

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes March 6, 2018

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

BOARD MEMBERS ABSENT: Aziz, Goodwin, Schmidt

STAFF MEMBERS PRESENT: Choo Quan, Schaffer

1. GUESTS PRESENT: Cindy Johnson, SAO

The meeting started at 6:04 p.m.

2. MOTION: The March 6, 2018 agenda was amended to include an update from the Board Development Committee. A motion was made to approve the agenda as amended. The motion was seconded and unanimously approved.

3. MOTION: A motion was made to approve the Board meeting minutes for February 6, 2018. The motion was seconded and unanimously approved.

4. ATTENDANCE REVIEW:

The following Board member was excused from the March 6, 2018 Board meeting: Goodwin. A motion was made to approve the attendance list. The motion was seconded and unanimously approved.

5. Executive Director's Report:

HCMHA staff has created a Google Doc to have a central location that each staff member can document tasks for closedown of HCMHA that are relevant to their position.

6. Financial Director's Report:

Expenses through 1/31/18	Expenditure	Comments
Admin Budget	\$200,908	
State General Funds	\$917,499	
Federal Block Grants	\$352,801	
Other Grants	\$1,286,550	
County Grants	\$300,681	MCT
	\$9,278	HCPD
	\$46,668	ED Follow Up
	\$37,332	OOOHC
Private Insurance Consultant	\$14,650	Carry over from FY17
Access to Services for Cooccurring Physical Health	\$0	To Grassroots to update phone system

John Newman from BHA has requested HCMHA accrue funds to pay bills after July 1, 2018. HCMHA cannot officially close until the DHMH and independent audits have been completed, which is estimated to be by 9/30/18. There was a lengthy discussion on the logistics of conducting the fiscal management of HCMHA during July, August and September 2018. Several Board members raised concerns about the lack of guidance and support from the state.

Questions and concerns were also raised about the legislation being terminated on 6/30/18 even though HCMHA will continue to operate. Paez shared that Carl De Lorenzo is seeking guidance from the county attorney regarding this issue.

Carl De Lorenzo presented a summary of the Behavioral Health Integration Meetings to the County Council on March 5, 2018. Paez invited Board members to attend the next County Council meeting on March 19th, 2018.

7. Standing Committee Reports:

a. Budget:

1. *Review Administration Expenses for January 2018:*

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. *DHMH Audit:*

The FY15, FY16, and FY17 audit was completed on 2/16/18 and the exit conference was on 2/20/18. The draft audit report is expected within the next two weeks.

5. *Unspent FY18 Funds:*

There was discussion on how to spend \$70,000 of original start-up funds and the remaining indirect costs funds at the end of FY18. The recommendation was to use the \$70,000 as a one-time contribution to NAMI HC and OOOHC, with the stipulation that the funds be spent on services. A portion of the unspent indirect funds will be used to close the HCMHA including employee payouts, outside auditors, etc. and a severance package for HCMHA employees who by no choice of their own will be required to leave their positions at HCMHA, incur loss of leave, seniority, etc.

Follow-up at Board Meeting:

At the Board meeting there was discussion regarding other options, including an open proposal being sent out to agencies that have an existing relationship with HCMHA. After much discussion, an unofficial vote was taken to determine if a proposal should be sent out or if two agencies should be identified to receive a one-time gift. The majority of the Board was in favor of awarding a one-time gift, however, an official vote will be taken at the April Board meeting. Should the decision be to request proposals from selected agencies, a committee will be formed to review the proposals. Liggett-Creel, Mouratidis, Brown, Foster, and Hull volunteered to sit on the committee.

There was further discussion on how leftover administrative funds will be spent, in particular a severance package for HCMHA staff.

BHA has requested an estimate of leftover funds by March 31st. Choo Quan will have the year-end projection of admin funds at the Budget Committee meeting on March 20th.

b. *Health Care Policy and Planning:*

There was no meeting in February.

c. *Board Development:*

Filipczak handed out a list of Joint Mental Health and Substance Use Advisory Board Responses and highlighted those who are willing to serve on the new LBHAB Board. Liggett-Creel, Seybolt, Paez, and Monahan will continue as HCMHA Board members until the closeout is complete on 9/30/18.

8: Comments from the Board:

Paez requested that there be another integration meeting. Roe will follow up.

Hull shared that staff from HCMHA and Office on Aging will be conducting anxiety screenings at the 50+ center.

9: Board adjourned at 7:49 p.m.

Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date