

HOWARD COUNTY MENTAL HEALTH AUTHORITY

9151 Rumsey Road, Suite 150
Columbia, MD 21045

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

Board Meeting Minutes June 3, 2014

BOARD MEMBERS PRESENT: Blackwell, Brown, Fillmore (by phone), Howard, Liggett-Creel, Liu, Mouratidis, Paez, Rodgers-Bonaccorsy, Schmidt, Schulmeyer, Seybolt, Wasser and Wells.

BOARD MEMBERS ABSENT: Geddes, Hamilton, Hull, and Rossman.

STAFF MEMBERS PRESENT: Choo Quan, Schaffer

1. GUESTS PRESENT: Scepter Spainbey, Debbie Meyer

The meeting started at 5:34 p.m.

2. MOTION: An amendment was made to add an Action Item: Election of Board Development Committee members to the Board Development Committee. A motion was made to approve the June 3, 2014 agenda as amended. The motion was seconded and unanimously approved.

3. MOTION: A motion was made to approve the Board meeting minutes for May 6, 2014. The motion was seconded and unanimously approved.

4. ATTENDANCE REVIEW:

The following Board members were excused from the June 4, 2014 Board meeting: Geddes and Hamilton. A motion was made to approve the absent Board members. The motion was seconded and unanimously approved.

5. Executive Director's Report:

Crisis Beds RFP:

The RFP for Residential Crisis Services (AKA Crisis Beds) has been released. The pre-proposal conference is scheduled for 6/4 at 10 a.m. and the proposals are due to MHA by 6/24. The Proposal Review Committee will meet on 6/27/14, and hopefully, select a winning proposal. Copies of the RFP were sent to HCMHA's provider email list, current RCS providers, CBH – the provider trade association, and all CSA Directors with a request that the proposal be forwarded to their providers, especially a RCS provider. We have also posted the RFP on our website. I will be submitting a grant funding request to Horizon Foundation as well.

Open Meeting Act:

Effective with the June Board meeting, HCMHA will be posting the Board meeting minutes on the website for the general public as required by law. A letter will be sent to the landlord requesting that the outside doors remain open until 6:30 p.m. to allow access for anyone who wishes to attend the Board meeting.

4th Quarter Monitoring/MHA:

HCMHA had the 4th quarter monitoring from MHA on 5/22/14. The letter from MHA regarding this monitoring visit has not yet been received and will be included in the Board packet in August.

Transition-Age Youth:

Howard County has been identified by MHA as one of two jurisdictions to expand the TIP Model program if MHA’s federal grant request is funded. This grant would provide additional funds for staffing at Humanim for outreach and services to an additional 45-50 individuals in this age group, who are not receiving residential services in the current TAY program.

County’s Task Force on Mental Health:

The county executive’s office plans to do a “kick-off” at Grassroots on Thursday, June 5th. Unfortunately, I will be at the OOOMD Conference that date. However, I will send someone to represent HCMHA as this event.

Follow-up: The kick-off event has been re-scheduled to Wednesday, June 11th so Wells will attend.

6. Financial Director’s Report:

Expenses through 4/30/14	Expenditure	Comments
Admin Budget	\$281,058	
State General Funds	\$1,446,757	
Federal Block Grants	\$364,297	
Other Grants	\$558,465	
County Grants	\$266,250	MCT
Systems of Care	\$14,037	
Fee for Service	\$13,783,798	FY 13
	\$12,493,821	4th quarter FY14

7. Standing Committees Reports:

a. Executive Committee Meeting

Open Meetings Act:

State law went into effect 10/1/13 and need to take training by 4/1/14. County passed a law in addition that agendas and minutes must be available to the public. Wells will send a letter to the landlord regarding the requirements under this new law and request outside doors be open until 6:30 p.m.

OOOHC/MOC:

Wells is suggesting that we officially end the Management Oversight Committee that we started in FY10. At this time the OOOHC Board of Directors is functioning well and there are no longer any concerns about the financial management of this grant.

Board Appointments:

Wells has asked that the Board consider what constitutes a “Conflict of Interest” as a Provider. There was a lengthy discussion regarding this issue. It was agreed that the Board Development Committee would send out names of potential candidates to the entire Board for input prior to bringing a person to the Board for official approval.

Local Integration Update:

A meeting was held on 5/7/14 with the leadership of the Health Department, HCMHA and Judge Tucker. It was agreed that co-location would be the initial step towards integrating mental health and substance abuse services. Choo Quan, Wells and Seybolt agreed to visit the Health Department on 5/19/14 to look at the available space in the Health Department’s wing. There were 8 offices scattered throughout the Health Department that were empty. It was agreed that HCMHA staff would be grouped together. Next step is meeting with the county.

401K/End of Fiscal Year:

Wells requested that Board consider putting any unspent FY14 Administrative funds in staff’s 401K Plan. The issue was raised regarding the Board approval to build 401K contributions of 5% into the FY14 budget so that staff would receive 401K funds in a more timely manner. Wells initially followed up with Compton Financial, the retirement plan administrator, and there was a reason why this wasn’t possible without amending the current retirement plan. Wells failed to bring this issue back to the Board. Attempts will be made to clarify what the issue was with the Plan Administrator and bring it back to the committee.

Several issues of concern were raised. After a lengthy discussion, the decision was made to form a sub-committee of the Budget Committee to review compensation. ***A motion was made to modify the agenda to add an Action Item under Executive Committee to form a Compensation Committee. The motion was seconded and unanimously approved.***

After further discussion it was decided to move forward with the Action Item regarding Unspent FY14 Funds as reflected on the agenda. A motion was made that unspent FY14 funds be applied to 401K plans for four staff members. The motion was unanimously approved.

b. Health Care Policy & Planning Committee

Review FY14 Goals:

Committee reviewed FY14 Mental Health Plan Goals and made some minor changes. It was agreed that these goals would be used in FY15 also.

Changes to Case Management Program:

Effective 7/1/14, Case Management referrals will go directly to Alliance, this will free up staff to focus on other issues like DataLink follow-up.

Changes to Conditions of Award in FY15:

The Board has already approved moving \$10,000 from pharmacy to NAMI. Wells has requested that an additional \$10,000 be moved from pharmacy to MCCJTP/Detention Center Grant.

A motion was made to move \$10,000 from the pharmacy grant to MCCJTP/Detention Center grant. The motion was seconded and unanimously approved.

Crisis Grant: \$74,000:

MCT evaluation is currently underway. Several groups will receive surveys (HCPD patrol officers, NAMI members, the school system and providers). Also focus groups and interviews with selected individuals will follow.

Grassroots has submitted a request for additional MCT funds in FY14. Both weather related events this past winter and the additional cost of covering the Mall shooting events have caused Grassroots to exceed their budget. They are asking for an additional \$14,000. Committee agreed to Grassroots request for additional funds and will bring this to the Board for approval on June 3, 2014.

A motion was made to approve additional funding for Grassroots. The motion was seconded and unanimously approved.

c. Budget Committee Meeting

1. Review Administration Expenses for April 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:

All grants were within budget.

4. Reviewed bank reconciliations:

Bank reconciliations were reviewed and signed.

d. Board Development Committee

Ballots for the FY15 Executive Committee were distributed to voting members. Wasser announced that the existing officers of the Executive Committee were re-elected.

A motion was made to approve David Wasser, Maria Mouratidis, and Michele Brown as officers of the Board Development Committee for FY15. The motion was seconded and unanimously approved.

Comments from the Board:

Seybolt announced that Wells will be receiving an award at the OOOMD Conference. Seybolt will send a letter to the County Executive to highlight this achievement.

There will be no committee meetings in June and no Board meeting in July.

Wells thanked Paez, Mouratidis and Schmidt for participating in the CIT training.

8: Board adjourned at 6:50 p.m. Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date