Plymouth Human Services Commission

2017 Meeting Schedule

Time: 7:00 p.m.
Place: Senior Lounge, Town Hall

Meetings scheduled for 3rd Tuesday of each month

January 17, 2017

February 21, 2017

March 21, 2017

April 18, 2017

May 16, 2017

June 20, 2017

July 18, 2017

August 15, 2017

September 19, 2017

October 17, 2017

November 21, 2017

December 19, 2017

PLYMOUTH, CT
TOWN CLERK'S OFFICE
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16 OCT 27 AM 8:06
TOWN CLERK

Commission Members

Heidi Caron
Sally Bain-Picard
Tracy Dupont
Rev. Joel D. Kotila
Karen Saccu
Helena Schwalm
Elzina (Dickie) Zalaski

Alternate
Fred Schwalm

Heather Burns, Human Service Director
Sue Murawski, Council Liaison
John Pajeski, Council Liaison

10/18/16 (Voted/Approved)

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10/18/16 (Voted/Approved)

PLYMOUTH HUMAN SERVICES COMMISSION
80 Main Street
Terryville, CT 06786
(860) 585-4028

MINUTES

DATE: **Tuesday, October 18, 2016**
TIME: **7:00 p.m.**
PLACE: **Town Hall, Senior Lounge**

ATTENDANCE

Heidi Caron, Chair, Rev. Joel Kotila, Helena Schwalm, Tracy Dupont, Dickie Zalaski, Fred Schwalm, Human Services Director Heather Burns, Council Liaison: Sue Murawski

EXCUSED

Sally Bain-Picard, Karen Saccu

PLYMOUTH, CT
TOWN CLERK'S OFFICE
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16 OCT 27 AM 8:06
Barbara A. Perkins
TOWN CLERK

I. **CALL MEETING TO ORDER & NOTE EXITS**
Heidi Caron called meeting to order at 7:05p.m. & exits noted.

II. **PLEDGE OF ALLEGIANCE**
Lead by Heidi Caron

III. **PUBLIC COMMENTS**
None

IV. **MINUTES JUNE 21, 2016 MEETING**

A motion was made by Dickie Zalaski, seconded by Tracey Dupont to accept June 21, 2016 Meeting Minutes.

Voted: To accept June 21, 2016 Meeting Minutes

Motion Passed

V. **MINUTES JULY 19, 2016 MEETING**

A motion was made by Dickie Zalaski, seconded by Tracey Dupont to accept June 21, 2016 Meeting Minutes.

Voted: To accept June 21, 2016 Meeting Minutes

Motion Passed

V. **HUMAN SERVICES REPORT**

September 2016 Human Services Report – Director of Human Services
Walk - in -33 Appointments –28 Telephone calls –201
Grants- $1,500 for Small Wonders and Senior gift cards was granted.
Dial – A –Ride – July, August, September 627 riders
Small Wonders Holiday Program – Applications are being accepted for the Small Wonders Holiday Program. Last year we had 170 children at final count for this program. Sponsors are needed for the children. We are

looking for volunteers for the week of December 12th to help sort, pack and distribute the gifts. We will be doing this in the Community Room from 8-4:30pm. Last year the Director and volunteers stayed until as late as 1:00am on a few of the nights this is going to be avoided this year and we will be utilizing the day time hours and volunteers available during this time.

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 has been scheduled for October 17th. The facilitator will give a survey asking the residents what kind of workshops they would like.

Trainings – Mental Health First Aid Training went very well with 16 people attending

Meetings:

CLASS – Conference was attended – presentations included – Cultural Competency, Understanding Gender Identity and the Transgender Community and the Opioid Epidemic

Pathways Program at CT Community Foundation provided training on "Working with Difficult People"

Senior Nutrition Class – The last of our series of classes started September 23rd. Watching this group of people bond with each other has been amazing. One of the ladies was pretty much home bound without transportation or a support system. She came to the class using Dial-A- Ride transportation and met a friend. They now go on outings together. This class not only provided nutrition education but it also provided socialization for the seniors.

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. We had our first workshop September 21st with approximately 12 people in attendance. The topic was "Plan, Shop and Save" We are looking forward to next month.

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:	9/1/2016 - 9/30/2016	
Summary:		
Assistance amount ($):	1932.65	
Assistance count:	27	
Assistance Category	Assistance Count	Assistance Amount
Counseling: CHOICES	1	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 referal	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 Referal/Assistance	3	0
Energy Assistance: Operation Fuel	3	760

Energy Assistance: Plymouth Fuel Bank	2	393.32
Energy Assistance: Salvation Army	1	279.33
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	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	500
Food: Commodity Supplemental Food Program	0	0
Food: Farmer's Market Vouchers	1	0
Food: Food Pantry	0	0
Food: Meals On Wheels/Congregate Meals	0	0
Food: School Lunch info	0	0
Food: SNAP Applications - Food Stamps	4	0
Food: WIC	0	0
Holiday & Back to School: Small Wonders - Backpack Program	0	0
Holiday & Back to School: Small Wonders - Holiday program	0	0
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 Prevention Services/Referrals	0	0
Housing/Lodging: Foreclosure situations	0	0
Housing/Lodging: Homeless (Info & Referrals)	0	0

VI. OLD BUSINESS

a. Budget: - Will start working on 2017 budget next month.
b. Special Accounts: Briefly reviewed.
c. 501c3 Non Profit Status: Brief update. Continue next month.
d. Dial-A-Ride: Briefly discussed.
e. Cook Willow Dial-A-Ride Monthly Reports:
f. Grants: Received Thomaston Savings Grant.
g. Outreach Visit: It's good. Positive comments from residents.
h. Eli Terry Fund: Briefly discussed.
i. Food Bag distribution follow-up: Brief update. See report.
j. Small Wonders Backpack Program: Everything went well.

VII. NEW BUSINESS

a. Small Wonders Holiday Program –
b. Human Services Monthly Reports. Heather will submit 1 week before meeting.
c. 2017 Human Services Commission Meeting Dates

Helena Schwalm made a motion to approve 2017 Meeting Dates, seconded by Tracey Dupont.

Voted: To approve 2017 Meeting Dates.

Motion Passed

X. CHAIRWOMAN'S COMMENTS:

Heidi & Karen term ends in October. Applications will be submitted to Town Council. Election of officers next month.

XI. COUNCIL LIAISON'S COMMENTS: None

XII. NEXT MEETING

Next meeting will be November 15, 2016, 7:00 p.m., Senior Lounge

XIII. ADJOURNMENT

Dickie Zalaski made a motion to adjourn meeting, seconded by Helena Schwalm.

Voted: To adjourn meeting.

Motion Passed

Meeting adjourned at 8:15 p.m.

10/24/16

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