

**Town of East Haven, CT**  
**East Haven Counseling & Community Services Commission**  
**REGULAR MEETING minutes – 7:00 p.m.**  
**May 22, 2018 @ 7 p.m.**  
**595 Thompson Avenue, East Haven, CT 06512**

The East Haven Counseling & Community Services held a Meeting on Tuesday, May 22, 2018 at 7:00 P.M - 595 Thompson Avenue, East Haven, CT 06512.

1. **Roll Call**

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

2. **To consider and approve minutes from April 24, 2018 meeting.**

Tabled until next meeting to approve April 24 as well as May 22, 2018 minutes.

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

Data for the month of April 2018. Ms. Beth Trotta stated that they had 25 calls requesting service. Of that 16 were referred out or not eligible/not appropriate or no response 5 did not show for orientation/intake. For admissions we had 0 for DMHAS( these were clients already enrolled in clinic and converted to DMHAS) and 0 discharges (from DMHAS only - not from caseload) and 7 for Non-DMHAS admissions and 7 discharges.

The current active caseload as of April was 192

This includes Non-DMHAS of 122 and DMHAS 70. We accumulated 2.0 hour of in-kind services for the Dept. of Education.

Beth Trotta reports that they have a date for the flooring to be done from July 5 – 13<sup>th</sup>. The clinic will be closed for clients during that time. The Department of Public Health has been notified. The regular on-call service has been notified and the calls will be answered from that time frame. We will be here but just downstairs and they will have their lap tops. Between now and then we are going through the caseload to make sure everyone has their medications. We do have a back-up emergency plan and can use the town hall conference room or the kitchen if need be. Some of the staff will be going to training to BH Care some will be on vacation during this time as well. Public works will be painting the bathroom, hallway and waiting room and we will be getting new waiting room chairs. All of this is on Capital Funds and was approved last year.

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**4. Commission Comments.**

None

**5. Public Comment.**

None

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

None

**7. Adjournment**

Samantha Batson made a motion to adjourn at 7:18 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: June 26, 2018

Temple Smith

East Haven Counseling & Community Services Commission Clerk