**Town of East Haven, CT**

**East Haven Counseling & Community Services Commission**

 **REGULAR MEETING MINUTES – 7:00 p.m.**

**October 22, 2019 @ 7 p.m.**

**595 Thompson Avenue, East Haven, CT 06512**

The East Haven Counseling & Community Services held a Meeting on Tuesday, October 22, 2019 at 7:05 p.m. - 595 Thompson Avenue, East Haven, CT 06512.

1. **Roll Call**

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

1. **To consider and approve minutes from June 25, 2019 meeting.**

Sandra Enders makes a motion to approve the minutes. Nicole Merritt seconds the motion. All in Favor. Motion Carried.

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

**(Handouts given to commission)**

Beth Trotta states that is time to sign off on the policy book for the clinic. There have been no changes implemented. Since our last meeting in June our clinician Emma Miller resigned she was a BH Care employee. We were able to hire another LCSW very quickly. Her name is Kristina Beckert and she is from East Haven so we are very happy to have her. Beth announced her 2 week vacation and discusses appropriate back that has been established during her absence. The annual client holiday party is on December 11, 2019 at the Senior Center the board is welcome to attend. The exit surveys update was that 27 were sent out and 4 were returned since June. Other strategies are being worked on at getting a better return rate.

 Data for the month of July/August/September 2019. Ms. Beth Trotta stated that they had 45 calls requesting service. Of that 15 were referred out or not eligible/not appropriate or no response. 15 did not show for orientation/intake. For admissions we had 23, and 21 discharges. We had 59 for DMHAS admissions and 142 for Non-DMHAS. The current active caseload as of September is at 201. We accumulated hours of in-kind services for the Dept. of Education of 16. We had accumulated 774 billable hours. Productivity is at 46.5% No Show Rate 17%, and #of Clients Seen were 1026. Revenue this period $58183.47 /FY 2019 to date $268,860 .

 **4.** **Commission Comments.**

Arlene asks how the Teen Summer Group went. Beth stated that they received no referrals. Matt suggests that maybe advertise it prior to school ending so they know what the expectations are for the group and are more prepared.

**5. Public Comment.**

 None

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

 Reviewed the meeting calendar for the year 2020.

**7. Adjournment**

Matt made a motion to adjourn at 7:27 p.m. Nicole seconded. All in Favor. Motion Carried.

Temple Smith

East Haven Counseling & Community Services Commission Clerk