

HOWARD COUNTY MENTAL HEALTH AUTHORITY

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Board Meeting Minutes April 3, 2018

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

BOARD MEMBERS ABSENT: Aziz, Mouratidis, Rodgers-Bonaccorsy, Schulmeyer, Schmidt

STAFF MEMBERS PRESENT: Choo Quan

1. GUESTS PRESENT: Chris Collins, HCHD, Debbie Meyer, NAMI-HC

The meeting started at 6:06 p.m.

2. MOTION: A motion was made to approve the agenda for April 3, 2018. The motion was seconded and unanimously approved.

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

4. ATTENDANCE REVIEW:

The following Board members were excused from the April 3, 2018 Board meeting: Aziz, Mouratidis, Rodgers-Bonaccorsy, Schulmeyer. A motion was made to approve the attendance list. The motion was seconded and unanimously approved.

5. Executive Director's Report:

There was no Executive Director's report.

6. Financial Director's Report:

Expenses through 2/28/18	Expenditure	Comments
Admin Budget	\$223,782	
State General Funds	\$1,088,483	
Federal Block Grants	\$456,624	
Other Grants	\$1,239,900	
County Grants	\$300,681	MCT
	\$9,278	HCPD
	\$58,335	ED Follow Up

	\$46,665	OOOHC
Private Insurance Consultant	\$15,062	Carry over from FY17
Access to Services for Cooccurring Physical Health	\$0	To Grassroots to update phone system

7. Standing Committee Reports:

a. Budget and Executive Combined:

1. *Review Administration Expenses for February 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. Based on projections, the Foreign-Born grant will have a significant deficit, therefore a reduction in services began in March.

4. *Closeout Activities:*

John Newman from BHA provided guidance on activities that will need to take place after 7/1/18, for example, DHMH 440s, audits, payouts, etc. The Board will cease to exist on June 30, 2018, however, four members of the Board will continue to conduct financial management until the closeout is complete". A staff member will need to be available to manage the audits and the closing of the books. There was discussion regarding the logistics of a staff member conducting HCMHA duties whilst being a Health Department employee.

5. *Retained Earnings (Excess Fund Distribution):*

John Newman informed the Board that any decisions made regarding the distribution of excess funds need to be approved by BHA. Additionally, he strongly advised against committing any dollar amounts regarding the distribution of excess funds until the closeout is complete. Therefore, sending out open proposals to organizations identified to receive a one-time gift, as discussed at the March Board meeting, should be postponed.

6. *Employee Issues:*

Job vacancies will be posted on the state website as early as next week. Current staff will cease to be HCMHA employees on June 30th, 2018, however, the state positions will not start until July 4th, 2018 (the first Wednesday of the month). Therefore, technically staff will not be employed for the first 3 days of July, which will create issues with health insurance, etc.

b. Health Care Policy and Planning:

There was no meeting in March.

c. Board Development Committee

Foster, Liu, Brown and Filipczak have volunteered to serve on the LBHA Advisory Board. Paez and Filipczak will visit OOOHC and NAMI HC to attempt to recruit additional members.

8: Comments from the Board:

Paez reminded the Board that there will be two more Board meetings in May and June and asked that every effort is made to attend so there will be a quorum for important close out discussions.

Foster expressed his discomfort on the status of OOOHC, to include problems with transportation, low membership, and issues with membership dues. Choo Quan stated that there has been no indication of financial difficulties. There was a lengthy discussion that centered around transportation.

Goodwin resigned from the HCMHA Board, effective immediately.

9: Board adjourned at 7:41 p.m.

Minutes prepared by: Chris Schaffer

Reviewed and Approved by Board: _____
Signature Date