

**Town of East Haven, CT**  
**East Haven Counseling & Community Services Commission**  
**Minutes**  
**May 21, 2013 – 7:00 p.m.**  
**595 Thompson Avenue, East Haven, CT 06512**

Meeting was called to order at 7:07 p.m. by Chairman Mr. Matt Abbott

**1. Roll Call.**

C.C.S. Chairman, Mr. Matt Abbott, Mr. Juan Montalvo, Ms. Marianne Cesare, Ms. Sandra Enders, and Mr. Juan Montalvo - All Present. Ms. Cynthia Rojas – Absent. Also in attendance were Ms. Beth Trotta, LCSW, BH Care Director.

**2. To consider and approve minutes from April 23, 2013 meeting.**

Chairman Mr. Matt Abbott makes a motion to accept the minutes. Ms. Sandra Enders accepts the motion and Ms. Marianne Cesar seconds – All in Favor- none opposed. Motion Carries.

**3. Ms. Beth Trotta, Program Manager to update commission on current clinic situation.**

Ms. Beth Trotta makes the announcement that they currently have a **ZERO** waiting list. Report overview for the month of April 2013. On May 29, 2013 we will be moving to weekly orientations. At the end of the meeting they will be given an intake appointment within 2 weeks from the orientation. Mr. Montalvo asks Ms. Trotta if she could check on charging a no show fee to cover at least some of the non-billable hours due to clients not showing up for an appointment. Ms. Trotta states she will check the DSS contract (Medicare) to see if that could be done. Ms. Trotta states that if a client does not show, they are given one chance to re-schedule the appointment before the file is closed, the same also holds true for orientations, at that point we assume that they are not in need of meds or services. Ms. Trotta states that the following report is the Commission report for April 2013:

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- Calls Requesting Services/Telephone Intake: 22
- Clients Referred Out: 6
- Not Eligible for Services : 0
- No Response to Call Back – 8
- Clients Referred Out/Not Eligible for Services/No Response to Call Back – 14
- No Show for Orientation – 5
- No Show for Intake – 7
- Clients Who did not show for Orientation or Intake Appointment: 12
- Admissions: 3
- Discharges: 4

**4. Commission Comments.**

Ms. Trotta states that she had a very successful meeting with Roberta, Social Workers, and the Guidance Counselors within the East Haven school system. The offering of assistance was given to them. The beginnings of a plan are being discussed. Once the schools have a referral the protocol is that they call me first, I then give the referral to the clinician who will then call the parent. We currently have 2 referrals. Concerns will be that if ConnectiCare is used Dr. Weiss who is our child psychiatrist does not choose to use ConnectiCare; therefore we will not get paid. Our clinicians do participate in ConnectiCare so there is no concern there. Discussion was had of possibly of a sliding fee.

Ms. Trotta states that she had received Cynthia Rojas resignation regarding the EHCCS Commission. Discussion was had regarding a replacement. Mr. Abbott states he had forwarded a resume already of an interested party and

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she seems very qualified regarding Adult & Family Mental illness and hopes to hear something soon.

**5. Public Comment.**

None

**6. Discuss and approve any other matters that may come before the commission.**

None

**7. Adjournment.**

Mr. Matt Abbott motions for adjournment at 7:44. Ms. Sandra Enders motions. Mr. Juan Montalvo seconds.

Temple Smith  
East Haven Counseling & Community Services Commission Clerk