

Human Services Meeting Minutes  
March 21, 2023

1. **Call to Order:** Chairwoman Cathy Beaudoin called the March 21, 2023, Human Services Commission Meeting to order at 7:01 p.m.
  
2. **Attendance:** Chairwoman Cathy Beaudoin, Commissioner Larry Chiucarello, Commissioner Lee Ulinskas, Commissioner Mark Malley and Councilwoman Roxanne McCann in person. Also in attendance via ZOOM: Commissioner Karen Saccu and Meg McCreedy from HRA

3. **Pledge of Allegiance:**  
Chairwoman Cathy Beaudoin led the group in the Pledge of Allegiance.

4. **Invocation:**  
Commissioner Larry Chiucarello gave the invocation.

5. **Public Input:** None

6. **Acceptance of Minutes:**  
*A motion was made by Commissioner Mark Malley, seconded by Commissioner Larry Chiucarello to accept the meeting minutes of February 21, 2023. This motion was approved unanimously.*

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7. **Communications/Correspondence (If Needed):** None

8. **Human Services Report:** *See attached report*  
A discussion took place about the criteria of grants and the amount in the Cleveland Fund.

Meg McCreedy will look into what grants were applied for in the past.

Commissioner Larry Chiucarello stated that Main Street Community Foundation and Thomaston Savings Bank were the grants that were applied for in the past.

A discussion took place about what the Human Services Commission does and their role in the Town Charter.

Commissioner Larry Chiucarello would like to set up an annual budget that shows where the funds are being spent from different categories. He would like a monthly update of the funds that are spent.

9. **Old Business**
  - a. **Bylaws review**

A discussion took place about the Commission's responsibility regarding the funds.

Councilwoman Roxanne McCann stated that HRA reports to the Commission.

The Commission will redo the Bylaws and have the Town Council adopt them pursuant to Section 5E1 of the Town Charter.

Commissioner Mark Malley will work on updating the Bylaws and will present it to the Commission next month.

**b. ARPA update**

Commissioner Larry Chiucarello gave an update of the ARPA meeting he attended. He reported that the ARPA Committee is just accepting proposals at this time. If the ARPA Committee is not able to fund the whole project of expanding the Community Gardens, he can make cuts from his original presentation.

Councilwoman Roxanne McCann explained the process of the Committee as each member will evaluate all the proposals and see where the money can be best spent and will benefit the most people.

Commissioner Mark Malley suggested the Commission look into sending out a campaign mailer similar to the Fire Department and PVAC.

**10. New Business:**

**a. Election of Officers**

*A motion was made by Commissioner Larry Chiucarello, seconded by Commissioner Mark Malley to nominate Cathy Beaudoin as Chairwoman. This motion was approved unanimously.*

*A motion was made by Commissioner Lee Ulinskas, seconded by Commissioner Mark Malley, to nominate Karen Saccu as Vice-Chair. This motion was approved unanimously.*

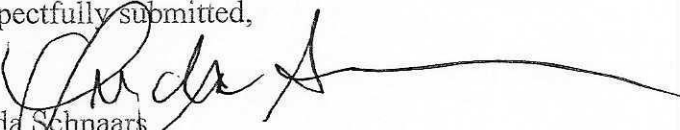
**11. Chairman's Comments:** None

**12. Council Liaison's Comments:** None

**13. Adjournment:**

*There being no further business of the Human Services Commission, a motion was made by Commissioner Mark Malley, seconded by Commissioner Larry Chiucarello to adjourn. This motion was approved unanimously. The meeting ended at 8:15 p.m.*

Respectfully submitted,

  
Linda Schnaars  
Recording Secretary



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

**February 2023**  
**Submitted by: Meg McCreedy**

Reporting Period: February 1, 2023 – February 28, 2023

<b>Services</b>	<b>Total Count</b>
Phone Calls	453
Walk-ins	72
Appointments	131
Energy Assistance	164
Housing Inquiries	23
Medicare/Medicaid/Husky/Access Health	32
SNAP Applications/Renewals/Food Bank Referrals	43
Private/Rotary Fuel Bank	3
Senior Services	88
VITA	73
Information Services – Home Care, Mobility, Legal, Mental Health Counseling, Homelessness, CHORE Services, Financial Services Employment/Training, Veterans Services, Volunteering, CTWater Program, Transportation, Elder/Disabled Tax Reduction	125

**VITA Tax Return Service:**

Plymouth office has received 73 calls for tax preparation information and appointment scheduling. There are 63 appointments scheduled for the VITA site Wednesdays 9:00 a.m. – 12:00 noon.

**To date 72 tax returns have been completed through the VITA Program which is an increase of 60.00% from last year. A total of \$67,881 in Federal Refunds have been approved, with \$12,110 (17.84%) of it coming from the Earned Income Tax Credit.**

Tax appointments can be scheduled at the Plymouth Human Services Office through Wednesday, April 12<sup>th</sup>, 2023.

### Donations Shared With Community:

11 toiletry bags were given out this month. The toiletry bags consist of personal care products and include COVID test kits. 2 pantry food boxes were shared. The Federal Government passed the Consolidated Appropriations Act of 2023. This bill ends the extra SNAP benefits after the February 2023 distributions. This means that **Connecticut's SNAP-eligible households will receive their last extra payment in February 2023**. Due to the reduction in food stamps, the Human Services Office has purchased gift cards from Aldi's based on clients concerns about food insecurity because of the reduced amount and coping with the higher costs of other basic needs.

### Private Funds and Rotary Fuel Bank:

There were 2 requests for Rotary Fuel Funds. Rotary Fuel Fund requests were followed up with Energy Assistance appointments to complete/submit applications.

Private Funds update: the Mayor/Finance Dept. created a separate account designated "Town of Plymouth Human Services Department" for these funds in order to individualize these funds for exclusive use.

### Energy Assistance:

There have been 164 inquiries this month, regarding the Energy Assistance Program. In-Person/Representative Appointments are available at the Human Services Department in Plymouth Town Hall or at HRA's Bristol Office on 55 South Street. In addition, residents can apply by telephone, mail, email, or online this season. Due to the volume of applicants in need this season, the governor announced an extension for oil deliveries authorization from the original end date of 3/15/2023 to 3/31/2023.

### Plymouth Police Department:

The officers performed three wellness visits to seniors in the community at the request of the Human Services Office.

Follow-up with Elder Protective Services from the prior month, has Case Managers working with 12 residents to improve living conditions for health and safety as well as provide assistance with in Home Care.

Veterans Services: There were 6 referrals to Veterans Strong Community Center in Bristol for veterans that required physical health and wellness services, transportation and mental health needs.