

Town of East Haven, CT
East Haven Counseling & Community Services Commission
MEETING MINUTES– 7:00 p.m.
September 26, 2017 @ 7 p.m.
595 Thompson Avenue, East Haven, CT 06512

The East Haven Counseling & Community Services held a Meeting on Tuesday, September 26, 2017 at 7:00 P.M - 595 Thompson Avenue, East Haven, CT 06512. Matt Abbott called the meeting to order at 7:00 p.m.

1. **Roll Call**

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

2. **To consider and approve minutes from June 20, 2017 meeting.**

Sandra Enders made a motion to approve the minutes, Nicole Serio-Merritt seconded.

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

(Handouts given to commission)

Data for the month of June 2017. Ms. Beth Trotta stated that they had 15 calls requesting service. Of that, 12 were referred out or not eligible/not appropriate or no response 7did not show for orientation/intake. For admissions we had 3 for DMHAS(these were clients already enrolled in clinic and converted to DMHAS) and 2 discharges (from DMHAS only - not from caseload) and 6 for Non-DMHAS admissions and 5 discharges.

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The current active caseload as of June was 187.

This includes Non-DMHAS of 106 and DMHAS 81. We accumulated 6.25 hours of in-kind services for the Dept. of Education.

Data for the months of July & August 2017. Ms. Beth Trotta stated that they had 32 calls requesting service. Of that, 12 were referred out or not eligible/not appropriate or no response 3 did not show for orientation/intake. For admissions we had 2 for DMHAS(these were clients already enrolled in clinic and converted to DMHAS) and 3 discharges (from DMHAS only - not from caseload) and 19 for Non-DMHAS admissions and 4 discharges.

The current active caseload as of July & August was 201.

This includes Non-DMHAS of 121 and DMHAS 80. We accumulated 9 of in-kind service hours.

Beth Trotta also goes over a comparison chart FY 2015/2016 and FY 2016/2017 (see attachment)

Beth Trotta states that on August 3rd the Department of Public Health came and there were 2 violations. One was for not continuing with Associated Security for doing a safety check on the smoke detectors and the other one was for the condition of the rugs and chairs. The janitor also left a cleaning product in the bathroom. Beth handed out a correction action plan and inspection list for a Policy and Procedure manual for a Safe and Clean Facility moving forward. Overall everyone did a wonderful job when they came and considering all the charts were all ok and everything else it was a good inspection.

Every March we are going to call Public Works to call Associated Security to have the smoke detectors checked. I have read that the capital budget was approved so hopefully our carpets are in there to be replaced. Until then and it's been approved by the Town Manager that we will have them cleaned twice a year. By the end of December we will have new chairs. I have spoken with BH Care to see

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if they have any extra chairs we can replace these with. I spoke with the maintenance person to keep all the cleaners locked up. Monthly we will be having a safety check list. The secretary will go through the building and check everything and have documentation on that. I am on the safety committee for the town so I will present this to the safety committee as well. I would like you to approve this form so we can add it to the manual.

Arlene Hackbarth makes a motion to approve the Policy and Procedure for Maintaining a Safe and Clean Facility form. Samantha Batson seconded. All in Favor. Motion Approved.

Beth states they are looking for a L.C.S.W. to add to their staff as our Medicare patients are growing and an L.C.S.W. can see those kinds of patients.

Beth states that they are extending hours as more and more people are asking for later hours. We will now have hours on Tuesday from 10 a.m. to 6 p.m. and our prescriber will be here until 5:30 p.m.

4. Commission Comments.

None

5. Public Comment.

None

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

None

7. Adjournment.

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

EHCC COMMISSION MEETINGS ARE USUALLY ON THE 4th TUESDAY OF THE MONTH. NEXT MEETING IS SCHEDULED FOR: October 24, 2017

Temple Smith
East Haven Counseling & Community Services Commission Clerk