

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes June 7, 2016

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

BOARD MEMBERS ABSENT: Aziz, Foster

STAFF MEMBERS PRESENT: Choo Quan, Schaffer

1. GUESTS PRESENT: Debbie Meyer; NAMI

The meeting started at 6:21 p.m.

2. MOTION: A motion was made to approve the agenda for June 7, 2016. The motion was seconded and unanimously approved.

3. MOTION: Motions were made to approve the Board meeting minutes for April 5th and May 3rd, 2016. The motions were seconded and unanimously approved.

4. ATTENDANCE REVIEW:

The following Board members were excused from the June 7, 2016 Board meeting: Aziz and Foster. A motion was made to approve the absent Board members. The motion was seconded and unanimously approved.

5. Executive Director's Report:

LHIC Survey:

In April 2016, the Behavioral Health Sub-Committee of the Health Department's Local Health Improvement Coalition (LHIC) conducted a survey on 4/9/16 as part of a health fair at Columbia Mall. Copies of the survey and survey results can be found in the Board packet. In Question 18 regarding who "you would contact first to address a behavioral health issue" the overwhelming response was "Primary Care Physician". This committee will continue to develop ways to reach out and assist PCPs in addressing behavioral health needs.

HUD Letter:

The HUD grant is being decreased by \$14,508 during the next round of funding, which is a significant decrease that will only allow HCMHA to serve 9 rather than 10 individuals in this program. There was an issue with the Fair Market Rent (FMR) last fiscal year that lumped Columbia with the Baltimore metro region and letters were written to HUD regarding the impact this would have on our

jurisdiction. Fortunately, we have a vacancy in this program, so will be able to continue rental subsidies for the existing 9 units with the current funding amount.

Domestic Violence Fatality Team Report:

HCMHA has representation on this committee and therefore receives this report. Genny LaPorte, the Mental Health Liaison at the HCPD, represents HCMHA on this committee.

Presentation to County Council:

HCMHA presented before the County Council on 5/13/16 regarding funding approved by the County Executive in FY17 and also to give an update on the accomplishments from the Behavioral Health Task Force in FY16.

Case Management for Youth:

Case Management services for youth under the 1915i waiver are provided by Alliance. On May 17, HCMHA received a letter from Jeff Richardson and a letter from Alliance on 5/27 stating that Alliance will be merging with Mosaic Community Services effective 7/1/16 (see letters in Board packet).

Health Department's Outpatient SUD Clinic:

The Health Department will cease the operations of its SUD clinic on 12/31/16. The state BHA has issued a request for proposals for vendors to provide substance abuse treatment services in various jurisdictions, including Howard. Please see letter dated 5/9/16 in Board packet.

Rodgers-Bonaccorsy updated the Board on this topic. HCMHA is directly affected by this change as the SUD clinic has contracted with HCMHA to handle complaints and other systems management. In FY17 the contract will be through December 31, 2016 and as of January 1, 2017 Rodgers-Bonaccorsy, as LAA Director, will assume that role.

Behavioral Health Regulations (10.63.01-21):

The regulations that officially integrates mental health and addiction treatment providers has been officially approved by the Secretary of DHMH and will go into effect on 7/1/16. All providers who bill the public system will need to be accredited by a state approved national organization such as CARF, JCAHO by 1/1/18.

Consultant's Report:

In January 2016, the Health Officer hired a consultant to investigate how behavioral health integration is proceeding throughout the state. A copy of this report titled "Alternative Approaches to Structuring Behavioral Health Integration Across Maryland Jurisdictions" can be found in your Board packet.

6. Financial Director’s Report:

Expenses through 04/30/16	Expenditure	Comments
Admin Budget	\$325,359	
State General Funds	\$1,436,108	
Federal Block Grants	\$636,137	
Other Grants	\$1,297,450	
County Grants	\$335,000	MCT
	\$31,272	HCPD
	\$67,000	ED Follow Up
	\$37,332	OOOHC
	\$20,000	LAA
Horizon/Crisis Beds	\$79,860	
Fee for Service	\$19,274,638	FY 15
	\$11,622,275	3rd quarter FY16

7. Standing Committee Reports

a. Executive Committee: 4/19/16

Consultant’s Report:

A copy of the health department’s Consultant’s report was sent to Wells and Liggett-Creel today. This report is titled “Alternative Approaches to Structuring Behavioral Health Integration Across Maryland Jurisdictions”. A copy of this report can be found in the Board packet. The total report is 51 pages long, but the actual report comprises the first 13 pages. This report recommends the HCMHA be integrated into the health department. It was agreed that HCMHA should re-constitute the local BH Integration Committee with the HD.

ED Search:

Committee discussed the on-going search for an ED. It was agreed to use the next scheduled Board meeting time, Tuesday, May 3rd, to invite the three top candidates to present to both the HCMHA board and staff, as well as community stakeholders, who will have the opportunity to ask questions of each candidate. This meeting will start at 5:00 p.m. with each candidate allotted an hours’ time and asked to present for 15 minutes on “What is your vision for mental health services in Howard County and what are your strategies to achieve this?” Then board members and stakeholders will have the opportunity to question each candidate. Stakeholders will also be able to score each candidate. After the three presentations, which should last until 8:00 p.m., the Board will move into Executive Session for the next step in the selection process.

a. 1. Executive Committee: 5/17/16

MOU for Technical Assistance for ED:

Wells would like to do an official MOU with HCMHA in the amount of \$10,000 to provide consultation for the transition between Executive Directors. The rate would be \$80 per hour and would cover 125 hours. It was agreed that this would be an Action Item at the next meeting.

A motion was made to approve the development of an MOU in the amount of \$10,000 to provide consultation services at the rate of \$80 per hour for up to 125 hours. The motion was seconded and unanimously approved.

Health Department report:

The consultant report has been submitted to HCMHA and the HD's Advisory Board. HCMHA is not aware if this report has been sent to anyone else, such as the County Executive. It's unclear what the next step will be from the HD, but Wells recommends that the local BH Task Force be re-configured to discuss next steps. HCMHA may want to consider developing a paper stating its recommendations as well. Wells will draft a letter and send to the Executive Committee to review requesting the re-development of the local BH Integration Committee.

ED Search Follow-up:

Committee discussed the three candidates who presented to the board, staff and community stakeholders on 5/3/16. The main candidate's references were very good so the committee decided to forward only one name to the County Executive for consideration. Mouratidis and Seybolt will work on drafting a letter for the committee to review.

Liggett-Creel updated the Board that he received a message from the County Executive's office. Liggett-Creel will update the Board via email with any issues or concerns that the County Executive expresses once contact has been made.

b. Health Care Policy and Planning: 4/19/16

CM RFP:

The Proposal Review Committee met on 4/15/16 to review the three proposals received by the deadline and selected Humanim as the provider for Adult CM under COMAR 10.09.45. At the Board meeting on 4/5/16 it was agreed that the HCP&P Committee would be empowered to select the vendor and bring it to the Board meeting on 5/3/16 for official approval.

HUD Grant:

The FY 16 FMR (fair market rates) are still being negotiated with HUD so our grant that would start on 5/1/16 may be delayed. On 3/28/16 the county received notice that our award would be cut by \$15,612 since HUD is using the FMR for the Baltimore Metro area to determine our grant award. We currently have one vacancy in the program and will not fill it until we resolve this issue.

FY 17 County Budget Request:

The county budget was released on 4/18/16 and HCMHA will receive continued funding for MCT, the HCPD position and the ED Follow-up program at the same level as FY 16. The supplemental budget request (\$75,000) for a case management position within the court system was not funded. However, the Ombudsman position (\$100,000) listed in the BH Task Force Report was funded which would assist residents and providers in dealing with the private insurance industry. HCMHA goes before the County Council regarding the FY 17 budget on May 13, 2016.

New grant for FY 17:

BHA has asked HCMHA to manage a new grant in the amount of \$1.2 million in FY17. However, they offered only \$25,000 to be shared between the management fee and to hire a consultant to provide oversight management for this grant. HCMHA stated that we would need at a minimum 4%, which would be \$49,172, to take on this project and would use these funds to staff a position to do the monitoring rather than contract out to a consultant.

MH Month:

We have finalized the table tents that will be displayed in the mall food court tables in May, which is partnership with Grassroots, NAMI, the HD and LHIC. The Breakfast Kickoff is Monday, 5/2/16, with our local partner, NAMI.

b. 1 Health Care Policy & Planning: 5/17/16

HUD Grant- June 2016 to May 2017:

You may remember that there was an issue with the Fair Market Rent (FMR) last fiscal year that lumped Columbia with the Baltimore Metro region. Letters were written by the CE's office and HCMHA to the feds stating the impact this would have on rental services subsidized by this grant. HCMHA has received its new award letter, dated 4/5/16 that allows \$151,158 in funding to maintain 10 subsidized units here in the county for individuals who are homeless and mentally ill. This is a decrease of \$14,508 from the previous grant award. Therefore, HCMHA will only be able to support 9 subsidized units over the next funding period with these funds. Fortunately, we have a vacancy in this program since March 2016, so will be able to continue rental subsidies for the existing 9 units with the current funding amount.

Directory:

We are continuing to work with our IT consultant to make the online directory more able to be searched by key words. Hopefully, this project will be completed and ready to announce in a few weeks.

Health Department SUD Clinic:

The health department has officially announced that they will be closing the outpatient clinic for substance abuse treatment by 12/31/16. The state BHA has put out a proposal for interested providers to provide MA treatment services in various counties, including Howard, in the hopes of identifying providers.

Trainings:

The Post-vention Suicide Training on 5/16 went well. HCMHA will be recommending to BHA that this subject and speaker be considered for the Annual Suicide Prevention Conference in October.

The OOOMD Conference is scheduled for June 9 and 10, 2016. HCMHA will be sponsoring the consumer members of the board to attend this conference.

County Council Meeting:

Wells updated the committee on the FY 17 budget presentation before the council on 5/13/16. An update on the BH Task Force recommendations was given at the same time.

BH Regulations:

The regulations combining mental health and addiction services have finally been approved by DHMH and will go into effect on 7/1/16. These regulations require that all providers in the public system have national accreditation from an approved body by 1/1/18.

c. Budget 4/19/16

1. Review Administration Expenses for March 2016:

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.

5. DHMH Audit Update:

A check in the amount of \$1,167 was sent on 2/5/16 without the required second signature due to the urgency of the request to prevent an eviction. Committee reviewed and approved this check.

6. DHMH Audit FY08-14:

Discussed ongoing audit for FY08-14. Several forms being requested are not able to be accessed as they are located on Rachel's computer that experienced a "Ransomware" attack in January 2015. It was agreed that Wells will send a letter to the DHMH auditor stating why these forms are not available.

c. 1 Budget 5/17/16

1. Review Administration Expenses for April 2016:

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.

5. DHMH Sub-Vendor Audit:

Wells stated that CSAs are being cited by DHMH auditors for not having state funds listed on a separate schedule on sub-vendor audits. So we anticipate that HCMHA will be cited as well. While this requirement can be found in the MOU with the state, CSAs routinely give copies of sub-vendor's audits to BHA's CSA Liaison during monitoring visits when the grant selected for review exceeds \$100,000. However, the CSA Liaison from BHA has never commented on this issue to any CSA during monitoring visits. The penalty is \$2,000 per audit. Wells is suggesting that MACSA, the statewide organization of CSAs/LAAs, take a position that CSAs not be held accountable to this issue prior to FY17 since BHA's monitor has never cited anyone for it. HCMHA will include this in both the new contracts as well as a cover letter to sub vendors for FY17.

d. Board Development

Ballots for the FY17 Executive Committee were distributed to voting members. Filipczak announced that the FY17 Executive Committee will be:

- President: Stephen Liggett-Creel
- Vice President: Jack Monahan
- Secretary: Thomas Schmidt
- Treasurer: Ralph Paez
- At Large: Diana Seybolt

Filipczak stated that a consumer was interviewed for the vacant consumer position. The Board Development Committee will discuss and make a decision before the August Board meeting.

Comments from the Board:

Blackwell reminded the Board to purchase a ticket to the retirement party if not already done so.

8: Board adjourned at 7:20 p.m. and entered into Executive Session. Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____ Signature _____ Date