

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes September 5, 2017

BOARD MEMBERS PRESENT: Brown, Demidenko, Filipczak, Foster, Liu, Monahan, Mouratidis, Paez, Rodgers-Bonaccorsy, Schmidt, Schulmeyer, and Seybolt.

BOARD MEMBERS ABSENT: Aziz, Goodwin, Hull, Liggett-Creel

STAFF MEMBERS PRESENT: Choo Quan, Schaffer

1. **GUESTS PRESENT:** Debbie Meyer, Mike-Wayne Stafford, Petula Phillander

The meeting started at 6:01 p.m.

2. **MOTION:** A motion was made to approve the September 5, 2017 agenda. The motion was seconded and unanimously approved.

3. **MOTION:** A motion was made to approve the Board meeting minutes for August 1, 2017 as amended. The motion was seconded and unanimously approved.

4. **ATTENDANCE REVIEW:**

The following Board members were excused from the September 5, 2017 Board meeting: Aziz, Goodwin, Hull, Liggett-Creel. A motion was made to approve the attendance list. The motion was seconded and unanimously approved.

5. **Staff Presentation:**

Petula Phillander, Older Adult Behavioral Health PASRR Specialist, gave a brief overview of the PASRR program and answered questions from the Board.

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

Crisis Funds:

BHA has requested a brief proposal on how to use crisis funds. The proposal should be a joint one from the CSA and LAA together, or from the LBHA, and includes details on staffing, location, budget, etc. for walk-in treatment and mobile crisis. Donna Wells is the BHA's consultant on this and will be preparing a report for the legislature. I met with the Health Dept., Grassroots and the Police to make a "wish list". The Health Dept. will be submitting the document on Howard County's behalf.

Staff Issue:

A Brain Injury case manager will be leaving effective immediately.

Consumer Issue:

HCMHA, Grassroots, HC Police Dept. and the Health Dept. have been involved with a consumer who is living in her car parked in the parking lot at the back of the Health Dept. for the past 2 weeks. Grassroots could not EP her since she hasn't displayed any behavior that's deemed harmful to herself and/or others. Unless her behavior changes, there's nothing else HCMHA can do.

7. Financial Director's Report:

Expenses through 6/30/17	Expenditure	Comments
Admin Budget	\$413,805	
State General Funds	\$1,706,832	
Federal Block Grants	\$710,235	
Other Grants	\$1,910,470	
County Grants	\$420,000	MCT
	\$50,000	HCPD
	\$75,000	ED Follow Up
	\$60,000	OOOHC
	\$10,000	LAA
Horizon/Crisis Beds	\$150,000	
Private Insurance Consultant	\$29,792	
Fee for Service	\$23,375,319	FY 16
	\$24,362,715	4th quarter FY17

8. Report on Closed Meeting following August 1, 2017 Board Meeting:

A motion was made by Monahan to close the meeting at 7:55 p.m., the motion was seconded by Liggett-Creel. All members were in favor of entering a closed session, none were opposed. The meeting was closed under General Provisions Art. 3-305(b) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals". The topic discussed was possible change of employment status of an employee. A vote was taken and recorded.

9. Standing Committee Reports:

a. Executive:

The above topic was discussed at the committee meeting.

b. Budget:

1. Review Administration Expenses for June 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. Signature on Checks:

Rachel asked if she would be able to sign checks in the absence of an Executive Director. Committee advised her to contact HCF&L for guidance.

6. FY17 DHMH 440s:

Rachel reviewed the FY17 Unspent Funds (DHMH 440s) with the Board. *A motion was made to approve the DHMH 440, the motion was seconded and unanimously approved.*

c. Health Care Policy and Planning:

Office Space for PASRR Specialist:

The contract for the PASRR Specialist required the person covering Southern Maryland to work out of the State's southern MD office in Waldorf; however, the State had no supplies, computer or work to be completed upon hire. The employee has been driving from Baltimore (where she lives) to Waldorf daily. We were asked if we could house her. Committee agreed that we had the space and she could stay in our office until her work required her to work in the southern part of the State.

Social Outreach Project:

Discussion around Social Outreach Project that was started prior to integration. Determination was made to have Contractor stop work; pay him for work completed to date; and then plan to utilize the HC Health Department Media Resources post integration.

Brain Injury Case Manager:

One of the Brain Injury Case Managers will be leaving the position. Rachel will sit in on that meeting since the funding comes from the State through us.

Additional Staff Duties:

Rachel inquired if a staff member could be compensated for additional duties that would occur in supporting Rachel in the Financial Director role. The Committee agreed that if the job description changed and the work required higher level skills that the employee's pay should be reviewed, however she would not qualify for a pay increase for an increased workload with no higher level of skills.

Timesheets:

Rachel was having trouble getting timesheets from an individual whom she had warned previously that she would not get paycheck if she did not provide a timesheet on a timely basis. The Board said that Rachel should set a firm date for timesheet submission and provide her with a formal warning that if she does not meet the deadline that she will not get a check. We then authorized Rachel to follow through and withhold her paycheck until the next paycheck cycle (since we utilize ADP) for this function we have no other way to provide a check more quickly.

d. Board Development:

Nothing to report.

10: Comments from the Board:

The Opioid Forum was held on August 24th at HCC and went very well. The Overdose Awareness Day Candlelight Vigil was held on August 31st.

The Bureau of Behavioral Health will have resources at Back to School Nights at the schools with a high overdose rate.

Two new outpatient mental health clinics have opened close to the hospital, Community Behavioral Health and Fresh Start. Johns Hopkins School of Medicine is opening a outpatient service in the Wellness Center.

The Consumer Quality Team visited OOOHC last week and interviewed four members.

11. A motion was made to close the session. The motion was seconded and unanimously approved.

12: Board adjourned at 6:46 p.m.

13: The Board entered into a Closed Session for Voting Members to discuss personnel funding.

Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date