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**Town of East Haven, CT
East Haven Counseling & Community Services Commission
REGULAR MEETING MINUTES – 7:00 p.m.
January 26, 2021 @ 7 p.m.
Via ZOOM**

The East Haven Counseling & Community Services held a Meeting on Tuesday, January 26, 2021 at 7:00 p.m. via ZOOM.

Roll Call

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

1. To consider and approve minutes from December 1, 2020 meeting.

Nicole Serio-Merritt makes a motion to accept the minutes. Amy Derbacher seconds the motion. All in Favor. Motion Carried.

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

(Handouts given to commission)

Data for the months of November & December 2020. Ms. Beth Trotta stated that they had 21 calls requesting service. Of that 4 were referred out or not eligible/not appropriate or no response. 15 did not return paperwork. 3 did not show for orientation/intake. For admissions we had 5 and 1 discharge. We have 83 for DMHAS admissions and 69 for Non-DMHAS. The current active

caseload is at 146. We accumulated in-kind services of 12 hours. We had accumulated 320 billable hours. Productivity is at 50% No Show Rate 13.4%, and number of Clients service hours (appointments made and kept) 597.

Revenue this period \$38,211.18 – (Fees/Ins: \$38,211.18 includes Cares Act Payment \$4,505.17) /FY 2021 to date \$116,336.07 . Total FY 2020 \$231,104.00

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Beth states that tomorrow she will be interviewing a clinician. One of our staff members tested positive for COVID over the Christmas holiday she is back now has some breathing issues and it will take time to recover. We are running smoothly, I am in the process of working on the budget and looks to be very similar to the last budget. Matt Abbott asks about the in kind services hours. Beth states that we had some people that did not have access to video and we cannot bill for it if it is done over the phone so it had to go to in kind services for that time.

4. Commission Comments.

None

5. Public Comment.

None

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

Beth states that she thinks she will be on vacation in October. Matt Abbott also stated that he received a letter to reinstate his commission with Town Hall and opened up the nominations for the Chair position on the commission. The board unanimously stated that Matt Abbott continue the commission as Chair. Arleen received a letter of her term expiring as well and will call Town Hall to address.

7. Adjournment

Amy Derbacher made a motion to adjourn at 7:22 p.m. Nicole Serio Merritt seconded the motion.

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Samantha made a motion to adjourn at 7:16 p.m. Arlene seconded the motion. All in Favor. Motion Carried.

Respectfully Submitted,

Temple Smith
East Haven Counseling & Community Services Commission Clerk