

PLYMOUTH HUMAN SERVICES COMMISSION

80 Main Street
Terryville, CT 06786
(860) 585-4028

MINUTES

DATE: Tuesday, May 17, 2016
TIME: 7:00 p.m.
PLACE: Town Hall, Assembly Room

ATTENDANCE

Vice Chair Sally Bain-Picard, Secretary Karen Saccu, Tracy Dupont, Rev. Joel Kotila, Helena Schwalm, Fred Schwalm, Dickie Zalaski , Human Services Director Heather Burns, Council Liaison: Sue Murawski

I. MEETING CALLED TO ORDER & NOTE EXITS

Sally Bain-Picard. Heidi will be a little late attending a wake.

II. PLEDGE OF ALLEGIANCE

Lead by Sally Bain-Picard

III. PUBLIC COMMENTS

None

IV. MINUTES APRIL 19, 2016 MEETING

A motion was made by Dickie Zalaski, seconded by Tracy Dupont to accept April 19, 2016 Minutes.

Voted: To accept April 19, 2016 Minutes.

Motion Passed

V. HUMAN SERVICES REPORT - Heather Burns, Director

April 2016 Human Services Report – Director of Human Services

Walk - in - 17 Appointments – 32 Telephone calls - 146

Dial-A-Ride – March was the last month two buses are being used.

Energy Assistance – The Director continues to assist with energy applications for residents who find it difficult to get to BCO.

Operation Fuel – this program has been utilized for clients who are having difficulty paying their electric bills. 5,000 more was added bringing the total used this program year to 5,322.32.

Meetings:

CLASS – Training was held on Department of Children and Families and the services offered by that department.

SNAP Advisory Board- updates on SNAP at the state level.

Personnel- the office continues to have an intern in the office. This has been working out really well.

V. HUMAN SERVICES REPORT - Heather Burns, Director

Date range: Apr 01, 2016 to Apr 30, 2016

Summary:

Assistance amount (\$): 3249

Assistance count: 41

Assistance Category	Assistance Count	Assistance Amount
Counseling: CHOICES	1	0
Counseling: Crisis Intervention	0	0
Counseling: Domestic Violence	1	0
Info & Referral		

Counseling: Financial/Budget Counseling	0	0
Counseling: Grief	2	0
Counseling: Legal-info and referral	0	0
Counseling: Mental Health / Substance Abuse Referral	0	0
Counseling: Mobile Crisis Referral	0	0
Counseling: Other	3	0
Counseling: Parenting	0	0
Counseling: Relationship	0	0
Energy Assistance: BCO Referral/Assistance	2	0
Energy Assistance: Operation Fuel	4	2000
Energy Assistance: Plymouth Fuel Bank	0	0
Energy Assistance: Salvation Army	1	350
Energy Assistance: Utility Advocacy	2	0
Energy Assistance: Weatherization	0	0
Financial Assistance: Cash assistance-TANF, SAGA or Suppl	0	0
Financial Assistance: Gift Cards-donated	0	0
Financial Assistance: Gift Cards-Small Wonders	0	0
Financial Assistance: Other	4	0
Financial Assistance: Parks and Recreation Hardship Request	0	0
Financial Assistance: Salvation Army- Other than rent or energy assistan	0	0
Food: Food Pantry	1	0
Food: Meals On Wheels/Congregate Meals	0	0
Food: School Lunch info	0	0
Food: SNAP Applications - Food Stamps	7	0
Food: WIC	0	0
Holiday & Back to School: Small Wonders - Backpack Program	0	0
Holiday & Back to School: Small Wonders - Holiday program	0	0
Household: Clothing	0	0
Household: CO detectors	0	0
Household: Furniture	0	0
Household: Other	1	0
Household: Smoke Detector	0	0
Housing/Lodging: Eviction Prevention Services/Referrals	0	0

Housing/Lodging: Foreclosure situations	0	0
Housing/Lodging: Homeless (Info & Referrals)	0	0
Housing/Lodging: Info on Renter's Rebate, Property Tax assistance	0	0
Housing/Lodging: Information about Housing Options	0	0

VI. OLD BUSINESS

- a. Budget: Budget not approved yet.
- b. Special Accounts: Budget not approved yet.
- c. 501c3 Non Profit Status: Continue. Budget not approved yet.
- d. Human Service Survey:
A motion was made by Dickie Zalaski, seconded by Tracy Dupont to put Human Service Survey on hold and restart January 2017.
Voted: To put Human Service Survey on hold and restart January 2017.
Motion Passed
- e. Dial-A-Ride: Karen Saccu asked how many clients utilized the service in April. Heather stated she didn't have that information. Karen requested number of clients utilizing the service be provided to the Commission each month. Heather will try but office busy, losing intern and client care comes first. If she has time she will provide information requested. Sally will obtain a signed copy of the Dial-A-Ride contract for next month's meeting. Letter sent to Cook's stating one vehicle (Town owned) to be used for Dial-A-Ride program. Cook's vehicle is a backup if Town vehicle down for repairs.
- f. Grants: Submitting for Thomaston Savings Bank.
- g. Outreach Visit: Scheduled for May 22, 2016 @ Gosinski Park.
- h. THS Scholarship: Applications reviewed.
A motion was made by Dickie Zalaski, seconded by Tracy Dupont to award scholarship to Kolbie Brenner.
Voted: To award scholarship to Kolbie Brenner.
Motion Passed
- j. Eli Terry Fund: No response from Waterbury Hospital. Heidi will follow-up.
- k. Food Bag distribution follow-up: 8 people signed up. Extended to July. Need 25.

VII. NEW BUSINESS

- a. I-Pods for Seniors Program. Briefly discussed. Further discussion next month.
- b. Reserve Eviction Fund: Removed
- c. Human Services Director Year End Report. Will submit report ending 06/30/16.
- d. Gas Cards

A motion was made by Sally Bain Picard, seconded by Tracy Dupont to purchase 25 \$20.00 gas cards, 30 IGA \$15.00 gift cards and \$50.00 for AARP Drivers Class lunch.

Voted: To purchase 25 \$20.00 gas cards, 30 IGA \$15.00 gift cards and \$50.00 for AARP Drivers Class lunch.

Motion Passed

X. NEXT MEETING

Tuesday, June 21, 2016 @ 7:00 p.m., Senior Lounge

XI. ADJOURNMENT

A motion was made by Karen Saccu, seconded by Dickie Zalaski to adjourn meeting.

Voted: To adjourn meeting.

Motion Passed

Meeting adjourned at 8:35 p.m.

Respectfully submitted by:

Karen Saccu

Karen Saccu
Secretary
Human Services Commission

5/25/16

cc: Human Services Commission Members
Heather Burns, Human Services Director
Sue Murawski, Council Liaison
John Pajeski, Council Liaison
Barbara Rockwell, Town Clerk