

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes October 7, 2014

BOARD MEMBERS PRESENT: Blackwell, Brown, Geddes, Liggett-Creel, Paez, Rodgers-Bonaccorsy, Schmidt, Schulmeyer, Seybolt, Wasser and Wells.

BOARD MEMBERS ABSENT: Fillmore, Hamilton, Howard, Hull, Liu, Mouratidis.

STAFF MEMBERS PRESENT: Choo Quan

1. **GUESTS PRESENT:** Debbie Meyer: NAMI, Omar Aziz

The meeting started at 5:40 p.m.

2. **MOTION:** An amendment to the Agenda was made to remove Executive Committee from the agenda and move the Action Item under the Budget Committee to HCP&P Committee. A motion was made to approve the October 7, 2014 agenda as amended. The motion was seconded and unanimously approved.

3. **MOTION:** The following amendments were made to the September 2, 2014 Board Meeting minutes: Under Executive Committee Membership a change was made to state that David Wasser has resigned from the Executive Committee and not the Board. Also under Executive Committee Membership the last sentence of the paragraph was amended to read "the motion was seconded and unanimously approved". A motion was made to approve the Board meeting minutes for September 2, 2014 as amended. The motion was seconded and unanimously approved.

4. **ATTENDANCE REVIEW:**

The following Board members were excused from the October 7, 2014 Board meeting: Fillmore, Hamilton, Hull, Liu and Mouratidis. A motion was made to approve the absent Board members. The motion was seconded and unanimously approved.

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

DHMH Audit:

HCMHA has received notice from the audit division of DHMH that we will be audited in spring 2015 for fiscal years 2008 through 2014. I would like to put all the paper records from these years on disk after the audit is complete. This was included in the Rollover Request (FY14 funds for use in FY15) that is due to the state by 10/15/14.

Mobile Crisis Team:

After meeting with the Police and Grassroots it was decided to staff the second daytime team out of the police sub-station located at Glenwood Community Center in the northern part of the county. This will provide 40 additional hours of coverage during the weekdays (M-F) from 11 a.m. to 7 p.m.

FY15 Mental Health Plan and FY13 Annual Report:

Board packet contains letter dated 9/3/14 that addresses the state's review of the Mental Health Plan (FY15) and Annual Report (FY14).

FY15 County Funds:

Plans are underway to move FY15 funding for Mental Health First Aide (MHFA \$28,700) and Behavioral Health Action Plan/Task Force (\$40,000) to HCMHA from the Health Department's budget.

A consultant has been identified for the Task Force and the initial meeting is scheduled for 10/8/14. Liu has been appointed and I am named as Co-Chair.

MHFA grant will sponsor a minimum of 8 classes in FY15 and train 200 in this model.

Emergency Department (ED) Follow-up Program is still under development. HCGH has received a draft of the MOU to review and HCMHA will follow up with staff at HCGH.

Crisis Beds:

This program continues to be under development. The grant to Horizon Foundation has been submitted but to date, nothing official has been received. HCMHA is seeking grant funds to cover the non-MA individuals who may need access to crisis beds. HCMHA has some unspent FY14 grant funds from the county. I would like to request that these unspent funds be used for this purpose as well, in case the Horizon grant is not approved. HCMHA requested county funds for this purpose in the FY15 grant request, but these funds were not approved.

New Grants:

Three new grants were announced at the Suicide Conference. The Healthy Transitions Grant is based on the Transition to Independence Process (TIP) model for the TAY population. Howard County and Charles County are the two jurisdictions that have been selected to expand this model. The two other grants will not directly affect HCMHA: a grant to develop an assessment tool for co-occurring disorders in the Baltimore City school system and the Garrett Lee Smith suicide grant which was used to develop the Active Minds program in six high schools in Howard County.

6. Financial Director's Report:

Expenses through 8/31/14	Expenditure	Comments
Admin Budget	\$47,672	
State General Funds	\$330,105	
Federal Block Grants	\$69,996	
Other Grants	\$109,131	
County Grants	\$123,750	MCT
Systems of Care	\$14,037	
Fee for Service	\$16,731,648	FY 14
	\$406,463	1 st quarter FY15

7. Standing Committees Reports:

a. Executive Committee Meeting

There was no meeting this month.

b. Health Care Policy & Planning Committee

Rollover Request:

HCMHA has \$85,567 in unspent FY14 State General Funds (SGF) that are eligible for Rollover, which means we can request to use these funds for one time only expenditures because they will not be annualized. Listed below are potential requests for these funds:

- Moving expenses and storage/co-locate with HD - \$34,053
- Remainder of lease – 7/1/15 thru 1/31/16 - \$31,514
- Needs Assessment – Mental Health Plan – \$10,000
- Moving FY07-FY14 records to disc after DHMH audit - \$10,000
- TOTAL = \$85,567

Committee reviewed and discussed the rollover request and will have this brought to the Board for an Action Item through the Budget Committee.

A motion was made to approve that HCMHA request \$85,567 as Rollover funds for the one time expenditures listed above. The motion was seconded and unanimously approved.

Behavioral Health Task Force:

Members of this task force have been selected and should have received a letter from the county. The initial meeting has not yet been scheduled and to date the consultant has not been hired.

FY16 Mental Health Plan:

The state BHA is again asking for one year plans rather than 3 year plans. Committee agreed that Wells should hire a consultant to conduct Needs Assessment and assist with writing Behavioral Health Plan for FY16.

ED Follow-Up Program:

Wells met with new director of Psychiatric Services at HCGH last week and provided a draft of the MOU and consent form that will be used in this project.

Residential Crisis Beds:

The four crisis beds will open in October with the hope of expanding to eight in the future.

Second MCT:

The second Mobile Crisis Team will be operating from Glenwood Community Center police sub-station.

c. Budget Committee Meeting

1. Review Administration Expenses for August 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:

Expenditures were reviewed and were within budget.

4. Reviewed bank reconciliations:

Seybolt reviewed and signed bank reconciliations.

5. Audit:

The auditor started our annual audit on 9/9/14. He's waiting on some information from MHA to continue the audit.

d. Board Development Committee

A motion was made to approve reappointments of Seybolt, Schmidt, and Mouratidis. The motion was seconded and unanimously approved.

Seybolt announced that Hamilton will be resigning from the Board when his current term expires in January, 2015.

e. Compensation Committee

Seybolt gave a brief history of the Compensation Committee. The three main topics discussed at the meeting were 401K Plan, projecting overages, and staff compensation. The committee agreed

that there was no need for a separate committee and these issues could be discussed at Budget and Executive Committee meetings.

A motion was made to disband the Compensation Committee. The motion was seconded and unanimously approved.

Comments from the Board:

Schmidt shared that he belonged to the statewide federation of psychiatric inpatient units and will be happy to share any information from the meetings.

Blackwell complimented the police officer who was called to a mental health crisis at her church. She plans to write a letter to the chief of police.

8: Board adjourned at 6:33 p.m. Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date