

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes December 2, 2014

BOARD MEMBERS PRESENT: Brown, Geddes, Hamilton (by phone), Howard, Hull, Liu, Mouratidis, Paez, Rodgers-Bonaccorsy, Schmidt, Schulmeyer, Seybolt, Wasser and Wells.

BOARD MEMBERS ABSENT: Aziz, Blackwell, Liggett-Creel

STAFF MEMBERS PRESENT: Choo Quan, Schaffer

1. **GUESTS PRESENT:** Debbie Meyer: NAMI, Jack Monahan

The meeting started at 5:32 p.m.

2. **MOTION:** The agenda was amended to add an Action Item to BDC: Approve Filipczak and Monahan Appointment. A motion was made to approve the December 2, 2014 agenda as amended. The motion was seconded and unanimously approved.

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

4. **ATTENDANCE REVIEW:**

The following Board members were excused from the December 2, 2014 Board meeting: Aziz, Blackwell, Liggett-Creel. A motion was made to approve the absent Board members. The motion was seconded and unanimously approved.

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

State Budget:

FY15: The CSAs have been told that there are no cuts planned for the current fiscal year. However, it's unclear what, if anything will be approved from our Rollover request regarding unspent FY14 funds.

FY16: Since there is a projected shortfall in anticipated state revenues there will likely be cuts but it's not clear how this will affect mental health funding in the next fiscal year.

Behavioral Health Coalition:

The Mental Health Association of Maryland (MHAMD) will hold its Legislative Reception on Thursday, February 12, 2015. Doris Kearns Goodwin will be the keynote speaker. It's held in Annapolis in the later afternoon, early evening and HCMHA will sponsor any Board members who would like to attend.

Behavioral Health Task Force:

The county’s Behavioral Health Task Force has developed subcommittees in four areas. Once the write-up is received I will forward it to the Board and request that you let me know if you are interested in participating on a workgroup, or if you have someone you would recommend for a workgroup.

Legislative Transition:

HCMHA was asked to meet with the County Council on 11/20/14 to discuss mental health issues especially as it relates to public safety.

On 12/2/14, HCMHA has been asked to present a SWOT analysis to the County Executive’s Transition Team.

Healthy Transitions Grant:

The Board packet includes the Medical Necessity Criteria established for this new grant that begins 12/1/14. This is a five year grant.

Co-location with Health Department:

HCMHA has requested the specific costs of rent/maintenance fee for the space located at Ascend One Building, but has not yet received any details about this issue.

6. Financial Director’s Report:

Expenses through 10/31/14	Expenditure	Comments
Admin Budget	\$99,675	
State General Funds	\$703,130	
Federal Block Grants	\$143,571	
Other Grants	\$206,890	
County Grants	\$206,250	MCT
	\$17,348	HCPD
	\$0	ED Follow Up
Systems of Care	\$13,444	
Fee for Service	\$17,105,685	FY 14
	\$3,501,618	2 nd quarter FY15

7. Standing Committees Reports:

a. Executive Committee Meeting

Audit Letter:

President of Board reviewed and signed audit letter that is needed to finalize FY14 Audit Report.

Conference:

National Council of Behavioral Health is being held in Florida in April 2015. Wells is requesting to use existing grant funds to attend. Committee approved this request.

CIT:

Wells would like to give a Certificate of Appreciation to Lt. Wagner at the time of his retirement as he has been instrumental in implementing CIT within the HCPD. Committee approved this request.

Transition Meetings:

HCMHA has been asked to present to the County Council on 11/20/14 and the County Executive's Transition Team on 12/2/14.

401K:

Compton has indicated that they can easily change the Plan to accommodate the Board's desire to make 401K disbursements to HCMHA staff during the year. The Board reviewed the language associated with the action item from the August, 2013 minutes and realized that clarification was needed. The Board intended this change to be ongoing, not just for a particular year. Additionally, the original strategy was to monitor the distributions during the year and adjust as needed if budgetary constraints were encountered.

There was a lengthy discussion about how to monitor the distributions to make sure they were affordable and several concerns were raised by various Board members regarding the appropriate method and amount. Given that the administrative budget is already underfunded and is plugged by allocated funds, there was concern about committing funds throughout the year. However, the previous analysis that was done last year by the Board indicated that a 5% (\$12,000) contribution to the 401K is achievable given the average remaining amount available at the end of the year over the past several years. The timing of contributions may vary but it was decided that contributions would be distributed as evenly as possible and would average 5% of the staff's salary.

After further discussion a motion was made to adjust the 401K for MHA employees to enable regular contributions to the 401K Plan during the year totaling 5% over the course of the year. The motion was seconded and voted upon. Nine were in support of the motion and one was opposed.

It was agreed to move forward with the motion in the short term and bring back to the Budget Committee for further discussion. If the committee feels that an adjustment is needed to the motion it can be brought back to the Board in January or February. Seybolt is still waiting to connect with Compton.

b. Health Care Policy & Planning Committee

FY14 Data:

In FY14 the public mental health system provided services to 3,816 individuals at a cost of \$17,033,459 in the fee for service system. The average cost per person was \$4,464. For individuals

with a co-occurring mental health and substance abuse diagnosis, 381 individuals were served at a cost of \$3,336,062. The average cost per person was \$8,756.

FY16 Mental Health Plan Submission/1915i Waiver:

In-Home grant (\$62,000) provides outreach to youth and families who are in need of treatment services but are not taking advantage of community based services. This grant was inherited from the Health Department when HCMHA was established. In FY16, HCMHA would like to re-direct these grant funds to support “Intensive In-Home Services” that are required under the MA waiver, either through existing vendor, WayStation, or through RFP. A meeting is scheduled with WayStation on 11/21/14 to discuss. Committee agreed to this change in grant.

CIT Grant:

Lt. Wagner, who heads the HCPD Training Division, is retiring in 12/14. I would like to hire him as a consultant with the state/county CIT funds as we continue to expand CIT in the HCPD and other county agencies such as Fire & Rescue, Sheriff’s Department, and the Detention Center. He has been a strong supporter of CIT. Committee approved this request.

Aging Issue:

On 11/10/14 HCMHA held a case conference on an 87 year old who has come to the attention of HCPD, MCT, Office on Aging and the ACT team. As a result of this discussion it was felt that the county needs something similar to OACS (Older Adults Consultation Service) that was initially funded by a Horizon Foundation grant over 10 years ago. Therefore, HCMHA agreed to research similar models in the hopes of pursuing funding in FY16 to develop a program that could address the mental health and somatic health needs of the county’s aging population. HCMHA will also bring this issue to the Behavioral Health Task Force as a gap in services.

c. Budget Committee Meeting

1. Reviewed FY14 Audit – Mayer Yudkowsky (HCF&L):

Reviewed audit with committee and clarified any issues raised. Overall report from auditor was “audit went well” and there were no “findings.”

A motion was made to approve the FY14 Audit. The motion was seconded and unanimously approved.

2. Review Administration Expenses for October 2014:

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, State and Federal grants:*

Expenditures were reviewed and were within budget.

5. *Reviewed bank reconciliations:*

Wasser reviewed and signed bank reconciliations.

d. **Board Development Committee**

A motion was made to appoint Jim Filipczak and Jack Monahan to the Board of Directors. The motion was seconded and unanimously approved.

Comments from the Board:

There will be no committee meetings in December.

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

Reviewed and Approved by Board: _____
Signature Date