

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes May 5, 2015

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

BOARD MEMBERS ABSENT: Schulmeyer.

STAFF MEMBERS PRESENT: Schaffer

1. GUESTS PRESENT: Jim Filipczak, Debbie Meyer.

The meeting started at 5:33 p.m.

2. MOTION: A motion was made to approve the May 5, 2015 agenda. The motion was seconded and unanimously approved.

3. MOTION: A motion was made to approve the Board meeting minutes for April 7, 2015. The motion was seconded and unanimously approved.

4. ATTENDANCE REVIEW:

The following Board member was excused from the May 5, 2015 Board meeting: Schulmeyer. A motion was made to approve the absent Board member. The motion was seconded and unanimously approved.

5. Executive Director's Report:

Rollover Funds:

HCMHA requested and received approval to use \$10,000 in unspent FY14 funds to put our paper records (FY08 onward) onto disk. However, since we have just been contacted by DHMH regarding our audit for FY08-14, it is unlikely this audit will be finalized by 6/30/15 when the rollover funds need to be spent. Therefore, HCMHA has decided to put all Board archives and any other records on disk prior to 6/30/15 and to request all paper records back once scanned. Then when the DHMH audit is complete, the paper records will be shredded.

FY16 County Funding:

The County released their budget on 4/20/15 and HCMHA is funded at the same amount as FY15 (\$545,000). These funds are as follows:

Mobile Crisis Team (MCT)	\$420,000
HCPD Mental Health Liaison	\$50,000
ED Follow-up Program	\$75,000
TOTAL	\$545,000

OOOHC:

The OOOHC affiliate has been without an Executive Director/Program Manager for several months. On 4/30/15 the Board of OOOHC held a retreat that both Wells and Bonaccorsy attended to discuss how best to proceed. Since it is unlikely that OOOHC will spend all the grant funds from HCMHA and Health Department this fiscal year, HCMHA has requested a budget modification by mid-May.

Wells alerted the Board of some problems arising at the center. The situation will be monitored closely by Wells.

Behavioral Health Task Force:

In FY16, three recommendations from the BHTF report are being funded:

1. The first priority was Urgent Care where an individual can be seen within 24-48 hours for an assessment that can include medication. HCGH has committed \$75,000 and the Horizon Foundation \$50,000 to fund an Urgent Care pilot in FY16 through the Waystation Outpatient Clinic.
2. The Health Department and HCGH have developed a Community Care Team to follow-up on individuals released from HCGH with chronic somatic issues such as diabetes, high blood pressure, etc. The county will fund a Behavioral Health staff position to join the CCT.
3. Another recommendation was to make the HCMHA provider directory searchable from mobile devices as well as develop a more searchable format to assist individuals who are looking for providers with certain expertise or who take specific insurances. Currently, HCMHA has unspent FY14 county funds (\$50,000) that may be re-purposed to this new project.

Mental Health First Aide:

The 8 hour course will be offered in two segments on 5/9 and 5/30 at the HCGH Wellness Center. HCMHA will also sponsor 3 additional trainers to be certified to teach MHFA as part of the June class.

Co-Location:

A meeting is scheduled for 6/1/15 to finalize the details of HCMHA's move to Ascend One Building.

Healthy Transitions:

75 people attended the Kick Off lunch, including the County Executive. Wells passed around the handouts that were distributed at the lunch.

Police Department Survey:

Wells passed around the survey. Wells was interviewed regarding the partnership between HCMHA and the Police Department.

6. Financial Director's Report:

Expenses through 3/31/15	Expenditure	Comments
Admin Budget	\$262,963	
State General Funds	\$1,530,637	
Federal Block Grants	\$482,458	
Other Grants	\$347,924	
County Grants	\$303,750	MCT
	\$22,192	HCPD
	\$20,000	ED Follow Up
	\$1,563	MHFA
	\$17,514	BHTF
Horizon/Crisis Beds	\$2,432	
Fee for Service	\$17,116,548	FY 14
	\$9,699,370	4th quarter FY15

7. Standing Committee Reports

Executive Committee nominations:

The suggestion was made that recommended candidates be given time at the May Board meeting to tell a little about themselves prior to the election at the June meeting.

Wells' meeting with the County Executive's office about the pending Board appointments had to be re-scheduled from 4/23 and is re-scheduled for May 6, 2015.

Office Relocation:

Wells has suggested that the May Board meeting be held at the Health Department and space has been reserved tentatively for this purpose. Roe would be in attendance and would be able to give a tour of the proposed office space for HCMHA at the conclusion of the meeting.

A meeting is scheduled for 6/1/15 with the county and HD staff to review issues and hopefully finalize the moving date.

HCMHA has heard from the DHMH Audit division and has to submit paperwork from FY 8 thru FY 14 for a "desk audit". We are in the process of pulling together all the information requested.

However, we have not yet received our FY14 reconciliations from the DHMH. It is our understanding that they would only come “on-site” if they have any concerns once they do the “desk audit”.

401K:

Letter was received from Compton about “re-stating the plan” prior to April 30, 2016. Seybolt and Hamilton will follow-up with Compton. Wells stated that the office hasn’t received any official amendment from Compton regarding the previous change made in the 401K Plan.

b. Budget

1. Review Administration Expenses for March 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. FY15 Allocated Costs:

This refers to income earned by HCMHA from various grants managed by the office. In FY15, HCMHA will earn \$99,341 in additional funds. Of this amount \$37,885 is earmarked for “rent” and must be spent for that purpose in the administrative budget. This leaves \$51,337 that is listed as “indirect” funds earned.

Historically, HCMHA has needed between \$40,000 to \$60,000 to cover the shortfall in our administrative budget. At the May Budget Committee Meeting on 5/19, Rachel will present her projections of admin expenditures through 6/30/15. This will allow the Budget Committee to make recommendations to the Board at the June meeting regarding any unspent funds.

c. HCP&P

Behavioral Health Task Force Update:

Three recommendations from the BHTF report are being funded in FY 16:

Urgent care- This is being funded by HCGH and the Horizon Foundation

Behavioral Health Staff position for HD’s Community Care Team

