

PLYMOUTH HUMAN SERVICES COMMISSION

80 MAIN STREET
TERRYVILLE, CT 06786
(860) 585-4028

June 11, 2014

Minutes
Human Service Meeting
Regular Meeting

Tuesday, June 17, 2014 – Assembly Room – 7:00 p.m.

1. Call to Order.

The regular meeting of the Plymouth Human Service Commission was called to order by Chairman Heidi Caron at 7:05. Members in attendance included: Chairman Heidi Caron, Dickie Zalaski, Rev. Chris Drew, Karen Saccu, Helena & Fred Schwalm and Human Service Coordinator Abby Egan. Absent/Excused: Sally Bain Picard and Tracey Dupont.

2. Pledge of Allegiance. Lead by the Chairman.

3. Public Comment. None.

4. Human Service Coordinator.

a) Client Report
Human Services Data

Date range: May 01, 2014 to May 31, 2014

Summary:

Assistance amount (\$):	1586.29	(fuel bank and op fuel)
Assistance count:	72	
Cases (0 - 17 yrs):	1	
Cases (18 - 59 yrs):	23	
Cases (60+ yrs):	16	
Cases (unknown yrs):	8	
Case count:	48	
Members (0 - 17 yrs):	8	
Members (18 - 59 yrs):	32	
Members (60+ yrs):	20	
Members (unknown yrs):	18	
Member count:	78	

Assistance Category	Assistance Count
Counseling: CHOICES	5
Counseling: Crisis Intervention	0
Counseling: Domestic Violence Info & Referral	0
Counseling: Entitlement Benefits	0
Counseling: Financial/Budget Counseling	0
Counseling: Parenting	0
TOTAL	5
Energy Assistance: BCO Referral/Assistance	5
Energy Assistance: Op Fuel	5
Energy Assistance: Plymouth Fuel Bank	8
Energy Assistance: Salvation Army	1
TOTAL	19
Food: Food Pantry	0
Food: SNAP Applications	6
TOTAL	6
Household: CCIA referral	0
Household: Clothing or Furniture	0
Housing/Lodging: Eviction Prevention Services/Referrals	0
Housing/Lodging: Foreclosure situations	4
Housing/Lodging: Information about Housing Options	5
Housing/Lodging: Landlord/Tenant issues	3
Housing/Lodging: Relocation Assistance	0
Housing/Lodging: Rental Assistance-Salvation Army	0
Housing/Lodging: Rental Assistance-Town	0
Housing/Lodging: Renter Rebate	0
Housing/Lodging: Tax Relief Program for the Elderly & Disabled	0
TOTAL	12
Medical: Access Health CT	6
Medical: CT Homecare Program for Elders	0
Medical: Dental	1
Medical: Homecare	0
Medical: HUSKY C- aged, blind, disabled	0
Medical: Medical Savings Program Application (MSP)	0
Medical: Other	2
Medical: Prescription Financial Assistance	0
TOTAL	9
Other: DCF Referral	0
Other: DSS Advocacy	17
Other: OP&A Referral	0
Other: PSE Referral	0
Other: Small Wonders	2
Other: Veterans	1
Transportation: Dial a Ride, Para Transit, Medicaid	1

b)

**Human Services Report
June 2014**

Personnel- Welcome to Jane Michaud, Human Services Assistant. Jane has a strong background in working with seniors and DSS entitlement programs. Thank you to my interviewers Sally, Helena and Dickie. She will be working Tuesdays and Thursdays, and is able to flex her schedule to accommodate other days as needed. Mayor expressed concerns with both of us working on Thursday, but Abby feels it is needed.

Foot Clinics- will try to have one in July, on a Thursday at Eli Terry Retirement Community for a small fee.

AARP Driving Course- Went well, lunch from hometown, 21 people signed up to attend.

Energy Assistance- \$1586 in energy assistance this month, from both the town and operation fuel. Operation fuel will re-open in late July.

Grants- No word on Tai Chi grant

Triad- group is deciding what to do next-perhaps another emergency preparedness or health fair.

PECC- is working on redesigning the format of its meeting to better suit the "implementation phase" of the community plan

Both of these are still available: They are doing two fundraisers- One is "Drive Like your Kids live here" Signs that are made right here in town and cost \$10, profit will go toward the PECC Scholarship fund. "Pinwheels for prevention" to bring awareness to child abuse. Wheeler clinic will be providing a class for local agencies that work with families regarding child abuse.

CT Dept of Social Services- at our CHOICES updated training we had two representatives from DSS. While they painted a gloomy picture, they were very honest and realistic. The 2 hour long phone waiting time is not getting any better and Medicaid applications continue to be delayed due to issues with the two outside agencies contracted to process them. The good news is that their escalation unit seems to be up and running. I emailed them about 3 people who lost their food benefits, and all three were called and reinstated within hours. As long as people come to me, I can usually help. But I continue to be concerned about those who don't.

Technology- "Charity Tracker" continues to be a work in progress. We are collaborating with other towns but that has caused some difficulty with the categories we track. I have attached what I hope is a more readable report and we will be continuing to work on this program so that it can really capture all our hard work. Also, new phone system captures every phone call that comes in, and only holds "50 calls" at a time. This office averaged 25 calls per day during the month of May.

Small Wonders- Committee met, delegated donor tasks. Already have 21 signed up, most of them are new families. It was suggested that it might be beneficial to hold a “supply drive” and leave the giving trees for back-packs and clothing. Schools are not supplying students with a specific needs list this year.

6. Old Business

Karen Saccu made a motion to add acceptance of the minutes from previous meetings to the agenda; the motion is seconded by Rev. Drew and voted on unanimously.

a) Acceptance of the minutes from the March 18th meeting – Rev. Drew made a motion which was seconded by Karen Saccu to accept the minutes of the March meeting and the motion is voted on unanimously.

b) Acceptance of the minutes from the May 20th meeting – Dickie Zalaski made a motion which was seconded by Helena Schwalm to accept the minutes of the May meeting and the motion is voted on unanimously.

7. Budget Update – A request has been submitted to Comptroller Dave Bernagel for balances in all special accounts.

8. New Business. – Commissioners discussed experience of the new part-time employee hired to help Abby. She is familiar with Medicare counselling, entitlement programs, has a Bachelor’s in Human Services with graduate courses in Gerontology. We hope that she will be with us a long time.

Gosinski Park – There has been a change in administration at the Park. Lynn and Tim Bobroske have taken over the facility and a new Director has been appointed. The new director is part-time and will work approximately 16 hours per week. They discovered many issues upon taking over; there are no electronic records, records have been destroyed, they found unprocessed applications, records were not kept up to date, unpaid bills, many tenant issues. The new Director will document and keep on top of all issues as they are discovered. It will take time to get everything up and running smoothly.

9. Chairwomen’s Comments.

Chairman Heidi Caron is still working with Comptroller Dave Bernagel to get our 501c3; he starts full time at the town hall next week so it should be easier to meet with him.

Chairman Heidi Caron advises that she has meet with the Mayor regarding discussions and recommendations to eliminate the position of meeting secretary during executive session at the May meeting. This decision was made due to budgetary concerns; members felt more money was needed to help cover additional staff hours to help Abby. Pam was notified of the Commission’s decision this morning. Karen Saccu has volunteered to take over the duties of the recording secretary without compensation. If for some reason this arrangement does not work out Pam will be notified that her services are needed again. As no motion was made at the May meeting after leaving executive session it is recommended that one be made now. A motion is made by Karen Saccu and seconded by Dickie Zalaski that the position of recording secretary be discontinued at this time. The motion is voted on unanimously. Pam is thanked for all of her dedicated service.

10. Commissioner’s Comments. None

11. Administrative Matters.

Reminders from the recording secretary:

New meeting schedule for Thursdays has been given to the Town Clerk.

First meeting on Thursday on Aug. 7th is considered a Special meeting. Only items on the agenda can be discussed. Minutes from the previous meeting cannot be accepted; they will need to be put on the regular September meeting agenda along with acceptance of the Aug. 7th special meeting minutes. November meeting – Election of Officers. Acceptance of 2015 meeting schedule. Notice of 2015 meeting schedule will also need to be given to the Town Clerk. Executive Session – no motions can be made while in executive session they must be made after you resume the regular portion of the meeting. Also if staff is discussed, they have to be either invited into the meeting or discussed in open forum out of executive session.

12. Adjournment.

A motion is made by Rev. Chris Drew and seconded by Karen Saccu at 7:00p.m and the motion is voted on unanimously.

Submitted by,

Pam Pelletier
Recording Secretary