

# 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 March 16, 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, Kenneth Sittnick, Cynthia Rojas, Director Larry Doyle and Clinical Coordinator Paul Scollan

Absent: Commissioners Julia Coppola and Maurice Bunnell

#### Item #1 - Approval of Minutes

A MOTION was made by C. Rojas to approve the minutes of the February 23, 2010 meeting as received; seconded by K. Sittnick. Motion carried unanimously.

#### Item #2 - Update on Hiring Process for Executive Director

Mr. Doyle informed the Commission that two candidates for the position of Executive Director have been interviewed. He is in the process of contacting references. He passed their resumes to the Commissioners for their review. Mr. Doyle would like the candidates to meet with the psychiatrists if possible.

#### Item #3 - Department Budget for Fiscal Year 2010-2011

The administration sent a memorandum to departments stating there is a freeze on all expenditures . Any purchase orders submitted have to be preapproved. The Mayor will present the Town's budget to the Town Council and then dates for Public Hearings will be scheduled. Mr. Doyle said he is willing to meet with the Town Council and attend the Public Hearing regarding the agency's budget. The agency's budget figures will change however when the reclassification of clinicians is implemented. The agency is also in need of new computers.

Item #4 - Discussion of Personnel Issues

Mr. Doyle stated that Paul Scollan the Clinical Coordinator will act as interim director until the position of Executive Director is filled. The Commissioners can speak to him with any concerns that arise. He will attend the next Commission meeting.

A clinician at the agency may be on medical leave for an extended period of time. This will impact the agency as other clinicians will need to cover her caseload.

Adjournment

A MOTION was made by K. Sittnick; seconded by C. Rojas to adjourn the meeting at 8:00 p.m.until the next meeting on April 20, 2010.

Respectfully submitted,

Arlene Hackbarth