

**PLYMOUTH HUMAN SERVICES COMMISSION**

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

**MINUTES**

**DATE:** Tuesday, January 19, 2016  
**TIME:** 7:03 p.m.  
**PLACE:** Town Hall, Senior Lounge

**ATTENDANCE**

Chair Heidi Caron, Secretary Karen Saccu, Helena Schwalm, Alternate Fred Schwalm and Council Liaisons: John Pajeski and Sue Murawski

**EXCUSED**

Vice Chair Sally Bain Picard, Dickie Zalaski

**ABSENT**

Tracy Dupont

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

Heidi Caron

**II. PLEDGE OF ALLEGIANCE**

Lead by Heidi Caron

**III. PUBLIC COMMENTS**

None

**IV. MINUTES DECEMBER 15, 2015 MEETING**

A motion was made by Helena Schwalm, seconded by Fred Schwalm to accept December 15, 2015 Meeting Minutes.

**Voted:** To accept December 15, 2015 Meeting Minutes.

**Motion Passed**

## V. HUMAN SERVICES REPORT – Heather Burns

### November 2015 Human Services Report

**Energy Assistance** – BCO has been a tremendous help with energy assistance applications. They mailed the applications to both Eli Terry and Gosinski Park residents. I have received many calls for help with the applications. BCO has also trained the Director on the software program (this is a new program as of last year). Having the software in the Human Services office is a great help in the time it takes to do an application. BCO has also been helpful with residents needing oil when their application is taken. The Director is able to fax the application to BCO for immediate processing.

Our warm weather has been a huge help in the amount of requests for the fuel bank funds.

**CHOICES** – Medicare open enrollment is from October 15<sup>th</sup> -December 7<sup>th</sup>. I spoke at the November 10<sup>th</sup> Senior Citizen meeting to let them know it is important to check their Medicare during this time of year. Also, informed them of the Medicare Savings Program income guidelines. The Director has received many requests for assistance with Medicare both Advantage Plans and Part D enrollments or changes.

**SNAP** – Department of Social Services (DSS) is implementing a plan for able bodied persons without dependent children. Starting January 1<sup>st</sup> this group will have three months on SNAP and if they are not in job training or working at least 20 hours a week they will be discontinued. Many towns in the state are exempt, Plymouth being one of them, due to the high unemployment rate.

**Dial-A-Ride** – Heidi and I met with Cook Willow to let them know the program would be going out to bid in December.

**Operation Fuel** – The program ended October 30<sup>th</sup> and will restart in December.

**Small Wonders** – The Holiday Program is in full swing with 153 children/73 families. Trees were placed in the staff rooms at each school and in various businesses throughout town. There has not been a formal committee formed after the disband of the Small Wonders Back Pack Committee. A master spread sheet of sponsors has been compiled to use for future programs. Many volunteers have stepped forward to help in any way they can.

**PEP(People Empowering People)** - The Director was invited to speak with this group. The group was surprised at the amount of services available to the residents of Plymouth, Terryville and Pequabuck. Hopefully, they will pass the word and more people will take advantage of what the town/state has to offer.

**Grants** - We received half of the money asked for from the Main St Foundation – Women and Girl's time to start the classes.

**Personnel** – an assistant during the busy time of the year would be most helpful. I have had a few clients comment on the interruptions from people just walking in to people knocking on the door for immediate assistance. The Director has posted a sign on the door “for an appointment call” and it is in the Plymouth Connection to ensure enough time is set aside for you an appointment is recommended. There will be clients who do need to stop by due to lack of a way to call. In November alone there were 42 walk ins.

## V. HUMAN SERVICES REPORT – Heather Burns

Date range: Nov 01, 2015 to Nov 30, 2015

Summary:

Assistance amount (\$): 1846

Assistance count: 58

Member count: 65

Assistance Category	Assistance Count	Assistance Amount
Counseling: CHOICES	10	0
Counseling: Crisis Intervention	0	0
Counseling: Domestic Violence Info & Referral	0	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	9	0
Energy Assistance: Operation Fuel	0	0
Energy Assistance: Plymouth Fuel Bank	4	176
Energy Assistance: Salvation Army	1	70
Energy Assistance: Utility Advocacy	3	0
Energy Assistance: Weatherization	0	0
Financial Assistance: Cash assistance-TANF, SAGA or Suppl	1	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	1	0
Financial Assistance: Salvation Army- Other than rent or energy assistan	2	700
Food: Food Pantry	0	0
Food: Meals On Wheels/Congregate Meals	0	0
Food: School Lunch info	0	0
Food: SNAP Applications - Food Stamps	11	0

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

Food: WIC	0	0
Holiday & Back to School: Small	0	0
Wonders - Backpack Program		
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	1	0

## VI. OLD BUSINESS

- a. Budget – No reports.
- b. Special Accounts – No reports.
- c. 501c3 – Brief discussion – continue next meeting.
- d. Human Service Survey – publish in Plymouth Connection.
- e. Dial-A-Ride – Deadline for submitting BID was today, 01/19/2016. Date in Heather's report incorrect. Received 2 BIDS. Heather will be applying for a grant for a new vehicle. Last grant for new vehicle was 2010.
- f. Grants - Received Grant for Senior Nutrition Class.
- g. Hospice Fund – No reports.
- h. Small Wonders Holiday Program
- i. Charter
- j. By-Laws – Revised to align with Charter. Will be presented to Town Council in February 2016 for approval.

## VII. NEW BUSINESS

- a. Regular Member Applicants – None. Will continue to advertise opening on Town Website.
- b. 2016-2017 Budget – Reviewed and recommended changes.

A motion was made by Helena Schwalm, seconded by Karen Saccu to approve 2016-2017 Budget including recommendations.

**Voted:** To accept 2016-2017 Budget including recommendations.

**Motion Passed**

- c. A program Mental Health First Aid available at no charge to the community. Dates and times will be scheduled.

## X. NEXT MEETING

Tuesday, February 16, 2016 @ 7:00 p.m., Senior Lounge

## XI. ADJOURNMENT

A motion was made by Fred Schwalm, seconded by Helena Schwalm to adjourn meeting.

**Voted:** To adjourn meeting.

**Motion Passed**

Meeting adjourned at 8:20 p.m.

Respectfully submitted by:

*Karen Saccu*

Karen Saccu

Secretary

Human Services Commission

01/26/2016

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