

# HOWARD COUNTY MENTAL HEALTH AUTHORITY

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## Board Meeting Minutes May 2, 2017

**BOARD MEMBERS PRESENT:** Aziz, Brown, Demidenko, Filipeczak, Foster, Goodwin, Hull, Liggett-Creel, Liu, Monahan, Morey, Paez, Rodgers-Bonaccorsy, Schmidt, and Schulmeyer.

**BOARD MEMBERS ABSENT:** Spainbey, and Wasser.

**STAFF MEMBERS PRESENT:** Choo Quan

**1. GUESTS PRESENT:** Debbie Meyer, NAMI

The meeting started at 6:05 p.m.

**2. MOTION:** The Action Item under Executive Committee: Approve Final Draft of FY18-22 Strategic Plan was moved to HCP&P Committee. A motion was made to approve the May 2, 2017 agenda as amended. The motion was seconded and unanimously approved.

**3. MOTION:** Filipczak requested that the comment regarding a potential Board member be removed from the minutes. A motion was made to approve the Board meeting minutes for April 4, 2017 as amended. The motion was seconded and unanimously approved.

**4. ATTENDANCE REVIEW:**

The following Board members were excused from the May 2, 2017 Board meeting: Seybolt, Mouratidis, 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:***

Final Draft was reviewed at the April 2017 Executive Committee meeting. The Final Draft was sent out on April 25<sup>th</sup> to HCMHA Board Members, HCMHA Staff, Providers, and Other Community Stakeholders for input prior to approval by Board of Directors on May 2<sup>nd</sup>. Community Stakeholders will be invited to the May 2<sup>nd</sup> meeting for public comment.

Morey shared the feedback and suggested amendments with the Board and the System of Care and Continuum of Care sections of the Strategic Plan was discussed in detail.

***Private Insurance Project Update:***

Dr. Mowatt and Ms. Shereen Cabrera-Bentley of the LAA have interviewed several Psychiatrists. A breakfast and lunch are planned for the week of May 8<sup>th</sup> to entice additional participation in the interviews. All three of us met with the Maryland Insurance Administration to seek ideas on

improving access and parity for individuals seeking behavioral health services. We also had a meeting on May 1<sup>st</sup> with Private Insurance Companies to seek their input to our Private Insurance Plan. Our plan is to analyze the information we have collected and create a Private Insurance plan by the end of June 2017.

***HCMHA New Positions:***

HCMHA is hiring five new employees and making a conversion of another. First, we are hiring a Psychogeriatric Coordinator to replace Marsha Ansel who is retiring in June 2017. Two Regional Older Adult PASSR Positions (for Central and Southern MD) are being recruited. BHA also asked that we hire two Brain Injury Case Managers on their behalf. Interviews are underway for these positions.

In addition, we were asked to make a change in one position that we hired on behalf of BHA and that was that our Healthy Transition Coordinator was moved into the MD CHES position. MD CHES is a Homeless Prevention/Outreach effort combined with a Permanent Housing program. The Behavioral Health Administration may have us hire the Healthy Transitions replacement but that decision is on hold until they hire the Unit Supervisor for Healthy Transitions at the Central Office.

***C& A Case Management RFP Release***

The C & A Case Management RFP has been released. We had a Pre-Bid Conference with potential bidders on April 27<sup>th</sup>. Final Bids are due on May 15<sup>th</sup> and the plan is to implement the Service on or about June 1<sup>st</sup>.

***General Assembly Session:***

Please see attached the Mental Health Association of Maryland’s 2017 End of Session Wrap Up.

**6. Financial Director’s Report**

<b>Expenses through 3/31/17</b>	<b>Expenditure</b>	<b>Comments</b>
Admin Budget	\$264,987	
State General Funds	\$1,176,507	
Federal Block Grants	\$573,124	
Other Grants	\$1,263,028	
County Grants	\$310,227	MCT
	\$7,039	HCPD
	\$47,917	ED Follow Up
	\$39,332	OOOHC
	\$4,536	LAA
Horizon/Crisis Beds	\$150,000	
Private Insurance Consultant	\$14,425	
Fee for Service	\$23,344,201	FY 16
	\$17,066,249	3rd quarter FY17

## **7. Standing Committee Reports**

### **a. Executive Committee:**

#### ***Integration Workgroup:***

First two meetings consisted of some information on County's plan on how process of integration will be voted upon and discussion of form and function of existing Core Service Agency and Local Addictions Agency. The hybrid model of a public/private partnership was discussed by Executive Board and plan is to suggest further exploration of this option at next meeting.

Morey explained in detail her options and DeLorenzo's options for integration and the pros and cons of each. A lengthy discussion followed and several Board members raised concerns. The Board voted to present Morey's Option 4 as an additional option at the workgroup meeting tomorrow evening.

#### ***Board Retreat:***

It was determined that the dates that have been offered in June will not work for the majority of Board Members so the retreat will be postponed until the Fall. Chris Schaffer will be sending out some additional dates for board member to consider.

#### ***Telecommuting Policy:***

A request from the Behavioral Health Administration to consider changing our telecommuting policy to accommodate a joint employee was discussed. It was decided that we would not change our telecommuting policy due to concerns related to our risk management policy with the County.

### **b. Health Care Policy and Planning:**

#### ***Strategic Plan:***

Final Draft was reviewed along with the FY 18-22 Strategic Plan Charts with some revisions discussed including the addition of a timeline. It was discussed that the Final Draft would be sent out on April 25<sup>th</sup> to HCMHA Board Members, HCMHA Staff, Providers, and Other Community Stakeholders for input prior to approval by Board of Directors on May 2<sup>nd</sup>. Community Stakeholders will be invited to the May 2<sup>nd</sup> meeting for public comment.

***A motion was made to approve the final draft of the FY18-22 Strategic Plan. The motion was seconded and unanimously approved.***

### **c. Budget:**

#### **1. *1. Review Administration Expenses for March 2017:***

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. FY17 Unspent Funds – Approximately \$30,000:**

Plan to discuss how administrative fee income dollars will be spent prior to end of fiscal year. Rachel wrote up an updated plan to spend the fee income prior to the end of the fiscal year after further revisions were requested at last month's full board meeting. Final version will be presented at May 2nd Board of Directors meeting.

<b><u>Approx. total unspent</u></b>	30,000
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<b><u>Medical Insurance - (90/10 split)</u></b>	(9,333)
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HCMHA will pay 90%/employee (dependents) will pay 10%,

<b><u>LT's Salary (Grants manager/Foreign Born Coordinator)</u></b>	(14,500)
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Every year HCMHA has to stop accepting new clients and reduce the # of services to existing clients due to lack of funds. Shifting funds from the grant to the administrative budget will allow us to have enough funds to serve consumers without any interruption

<b><u>Staff Training/Directories</u></b>	(2,667)
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Training for staff/board. Print copies of HCMHA's Directory of Services.

<b><u>Social Media Consultant</u></b>	(3,500)
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Develop a plan for HCMHA to use social media

<b>Balance total</b>	<hr/> <hr/> 0
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***A motion was made to approve FY17 Unspent Funds as listed above. The motion was seconded and unanimously approved.***

**d. Board Development:**

An election will be held at the June Board meeting for the FY18 Executive Committee.

**Comments from the Board:**

Rodgers-Bonaccorsy shared fliers on the Opioid Misuse Prevention Program and the PD&P Prescription Drug Monitoring Program.

Hull shared that there will be an older adult mental health training for Humanim and WayStation staff in early June.

8: Board adjourned at 8:05 p.m.

Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: \_\_\_\_\_  
Signature Date