

**Town of East Haven, CT**  
**East Haven Counseling & Community Services Commission**  
**REGULAR MEETING minutes – 7:00 p.m.**  
**June 26, 2018 @ 7 p.m.**  
**595 Thompson Avenue, East Haven, CT 06512**

The East Haven Counseling & Community Services held a Meeting on Tuesday, June 26, 2018 at 7:00 P.M - 595 Thompson Avenue, East Haven, CT 06512.

Nicole Serio-Merritt made a motion to appoint Sandra Enders as temporary chairperson. Nicole Serio – Merritt seconded. All in Favor. Motion Carried.

**1. Roll Call**

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

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

Arlene Hackbarth made a motion to approve the April minutes. Nicole Serio-Merritt seconded. All in Favor. Motion Carried.

Nicole Serio-Merritt made a motion to approve the May minutes. Sandra Enders 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 June 2018. Ms. Beth Trotta stated that they had 21 calls requesting service. Of that 3 were referred out or not eligible/not appropriate or no response 3 did not show for orientation/intake. For admissions we 1 for DMHAS ( these were clients already enrolled in clinic and converted to DMHAS) and 4 discharges (from DMHAS only - not from caseload) and 12for Non-DMHAS admissions and 4 discharges.

The current active caseload as of April was 197

This includes Non-DMHAS of 130 and DMHAS 67. We accumulated 4.5 hour of in-kind services for the Dept. of Education.

**Town of East Haven, CT**  
**East Haven Counseling & Community Services Commission**  
**REGULAR MEETING minutes – 7:00 p.m.**  
**June 26, 2018 @ 7 p.m.**  
**595 Thompson Avenue, East Haven, CT 06512**

Beth Trotta reports that they are now fully staffed. This month we are gearing up for the closing for the first 2 weeks in July. Public works had come and started painting the hallways, bathrooms and the waiting room. We have sent individual letters to every single client, nursing homes and rest homes we work with, as well as the doctor's offices. We had to compile a plan for the Department of Public Health and develop a plan if someone went into crisis on what we would do, we have a message that is going on the web page for the town. Clients have been notified and should be no need for refill for scripts for clients as the doctors will be off. However the med refills were already given to the doctors to call them in when they come due. The phones will be transferred from the reception office to the kitchen, we will be here and can take calls we just cannot have clients come in. The disaster plan in place if someone really needs to be seen we can see them in the conference room at Town Hall. The next couple of days we need to pack up all the offices so Public Works can come in and work.

**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 7:15 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: September 25, 2018, 2018

Temple Smith

East Haven Counseling & Community Services Commission Clerk