

**PLYMOUTH HUMAN SERVICES COMMISSION**

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

**MINUTES**

**DATE:** Tuesday, August 15, 2017  
**TIME:** 7:00 p.m.  
**PLACE:** Town Hall, Senior Lounge

**ATTENDANCE**

Sally Bain-Picard, Vice-Chair, Karen Saccu, Secretary, Helena Schwalm, Fred Schwalm, Rev. Joel D. Kotila  
HRA (Angela Morris, Barbara Parsons, Marlo Greponne, Rose Bracero, Juan Berrios, Beth Barton), Eric McCoy, Sue Murawski, Council Liaison

**EXCUSED**

Heidi Caron, Chair  
Tracy Dupont

**I. CALL MEETING TO ORDER & NOTE EXIT**

Vice-Chair Sally Bain-Picard called meeting to order at 7:00 p.m. and exits noted.

**III. PLEDGE OF ALLEGIANCE**

Lead by Vice Chair, Sally Bain-Picard.

**IV. PUBLIC COMMENTS**

None.

**V. MINUTES JULY 18, 2017 MEETING**

**Motion was made to accept the July 18, 2017 Minutes by Helena Schwalm, Seconded by Fred Schwalm.**

**Voted:** To accept July 18, 2017 Minutes.

**Motion Passed**

**VI. HUMAN SERVICES REPORT – HRA – presented by Angela Morris.**

**Human Resources Agency of New Britain, Inc.  
Community Services Department  
Plymouth Human Services Monthly Report  
July 2017  
Submitted by: Angela Morris and Rose Bracero  
Reporting Period: July 1, 2017 – July 30, 2017  
Services Total Count  
Phone Calls 130**

Walk-ins 17  
 Appointments 34  
 Renters Rebate 17  
 Small Wonders Backpack 75 (5 apps on waitlist)  
 Rental Assistance 3 (Pending)  
 Senior Housing Outreach 3  
 Foot Clinic 17  
 Commodity Supplemental Food program (CSFP) 4  
 Medicare Savings Program 2  
 SNAP Assistance (Food Stamps) 7  
 Bill Payment Assistance 1  
 Housing/Apartment Assistance 5  
 Health Insurance Assistance 3

**Human Resources Agency of New Britain, Inc.**  
**Community Services Department**  
**Plymouth Human Services Monthly Report**

**Small Wonders Back Pack Program:** The total count for the Small Wonders Back Pack Program is now at **75** with **5** applications on the waitlist. We will continue to accept applications until further notice. Michael Ganem from the Parks and Recs was able to provide assistance in reaching out to more people to sign up. We have received a few participants interested in donating school supplies. Donation information has been communicated with Eric McCoy, who is assisting in providing information as to what is needed.

**Foot Clinic:** There has been a change of date for the foot clinic due to an emergency that came up with Dr. Kilkenny. They have rescheduled the appointment from September 6<sup>th</sup> to August 30<sup>th</sup> from 10am-2pm. All people who have signed up for the previous date have been called and notified of the date change.

**Outreach to Senior Housing:** On July 10<sup>th</sup>, outreach was done for the three senior housing to provide information in regards to the Farmers Market food vouchers. At this time the food vouchers are on standby and will not be distributed until further notice due to the lack of a State Budget.

**Energy Assistance:** Energy Assistance will start on August 1<sup>st</sup> for the upcoming heating season. Letters were mailed out to 50 residents prior to start and will continue reaching out to more residents to sign up for energy assistance. Everyone will be seen by appointment only at the office. All residents interested will no longer need to travel to Bristol to obtain the assistance. An on-site outreach will be scheduled for all senior housing at a later date.

**Food Pantry:** Picked up 8 food boxes on July 21<sup>st</sup> from the Food Pantry and is available at the Human Service office upon request. A sign out sheet will be provided to keep track of all boxes given.

**Commodity Supplemental Food Program (CSFP):** There are 4 people signed up for the Commodity program and are receiving their monthly food boxes. This is ongoing and applications will be provided to the senior housing for the residents to sign-up and participate as well. The boxes are delivered to the Town Hall on the third Wednesdays of every month.

## VII. OLD BUSINESS

### a. Small Wonders

80 applicants

Important Dates:

Plymouth Police Fill-A-Cruiser Drive

Sat., 8/19/17, 9:00 a.m. – 2:00 p.m.

Target, Southington

Sun., 8/20/17, 9:00 a.m. – 2:00 p.m.

WalMart, Bristol

Sponsor Drop Off

Plymouth Town Hall, Community Room

Wed., 8/23/17 & Thur., 8/24/17, 8:00 a.m. – 2:00 p.m.

Distribution

Plymouth Town Hall, Community Room

Fri., 8/25/17, 10:00 a.m. – 2:00 p.m.

### b. Commission Funding

Updated donations.

Terryville Fire Department 2018 Calendars on sale beginning Friday, August 25, 2017 at the Terryville Fair. Proceeds to benefit Small Wonders Program.

Calendar Committee:

Chrissy Rullan, Chrissy Racho, Linda Schnaars

Board of Fire Commissioners:

Stephen J. Fennessy, Sr., Chairman, Keith Golnik, Victor Mitchell, Martin Sandshaw, Verne Wagner, Daniel Wollenberg, Gerald Wunsch.

Terryville Fire Department:

Mark Sekorski, Chief; Ray Kovalski, Assistant Chief; Chris Masi, Deputy Chief; Greg Cody, Deputy Chief; Charles Formhals, Lieutenant; Anthony Orsini, Health & Safety Officer; Roger Hubbard, Firefighter; Kevin Marston, Firefighter; Rafael Majia, Firefighter; John Hawes, Firefighter; Alan Dominy, Firefighter; Joe Cimadon, Firefighter; Dave Simpson, Firefighter; David Wunsch, Firefighter.

### c. Grants

Applied and Received Grant for Dial-A-Ride.

Apply for additional grants.

### d. Resident Packets

Discussion types of information to be included. Further discussion next meeting.

### e. Flu Shots

Cancelled - Walgreen's notified.

### f. Outreach visits

Included in HRA Report.

**VII. OLD BUSINESS - continued**

g. 501C3 Non Profit

Discussion on best way to move forward. Further discussion next meeting.

h. Emergency Supply of Food

Included in HRA Report.

i. Senior Gift Bags

Discussion – keep the same for this year, expand next year.

j. Commodity Supplement Food Program

Included in HRA Report.

k. Revisit Goals

501C3 – Discussion on best way to move forward. Further discussion next meeting.

Dial-A-Ride – briefly discussed. Further discussion next meeting.

Grants – Apply for additional grants.

Start another program – Continue with current programs.

Get additional help for Human Services Department – HRA.

Annual Appeal – combine with 501C3.

**VIII. NEW BUSINESS**

a. Town Website

Working with Webmaster to update Human Services Commission information.

b. Human Service Dept. Reference

Updated.

**IX. CHAIRWOMAN'S COMMENTS**

Hopefully future meetings will be 2 hours rather than 3 hours unless additional time needed.

Please call or e-mail recommendations.

Update information Veterans Strong Community Center Newsletter distributed.

Thank you for your support.

**X. COUNCIL LIAISON'S COMMENTS**

Sue Murawski reminded door should be open during meetings, unless in executive session.

**XI. EXECUTIVE SESSION - PERSONNEL**

No discussion.

**XII. NEXT MEETING**

Tuesday, September 19, 2017 @ 7:00 p.m., Senior Lounge.

**XIII. ADJOURNMENT**

**Motion made by Helena Schwalm, Seconded by Karen Saccu to adjourn meeting @ 8:45 p.m.**

**Voted:** To adjourn meeting @ 8:45 p.m.

**Motion Passed**

Respectfully submitted by:

*Karen Saccu*

Karen Saccu

Secretary

Human Services Commission

08/19/17

cc: Human Services Commission Members  
Sue Murawski, Council Liaison  
John Pajeski, Council Liaison  
Barbara Rockwell, Town Clerk  
HRA  
Linda Schnaars