

PLYMOUTH HUMAN SERVICES COMMISSION

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

MINUTES

DATE: Tuesday, March 15, 2016
TIME: 7:00 p.m.
PLACE: Town Hall, Senior Lounge

ATTENDANCE

Chair Heidi Caron, Vice Chair Sally Bain-Picard, Secretary Karen Saccu, Tracy Dupont, Helena Schwalm, Dickie Zalaski, Human Services Director Heather Burns, Council Liaison: Sue Murawski
Guest: Ann Marie Rheault, Director of Finance

I. MEETING CALLED TO ORDER & NOTE EXITS

Heidi Caron

II. PLEDGE OF ALLEGIANCE

Lead by Heidi Caron

III. PUBLIC COMMENTS

None

IV. MINUTES JANUARY 19, 2016 MEETING

Two corrections: Tracy Dupont, Excused and Heather Burns in attendance.

A motion was made by Dickie Zalaski, seconded by Helena Schwalm to accept January 19, 2016 Minutes with corrections.

Voted: To accept January 19, 2016 Minutes with corrections.

Motion Passed

V. HUMAN SERVICES REPORT - Heather Burns, Director

February 2016 Human Services Report – Director of Human Services

Walk - in - 13 Appointments – 38 Telephone calls - 179

Energy Assistance – The Director continues to assist with energy applications for residents who find it difficult to get to BCO.

Operation Fuel – this program has been utilized for clients who are having difficulty paying their electric bills.

Dial-A-Ride – The Director has given Cook Willow the application to distribute to riders.

Meetings:

Community Health Center – met to discuss a mobile dental clinic coming to Plymouth

CLASS – An Elder Law Attorney spoke on Medicaid and Living Wills.

Personnel – An intern started the last week in February. She has been very helpful in assisting the Director in the office. She will be here until the beginning of May. The Director is looking into an intern for fall.

Date range:

Feb 01, 2016 to Feb 29, 2016

Summary:

Assistance amount (\$): 2376

Assistance count: 54

Assistance Category	Assistance Count	Assistance Amount
Counseling: CHOICES	1	0
Counseling: Crisis Intervention	0	0
Counseling: Domestic Violence Info & Referral	1	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	1	0
Counseling: Parenting	0	0
Counseling: Relationship	1	0
Energy Assistance: BCO Referral/Assistance	5	0
Energy Assistance: Operation Fuel	4	946
Energy Assistance: Plymouth Fuel Bank	1	0
Energy Assistance: Salvation Army	0	0
Energy Assistance: Utility Advocacy	3	240
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	1	0
Financial Assistance: Parks and Recreation Hardship Request	0	0
Financial Assistance: Salvation Army- Other than rent or energy assistan	2	240
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	0	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

VI. OLD BUSINESS

- a. Budget: Heidi and Heather will be meeting with a member of Board of Finance to review budget prior to submitting to the Board of Finance for approval. Reviewed with AnnMarie Rheault.
- b. Special Accounts: Reviewed with AnnMarie Rheault
- c. 501c3 Non-Profit. Once received would be able to apply for more grants and raise money for Human Services programs.
- d. Human Services Survey: One call complimenting Heather.
- e. Dial-A-Ride: Not eligible for a new bus this year. Grant application due by end of April 2016. Bus purchased September 2011.
Will be eligible next year and application for grant will be submitted. Will try again providing Dial-A-Ride service to attend Mass on Sunday with the understanding if service provided to Mass MUST use service to return home. One way service available if requested when scheduling. Service will be advertised in the Plymouth Connection and sent to the local churches.
Requested AnnMarie Rheault to send a copy of Dial-A-Ride monthly reports received from Cook Willow to Heather. A copy of Dial-A-Ride monthly reports will be presented to the Human Services Commission.
- f. Grants: Not eligible for Dial-A-Ride Grant for a new bus this year.
- g. Hospice Fund: Reviewed with AnnMarie Rheault.
- h. Small Wonders Holiday Program: Heidi, Heather and AnnMarie to check if all bills have been paid.
- i. Charter: Charter Revision Committee reviewing.
- j. By-Laws: Heidi asked for additional recommendations. Commission will submit recommendations next month.

VII. NEW BUSINESS

- a. Outreach Visit: Vinnie Klimas, Chair of the Plymouth Housing Authority submitted a request that the Commission consider establishing an Outreach Program at Gosinski Park. Request was discussed. Heather stated she visits Gosinski Park twice a year (Farmers Market and Energy Assistance); if resident requests a home visit she will make a visit. She would prefer if residents made an appointment and came to her office at the Town Hall.
Since it's a one person office, she doesn't feel twice a month visit possible.
Heather will further discuss request with Mayor Merchant.
- b. THS Scholarship: \$500.00 Human Services Commission Scholarship available to local high school senior going into the health and social services profession.
Applications due May 1, 2016.
- c. 501c3 Non Profit Funding: Discussed under old business.

VII. NEW BUSINESS - (Continued)

- d. Executive Session to Discuss Human Services Department: Changed to open session per request of Heather Burns, Human Services Director.
Discussion of personnel issues. The Human Services Director was reminded to have a welcoming attitude when residents present themselves to the Human Services Department at the Town Hall. Residents are not to be turned away. If in a meeting, listen to the resident's concern, then offer to have them wait if it's an emergency. If not, schedule an appointment before they leave.
The Human Services Director stated she feels FOI was violated since she wasn't invited to previous executive sessions concerning the Human Services Department. Further discussion on FOI next month.
Heidi Caron, Chair asked Heather Burns, Human Services Director what the process is for requesting time off. Heather explained form must be completed and given to Mayor Merchant.
Human Services Commission recommended Heather post her daily schedule on Human Services Office Door.
- e. Connecticut Food Share Program: Available for low income over 60. A box of food worth \$50.00. Application needs to be completed and approved to qualify for this program.
Human Services Commission asked Heather to contact Erin Kennedy, Director Plymouth Community Food Pantry regarding program before its implemented.

X. NEXT MEETING

Tuesday, April 19, 2016 @ 7:00 p.m., Senior Lounge

XI. ADJOURNMENT

A motion was made by Karen Saccu, seconded by Tracy Dupont to adjourn meeting.

Voted: To adjourn meeting.

Motion Passed

Meeting adjourned at 9:26 p.m.

Respectfully submitted by:

Karen Saccu

Karen Saccu

Secretary

Human Services Commission

03/28/2016

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