

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 21st, 2010 at 595 Thompson Avenue.

The meeting was called to order at 7:10 p.m. by Chairman Maurice Bunnell.

Present: Commissioners Cynthia Rojas, Eileen DeMayo, and Executive Director Peter Lynch

Absent: Commissioners Julia Coppola and Kenneth Sittnick.

Item #1- Approval of Minutes

A motion was made by Eileen DeMayo to approve the minutes of the June 15, 2010 meeting as received; seconded by C. Rojas. Motion carried unanimously.

Item #2- Update on the building.

Mr. Lynch reported that the ongoing new cleaning schedule was very positive. The Record Room is mostly finished. He feels that most of the client furniture is unacceptable and very old. The problem is there was no planning for new furniture in the budget. The building is clean, now we need acceptable furniture in the waiting area, the Doctor's office and the kitchen/ group room. Peter is working with the Mayors office, the purchasing officer and possible donations to secure acceptable furniture.

Item #3 Staff Schedules

Mr. Lynch reported that the staff has been asked to review their work schedules in light of needs for productivity and client access. We are reviewing and working with union and management as we address this.

Item #4 Record Room

Mr. Lynch explained that the Record room was in need of a second file cabinet. Public works is taking care of it for us. This is saving us \$6000-8000 by fixing two older cabinet. We now have a Central Record Room.

Item #5 Telephone

. The voicemail is up and working. . Some clients like new system and other opt to push 0 to go directly to the reception desk. We are currently working on the after hour process if client calls, they will be rolled over to a licensed clinician by pushing 3. The clinician will call the client back in 10- 15 minutes of their call.

Item #6 and Item #7 Training and computer training

This summer staff had computer training, the library let the staff use their computers. EHCCS needs to acquire new computers and software it would cost about \$20,000-30,000 for the computer and software. Mr. Lynch said that with how fast technology changes that an option of renting could be an idea. DMHAS has an unfunded mandate for DDAP that needs to be done. We need to collect 135 fields per client and we have 131 clients that need to be put into the program. Book keeper and ED have already been initially trained to use the system but need a reliable computer to work on. This is very important and we need to get this in place. Mr. Bunnell suggested involving local businesses as possible funding resources. Mrs. DeMayo suggested grants and going to the Mayor and Board of Finance.

Item #8 To consider and approve any other matters that may come before the Commission.

Mr. Lynch asked the Commissioners to review the Mission of this Agency and the roles as commissioners stated in the Town Charter. He suggested this be on next agenda for discussion. The next regularly scheduled meeting is October 19th, 2010.

Mr. Bunnell motioned to adjourn at 8:15p.m.; seconded by Mrs. DeMayo.
Motion carried.

Respectfully submitted,
Teena Fucci Clerk