

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes February 2, 2016

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

BOARD MEMBERS ABSENT: Aziz, Schulmeyer

STAFF MEMBERS PRESENT: Choo Quan, Schaffer

1. GUESTS PRESENT: None

The meeting started at 6:05 p.m.

2. MOTION: A motion was made to approve the agenda for February 2, 2016. The motion was seconded and unanimously approved.

3. MOTION: A motion was made to approve the Board meeting minutes for January 5, 2016. The motion was seconded and unanimously approved.

4. ATTENDANCE REVIEW:

The following Board members were excused from the February 2, 2016 Board meeting: Aziz, Schulmeyer. A motion was made to approve the absent Board members. The motion was seconded and unanimously approved.

5. Executive Director's Report:

Rapid Access Pilot (RAP):

Community referrals to the urgent care psychiatric program began on 1/18/16. Grassroots' MCT is the single point of contact for community referrals. There was discussion about the process and current data on the pilot.

Mental Health Liaison at HCPD:

Genny LaPorte was hired on 1/11/16 to take over this position. For nine years Genny was our staff person imbedded in the Detention Center. She left for greener pastures three years ago but was interested in returning to work for HCMHA.

State Issues:

1) The Board packet contains the 2nd quarter monitoring letter from the state.

- 2) HCMHA has received an email from the state approving our Rollover Request for LAA dues (\$40,000) and Suicide PR Campaign (\$2,852).

Local Health Improvement Coalition (LHIC):

HCMHA co-chairs the Behavioral Health sub-committee with Roe Rodgers-Bonaccorsy.

- 1) LHIC is sponsoring a Community Forum on March 24, 2016 (see Save the Date Card). Please get the word out about this Forum.
- 2) Suicide Prevention is one of the targeted goals of this LHIC sub-committee. HCMHA plans to use Rollover Funds (\$2,852) to do a PR campaign in May, which is Mental Health Month, with community partners from this group (HD, NAMI, Grassroots).
- 3) NAMI MD’s latest newsletter was focused on the issue of suicide and a copy can be found in the Board packet.
- 4) With various community partners HCMHA wants to do a “big splash” in May
 - a) An all-day training on Suicide is scheduled for 5/16/16.
 - b) NAMI’s Mental Health Walk
 - c) NAMI’s launch of an Anti-Stigma campaign.
 - d) Mental Health First Aid training.

Horizon Grant/Crisis Beds:

WayStation is requesting a 5th crisis bed from the state that would be supported by the Horizon Foundation Grant. Priority for this 5th bed would be for non-MA individuals. Data collected with this grant would then be used to pursue additional funding from either the hospital or the county in FY18.

Legislative Session:

Board packet contains information regarding the Governor’s budget as relates to Behavioral Health and information from the statewide Behavioral Health Coalition. Wells pointed out some key points.

Wells passed out the Consumer Perception of Care Survey.

6. Financial Director’s Report:

| Expenses through 12/31/15 | Expenditure | Comments |
|----------------------------------|--------------------|------------------|
| Admin Budget | \$183,961 | |
| State General Funds | \$789,045 | |
| Federal Block Grants | \$347,268 | |
| Other Grants | \$662,584 | |
| County Grants | \$100,750 | MCT |
| | \$916 | HCPD |
| | \$17,500 | ED Follow Up |
| | \$9,333 | OOOHC |
| | \$4,540 | LAA |
| Horizon/Crisis Beds | \$27,293 | |
| Fee for Service | \$19,235,143 | FY 15 |
| | \$9,338,827 | 2nd quarter FY16 |

7. Standing Committee Reports

a. Executive Committee

Re-Location:

The lease at the old office ends on 1/31/16. The last of the furniture from Rachel's office was moved by the HCPD and will be used by the second daytime MCT serving the northern county. We had the office thoroughly cleaned this week and will do an official walk through on 2/1/16 with the leasing agent.

Indirect Costs:

Since we reviewed expected indirect costs (aka allocated costs) earned by HCMHA in FY16, we will receive an additional \$10,000 for FY16 from a new grant funded by BHA.

Executive Director Position:

A meeting was held with the County Executive on 1/6/16 to inform him of the upcoming change in leadership of HCMHA. He agreed that HCMHA's Board would interview candidates for this position and send the two top candidates to him to consider for the appointment as outlined in the County Code. HCMHA should indicate which of the two is considered the top candidate recommended by the HCMHA Board.

We have already paid for a contract with Career Builder through the Sun paper to advertise this position, so we should be able to keep the costs to advertise minimal. We will send the announcement to various email groups within the state and county as well. The advertisement was passed around for the Board to review.

A question was raised regarding out of state applicants. The committee discussed that while out of state candidates would not be disregarded, the agency was not willing to pay any travel expenses for the interviewing process. It was also expressed that an out of state applicant would not be familiar with the local public mental health system.

Develop Committee:

- 1) Chris will screen all applicants initially to assure they meet the basic educational requirements and experience.
- 2) Chris will forward those resumes that meet the criteria to the Executive Committee, Jim, Jack, and Michele who have volunteered for the Executive Director search. After reviewing resumes, each Board member will rank their top 5 candidates and give this information to Chris, who will do a spreadsheet for the Executive Committee.
- 3) Executive Committee will interview the top 4 or 5 candidates.

Timeline:

- 1) Job Description: Draft will be submitted to the Executive Committee for review and will be posted by 2/4/16 with resumes due by 2/19/16.
- 2) Chris will forward resumes to Evaluation Committee for review on 2/22/16.

- 3) Evaluation Committee comprised of Executive Committee and 3 additional Board members (Jim, Jack, Michele) will have until 3/4/16 to review and rank resumes and submit their top five candidates.
- 4) Interviews will be scheduled the week of 3/14 and 3/21. Chris will develop a doodle poll for the Executive Committee to establish dates for interviews. The Interview Committee will be the Executive Committee.
- 5) The 2 top candidates, ranked #1 and #2, will be presented to the Board at the meeting on April 5, 2016.

Follow-up to meeting: it was decided that the due date for resumes should be extended by two weeks. Eligible candidates will be sent to the search committee as they are received, allowing the committee to review and possibly set up interviews before the due date. It was also decided to request a cover letter with the application. Liggett-Creel suggested a questionnaire be considered for potential applicants as an additional filter. Monahan suggested that the committee meet to discuss potential candidates. Mouratidis requested that the resumes be posted on the website rather than sent via email. Any member of the search committee that has a conflict of interest should recuse themselves from the interview.

Develop Job Announcement.

Based on Executive Director's job description and committee input.

Board of Health Meeting:

This meeting was cancelled on 1/26 and the next meeting is scheduled for 2/23 at 6:00 p.m. Focus of this presentation will be the collaboration and integration between HCMHA and the Health Department.

Board Development Committee:

David Wasser is stepping down as Chair of the Development Committee. The Executive Committee would like to nominate Jim Filipczak to take over the Chair position. ***A motion was made to appoint Filipczak as Chair of the Board Development Committee. The motion was seconded and unanimously approved.***

b. Budget

1. Review Administration Expenses for December 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 and Federal grants:

Expenditures were reviewed and were within budget.

4. Reviewed bank reconciliations:

Bank reconciliations were reviewed and signed by Paez.

c. Health Care Policy and Planning Committee

No meeting in January.

d. Board Development Committee

There remains a vacant Consumer position on the Board.

Comments from the Board:

Schmidt shared that the CIT class visited the inpatient unit at HCGH.

A representative from Humanim is attending team meetings at HCGH.

Blackwell updated the Board on plans for the retirement party for Wells. The date will be Thursday, June 23rd at the Sheraton in Columbia. More details will be shared as they are finalized.

Rodgers-Bonaccorsy shared information about the next Overdose Response Trainings.

8: Board adjourned at 7:15 p.m. Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date