

Town of East Haven, CT  
East Haven Counseling and Community Services Commission  
Minutes Special Meeting  
8 May 2012 7pm  
595 Thompson Avenue, East Haven, CT

A special meeting of the East Haven Counseling and Community Services Commission was held on 8 May 2012 at 595 Thompson Avenue.

The meeting was called to order by Chairman Matthew Abbott at 7:10pm

Item # 1 Roll Call: Commissioners Matthew Abbott, Joyce Bellis, Marianne Cesare, Eileen DeMayo, Cynthia Rojas, Executive Director Lynch  
Present: Commissioners Matthew Abbott, Marianne Cesare, Eileen DeMayo and Executive Director Peter Lynch.  
Absent: Commissioners Joyce Bellis, Cynthia Rojas

Item # 2 To consider and approve minutes from Tuesday 17 April 2012 meeting  
Motion made by Commissioner Cesare, Seconded by Commissioner DeMayo  
Minutes approved.

Item # 3 Director Lynch Updates

With the assistance of a volunteer intern, the Policy and Procedure Manual is now in order, and the commissioners have reviewed and signed off by Commissioners Abbott and Cesare, as part of the licensing review.

Mr. Lynch had reported that while the manual had been kept up to date, it apparently had never been cleared of old procedures and documentation, and was grossly unwieldy and had not been useful as a tool. It is also in electronic format, and scanned into an accessible tool for staff.

Item # 4 Commissioner Comments - None

Item #5 Old Business

Executive Director Lynch informed the commissioners of his intent to resign. Two other staff are retiring at the end of the fiscal year, June 30th. He also discussed other personnel changes at the agency. One staff is expected to request a medical LOA shortly, that will expect to be 6 to 8 weeks.

BH Care (formerly Harbor Health) has expressed interest in working with the agency, and is in discussions with the Mayor's office.

In light of these changes, the caseloads of counselors as well as transition issues need to continue to be addressed.

The Board has noted that the 15 May meeting is cancelled.

Item #6 Next Meeting - 19 June 2012, 7pm

Motion by Commissioner Cesare to adjourn, seconded by Chairman Abbott, all in favor, meeting adjourned at 7.27pm

Respectfully Submitted,

Margaret Prendergast