education workshops per year.

- Complete a bi-monthly senior newsletter with submissions from Town departments, community agencies, and area nonprofits. Monitor costs and seek community sponsorship, as needed.
- Serve as Veteran's Liaison. Provide assistance and advocate for the aide and benefit of veterans, their spouses, eligible dependents, and family members.
- Submits reports, including quarterly and annual, to BOS on program activities and monetary disbursements and attend meetings as required.
- Manages department budget.

Job Requirements:

- Working knowledge of local, state and federal assistance programs.
- Bachelor's degree in Human Services, Social Work or related fields. MSW strongly preferred.
- Minimum three (3) years' experience in the Social Services field.
- Valid driver's license and availability of a personal vehicle.

Physical Conditions:

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.

Approved by Board of Selectmen:

10/4/11

Revised and approved by Board of Selectmen:

7/31/12

Approved by Board of Selectmen:

9/1/15

TOWN OF KENT
Kent Board of Selectmen
41 Kent Green Boulevard
P.O. Box 678
Kent, CT 06757

2021 Regular Meeting Schedule

Pursuant to CGS 1-225:

The Town of Kent Board of Selectmen's regular monthly meetings will be held on the second Tuesday of each month at 6:30 p.m. at Kent's Town Hall, 41 Kent Green Boulevard, Kent, CT 06757. Meetings in addition to these listed below will be considered Special and will follow the State Mandated guidelines for posting a Special meeting.

At the November 16, 2021 Special Board of Selectmen meeting, the following dates were approved as regular meeting dates for 2022:

Tuesday, January 11, 2022

Tuesday, February 8, 2022

Tuesday, March 8, 2022

Tuesday, April 12, 2022

Tuesday, May 10, 2022

Tuesday, June 14, 2022

Tuesday, July 12, 2022

Tuesday, August 9, 2022

Tuesday, September 13, 2022

Tuesday, October 11, 2022

Tuesday, November 8, 2022

Tuesday, December 13, 2022

Administrative Assistant