

# PLYMOUTH HUMAN SERVICES COMMISSION

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

## MINUTES REGULAR MEETING

September 4, 2014

(NOT OFFICIAL UNTIL ACCEPTED AT NEXT MEETING)

### I. CALLED REGULAR MEETING TO ORDER & EXITS NOTED

7:10 p.m. by Chairwoman, Heidi Caron

#### Attendance:

Chairwoman Heidi Caron, Vice Chair Sally Bain-Picard, Secretary Karen Saccu, Helena Schwalm, Elzina Zalaski, Human Service Coordinator Abby Egan, Alternate Fred Schwalm

Absent: Rev. Chris Drew, Tracy DuPont, John Pajeski, Council Liaison

### II. PLEDGE OF ALLEGIANCE

Lead by Heidi Caron

### III. MINUTES JUNE 17, 2014 MEETING

A motion was made by Elzina Zalaski; seconded by Sally Bain-Picard to accept June 17, 2014 meeting.

**Voted:** To accept June 17, 2014 Minutes

**Motion Passed**

### IV. MINUTES AUGUST 7, 2014 SPECIAL MEETING

Karen Saccu recommended correction next meeting date from September 7, 2014 to September 4, 2014.

A motion was made by Elzina Zalaski to accept August 7, 2014 Minutes with correction; seconded by Sally Bain-Picard.

**Voted:** To accept August 7, 2014 Minutes with correction

**Motion Passed**

## V. HUMAN SERVICE COORDINATOR – Abby Egan

- a. **Charity Tracker**: Assistance Count = 156 from August 1, 2014 – August 31, 2014 which is a high count.
- b. **Back to School**: In total, 126 children received assistance. Thanks to last minute donations, we were able to give every family at least one gift card for shoes, most families got a gift card for each child.  
We had some great helpers who helped organize everything.  
Wheeler Clinic ran a presentation on Positive Parenting Techniques concurrent with us distributing the backpacks. They did two presentations in a row. Both presentations were well attended by families picking up the backpacks.
- c. **Hoarding Task Force**: The Town of Newington is coordinating a statewide task force on hoarding. I am awaiting approval for someone from Plymouth to attend, as this is a major issue that no one really knows how to handle. Meeting is on September 12, 2014.
- d. **Salvation Army**: An employee from Thomaston Savings Bank in Terryville has volunteered to coordinate the Kettle Campaign! This is exciting news and we hope that we can have a more successful kettle drive since Plymouth uses the majority of the funds raised in our region, but also raises the least amount of money. Unfortunately, I will miss the meeting because it conflicts with CLASS Conference. Volunteers will be outside IGA with the Kettle.
- e. **Annual Report Narrative**: I am working on the annual report narrative which is due next week. Next year I look forward to having concrete data from Charity Tracker to include. This year will mostly list services provided, grants received, etc. If anyone would like to help proof read that would be great.
- f. **CLASS (Connecticut Local Administrators of Social Services)**: Annual conference is being held in Bristol this year at the Double Tree on Thursday, September 18<sup>th</sup> from 9:00 a.m. – 2:00 p.m. Topic: “Seeing The World Through The Eyes of Others”. There is still time to register; the cost is \$30 if any commissioners would like to attend. I will be attending.
- g. **Energy Assistance**: State budget for energy assistance looks like it is going to remain consistent. This year instead of having two meetings that covers many of the same topics. Operation Fuel and the Utility companies will be holding ONE annual meeting on October 22. These meetings cover all of the energy assistance policies and procedures. I am hoping that Jane will be able to attend. I would prefer that both of us attend but will depend on if office can be closed for four hours. (8:30 a.m. – 12:30 p.m.)
- h. **CHOICES – Medicare Counseling**: Open Enrollment for Medicare starts next month. Will have Jane go to Eli Terry, Senior Meeting and Gosinski Park to do outreach. Abby recently passed recertification exam for CHOICE (96% right!) and Jane will be completing hers at the end of the month. Certification also requires attendance at quarterly “trainings”.
- i. **Resource Guide**: Has been printed, and there will be a consistently updated version online at <http://Plymouth.k12.ct.us>

## VI. OLD BUSINESS

- a. **Small Wonders Back To School Program:** Previously discussed in Human Service Coordinators report. Thank You note will be sent to everyone who donated. Thank You will be published in the Plymouth Connection.
- b. **Budget Update:** Met with Comptroller, Dave Bernagel. Not over budget. Error line item posted to wrong account.
- c. **Special Accounts Update:** No update. Comptroller, Dave Bernagel didn't attend meeting.
- d. **501c3 Update:** No update. Town Attorney nor Comptroller, Dave Bernagel didn't attend meeting.

## VIII. NEW BUSINESS

### a. **Secretary Responsibilities:**

Agenda needs to be clocked in by the Town Clerk. Anytime up to 4:30 p.m. on day of meeting.

Minutes need to be clocked in by the Town Clerk seven business days after meeting. Holidays or weekends not included.

Sally Bain-Picard will clock in the agenda and minutes in the Town Clerk Office.

Council members are requested to call or e-mail Karen Saccu if they will be attending or not attending the meeting. Reason for request we will know if we have a quorum or not.

### b. **Agenda & Minutes on Website:**

A motion was made by Elzina Zalaski; seconded by Helena Schwalm to post the Agenda and Minutes on the Town Website.

**Voted:** To post Agenda and Minutes on the Town Website.

**Motion Passed**

### c. **2015 Meeting Dates:**

First Thursday of the month, except January which would be the Second Thursday since the First is a Holiday. (January 8; February 5; March 5; April 2; May 7; June 4; July-No Meeting; August 6; September-No meeting; October 1; November 5 and December 3, 2015) Meetings held at 7:00 p.m. in Senior Lounge.

A motion was made by Sally Bain-Picard; seconded by Helena Schwalm to accept the 2015 Meeting dates.

**Voted:** To accept the 2015 Meeting dates.

**Motion Passed**

**IV. CHAIRWOMEN'S COMMENTS**

Commission members please call or e-mail Karen if you will be attending or not attending meeting. Reason for request we will know if we have a quorum or not.

**X. COMMISSIONER'S COMMENTS** - No comments

**XI. ADMINISTRATIVE MATTERS** - None

**XII. NEXT MEETING**

Thursday, November 6, 2014  
7:00 p.m.  
Senior Lounge

**XIII. ADJOURNMENT**

A motion was made by Sally Bain-Picard; seconded by Elzina Zalaski to adjourn meeting at 8:30 p.m.

**Voted:** To accept Adjourn meeting at 8:30 p.m.

**Motion Passed**

Respectfully submitted by:

*Karen Saccu*

Karen Saccu  
Secretary  
Human Services Commission  
09/08/2014