

HOWARD COUNTY MENTAL HEALTH AUTHORITY

8930 Stanford Boulevard
Columbia, MD 21045

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

Board Meeting Minutes December 1, 2015

BOARD MEMBERS PRESENT: Aziz, Brown, Filipczak, Foster, Geddes, Goodwin, Hull, Liggett-Creel, Liu, Mouratidis, Paez, Rodgers-Bonaccorsy, Schmidt, Schulmeyer, Seybolt, Spainbey (on phone), Wasser (on phone), and Wells.

BOARD MEMBERS ABSENT: Blackwell, Monahan

STAFF MEMBERS PRESENT: Choo Quan

1. **GUESTS PRESENT:** Debbie Meyer, Marsha Ansel

The meeting started at 6:05 p.m.

2. **MOTION:** A motion was made to approve the agenda for December 1, 2015. The motion was seconded and unanimously approved.

3. **MOTION:** The Board meeting minutes were amended to reflect that the Holiday party will be held at the January Board meeting. A motion was made to approve the Board meeting minutes for November 3, 2015 as amended. The motion was seconded and unanimously approved.

4. **ATTENDANCE REVIEW:**

The following Board members were excused from the December 1, 2015 Board meeting: Blackwell and Monahan. A motion was made to approve the absent Board members. The motion was seconded and unanimously approved.

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

BHA:

A new director has been named for the state Behavioral Health Administration. Dr. Barbara Bazron was formerly Deputy Director at the D.C. Department of Mental Health. Her official start date is December 9, 2015.

Mental Health Liaison:

Simone Engram, our mental health liaison within the Howard County Police Department, has given her resignation effective 12/30/15. This position will be posted after reviewing job description with HCPD.

Behavioral Health Regulations:

Comments were due to the state by 11/30/15. HCMHA submitted a request that the timeline for providers to have national accreditation be pushed to June 2020 to give providers who are just starting to pursue accreditation time to complete this process.

401K Plan:

HCMHA’s Plan operates on the state fiscal year. On 11/27/15 HCMHA received copies of the ”re-stated” plan from our Plan Administrator, which needs to be reviewed and signed off on by the Board of Directors.

5a. Staff Presentation:

Marsha Ansel, Psychogeriatric Coordinator, gave a detailed overview of her job description and answered questions from the Board.

6. Financial Director’s Report:

Expenses through 10/31/15	Expenditure	Comments
Admin Budget	\$108,797	
State General Funds	\$544,003	
Federal Block Grants	\$233,112	
Other Grants	\$459,349	
County Grants	\$105,000	MCT
	\$475	HCPD
	\$17,500	ED Follow Up
	\$9,333	OOOHC
	\$1,600	LAA
Horizon/Crisis Beds	\$19,563	
Fee for Service	\$19,053,433	FY 15
	\$4,927,450	1st quarter FY16

7. Standing Committee Reports

a. Executive Committee

Behavioral Health Integration:

Wells has been requested to meet with the Board of Health to update them on the next steps in the integration of mental health and addiction services. Service integration cannot occur until funding for both is integrated, which is not anticipated in FY17.

Following is a list where mental health and addictions are working together at the local level:

- 1) Co-location of offices
- 2) Co-funding of OOOHC Wellness and Recovery Center
- 3) LAA funding of liaison with HCMHA to do system development and handle complaints

- 4) Partnering on training/CEUs HCMHA
- 5) Development of Accreditation Workgroup for providers

Board of Health Meeting 12/22/15:

Liggett-Creel agreed to attend this meeting either in person or electronically with Wells on 12/22/15. Wells will set up a meeting with Dr. Rossman to discuss agenda prior to this meeting on 12/22/15.

Follow-up with use of Admin Funding:

Wells has requested the use of funding earned from various grants to provide raises for HCMHA staff as she feels there are adequate resources to cover this request. After a lengthy discussion, the committee agreed to move this issue to the board for review on 12/1/15.

Liggett-Creel passed around and read the restatement of the HCMHA 401K Plan which requires approval of the Board. ***A motion was made to approve the restatement of the 401K. The motion was seconded and unanimously approved. The restatement was signed and dated by all Board members.***

b. Budget

1. FY15 Audit:

Josh Zimmerman reviewed the draft FY15 audit. Paez reviewed the audit with the Board.

A motion was made to approve the FY15 audit. The motion was seconded and unanimously approved.

2. Review Administration Expenses for October 2015:

Expenditures were reviewed and were within budget.

3. Reviewed Y-T-D admin expenditures:

Expenditures were reviewed and were within budget.

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

Expenditures were reviewed and were within budget.

5. Bank reconciliations were reviewed and signed by Liggett-Creel.

c. Health Care Policy and Planning Committee

Review Data templates for FY15:

The data templates for FY15 were reviewed and will be in the Board packet for 12/1/15.

Review Mission, Vision, Values:

Reviewed the Mission, Vision, Values, which have not been changed in recent years. It was agreed to add a paragraph on Integration. ***A motion was made to approve the amended Mission, Vision, Values. The motion was seconded and unanimously approved.***

Review FY16 Goals:

There was a lengthy discussion regarding the way Goals, Objectives, and Action Steps have been stated over recent years. Wells will re-draft and submit to next committee meeting on 12/15/15.

Suicide Fatality Team:

HCMHA, HCPD and Grassroots have met to discuss developing a local team through county legislation. Wells will follow-up with County Executive’s office to discuss.

Case Management RFP for Adults:

Case Management RFP is being released shortly with expectations of selecting a new vendor early in the third quarter. Delay was related to several issues that needed clarification from the state.

There was discussion about specific cases and the lack of adult Case Management services.

d. Board Development Committee

The County Executive’s office has been unable to contact Darren Vilus so his appointment will not be brought before the County Council this month.

There was discussion about the nomination process of Board candidates.

Comments from the Board:

Schmidt attended the Suicide Symposium and asked how it is promoted.

8: Board adjourned at 7:20 p.m. Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date