

TOWN OF EAST HAVEN
"Minutes"

East Haven Counseling & Community Services Commission

A special meeting of the East Haven Counseling & Community Services Commission was held on February 23, 2010 at 595 Thompson Avenue.

The meeting was called to order at 7:05 p.m. by Chairwoman Eileen DeMayo.

Present: Commissioners Eileen DeMayo, Julia Coppola, Maurice Bunnell, Kenneth Sittnick; and Director Larry Doyle.

Absent: Commissioner Cynthia Rojas.

Item #1 - Approval of Minutes

A MOTION was made by M. Bunnell to approve the minutes of the November 10, 2009 meeting as received; seconded by J. Coppola. Motion carried unanimously.

Item #2 - Reclassification of Agency Supervisory Union Employees.

Mr. Doyle stated that he , Paul Hongo and the Union president met with each clinician individually to discuss reclassification of their job descriptions. He presented the new job descriptions of Behavioral Health Clinician I and II with advancement to level II as stated in the requirements. Clinicians will be required to obtain licensure within a specified time frame. Clinicians will be placed on the salary schedule according to the union step level increases.

Mr. Doyle stated that in order to accommodate evening hours, clinicians are allowed flex time and scheduling of their own appointments. To assure equality of hours worked for all employees a time clock will be installed at the agency. It is a finger print system and has the capacity to be linked to a computer.

Item #3 - Discussion of Personnel Matter

Mr. Doyle announced that he will be retiring at the end of March. The position has been advertised and resumes have been received by the administration. Mr. Doyle stated that he has enjoyed his employment with the Town and all Commissioners and administrations have been positive

and supportive of him and the agency. Paul Scollan, Clinical Coordinator, can act as interim director if the position is not filled by the time Mr. Doyle leaves. This will be discussed with Mr. Scollan and the administration.

Item #4 - Discussion of Agency Budget for FY 2010-2011

Mr. Doyle has submitted the agency's budget for FY 2010-2011 and is scheduled to meet with the Board of Finance on March 1, 2010. He made some minor changes to line items. The adopted budget will change, however, when the reclassification of clinicians is implemented. Mr. Doyle said he will be willing to meet with the Town Council after he leaves regarding the budget if necessary.

The agency is in need of new computers and Mr. Doyle has spoken to the IT person regarding this matter.

Electronic implementation of medical records is a future possibility and this may be a concern regarding confidentiality.

Item #5 - Discussion of Letter Regarding Conflicts of Interest

The memorandum from the administration regarding conflicts of interest was sent to the Commissioners for their review. The Commissioners stated that they read the memorandum and attachments .

Item #6 - Election of Officers

A Motion was made by J. Coppola and seconded by E. DeMayo to nominate M. Bunnell as Chairman. Motion carried unanimously.

A MOTION was made by K. Sittnick and seconded by J. Coppola to nominate E. DeMayo as Vice Chairwoman. Motion carried unanimously.

Adjournment

A MOTION was made by M. Bunnell ; seconded by J. Coppola to adjourn the meeting at 7:40 p.m. until the next meeting on March 16, 2010.

Respectfully submitted,

Arlene Hackbarth