

HOWARD COUNTY MENTAL HEALTH AUTHORITY

9151 Rumsey Road, Suite 150
Columbia, MD 21045

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

Board Meeting Minutes April 7, 2015

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

BOARD MEMBERS ABSENT: Hamilton, Mouratidis, Schulmeyer.

STAFF MEMBERS PRESENT: Choo Quan, Schaffer

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

The meeting started at 5:31 p.m.

2. **MOTION:** A motion was made to approve the April 7, 2015 agenda. The motion was seconded and unanimously approved.

3. **MOTION:** A motion was made to approve the Board meeting minutes for March 10, 2015. The motion was seconded and unanimously approved.

4. **ATTENDANCE REVIEW:**

The following Board members were excused from the April 7, 2015 Board meeting: Hamilton, Mouratidis, Schulmeyer. A motion was made to approve the absent Board members. The motion was seconded and unanimously approved.

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

Behavioral Health Task Force Report:

The final report was presented to the County Executive on 3/27/15 and the entire report (94 pages) will be posted on our website. There were some final typos being corrected before a major printing is done. The first priority for funding is the Urgent Care for psychiatric issues for anyone irregardless of insurance eligibility. The county budget will be released on April 20th and if Urgent Care is not funded in the budget, the hope is that The Horizon Foundation will help with funding. The list of the seven recommendations is included in your Board packet.

Transition Team Report:

One recommendation (page 7) is creating a Department of Health and Human Resources, which would include the Mental Health Authority. The write-up on HCMHA can be found on page 13. It was recommended that HCMHA had the leadership role in implementing the BHTF recommendations.

Award:

The Howard County Police Department’s (HCPD) Victim Assistance Unit nominated our crisis response to the Mall incident in January 2014 for an award from the Governor’s Office of Crime Control and Prevention (GOCCP). Our group was selected and the award ceremony is May 8, 2015 in Annapolis. Eighteen crisis counselors participated in this event and were either staff from the Mobile Crisis Team (MCT), local American Red Cross mental health responders, or members of HCMHA’s Mental Health Disaster Team (MHDT). Only one complimentary ticket to the luncheon was provided, so HCMHA has purchased tickets for anyone who wished to attend.

Sheppard Pratt Health Systems:

Sheppard Pratt has plans to build a 100 bed in-patient unit in Howard County. Plans are to break ground in 2016 for a building that will house out-patient services. Once complete, this new in-patient facility will have a specialty program for eating disorders, geriatrics unit, specialized young adult unit as well as two separate day hospital programs for adolescents and those with psychiatric disorders.

Healthy Transitions Grant:

Wells passed around flier regarding Kick-Off Lunch for the Healthy Transitions Grant on May 5, 2015. The state project director has been hired and will start on April 13th. Plans are to connect with family members through education and outreach. A local advisory group will also be formed.

Other Items:

- MCF Annual Luncheon is May 1st and HCMHA is a Bronze sponsor
- Mental Health First Aid training has been scheduled for May 9 and May 30.

6. Financial Director’s Report:

Expenses through 2/28/15	Expenditure	Comments
Admin Budget	\$234,460	
State General Funds	\$1,530,637	
Federal Block Grants	\$368,302	
Other Grants	\$319,358	
County Grants	\$206,250	MCT
	\$32,407	HCPD
	\$0	ED Follow Up
	\$1,563	MHFA
	\$9,336	BHTF
Horizon/Crisis Beds	\$0	
Fee for Service	\$17,116,548	FY 14
	\$9,311,871	3 rd quarter FY15

7. Standing Committee Reports

a. Executive Committee

MCCJTP:

HCDC has asked to move this position to their county budget so they can offer her a retirement plan. They have put this request in the FY16 budget.

Contest for new logo:

Offer \$150 gift card if design is accepted. Wasser suggested sending to HCC's arts department and graphic arts program and HCPSS as well as providers and OOOHC. We will need a selection committee from the Board.

Co-Location:

The Health Department has offered 8 offices on a private hallway for HCMHA staff. On 3/24/15, Rachel and Donna met with the Health Department staff and Daryl Paunil from the County's Bureau of Facilities to discuss the move. We have targeted September 2015 as the moving date and have a follow-up meeting scheduled for 6/1/15 to confirm a date, discuss moving phone lines, etc.

Board Appointments/Re-appointments:

I have again asked David Lee at the County Executive's office for an update on our Board appointment requests.

b. Budget

1. *Review Administration Expenses for February 2015:*

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 County, State and Federal grants:*

Expenditures were reviewed and were within budget.

4. *Reviewed bank reconciliations:*

Bank reconciliations were reviewed and signed.

5. *Allocated Costs:*

The FY15 allocated costs earned by HCMHA were reviewed at the budget meeting. Each item is marked "R" for Rent or "I" for indirect. If marked "rent" these funds from various grants are expected

to be expended in our admin budget against our rent expense. Therefore, these funds must be spent by the end of the fiscal year. If marked “indirect”, these are funds that HCMHA earns from various grants and do not need to be expended as part of the admin budget by the end of the fiscal year. Historically, HCMHA’s admin budget does not cover our expenses, so HCMHA has taken on additional statewide projects to earn additional funds to fill the hole in our budget. Over recent years we have needed between \$40,000 and \$60,000 to cover admin expenses.

Over recent years, HCMHA has advocated for these funds to be listed as “indirect” rather than “rent” to give the agency more flexibility. In our FY16 budget to the state we attempted to move all allocated costs from “rent” to “indirect” in our budget. However, we learned during our conference call with the state on 3/31/15 that this was only possible if there was a salary/fringe line item in the grant budget. Since many of the grants come to HCMHA as “Purchase of Service” and are sub-contracted out to other agencies, we cannot list the funds earned as “indirect”. HCMHA staff will follow-up with the state to see if there are other options to handle these funds in our budget once we co-locate with the Health Department in FY16.

c. HCP&P

May – Mental Health Month:

Wells presented the following activities scheduled for the month of May:

1. Mental Health First Aide – use county funds to provide MHFA trainings as well as advertising in local media for these.
2. May 5, 2015 – Kick off for our local Healthy Transitions Grant.
3. CIT trained officers – Plans are to hold 4 separate 3 hour meetings with CIT trained officers to update them on new services (Crisis Beds, ED Follow-up Program, Healthy Transitions grant) and discuss their future training needs.
4. Partner with MCF Re: Children’s Mental Health Matters!

BHTF Grant:

1. Wells suggested using existing FY15 funds to address searchable feature of our directory so it can be searched from mobile devices and by specific subjects such as insurance coverage.
2. Final report will assign some responsibilities to HCMHA with a request for county funds for additional staff position
 - a) Case Manager for court system
 - b) Additional staff for follow-up on other recommendations

New Criminal Justice Grant:

A new grant is available for Criminal Justice and Mental Health through the Department of Justice. HCPD, Grassroots and HCMHA are working on a grant that would fund additional staff at

Grassroots to partner with CIT trained officers to do outreach and follow-up to at risk individuals in the community.

d. Board Development Committee

The BDC interviewed and approved a candidate for a Consumer position. *A motion was made to approve Scepter Spainbey as a Board applicant. The motion was seconded and unanimously approved.*

A slate of Executive Committee candidates will be presented at the May Board meeting in preparation for the election at the June Board meeting. Board members were asked to send any nominations to Schaffer. The Executive Committee members gave a brief description of their responsibilities.

Comments from the Board:

There was a suggestion to have Board members give a brief bio about themselves at the meetings.

8: Board adjourned at 7:24 p.m. Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board:  5/5/15
Signature Date