

Town of East Haven, CT
East Haven Counseling & Community Services Commission
REGULAR MEETING MINUTES– 7:00 p.m.
June 28, 2016 @ 7 p.m.
595 Thompson Avenue, East Haven, CT 06512

The East Haven Counseling & Community Services held a Regular Meeting on Tuesday, June 28, 2016 at 7:00 P.M - 595 Thompson Avenue, East Haven, CT 06512.

Samantha Batson makes a motion to appoint Sandra Enders as temporary chair. Nicole Merritt seconds the motion. All in Favor. Motion Carried.

Sandra Enders calls the meeting to order at 7:06 p.m.

1. Roll Call

Sandra Enders, Arlene Hackbarth, and Nicole Serio-Merritt , Samantha Batson was present. Also in attendance was Ms. Beth Trotta, LCSW, BH Care Director. Chairman Matt Abbott and Kenneth Dagliere were absent.

2. To consider and approve minutes from May 24, 2016 meeting.

Arlene made a motion to approve the minutes. Nicole seconded. 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 May 2016, Ms. Beth Trotta stated that they had 18 calls requesting service. Of that, 6 were referred out or not eligible/not appropriate or no response, 5 did not show for orientation/intake. For admissions we had 1 for DMHAS(these were clients already enrolled in clinic and converted to DMHAS) and 2 discharges (from DMHAS only - not from caseload) and 0 for Non-DMHAS admissions and 4 discharges for total of 1 admissions and 6 discharges. The current active caseload as of May was 185

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This includes Non-DMHAS of 91 and DMHAS 94. We accumulated 3.0 hours of in-kind services for May for the Dept. of Education.

We are still down a clinician. We decided in May that we needed to begin taking in referrals again. We are interviewing for the clinician and 1 seems qualified but we are still in the process of interviewing. The secretary position is a town position and they are kind enough to let me sit in on the interviewing process. The town will be giving me a temp person on the days the prescribers are here to help fill in until we go through the process of finding a new secretary. As far as income we have surpassed what we did last year. We are currently at \$235,000. This does not include the \$42,000 we received from the EMHR. We are getting a new phone system. The town is leasing it for us from DataTel out of Bridgeport and it will be a cloud based system. The smell of mice is starting to go away so we are happy about that, and have notice people starting to use the lunch room downstairs again. Next month is the last month of the fiscal year. Is there any other data that you would like to see or a report that would be efficient to the board please let me know and I will be happy to put things together for your review. (Everyone agreed that what Beth is giving the board is great, and easy to read). (Policy book was signed and passed around – Matt Abbott needs to sign) Beth stated that there were no policy changes made this year. Beth stated that the plan for the next fiscal year is to be 100% electronic, and that did not happen this year because we have to find a scan system that will work for us. Also that Sept. 17th of this year is when our license is due and they will look through the policy manual. Around next year this time they will surprise us with an inspection.

4. Commission Comments.

None

5. Public Comment.

None

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

None

7. Adjournment.

Nicole made a motion to adjourn at 7:43 p.m. Arlene seconded. All in Favor. Motion Carried

EHCC COMMISSION MEETINGS ARE USUALLY ON THE 4th TUESDAY OF THE MONTH. NEXT MEETING IS SCHEDULED FOR: September 27, 2016

Temple Smith
East Haven Counseling & Community Services Commission Clerk