

HOWARD COUNTY MENTAL HEALTH AUTHORITY

9151 Rumsey Road, Suite 150
Columbia, MD 21045

Phone: 410-313-7350
Fax: 410-313-7374

Board Meeting Agenda **Tuesday, September 2, 2014** **9151 Rumsey Road, Suite 150** 5:30 p.m.

1. Introduction of Guests
2. Approval of Agenda for September 2, 2014, (**Action**)
3. Approval of Board Meeting Minutes August 5, 2014 (**Action**)
4. Attendance Review (**Action**)
5. Executive Director's Report
6. Financial Director's Report
7. Committee Reports:
 - a. Executive
 - b. HCP&P
 - c. Budget
 - d. Board Development
8. Board/Guest Comments
9. Adjournment

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Board Meeting Minutes August 5, 2014

BOARD MEMBERS PRESENT: Brown, Hamilton, Howard, Hull, Liggett-Creel, Liu, Paez, Rodgers-Bonaccorsy, Schmidt, Seybolt, Wasser and Wells.

BOARD MEMBERS ABSENT: Blackwell, Fillmore, Geddes, Mouratidis, Schulmeyer.

STAFF MEMBERS PRESENT: Choo Quan

1. **GUESTS PRESENT:** Debbie Meyer: NAMI, Linda Bolden: OOOHC

The meeting started at 5:32 p.m.

2. **MOTION:** An amendment to the Agenda was made to add an Action Item: Approval of Aziz Appointment to the Board Development Committee. A motion was made to approve the August 5, 2014 agenda as amended. The motion was seconded and unanimously approved.

3. **MOTION:** A motion was made to approve the Board meeting minutes for June 3, 2014. The motion was seconded and unanimously approved.

4. **ATTENDANCE REVIEW:**

The following Board members were excused from the August 5, 2014 Board meeting: Blackwell, Fillmore, Geddes, Mouratidis, Schulmeyer. A motion was made to approve the absent Board members. The motion was seconded and unanimously approved.

5. **Executive Director's Report:**

Crisis Beds:

WayStation was selected as the provider for local crisis beds as a result of the RFP. A house has been located off Route 40 and HCMHA and WSI are working with the state Office of Health Care Quality (OHCQ) to get the appropriate licensing approvals. Initial plans are to serve 3 to 4 individuals with the option to expand to serve 8.

MCT Evaluation:

HCMHA has a complete copy of the evaluation report from the consultant hired by Grassroots. A copy of the Executive Summary is in the Board packet. Overall, MCT is considered a valuable, effective service.

Master Plan on Aging:

The county has undertaken the development of an Aging Plan. I am a member of the Steering Committee and Ansel, HCMHA's Psychogeriatric Coordinator, will participate on the working group. I sent out the survey earlier to the Board and hope you found time to complete it. At some point there will be a draft report and, I assume, public meetings. This information will be shared with you upon receipt.

Crisis Intervention Team (CIT):

A CIT class was held the week on 6/16/14 with 20 patrol officers and several 911 dispatch staff. Three officers from Anne Arundel County were included in this class who hope to develop a similar program in their jurisdiction.

Behavioral Health Integration:

A meeting was held with Jessica Feldmark, the County Executive's Chief of Staff, with Dr. Rossman on 7/8/14. HCMHA officially requested the unused space at the Ascend One Building within the Health Department. The county has no objection to this plan to co-locate with the Health Department. The county was informed that HCMHA will work with the state to assure either that NAMI can remain in our current space through the end of our lease in January 2016 or has adequate time to relocate prior to HCMHA's move. The soonest a move would take place would be the 4th quarter of FY15.

Behavioral Health Task Force:

The county is assembling a 31 member Task Force to look at existing services and gaps in services to develop a "Comprehensive Behavioral Health Action Plan" for the county. The County Executive hosted a roundtable discussion at Grassroots on 6/11/14 as a "Kick-off" to the work of the Task Force.

MHA FY14 4th Quarter Monitoring:

The Board packet contains a copy of the letter from the state MHA regarding the 4th quarter monitoring visit.

FY13 Annual Report and FY15 Mental Health Plan:

This was sent out to the HCP&P Committee to review prior to the meeting on 7/15/14. Two changes/comments were received. Both reports were included in the Board packet and will be posted on the HCMHA website once the Board officially approves both.

6. Financial Director's Report:

Expenses through 6/30/14	Expenditure	Comments
Admin Budget	\$361,217	
State General Funds	\$2,462,900	
Federal Block Grants	\$434,294	
Other Grants	\$641,515	
County Grants	\$400,000	MCT
Systems of Care	\$14,037	
Fee for Service	\$13,783,798	FY 13
	\$13,073,564	4th quarter FY14

7. Standing Committees Reports:

a. Executive Committee Meeting

Behavioral Health Integration:

Wells and Rossman meet with the County Executive's Chief of Staff on 7/8/14 to discuss space in the Ascend One Building for HCMHA. The county seemed in support of this request. HCMHA wouldn't consider moving until the end of the third quarter of FY 15 (March). Wells will attend the NAMI Board meeting in September to update them.

BH Task Force:

Wells and Rossman met with county exec's staff to discuss participants on the Task Force. The county had received many requests from county residents to participate and is trying to keep the group to 31 individuals. Plans are to start meeting in late August.

Nathan's memorial service is scheduled for Saturday, 7/26. Wells will attend.

Candidates Forum:

NAMI has asked HCMHA to co-sponsor a Candidates Forum on September 20, 2014 from 1:00 to 3:30 at the Miller Library. Committee raised the issue of HCMHA being a "quasi-governmental" agency and therefore not able to sponsor this event. Wells remembered that the county objected to HCMHA sponsoring a "Candidates Forum" in 2002, so the Forum was changed to an "Educational Forum."

New Compensation Committee:

During the last Board meeting, the Board decided to create a new committee related to HCMHA staff compensation. This decision was related to the determination that the strategy voted upon by the Board earlier in the year to distribute funds to the 401K plan was not consistent with the parameters of the Compton Plan, a desire to do a better job forecasting and planning for possible remaining funds at the end of each fiscal year, and recognition that the

HCMHA staff had not received any Cost of Living Adjustments or raises in several years. Key points raised:

- The amount of leftover FY14 money contributed to the 401K plan was actually less than \$58,000, rather than \$78,000 projected during the Board meeting.
- The Executive Committee determined that issues related to the Compton Plan fell under the responsibilities of the Executive Committee, particularly given that the Board President and Treasurer serve as the trustees. The Committee members briefly reviewed a copy of the Plan and determined that it was likely that the original intent of the Board for quarterly 401K distributions could likely be followed if a change were made to one sentence of the Plan. One of the Executive Committee members will contact Compton and arrange for a meeting with the Executive Committee to discuss further.
- The Executive Committee agreed that a reasonable and efficient approach to better forecasting possible leftover funds would involve a report of anticipated leftover funding being provided to the Budget Committee during the last six months of each fiscal year (January-June). This would therefore be reported to the entire Board during the following Board meeting.
- The reason that HCMHA employees have not received any additional COLAs or raises is due to the cap on allocated funding. If raises were to be given and some of the “soft” money were to be discontinued (a definite, since these funds are usually short-term), then the HCMHA would find itself in an untenable situation in which committed administrative costs would be less than available funding. This would have a negative impact on staff.
- However, assuming that the HCMHA is able to co-locate with the county, this would likely free up funds that could be used to increase staff salaries. However, until this arrangement is finalized, no definite plans may be made.
- Di Seybolt reported that a few individuals expressed a desire to be on the New Compensation Committee. Most of these individuals already serve on the Executive Committee or Budget Committee. The group agreed, in light of the discussion held this evening, that there may not be a need for a new Committee but rather asking those other interested individuals to join existing committees. Although it was not clear at the Board meeting whether the new committee was intended to be short-term or ongoing, there was a concern expressed about burden upon individuals’ time and duplication across committees.
- The decision was made to ask the individuals interested in the new Compensation Committee to meet after the next Board meeting. The group will review options discussed by the Executive Committee and determine if a new Compensation Committee is warranted and, if so, what the purpose and scope of the committee will be.

b. Health Care Policy & Planning Committee

Crisis Beds:

WayStation was selected from the competitive bid process. A detached house has been located in Ellicott City, off Route 40 that will accommodate this program.

Emergency Department Follow-up Program:

Attempts are being made to meet with the new Director of Psychiatry at HCGH to discuss the MOU for this program.

FY13 Annual Report/FY15 Mental Health Plan:

Once the additions/corrections are made we will sent it out in the Board packet for review and final approval. We will need an action item on the agenda.

A motion was made to approve the FY13 Annual Report/FY15 Mental Health Plan. The motion was seconded and unanimously approved.

Mental Health Plan FY16-18:

It is probable that we will go back to a three year plan that will be submitted in January 2015. Wells discussed doing a truly integrated Behavioral Health Plan for the county in partnership with the Health Department's Addiction Treatment Services.

MCT Evaluation:

The completed report on the MCT evaluation was received today. A meeting is schedule for 7/21 to discuss the recommendations and next steps.

c. Budget Committee Meeting

1. Review Administration Expenses for May 2014:

Expenditures were reviewed and were within budget.

2. Reviewed Y-T-D admin expenditures:

Expenditures were reviewed and were within budget.

3. Reviewed Y-T-D expenditures for State and Federal grants:

Wells informed committee that she and Choo Quan would need to review grant expenditures and bill some things against a different grant when "over spending", for example, the Education and Training grant appears overspent but some purchases under this grant would be billed to the CIT grant. Also, the Foreign-Born grant over-expenditures would be covered by the allocated costs HCMHA has accumulated throughout FY14.

4. Reviewed bank reconciliations:

Seybolt and Hamilton reviewed and signed bank reconciliations.

5. Action Item:

The Budget Committee will request approval through an Action Item on the agenda for submission of the DHMH 440s, that shows the grant expenditures for FY14. Wells suggested that a one page report be provided to Board members that lists all grants, the FY14 grant amounts, and the amount unspent from this grant rather than hand out multiple pages for each grant.

Choo Quan reviewed the summary of FY14 440's with the Board. *A motion was made to approve the DHMH 440s. The motion was seconded and unanimously approved.*

6. Per HCMHA policy Wells brought the issue of a check over \$500 being sent out with only one signature. This check was to OOOHC on 6/18/14 in the amount of \$1,120.64 to sponsor 2 consumer's lodging and meals for a 5 day training to become WRAP facilitators. Due to time constraints for this last minute request, Wells opted to send with getting the second signature.

d. Board Development Committee

The BDC interviewed and approved a candidate for an At-Large position. *A motion was made to accept Omar Aziz as a Board applicant. The motion was seconded and unanimously approved.*

Comments from the Board:

Seybolt read the letter from OOOHC regarding the fair tickets donated by HCMHA.

Rodgers-Bonaccorsy passed around fliers and explained the Opioid Overdose Response Program.

Rodgers-Bonaccorsy passed around a flier regarding the Problem Gambling Prevention and Intervention Training on August 13, 2014.

8: Board adjourned at 6:35 p.m. Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date

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Executive Director's Report September 2, 2014

50+ Expo:

HCMHA will staff two tables at this event on Friday, October 17, 2014. One is in the Health area where Marsha, our psychogeriatric coordinator will do depression screenings. The second table will be in the area for county agencies where we will provide general information. We need assistance with staffing both tables and would welcome any board members who would like to volunteer.

Crisis Beds:

The licensing request for Residential Crisis Services (RCS) has been sent to the Office of Health Care Quality (OHCQ) and we do not anticipate any problems. HCMHA is still working with the Horizon Foundation to obtain grant funds to cover the non-MA population.

ED Follow-Up Program:

A draft of the consent form and MOU has been developed with Grassroots and an initial meeting is scheduled with HCGH on 9/8/14.

Behavioral Health:

1. County Task Force

A proposed roster of members has been developed and plans are to schedule an initial meeting in September/October.

2. Value Options (VO) the current Administrative Services Organization (ASO) for the public mental health system has been selected as the vendor for the Behavioral Health ASO. This matter will go before the state Board of Public Works on 9/3/14.

Data Consultant:

HCMHA has contracted with a data consultant who will assist with analyzing data for the FY16 Mental Health Plan as well as assist with tracking outcomes for the two new services (crisis beds and ED Follow-Up Program.)

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Executive Committee
August 19, 2014

Attendees: Seybolt, Liggett-Creel, Hamilton

Candidate for Board Membership:

The Board discussed a recent applicant for one of our open positions. The individual is an employee at Perkins Hospital, which is a state psychiatric hospital. The group agreed that unfortunately there is a conflict of interest because the individual works for a state provider with which the HCMHA has ongoing interactions. This is similar to a situation occurring a few months ago with an applicant working for Springfield Hospital. The group therefore determined that the individual is not eligible for Board membership.

Executive Committee Membership:

David Wasser has determined that he must resign his At Large position from the Board for personal reasons. He will be able to continue to serve on the Board and perform as the chair of the Board Development committee. The committee will work to identify an interested Board member to serve on Exec in his position. Ideally we will be able to hold an election for this position at September's meeting.

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Budget Committee Meeting Minutes August 19, 2014

Attendees: Seybolt, Hamilton, Liggett-Creel, Choo-Quan

5. *Review Administration Expenses for July 2014:*

Expenditures were reviewed and were within budget.

6. *Reviewed Y-T-D admin expenditures:*

Expenditures were reviewed and were within budget.

7. *Reviewed Y-T-D expenditures for State and Federal grants:*

Expenditures were reviewed and were within budget.

8. *Reviewed bank reconciliations:*

Liggett-Creel reviewed and signed bank reconciliations.