

Town of Plymouth

80 Main Street

Terryville, Connecticut 06786

Human Services Commission

Telephone: (860)585-4001

Fax: (860)585-4015

Human Services Meeting Minutes

October 16, 2018

I. Call to Order: Chairwoman Sally Bain-Picard called the October 16, 2018, Human Services Commission Meeting to order at 7:00 p.m. in the Senior Lounge at Plymouth Town Hall.

Fire Exit Notifications:

Chairwoman Sally Bain-Picard noted the fire exits.

II. Attendance: Chairwoman Sally Bain-Picard, Commissioner Cathy Beaudoin, Commissioner Reverend Joel D. Kotila, Commissioner Tracy Dupont, Commissioner Karen Saccu, Commissioner Helena Schwalm and Commissioner Fred Schwalm. Also, in attendance: Councilman John Pajeski, Rose Bracero and Juan Berrios from HRA.

Excused Absence: Vice-Chairwoman Heidi Caron

III. Pledge of Allegiance:

Chairwoman Sally Bain-Picard led the group in the Pledge of Allegiance.

IV. Invocation:

Reverend Joel gave the invocation.

V. Public Input: None

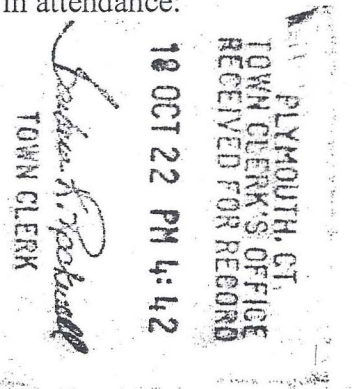
Chairwoman Bain-Picard welcomed Cathy Beaudoin to the Commission.

VI. Acceptance of Minutes:

A motion was made by Commissioner Helena Schwalm, seconded by Commissioner Karen Saccu to approve the September 18, 2018 minutes. This motion was approved unanimously.

VII. Human Services Report:

Rose Bracero from HRA gave her monthly report. Please see attached HRA report.



Rose stated thirteen (13) families applied for a total of forty-one (41) kids. There is one (1) pending application - waiting proof of income for the Small Wonders. They have to come to the office and apply. The applications are not going out. Will be done in house. Documentation must be submitted.

Rose stated she has many phone calls and walk-ins. She is very busy.

The farmers market closed on October 1st.

Renter's Rebate – State did a 5.5 percent cut on checks. A press release will be done by HRA stating same and it will be posted on the town website.

Private Fuel Bank – Only one (1) application was done. Juan Berrios will be working with the Commission to create an application to make the most out of the funds that are donated and utilized. Max benefit is \$500.

Rose went over the Social Services Block Grant (SSBG) Case Management flyer. Would like it put in the Plymouth Connection to advertise.

Juan Berrios discussed what SSBG is. It is for the very poor. Income under the 150 percent poverty level. Very intensive – helps with housing and employment training. Gets skills to gain employment. There are private funds available - clothes for interview, transportation and housing assistance.

Juan stated that the tax assistance program will be done again this year. Can also help with financial trainings.

VITA program – recruiting high school students to help with tax assistance. There is a Terryville student interested in helping.

Juan went over the quarterly report. See attached report.

VIII. Old Business:

a. Small Wonders - Received a thank you card from a family thanking the Commission for the back pack.

b. Yearly Report - Chairwoman Bain-Picard used Juan's documentation as the foundation for the yearly report, that was provided to the town council.

IX. New Business:

- a. **2019 Schedule** - Chairwoman Bain-Picard went over the 2019 schedule. See attached.

A motion was made by Commissioner Helena Schwalm, seconded by Commissioner Karen Saccu to accept the 2019 meeting dates. This motion was approved unanimously.

- b. **Budget** - Chairwoman Bain-Picard is working on the budget. The monthly charge for the Plymouth Connection went from \$100 per month to \$125, due to increased usage. Ad hoc will be added for secretarial fees.

- c. **Elections**

A motion was made by Commissioner Helena Schwalm, seconded by Commissioner Tracy Dupont to nominate Heidi Caron as Vice-Chairwoman of the Human Services Commission. This motion was approved unanimously.

A motion was made by Commissioner Reverend Joel Kotila, seconded by Commissioner Helena Schwalm to nominate Sally Bain-Picard as Chairwoman of the Human Services Commission. This motion approved unanimously.

X. Chairman's Comments:

Chairwoman Bain-Picard stated that there was an error of not listing Helena and listing Fred as a regular member which has been corrected on the minutes for the town council. Both were supposed to apply last year. That is why there is a 2020 expiration date.

Chairman Bain-Picard will be reviewing the renter's assistance program.

Capital improvements project form was emailed to the Chairwoman. Since no major purchases will be done, the form will not be submitted this year.

Chairwoman Bain-Picard thanked everyone for nominating her as Chairwoman and welcomes comments and suggestions.

XI. Council Liaison's Comments:

John Pajeski wants the SSBG flyer put in the Plymouth Connection.

He said the van is being put together and should be delivered in about twelve (12) weeks.

XII. Adjournment:

There being no further business of the Human Services Commission, a motion was made by Commissioner Helena Schwalm, seconded by Commissioner Karen Saccu to adjourn. This motion was approved unanimously. The meeting ended at 8:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Linda Schnaars', with a long, sweeping horizontal line extending to the right.

Linda Schnaars
Recording Secretary



Human Resources Agency of New Britain, Inc.
Community Services Department

Plymouth Human Services Monthly Report

September 2018

Submitted by: Rose Bracero and Juan Berrios

Reporting Period: September 1, 2018 – September 30, 2018

Services	Total Count
Phone Calls	175
Walk-ins	8
Appointments	41
Rental Assistance	1
Medicare Savings Program	0
SNAP Applications/Renewals	8
Private Fuel Bank	1
Senior Housing Outreach	2
Renters Rebate	12
Energy Assistance Applications	15

Private Fuel Bank: There was one request for assistance approved through the Town's Private Fuel Bank this month. If anyone has an urgent need for an emergency oil delivery, please contact the Human Services office.

Renters Rebate: The application period for the Renter's Rebate program ended on October 1st. There were 12 applications completed during the month of September for a grand total of 19 applications to date. We did receive notice from the State of Connecticut on October 10th that the award amounts for the program would be reduced by 5.5% across the board due to the large number of approved applications statewide.

Energy Assistance: Applications are being accepted for energy assistance and all those who are interested in applying may call the Human Services office to schedule an appointment. There was a total of 15 applications completed for the month of September.



Human Resources Agency of New Britain, Inc.
Community Services Department

Plymouth Human Services Monthly Report

Senior Farmers' Market Nutrition Program: HRA applied for the 2018 Senior's Farmers' Market Nutrition Program on behalf of the Plymouth Human Services Department with the CT Department of Agriculture. The department provided HRA with **50** booklets for residents aged 60 or higher who met income eligibility guidelines. **37** booklets were distributed during the program period. The program closed for the season on October 1st, 2018.

Clean Slate Presentation: Rose Bracero worked with Nelly Marcin and Leticia Mangual from HRA's Health and Wellness Division to bring a workshop on opiate addiction to Plymouth Town Hall through the organization Clean Slate. The event will be held on Monday, October 15th, 2018. The goal of the event is to provide the community with awareness on CleanSlate's programs and to provide information and resources to the community on addiction and recovery.

Outreach at Senior Housing: Outreach was completed at Gosinski Park and Eli Terry senior housing. Services and information were provided to residents. Outreach will be completed on the first Monday and Tuesday of every month.



Plymouth Human Services

Quarterly Report

**Presented to the Human Services Commission
by HRA of New Britain, Inc.**

September 2018





Now serving 6 communities:
New Britain, Bristol, Burlington,
Farmington, Plainville & Plymouth CT

Since 1964 the Human Resources Agency of New Britain, Inc. (HRA) has been dedicated to increasing economic self-sufficiency among individuals and families. Our mission is to **improve** the quality of life by helping people achieve economic and social **potential**; responding to the causes and conditions of **poverty**; and **building** stronger individuals, families and communities we serve.

2017 Family, Agency & Community

- Served **29,840** individuals from **11,900** families
- Employed **220** staff
- Mobilized **436** volunteers
- Engaged **127** partners

2017 Indicators of Success

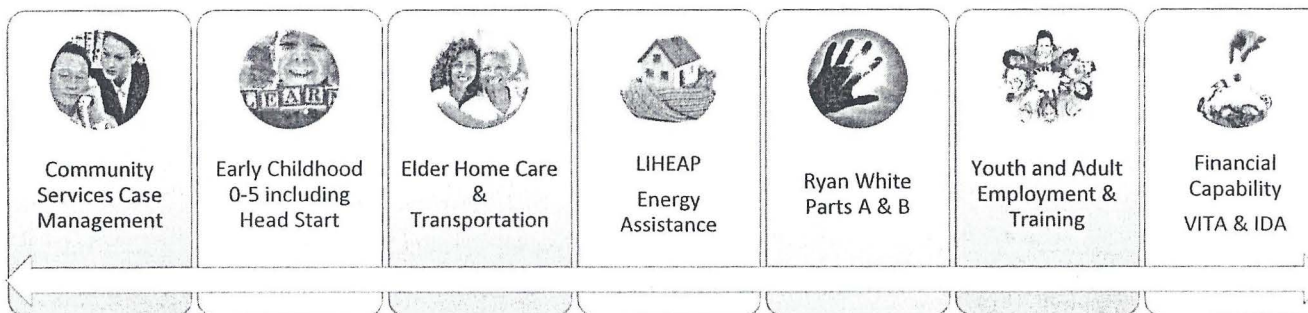
- **5,691** people obtained jobs
- **8,214** people obtained skills
- **9,485** people reduced barriers
- **3,409** people increased assets

2016-2017

All HRA Funds:	20,099,246.00	100%
Federal:	11,190,422.00	57%
State:	5,236,897.00	26%
Private:	1,700,573.00	8%
Local:	1,520,555.00	7%
Other:	450,975.00	2%
CSBG only:	450,799.00	2%
All non-CSBG:	19,648,447.00	98%

HRA leveraged \$43 non-CSBG for every CSBG \$1

With only 6% spent toward in-direct costs, HRA invested 94% of CSBG/non-CSBG funds to serve our community.



HRA's integrated service model addresses people's immediate needs and empowers people to invest in long-term solutions.

HRA Plymouth Community On-Site Services

History and Background

- The Human Resources Agency of New Britain, Inc. (HRA) was established in 1964 as one of Connecticut's Community Action Agencies. Our mission is to *"improve the quality of life by helping people achieve economic and social potential; responding to the causes and conditions of poverty; and building stronger individuals, families and communities."*
- HRA has evolved in recent years into a multi-service nonprofit organization effectively delivering over thirty (30) results-driven programs focused on prevention, intervention and emergency services to low-income residents from over six communities including New Britain, Bristol, Burlington, Farmington, Plainville, Plymouth and surrounding areas
- HRA Director of Planning and Director of Community Services met with the Plymouth Human Services Commission to share information on HRA's Case Management services and discuss potential for collaboration. HRA Staff participate in the monthly meetings with the Commission as well as local AARP meetings to establish protocols for offering on-site energy services as well as increasing accessibility to transportation and homecare services for the Plymouth community.
- HRA began its delivery of on-site services in March 2017 through a formal agreement established with the Mayor of Plymouth's Office and with the oversight of the Human Services Commission. This partnership was established in response to the need for direct services delivered to residents resulting from the recent retirement of the former Director of the Human Services Department.





HRA Plymouth Community On-Site Services

- **Outreach to Senior Housing:** Since March 2017, outreach to senior housing has increased with visits to each senior housing once a month to provide on-site services and information.
- **Comprehensive Case Management:** HRA has successfully delivered a variety of services on-site to residents based on their needs. HRA's model of integrated service delivery allows for increased access to services including pre-application assistance to Department of Social Services programs such as Supplemental Nutrition Assistance Program (SNAP), Cash Assistance and Medicare/Medicaid enrollment services provided for all residents at the Human Services office. HRA also assisted the Human Services Commission with continuing special services for senior residents through the office such as Foot Clinics, Blood Pressure Clinics, and others.
- **Energy Assistance:** HRA has brought the Energy Assistance services on-site to the Plymouth Human Services office to address the transportation barriers experienced by residents travelling to the Bristol office to apply for the service. The Energy Assistance Program for 2018-2019 began on August 1st, 2018. To date, the Plymouth Human Services office has taken **40** Energy Assistance Applications during the season. **32 out of the 40 households (80%)** have been approved for assistance. This results in over **\$41,630** in benefits for the approved households in Plymouth/Terryville.



HRA Plymouth Community On-Site Services

- **Small Wonders Back to School Program:** In partnership, made possible through the generous donation from Thomaston Savings Bank, and the many volunteers and sponsors, the commission was able to continue the Small Wonders Back to School Program. The program distributed backpacks and school supplies to 63 families this summer.
- **Senior Farmers' Market Nutrition Program:** HRA applied for the 2018 Senior's Farmers' Market Nutrition Program on behalf of the Plymouth Human Services Department with the CT Department of Agriculture. The department provided HRA with 50 booklets for residents aged 60 or higher who met income eligibility guidelines. 37 booklets were distributed during the program period. The program closed for the season on October 1st, 2018. Each booklet contained 6 checks of \$3.00 each for a total benefit of \$18.00 per booklet.

HRA Plymouth Community On-Site Services Demographics of Customers Served July to September 2018

Population

- 220 Individuals from 123 households served

Gender

- 59% Female
- 41% were Male

Race

- 93% White
- 4% Black
- 3% Other

Ethnicity

- 90% Non-Hispanic
- 10% Hispanic

Age

- 33% 65 + over
- 27% 45 - 64
- 13% 25 - 44
- 27% 24 + under

Education

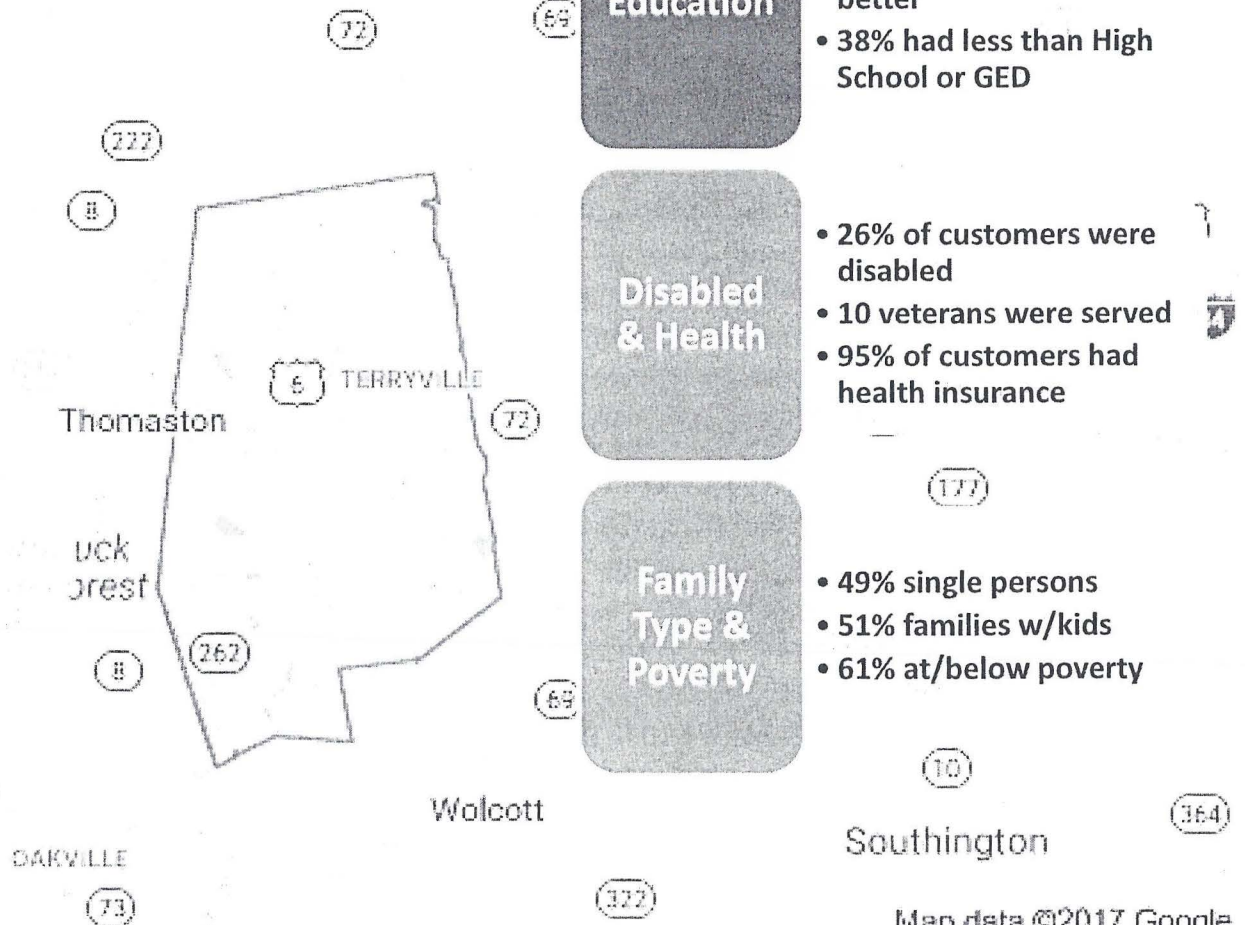
- 62% of customers have a High School Diploma or better
- 38% had less than High School or GED

Disabled & Health

- 26% of customers were disabled
- 10 veterans were served
- 95% of customers had health insurance

Family Type & Poverty

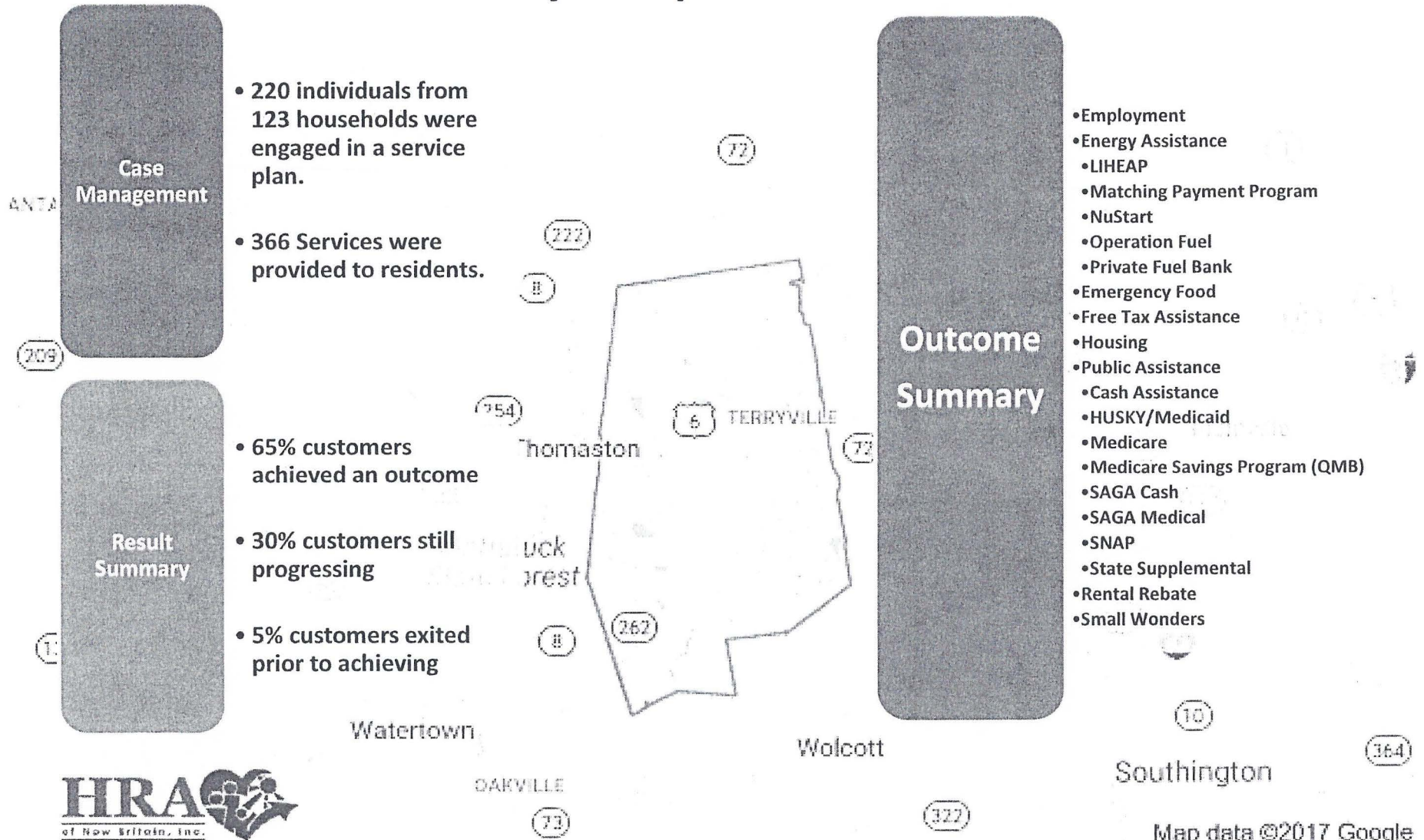
- 49% single persons
- 51% families w/kids
- 61% at/below poverty



HRA Plymouth Community On-Site Services

Services and Outcomes Summary

July to September 2018



Town of Plymouth

80 Main Street

Terryville, Connecticut 06786

Human Services Commission

Telephone: (860)585-4001

Fax: (860)585-4015

To: Barbara Rockwell, Town Clerk

From: Human Services Commission

Date: October 16, 2018

In compliance with Section 1-225 of the Connecticut General Statutes, the following is a listing of the dates of the regular meeting for the Human Services Commission.

The Human Services Commission meetings take place at Plymouth Town Hall, Senior Lounge, 80 Main Street, Terryville, Connecticut at 7:00 p.m.

January 15, 2019

February 19, 2019

March 19, 2019

April 16, 2019

May 21, 2019

June 11, 2019

July 16, 2019

August 20, 2019

September 17, 2019

October 15, 2019

November 19, 2019

December 3, 2019 ** Meeting starts at 5:30 PM

PLYMOUTH
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
18 OCT 19 AM 11:54
Barbara K. Rockwell
TOWN CLERK

Respectfully submitted,

Sally Bain-Picard

Sally Bain-Picard

Chairwoman