

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes September 1, 2015

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

BOARD MEMBERS ABSENT: Rodgers-Bonaccorsy

STAFF MEMBERS PRESENT: Choo Quan, Schaffer

1. **GUESTS PRESENT:** Debbie Meyer, Chris Collins (representing Rodgers-Bonaccorsy)

The meeting started at 6:03 p.m.

2. **MOTION:** The agenda was amended to include an Action Item under BDC: Approve Filipczak to BDC. A motion was made to approve the agenda for September 1, 2015 as amended. The motion was seconded and unanimously approved.

3. **MOTION:** A motion was made to approve the Board meeting minutes for August 4, 2015. The motion was seconded and unanimously approved.

4. **ATTENDANCE REVIEW:**

The following Board member was excused from the September 1, 2015 Board meeting: Rodgers-Bonaccorsy. A motion was made to approve the absent Board member. The motion was seconded and unanimously approved.

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

Behavioral Health Regulations:

These regulations that address the merger of CSAs and LAAs and their providers have been delayed for implementation from 10/1/15 to 12/1/15. Therefore, the mandate to have national accreditation has moved to April 1, 2017. Plans are to begin meeting with mental health and addiction treatment providers in the county to discuss how to proceed with national accreditation.

FY16 Budget Issue:

The state DHMH received a 2% cut for FY16, which has not yet impacted the local jurisdictions. BHA is working internally to cover the expected cuts. Unspent FY15 funds, normally requested by CSAs as Rollover funds, will most likely be used to cover some of the expected cuts in FY16.

FY15 Rollover:

Under the Budget Committee report there is an Action Item to approve the DHMH 440 that covers grant expenditures for FY15. Unspent FY15 State General Funds (SGF) only are eligible for “Rollover” into FY16. All Rollover requests are due to the state by mid-October. As mentioned above, it is unlikely that Rollover requests will be approved in FY16.

In FY16, the Local Addiction Authorities (LAAs) have joined the Core Service Agencies (CSAs) as members of the Maryland Association of Core Service Agencies (MACSA), the statewide organization that interfaces with the state Behavioral Health Administration (BHA) monthly to address issues and concerns of the local jurisdiction. BHA has agreed to pay the dues of the LAAs in FY16 to MACSA. HCMHA would like to propose to the state that its unspent SGFs in FY15 (Rollover) be used for this purpose in FY16.

OOOHC:

A new director has been hired at On Our Own of Howard County (OOOHC). A meeting was held with the new director on 8/27/15. Both the Health Department’s Behavioral Health Unit and HCMHA staff will work closely with this new director to assure a smooth transition. Plans are to do a “Meet and Greet” for the community to meet the new director, Bryan Johnson.

Co-Location:

An official request has been placed to Central Services to gift the furniture to NAMI and OOOMD that remains at the Rumsey Road office.

Aging Report:

Wells passed around the recently released Aging Report.

6. Financial Director’s Report:

Expenses through 7/31/15	Expenditure	Comments
Admin Budget	\$23,969	
State General Funds	\$198,995	
Federal Block Grants	\$114,156	
Other Grants	\$115,902	
County Grants	\$0	MCT
	\$0	HCPD
	\$0	ED Follow Up
	\$0	OOOHC
	\$1,830	LAA
Horizon/Crisis Beds	\$13,241	
Fee for Service	\$18,750,260	FY 15
	\$1,770,828	1st quarter FY16

7. Standing Committee Reports

a. Executive Committee

Wells and Choo Quan presented information about the FY16 budget and what is expected to be earned from various grants in FY16 above the funding for the admin budget received from the state. Also the expected earnings from various grants for FY17 were reviewed and discussed. This information was presented to the committee along with a plan requesting pay raises for existing HCMHA staff and consideration for an additional “Grants Manager/LAA Liaison” position of which \$20,000 would be provided through a grant from the Health Department.

Committee has continued to review this information and will follow-up with Wells at a later date.

b. Budget

Paez asked for volunteers to join the Budget Committee. Spainbey, Wasser, Seybolt and Filipczak agreed to join the committee.

1. *Review Administration Expenses for July 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 and State grants:*

Expenditures were reviewed and were within budget.

4. *Reviewed bank reconciliations:*

Bank reconciliations were reviewed and signed by Seybolt.

5. *Review Projections for FY16 and FY17:*

Deferred to the Executive Committee.

6: *Review Allocated Costs for FY16 and FY17:*

Wells and Choo Quan presented grid showing funds HCMHA will earn in FY16. It is expected that these funds will be stable in FY17 as well.

7: *Review 440s:*

Choo Quan presented list showing what will be reported to the state as unspent grant funds from FY15. Wells informed committee that state is unlikely to approve any “Rollover” request in FY16 due to budget shortfall. Wells also informed Board that HCMHA’s unspent FY15 State General Funds

(SGF) may be used to pay “dues” for LAAs statewide who are being incorporated into the organization with the CSAs at the request of the state Behavioral Health Administration.

A motion was made to approve the FY15 DHMH 440s. The motion was seconded and unanimously approved.

Choo Quan announced that the independent auditors will be at HCMHA on 9/2/15 and 9/3/15.

c. Health Care Policy and Planning Committee

Foreign-Born Outreach Grant

In FY16, HCMHA will do an MOU with Waystation’s Outpatient Mental Health Clinic to cover the cost of providing language interpretations to individuals getting treatment under MA there. In FY15 HCMHA spent \$9,075.30 on language translation services with FIRN, most of which went to cover services at the OMHC. By contracting with the OMHC for a fixed amount there is more of an incentive on their part to stay within budget.

FY16 Trainings:

To date, HCMHA is committed to the following trainings in FY16 as a co-sponsor. In most cases, HCMHA is providing the CEUs also.

1. ASIST Training (Applied Suicide Intervention Skills Training) 10/15 & 10/16 and 12/3 & 12/4. HCMHA is doing this in partnership with Grassroots and will cover the cost of rental space/food and provide CEUs.
2. Suicide Prevention Symposium on 9/11/15 in partnership with Grassroots. HCMHA will provide CEUs.
3. 2015 Maryland AIRS (Alliance of Information and Referral) Conference – 9/17/15. HCMHA will provide CEUS and Wells is on a panel discussion regarding Crisis Services.
4. Ethics in Suicide Prevention – 10/21/15 in partnership with Howard Community College (HCC).
5. Family Transitions: Issues, Solutions and Policies Conference, 10/23/15. This conference has been developed by National Family Resiliency Center in partnership with the University of Baltimore Law School and other various partners. Wells will be on a panel discussion.

Health Fairs:

50+ Expo on October 16, 2015 at Wilde Lake High School from 9 a.m. to 4 p.m. HCMHA does depression screening as part of the health area and an additional table for staff in the room set aside for county agencies.

Case Management RFP:

HCMHA will need two representatives from the Board to review and score proposals.

Care First:

Dr. Goodwin proposed that HCMHA contact CareFirst to discuss “Patient Centered Medical Home” and transition from the hospital. He was informed that HCMHA doesn’t fund services for

individuals with private insurance. However, Wells would be glad to meet to discuss how to access Crisis Beds and to educate about the county-funded ED Follow-up Program.

d. Board Development Committee

A motion was made to reappoint Stephen Liggett-Creel and Helen Liu to a new term beginning January 1, 2016. The motion was seconded and unanimously approved.

A motion was made to appoint Jim Filipczak to the Board Development Committee. The motion was seconded and unanimously approved.

There is still a consumer vacancy on the Board.

Wells suggested that HCMHA staff members attend the Board meeting to brief the Board on their job responsibilities.

Comments from the Board:

Chris Collins announced upcoming Health Department trainings, including the Opioid Overdose Training Program. The Detention Center has received a grant for Vivatrol administration so the Health Department is trying to start a family Opioid Overdose Training Program at the Detention Center.

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

Reviewed and Approved by Board: _____
Signature Date