

# HOWARD COUNTY MENTAL HEALTH AUTHORITY

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## Board Meeting Minutes April 1, 2014

**BOARD MEMBERS PRESENT:** Brown, Chapman, Geddes, Hamilton (by phone), Hull, Liu, Mouratidis, Paez, Schmidt, Seybolt, Wasser and Wells.

**BOARD MEMBERS ABSENT:** Blackwell, Fillmore, Friend, Howard, Liggett-Creel, Rodgers-Bonaccorsy, Rossman, Schulmeyer, Taitt

**STAFF MEMBERS PRESENT:** Choo Quan, Schaffer

**1. GUESTS PRESENT:** Debbie Meyer, NAMI HC

The meeting started at 5:33 p.m.

**2. MOTION:** An amendment was made to include an Action Item under HCP&P: Change in COA for Crisis Money. A motion was made to approve the April 1, 2014 agenda as amended. The motion was seconded and unanimously approved.

**3. MOTION:** A motion was made to approve the Board meeting minutes for March 4, 2014. The motion was seconded and unanimously approved.

**4. ATTENDANCE REVIEW:**

The following Board members were excused from the April 1, 2014 Board meeting: Blackwell, Fillmore, Liggett-Creel, Rodgers-Bonaccorsy, Schulmeyer, and Taitt. A motion was made to approve the absent Board members. The motion was seconded and unanimously approved.

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

***HCGH:***

Effective 7/1/14 Howard County General Hospital's psychiatric services will be handled by Johns Hopkins Community Psych Program under Dr. Michael Clark. The hospital also plans to develop a community liaison position to work more effectively with community providers.

***Staff:***

Mika Singer, who has been employed at the Detention Center since 9/13, has submitted her resignation effective 4/22/14. A meeting is scheduled for 4/2 to discuss this position with Detention Center leadership.

***CIT Grant:***

State MHA is doing regional trainings to assist in the development of CIT in each jurisdiction. Howard is one of five jurisdictions currently doing CIT training with the local police department so we have been asked to present at the central regional training regarding how we developed CIT here.

There will also be a MHA training on Special Populations on Friday 4/4 that Wells will present at regarding crisis services and how CIT was developed in Howard County.

***TAY Grant:***

MHA is submitting a federal grant proposal to SAMHSA/CMHS to expand the TIP model (Transition to Independence Process) as the initial grant ends on 9/30/14. Howard County's TAY program will be included in this new grant proposal as this TIP model is expanded throughout the state.

***Rollover FY13:***

HCMHA received the request from the state. MHA denied the request for \$25,000 in start-up costs for crisis beds and suggested that these start-up funds be included in the new Crisis Services Allocation since these funds were not received until 2/28/14. Therefore, HCMHA has requested a change in the Conditions of Award (COA) for crisis funds for FY14 to change the amount of start-up funds from \$25,000 to \$50,000. An additional \$1,000 requested for the Case Management RFP was not approved since this RFP has been delayed. All other requests were approved, which will cover the cost of replacing 4 computers and hiring a data consultant.

***Suicide Data:***

Wells asked the Board to delete the file on Suicide Data that was inadvertently sent in the Board packet. The revised document will be sent to the Board tomorrow. Wells shared that there were 40 attendees at the Suicide Across the Lifespan event on March 18, 2014.

***County Budget Meeting:***

Wells attended a county budget meeting today. HCMHA has put in a request for \$75,000 for Emergency Department follow-up. The County Executive is very interested in funding Mental Health First Aid. Funding of Crisis Beds was also discussed. Wells will submit a proposal to the county by Friday to add funding for Crisis Beds for non-MA individuals.

***On Our Own Conference:***

The On Our Own Conference will be held on June 5<sup>th</sup>. It has been HCMHA's policy to sponsor consumer members of the Board who wish to attend. Wells will be an honoree at the conference.

***AFSP Crab Feast:***

Wells passed out a flier for the annual crab feast fundraiser.

**6. Financial Director's Report:**

<b>Expenses through 2/28/14</b>	<b>Expenditure</b>	<b>Comments</b>
Admin Budget	\$218,418	
State General Funds	\$933,393	
Federal Block Grants	\$294,301	
Other Grants	\$494,669	

County Grants	\$271,250	MCT
Systems of Care	\$14,037	
Fee for Service	\$13,783,798	FY 13
	\$9,541,911	3rd quarter FY14

**7. Standing Committees Reports:**

**a. Executive Committee Meeting: 3/18/14**

***Open Meetings Act:***

Hamilton completed the on-line course and Wells and Choo Quan will complete the course prior to the 4/1/14 deadline. A law went into effect on 10/1/13 stating that public entities had 6 months to take this course. Wells will forward the certificates of completion to the county by 4/1.

***Complaint:***

HCMHA received a complaint regarding a Board member that was unrelated to the individual's role and function on HCMHA's Board. After reviewing this complaint, committee agreed to send letter to complainant clarifying the issue of when an individual can be removed and under what circumstances and recommending that the complaint be dealt with in the employment setting, not HCMHA.

**b. Health Care Policy & Planning Committee: 3/18/14**

***Trainings:***

3/18/14: There were 40 attendees at the "Suicide Across The Lifespan" held today. Plans are to follow-up with suggestions made to see if we can form a coalition/partnership in the county to address this issue.

3/23/14: HCMHA is co-sponsoring a training for the local DSS staff on Ethics as part of "Social Work Month"

***Crisis Funds:***

***FY14:***

The state MHA has denied the \$25,000 in start-up as part of the Rollover (FY13) unspent funds and instead requested that these funds be taken from the new crisis grant since it is unlikely that funds can be spent in FY14 as funds were not received until 2/28/14. Therefore, \$50,000 of the \$74,092 will be used for crisis beds start-up in FY14 with the remaining funds used to evaluate MCT.

***FY15:***

When these funds became available it was agreed that HCMHA would expand to overnight coverage. However, after meeting with Grassroots and HCPD data doesn't support coverage between 11 p.m. and 9 a.m.

- Most EPs done by police during daytime hours
- MCT responds 2/3 to Southern district and 1/3 to Northern district.

Therefore, a second MCT team during the daytime hours seems to be more needed. HCMHA is meeting with HCPD and Grassroots to develop a pilot for FY15 that would possibly pair MCT staff with a CIT trained officer in the Northern district.

Wells asked that HCMHA officially request that the Conditions of Award (COA) for these crisis funds be changed from overnight coverage to a second team during daytime hours. The committee supported this change.

There was discussion about the Mobile Crisis Team responding to Assisted Living Facilities and older adults.

*A motion was made to change the Conditions of Award in FY14 to increase start-up costs to \$50,000 and in FY15 to change overnight coverage to a second team during daytime hours.*

**c. Budget Committee Meeting: 3/18/14**

**1. *Review Administration Expenses for February 2014:***

Admin expenses were over budget by \$1,500 due to the purchase of 4 computers for the office that were not budgeted for in February 2014.

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

Expenses were over budget by \$5,000 due to the purchase of 4 computers not budgeted for in FY14.

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

All grants were within budget.

**4. *Reviewed bank reconciliations:***

Bank reconciliations were reviewed and signed by Liggett-Creel.

**d. Board Development Committee**

The committee will meet immediately following the Board meeting to discuss Board vacancies occurring in 2015.

The Professional candidate selected to fill Filipczak's position has backed out. Advertising is in progress to find a new candidate.

**Comments from the Board:**

Seybolt reminded the Board to complete the biographical information requested by the County.

8: Board adjourned at 6:31 p.m. Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board:  \_\_\_\_\_  
Signature Date