

Town of Plymouth
80 Main Street
Terryville, Connecticut 06786

Human Services Commission
Telephone: (860)585-4001
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Human Services Meeting Minutes
October 16, 2023

1. **Call to Order:** Chairwoman Cathy Beaudoin called the October 16, 2023, Human Services Commission Meeting to order at 7:00 p.m.
2. **Attendance:** Chairwoman Cathy Beaudoin, Commissioner Mark Malley, Commissioner Larry Chiucarello, Commissioner Lee Ulinskas, Councilwoman Roxanne Levesque and Meg McCreedy from HRA.
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 September 19, 2023. This motion was approved unanimously.

7. **Communications/Correspondence (If Needed):** None
8. **Human Services Report:** See attached report.

A discussion took place regarding the financial ledger that Meg McCreedy put together. The Commission questioned Meg regarding the procedures of how payments are distributed to the clients as the payments were made without the Commission's approval. There is a procedure that HRA created and it is not being adhered to.

The Commission wants to know where the grants came from. Commissioner Mark Malley asked about the expenses of the car repair and rents that were paid out. The Commission was not informed about these payments.

The Commission would like the ledger to have columns added – Donations and Grants listed separately.

Councilwoman Roxanne Levesque suggested setting up a log that gives each family an ID number. Councilwoman Levesque also suggested having a bullet sheet that would provide a quick reference with the procedures – guide lines.

The Commission would like Meg McCreedy to write a couple more grants.

2023 OCT 18 PM 2:52
TOWN CLERK
PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECORDS & INFORMATION

The Commission discussed how the payments from the Cleveland Fund are supposed to be the last resort.

The Commission would like the Comptroller to provide a more accurate balance as the two sheets provided (Comptroller and Meg McCreedy's) do not have matching amounts.

The Commission feels that Meg McCreedy should follow the Plymouth Private Fund Procedures that was created by HRA.

9. Old Business
a. Scholarship fund update

Chairwoman Beaudoin reported that her and Commissioner Mark Malley attended the Town Council meeting. The Town Council approved to have the funds transferred to Main Street Foundation. The money will be placed into a donor advised fund.

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 8:15 p.m.

Respectfully submitted,


Linda Schuur
Recording Secretary



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

September 2023

Submitted by: Meg McCreedy, Helen Supsinskas and Juan Berrios

Reporting Period: September 1, 2023 – September 30, 2023

Services	Total Count
Phone Calls	273
Walk-ins	97
Appointments	54
Energy Assistance	137
Housing Inquiries	23
Medicare/Medicaid/Husky/Access Health	24
SNAP Apps/Renewals/Food Bank/Farmers Market Cards	35
Private/Rotary Fuel Bank	13
Senior Services - Home Care, Renters Rebate, Elder/Disabled Tax Reduction, EPS, CHORE Services, Mobility	79
Information Services – Legal, Mental Health Counseling, Homelessness, Financial Services, Employment/Training, Veterans Services, Volunteering, Transportation	102

Out of Office – Vacation and Trainings:

Community Outreach Coordinator was out of the office, for vacation – August 31 – September 10. Attended HRA all day mandatory trainings: September 19 – Annual Energy Assistance training, September 26 – Financial Literacy Workshop, September 27 – Annual Case Management Training. Virtual VITA – September 25 to discuss planning and coordinating recruitment of volunteer tax preparers. Plymouth recorded the highest number of tax prep last tax season in the history of VITA prep in Plymouth. Total Count is for ten days in office.

Donations Shared With Community:

7 toiletry bags were given out this month. The toiletry bags consist of personal care products. 5 gift cards were given out to clients in need, to shop at Aldi's, Adams, Walmart, and Dollar General. The Human Services Office received a community donation of non-perishable emergency food.

Private Funds

8 requests for funds - 3 requests for emergency oil (heat water), 5 rent assistance, 4 Aldi's food and 3 Walmart gift cards. Deliverable Fuel Requests through Energy Assistance begins November 1st.



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Renters Rebate:

77 applications for Renters Rebate in total, submitted electronically through the OPM Portal for processing. Applicants that are approved should receive the check in the mail by mid-November.

Energy Assistance:

52 applications for Energy Assistance are in process or have been submitted. Clients approved for assistance with deliverable fuels will be able to request deliveries starting November 1.

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.

Farmers Market Cards:

29 clients received FMC cards with \$24 for seniors and disabled participants to purchase eligible products from farmers markets. On October 1 an additional \$26 per card was added to the original \$24 giving those with FMC cards \$50 in total to use before the Farmers Markets close November 30.