

Town of East Haven, CT
East Haven Counseling & Community Services Commission
REGULAR MEETING MINUTES– 7:00 p.m.
September 23, 2014 @ 7 p.m.
595 Thompson Avenue, East Haven, CT 06512

The East Haven Counseling & Community Services held a Regular Meeting on Tuesday, September 23, 2014 at 7:00 P.M - 595 Thompson Avenue, East Haven, CT 06512.

Chairman Matt Abbott called the meeting to order at 7:12 p.m.

1. Roll Call

C.C.S. Chairman, Mr. Matt Abbott, Ms. Samantha Batson, and Ms. Sandra Enders – all present. Also in attendance was Ms. Beth Trotta, LCSW, BH Care Director

2. To consider and approve minutes from May 27, 2014 meeting.

Ms. Sandra Enders made a motion to approve the minutes. Ms. Samantha Baston second. Motion Carried.

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

Beth speaks regarding May/June Monthly Data Report. Calls requesting intake this period 52. Clients referred out/Not Appropriate 27 and 1 No response to call back. Clients who did not show for an appointment 19. This month's admissions 22 and 19 discharges. In-Kind Services for Dept. of Ed , phone consultation 4.25 hours, and other referrals 1.50. Currently for the FY 14/15 we've had 114 Admissions and 105 Discharges. Clinical Stats for the FY 2013/2014 – Admissions 111, and Discharges 105, Billable hours 2869, hours worked 5626 and productivity 51%. Clinical Stats for the FY 2012/2013 – Admissions 58, and Discharges 61, Billable hours 2411, hours worked 6187 and productivity 39%. We are working toward a 60% productivity or higher. We currently have clinicians at 60%, 50%, 51%, and one at 42% so we are getting

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there and will continue to strive for 60% or greater. Productivity is measured by work hours vs. billable hours. July and August our numbers will look different because we started our electronic health record in July we suspended services in August so we could give the staff time to practice, but we referred clients out for services so we would not have a waiting list. As of the end of May we suspended child services and still are. Our staffing, Arlene is retiring we think is the end of November beginning of December. Her position will be a Union position when we re-hire. Our child clinician Marissa Brown resigned and has left the agency. She went to work for the EH school system – the Academy and High School. Her position will be a BH Care position when we hire. We have started interviewing. Charlie who is the adult clinician had to take a medical leave for another 3-4 weeks. We are down to 2 clinicians with full case loads, and this is why I suspended referrals. I just did not want a waiting list again. There is an update to the policies and procedures manual that I need you to sign.

4. Commission Comments.

Marianne Cesare stepped down from the commission as well as Juan Montalvo so we are in need of two more commissioners. Samantha Batson states that she may have someone that is interested. Beth Trotta states that generally they need to write a letter to the Mayor with qualifications and the Mayor can choose who would best fit the commission.

5. Public Comment.

None

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

None

7. Adjournment.

Ms. Sandra Enders made a motion to adjourn at 7:45 p.m. Samantha Batson seconds. All in Favor.

EHCC COMMISSION MEETINGS ARE USUALLY ON THE 4th TUESDAY OF THE MONTH. NEXT MEETING IS SCHEDULED FOR October 14, 2014

Temple Smith
East Haven Counseling & Community Services Commission Clerk