

**Town of East Haven, CT**  
**East Haven Counseling & Community Services Commission**  
**REGULAR MEETING MINUTES– 7:00 p.m.**  
**January 26, 2016 @ 7 p.m.**  
**595 Thompson Avenue, East Haven, CT 06512**

The East Haven Counseling & Community Services held a Regular Meeting on Tuesday, January 26, 2016 at 7:00 P.M - 595 Thompson Avenue, East Haven, CT 06512.

Samantha Baston made a motion to appoint a temporary – Sandra Enders. Arlene Hackbarth seconded. All in Favor. Motion Carried.

Sandra Enders calls the meeting to order at 7:00 p.m.

**1. Roll Call**

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

**2. To consider and approve minutes from December 15, 2015 meeting.**

Arlene Hackbarth made a motion to approve the minutes. Samantha Batson 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 December 2015, Ms. Beth Trotta stated that they had 12 calls requesting service for December of that 10 were referred out or not eligible/not appropriate or no response, 3 did not show for orientation/intake. For December's admissions we had 10 for DMHAS( these were clients already enrolled in clinic and converted to DMHAS) and 6 discharges (from DMHAS only not from caseload) and 10 for Non-DMHAS admissions and 7 discharges for total of 10 admissions and 13discharges. The current active caseload as of December is 189.

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This includes Non-DMHAS of 99 and DMHAS 90. We accumulated 3.75 hours of in-kind services for December for the Dept. of Education.

One of our clinicians had an accident in her home and hurt or broke her knee cap. She has been out for 4 weeks. She is trying to come back end of this week or next. We are going to make and have been making accommodations for her injury. The estimate of being out is 6 weeks but I think she will be coming back even for part days. I have also been working on the budget for this year. It is due February 3, 2016. I have just finished the Capital Improvement– if approved it will be a good thing. I have also been working on a Medicaid incentive called an Electronic Health Record incentive. If we get this money it would be in the amount of \$21,500. It's a one shot deal however for 4 – 5 years after if we do certain things we get \$8,000 each year but the criteria gets harder and harder. It's coming from the Affordable Health Care Act. We will use this money for a \$6,000 an upgrade for a phone system and \$15,000 for new computers for everyone. The funds were because we switched to the electronic fund system. Next year hopefully we will be able to replace the carpets. We are going to try to clean them this year. Arlene stated that these carpets are very old some even original. Farther down the road we would like to do something with the A/C because it keeps loosing Freon.

**4. Commission Comments.**

None

**5. Public Comment.**

None

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

None

**7. Adjournment.**

Arlene Hackbarth made a motion to adjourn at 7:20 p.m. Samantha Batson seconded. All in Favor. Motion Carried

EHCC COMMISSION MEETINGS ARE USUALLY ON THE 4th TUESDAY OF THE MONTH. NEXT MEETING IS SCHEDULED FOR: February 23, 2016

Temple Smith

East Haven Counseling & Community Services Commission Clerk