

Human Services Meeting Minutes
September 19, 2023

1. **Call to Order:** Chairwoman Cathy Beaudoin called the September 19, 2023, Human Services Commission Meeting to order at 7:05 p.m.
2. **Attendance:** Chairwoman Cathy Beaudoin, Commissioner Mark Malley, Commissioner Larry Chiucarello and Commissioner Lee Ulinskas.

Excused: Vice-Chairwoman Karen Saccu

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

4. **Invocation:**
Commissioner Mark Malley 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 August 15, 2023. This motion was approved unanimously.

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

8. **Human Services Report:** See attached report.

Commissioner Larry Chiucarello would like the financial reports at the meetings. He noted that this request has been asked in the past.

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

Commissioner Mark Malley reported that he attended the town council meeting in August. The proposed Bylaw changes were approved unanimously. See attached By-laws.

- b. **Scholarship**

Commissioner Mark Malley went over the letter that was received from Main Street Community Foundation regarding the scholarship funds in the amount of \$16,000.00. They will accept the funds in an account. The Commission will have fundraisers to grow the account as the Main Street Community Foundation made an exception as their minimum is \$25,000.00. See attached letter.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED
2023 SEP 28 AM 10:01
TOWN CLERK

The round up at Adams is September 24th – 30th.

Commissioner Lee Ulinskas will post the flyer on Terryville Talks Facebook.

c. Senior Holiday Season

Chairwoman Beaudoin reported that a \$3,000.00 was received from Thomaston Savings Bank. Meg McCreedy is going to ask the Salvation Army if the Walmart gift cards can be used for Christmas as Small Wonders did not use all of them.

Commissioner Larry Chiucarello reported that the Food Pantry services the following seniors:

- 83 households 109 people includes Gosinski Park and Eli Terry.
- 71 households 97 people

Commissioner Mark Malley reported that Thomaston Savings Bank has Visa gift cards.

The Commission discussed buying gift cards and giving them out at the Food Pantry and Churches.


The Commission decided not to spend money on gift cards and give the seniors a Christmas card.

Commissioner Lee Ulinskas will look into having the girl scouts and boy scouts make Christmas cards.

10. **New Business:** None
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 Lee Ulinskas, seconded by Commissioner Mark Malley to adjourn. This motion was approved unanimously. The meeting ended at 7:54 p.m.

Respectfully submitted,


Linda Schnaars
Recording Secretary



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

August 2023

Submitted by: Meg McCreedy, Helen Supinskas and Juan Berrios

Reporting Period: August 1, 2023 – August 31, 2023

Services	Total Count
Phone Calls	365
Walk-ins	130
Appointments	72
Energy Assistance/CTWater/Sewer Program	63
Housing Inquiries	51
Medicare/Medicaid/Husky/Access Health	24
SNAP Apps/Renewals/Food Bank/Farmers Market Cards	38
Private/Rotary Fuel Bank	7
Senior Services - Home Care, Renters Rebate, Elder/Disabled Tax Reduction, EPS, CHORE Services, Mobility	65
Information Services – Legal, Mental Health Counseling, Homelessness, Financial Services, Employment/Training, Veterans Services, Volunteering, Transportation	98

Donations Shared With Community:

10 toiletry bags were given out this month. The toiletry bags consist of personal care products. 8 gift cards were given out to clients in need, to shop at Aldis, Adams, Walmart, and Dollar General. Plymouth Food Pantry provided the Human Services Office with a few days of nonperishable emergency food, referred new clients for other assistance and has taken referrals.

Private Funds

2 requests for funds were provided by Main Street Foundation. Grant Funds in the Amount of \$3,000 was received from Thomaston Savings Bank (TSB) for the Human Services Fund. 3 requests for emergency oil (heat water), 2 rent assistance, 2 car repairs, and Walmart Gift Cards.

Rotary Fuel Bank:

Rotary District Grant was approved for \$1,400 towards the Emergency Fuel Fund. Rotary will be doing fund raisers to increase the amount received by this office.

Renters Rebate:

57 applications for Renters Rebate have been submitted electronically through the OPM Portal for processing. The final date for those submitting applications is September 29, 2023.

Salvation Army:

62 shoe gift cards for Walmart were distributed to families participating. The “Small Wonders Back to School Program” successfully distributed items to 74 children/33 families.



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Community Services Department
Plymouth Human Services Monthly Report**

August 2023

Submitted by: Meg McCreedy, Helen Supsinikas and Juan Berrios

Reporting Period: August 1, 2023 – August 31, 2023

Energy Assistance:

There have been 63 inquiries this month, regarding the Energy Assistance Program. Applicants may begin to submit documents for Energy Season starting September 1st, 2023.

Veterans Services:

There were 3 referrals to Veterans Strong Community Center in Bristol for veterans that required physical health and wellness services, transportation, and mental health needs. One veteran will be participating in community Opioid Outreach and Education, sharing his story of being in a coma for many months and now having a traumatic brain injury due to receiving medication that unknowingly contained Fentanyl.

Community Outreach/Education Services:

PVCA has already “Thankfully! Greatfully” distributed “Leave Behind Kits” to individuals or a family member when they attended calls this month regarding an Overdose in the community. Meg McCreedy, Community Outreach Coordinator and Toni Sterling, Greenwood Counseling, with PVCA Team Members, provided information and outreach at the Terryville Fair.

Farmers Market Cards:

17 qualified participants have completed surveys and received FMC cards with \$24 for seniors and disabled participants to purchase eligible products from farmers markets. Connecticut has nearly 100 farmers’ markets and can be found in virtually any town, seven days a week. The cards are to be retained by the participant as they will be refilled every year going forward. Each participant received a pocket brochure which listed the participating Farmers markets in Connecticut and the benefits of healthy food habits. The program runs from July 1 to November 30 annually.

Orphan Grain Train:

Referred 2 Clients who received mobility devices and services from the Orphan Grain Train which is a 501c3 Nonprofit Christian volunteer network that shares personal and material resources with needy people in America and around the world. Grain Train volunteers gather donations of clothing, medical supplies, food, Christian literature, and other aid to meet real needs. The Orphan Grain Train movement is a loving response to Jesus Christ’s example as a servant and His love for us.

HUMAN SERVICES COMMISSION

BYLAWS

ARTICLE I NAME / PURPOSE.

The Plymouth Human Services Commission, established under Chapter VI, Section 5E Sub 1, of the Plymouth Town Charter, shall have the purposes set forth in said charter and as hereafter amended. Among these are the achievement of an effective, efficient, and systematic delivery of public citizen's resources, and the proposal of responsive and reasonable means whereby the needs of seniors, veterans, handicapped or citizens who have other human resources needs can be met.

ARTICLE II MEMBERSHIP.

The Human Services Commission shall consist of seven (7) members with (2) alternates, each of whom shall be appointed by the Town Council. Initial terms of appointment are:

All members will serve a three (3) year term.

Resignations and requests for re-appointment of a commission member shall be submitted to the chairperson. If no request for reappointment is received, the term of such member shall expire without further action by such member.

ARTICLE III OFFICERS.

1. The officers of the Human Services Commission shall be Chairperson and Vice-Chairperson.
2. They shall be regular members of the commission. The Chairperson shall preside over all meetings and have the duties normally conferred by parliamentary procedure.
3. The Vice-Chairperson shall act in the absence of the Chairperson.

ARTICLE IV ELECTION OF OFFICERS.

1. Nominations of officers shall be made from the floor at the annual meeting held in October.
2. The candidate receiving the majority of votes shall be declared elected to that office for a term of one year.
3. Vacancies shall be filled immediately by regular election procedures.

ARTICLE V MEETINGS.

1. Twelve meetings per year shall be held or as deemed necessary by the Commission.
2. The October meeting shall be considered the annual meeting.
3. Continued or repetitive absences of commission members may be brought to the attention of the Mayor.
4. The Human Services Director and Town Council Liaison shall attend meetings but will not have voting powers.
5. Four members shall constitute a quorum.
6. The Human Services Director shall provide at each monthly meeting a report of his/her or their doings as Director which report will be subject to review and approval by the Commission. Such report to include all finances controlled by such Director.

ARTICLE VI ORDER OF BUSINESS.

Meetings shall be conducted by Roberts Rules of Order and the order of business at regular meetings shall be:

1. Call to Order and Note Fire Exits.
2. Attendance.
3. Pledge of Allegiance.
4. Public Input.
5. Acceptance of Minutes.
6. Communications/Correspondence (if needed).
7. Human Services Report
8. Old Business.
9. New Business.
10. Chairman's Comments.
11. Council Liaison's Comments.
12. Executive Session (if needed).
13. Adjournment.

ARTICLE VII BUDGET.

1. The Chairperson of the Human Services Commission shall submit the Annual Budget and the Annual Report in October to the Mayor and Director of Finance; to be forwarded to the Board of Finance, by the Mayor and Director of Finance.
2. Special appropriations may be requested from the Town Council per the Town of Plymouth Charter.
3. Review of the Cleveland Trust Funds, Donations and Expenses will be reviewed monthly by the Commission, and the Director of Finance shall submit a report to the Human Services Commission Chairperson monthly.

ARTICLE VIII COMMITTEES.

All committees formed shall be on an ad hoc basis and are not limited to commission members. Private citizens may be invited to be a committee member.

ARTICLE IX AMENDMENTS.

These by-laws may be amended by a two-thirds vote of the commission.

These by-laws were voted upon and approved at the meeting of the Human Service Commission.

Cathy Beaudoin
Cathy Beaudoin
Human Services
Commission Chairman

Approved at the Town Council meeting on September 5, 2023.

Main Street

COMMUNITY FOUNDATION

Officers

Susan D. Sadecki
President & CEO

Scott F. Fournier
Chair of the Board

Daniel J. Daigle
Vice-Chair

Kathryn C. Reinhard
Secretary

William R. Micari
Treasurer

Marguerite P. Fletcher
Past Board Chair

Directors

Megan E. Albanese

Jarre B. Betts

Kyle S. Biddick

Brent T. Davenport

Virginia Fitzgerald

Andrea Lanese

Mark D. Malley

Mark Moriarty

Jennifer O'Connor

Suzanne M. Passini

John-David Scarritt

Michael F. Sweeney

Andrea Wasley

Rebecca B. Zappone

Founders

Sherwood Anderson

Carlyle F. Barnes

Thomas O. Barnes

Delores Capers

Ann Clark

Terry B. Fletcher

Edward P. Lorensen

Robert S. Merriman

David J. Preleski

Jeanne E. Radcliff

John E. Smith

Christopher Ziogas

September 15, 2023

Mayor Joseph T. Kilduff
Plymouth Town Hall
80 Main Street
Terryville, CT 06786

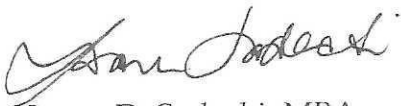
Dear Mayor Kilduff:

Thank you for considering the opportunity to carry out the legacy of the Plymouth VNA by establishing an endowed scholarship fund at Main Street Community Foundation (MSCF). It is my understanding that the balance of assets remaining to establish this fund are estimated at \$16,000 which is below the foundation's donation minimum to establish a permanent scholarship fund.

On September 8, 2023, the MSCF board of directors voted in favor of a policy exception to the scholarship donation minimum and to accept the remaining assets into a permanent scholarship fund allowing the scholarships to continue in perpetuity.

I look forward to working with you and the Town of Plymouth Human Services Commission to continue these scholarships in the name of the Plymouth VNA who served the Town and its residents for many years.

Sincerely,



Susan D. Sadecki, MBA
President & CEO

Cc: Cathy Beaudoin, Chairperson, Human Services Commission

