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TOWN CLERK'S OFFICE

EAST HAVEN, CONN.

Town of East Haven, CT
East Haven Counseling & Community Services
Minutes October 18, 2011

Stacy J. Licinillo

TOWN CLERK

A meeting of the East Haven Counseling and Community Services Commission was held October 18, 2011 at 595 Thompson Avenue.

The meeting was called to order by Chairman, Matthew Abbott at 7:05 pm

Item #1 Roll Call:

Matthew Abbott, Julia Coppola, Eileen DeMayo, Cynthia Rojas, Joyce Bellis

Present: Commissioners Matthew Abbott, Eileen DeMayo, Cynthia Rojas & Joyce Bellis and Executive Director Peter Lunch

Absent: Julia Coppola

Item #2 – to consider and approve minutes from Tuesday September 20, 2011 regular called meeting

A motion was made by Matthew Abbott to approve the minutes of the September 20, 2011 meeting as received; seconded by Seconded by Cynthia Rojas.

Motion made by Joyce Bellis to consider making an amendment to the minutes to add depth, more details of conversation to the minutes

Discussion took place on how clear minutes should be, Cynthia Rojas does not suggest that the minutes of the September 20th meeting be amended, and she thinks they are fine in detail as is.

No second on the motion

Item #3 – Update on Computer hardware, scheduling/building and electronic record software

Peter Lynch reported:

Tom Thompson, Finance Director released payment

Fred Merrotti of ABS Associated Business Systems has ordered computers and is ready to proceed with everything; servers & desktops are all ordered and expected by Friday/Monday the latest

Public Works electrician is working with Fred to wire for new server

Updating and data transferring is being done in house

Once new system is in and up and running the staff will begin with e-mail and scheduling and will be trained on the new system and software

Item #4 Old Business

Peter Lynch reported

Policy and procedure manual will be retyped by an intern who is working through the Community Development Office paid for through a grant from Work Force Alliance Peter stated that it does not make any sense to do a review on the manual due to the fact that it is not in any order, by spring he plans on having the manual updated

Item #5 – New Business

Joyce Bellis asked

As commissioners were they doing the job that they were appointed to do?

How do we reflect our work?

How should it reflect in the minutes?

Cynthia Rojas asked

Who in the town do we talk to about what our job is as commissioners?

Discussion

To review the charter

Peter Lynch reported

He would like to discuss the responsibilities of the commission and review the Town Charter at the next meeting

Peter went onto say that for the safety of the staff a buzzer and peep hole were installed on the inside center door between the waiting area and the offices

Next regular scheduled meeting will be held on Tuesday November 15, 2011

Matthew Abbott motioned to adjourn the meeting at 8:01pm; seconded by Joyce Bellis

Motion carried

Respectfully submitted,


Stacy Monico