

Shelburne Social Services Committee
August 23, 2023
Town Offices Staff Room

Present: S. Moran, L. Riell, L. York, S. Furry-Irish, E. Limanek, B. Marden

Call to Order: 6:35 PM

Note Taker: L. Riell

Agenda Approved

July Minutes Approved

Treasurers Report: (Linda Riell) \$38,000 Regular Account, \$4075.57 Community Fund

OLD BUSINESS

1. Outreach (and other roles):

- Elaine's goal is to write and submit articles to The Shelburne News and Front Porch Forum, the intent of which is to reach new agencies or organizations who would be interested in applying for Social Service grants. She will research previous articles and Sue will check to see if she has records of the same.
- Lori has been working on the Town Website. There is now a link on the website that folks can use to contact the Social Services Committee with questions or to request information. There is also a link to the grant application. The Google Form has been updated with the new Social Services email address. Sue will forward anything that comes to her via the previous contact info. The question was asked, should our link contain any other information? Sue suggested that the link could provide other helpful info. such as community or local resources and how to contact them.
- Barbra is willing to write personal notes to agencies whose grants are approved. She will inform them that they will receive a grant in X amount and can expect a check from the Town of Shelburne. (Peter Frankenburg mails the check). Recipients will be asked to notify the Committee that the check has been received, and also within 6 months to notify as to how the funds were used. That notification will affect future grant consideration.
- Elaine has offered to create a logo for a notecard. Another option is to purchase simple generic notecards in bulk. Sean and Lori will take care of notecard/notification for agencies considered during this evening's meeting. Barbra will take over that task as of the September meeting.
- Karen will take on the role of reaching out to agencies who request grants, but their applications may require further information or explanation. She will do this via phone, in order to help create more personal connections.

2. Renewed Committee Commitment:

- The question was asked if there are guidelines for serving on a Shelburne Town Committee, such as the expectation that you are able to attend X number of meetings per year etc. Sean will check with Matt Lawless and report back.
- The committee also voted in favor of changing the start time of meetings. Beginning in September, meetings will remain the 4th Wednesday of the month and the start time will be 6 PM.

NEW BUSINESS

1. Age Well Application: **\$5000 grant approved**. (The high number of Shelburne residents served by Age Well on a regular basis factored into this approval.) Sean and Lori will write the personal note notifying them.
2. Rubric Revision: discussion held to determine if we should use the talking points of the rubric and eliminate the point system. Lori will create a draft outlining what the form might look like and present it at the next meeting. The following information will be on the draft:

*Date reviewed

*Name of Agency

*Location of Population Served (local, regional, state)

*Number of Shelburne Residents Served

*Focus of Services

*Amount of Request

*Reputation of Agency

Talking Points to cover in Discussion

- Location of Population Served
- Size of Request
- Number of Residents Served
- Targeted Population Served
- Narrative/Data Provided
- Administrative Cost (targeted not more than 15-20%)
- Follow up if applicable (was it provided by this agency after the last grant)

OTHER: Discussion of the "Roundtable" should be on the September Agenda

NEXT MEETING: September 27 @ 6PM

ADJOURN 7:50 PM