

PLYMOUTH HUMAN SERVICES COMMISSION

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

MINUTES SPECIAL MEETING

DATE: Thursday, April 15, 2015
TIME: 7:00 p.m.
PLACE: Town Hall, Senior Lounge

I. SPECIAL MEETING CALLED TO ORDER & NOTE EXITS

By Sally Picard-Bain at 7:05 p.m.

Attendance:

Vice Chair Sally Bain-Picard, Secretary Karen Saccu, Rev. Chris Drew,
Helena Schwalm, Dickie Zalaski, Human Service Director Heather Burns,
Council Liaison John Pajeski

Excused:

Chairwoman Heidi Caron

Absent:

Tracy DuPont

II. PLEDGE OF ALLEGIANCE

Lead by Sally Picard-Bain

III. PUBLIC COMMENTS

None

IV. MINUTES March 5, 2015 MEETING

(Distributed but not voted upon since 'Special Meeting')

V. HUMAN SERVICES REPORT - Heather Burns

March Report: The first week of being in the position of Human Service Director and Municipal Agent to the Elderly was very busy. From March 23rd to March 31st .. 70 calls and 9 walk-ins have been documented.

V. HUMAN SERVICES REPORT - continued

I met with Trish on March 19, 2015 for about an hour to go over the 10 pages of notes she had taken while covering Human Service Office from March 5, 2015 – March 20, 2015. All of the clients who needed to be followed up were contacted

On March 23, 2015, I hit the ground running with my first call at 8:29 a.m. The phone is very busy and there have been several walk-ins. I spent a lot of time connecting with professionals who also service residents of Plymouth.

Operation Fuel: BCO returned the laptop and printer/scanner for outreach work. I will have refresher training on April 2, 2015. Operation Fuel added \$5,000 bringing balance to \$5,621.57.

Energy Assistance: BCO meeting April 8th to talk about energy assistance which is winding down at this time of year. I am hoping to get the software on the computer to serve residents who cannot get to BCO to apply for energy assistance.

Foot Clinic: Foot Clinic scheduled for April 24th. I am making the suggestion we alternate between Town Hall and Eli Terry. It is important for the residents who cannot make it to Town Hall. We will be using a podiatrist who can bill Medicare. This will be more cost effective. Will be looking for 2 volunteers.

AARP Driving Class: Scheduled for June 12th. Last year a lunch of pizza was provided by Human Service Office.

Plymouth Fuel Fund: With the temperatures being cold, it still snowing on March 31st and BCO completing their oil delivery as of March 15th this has been a source being used. Seven clients have received 100 gallons of oil.

I have worked on the Back to School forms and Holiday Gift forms and would like to meet with the volunteer groups who worked on these projects as soon as possible. I like to plan ahead with these programs as they start up as energy assistance starts which is also busy. Medicare open enrollment is also Oct. 15th – Dec. 7th so we will have several programs running at the same time. Being a one person office I need to have everything aligned work as efficiently as possible.

Meetings I would consider important to attend would be the senior meeting, as least once a month. SNAP advisory meeting to receive updates, CHOICES update trainings, CT Community Foundation, Pathway trainings, CLASS, TRIAD, and the Early Childhood Education meeting.

In closing, I thank you all for the honor of being able to serve those in need in Plymouth/Terryville.

VI. OLD BUSINESS

- a. Budget:
Met with Patti DeHuff to review budget before submitting to Board of Finance. Budget submitted to Board of Finance last Monday.

VI. OLD BUSINESS - continued

- b. Special Accounts
Briefly reviewed.
- c. Hospice Fund – CVS
Heather will check again with Ann Marie if CVS added as a vendor.
- d. 501c3
Town Attorney continues working on application.
- e. Human Service Survey
No additional comments received.
Survey will begin again in September.
- f. Dial-A-Ride
Briefly reviewed.
- g. Grants
Thomaston Savings Bank application will come out in May.
- h. Medical Supplies Warehouse
Sally will try to contact again.
- i. Confidentiality Agreement
Not needed.

VII. NEW BUSINESS

- a. 2015 Meeting Schedule

Schedule 3rd Tuesday.

- b. Executive Session to Discuss Human Service Department

A motion was made by Rev. Chris Drew to move to Executive Session for the purpose of discussion Human Service Department and invite John Pajeski to attend; Seconded by Dickie Zalaski at 8:45 p.m.

The Commission returned to open session at 9:25 p.m.

X. NEXT MEETING

Special Meeting, Tuesday, May 19, 2015, 7:00 p.m., Senior Lounge

XI. ADJOURNMENT

A motion was made by Dickie Zalaski; seconded by Rev. Chris Drew to adjourn meeting at 9:30 p.m.

Voted: To adjourn April 15, 2015 meeting at 9:30 p.m.

Motion Passed

Submitted by:

**Karen Saccu
Secretary**

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