

HOWARD COUNTY MENTAL HEALTH AUTHORITY

9151 Rumsey Road, Suite 150
Columbia, MD 21045

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

Board Meeting Minutes February 3, 2015

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

BOARD MEMBERS ABSENT: Hull

STAFF MEMBERS PRESENT: Choo Quan

1. **GUESTS PRESENT:** Debbie Meyer: NAMI, Jack Monahan, Jim Filipczak, Stephen Foster

The meeting started at 5:30 p.m.

2. **MOTION:** The agenda was amended to add an Executive Session after the adjournment of the Board meeting. A motion was made to approve the February 3, 2015 agenda as amended. The motion was seconded and unanimously approved.

3. **MOTION:** A motion was made to approve the Board meeting minutes for December 2, 2014. The motion was seconded and unanimously approved.

4. **ATTENDANCE REVIEW:**

The following Board member was excused from the February 3, 2015 Board meeting: Hull. A motion was made to approve the absent Board members. The motion was seconded and unanimously approved.

5. **Executive Director's Report for January 6, 2015**

Staff Award:

Simone Engram, our staff person within the HCPD, received an award from the Governor's Crime Prevention Awards on 12/4/14. She was nominated in Community Groups/Individual Citizens category by staff at the Howard County Police Department as she completes her first year in this position.

County Issues:

The meeting with the County Executive's Transition Team seemed to go well. The Board packet contains the Power Point presentation. A brief meeting with County Executive Kittleman was held on 12/3/14 and also seemed to go well. He was particularly interested in the Behavioral Health Task Force and plans to attend the BHTF scheduled meeting on 1/15/15.

County departments have been told to submit FY16 budgets with a 5% reduction. However, it's unclear if these will affect HCMHA's grants from the county.

State Monitoring:

HCMHA had its 2nd quarter monitoring from the state's Behavioral Health Administration (BHA) on 12/15/14. A copy of the report will be shared with the Board upon receipt.

Behavioral Health Task Force:

HCMHA's website (www.hcmha.org) is posting the agenda, minutes of the Task Force and newly developed sub-committees. The dates/times of the various sub-committees are posted as well. Sub-committees are required to meet prior to 1/15/15 in order to bring recommendations to the larger group on that date. Please let me know if you are interested in attending any of the sub-committees.

ED Follow-Up Program:

HCMHA has not yet been able to get this program up and running. The MOU that was developed by HCMHA and Grassroots is under review by the legal department at JHH.

FY15 Grant Awards:

This Board packet contains the letter from the state that officially approves our request to move \$20,000 from the pharmacy grant to NAMI (\$10,000) and MCCJTP (Detention Center Grant - \$10,000).

Executive Director's Report for February 3, 2015

Crisis Beds:

Our Crisis Beds program, officially known as Residential Crisis Services, began operations on 2/2/15 and had its first client referred on that date. We also received the official grant announcement from the Horizon Foundation (letter in your Board packet) for funding for this program to cover the non-Medicaid eligible individuals who meet the criteria for crisis beds. This grant is funded through FY 16 (June 2016). HCMHA will be working with the Horizon Foundation and WayStation to develop data tracking on those not covered by Medical Assistance.

Crisis beds are designed to (1) defuse a current crisis; (2) assist the individual and family to recognize and take preventative action to solve situations that lead to crisis; and (3) provide counseling, training and support for crisis prevention. Individuals are also referred to community services as needed post release from the crisis bed program.

Emergency Department Follow-Up program:

The MOU is among HCMHA, Grassroots and HCGH. HCMHA received the MOU from the legal department at JHH in late January. The contract has been completed with Grassroots and plans are to begin implementing this program as soon as a meeting can be arranged with HCGH staff.

Behavioral Health Task Force:

County Executive Kittleman attended the last meeting of the Task Force on 1/15/15 to let the group know that he was in support of the group’s work. Sub-committees have been meeting over the last two months and recommendations are due to the task force by the next meeting on 2/12/15. The County Executive referenced the Task Force during his appearance at the Association of Community Services (ACS) meeting earlier today.

CIT:

Another Crisis Intervention Training (CIT) was held with the HCPD the week of 1/12/15. The class of 28 included patrol officers, several dispatchers and two individuals from Washington County’s police department and sheriff’s department in Hagerstown.

Office Issues:

On 12/10/14 we experienced a major flood in the office from the men’s bathroom. While there was no damage to HCMHA’s property/files/furniture the clean-up was very disruptive to the office routine.

Wells shared a letter from the Community Action Council thanking HCMHA for donations to the Food Bank.

Wells passed around the State’s Consumer Perception Survey of the Public Mental Health System.

6. Financial Director’s Report:

Expenses through 11/30/14	Expenditure	Comments
Admin Budget	\$139,639	
State General Funds	\$1,063,362	
Federal Block Grants	\$231,891	
Other Grants	\$246,152	
County Grants	\$206,250	MCT
	\$32,407	HCPD
	\$0	ED Follow Up
Systems of Care	\$13,444	
Fee for Service	\$17,116,548	FY 14
	\$4,856,379	2 nd quarter FY15

7. Standing Committees Reports:

a. Executive Committee Meeting

Office Issues:

There was a significant flood on 12/10/14 that affected both bathrooms, the entrance area, the kitchen and three offices. We will need to submit to our insurance with the county as the real estate agent will try to get reimbursed for the cost of the clean-up.

Re-location:

To date, we have not heard anything from the health department about the cost of co-locating with them. However, the Rollover request for moving expenses and the pay out of the lease was denied. The state did approve the cost of moving records to disk post DHMH audit and the funding for the Brain Injury Trust Fund. Wells will follow-up.

401K Plan Update:

Trustees signed amendment to current 401K Plan. Wells will follow-up re: Compton and further review of retirement plan.

Board Appointment Process:

Wells has asked that we send an official letter to the County Executive that spells out our selection process as it is unclear under the new administration how things like Board appointments will work. Board will provide a written process used by HCMHA to select candidates for open positions, who are then approved by the Board and forwarded to the County Executive for review and approval.

b. Health Care Policy & Planning Committee

Mental Health Plan FY16:

The FY16 Budget will be submitted in advance of the FY16 Mental Health Plan/FY14 Annual Report, which will be reviewed prior to the committee meeting on 2/17 and brought to the Board meeting on 3/3/15.

BHTF:

The Task Force continues to meet and has formed four sub-committees. Plans are to have sub-committees' final report/proposals by the next BHTF meeting on 2/12/15. The County Executive attended the meeting on 1/15/15 and stated he is looking forward to our report due in March.

The Criminal Justice Sub-Committee is looking for a staff position within the courts to manage the follow-up once an individual with a psychiatric disability is seen by the court and placed on conditions such as stay in treatment. HCMHA would like to submit a funding request to the county, with the support of various partners, for consideration in the FY16 budget.

Crisis Beds:

Start date is 2/2/15. HCMHA received official notification last week that we will receive the Horizon grant (\$150,000) that will run through 6/30/16. Plans are to set up a small Advisory Group with the principle referral sources to work out any bugs in the start-up process.

ED Follow-up Program:

HCMHA received the marked up MOU from the lawyer at JHH and is in the process of finalizing this with HCGH and Grassroots.

Trainings:

HCMHA is planning on co-sponsoring a training in October 2015 with the National Family Resiliency Center that works with children and parents during divorce. This would be a multi-disciplinary conference addressing issues of parents in conflict.

c. Budget Committee Meeting

There was no meeting this month.

d. Board Development Committee

There are three candidates waiting for approval and three candidates awaiting renewal. Six resumes have been received but none meet the criteria to replace the Treasurer. Two candidates are suitable for the consumer position and the Board Development Committee will set up interviews with them.

Comments from the Board:

Seybolt announced that the financial disclosure forms are due to the County.

Schmidt announced that HCGH has been working with Way Station staff to establish better relationships to assist with discharge planning.

Schmidt announced that renovations at HCGH in-patient psychiatric unit have been delayed and discussion has focused on building an addition off the emergency room. Another option is to move the observation unit, and the psych unit would expand to its original space which included 44 beds.

Foster shared that he was involved in the CIT training at OOOHC and felt it was successful.

8: Board adjourned at 6:35 p.m. Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date