

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes February 6, 2018

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

BOARD MEMBERS ABSENT: Aziz, Goodwin, Monahan, Rodgers-Bonaccorsy, and Schulmeyer

STAFF MEMBERS PRESENT: Choo Quan, Schaffer

1. GUESTS PRESENT: Jessica Wehle (NAMI-HC), Chris Collins (representing Rodgers-Bonaccorsy).

The meeting started at 6:03 p.m.

2. MOTION: A motion was made to approve the February 6, 2018 agenda. The motion was seconded and unanimously approved.

3. MOTION: A motion was made to approve the Board meeting minutes for December 5, 2017. The motion was seconded and unanimously approved.

4. ATTENDANCE REVIEW:

The following Board members were excused from the February 6, 2018 Board meeting: Goodwin, Monahan, Rodgers-Bonaccorsy, and Schulmeyer. A motion was made to approve the attendance list. The motion was seconded and unanimously approved.

5. Executive Director's Report:

MDH's auditors have started an audit of FY15-FY17. They started 1/30/18 and should be here for 2-3 weeks. The audit is going well so far.

HCMHA hired a new employee for the Brain Injury Case Manager position. Jessica Sanders will start on 2/7/18 and will work closely with BHA staff for training and field work but will work out of HCMHA's location.

HCMHA isn't responsible for submitting a FY19 annual plan to BHA but the HCHD/Bureau of Behavioral Health will submit a plan that includes both SUD and MH. Donna Wells worked on the mental health section and I did the mental health budget worksheets of the annual plan which will be included in the HCHD/Bureau of BH's plan.

6. Financial Director's Report:

| Expenses through 12/31/17 | Expenditure | Comments |
|--|--------------------|--------------------------------------|
| Admin Budget | \$169,967 | |
| State General Funds | \$765,284 | |
| Federal Block Grants | \$342,467 | |
| Other Grants | \$893,512 | |
| County Grants | \$210,000 | MCT |
| | \$6,935 | HCPD |
| | \$35,000 | ED Follow Up |
| | \$28,000 | OOOHC |
| Private Insurance Consultant | \$13,043 | Carry over from FY17 |
| Access to Services for Cooccurring Physical Health | \$0 | To Grassroots to update phone system |
| Fee for Service | \$24,157,859 | FY 17 |
| Fee for Service | | 1 st Quarter FY18 |

7. Standing Committee Reports:

a. Executive Committee:

Integration Issues:

Choo Quan raised the issue of the Health Officer deploying HCMHA staff outside HCMHA prior to 7/1/18. After much discussion it was agreed that HCMHA would not have any staff available for deployment outside HCMHA's offices as staffing is limited as is with RCQ functioning as ED and FD, an imminent audit for FY15,16 and 17 underway, and the ongoing issue of integration.

Committee reviewed both federal and state funded grants and discussed which grants would continue in FY 19. There were some concerns raised regarding how responsive the county/HD can be when Consumer Support Services grant funds are needed in a crisis situation, such as an eviction.

This led to a discussion regarding how to reach out and survey individuals to see what, if any, impact the systems change has had on them. Most individuals served in the system receive only one service, outpatient treatment, and would probably not notice the systems change. However, the OMS data would be able to address some of the concerns regarding hearing directly from consumers regarding their quality of life.

Close Out of HCMHA:

Committee was updated regarding the issues related to the official closure of the office. The state has arranged to do the FY 18 audit, the last official audit for HCMHA, once the fiscal year books are closed. Therefore, the regular integration meetings need to address this issue and officially acknowledge that RCQ needs to be available to complete this task.

Other items discussed regarding the upcoming close-out of HCMHA were:

- Pay all bills at the end of June
- Conduct an independent audit
- Submit 440's
- 401K: every employee will decide individually how they wish to proceed with their 401K.

There was a lengthy discussion on how to spend the original startup funds of approximately \$70,000 at the end of FY18. Some suggestions were:

- A one-time gift to NAMI and OOOHC
- A local foundation that can continue to award small grants
- Fund initiatives as identified in the FY18-22 Strategic Plan (i.e. school-based mental health services)
- Workforce development for entry level personnel working with individuals with mental health issues
- Health Fair for the homeless or disadvantaged
- Respite for family caregivers
- Partner with University of Maryland School of Integrative Medicine to provide yoga and acupuncture.

It was decided to have the Budget Committee develop a plan to present for approval at the April Board meeting.

LBHA Advisory Board:

Nominations are being accepted to serve on the new Local Behavioral Health Advisory Board. The following Board composition was agreed upon:

6 Family Members, 3 representing mental health and 3 representing SUD
6 Consumers, 3 representing mental health and 3 representing SUD
2 Professional/Provider/Advocacy, 1 representing mental health and 1 representing SUD
2 At Large, 1 representing mental health and 1 representing SUD
Ex Officio: HCPSS, DSS, DCRS-Aging, HCPD, Judge, States Attorney, Corrections, Public Defender.

Anyone interested in serving on the Board should contact Filipczak by the next Board meeting. Paez will talk to DeLorenzo regarding the process for the Ex Officio members.

Paetz reported that the Health Department has submitted a budget to the County that includes funding for MHA staff salary supplements. MHA staff will be informed when the new positions are posted.

b. Budget:

1. *Review Administration Expenses for December 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. *FY19 Budget:*

FY19 Budget will be completed by the Health Department.

c. Health Care Policy and Planning:

FY 19 Plan:

Committee discussed HCMHA's role in the development of the FY 19 Behavioral Health Plan being submitted by the Health Department to the state. Wells has been retained as a consultant to assist HCMHA staff regarding the FY 19 Plan. Wells will review the current draft and assist in adding information or clarification regarding MH services, review the current data for FY 18 and provide an analysis based on data from previous years, and review and update the MH All Hazard's Plan prior to 6/30/18.

d. Board Development:

Nothing to report.

8: Comments from the Board:

Chris Collins thanked HCMHA (on behalf of Roe) for putting together the FY19 Plan.

Foster raised concerns about the high turnover of staff at Humanim. He also spoke about the Executive Director position at OOOHC and expressed concern should a change of leadership occur.

At the request of the County Attorney, Paez asked all Board members to retain, or pass on to him for retention, any documentation that they had during the period of time when Madeline Morey was relieved of her duties as the Executive Director.

9: Board adjourned at 7:40 p.m.

Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date