

**Town of East Haven, CT**  
**East Haven Counseling & Community Services Commission**  
**REGULAR MEETING MINUTES – 7:00 p.m.**  
**June 23, 2020 @ 7 p.m.**  
**595 Thompson Avenue, East Haven, CT 06512**  
**Via ZOOM**

The East Haven Counseling & Community Services held a Meeting on Tuesday, June 23, 2020 at 7:00 p.m. – via ZOOM, public log in information was provided on the agenda.

**1. Roll Call**

Chairman Nicole Serio-Merritt, Arlene Hackbarth, Samantha Batson, and Amy Derbacher were present. Absent – Matt Abbott. Also in attendance was Ms. Beth Trotta, LCSW, BH Care Director.

Samantha Batson makes a motion to appoint Nicole Serio-Merritt as temporary chair. Arlene Hackbarth seconds the motion. All in Favor. Motion Carried.

**2. To consider and approve minutes from May 28, 2020 meeting.**

A change is requested for the first paragraph to remove the language of Dept. of Education regarding in kind services. Amy Derbacher makes a motion to accept the minutes with the change. Samantha Batson seconds the motion. All in Favor. Motion Carried.

**3. Ms. Beth Trotta, Program Manager to update commission on current clinic situation.**  
**(Handouts given to commission)**

Data for the month of June 2020. Ms. Beth Trotta stated that they had 11 calls requesting service. Of that 11 were referred out or not eligible/not appropriate or no response. 0 did not show for orientation/intake. For admissions we had 0, and 5 discharge. We have 78 for DMHAS admissions and 67 for Non-DMHAS. The current active caseload is at 145. We accumulated hours

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of in-kind services of 3 hours. We had accumulated 160.5 billable hours. Productivity is at 56.5% No Show Rate 10.5%, and number of Clients service hours (appointments made and kept) 288. Revenue this period \$12,158.65 /FY 2020 to date \$186,461.36 ( the 12,000 includes 3,616.27 from the CARES ACT provided relief fund from Medicare.

Beth Trotta states the numbers are pretty low and are still looking for a third clinician. We will start taking referrals as of July 1<sup>st</sup>. (Hand-out was given to the board regarding the return to full capacity plan). Joe Deko is dropping off Chrome books that we are going to be able to use for tele-therapy in the waiting room for those who do not have access to computers. Beth is waiting to see when they can actually have in person session, there is a plan for that as well following the CDC requirements. The group room will become the therapy room as it is the only room that can support the 6 ft. distancing. A lot of our Medicare people use VEYO transportation and VEYO is famous for dropping people off early and picking them up late so we are brainstorming right now how to be able to have an area for people to wait – until we figure that out we cannot see clients right now.

**4. Commission Comments.**

The commission requests to have another ZOOM meeting for the June meeting. We will see where we are at for the next meeting in September.

**5. Public Comment.**

None

**6. Discuss and approve any other matters that may come before the commission.**

The next meetings moving forward the clerk will see if the Senior Center is available.

**7. Adjournment**

Samantha made a motion to adjourn at 7:28 p.m. Arlene seconded the motion. All in Favor. Motion Carried.

Respectfully Submitted,

Temple Smith

East Haven Counseling & Community Services Commission Clerk