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**Board of Directors Meeting
November 18, 2021
Minutes**

Due to the COVID 19 pandemic, the November 18, 2021, Board of Directors meeting was conducted virtually using Zoom

Board Members Present

Jennilyn Landbeck, Kevin Bianca, Christina Alton, Marcy Austin, Jeff Burger, Heather Connellee, Aurora Kahoe (Proxy for Councilman Chad Shrodes), Amy Snyder, Jennifer Redding, Steve Richards, Diane Shields

Board Members Absent/Excused

Tara Lathrop

Staff

Jessica Kraus, Leah Keenan, Jamie Miller

I. Call to Order/Introductions

Meeting was called to order by Board President Jennilyn Landbeck @ 4:30PM. Jennilyn began the meeting by introducing herself and welcoming Board Members. She asked members to take turns and share what they were most thankful for. Family members, health, and patience were the top answers. Jennilyn thanked members for participating in the activity.

II. Review/Acceptance of September 16, 2021, Board Minutes

Board Members reviewed the September 16, 2021, minutes. Kevin Bianca made a motion to approve the minutes as written. Jennifer Redding seconded the motion, and Board members approved the minutes. The vote was unanimous.

III. President's Report

Jennilyn wanted to take a moment to reflect on the thoughts of gratitude and the vision from Brook Costello. The idea is to focus on visions for the future, if you can project your feelings of what you want, you are able to get it. Positive thinking equals more gratitude. Everyday more individuals are suffering with mental health challenges, and we need to start thinking about how we can apply wishful and positive thinking to create feelings of

gratefulness. Jennilyn ended her report by thanking all the Board members for volunteering their service and wished everyone a happy and healthy holiday.

IV. Executive Director's Report

Jess thanked Jennilyn for such a great report out and such useful takeaway information.

1st Quarter Behavioral Health Administration (BHA) Monitoring & Rollover Requests

Jess announced there were no corrective action items as a result from the recent BHA monitoring process. Jess stated the agency submitted their rollover requests which are requests to utilize unused grant funds from the previous fiscal year. The funds are slated for one time use items such as; new initiatives, pilot programs, startup cost, etc. Jess submitted a request to utilize funds to cover the agency's Diversity, Equity, and Inclusion (DE&I) initiative, unexpected fees for legal services to cover employee related issues and review the agency's documents & policies, marketing items for mental health awareness (green lights, radio spots, and billboards), funding for the Power of Expression event, and a database program for Maryland Employment Network.

Annual Plan

BHA announced they will be converting back to a three-year plan. More specific guidelines will be available for the FY 2024 plan. However, FY 2023 will be a condensed annual plan (20-25 pages), with a one-year interim plan included.

Agency Audits—Independent, Office of Inspector General (OIG) & Office of Legislative Audits (OLA)

Jess highlighted Leah and Angel's hard work and their efforts in getting documents prepared and submitted for all the three major audits. This is the first time the agency has undergone all these audits at the same time. They have been busy providing the regular reports for the individual audit and compiling information for three years of financial documents for the OIG. The Harford County CSA and LAA are one of the two jurisdictions selected to undergo an OLA audit, which has never been conducted before within the OMH/CSA. They have been requesting financial materials and information on how the agency monitors and oversees its sub vendors. Jess has no doubt the agency will receive good standings but noted all three audits at once have been a whirlwind!

ADP Changes (Update from September)

Taylor continues to implement the new ADP system, which has a more detailed processing system. The first payroll cycle had some issues; however, they were able to be worked out and everyone received their paychecks on time. The onboarding process is scheduled for next week and by January most changes should be completed, and the system should be good to go.

Permanent Supportive Housing Initiative (added topic-not on agenda)

The OMH/CSA has taken on a new statewide grant. This initiative is driven by the statewide hospital initiative. The goal is to transition individuals out of general level Residential Rehabilitation Program (RRP) beds and to assist them with relocating to more independent community-based housing.

OMH/CSA will be reaching out to Local Behavioral Health Authority (LBHA) counterparts to identify individuals and contact their local RRP providers.

BHA has awarded OMH/CSA funding to hire a full-time housing coordinator to assist with coordinating and supporting individuals during their transition.

Local Behavioral Health Authority Designation (added topic-not on agenda)

Jess announced the OMH/CSA, in partnership with the LAA, received notification, stating Harford County has been officially deemed as a Local Behavioral Health Authority. This acknowledgement is based off the self-assessment rankings for integration and the submission of a single, integrated strategic plan. All Board members congratulated the agency on their achievement.

V. Finance Report

Leah disseminated the FY 2022 budget year-to-date (YTD) expenditures and projections to Board Members. She highlighted DE&I expenses, which started in October, and she announced she paid MABHA dues ahead of time.

VI. Upcoming Events & Announcements

The Mental Health Addictions Advisory Council meeting will be held on November 30th. It was noted this meeting will be held virtual.

VII. Adjournment

The Board of Directors meeting adjourned at approximately 5:00PM. The next Board Meeting is scheduled for January 20th @ 4:30PM.