

Town of East Haven, CT
East Haven Counseling and Community Services
Minutes 15 November 2011

A meeting of the East Haven Counseling and Community Services Commission was held on 15 November 2011 at 595 Thompson Avenue.

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

Item #1 Roll Call:

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

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

Absent: Julia Coppola

It was suggested that Commissioner Abbott reach out to Commissioner Coppola before next meeting.

Item #2 To consider and approve minutes from Tuesday 18 October 2011 regular called meeting

Motion made by Commissioner Bellis, Seconded by Commissioner DeMayo

Discussion - one correction - typo: additional "seconded by"

Minutes approved as corrected.

Item # 3 Update on Computer Hardware, Scheduling/Billing and Electronic Record software

Executive Director Lynch gave an update on the status of the computers. All hardware is in and paid for, software is to be installed in the next few days. There is still a balance of 50% of the software invoice to be paid, as agreed to by the city. Training on the software to commence as soon as possible, to begin in next week if software is loaded onto server and computers.

Would like to add security camera system, with camera at waiting room, and ability to monitor from the workstations.

Item # 4 Clerk Vacancy

Clerk Stacy Monico has resigned, we thank her for her services. A new clerk, Margaret Prendergast is starting this evening.

Old Business:

Commissioner Bellis asked about the shredding of old files - Executive Director Lynch stated that Arlene has contact information for a company to come in and do the shredding on site. Goal is to proceed in next few weeks.

New Business:

Executive Director Lynch informed the Commission that in accordance with State regulations, at least three of the Commissioners need to read and approve the Policy and Procedure Manual. Discussion followed as to the condition of the current manual and the need to update and produce an electronic copy.

Motion made by Commissioner Bellis to hold off on presenting the Official Policy and Procedure Manual pending the implementation of the following motion. . That under the direction of the

Executive Director the Policy and Procedure Manual shall be revised and prepared for the Commission to review. The Executive Director will present monthly updates to the Commission.

Seconded by Commissioner Abbott.

All in favor.

Next regular schedule meeting Tuesday 13 December 2011 at 7:00pm.

Proposed meeting schedule attached with discussion at next meeting.

Commissioner Abbott motioned to adjourn the meeting at 7:48pm; seconded by Commissioner Bellis

Motion carried

Respectfully Submitted,

Margaret Prendergast