

**PLYMOUTH HUMAN SERVICES COMMISSION**

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

**MINUTES**

**DATE:** Tuesday, November 17, 2015  
**TIME:** 7:00 p.m.  
**PLACE:** Town Hall, Senior Lounge

**I. MEETING CALLED TO ORDER & NOTE EXITS**

By Heidi Caron @ 7:05 p.m.

**Attendance:**

Chair Heidi Caron, Vice Chair Sally Bain-Picard, Secretary Karen Saccu, Rev. Christopher Drew, Tracy Dupont, Helena Schwalm, Fred Schwalm, Dickie Zalaski, Human Service Director, Heather Burns

**II. PLEDGE OF ALLEGIANCE**

Lead by Heidi Caron

**III. PUBLIC COMMENTS**

None

**IV. MINUTES October 20, 2015 MEETING**

A motion was made by Sally Bain-Picard, seconded by Dickie Zalaski to accept October 20, 2015 Meeting Minutes.

**Voted:** To accept October 20, 2015 Meeting Minutes.

**Motion Passed**

V. **HUMAN SERVICES REPORT** - Heather Burns

**October 2015**

The Holiday Program is underway – 230 children and more each day

AARP safe driving classes are set up for 2016

A Girl Scout troop brought in 13 Birthday bags. They include a cake mix, frosting, candles, plates.

Walk-in	32
Appointments	42
Calls	225

Heather stated type-o, 130 children, plus 2 = 132.

Filters:

Date range:

Oct 01, 2015 to Oct 31, 2015

Summary:

Assistance amount (\$):

1831.26

Assistance count:

32

Assistance Category	Assistance Count	Assistance Amount
Counseling: CHOICES	3	0
Counseling: Crisis Intervention	0	0
Counseling: Domestic Violence Info & Referral	2	0
Counseling: Financial/Budget Counseling	0	0
Counseling: Grief	0	0
Counseling: Legal-info and referral	0	0
Counseling: Mental Health / Substance Abuse Referral	0	0
Counseling: Mobile Crisis Referral	0	0
Counseling: Other	0	0
Counseling: Parenting	0	0
Counseling: Relationship	0	0
Energy Assistance: BCO Referral/Assistance	3	0
Energy Assistance: Operation Fuel	2	830
Energy Assistance: Plymouth Fuel Bank	3	701.26
Energy Assistance: Salvation Army	0	0
Energy Assistance: Utility Advocacy	1	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	0	0
Financial Assistance: Parks and Recreation Hardship Request	0	0
Financial Assistance: Salvation Army- Other than rent or energy assistan	1	300
Food: Food Pantry	1	0
Food: Meals On Wheels/Congregate Meals	0	0
Food: School Lunch info	0	0
Food: SNAP Applications - Food Stamps	10	0
Food: WIC	1	0
Holiday & Back to School: Small Wonders - Backpack Program	0	0
Holiday & Back to School: Small	0	0

Wonders - Holiday program		
Household: Clothing	0	0
Household: CO detectors	0	0
Household: Furniture	0	0
Household: Other	0	0
Household: Smoke Detector	0	0
Housing/Lodging: Eviction	0	0
Prevention Services/Referrals		
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

## **VI. OLD BUSINESS**

- a. Budget – Start working on budget for next year. Heather will meet with Heidi to review previous year annual report. Heather to submit annual report from her date of hire at next meeting.
- b. Special Accounts – No report
- c. 501c3 – Briefly discussed
- d. Human Service Survey – No responses
- e. Dial-A-Ride – Bids will be advertised beginning of December
- f. Grants -
- g. Human Services Director Monthly Reports – Requested monthly updates on reports submitted by former Human Services Director
- h. Hospice Fund – Brief discussion as to history of account from VNA to present and changing the name to reflect how it was originally intended to be used.
- i. 2016 Human Services Commission Meeting Dates

A motion was made by Rev. Chris Drew to accept 2016 Human Service Commission Meeting Dates seconded by Sally Bain-Picard.

**Voted:** Accept 2016 Human Service Commission Meeting Dates

### **Motion Passed**

- j. Small Wonders Holiday Program – Heather updated. Program going well.
- k. Charter - reviewed
- l. By-Laws – Updated to match Charter. Given to the Mayor for presentation to the Town Council for approval.

## **VII. NEW BUSINESS**

- a. Executive Session - Commissioners – Heidi moved meeting to Executive Session at 8:53 p.m. and returned to regular meeting at 9:40 p.m.
- b. Election of Officers

A motion was made by Helena Schwalm to nominate Karen Saccu as Secretary, seconded by Dickie Zalaski. Accepted by Karen Saccu.

**Voted:** Karen Saccu, Secretary.

### **Motion Passed**

A motion was made by Rev. Chris Drew to nominate Sally Bain Picard as Vice Chairwoman, seconded by Helena Schwalm. Accepted by Sally Bain Picard.

**Voted:** Sally Bain Picard, Vice Chairwoman.

### **Motion Passed**

A motion was made by Dickie Zalaski to nominate Heidi Caron, as Chairwoman, seconded by Rev. Chris Drew. Accepted by Heidi Caron.

**Voted:** Heidi Caron, Chairwoman

### **Motion Passed**

**X. NEXT MEETING**

Tuesday December 15, 2015 @ 5:30 p.m., Senior Lounge

**XI. ADJOURNMENT**

A motion was made by Sally Bain-Picard seconded by Rev. Chris Drew to adjourn meeting at 9:41 p.m.

**Voted:** To adjourn November 17, 2015 Meeting at 9:41 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