

**Town of East Haven, CT**  
**East Haven Counseling & Community Services Commission**  
**SPECIAL MEETING MINUTES– 7:00 p.m.**  
**October 14, 2014 @ 7 p.m.**  
**595 Thompson Avenue, East Haven, CT 06512**

The East Haven Counseling & Community Services held a Regular Meeting on Tuesday, October 14, 2014 at 7:00 P.M - 595 Thompson Avenue, East Haven, CT 06512.

Chairman Matt Abbott called the meeting to order at 7:10 p.m.

**1. Roll Call**

C.C.S. Chairman, Mr. Matt Abbott, Ms. Samantha Batson, and Ms. Sandra Enders – all present. Also in attendance was Ms. Beth Trotta, LCSW, BH Care Director

**2. To consider and approve minutes from September 23, 2014 meeting.**

Ms. Sandra Enders made a motion to approve the minutes. Ms. Samantha Baston second. Motion Carried.

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

Beth states that another clinician is retiring on November 21, 2014. I have been interviewing people all week and hopefully a candidate will emerge. We are offering a men's group and a women's group every week to cover Charlie's case load. I have been running the group and of course anyone who calls I take the call. Marissa's case load is divided up for the children so that is covered. We are still not accepting any referrals so you can see this is why we are really low in numbers. Sept. 15<sup>th</sup> was the cut-off date for referrals.

Beth speaks regarding September 2014 Monthly Data Report. Calls requesting intake this period 12. Clients referred out/Not Appropriate 27 and 1 No response to call back. Clients who did not show for an appointment 6. This

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month's admissions 5 and 10 discharges. In-Kind Services for Dept. of Ed, phone consultation 1.0 hour, and other referrals. I consolidated the policy for handing out our sample medication. It is the same as what we were doing but prior it was three pages so I consolidated it to one page. (sample handed to the board). I wanted to go over our meeting for 2015 to see what works for the board.

**4. Commission Comments.**

Review of the rest of 2014 schedule for up and coming meetings, as well as 2015. Cancel November 25<sup>th</sup> and December 23<sup>rd</sup>, make it a special meeting for December 2, 2014. Next year keep all meetings on the 4<sup>th</sup> Tuesday but no meetings for July and August 2015 as usual. For 2015 November will be 17<sup>th</sup> of the month and December move to the 15<sup>th</sup> due to the holiday. Matt Abbott will be contacting the Town Clerk about the 2 vacant seats on the committee.

**5. Public Comment.**

None

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

None

**7. Adjournment.**

Ms. Sandra Enders made a motion to adjourn at 7:45 p.m. Samantha Batson seconds. All in Favor.

EHCC COMMISSION MEETINGS ARE USUALLY ON THE 4th TUESDAY OF THE MONTH. NEXT MEETING IS SCHEDULED FOR December 2, 2014

Temple Smith  
East Haven Counseling & Community Services Commission Clerk