

Town of Plymouth
80 Main Street
Terryville, Connecticut 06786

Human Services Commission
Telephone: (860)585-4001
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Human Services Meeting Minutes
January 16, 2018

I. Call Meeting to Order: Chairwoman Sally Bain-Picard called the January 16, 2018, Human Services Commission Meeting to order at 7:00 p.m. in the Senior Lounge at Plymouth Town Hall.

Fire Exit Notifications:

Chairwoman Sally Bain-Picard noted the fire exits.

II. Attendance: Chairwoman Sally Bain-Picard, Commissioner Karen Saccu, Commissioner Tracy Dupont, Commissioner Helena Schwalm and Commissioner Fred Schwalm.

Excused Absence: Commissioner Reverend Joel D. Kotila and Vice-Chairwoman Heidi Caron

III. Pledge of Allegiance:

Chairwoman Sally Bain-Picard led the group in the Pledge of Allegiance.

IV. Public Comments: Vinnie Klimas thanked the commission for all the gifts that were given to the Gosinski park residents.

V. Minutes November 21, 2017:

A motion was made by Commissioner Helena Schwalm, seconded by Commissioner Karen Saccu to approve the November 21, 2017 minutes. This motion was approved unanimously.

VI. Human Services Report:

Please see attached HRA report.

Chairwomen Bain-Picard went over the HRA report and noted that the Commodity Supplemental Food Program has been discontinued due to the State budget cuts.

VII. Old Business:

a. Town Website – There was nothing wrong with the contact information on the website. The list of meeting dates for 2018 is posted.

19 JAN 22 PM 2:35
TOWN OF PLYMOUTH
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
PLYMOUTH, CT

b. Senior Packets - It went very well.

c. 2018 Tax Season - The Mayor signed the paperwork. Juan Berrios from HRA will set up the training. The senior room is reserved.

d. Budget & Year End Narrative – The budget has been completed. Chairwoman Bain-Picard met with the Mayor. The Recording Secretary (\$1500) and the fee for advertising (\$100/month) in the paper was added into the budget line item. The Mayor and Ann Marie Rheault are working on the HRA budget. The narrative was submitted in October and was resubmitted. The Citizen's Annual Report ending in June is on the website.

e. Dial-A-Ride – Commissioner Karen Saccu is reviewing the invoices. Chairwoman Bain-Picard met with the Mayor. The former Director reviewed the invoices as part of her job. Chairwoman Bain-Picard had some questions: territory, hours and billing. The Mayor agreed that Chairwoman Bain-Picard, Councilman John Pajeski and Vice-Chairwoman Heidi Caron are to meet with Sue McDonald, who currently has the contract. Need to work with them and iron out things that do not seem to agree. Rather than extend the contract for 2 years, the possibility for a new bid is set up. Chairwoman Bain-Picard met with Pam Pelletier who typed up the bid. She suggested to Chairwoman Bain-Picard that perhaps a set procedure to assure correct implementation of any contract. Commissioners are not employees and are not privy to certain information. The Mayor will decide who can enforce the contract. Chairwoman Bain-Picard advised the Mayor that the Commission may do a procedure rather than a rewrite of the possible new bid. The procedure would assure the hours and scope of the territory covered would be adhered to, as in any signed contract, and he is fine with that.

Chairwoman Bain-Picard went over the contracts and advised what to look for in the contracts.

Meanwhile the meeting to discuss the questions regarding the current contract, is still pending on Sue McDonald agreeing to a time to meet.

New Business:

a. Human Services Commission Account Summaries –

Chairwoman Bain-Picard distributed the ledgers from June 2017 – December 2017. See attached.

The end of year balance is \$6,145.50. That does not include the donations from Councilman Dan Gentile and the fire department calendars.

The Commission discussed sending out thank-you letters acknowledging the donations.

The total will be \$9,345.00 once all donations are received.

Ann Marie Rheault suggested that the Commission meet with the small wonders volunteers to review and get suggestions for next year.

A discussion took place about the small wonders Christmas program. Trees need to be distributed to the businesses in order to get more sponsors.

A discussion took place about the procedures for the small wonders gifts. The Commission will develop a procedure. The Commission will discuss this at the next meeting.

IX. Chairwoman's Comments:

Commissioner Tracy Dupont updated the scholarship application and distributed it to the Commission. The date was updated and she will add Two Scholarships for the Healthcare Profession will be added to the front of the application. Commissioner Dupont will contact the other high schools that the kids go to in town. (St Pauls, WAMS, Region 7, Waterbury Magnet Schools and Oliver Wolcott). The Commission will review this at next month's meeting.

Chairwoman Bain-Picard thanked Councilman John Pajeski for his assistance with the Commission.

Chairwoman Bain-Picard thanked all the Commission for all of their hard work in 2017 and will be doing in 2018.

Chairwoman passed around the invitation to the Mayor's Inaugural Celebration that will be held on Saturday, February 17th.

X. Council Liaison's Comments: None

XI. Next Meeting: Tuesday, February 20, 2018 @ 7:00 PM

XII. Adjournment:

There being no further business of the Human Services Commission, a motion was made by Commissioner Karen Saccu, seconded by Commissioner Helena Schwalm to adjourn. This motion was approved unanimously. The meeting ended at 8:13 p.m.

Respectfully submitted,



Linda Schnaars
Recording Secretary



Human Resources Agency of New Britain, Inc.
Community Services Department

Plymouth Human Services Monthly Report

Human Services Monthly Update:

December 2017

Submitted by: Angela Morris

December 1, 2017 – December 31, 2017

Services	Total Count
Phone Calls	143
Walk-ins	21
Appointments	30
Rental Assistance	2-Approved
Medicare Savings Program	0
SNAP Applications/Renewals	7
Energy Assistance Applications	15
Small Wonders Holiday Program	146

Small Wonders Holiday Program: We have finalized the numbers for the Small Wonders holiday program. The total count this year is 146 applicants! Distributions of the Christmas items took place on Dec. 15th in the Town Hall Community Room.

Tax Services: Tax returns will now be completed at the Town Hall for all residents at no cost. The service will begin on Jan. 24, 2018 and will run until April 11, 2018. All those interested may contact the Human Services office to schedule an appointment. Tax services will be held every Wednesday from 9am-12pm in the Senior Lounge.

Commodity Supplemental Food Program (CSFP): The Commodity program for seniors has been discontinued due to State budget cuts. There will no longer be food boxes delivered to the Town Hall. Any new details or updates will be communicated.



Human Resources Agency of New Britain, Inc.
Community Services Department

Plymouth Human Services Monthly Report

Medicare Savings Program: Due to the State budget passing in November, the Medicare Savings Program, that helps pay for Medicare premiums, has had a change to the income guidelines starting Jan. 1, 2018. As of Jan. 1, all those who do not meet the new income guidelines, will be removed from the program and will now be responsible for all out of pocket medical costs. There are three different levels to the program and below are the new income guidelines for each level:

Qualified Medicare Beneficiary (QMB):

Most States: \$1,025 – Individual \$1,374 – Couple
Asset Limits: \$7,390 – Individual \$11,090 – Couple

Specified Low-Income Medicare Beneficiary (SLMB):

Most States: \$1,226 – Individual \$1,644 – Couple
Asset Limits: \$7,390 – Individual \$11,090 – Couple

Qualifying Individual (QI):

Most States: \$1,377 – Individual \$1,847 – Couple
Asset Limits: \$7,390 – Individual \$11,090 – Couple

**Contacted and spoke to State Rep. Whitt Betts, and was explained that the changes to the Medicare Savings Program, has been put on hold and will not take effect until March 1, 2018. As of now, all those on the program will remain on the program until further notice. Any new changes or details will be communicated through DSS and provided to all participants. **

Human Services Account Summary
Cleveland Trust Summary

December 2017

Bank Balance	12/31/2017	56,111.84
Outstanding Checks		(3,204.89)
Adjusted Bank Balance	12/31/2017	52,906.95

		<u>Account Total</u>	<u>Fuel Bank</u>	<u>Community</u>	<u>Small Wonders</u>	<u>Reserve Evictions</u>
General Ledger	11/30/2017	58,635.04	29,999.45	16,866.59	10,369.00	1,400.00
Deposits		733.00			733.00	-
Expenses		(6,599.40)	(1,642.90) (A)		(4,956.50)	-
General Ledger Balance	12/31/2017	52,768.64	28,356.55	16,866.59	6,145.50	1,400.00

GL Entries to be booked

Interest Income (July 2016 - June 2017 less March)	83.20
July 2017 Interest	9.03
August 2017 Interest	8.86
Sept 2017 Interest	8.68
Oct 2017 Interest	9.30
Nov Interest	9.53
Dec Interest	9.71

(A) 6 residents

Note - approved but not yet paid from Dec - Jan
fuel assistance for 7 residents - approx \$2,100

Adjusted General Ledger 52,906.95

Unreconciled Difference -

Small Wonders Donations

cash	140.00	Eric McCoy - senior gift bags	528.12
Krasicky	100.00	Eric McCoy - small wonders	2,000.00
TSB	250.00	Eric McCoy - small wonders	866.39
Holy Trinity Church	40.00	Adam's Supermarkets - gift cards	1,425.00
Joe's Sanitation	100.00	Eric McCoy - small wonders	136.99
First Congregational Church	103.00		
	733.00		4,956.50
Pending deposit - Dan Gentile	700.00		

Human Services Account Summary
Cleveland Trust Summary

November 2017

Bank Balance 11/30/2017 58,763.64

Outstanding Checks

Adjusted Bank Balance 11/30/2017 58,763.64

	Account Total	Fuel Bank	Community	Small Wonders	Reserve Evictions
General Ledger 10/31/2017	57,955.04	28,515.45	17,795.59	10,244.00	1,400.00
Deposits	2,625.00	2,500.00 (A)		125.00	-
Expenses	(1,945.00)	(1,016.00) (B)	(929.00)		-
General Ledger Balance 11/30/2017	58,635.04	29,999.45	16,866.59	10,369.00	1,400.00

GL Entries to be booked

Interest Income (July 2016 - June 2017 less March)	83.20
July 2017 Interest	9.03
August 2017 Interest	8.86
Sept 2017 Interest	8.68
Oct 2017 Interest	9.30
Nov Interest	9.53

(A) TSB Foundation

(B) 4 residents

Adjusted General Ledger 58,763.64

Unreconciled Difference -

Small Wonders Donations

Saccu	125.00
	125.00

Human Services Account Summary
Cleveland Trust Summary

October 2017

Bank Balance 10/31/2017 58,283.11

Outstanding Checks (209.00)

Adjusted Bank Balance 10/31/2017 58,074.11

		<u>Account Total</u>	<u>Fuel Bank</u>	<u>Community</u>	<u>Small Wonders</u>	<u>Reserve Evictions</u>
General Ledger	9/30/2017	52,025.04	23,724.45	16,709.59	10,191.00	1,400.00
Deposits		6,139.00	5,000.00	(A) 1,086.00	53.00	-
Expenses		(209.00)	(209.00)			-
General Ledger Balance	10/31/2017	57,955.04	28,515.45	17,795.59	10,244.00	1,400.00

GL Entries to be booked

(A) Archbishops Annual Appeal

Interest Income (July 2016 - June 2017 less March)	83.20
July 2017 Interest	9.03
August 2017 Interest	8.86
Sept 2017 Interest	8.68
Oct 2017 Interest	9.30

Adjusted General Ledger 58,074.11

Unreconciled Difference -

Small Wonders Donations

First Baptist Church 53.00

53.00

Human Services Account Summary
Cleveland Trust Summary

September 2017

Bank Balance	9/30/2017	52,745.13
Outstanding Checks		(610.32)
Adjusted Bank Balance	9/30/2017	52,134.81

		<u>Account Total</u>	<u>Fuel Bank</u>	<u>Community</u>	<u>Small Wonders</u>	<u>Reserve Evictions</u>
General Ledger	8/31/2017	52,330.36	23,724.45	16,709.59	10,496.32	1,400.00
Deposits		305.00			305.00	-
Expenses		(610.32)			(610.32)	-
General Ledger Balance	9/30/2017	52,025.04	23,724.45	16,709.59	10,191.00	1,400.00

GL Entries to be booked

Interest Income (July 2016 - June 2017 less March)	83.20
July 2017 Interest	9.03
August 2017 Interest	8.86
Sept 2017 Interest	8.68

Adjusted General Ledger 52,134.81

Unreconciled Difference -

Back to School - Small Wonders

cash	55.00	Amazon - earbuds	78.95
Holy Trinity	70.00	McCoy	531.37
Oliver Rubbish	100.00		<u>610.32</u>
Plymouth Police Union	80.00		
	<u>305.00</u>		

**Human Services Account Summary
Cleveland Trust Summary**

August 2017

Bank Balance	8/31/2017	53,132.18
Outstanding Checks		(700.73)
Adjusted Bank Balance	8/31/2017	<u>52,431.45</u>

		<u>Account Total</u>	<u>Fuel Bank</u>	<u>Community</u>	<u>Small Wonders</u>	<u>Reserve Evictions</u>
General Ledger	7/31/2017	50,233.10	23,514.45	16,709.59	8,609.06	1,400.00
Deposits		5,071.52	210.00		4,861.52	-
Expenses		(2,974.26)			(2,974.26)	-
General Ledger Balance	8/31/2017	<u>52,330.36</u>	<u>23,724.45</u>	<u>16,709.59</u>	<u>10,496.32</u>	<u>1,400.00</u>

GL Entries to be booked

Interest Income (July 2016 - June 2017 less March)	83.20
July 2017 Interest	9.03
August 2017 Interest	8.86

Adjusted General Ledger 52,431.45

Unreconciled Difference -

Back to School - Small Wonders

Dan Gentile	871.52	Beiros - backpacks	2252.43
Griffin	40.00	McCoy	<u>721.83</u>
cash	50.00		2,974.26
TSB	300.00		
Saccu	150.00		
PVAC	250.00		
Krasicky	100.00		
Terryville Fire	500.00		
Bearingstar	1,000.00		
TSB	1,500.00		
Bozza	<u>100.00</u>		
	4,861.52		

Human Services Account Summary
 Cleveland Trust Summary July 2017

Bank Balance	7/31/2017	51,026.06
Outstanding Checks		(700.73)
Adjusted Bank Balance	7/31/2017	50,325.33

		<u>Account Total</u>	<u>Fuel Bank</u>	<u>Community</u>	<u>Small Wonders</u>	<u>Reserve Evictions</u>	
General Ledger	6/30/2017	50,233.10	23,514.45	16,709.59	8,609.06	1,400.00	
Deposits		-					
Expenses		-					
General Ledger Balance	7/31/2017	50,233.10	23,514.45	16,709.59	8,609.06	1,400.00	50,233.10

GL Entries to be booked
 Interest Income (July 2016 - June 2017 less March) 83.20
 July 2017 Interest 9.03

Adjusted General Ledger 50,325.33

Unreconciled Difference -

Hospice account bal 10/18/2016 20,304.70

**Human Services Account Summary
Cleveland Trust Summary**

Bank Balance	6/30/2017	54,580.18
Outstanding Checks		(4,263.88)
Adjusted Bank Balance	6/30/2017	<u>50,316.30</u>

		<u>Account Total</u>	<u>Fuel Bank</u>	<u>Community</u>	<u>Small Wonders</u>	<u>Reserve Evictions</u>	
General Ledger	5/31/2017	50,986.58	24,176.60	16,800.92	8,609.06	1,400.00	
Deposits		3,510.40	400.00	(A) 3,110.40		-	
Expenses		(4,263.88)	(1,062.15)	(3,201.73)		-	
General Ledger Balance	6/30/2017	50,233.10	23,514.45	16,709.59	8,609.06	1,400.00	50,233.10

GL Entries to be booked

Interest Income (July 2016 - June 2017 less March)	83.20	(A) check to Alternative Heating from 2014 never cleared - check voided
Deposit correction needed	-	

Adjusted General Ledger	<u>50,316.30</u>
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Unreconciled Difference	-
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Hospice account bal	10/18/2016	20,304.70
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