**Town of East Haven, CT**

**East Haven Counseling & Community Services Commission**

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

**March 24, 2020 @ 7 p.m.**

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

The East Haven Counseling & Community Services held a Meeting on Tuesday, March 24, 2020 at 7:03 p.m. - 595 Thompson Avenue, East Haven, CT 06512.

1. **Roll Call**

Chairman Matt Abbott, Arlene Hackbarth, 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 February 25, 2020 meeting.**

Arlene Hackbarth makes a motion to approve the minutes. Samantha Batson 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)**

 Data for the month of February 2020. Ms. Beth Trotta stated that they had 10 calls requesting service. Of that 4 were referred out or not eligible/not appropriate or no response. 1 did not show for orientation/intake. For admissions we had 4, and 1 discharge. We have 61 for DMHAS admissions and 125 for Non-DMHAS. The current active caseload is at 186. We accumulated hours of in-kind services for the Dept. of Education of 0. We had accumulated 191.5 billable hours. Productivity is at 53%. No Show Rate 14.3%, and #of Clients Seen were (appointments made and kept) 242. Revenue this period $14,795.01 /FY 2020 to date $146,606.85

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Beth Trotta states that they are still recruiting for a 3rd clinician. The budget was submitted the 4th clinician was written out of the budget which we expected. It came out to over $100,000 based on what the mayor numbers were and what my numbers were but they were agreed upon prior. It will be fine and we will be able to meet all the necessary numbers with 3 clinicians vs. 4. If we have an abundance of referrals and clients I believe in the contract we can go for a forth clinician. Because of the Corona Virus the Town did close but we were deemed essential so we are still working and contacting clients via phone and tele-therapy however a lot of our clients do not have smart phones so we are doing a lot of phone calls. We actually bill for the Husky phone calls but we cannot bill for the Medicare phone calls, we still need to keep in contact with our appointment as the fear is setting in with our clients. We are trying to help them with their anxiety and fears as well as instituting all the safety measures such as hand washing and social distancing etc.

Matt Abbott asks is your staff operating out of the clinic or working tele-working. Beth states they are doing a little bit of both. BH Care has said that we need to work out of our offices until they tell us not to, but the town said its half and half. The bookkeeper and secretary we are splitting up their job duties so they are not there for the 40 hours that they are working. Matt asks do you have capability to do video conferencing with your clients. Beth states that none of the computers owned by the clinic have microphones or camera. Everyone is using their own personal computer or smart phone to do that. Matt asks what percentage of clients are you able to see for video conferencing vs. telephone call? Beth states right now about 25 percent for video, however as this goes on people may be more willing to opt to do more with video appointments, I saw this coming down the pipe so I made sure everyone had medication refills for a month or two except for the children. Samantha Batson asks Beth if she is doing a screening for COVID when they come into the office. Beth states we have actually stopped all face to face we are only doing video and telephone conferences.

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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.**

 Arlene makes a motion for Matt Abbott to remain as the Chairman. Nicole Merritt seconds. All in Favor. Motion Carried. Nicole Merritt makes a motion for Temple Smith to remain as the secretary. Samantha Batson seconds the motion. All in Favor. Motion Carried.

**7. Adjournment**

 Arlene made a motion to adjourn at 7:17 p.m. Nicole seconded. All in Favor. Motion Carried.

Respectfully Submitted,

Temple Smith

East Haven Counseling & Community Services Commission Clerk