

**Town of East Haven, CT**  
**East Haven Counseling & Community Services Commission**  
**REGULAR MEETING MINUTES– 7:00 p.m.**  
**March 22, 2016 @ 7 p.m.**  
**595 Thompson Avenue, East Haven, CT 06512**

The East Haven Counseling & Community Services held a Regular Meeting on Tuesday, March 22, 2016 at 7:00 P.M - 595 Thompson Avenue, East Haven, CT 06512.

Chairman Matt Abbott calls the meeting to order at 7:00 p.m.

**1. Roll Call**

Chairman Matt Abbott, Sandra Enders, Arlene Hackbarth , Samantha Batson, and Nicole Serio-Merritt - Present. Also in attendance was Ms. Beth Trotta, LCSW, BH Care Director.

**2. To consider and approve minutes from January 26, 2016 meeting.**

Nicole made a motion to approve the minutes. Sandra seconded. All in Favor.  
Motion Carried

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

Data for the month of January and February 2016, Ms. Beth Trotta stated that they had 31 calls requesting service. Of that 9 were referred out or not eligible/not appropriate or no response, 2 did not show for orientation/intake. For admissions we had 10 for DMHAS( these were clients already enrolled in clinic and converted to DMHAS) and 6 discharges (from DMHAS only not from caseload) and 8 for Non-DMHAS admissions and 2 discharges for total of 11 admissions and 8 discharges. The current active caseload as of January and February was 195.

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This includes Non-DMHAS of 97 and DMHAS 98. We accumulated 10 hours of in-kind services for January and February for the Dept. of Education.

In terms of recruitment we have not had any candidates. We do need to have someone who is LCSW and hopefully with child experience. We will continue looking. We have had to stop taking referrals because Christy's case load had to get distributed within other clinicians. We are taking special needs, JRB or anyone coming out of the hospital we will take those. I found out today that we are going to receive the electronic health record incentive. It will be \$42,000. It is going to be used for increasing the adaptation of our computer and health. With the towns approval I would like to get a new phone system, hard wood flooring, and a new computers. We are looking to get the money in 2 -3 weeks. I have been speaking with RICH0, they have a service that can help us with the scanning into the charts of the clients. This service will help us separate out the folders for each client and it will sit side by side with the care path program. The quote I received was an extra \$100 a month.

**4. Commission Comments.**

None

**5. Public Comment.**

None

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

None

**7. Adjournment.**

Samantha made a motion to adjourn at 7:20 p.m. Sandra Enders seconded. All in Favor. Motion Carried

EHCC COMMISSION MEETINGS ARE USUALLY ON THE 4th TUESDAY OF THE MONTH. NEXT MEETING IS SCHEDULED FOR: April 26, 2016

Temple Smith

East Haven Counseling & Community Services Commission Clerk