

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes March 7, 2017

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

BOARD MEMBERS ABSENT: Aziz, Goodwin, Wasser.

STAFF MEMBERS PRESENT: Choo Quan, Schaffer

1. **GUESTS PRESENT:** Debbie Meyer, Paul Clavelle, Terrye Mowatt

The meeting started at 6:01 p.m.

2. **MOTION:** A motion was made to approve the March 7, 2017 agenda. The motion was seconded and unanimously approved.

3. **MOTION:** A motion was made to approve the Board meeting minutes for February 7, 2017. The motion was seconded and unanimously approved.

4. **ATTENDANCE REVIEW:**

The following Board members were excused from the March 7, 2017 Board meeting: Aziz, Goodwin, and Wasser. A motion was made to approve the attendance list. The motion was seconded and unanimously approved.

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

Needs Assessment and Strategic Plan for FY 18-22:

Key Informant Interview and Focus Group Surveys are due March 15th. Data Dashboard has been updated to include Substance Use information. At today's Board Meeting, we need to plan for our April 4th Retreat for the Strategic Plan. The Needs Assessment Information will be sent out to you in advance of the April 4th meeting for review. Also, we need to decide if we will invite Stakeholders to the retreat and if so, who will be invited as we will be voting on results, needs, and strategies during the retreat.

After a lengthy discussion, it was decided that the Strategic Plan will be brought to the HCP&P committee meeting for preliminary review. A suggestion was made to get feedback from the Stakeholders by sending out a draft, rather than inviting them to the meeting. Morey pointed out that input has been achieved through the Focus Group and Stakeholders surveys. Also, the group decided that the 4/4 Meeting will be referred to as a Strategic Planning Meeting and a Board Retreat will be scheduled for a future date.

Behavioral Health Learning Collaborative:

The Behavioral Health Learning Collaborative has 12 registrants and will begin on March 22nd. Also, at the next Quarterly Providers Meeting, an invitation for a second cohort to attend accreditation forums will be announced. It is important to provide every opportunity for providers to participate to improve total capacity of providers after January 1, 2018.

Private Insurance Consultant:

Dr. Terrye Mowatt is our invited guest this evening to be introduced to the Board and give us an overview of the Private Insurance Initiative to date.

Dr. Mowatt introduced herself and answered questions from the Board. Dr. Clavelle suggested contacting Grassroots, who has just completed a telephone survey of 73 providers (67 psychiatrists and 6 nurse practitioners).

Legislative Update:

The Mental Health Association’s latest legislative update is attached for your review.

6. Financial Director’s Report:

Expenses through 1/31/17	Expenditure	Comments
Admin Budget	\$198,052	
State General Funds	\$1,027,848	
Federal Block Grants	\$388,198	
Other Grants	\$945,551	
County Grants	\$310,227	MCT
	\$5,134	HCPD
	\$47,917	ED Follow Up
	\$30,000	OOOHC
	\$0	LAA
Horizon/Crisis Beds	\$150,000	
Private Insurance Consultant	\$13,750	
Fee for Service	\$23,357,509	FY 16
	\$12,573,319	3rd quarter FY17

7. Standing Committee Reports

a. Executive Committee:

Budget Review:

Rachel discussed HCMHA Profit and Loss Statements of Budget Vs Actuals for January 2017. The FY 18 County and State Budgets were discussed. Madeline shared that the County has reinstated TRACK Howard which is a data monitoring system that will accompany our County Budget Submission each year. The administrative fee income that HCMHA receives from BHA was

discussed. Plan to discuss how administrative fee income dollars will be spent prior to end of fiscal year was requested for next Full Board Meeting to discuss and take action upon for March 2017.

Insurance Agreement with Howard County and Related Personnel Policy Language Change:

Madeline was asked to sign a compliance verification and continuity verification related to the existing Insurance Agreement for the HCMHA. This verification is requested on an annual basis in January. Madeline noted that the Agreement stated that the HCMHA would receive benefits equal to Howard County employees. Rachel drew up a cost estimation related to bringing our organization into compliance with this contractual obligation. Madeline shared the accompanying language change to our Personnel Policy as well. Both the Policy Change and Cost Estimate will be presented to the Full Board in March 2017 for decision.

Choo Quan reviewed the cost analysis of the proposed changes in the insurance agreement. After a lengthy discussion it was decided to change the employee benefit language in the Personnel Policy Manual, effective 3/7/17, to read “*HCMHA provides health insurance coverage equal to Howard County Government employees to full-time HCMHA staff per Health Insurance Agreement with Howard County Government*”, thus including a 90/10 split and inclusion of eligible dependents.

A motion was made to change the language in the Personnel Policy Manual as stated above, the motion was seconded and unanimously approved.

Title Change:

Ms. Morey brought up a recommendation for a title change for the HCMHA Executive Director to CEO. She was asked to bring a bulleted explanation to Full Board Meeting in March 2017 for decision.

After much discussion, ***a motion was made to allow the Executive Director title to also use Chief Executive Officer or CEO. The motion was seconded and unanimously approved.***

Personnel:

A confidential request related to secondary employment was discussed. The Executive Committee requested guidance from the County Ethics Board who responded that they do not make decisions regarding secondary employment. The Executive Committee will review further and make a decision.

b. Health Care Policy and Planning:

Howard County MHA Needs Assessment and Strategic Plan:

Subcommittee discussed progress on conducting Key Informant Interviews and Focus Group Surveys. Some discussion on progress on Data Dashboard. Madeline discussed that we need to do some planning and discussion of invitations for the 4/4/17 Retreat where we will discuss our Results, Needs and Strategies for FY 18-22. It was discussed that we should decide which Stakeholders will be invited as we will be voting on several matters related to the Strategic Plan.

c. Budget:

1. Review Administration Expenses for January 2017:

\$8,500 over budget due to medical insurance payment in January but budgeted in December 2016.

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.

5. DHMH Audit Update:

DHMH allowed \$347,278 and HCMHA paid DHMH \$48,085. This concluded the audit for FY08-FY14.

There will be approximately \$30,000 unspent funds at the end of FY17. Proposals to use unspent funds included the medical/dental insurance (which was agreed upon earlier in the meeting), salary increases of 2%, 3%, 4%, and 5% and new software and IT services. It was suggested that Administrative Consultants and joining certain key professional organizations be added as a possible categories. It was decided to use the Budget Committee meeting on 3/21/17 to discuss further.

A motion was made to table the Action Item to Approve the FY17 Budget Modification, thus changing the agenda. The motion was seconded and unanimously approved.

d. Board Development Committee:

The BDC interviewed two candidates referred by the County Executive's office.

A motion was made to approve Beth Bracaglia to fill a Consumer position. The motion was seconded and unanimously approved.

A motion was made to approve Dr. Anne Markus to fill an At Large position. The motion was seconded and unanimously approved.

Four reappointments and two appointments are still pending with the County. The Board raised concerns that Family Members and Consumers will not be adequately represented on the Board going forward.

Comments from the Board:

The Executive Committee will discuss the review process of the Executive Director, which will be in June, 2017. All Board members were invited to the meeting.

8: Board adjourned at 8:12 p.m.

Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date