

Town of East Haven
East Haven Counseling & Community Services Commission
"Minutes"

The regular meeting of the East Haven Counseling & Community Services Commission was held on June 15, 2010 at 595 Thompson Avenue.

The meeting was called to order at 7:10 p.m. by Vice Chairwoman Eileen DeMayo.

Present: Commissioners Eileen DeMayo, Cynthis Rojas, Kenneth Sittnick; and Executive Director
Peter Lynch

Absent : Commissioners Julia Coppola, Maurice Bunnell

Item #1 - Approval of Minutes

A MOTION was made by C. Rojas to approve the minutes of the May 18, 2010 meeting as received; seconded by E. DeMayo. Motion carried unanimously.

Item #2 - Update on Hiring of Psychiatrist

The agency employs three part-time consulting psychiatrists. One of them is moving out of the country and will be leaving at the end of June. Mr. Lynch is in the process of hiring an APRN who is known to the staff as she provided coverage to the agency in the past. The other adult psychiatrist agreed to work an additional two hours per week.

Item #3 - Discussion of Building Maintenance Schedule

Mr. Lynch reported that the building was in need of cleaning and in May a cleaning service spent two evenings conducting a thorough

cleaning of the facility. Public Services is currently in the process of painting the interior of the building. Mr. Lynch has set up an ongoing schedule of cleaning for the custodian. It was suggested that we acknowledge our appreciation to the administrative staff for their attention to these matters.

Item #4 - Discussion of Medical Records

Mr. Lynch informed the Commissioners that a former storage room has been designed as a centralized chart room where all clinical charts will be stored. The room is in the process of being set up. We have purchased the binders, indexes, etc. for the clinical charts. The Public Services Department has been very helpful in this effort.

Item #5 - Discussion of Billing System

Mr. Lynch informed the Commissioners that the agency is behind in the standard documentation needed for billing. If an audit occurred the agency could be cited. An appeal would show we have taken the appropriate action to make the necessary corrections. Treatment plans need to be signed by a physician before treatment can begin and this is now being verified as of June 1st. The bookkeeper has been informed that billing providers cannot take place unless a treatment plan and progress notes are in place.

Item #6 - Discussion of Computer Infrastructure

The newest computers in the agency are utilized by the Executive Director and the Bookkeeper and these are 6 years old. We are looking at several proposals for new computer systems which would include network servers, the necessary software and technical support. The software system would allow for scheduling of clients, E-mail capacity and networking. As an interim step the agency may receive two loaner computers as we test different systems; one for the bookkeeper and one for a work station for staff to utilize

Harbor Health funds the agency approximately \$80,000 for target clients and has agreed to some additional funds to help update

needed software on the bookkeeper's computer. DMHAS has an unfunded mandate requiring an additional 135 questions for each client.

Staff have not had computer training. Mr. Lynch has been in touch with a retiring teacher who may be able to provide training to staff. He is in contact with the superintendent's office exploring use of the computer lab.

Item #7 Discussion of Open House/Community Engagement

Mr. Lynch reported that the Open House for the Mayor's office and Department Heads was on June 3, 2010. The next Open House will be for community providers with whom we regularly interact, possibly by summer's end.

Mr. Lynch and the Clinical Coordinator plan to meet with representatives from the hospitals to establish protocols for handling crisis situations.

Other Discussion

It was noted that Commissioner Maurice Bunnell made a presentation at the Hagaman Memorial Library for mental health month in May.

The Commission will not meet for the months of July and August, 2010 unless a special meeting is called. The next regularly scheduled meeting is September 21, 2010.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Arlene Hackbarth