

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes August 4, 2015

BOARD MEMBERS PRESENT: Aziz, Blackwell, Filipczak, Foster, Goodwin, Hull, Liggett-Creel, Liu, Monahan, Mouratidis (by phone), Rodgers-Bonaccorsy, Schmidt, Seybolt, Spainbey, Wasser (by phone) and Wells.

BOARD MEMBERS ABSENT: Brown, Geddes, Paez, Schulmeyer

STAFF MEMBERS PRESENT: Choo Quan, Schaffer

1. **GUESTS PRESENT:** Debbie Meyer, Greg Hamilton

The meeting started at 6:11 p.m.

2. **MOTION:** A motion was made to approve the agenda for August 4, 2015. The motion was seconded and unanimously approved.

3. **MOTION:** A motion was made to approve the Board meeting minutes for June 2, 2015. The motion was seconded and unanimously approved.

4. **ATTENDANCE REVIEW:**

The following Board members were excused from the August 4, 2015 Board meeting: Brown, Geddes, Paez, and Schulmeyer. A motion was made to approve the absent Board members. The motion was seconded and unanimously approved.

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

Relocation of Office:

While there have been a few glitches, overall the move went well. On 7/20, HCMHA hosted a breakfast "Meet and Greet" for Health Department staff and county employees, which went well, to introduce ourselves. Overall, everyone has been very welcoming.

HCMHA would like to give our unused furniture to NAMI, who will be relocating to new offices in September, and OOOMD who has just moved to a new location in Elkridge. However, since these items were purchased with state funds we need to get permission from DHMH's Chief of Central Services. From everyone I've spoken to about this, it appears that it may take some time for this to happen. Plans are to "lease" the furniture to NAMI and OOOMD for a small amount until we can resolve this issue with the state.

MCT Stats for FY15:

The Mobile Crisis Team (MCT) responded to 825 cases in the last fiscal year, which is a substantial increase over FY14. The breakdown between the two HCPD districts was 329 cases from the Northern and 496 cases from the Southern districts. In FY15, a second MCT became operational on 11/2/14 in the Northern district. A meeting is scheduled to review this data with Grassroots and the HCPD.

A lengthy discussion ensued regarding MCT and CIT training.

ED Follow-Up Program:

Since its start up in late March 2015 thirty three individuals have been served by this program.

Case Management RFP:

Adult case management services will end on 8/31/15 when Alliance discontinues services in Howard, Harford and Baltimore counties. Alliance cited the payment rate and the eligibility criteria as the reason for this termination. Currently there are 18 individuals receiving adult case management services. HCMHA staff is working with local PRP providers and the ACT team to transition individuals to another service by 9/1/15.

Urgent Care/Rapid Access Pilot Program:

WayStation has continued to move forward with developing this program that would provide the following

- 1) Access to short-term, outpatient crisis stabilization services within 24-48 hours
- 2) An initial 45 minute evaluation and at a minimum two 15 minute medication monitoring visits at 10 days and 40 days post evaluation by a prescriber
- 3) An initial 45 minute evaluation and at a minimum six 45 minute therapy sessions between 7-42 days post evaluation.

This is considered a “Bridge Program” for those with private health insurance who are unable to be seen by their insurance provider in a timely manner.

6. Financial Director’s Report:

Expenses through 6/30/15	Expenditure	Comments
Admin Budget	\$373,171	
State General Funds	\$2,474,692	
Federal Block Grants	\$641,294	
Other Grants	\$152,582	
County Grants	\$420,000	MCT
	\$30,819	HCPD
	\$37,500	ED Follow Up
	\$10,252	MHFA
	\$27,472	BHTF
Horizon/Crisis Beds	\$13,241	
Fee for Service	\$17,116,548	FY 14
	\$5,836,309	4th quarter FY15

Wells announced that HCMHA is currently undergoing a DHMH desk audit. All records have been scanned to disks and returned to the old HCMHA offices for storage and will not be shredded until the audit is complete.

7. Standing Committee Reports

a. Executive Committee

MCCJTP Grant:

As Wells has mentioned previously, this staff position in the Detention Center officially became a “county employee” on 7/13/15. HCMHA has developed an MOU with the Detention Center to assure that all the grant deliverables will be met under this new arrangement. HCMHA will “move” the grant funds to the Detention Center as they are received by the state once this process is established with the county.

OOOHC:

Wells updated committee regarding concerns about the lack of an Executive Director for the Wellness and Recovery Center. A letter was sent to the Board President in June requesting an update about advertising for this position. Apparently, this position has been announced.

Office Relocation:

Wells and Choo Quan updated the committee on the move to the Ascend One Building on 7/14/15. Phones and email are working but we still do not have our fax or postage machine up. Overall the move went smoothly. On 7/20 HCMHA sponsored a “meet and greet” for the Health Department staff as well as others in the building.

Review of Staff Salaries:

Wells and Choo Quan presented the expected “allocated costs” that will be earned on various grants in FY16. The expected earning totals \$119,376. Committee requested that staff prepare a report for the next meeting that projects the expected “gap” in administrative budget in both FY16 and FY17. Board will review Executive Director’s salary. Executive Director should present to committee a request for staff salary increases based on projected budget for FY16 and FY17.

b. Budget

1. *Review Administration Expenses for May 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 by Seybolt.

5. Per HCMHA policy Wells brought the issue of three checks over \$500 being sent out with only one signature.

- Check 13975 payable to Uriel Cuadros in the amount of \$850
- Check 13583 payable to Columbia Hickory Care Pharmacy in the amount of \$541.97
- Check 13603 payable to Weis Market Pharmacy in the amount of \$527.95

Due to time constraints for these last minute requests, Wells opted to send without getting the second signature.

d. Board Development Committee

There will be two renewals and one vacancy in January. The BDC will start looking for a consumer member to fill the vacancy.

Comments from the Board:

Wells explained the attachments included in the Board packet.

Liggett-Creel gave an overview of the committees for the new Board members.

Schmidt shared information on Population Health Care Management.

Schmidt announced that the psychiatric vendor at HCGH, Johns Hopkins School of Medicine, has hired a fourth full time psychiatrist, Dr. Ashley Bone.

8: Board adjourned at 7:26 p.m. Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date