

**Town of Plymouth**  
80 Main Street  
Terryville, Connecticut 06786

**Human Services Commission**  
Telephone: (860)585-4001  
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Human Services Meeting Minutes  
November 15, 2016

**I. Call Meeting to Order:** Chairwoman Heidi Caron called the November 15, 2016 Human Services Commission Meeting to order at 7:05 p.m. in the Senior Lounge at Plymouth Town Hall.

**Fire Exit Notifications:**  
Chairman Heidi Caron noted the fire exits.

**II. Attendance:** Chairwoman Heidi Caron, Commissioner Sally Bain-Picard, Commissioner Tracy Dupont, Commissioner Helena Schwalm and Commissioner Fred Schwalm. Also in attendance was Councilwoman Sue Murawski.

Absent: Commissioner Karen Saccu, Commissioner Reverend Joel D. Kotila and Heather Burns, Human Services Director

**III. Pledge of Allegiance:**  
Chairwoman Heidi Caron led the group in the Pledge of Allegiance.

**IV. Public Comments:** None

**V. Minutes October 18, 2016 Meeting:**  
*Commissioner Helena Schwalm, seconded by Commissioner Sally Bain-Picard to approve the October 18, 2016 Minutes. This motion was approved unanimously.*

**VI. Human Services Report:**  
**October 2016 Human Services Report – Director of Human Services**  
**Walk - in -29 Appointments –46 Telephone calls –226**  
**Small Wonders Holiday Program** – There are currently 119 children in 46 families.  
**Outreach to Elderly Housing** – The sign-up sheet is working well – The Director of Human Services is usually at each site from 9am-11am. The Director is seeing an average of 10 clients in that time period at each site.  
**Workshops** – The Director secured educational workshops for Gosinski Park residents. A Meet and Greet was scheduled for October 24th. Seven residents were in attendance. They all agreed on a topic for November. The topic will be “Medication Safety”

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Heidi Caron  
TOWN CLERK

**Meetings:**

CLASS – monthly training- topic was an update on the new Department of Social Services system and how it will impact clients.

An Energy Assistance program was attended by the Director. This is a yearly meeting at the beginning of the season and updates are given on the program.

**Supplemental Commodity Food Program** – Currently 16 seniors receive food boxes on a monthly basis on the 3rd Wednesday of every month. This is an income based program. The boxes include juice, cheese, rice, canned veggies, tomato sauce and other assorted non-perishable food items valuing around \$50.00.

**SNAP Education** - a nutrition workshop is being provided through the University of Saint Joseph. Our second workshop had five people in attendance.

**Personnel** – As always the office is very busy and without support staff to answer phones etc. many times when the Director is working with a client there are interruptions of residents knocking on the door for assistance or the telephone ringing etc. This is sometimes a challenge due to the sensitive nature of the office. A part time assistant would be helpful.

Date range:	Oct 01, 2016 to Oct 31, 2016	
Summary:		
Assistance amount (\$):	1451.72	
Assistance Category	Assistance Count	Assistance Amount
Counseling: CHOICES	0	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	0	0
Counseling: Parenting	0	0
Counseling: Relationship	0	0
Energy Assistance: BCO Referral/Assistance	11	0
Energy Assistance: Operation Fuel	3	744.61
Energy Assistance: Plymouth Fuel Bank	4	647.11
Energy Assistance: Salvation Army	0	0
Energy Assistance: Utility Advocacy	0	0

Energy Assistance: Weatherization	0	0
Financial Assistance: Cash assistance-TANF, SAGA or Suppl	0	0
Financial Assistance: Gift Cards-donated	2	40
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	0	0
Food: Commodity Supplemental Food Program	0	0
Food: Farmer's Market Vouchers	3	0
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 Wonders - Holiday program	0	0
Household: Clothing	1	0
Household: CO detectors	0	0
Household: Furniture	0	0
Household: Other	0	0
Household: Smoke Detector	0	0
Housing/Lodging: Eviction Prevention Services/Referrals	0	0
Housing/Lodging: Foreclosure situations	0	0
Housing/Lodging: Homeless (Info & Referrals)	0	0
Housing/Lodging: housing voucher	1	0

*A motion was made by Commissioner Sally Bain-Picard, seconded by Commissioner Tracy Dupont to table any question regarding the Human Services Report until the December meeting as Heather Burns was not in attendance at the meeting.*

**VII. Old Business:**

**a. Budget** - will get some documentation after Christmas to start budget process.

**b. Special Accounts** – Heather was going to get information from Ann Marie. Will report next month.

**c. 501c3 Non Profit Status** – Chairwoman Caron reported that she met with Attorney Bill Hamzy. He is not familiar with setting these up. Chairwoman Caron met with the woman from the Thomaston Food pantry. She wrote the 501c3 for the Thomaston Food Pantry.

The following must be done to create a 501c3:

1. Apply for an EIN number – can be done on line – Heather used her own Social Security number for the Thomaston Food Pantry. Whose number do we use?
2. Apply for 501c3 on line cost - \$280
3. Develop a Board of Directors
4. Have to write By-laws. By-laws do not have to be submitted to the government. Chairwoman Caron has a template.
5. Submit on an annual basis – Form 990 tax return (filed every year)

Chairwoman Caron stated everything can be done on-line. The Commission will discuss further at next meeting when all members are present.

Chairwoman Caron stated creating a 501c3 will open many possibilities. They will be able to send out mailings for donations and apply for Grants.

**d. Dial-A-Ride** – Nothing to report.

**e. Cook Willow Dial-A-Ride Monthly Reports** – Nothing to report.

**f. Grants** – Nothing to report.

**g. Outreach Visit** - Chairwoman Caron reported that everyone from Gosinski Park is very happy. She stated that the appointments Heather does have been a very positive thing.

**h. Eli Terry Fund** – Chairwoman Caron reported that she will meet with Waterbury Hospital in January. She is waiting for the new statement to come. Will have current data to see how much was paid out for the Terryville residents. Prospect Health bought the hospital out.

**i. Food Bag distribution follow-up** – Still ongoing – Chairwoman Caron will talk to Heather about this. Chairwoman Caron will check with Trish to change date – December 6<sup>th</sup>.

**VIII. New Business:**

**a. Small Wonders Holiday Program** – There are 119 families. The Commission will follow-up with Heather.

**IX. Chairwoman's Comments:** Chairwoman Caron asked the Commission if potluck in December meeting can be combined to celebrate Dickie's retirement? All were in agreement.

Chairwoman Caron stated the election of officers will be postponed until December meeting so Karen can be here.

*A Motion was made by Commissioner Helena Schwalm, seconded by Commissioner Tracy Dupont to table the election of officers until the December meeting.*

The Human Services Commission's Goals for 2017:

- Set-up 501c3
- Review Dial a Ride to see if it working for everyone – look at usage
- Grant for new van next year
- Start another program
- Get help for Heather – an assistant
- Do an annual appeal

Chairwoman Caron would like the following put on the January agenda – review the scholarship application for the high schools. That way, it can get out to the school in February and then decide at the April meeting.

**X. Council Liaison's Comments:** Nothing to report.

**XII. Next Meeting:** Tuesday, December 20, 2016 @ 7:00 PM – Senior Lounge

**XI. Adjournment:**

*There being no further business of the Human Services Commission, a motion was made by Commissioner Sally Bain-Picard, seconded by Commissioner Helena Schwalm to adjourn. This motion was approved unanimously. The meeting ended at 7:33 p.m.*

Respectfully submitted,

  
Linda Schnaars, Acting Recording Secretary