

PLYMOUTH HUMAN SERVICES COMMISSION

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

MINUTES

DATE: Tuesday, April 19, 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, Rev. Joel Kotila, Helena Schwalm, Fred Schwalm, Human Services Director Heather Burns, Council Liaison: Sue Murawski

EXCUSED: Dickie Zalaski

GUEST: Ann Marie Rheault, Director of Finance

I. MEETING CALLED TO ORDER & NOTE EXITS

Heidi Caron

Heidi introduced and welcomed Rev. Joel Kotila as a regular member of the Human Services Commission.

II. PLEDGE OF ALLEGIANCE

Lead by Heidi Caron

III. PUBLIC COMMENTS

None

IV. MINUTES MARCH 15, 2016 MEETING

One correction: Fred Schwalm in attendance.

A motion was made by Sally Bain-Picard, seconded by Tracy Dupont to accept March 15, 2016 Minutes with correction.

Voted: To accept March 15, 2016 Minutes with correction.

Motion Passed

V. HUMAN SERVICES REPORT - Heather Burns, Director

March 2016 Human Services Report – Director of Human Services

Walk - in - 14 Appointments – 27 Telephone calls - 168

Dial-A-Ride – The Director has sent a letter to the contracted service provider indicating their bus is being used even when the town bus is running. Per the contract they should use their bus only when our bus is in for repairs or maintenance. Also, the bus is allowed to go to all contiguous towns, plus Farmington and Torrington. In reviewing the records, the bus is going as far away as Derby and Hartford. The Human Services Department would need to approve these trips as delegated by the Mayor.

Energy Assistance – The Director continues to assist with energy applications for residents who find it difficult to get to BCO. Last day to have oiled delivered was March 15th.

Grants – a grant was submitted to Community Main ST Foundation for a seasonal part time assistant to coordinate the Small Wonders Holiday Program.

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

Meetings:

CLASS – Training was held on Department of Developmental Services and Way to Go – mobility for seniors and persons with disabilities.

Pathways - Training was attended on brain fitness for older adults

V. HUMAN SERVICES REPORT - Heather Burns, Director

Date range: Mar 01, 2016 to Mar 31, 2016

Summary:

Assistance amount (\$): 599.49
 Assistance count: 34
 Cases (0 - 17 yrs): 0
 Cases (18 - 59 yrs): 5
 Cases (60+ yrs): 15
 Cases (unknown yrs): 2
 Case count: 22
 Members (0 - 17 yrs): 6
 Members (18 - 59 yrs): 8
 Members (60+ yrs): 16
 Members (unknown yrs): 2
 Household count: 22
 Member count: 32

Assistance Category	Assistance Count	Assistance Amount
Counseling: CHOICES	3	0
Counseling: Crisis Intervention	0	0
Counseling: Domestic Violence	0	0
Info & Referral		
Counseling: Financial/Budget	0	0
Counseling		
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	0	0
Energy Assistance: BCO Referral/Assistance	0	0
Energy Assistance: Operation Fuel	2	599.49
Energy Assistance: Plymouth Fuel Bank	0	0
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	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	1	0

Army- Other than rent or energy assistan		
Food: Food Pantry	0	0
Food: Meals On	1	0
Wheels/Congregate Meals		
Food: School Lunch info	0	0
Food: SNAP Applications - Food	9	0
Stamps		
Food: WIC	0	0
Holiday & Back to School: Small	0	0
Wonders - Backpack Program		

VI. OLD BUSINESS

- a. Budget: Reviewed
- b. Special Accounts: Reviewed last meeting.
- c. 501c3 Non Profit Status: Continue
- d. Human Service Survey: Continue
- e. Dial-A-Ride: Discussed in Director's Report
- f. Cook Willow Dial-A-Ride Monthly Reports: Heather receives and reviews.
- g. Grants: Discussed in Director's Report
- h. Small Wonders Holiday Program: All bills have been paid.
- i. Charter: Reviewed
- j. By-Laws: Reviewed
- k. Outreach Visit: Reviewed. Further discussion next meeting.
- l. THS Scholarship: Applications due May 1, 2016.

VII. NEW BUSINESS

- a. Freedom of Information: Reviewed. May 16, 2016 FOI Program to be held at Town Hall.
- b. Director of Human Services Job Description: Reviewed
A motion was made by Helena Schwalm, seconded by Sally Bain-Picard to accept Director of Human Services Job Description.
Voted: To accept Director of Human Services Job Description
Motion Passed
- c. Eli Terry Fund: Briefly discussed. Further discussion next meeting.
- d. Food Bag distribution follow-up: Briefly discussed. Further discussion next meeting.

X. NEXT MEETING

Tuesday, May 17, 2016 @ 7:00 p.m., Senior Lounge

XI. ADJOURNMENT

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

Voted: To adjourn meeting.

Motion Passed

Meeting adjourned at 8:28 p.m.

Respectfully submitted by:

Karen Saccu

Karen Saccu

Secretary

Human Services Commission

4/27/2016

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