



## Office on Mental Health

Core Service Agency of Harford County, Inc.

### Board of Directors Meeting January 21, 2021 Minutes

\*Due to the COVID 19 pandemic, the January 21, 2021 Board of Directors meeting was conducted virtually using Zoom\*

#### **Board Members Present**

Jennilyn Landbeck, Jennifer Redding, Kevin Bianca, Christina Alton, Dr. David Bishai, Jeffrey Burger, Heather Connellee, Aurora Kahoe (Proxy for Councilman Chad Shrodes), Tara Lathrop, Steve Richards, Diane Shields, Amy Snyder

#### **Board Members Absent/Excused**

Kathleen Ward

#### **Staff**

Jessica Kraus, Leah Keenan

#### **I. Call to Order/Introductions**

Meeting was called to order by Board President Jennilyn Landbeck @ 4:46PM. Jennilyn began the meeting by introducing herself and welcoming Board Members. All attendees made introductions.

#### **II. Review/Acceptance of November 19, 2020 Board Minutes**

Board Members reviewed the November 19, 2020 minutes. Heather Connellee made a motion to approve the minutes as written; Steve Richards seconded the motion. Board members approved the minutes. The vote was unanimous.

#### **III. President's Report**

Jennilyn opened the meeting by reviewing the agenda items and handed the meeting over to Jess.

#### **IV. Independent Auditors' Report Presentation (Dan Harrington, Olena Bilonog, & Frances MacEwan from Grandizio, Wilkins, Little, & Matthews, LLP)**

Dan Harrington, Olena Bilonog, and Frances MacEwan provided the Board with an overview of the results from FY 2020 Independent Audit of statements. The auditors provided the Board with list of discussion items pertaining to the audit. Board Members were also provided drafts of the audit overview letter, Financial Statements report, and the Report on Single Audit. A single audit was also conducted due to the OMH/CSA receiving more than \$750,000 of Federal Funding. Dan also gave an overview of Paycheck

Protection Program (PPP) loans, the criteria for the loans, and how the loans are forgiven. Dan recommended the OMH/CSA research if the agency is eligible to apply for a PPP loan. Overall, the audit did not identify any deficiencies in internal control and there were no instances of non-compliance listed in the report. The report must be reviewed and approved by the Board, with any final revisions being submitted by March 31, 2020. Steve Richards motioned to approve the Independent Audit as written; Kevin Bianca seconded the motion. The Board of Directors unanimously voted to approve the FY 2020 Audit Report.

**V. Executive Director's Report**

**Personnel Policy Review (Voting Item)**

The proposed personnel policy changes were emailed to the Board prior to the meeting. Jess confirmed Members received the documents regarding the personnel changes. Jess reviewed the proposed changes to the personnel policies. Jess asked the Board if there were any questions, comments, and/or concerns about the proposed changes. Steve Richards suggested reviewing and updating the language in Sections 6, 19, and 21. These updates would be discussed at the next Board meeting and they would not impact the Board moving forward to approve the proposed changes. Kevin Bianca made a motion to approve the personnel policy. Steve Richards seconded the motion. Board members approved the personnel policies pending updates to sections 6, 9, and 21.

**FY 2022 Program Plan (Voting Item)**

Jess provided the Board with an overview of the sections in the FY 2022 Program Plan. The OMH/CSA's FY 2022 goals, objectives, strategies, performance measures, and performance targets were distributed prior to the meeting. Jess informed the Board the goals were selected based on the Local Systems Management Self-Assessment Tool. Jess provided details about this tool, highlighting it is comprised of seven domains local authorities should focus integration efforts. The OMH/CSA and LAA selected four domains to focus on for FY 2022. The goal is to increase integration efforts in these four areas by June 30, 2022. Kevin Bianca motioned to approve the FY 2022 plan; Tara Lathrop seconded the motion. The Board of Directors unanimously voted to approve the FY 2022 Program Plan.

**FY 2022 Budget Review (Voting Item)**

Jess provided the Board with a brief overview of the proposed FY 2022 budget. Jess turned the meeting over to Kevin Bianca and Christina Alton to speak on behalf of the Finance Committee. The FY 2022 proposed budget was reviewed and line items were explained. Steve Richards motioned to approve the FY 2022 budget; Tara Lathrop seconded the motion. The Board of Directors voted to approve the FY 2022 budget.

**VI. Finance Report**

Prior to the meeting, the FY 2021 budget year-to-date (YTD) expenditures through 12/31/2020 was disseminated to the Board members. Due to time constraints, board members were invited to email questions and/or concerns related to the FY 2021 budget to Jess and Leah.

**VII. Upcoming Events & Announcements**

The next Mental Health and Addictions Advisory Council will be held on January 26<sup>th</sup> at 8:00AM.

**VIII. Adjournment**

Steve Richards made a motion to adjourn the meeting and Heather Connellee seconded the motion. The Board of Directors meeting adjourned at 5:55PM. The next Board Meeting is scheduled for March 18, 2021 @ 4:30PM.