

Adult Public Guardianship Review Board Open (Public) Meeting DRAFT 2 MINUTES

Howard County Maryland

Meeting date: February 2, 2017

A. Call to Order for Open Meeting: 8:40am

B. Roll Call via sign-in sheet, establishment of quorum.

- Voting members present—quorum established even with departure of one member early.
 1. Archana Leon-Guerrero, Psychiatrist Member/Chairperson, left prior to end of closed session.
 2. Renee Bitner, Public Health Nurse Member
 3. Beryl Gantt, Local Department Member
 4. Chris Rand, Lay Member
 5. Fred (Chip) Coover, Attorney Member
 6. Eletta Morse, Commission on Aging Member
 7. William Moss, Nonprofit Member – Linwood Center
 8. Kim McCay, New Lay Member, first meeting attended. Missed Nov 2016 meeting as had not been informed about it. Introductions and Welcomes made.
 9. Michelle Melotti, Radiologist - New Physician Board Member replacing Dr. Menacherry whose term expired. Introductions and Welcomes made.
- Voting members absent
 1. Nikki Young, Person with Physical Disability Member, unsure why. Was out ill at last meeting in Nov 2016. Several members expressed concern. Chairperson will reach out.
 2. Michelle Henry, Disability Professional Member, excused.
- Vacant positions--none
- Others present
 1. Ria Rochverg, court attorney for most of the wards
 2. Greg Sesek—State of Maryland DHR, Program Coordinator for all APGRBs
 3. Steven Plakitsis, Howard County Dept of Social Services (DSS) Supervisor of DSS Guardians
 4. Mike Demidenko, Howard County Dept of Social Services (DSS) Assistant Director
 5. Beverly Heyden, Howard County Office of Law representing DSS
 6. Linda Schuster, New in role as Executive Secretary for our Board, Howard County Dept of Social Services (DSS). Linda has been provided by DSS to provide administrative functions for our Board. Introductions and Welcomes were made.

C. Reviewed draft/made appropriate changes and approved minutes from November 2016 meeting.

- Made changes to reflect: D. OLD BUSINESS 1. “Discussion that at Feb 2016 meeting it was decided that reports will be circulated by GoogleDocs and this has not yet occurred (deletion of a phrase). Ria suggested....” Motion to approve draft minutes as presented with deletion of phrase as above was made and seconded.

D. OLD BUSINESS:

1. Circulation of reports via GoogleDocs: open since Feb 2016. Done for the first time for the half of the reports from DSS for this meeting! Feedback was requested.
 - a. All who spoke expressed satisfaction with receiving reports electronically as opposed to by US Mail, which in the past would often not arrive in time.
 - b. Discussion that Google Doc’s link is secure for sensitive data. Greg Sesek stated that State Attorney General asserted that Google Doc’s is state certified and safe.
 - c. Discussion that certain people would still like a printed report. A show of hands indicated that 6-10 copies of the report will be made and available during next meeting. Reports can be handed back at end of meeting, or member can choose to keep but must keep it secure. B
 - d. Chip stated that Bylaws being drafted will state to allow paper or electronic file of client.
2. New format for Guardian’s Report
 - a. Archana had drafted and circulated to Board via email requesting feedback during this meeting
 - b. Suggestion made to get Wards’ Attorney (Ria) and Guardians’ input regarding this format.
 - c. Chip made motion to table this until after further review by Compliance Committee, preferably after Bylaws are finalized. Motion was seconded and carried unanimously.
3. Posting our agenda on County website: Compliance Committee determined need to do this for open section of meeting.

- a. Goal will be for agenda to be posted on County Website, as well as circulated to Board Members via email, at least 5 days prior to each meeting.
- b. Board Chair will provide agenda to Executive Secretary Linda Schuster.
- c. Linda will email agenda to all Board members, and have DSS Assistant Director Mike Demidenko post the agenda to County website.

E. NEW BUSINESS:

1. Invitation to attend "Basic APGRB 101 training for board members" by Greg Seseq, Maryland DHR's APGRB Program Specialist, immediately after today's board meeting from 12:30pm-1pm, was extended.
 - a. Greg Seseq will make available a draft of a new guardianship training manual.
 - b. Greg is also drafting a handbook.
2. Compliance Committee Report: Archana informed Board that this Committee has met twice since formed 11/16.
 - a. Hoped to have a proposed bylaws to present to Board today. However not complete so will attempt to have it by 5/17 meeting.
 - b. Committee has determined that Board must ensure that Guardian gives Wards/Attorneys timely (by law at least 45 days) notice of Board meetings. Committee is working on a form in which Guardian can certify that such timely notice has been given. Will present this to Board at next meeting 5/17.
 - c. Committee is working on format of Guardians' report to APGRB as mentioned in Old Business above.
3. Discussion on procedure to file APGRB recommendation to Court.
 - a. Archana explained the issues:
 - o Current procedures are that Beryl (in her DSS capacity, not Board member capacity) has been mailing the reccs to Archana for signature/filing, with minimal information including not all the concerns expressed by Board, only simply the recc on whether to continue or terminate the guardianship. Even if Board had voted to include other concerns, these had not been included.
 - o Other counties attach the entire Guardian's Report. (too detailed?)
 - o Some members of Compliance Committee prefer that the whole board approve before filing, but it can't be generated in real time during meeting per Linda due to technical limitations.
 - b. Steve had arranged for a computer to be present in room in order to generate the Recc form to be filed in Court right during the meeting, so that all Board member could see it, and perhaps even sign it.
 - c. IT members were present just prior to the start of our meeting today, but could not get the technology for this working.
 - d. Ria felt that the form for reccs to court is fine as it is.
 - e. Compliance Committee will continue to review this matter.
4. Open to New Business from Floor:
 - a. Mike Demidenko, Director of DSS asked to speak, and said the following:
 - o Thanked members for service on APGRB.
 - o Has met with Greg Seseq and has addressed concerns expressed by assigning Linda Schuster as Board Executive Secretary for administrative assistance.
 - o He intends to ensure that the APGRB members receive Guardians' reports 10 days in advance of meeting, via Google Drive.
 - o He requests APGRB feedback regarding content/format for said reports
 - o He will be the one to post the Agenda to county website.
5. Motion to move to closed session was made at 9:39 am, seconded and carried unanimously.

F. Closed meeting to review Guardianships was held 9:40-11:43am.

G. Open meeting resumed at 11:43am, with one member having left, quorum still established, no items carried back from closed meeting to open meeting.

H. Reminder of next meeting date/time: set for Thursday May 4 at 8:30am-noon.

I. Adjournment: Motion was made for meeting to adjourn at 12:00pm. Motion was seconded and carried unanimously.