



Office on Mental Health

Core Service Agency of Harford County, Inc.

Board of Directors Meeting September 16, 2021 Minutes

Due to the COVID 19 pandemic, the September 16, 2021, Board of Directors meeting was conducted virtually using Zoom

Board Members Present

Jennilyn Landbeck, Kevin Bianca, Christina Alton, Dr. David Bishai, Jeff Burger, Heather Connellee, Tara Lathrop, Aurora Kahoe (Proxy for Councilman Chad Shrodes), Amy Snyder

Board Members Absent/Excused

Jennifer Redding, Steve Richards, Diane Shields

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.

II. Review/Acceptance of May 20, 2021, Board Minutes

Board Members reviewed the May 20, 2021, minutes. Tara Lathrop made a motion to approve the minutes as written. Board members approved the minutes. The vote was unanimous.

III. President's Report

Jennilyn informed Board Members about gizmo4mentalhealth.org. This program is launching a nationwide interactive Read-Along program based on the children's book, Gizmo's Pawesome Guide to Mental Health. She encouraged everyone to go to the website to read more about it and take the pledge for a more positive mental health lifestyle!

IV. Personnel Policy Update (Voting Item)—Committee Members: Kevin Bianca & Christina Alton

Jess provided background information related to changes with the personnel policy regarding the OMH/CSA agency observed holidays. She continues to tease out the logistics around the crisis response program, because it operates 24/7/365 and relates more to a first responder model. The proposed change would be to add Juneteenth as an agency observed holiday. Jennilyn motioned to approve the proposed change. The Board voted unanimously to

approve Juneteenth as an agency observed holiday. Kevin and Christina both shared, they believe the agency is developing fair and reasonable incentives for the crisis response team around the OMH/CSA holiday schedule.

V. **Executive Director's Report**
New Agency Staff Positions

The OMH/CSA continues to grow as it implements new initiatives. The agency has obtained new grants, which has created the demand for additional administrative staff. Jess introduced, Jamie Miller, as the new Chief Administrative Officer. Jamie previously worked with the agency for 10 years and returned as a full-time employee, this fiscal year (July). Jamie's primary role will be to assist Jess with administrative tasks, as well as; coordinate office initiatives, assist with Optum provider audits, new program start-ups, and provide technical assistance and support to all staff members. The OMH/CSA also hired a new staff accountant, Angel Breeden, to provide support for Leah. They are currently working on converting financial management systems from Peachtree to QuickBooks.

Hospital Discharge Initiatives

Angel was also brought on to assist with a new state hospital discharge initiative. This program will identify individuals residing in Residential Rehabilitation Programs (RRP) and assist them with achieving independence by transitioning into permanent community-based housing. This will open availability in the RRP's for individuals discharging from Maryland State Psychiatric Hospitals. This grant will provide funding for 50 individuals. The Maryland Benefits Counseling Network received additional funding, which created four new positions, which would expand access to benefits counselors and provide a dedicated SOAR (SSI/SSDI, Outreach, Access, & Recovery) Specialist to assist those awaiting discharge from a Maryland State Psychiatric Hospital.

Youth Crisis Expansion Grant

The youth crisis expansion grant was awarded to develop mobile crisis teams designated to respond to youth related crisis calls. The program is currently fully staffed and operational. This funding also allowed the crisis response program to onboard a Compliance Administrator and their primary role is to assist Harford Crisis Response in obtaining accreditation in preparation for the 211 hotline, which may be replaced by the 988 initiative.

Diversity, Equity, & Inclusion (DE&I) Initiative

Jess announced the OMH/CSA is moving forward with implementing a new DE&I initiative. Jamie gave background information on the consultant, Dr. Gold, who will be conducting the professional development sessions. The kickoff sessions will start this month. Dr Gold will be reviewing the agency's policies and procedures to provide feedback and recommendations. After the kickoff sessions, surveys will be disseminated, and then structured sessions will be scheduled to discuss topics identified from the surveys. Data will then be compiled and a report with recommendations will be disseminated. Additional professional development classes will be available for supervisors and staff.

Office of Inspector General (OIG) Audit

The OMH/CSA will undergo an audit for fiscal years 2018-2020. The audit is scheduled to be completed by June 30, 2022.

ADP Changes

The office will be upgrading the current ADP system to a more advanced option. This system's function is more efficient and will provide a more accurate tracking system. This will allow employees to have their own online portal for easy access to forms and policies.

VI. Finance Report

Leah disseminated the FY 2022 budget year-to-date (YTD) expenditures and projections to Board Members. She explained increases in salaries and fringe, which is related to additional employees. The insurance line item was also higher than last year and this increase is attributed to the addition of Harford Crisis Response.

VII. Upcoming Events & Announcements

The Mental Health Addictions Advisory Council meeting will be held on September 28th. Jess invited all Board Members to join the OMH/CSA's team for the Out of Darkness Walk, which takes place on October 2, 2021.

VIII. Adjournment

The Board of Directors meeting adjourned at approximately 4:53PM. The next Board Meeting is scheduled for November 18th @ 4:30PM.