

The Southbury Training School Board of Trustees met in Eugene Harvey's Conference Room at Southbury Training School, Southbury, Connecticut, on Monday, February 24, 2014.

Present: Ann Dougherty, Vice Chair
Louis Richards
Diana Mennone
Drew Morten
Eugene Harvey, STS Director
Excused: Eileen Lemay, Chair
Mark Cooper, Secretary
Absent: Ed Edelson
Guest: Steve Masayda, Assistant Director Food Services

Ann Dougherty called the meeting of the Southbury Training School Board of Trustees to order at 1:06 p.m.

Guest Speaker: Steve Masayda, Assistant Director Food Services

Steve Masayda presented an overview of his department. With over thirty years' experience in Food Services at STS, Steve presently manages Food Services, which consist of a Supervising Chef, a Head Cook, ten Cooks and twenty-one Cook Attendants. There are eighteen main kitchens and thirty-four mini kitchens on grounds. Fresh produce is delivered every Monday to the warehouse to be used for the week. Other food items are delivered daily for use the next day. Each resident has a diet card which details his dietary needs as outlined by a physician and dietitian. These cards also list substitutions for resident choices. Dietary Department oversees these cards and is responsible for any updates. Five-week cycle menus are available to all buildings which also have notebooks with recipes. In some cases Direct Care Staff will help in the kitchen with food preparation and will follow the five-week cycle of menus. Each resident's meal is monitored first by the cook and then by the staff for proper diet consistencies before being served. Consistency charts are posted in all kitchens and dining rooms. A diet manual is kept in all buildings as a resource to help staff with various health conditions, such as, diabetes, high cholesterol, and no salt diets. Staff are constantly inserviced by Food Services due to staff changes, which result mostly from cottage closures. Steve insures all kitchen equipment is kept in working order, all kitchens inspected for safety and cleanliness, and that all staff are trained in the safe handling of foods. Discussion followed. The Committee thanked Steve for his very informative presentation.

COUNCIL ON DEVELOPMENTAL SERVICES

Diana Mennone reported that the February 13th meeting was cancelled due to inclement weather. A special meeting will be held Monday, February 24th, at 6:00 p.m. Agenda items include a legislative update by Rod O'Connor and a discussion of topics raised at the Family Hearing Day. Please refer to the DDS website: <http://www.ct.gov/dds>, click on the Boards & Councils link, and then on the Council for Developmental Services for any minutes submitted.

DIRECTOR'S REPORT

Population: The current population is 344.

Doctor-On-Call Procedure: The new Doctor-On-Call procedure has been operating for one month with no issues. Nurses have proven to be very successful in helping to contribute with the success of this system.

Cottage Closure: Cottage 30 closure is complete. Staff positions are being filled this week for those who have been displaced.

Positions: New positions recently filled are a firefighter, investigator working in Human Rights Office, and a secretary reporting to the Standards and Organizational Compliance Office.

Governor's Task Force on the Future of STS: On January 29th a tour was conducted at STS for members of the Arts & Historic Preservation and DECD. The Town of Southbury has applied for a grant for a study of toxic waste on STS property through DECD Brownfield. At the next Task Force meeting on March 13th there will be presentations by both Historic Preservation and Brownfield staff from DECD.

Powerhouse: Due to the retirement of three to four engineers in the near future, a new plan is being considered for the future of the powerhouse. Packaged boilers that are on flatbeds can eventually replace the existing boilers. These boilers are smaller and more efficient. The first step would be a summer boiler for hot water and then look at a whole system. Engineers have now determined that this new system would be able to reach up to Cottage 18.

Ambulance Service: New supplies are being considered for the STS ambulance which includes a CPR vest and a power load system to replace the existing stretchers. The CPR vest would allow CPR to be administered while in transport. The new stretcher system, which is on a special track, allows for a very smooth and safe load onto the ambulance. Eugene will ask Volunteer Services to help with the purchase of these items.

OPM Tour: Several staff from OPM and Central Office toured STS on February 20th and were pleased with the plans for downsizing.

OLD BUSINESS

No Old Business

NEW BUSINESS

The next meeting of the STS Board of Trustees will be **Monday, March 24, 2014 at 1:00 p.m. in the STS Director's Conference Room.** Daniel Forrest, Director of Arts and Historic Preservation, was unable to attend today's meeting due to a scheduling conflict. It was suggested to try again to schedule him for the March meeting. If he is still unavailable, the STS Music Therapists were suggested as guest speakers. There being no further business Diana Mennone made a motion to adjourn the meeting. Drew Morten seconded. All in favor. Meeting adjourned at 2:15 p.m.

Respectfully submitted,

Pam Webb, Recording Secretary

Mark A.R. Cooper, Secretary

Approved by the STS Board of Trustees
February 28, 2014