

**JOINDER BOARD MEETING
JANUARY 17, 2024
SHARWELL BUILDING**

ATTENDANCE

Commissioners Mark Mussina and Scott Metzger from Lycoming County, Commissioner Jeff Snyder and Commissioner James Russo from Clinton County were in attendance.

Staff: Keith Wagner – Joinder Executive Director; Matthew Salvatori – CYS Administrator; Emma Thompson – Joinder Administrative Officer; Aundrea Trautner – Joinder Administrative Assistant; James Hicklin – County MH Director; Rhonda Asaro- Joinder Fiscal Director; Vanessa Shellman – HealthChoices Clinical Manager; Jacque Miller – HealthChoices Director; and Jon Dewald- Joinder Solicitor.

Guests: Patricia Crossley- Williamsport Sun-Gazette; Barb Vanaskie – West Branch Drug and Alcohol Abuse Commission; Leslie Rundio – CSG; Emily Hulse – CSG; Aimee Tsikitas – CSG; Rich Kuczawa – Woodlands Bank; Drew Newcomb – Woodlands Bank; and Casey Monaghan.

CALL TO ORDER

A meeting of the Lycoming-Clinton Joinder Board was Called to Order at 9:00 a.m. by Jon Dewald, Joinder Solicitor. Zoom/call-in is available for today’s meeting, and some guests were in attendance via this option.

ELECTION OF JOINDER BOARD OFFICERS:

Mr. Dewald noted that in accordance with the Joinder’s By-Laws, a Slate of Officers is to be elected at the January meeting to serve for the calendar year. He asked for nominations from the members and attendees. Commissioner Metzger Moved and Commissioner Mussina Seconded a Motion that:

“Commissioner Jeff Snyder be appointed as Joinder Board President for calendar year 2024.”

The Motion passed unanimously.

. Commissioner Snyder Moved and Commissioner Mussina Seconded a Motion that:

“Commissioner Scott Metzger be appointed as Joinder Board Vice President for calendar year 2024.”

The Motion passed unanimously.

. Commissioner Metzger Moved and Commissioner Snyder Seconded a Motion that:

“Commissioner Mark Mussina be appointed as Joinder Board Treasurer for calendar year 2024.”

The Motion passed unanimously.

Mr. Dewald congratulated the officers and asked that Commissioner Snyder assume his new role as President and chair the remainder of the meeting. Commissioner Snyder introduced the members of the board, including newly elected Commissioner Mark Mussina from Lycoming County, and Commissioner James Russo from Clinton County. Commissioner Angela Harding of Clinton County and Commissioner Marc Sortman of Lycoming County were not in attendance.

MINUTES OF PREVIOUS MEETING:

Commissioner Metzger Moved, and Commissioner Mussina Seconded a Motion to:

“Approve the minutes from the December 20, 2023, Joinder Board Meeting as presented by staff.”

The Motion passed unanimously.

WOODLANDS BANK CONSTRUCTION LOAN:

Mr. Wagner stated that a loan is needed to finance the construction projects for the new location at the Third Street Plaza. Rhonda Asaro introduced Rick Kuczawa and Drew Newcomb from Woodlands Bank. She stated that Woodlands Bank currently holds the Joinder Line of Credit. The total loan amount will be \$2,500,000.00 for a term of 15 years. It is a tax-exempt loan with a current rate of 75% of prime which will remain fixed for 3 years. After 3 years the interest rate will be reevaluated and adjusted to 75% of the prime rate at that time.

Commissioner Metzger Moved and Commissioner Mussina Seconded a Motion to:

“Approve the construction loan with Woodlands Bank in the amount of \$2,500,000.00.”

The Motion passed unanimously.

CONTRACTS AND AGREEMENTS FOR FISCAL YEAR 2023-2024:

Joinder FY 23-24

Mr. Wagner presented a new agreement with Danko Holdings, L.P. for a parking lease of the lot located on Market Street in Williamsport, PA. The parking lot will be used for employee and client parking once the Joinder is moved to the new location at the Third Street Plaza downtown. This lease will be renewed on an annual basis. Commissioner Metzger Moved, and Commissioner Mussina Seconded a Motion to:

“Approve a new parking lease agreement with Danko Holdings, L.P in the amount of \$4,410.00 per month for 05/01/24 to 04/30/25.”

Commissioner Metzger withdrew his motion due to a conflict of interest. Commissioner Mussina then Moved, and Commissioner Russo then Seconded a Motion to:

“Approve a new parking lease agreement with Danko

Holdings, L.P in the amount of \$4,410.00 per month for 05/01/24 to 04/30/25.”

The Motion passed.

Mental Health Services: 9/30/2023 to 9/30/2024

Mr. Wagner presented two MH agreements for board approval with Susquehanna Software, Inc. and Ripkey LLC. The agreement with Susquehanna Software is to create a program for the System of Care services. Ripkey LLC will develop and maintain a standalone website for the new System of Care services. Commissioner Russo Moved and Commissioner Metzger Seconded a Motion to:

“Approve the following Agreements pertaining to mental health services with the Lycoming-Clinton Mental Health/Intellectual Disability Program for the period 9/30/23 to 9/30/24:

- ***RipKey LLC***
New Agreement to create and maintain the Joinder’s System of Care website not to exceed \$17,000.00; 9/30/23 to 9/30/24;
- ***Susquehanna Software, Inc.***
*New Agreement to develop System of Care Software Development - \$70,000 per year
Maintenance Fees - \$13,000 per year; 9/30/23 to 9/30/24.”*

The Motion passed unanimously.

Intellectual Disability Services: FY 23-24

Mr. Wagner presented one agreement with United Cerebral Palsy of Central PA to provide in-home supports to ID clients. Commissioner Metzger Moved and Commissioner Mussina Seconded a Motion to:

“Approve the following Agreements pertaining to intellectual disability services with the Lycoming-Clinton Mental Health/Intellectual Disability Program for the period 7/1/23 to 6/30/24:

United Cerebral Palsy of Central PA, d/b/a UCP Central PA
Renewal Agreement for In Home Community Supports; Companion Services; Family Aide; Monthly Admin. Fee Per Client \$50,000 (decrease of \$5,200)”

The Motion passed unanimously.

HealthChoices: Calendar Year 2024 Agreements

Mr. Wagner presented two HealthChoices agreements. The first is with West Branch Drug and Alcohol Abuse Commission for collaboration and consulting services. The second agreement is with Ripkey LLC to provide a marketing campaign for HealthChoices to educate and make consumers aware of the services offered. Commissioner Mussina Moved and Commissioner Metzger Seconded a Motion to:

“Approve the following agreements between the Lycoming-Clinton Joinder Board, on behalf of its Lycoming-Clinton HealthChoices Program for calendar year 2024:

- **West Branch Drug & Alcohol Abuse Commission**
New Agreement to provide collaborative consulting services. Not to exceed \$33,000.00; 1/1/24 to 12/31/24;
- **RipKey LLC**
New Agreement to develop marketing campaign for Lycoming-Clinton Behavioral Health Choices not to exceed \$9,750.00; 12/31/23 to 12/31/24.”

The Motion passed unanimously.

CONFLICT OF INTEREST NOTICE:

Mr. Wagner noted that he would be presenting a ‘Conflict of Interest Notice’ for signature by the Joinder Board, himself as Executive Secretary for the Board, and Matt Salvatori as the Assistant Executive Secretary. Commissioner Metzger Moved and Commissioner Mussina Seconded a Motion to:

“Approve that each member of the Joinder Board, in addition to the Board Executive Secretary and Assistant Executive Secretary, will review and sign the Conflict of Interest Notice as presented by staff.”

The Motion passed unanimously.

PUBLIC COMMENT:

Mr. Monaghan indicated he would like to make some public comments. He expressed his concerns regarding homeless individuals residing in the bi-county area. He suggested ways in which Joinder staff could reach out and provide assistance.

OTHER BUSINESS:

None.

NEXT MEETING AND ADJOURNMENT:

It was noted that the next meeting of the Executive Committee of the Lycoming-Clinton Joinder Board is scheduled to be held on **Wednesday, February 21st at 9:45 a.m.** at the Clinton County Commissioners' Office Building. A meeting between the Lycoming and Clinton County Children and Youth Agencies has been scheduled for 9:15 a.m. at this same location.

With no further business presented before the Joinder Board, the meeting was adjourned at 9:21 a.m.

Respectfully Submitted,

Keith A. Wagner, Executive Director
Joinder Board Secretary