



Office on Mental Health

Core Service Agency of Harford County, Inc.

Board of Directors Meeting March 17, 2022 Minutes

The March 17, 2022, Board of Directors meeting was conducted virtually using Zoom*

Board Members Present

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

Board Members Absent/Excused

Marcy Austin, Heather Connellee

Staff

Jessica Kraus, Leah Keenan

I. Call to Order/Introductions

Meeting was called to order by Board President Jennilyn Landbeck @ 4:30PM. Jennilyn began the meeting by welcoming Board Members. Jennilyn acknowledged there was a full agenda and introductions weren't necessary.

II. Review/Acceptance of January 20, 2022 Board Minutes

Board Members reviewed the January 20, 2022 minutes. Steve Richards made a motion to approve the minutes as written. Kevin Bianca seconded the motion, and Board members approved the minutes. The vote was unanimous.

III. President's Report

Jennilyn began her report with detailing a situation involving a student and a teacher who refused to call them by their preferred pronoun. Jennilyn discussed/suggested films and books where mental health and suicide were topics. Jennilyn also referenced actress/Broadway star Sutton Foster, Tasha from Kaleidoscope Living, and the book *Hooked*, a book about crocheting. Sutton uses this hobby to relax and preserve her mental stability.

IV. Executive Director's Report

FY 2023 Annual Plan Review & Goals (Voting Item)

Jess shared a PowerPoint presentation with the Board outlining the FY 2023 Annual Program Plan and FY 2023 Goals. The presentation highlighted components of the annual plan and the areas being discussed in each

section. The FY 2023 goals were discussed in greater length. Jess asked if there were any questions or comments from the Board. Jess answered questions and addressed comments. Steve Richards made a motion to approve the annual plan as written, and Jennilyn seconded the motion. All Board members voted to approve the program plan.

FY 2023 Proposed Budget—Kevin & Amy (Voting Item)

The Budget Review Committee, Kevin and Amy, shared details regarding the proposed FY 2023 budget. Highlights included a 4% Cost-of-Living Adjustment (COLA) for administrative staff, a significant increase to payroll processing fees, and decreases to office supplies and printing due to remote work. Jeff Burger made a motion to approve the budget as presented, Steve Richards seconded the motion, and all Board members voted in favor for the FY 2023 budget.

Credit Card Application

Jess shared her and Jennilyn spoke prior to the Board meeting about the credit card information provided by Bank of America. Jennilyn recommended this information be shared with the entire Board to elicit suggestions on next steps. Jess gave an overview of the current credit card including users and credit limit. Jess provided details on the conversation with the bank and their recommendation. Several board members asked questions and provided suggestions including utilizing the Nerd Wallet website to shop around for a credit card that would meet the agency's needs. Jess thanked the board members for their assistance and support.

Office of the Inspector General (OIG) Audit Update

Jess provided an update on the OIG audit. Jess recognized Leah's hard work on the audit. The agency received the draft audit report on March 16th. Jess highlighted there were no monetary discrepancies which is a significant improvement from the last two OIG audits. There was one finding related to sub-vendor contracts--ensuring fiscal audits are included as part of the agency's monitoring process. Jess informed the Board this was being implemented immediately as the Staff Accountant would now be accompanying the grant monitor to all site visits.

Mental Health Awareness Events

Jess provided information to the Board regarding the two mental health awareness events the agency would be hosting. Jess provided Board members with the flyer for the Power of Expression screening being held on May 7th. The second event, Your Mind Matters/Family Wellness Night at Ripken Stadium, is being held on May 13th. Jess outlined the planned activities and asked Board members to consider volunteering for this event.

Rollover & Over the Allocation (OTA) Updates

Jess shared updates on rollover and over the allocation requests. Jess outlined the rollover requests that were approved. These requests included funding for the upcoming mental health awareness events, consultant costs related to Diversity, Equity, & Inclusion (DE&I) training, and legal fees related to review of the agency's personnel policies and crisis employee handbook. Jess and Leah met with Behavioral Health Administration (BHA) staff on

March 10th to discuss the three OTA requests. Decisions would be made at a later date, and Jess would share the outcome with the Board.

V. Finance Report

The FY 2022 budget year-to-date (YTD) expenditures and projections were disseminated to Board Members prior to the meeting. Board members were asked if there were any questions/comments and there were none.

VI. Upcoming Events & Announcements

The Mental Health Addictions Advisory Council meeting will be held on March 29, 2022. The annual plan will also be shared with council members as part of the approval process.

VII. Adjournment

The Board of Directors meeting adjourned at approximately 5:27PM. The next Board Meeting is scheduled for May 19th @ 4:30PM.