

**Town of East Haven, CT**  
**East Haven Counseling & Community Services Commission**  
**REGULAR MEETING MINUTES – 7:00 p.m.**  
**April 23, 2019 @ 7 p.m.**  
**595 Thompson Avenue, East Haven, CT 06512**

The East Haven Counseling & Community Services held a Meeting on Tuesday, April 23, 2019 at 7:00 P.M - 595 Thompson Avenue, East Haven, CT 06512.

Chairman Matt Abbott called the meeting to order at 7:00 p.m.

**1. Roll Call**

Chairman Matt Abbott, Arlene Hackbarth, Sandra 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 March 26, 2019 meeting.**

Sandra Enders noted a correction 2019 year vs. 2018 on number 2 on minutes and her name Sandra not Saundra. Sandra made a motion to accept the minutes with corrections. Nicole 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 March 2019. Ms. Beth Trotta stated that they had 18 calls requesting service. Of that 5 were referred out or not eligible/not appropriate or no response. 2 did not show for orientation/intake. For admissions we had 11, and 3 discharges. We had 61 for DMHAS admissions and 135 for Non-DMHAS. The current active caseload as of March is at 193. We accumulated 4 hours of in-kind services for the Dept. of Education. We had done 257 billable hours. Productivity is at 46%, No Show Rate 17%, and #of Clients Seen were 335. Revenue this period \$13,193.93. FY 2019 to date \$183,688.42.

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Beth states that they are not losing the secretary and that they are fully staffed. Matt asks if she is feeling comfortable with her numbers. Beth states she feels that she is low and that they need to beef up the referrals especially in the children area. Beth has spoken to Bob Swan director of Pupil Services and they are going to do a meet and greet May 9<sup>th</sup> so he can meet our new child psychiatrist. We had in February we had 16 or 17 discharges so now it is a matter of trying to build up. It was discussed about also attending open houses in the school district during the opening of the year. Also Beth stated that they also have some ideas with working with the Chamber of Commerce to put a brochure in their welcome packets. Matt states that he recently came in contact with a person with Clifford Beers that does crisis assessments in the EH area and they refer out have you ever spoken with those folks (211). Beth states no but she would be interested in speaking with them and they as long as the person meets the criteria. Beth speaks with the ER at Yale and St. Ray's a lot of it is word of mouth. We are also working on our satisfaction surveys and have gotten people to fill them out and the preliminary numbers look positive. We do not really have solid numbers yet as it has only been one month. Beth spoke about ideas about camps hosted at her facility for summer care. They are looking at a few different things such as do they have to make them a client etc. Ways to increase revenue.

**4. Commission Comments.**

None

**5. Public Comment.**

None

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

None

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**7. Adjournment**

Nicole Serio Merritt made a motion to adjourn at 7:24 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: May 28, 2019

Temple Smith  
East Haven Counseling & Community Services Commission Clerk