

TOWN OF EAST HAVEN, CT
East Haven Counseling &
Community Services Commission
"Minutes"

The regular meeting of the East Haven Counseling & Community Services Commission was held on September 8, 2009 at 595 Thompson Avenue.

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

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

Absent: Commissioner Cynthia Rojas

Mr. Doyle introduced Mr. Maurice Bunnell a newly appointed Commissioner to the group. Mr. Bunnell is an APRN who is employed at one of the home care service agencies in East Haven.

Item #1 - Approval of Minutes

A MOTION was made by K. Sittnick to approve the minutes of the June 9, 2009 meeting as received; seconded by J. Coppola. The motion carried with affirmative votes by J. Coppola, E. DeMayo and K. Sittnick. M. Bunnell abstained.

Item #2 - Upcoming Licensure Renewal and Agency Preparation

Mr. Doyle stated that he has submitted the application for the agency's licensure renewal to the Department of Public Health. The inspector from the State can arrive at any time unannounced. The inspector will review clinical charts, the policy manual, HIPPA regulations as well as the facility itself for safety standards.

Item #3 - Agency's Professional Malpractice Insurance

The insurance carrier for the agency's professional malpractice insurance has increased its cost by \$600.00 for the upcoming year (1 million/3 million coverage). Mr. Doyle has been investigating some other carriers, but he will probably recommend that the administration continue with the current insurance carrier as changing companies may be problematic.

Item #4 - Youth Services Bureaus Program for the Fall Festival

The agency's Youth Services Bureau will sponsor the Teen Corner at the annual Fall Festival this weekend both Friday and Saturday evenings. Teens from the Youth Services Bureau Commission have been involved in planning and suggesting activities for the program. Some activities include a Karaoke contest, video game contest, laser tag booth, scavenger hunt and art projects. A donation of \$2500.00 was received from a town resident to augment the cost of these activities.

Item #5 - Discussion of Consumer Request & Agency Recommendations.

Mr. Doyle discussed issues of confidentiality of records with the Commissioners.

Other Discussion

Red Flag Rule

Effective November, 2009, the agency needs to have on file a photo I.D. of its clients. This is to prevent identity theft. Mr. Doyle will have to write up a formal policy regarding this rule for the Operation Manual. He will refer to Harbor Health's policy as a guide.

Computers

Mr. Doyle informed the Commissioners that the agency's computers and programs need to be updated. The administration has hired an

individual who has expertise in networking computer systems , and Mr. Doyle has met with him to discuss the agency's needs.

Finance Director

The new Director of Finance has requested additional statistical information from the agency which we have submitted.

The meeting adjourned at 8:00 p.m. The next Commission meeting is scheduled for October 13, 2009.

Respectfully submitted.

Arlene Hackbarth