

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 October 13, 2009 at 595 Thompson Avenue.

The meeting was called to order at 7:00 p.m. by Chairwoman Eileen DeMayo.

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

Item #1 - Approval of Minutes

A MOTION was made by J. Coppola to approve the minutes of the September 8, 2009 meeting as received; seconded by M. Bunnell. Motion passed unanimously.

Item #2 - Licensure Renewal Inspection by the Department of Public Health.

Mr. Doyle informed the Commission that on September 29, 2009, an inspector from the State Department of Public Health made a site visit at the agency. She submitted a list of items for her review and made an inspection of the building. She commented on the condition of the carpeting and questioned the use of space heaters. She noted the absence of a reference check for one of the doctors and notes stating the doctors were free of infectious diseases. She praised the clinical charts and the doctors' notes regarding medications. The agency received its license within two days of the visit and thus far has not received correspondence regarding any violations. The license is valid for four years

Item #3 - Consideration and Approval of the Red Flag Rule Policy

The Federal Trade Commission is requiring that financial and other identified agencies set a policy to develop and implement an Identity Theft

Prevention Program. Mr. Doyle wrote up a formal policy and reviewed it with the Commissioners. A MOTION was made by J. Coppola to accept the Red Flag Rule policy as presented; seconded by M. Bunnell. Motion passed unanimously. E. DeMayo as chairwoman of the Commission signed-off on the policy which will be included the agency's Operations Manual.

Other Discussion

Staff Job Descriptions

Mr. Doyle informed the Commissioners that he has spoken with Mr. Hongo, Deputy Director of Town Affairs, to discuss a revision of the job descriptions and salary increases for clinical staff as agreed upon in the last Supervisors' Union Contract. He would like to create the titles of Behavioral Health Clinicians I, and II to more adequately reflect staff's duties and offer clinicians an opportunity for advancement. Licensure would be one of the requirements for advancement. Also, included in the job descriptions would be service hours and performance levels. Mr. Doyle and Mr. Hongo agreed that they would meet with the clinicians as a group for their input on the revisions.

Teen Center

A space adjacent to Home Goods has been identified as a potential location for the Teen Center. The landlord is willing to rent space which would have to be renovated to accommodate the center. A question arose as to liability insurance and is in the process of being secured. This Wednesday, October 14, 2009, the Town Council will hold a Public Hearing on this item

with a possible vote by the Council at a Special Meeting immediately following the hearing.

The meeting adjourned at 7:55 p.m. The next meeting of the Commission is scheduled for November 10, 2009.

Respectfully submitted,

Arlene Hackbarth