

**Town of East Haven, CT**  
**East Haven Counseling & Community Services Commission**  
**REGULAR MEETING MINUTES – 7:00 p.m.**  
**March 26, 2019 @ 7 p.m.**  
**595 Thompson Avenue, East Haven, CT 06512**

The East Haven Counseling & Community Services held a Meeting on Tuesday, March 26, 2019 at 7:00 P.M - 595 Thompson Avenue, East Haven, CT 06512.

Chairman Matt Abbott called the meeting to order at 7:04 p.m.

**1. Roll Call**

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

**2. To consider and approve minutes from February 26, 2018 meeting.**

Arlene Hackbarth approved the minutes with a change that Matt Abbott was present on roll call in last meeting. Saundra Enders seconded the motion. 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 February 2019. Ms. Beth Trotta stated that they had 14 calls requesting service. Of that, 6 were referred out or not eligible/not appropriate or no response. 2 did not show for orientation/intake. For admissions we had 3, and 17 discharges. We had 59 for DMHAS admissions and 129 for Non-DMHAS. The current active caseload as of February is at 188. We accumulated 2 hour of in-kind services for the Dept. of Education. We had done 240 billable hours. Productivity is at 45%, No Show Rate 23%, and #of Clients Seen were 312.

Beth states that January February are low months but spring time brings more referrals, however has not concerns and feels that they are on target. Thursday evening is the State of the Town Address and his budget. Beth received the budget back and has no changes. Starting Monday night she gives their presentation to the Town Council. Beth also states that they are starting a satisfaction review for the clients and are working on an exit satisfaction review. The staff is currently working on that as well.

**4. Commission Comments.**

None

**5. Public Comment.**

None

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

None

**7. Adjournment**

Nicole Serio Merritt made a motion to adjourn at 7:20 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: April 23, 2019

Temple Smith

East Haven Counseling & Community Services Commission Clerk