

Town of Plymouth
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Human Services Commission
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Minutes

June 12, 2018

Call Meeting to Order

Human Services Commission Chairwoman Sally Bain-Picard called the June 12, 2018, Human Services Commission meeting to order at 7:00 p.m., in the Senior Lounge, Plymouth Town Hall.

Attendance

Human Services Commission Chairwoman Sally Bain-Picard stated the sign-in sheet had been passed around. In attendance were Human Services Commission Chairwoman Sally Bain-Picard, HRA Representative Rose Bracero, Human Services Commissioner Tracy DuPont, Reverend Joel Kotila, Director of Human Services Angela Morris, Human Services Commissioner Karen Saccu, Human Services Alternate Commissioner Frederick Schwalm, and Human Services Commissioner Helena Schwalm. Also in attendance were Executive Director Donna Dognin/Veterans Strong Community Center, Inc., and Plymouth Town Council Liaison John Pajeski.

Invocation

Human Services Commission Chairwoman Sally Bain-Picard stated "May God bless the Town of Plymouth and may God bless the United States of America" for the record.

Public Comments

Donna Dognin, Executive Director, Veterans Strong Community Center, Inc., Bristol, thanked the Human Services Commission for having her present this evening enabling her to update the Commission on Veterans Strong Community Center, Inc.'s progress. Executive Director Donna Dognin stated the Veterans Strong Community Center, Inc. was now officially a 501c3 and had incorporated this past winter. She further stated she now works with the communities of Bristol, Plainville, Plymouth, Thomaston, Wolcott, Harwinton and Burlington. Executive Director Donna Dognin stated she had begun doing outreach in all the communities, noting she was starting on the second round and would continue if everyone were receptive and briefly elaborated. Executive Director Donna Dognin stated she had reached out to Gosinski Park and received an invitation to their picnic on July 5th and will introduce herself to the residents and hold a Meet and Greet/seminar.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
18 JUN 18 AM 11:35
TOWN CLERK
Donna Dognin

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Public Comments Cont'd.

Executive Director Donna Dognin educating veterans about VA benefits and services, noting there should never be a charge for these services, formal complaints will be filed against anyone who charges a Veteran and briefly elaborated. Executive Director Donna Dognin stated she assisted over 400 individuals in 2017 at the Center.

HRA Representative Rose Bracero stated HRA had booklets to assist Veterans who were being evicted, as well as other information that lets Veterans know what benefits are available to them, and it was noted that Executive Director Donna Dognin would be stopping by HRA in New Britain to discuss this program further.

Executive Director Donna Dognin stated she had been in touch with the Eli Terry Retirement Center, as well. She further stated when she did the Meet and Greet at Gosinski Park she would advertise the date at the Eli Terryville Retirement Center so the Veterans and spouses of Veterans could join in the event and briefly elaborated.

Minutes April 17, 2018 Meeting

Human Services Commissioner Tracy Dupont made a motion, seconded by Reverend Joel Kotila, to accept the April 17, 2018 Human Services Commission minutes as presented. This motion was approved unanimously.

Human Services Report

Human Services Director Angela Morris reviewed her report as follows:

Reporting Period May 1, 2018 – May 31, 2018

Services:

Phone Calls: Total Count 112

Walk-in's: Total Count 22

Appointments: 23

Rental Assistance: Total Count 0

Medicare Savings Program: Total Count 1

SNAP Applications/Renewals: Total Count 5

Private Fuel Bank: Total Count 1

Senior Housing Outreach: Total Count 2

Renters Rebate: Total Count 24

Foot Clinic: Total Count 15

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Human Services Report Cont'd.

Human Services Director Angela Morris stated there was one request for utility bill assistance through the Town's Private Fuel Bank this month. Human Services Director Angela Morris stated the Small Wonders/Back to School Program has been completed, noting the deadline date would be July 20th and applications had been provided to all Town schools and briefly elaborated.

When questioned by Human Services Commissioner Helena Schwalm, Human Services Director Angela Morris stated she was unsure why Winter Coats wasn't listed, but would make sure it was on this year; a brief discussion followed.

Human Services Director Angela Morris stated applications for Renters Rebate would be available from April 1 through October 1st. Human Services Director Angela Morris stated Outreach had been completed at Gosinski Park and Eli Terry Senior Housing and that information had been provided to the residents. Human Services Director Angela Morris stated the Foot Clinic was completed on May 30th with a total of 17 residents signed up and 15 actual show ups. She further stated due to the need increase the Foot Clinic would be held twice per month. Human Services Director Angela Morris stated on May 29th notification was received that the Medicare Savings Program would not take on the proposed changes set to take place on July 1st. She further stated the income limits would not change and would remain at its original state and provided the Medicare Savings Program Income Eligibility Limits (see attachment). Human Services Director Angela Morris stated the Tax Outreach Program had been completed; the report was included in her attachment and briefly elaborated.

Human Services Director Angela Morris stated she would be going on Maternity Leave at the end of September, would return in January and Rose Bracero would be covering for her in her absence.

The Human Services Commission collectively congratulated Angela (Morris).

HRA Representative Rose Bracero stated she would be retiring in June 2019 with over 40 years of service.

When questioned by Human Services Commission Chairwoman Sally Bain-Picard, Human Services Director Angela Morris stated she goes to Eli Terry the first Monday of every month and Gosinski the first Tuesday of every month.

The Human Services Commission collectively stated they appreciate everything that Human Services Director Angela Morris does for the Town.

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Old Business

Tax Season

Human Services Commission Chairwoman Sally-Bain Picard stated she would like everyone to assist in getting the word out for next year's Tax Season and the Town's offering for free assistance; a brief discussion followed.

It was noted fliers had been left, and would continue to be left, at the IGA, the Library, Cook Willow, the Pharmacies, Gosinski Park, Eli Terry, the Hardware Store and the Post Office.

Human Services Commission Chairwoman Sally Bain-Picard stated the Plymouth Connection would not be out in July because Lisa Phillimore was working on the Terryville Fair booklet.

When questioned by Town Council Liaison John Pajeski, Human Services Commission Chairwoman Sally Bain-Picard stated the Commission does pay for its publications in the Plymouth Connection; a brief discussion followed.

Scholarships

Human Services Commissioner Tracy DuPont stated Scholarship Night was very successful and the school had done a great job. She further stated from the applications received two recipients were chosen (Briana Hanlon and Kara Jones) and briefly elaborated on each recipient.

Small Wonders

Human Services Commission Chairwoman Sally Bain-Picard stated Small Wonders had previously been covered by Human Services Director Angela Morris. She further stated Eric McCoy emailed information noting he was working on the applications and was aware of keeping the budget in check.

Dial-A-Ride

Human Services Commission Chairwoman Sally Bain-Picard reviewed her notes from last year noting the paperwork had been submitted. She further stated the bids were opened last week, noting eight people took the bid packets and two companies actually bid.

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Dial-A-Ride Cont'd.

Human Services Commission Chairwoman Sally Bain-Picard stated Public Works would be reviewing the bids for accuracy and to ensure they submitted everything required so the bids are not finalized. She further stated she would let the Commissioners know what the outcome was when she found out.

Human Services Commission Chairwoman Sally Bain-Picard stated Connecticut Medical Dispatch, Tolland CT, their proposal submitted \$45.00 for the van we own and using their van was \$65.00; Cook Home Health Care Center, Plymouth CT, their proposal submitted \$20.50 and for their van \$35.00 (currently \$18.50 and \$25.00) a brief discussion followed regarding Policy: Invoices, Authorization and Registration.

New Business

Bylaws

Human Services Commission Chairwoman Sally Bain-Picard stated she had reviewed information concerning the Human Services Commission's Bylaws referencing the September 2012 and October 2015 attachments. Human Services Commission Chairwoman Sally Bain-Picard stated the 2012 Bylaws can't be verified, but believes they were, noting the records only go back to 2014. She further stated the October 2015 was missing the two Alternates and the term was three years. It was further noted the terms were staggered intentionally; a brief discussion followed. Human Services Commission Chairwoman Sally Bain-Picard stated the October 2015 Bylaw proposed changes never made it to Council and questioned if the Commissioners were happy with the three year term and the two Alternate positions. It was collectively agreed by the Human Services Commissioners present to stay with the two Alternate positions and seven Human Services Commissioners, noting the Commission would need one more Regular member and one more Alternate member. After a brief discussion, it was noted that nominations and elections would be kept in October of each year. Human Services Commission Chairwoman Sally Bain-Picard stated she wanted the number of meetings changed from six to twelve, noting it was easier to cancel a meeting than schedule Special meetings. Human Services Commission Chairwoman Sally Bain-Picard stated she wanted the Commissioners to review the Bylaws at home and bring back any changes for next month, noting Bylaws would stay on the Agenda for the July meeting.

When questioned by Human Services Commissioner Helena Schwalm, it was noted that attendance is taken at every meeting.

Human Services Commissioner Karen Saccu stated illness was an excused absence.

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Bylaws Cont'd.

It was noted the Mayor's Office would provide the Human Services Commission Chairwoman Sally Bain-Picard with the updated Human Services Commission member listing which shows the terms of each member.

When questioned by Human Services Commission Chairwoman Sally Bain-Picard, it was noted no one had any objections to the Invocation being added to the Human Services Commission agendas.

When questioned by Human Services Commissioner Karen Saccu, it was noted the HRA Director and Human Services Director were one in the same.

Human Services Commission Chairwoman Sally Bain-Picard stated the Attendance and Pledge of Allegiance needed to be added to the Call of Order.

It was noted the agenda item Correspondence and Communications was for items, i.e., surveys, etc., coming in and going out.

Human Services Commission Chairwoman Sally Bain-Picard stated Acceptance of Minutes would follow Public Comment on the agendas and Communications and Correspondence (if necessary) would follow after the Acceptance of the Minutes.

It was noted Chairwoman's Comments and Liaison's Comments would come before Executive Session.

It was noted Action, as may be necessary, from Executive Session needed to follow every Executive Session agenda item.

It was noted the Next Meeting agenda item would be removed from future agendas.

Human Services Commission Chairwoman Sally Bain-Picard stated under Budget, she does the Budget and the Annual Report in October and then it is submitted to Ann Marie Rheault, Director of Finance. It was noted the following would be added: The Chairperson of the Human Services Commission will submit the annual budget in October to the Director of Finance and the Mayor, and then it is forwarded to the Board of Finance by the Director of Finance and the Mayor. Further, it was noted at this time the Annual Report should also be submitted.

It was noted the Bylaws would be emailed to all Human Services Commissioners for a final review prior to the next Human Services Commission meeting.

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Bylaws Cont'd.

It was collectively agreed the three-year term would stay the same.

Chairwoman's Comments

Human Services Commission Chairwoman Sally Bain-Picard stated the Commission no longer required 12 meetings a year since most of the previous issues have been resolved. She further stated that after speaking with Tom Hennick, Public Informational Officer at Freedom of Information, she could update the Commission on any issues by any means rather than hold a meeting during the summer/lean months. Human Services Commission Chairwoman Sally Bain-Picard stated discussion of these updates, outside the meetings, was not allowed. It was noted 12 meetings would be held, and June and December's would remain the same and it would probably result in six meetings, but would be taken month by month. Human Services Commission Chairwoman Sally Bain-Picard stated the Commission will vote on the Bylaws at next month's meeting.

Council Liaison's Comments

Human Services Commission Liaison John Pajeski stated the Dial-A-Ride Van was on the horizon.

Human Services Commission Liaison John Pajeski stated he would like to see a Human Services Commission booth at the Terryville Fair to make the public aware of what the Commission does. He further stated the Lions Club could donate the space, noting it could be a folding table with a cardboard background that would have pictures of Human Services Commission events. Human Services Commission Liaison John Pajeski stated the Human Services Commission could put brochures out on the table. He further stated Donna Dognin could put out information for the Veterans, as well.

Human Services Commissioner Karen Saccu stated it would be a great avenue to get the Tax Service information out to the public, as well.

Human Services Commission Chairwoman Sally Bain-Picard stated there could be a half sheet of paper with the Human Services Director's name and phone number on one side and the Human Services Commission Member names the other side and all the services offered by the Human Services Commission listed, as well; a brief discussion followed.

It was noted the table did not need to be attended, however volunteers would check on it when they could. It was further noted it could be located in the Commercial Building; a brief discussion followed.

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Council Liaison's Comments Cont'd.

When questioned by Human Services Commission Liaison John Pajeski, it was noted Heidi Caron was taking care of grants and the 501c3; a brief discussion followed.

Human Services Commissioner Tracy DuPont recommended having a supply of small water bottles to hand out with nametags that read Human Services Commissioner at various Town events, i.e. the Fishing Derby that was just held, and elaborated, noting this would help to show the Commission's presence in Town; a brief discussion followed.

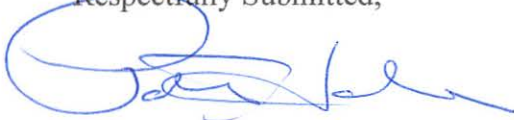
Next Meeting

It was noted the next scheduled meeting of the Human Services Commission would take place on July 17, 2018 at 7:00 p.m., Senior Lounge.

Adjournment

There being no further business of the Human Services Commission, Human Services Commissioner Tracy DuPont made a motion, seconded by Reverend Joel Kotila, to adjourn at 8:51 p.m. This motion was approved unanimously.

Respectfully Submitted,



Patricia A. Hale
Acting Recording Secretary