

**EXECUTIVE COMMITTEE MEETING
MARCH 26, 2024
SHARWELL BUILDING**

ATTENDANCE

Commissioners: Mark Mussina, Scott Metzger, and Marc Sortman from Lycoming County. Jeffrey Snyder and Angela Harding from Clinton County.

Staff: Keith Wagner – Joinder Executive Director; Matthew Salvatori – CYS Administrator; Aundrea Trautner – Joinder Administrative Assistant; Rhonda Asaro-Joinder Fiscal Director; Jacque Miller – HealthChoices Director; Jim Hicklin – County MH Director; Lauralee Dingler – CSI Program Specialist; Lori Kriner – MHID Fiscal Officer; and Jon Dewald- Joinder Solicitor.

Guests: Patricia Crossley- Williamsport Sun-Gazette; Cory Johnson – Auditor for Zelenkofske Axelrod, LLC.; Kayla Demar – Auditor with Zelenkofske Axelrod, LLC.; Rob Labatch – Hope Enterprises, Inc.; Leslie Rundio – Community Services Group; and Casey Monaghan-Public Guest.

CALL TO ORDER

A meeting of the Executive Committee of the Lycoming-Clinton Joinder Board was Called to Order at 11:30 a.m. by Commissioner Snyder, Joinder Board President. Zoom/call in is available for today’s meeting and some guests were in attendance via this option.

MINUTES OF PREVIOUS MEETING:

Commissioner Mussina Moved and Commissioner Metzger Seconded a Motion to:

“Approve the minutes from the February 21, 2024, Joinder Board meeting as presented by staff.”

The Motion passed unanimously.

JOINDER AUDIT REPORT FOR FISCAL YEAR 2022-2023:

Cory Johnson and Kayla Demar, from the auditing firm Zelenkofske Axelrod LLC, attended the meeting via Zoom to provide an overview of the Joinder’s Audit Report for FY 2022-2023. This report covers Lycoming-Clinton Mental Health, Intellectual Disability, and Early Intervention Services; Lycoming County Children and Youth Services; Lycoming County Human Services Development Fund; and Lycoming-Clinton HealthChoices. Printed copies were available for those Commissioners in attendance, and this document would also be sent to those not present at the Sharwell. Ms. Demar stated this audit was a vast improvement from last year. No findings were reported, and the Joinder staff was efficient in providing the required information. Commissioner Snyder congratulated members of the Joinder Fiscal team for their improvement and the completion of a clean audit.

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

“Accept and Approve the Joinder Audit Report for Fiscal Year 2022-2023 as presented by Zelenkofske Axelrod LLC.”

The Motion passed unanimously.

HEALTHCHOICES – CALENDAR YEAR 2024 BUDGET APPROVAL: - Mr. Wagner noted that the HealthChoices program operates on a calendar year. He noted that the HealthChoices budget amount as gone down and a rate increase has been requested from the state. In previous years net gain profits from the budget have been used for reinvestment funds. Mr. Wagner is hopeful that the state will approve the increased rate request, however, without it, there would be little funds remaining for reinvestment. He noted that the budget sheet distributed to the Board shows that gross revenues received for 2023 were \$61,066,822.00 with a total net gain of \$936,440.00. For calendar year 2024, they are estimating the receipt of \$57,200,660.00 with a total expense of \$57,182,596.00. The estimated net gain would be \$18,064.00. The budget is an attachment to these minutes (**Attachment B**).

Commissioner Sortman Moved and Commissioner Mussina Seconded a Motion to:

“Approve the calendar year 2024 HealthChoices budget with estimates of \$57,200,660.00 in revenue and total expenses of \$57,182,596.00 as presented by staff.”

The Motion passed unanimously.

WOODLANDS BANK FURNITURE LOAN: Mr. Wagner presented to the board a request for a loan to purchase furnishings for the new Third Street Plaza offices. The square footage for the new office is much smaller and the current furniture and cubicles are too large for the space. The furniture quote is provided through Supply Source, which is a Co-Stars vendor. The requested loan amount is for \$500,000.00, although he noted that the final costs should be less. MHID will need pay off the loan overtime, while CYS may be able to pay for the furniture cost up front.

Commissioner Mussina Moved and Commissioner Sortman Seconded a Motion to:

“Approve a loan with Woodlands Bank in the amount of \$500,000.00 to purchase office furnishings.”

The Motion passed unanimously.

CONTRACTS AND AGREEMENTS FOR FISCAL YEAR 2023-2024:

Mental Health Services: FY 23-24

Mr. Wagner presented six agreements for mental health services. Five agreements are with Community Services Group (CSG) and include services for First Episode Psychosis, a boarding home, the Clubhouse, mental health outpatient, and residential group homes. One agreement, with Lycoming Clinton Counties Commission for Community Action (STEP, Inc.), is for transportation services for clients. These services are only paid through the Joinder when clients do not have MA coverage.

Comments:

Commissioner Mussina inquired about the differences between the residential homes and boarding homes.

Mr. Wagner stated that the residential homes were more of a steppingstone into the community. Residents could come and go, and many were encouraged to obtain employment and eventually their own residence. The Boarding facilities were for individuals with serious psychiatric needs. These facilities staffed nurses and offered more intensive psychiatric support. Mr. Wagner also commented that due to budgeting issues many of these homes have been closed over the years. Currently there are only (2) homes operating in the bi-county area. These are expensive, yet vital services that many members of the community desperately need.

Commissioner Mussina asked about the number of beds at each facility.

Leslie Rundio from Community Services Group stated there are approximately 8 beds in Williamsport and 6 beds in Lock Haven for clients requiring residential services.

Commissioner Mussina asked about the age group of individuals attending these programs and the average length of stay.

Leslie Rundio stated that the facilities house adults from every age group. Those enrolled in the Independent Living program usually obtain services for a year or longer and individuals enrolled in the residential program reside at the facility for approximately six months.

Mr. Wagner commented that there is often a waiting list for those in need of these programs.

Commissioner Mussina inquired about the success rate of these programs. Mr. Wagner stated that initially these individuals become very successful. Leslie Rundio added that programs like this decrease state hospitalizations and help to avoid/limit prison incarceration.

Commissioner Mussina Moved and Commissioner Metzger Seconded a Motion to:

“Approve the following Renewal Agreements pertaining to mental health services with the Lycoming-Clinton Mental Health/Intellectual Disability Program for the period 07/01/23 to 6/30/24:

- ***Lycoming Clinton Counties Commission For Community Action (STEP, Inc.)***
Renewal Agreement for Transportation Services
\$500.00 (same); 7/1/23 to 6/30/24
- ***Community Services Group***
Renewal Agreement for the provision of a First Episode Psychosis (FEP) Program
\$202,437.00; (increase of \$13,037.00); 7/1/23 to 6/30/24
- ***Community Services Group***
Renewal Agreement for EPC/Boarding Home Residential Services
\$450,289.55 (increase of \$90,695.55); 7/1/23 to 6/30/24
- ***Community Services Group***
Renewal Agreement for Psychiatric Rehabilitation Services (Clubhouse), Social Rehabilitation Services, Supported Employment Services
\$75,000.00 (decrease of \$20,100.00); 7/1/23 to 6/30/24

- **Community Services Group**
Renewal Agreement for Outpatient Mental Health Services
\$10,000.00 (decrease of \$10,000.00); 7/1/23 to 6/30/24
- **Community Services Group**
Renewal Agreement for Residential Services
\$1,356,268.52 (increase of \$20,513.52); 7/1/23 to 6/30/24.”

The Motion passed unanimously.

Intellectual Disability Services: FY 23-24

Mr. Wagner presented four agreements for Intellectual Disability (ID) services. Commissioner Mussina Moved and Commissioner Metzger Seconded a Motion to:

“Approve the following Agreements pertaining to intellectual disability services with the Lycoming-Clinton Mental Health/Intellectual Disability Program for the periods 7/1/23 to 6/30/24 and 11/7/23 to 06/30/24:

- **J. T. Mummert Consulting**
Renewal Agreement for Behavioral Support and Communication Specialist Services
\$1,500.00 (decrease of \$1,000.00); 7/1/23 to 6/30/24
- **Lycoming Clinton Counties Commission For Community Action (STEP, Inc.)**
Renewal Agreement for Transportation Services
\$2,500.00 (same); 7/1/23 to 6/30/24
- **Community Options, Inc.**
New Agreement for Respite Services
\$24,937.00; 11/7/23 to 6/30/24
- **Community Services Group**
Renewal Agreement for In-Home and Community Supports
\$8,000.00 (decrease of \$600.00); 7/1/23 to 6/30/24.”

The Motion passed unanimously.

CONTRACTS AND AGREEMENTS FOR CALENDAR YEAR 2024:

HealthChoices Reinvestment Agreement

Mr. Wagner presented one reinvestment agreement with Diversified Treatment Alternative Centers (DTAC.) This agreement will allow DTAC to expand their residential treatment facility to serve our clients specifically. Commissioner Metzger Moved and Commissioner Mussina Seconded a Motion to:

“Approve the following Reinvestment Agreement between the Lycoming-Clinton Joinder Board, on behalf of its Lycoming-Clinton HealthChoices Program for the period 1/1/24 to

12/31/24:

- *Diversified Treatment Alternative Centers (DTAC)*
\$427,522.00 (Reinvestment Funds); 3/6/24 to 12/31/24
New Agreement for Residential Treatment Facility Expansion.”

The Motion passed unanimously.

MENTAL HEALTH SERVICES PRESENTATION

Jim Hicklin, County MH Director and Lauralee Dingler, CSI Program Specialist, provided a Mental Health Services overview presentation. The presentation materials are an attachment to these minutes (**Attachment A**).

PUBLIC COMMENT:

Mr. Monaghan indicated he would like to make some public comments. He commented on suffering PTSD from his previous involuntary commitments. He also expressed concerns regarding his inability to obtain and afford psychiatric therapy. He stated the costs of therapy were too high and there were not enough providers in the area. He also offered some comments that focused on personnel matters for the Board’s consideration.

OTHER BUSINESS:

The current Lycoming-Clinton Joinder By-Laws became effective on August 1, 2001. There are some updates to the current language and some additions that need to be made. In accordance with the current by-laws, “Such amendments must be written for review by the full Joinder Board at least one (1) month prior to the scheduled meeting.” Copies were distributed to the board for review and will be discussed at the May 15, 2024 meeting.

NEXT MEETING AND ADJOURNMENT:

It was noted that the next Joinder Board meeting is scheduled to be held on **Wednesday, April 17, 2024, at 9:00 a.m.** at the Community Services Group (CSG) building located at 1000 Commerce Park Drive, Entrance 3, Williamsport, PA 17701.

There will be no Zoom/call in available for this meeting.

With no further business presented, the meeting was adjourned at 12:16 p.m.

Respectfully Submitted,

Keith A. Wagner, Executive Director
Joinder Board Secretary

Attachment A

IS History - CY 2021 to CY 2024

	Budget 2024	2023 Actual	2022 Actual	2021 Actual
Gross Revenue/Capitation	56,916,440	61,066,882	62,116,874	60,165,881
Risk Corridor Expense	-	-	-	-
MCO Assessment Expense	(10,439,278)	(12,196,808)	(12,201,998)	(11,423,268)
Gross Receipts Tax Expense	-	-	-	-
Community Based Care Mgmt (CBCM)	-	(364,181)	(365,003)	(341,524)
Net Revenue	46,477,162	48,505,893	49,549,872	48,401,090
Breakdown of Net Revenue:				
CCBH Admin Revenue	3,950,559	4,074,495	4,211,739	4,114,093
LCHC Admin Revenue	1,533,746	1,261,153	1,238,747	1,210,027
Community Based Care Mgmt (CBCM)	325,340			
Claims Revenue	40,667,517	43,170,245	44,099,386	43,076,970
Net Revenue	46,477,162	48,505,893	49,549,872	48,401,090
Miscellaneous Income	284,220	882,148	290,221	19,060
IMD Recoupment Expense	-	-	-	-
TOTAL Revenue	46,761,382	49,388,041	49,840,093	48,420,149
Claims Expenses				
Inpatient Psychiatric	5,598,759	5,433,220	5,173,262	5,094,579
Inpatient D&A	75,400	77,658	105,420	39,746
Non-Hospital	5,764,615	6,113,004	5,144,476	4,147,508
Outpatient Psych	7,291,772	7,523,411	6,265,454	5,399,747
Outpatient D&A	4,642,856	4,736,462	4,431,530	3,970,113
IBHS	6,866,131	6,700,462	5,569,250	4,916,384
RTF JCAHO	1,615,002	1,350,298	1,026,320	927,315
RTF Non-JCAHO	607,011	428,227	687,670	587,298
Ancillary	7,684	8,985	3,388	3,654
Community Support	3,835,303	3,832,592	3,548,753	3,318,172
Other	5,113,285	6,574,774	10,101,455	12,736,294
TOTAL Claims Expense	41,417,818	42,779,093	42,056,978	41,140,810
CCBH Incentive Expense	-	391,152	1,159,812	1,210,056
Total Net Claims Revenue/Loss	(750,301)	-	882,596	726,104
CCBH Admin Expense	3,950,559	4,074,495	4,211,739	4,114,093
CBCM	325,340			
Joinder Personnel Expense	622,868	579,470	542,513	497,858
Joinder Operating Expense	426,733	627,391	345,363	274,234
TOTAL HCLC Admin Expenses	1,049,601	1,206,861	887,876	772,092
LCHC Total Gain/(Loss)	18,064	936,440	1,523,688	1,183,099

LCHC 2024 Budget Estimation		
Revenues		
HC-NON-41050	HC Capitation Claim Rev	56,916,440
HC-NON-44200	IT Services Sold Income	300
HC-NON-44250	Interest	250,000
HC-NON-44300	Miscellaneous Income	32,000
HC-NON-44350	Rental Income	1,920
	Total Revenues	57,200,660
Expenses		
Medical Expense		
HC-NON-53620	HC Claims Exp	41,417,818
HC-NON-53621	CBCM Expense	325,340
HC-NON-53630	HC Administration Exp - CCBH	3,950,559
HC-NON-53645	MCO Assessment Expense	10,439,278
	Total Medical Expense	56,132,995
Personel Expense		
HC-NON-51100	Wages & Salaries	432,331
HC-NON-51200	Dental Insurance Exp ER	2,054
HC-NON-51205	Employee Health Insurance	112,392
HC-NON-51210	Employee Life Insurance	4,197
HC-NON-51215	Employee Other Exps	666
HC-NON-51230	Medicare Exp	6,269
HC-NON-51235	Retirement Exp	30,263
HC-NON-51240	Self Funded UnempComp Exp	38
HC-NON-51245	Soc. Security Exp	26,805
HC-NON-51250	Workmans Compensation Ins	1,618
HC-NON-51300	Insurance Buy Back	1,010
HC-NON-51305	Other Personnel	100
HC-NON-51315	Staff Development	5,125
	Total Personel Expense	622,868
Operating Expense		
HC-NON-53100	Housekeeping Exp	4,881
HC-NON-53105	Insurance Exp	2,192
HC-NON-53110	Maint & Repair Equip/Buildings	647
HC-NON-53120	Rent Exp	23,047
HC-NON-53125	Utilities Exp	5,308
HC-NON-53200	Advertising	14,364
HC-NON-53205	Postage	634
HC-NON-53210	Printing & Duplicating	388
HC-NON-53214	Cable TV Service	190
HC-NON-53215	Telephone, Pagers, TV	1,554
HC-NON-53216	Cell Phones	3,373
HC-NON-53220	WAN Internet Connection	1,057
HC-NON-53225	Air Card-Remote Internet Connection	10
HC-NON-53301	Computer Software & Software Maintenance	38,280

HC-NON-53303	Software Upgrades for Existing PC	700
HC-NON-53304	IT Infrastructure(Security/virus) Licenses	2,792
HC-NON-53305	Computer Supplies	957
HC-NON-53310	Freight & S/H	28
HC-NON-53315	Office Equip Rental & Maint.	149
HC-NON-53318	IT Printer Support & Maint.	123
HC-NON-53320	Office Supplies	1,306
HC-NON-53321	Office Equipment & Furnishings Expense	972
HC-NON-53405	Client Related Ed./Rec. & Rehab. Supplies	1,525
HC-NON-53420	Client Related Other Service Supplies	949
HC-NON-53430	Client Related Allowances	480
HC-NON-53500	Client Transportation	20,000
HC-NON-53501	HC Client Basic Needs Fund Expense	10,000
HC-NON-53504	HC Provider Training Expenses	60,000
HC-NON-53510	Staff Meals, Tolls etc	739
HC-NON-53515	Staff Travel / Mileage	5,423
HC-NON-53600	Purch Service-Provider Agency	70,800
HC-NON-53700	Accounting & Auditing	29,000
HC-NON-53705	Actuarial Services	53,775
HC-NON-53710	Administrative Consulting	40,829
HC-NON-53715	Legal Services	27,000
HC-NON-53915	Misc. Library, Subscriptions	1,887
HC-NON-53925	Other Operating	78
HC-NON-54000	Office Equipment & Furnishings	24
HC-NON-54021	IT Assets-Laptop Computers	369
HC-NON-54023	IT Assets-Network Printer	503
HC-NON-54028	IT Assets-Other Hardware	117
HC-NON-54030	Fixed Assets - IT- Other Hardware - Lease	283
	Total Operating Expense	426,733
	Total Expenses	57,182,596
	NET SURPLUS/(DEFICIT)	18,064

Lycoming / Clinton MH Services

An Overview

Services and Supports

Joinder Assessment Services
MH Delegate Services
Targeted Case Management
Forensic Services
Community Support and Integration
Services
School Outreach
Service Funding

Joinder Assessment Services

Joinder Assessment is the front door for the Agency during traditional working hours. Assessment Casemanagers meet with consumers by appointment, mobile, and on a walk - in basis. The primary function of the Assessment Unit is to assess and determine an individual's need for ongoing support either through the Joinder, or a different community-based agency. Assessment caseworkers provide support until the individual is connected to the appropriate community resource.

MH Delegate Services

Lycoming/Clinton MH is responsible for having a County Mental Health Delegate available 24 hours a day, 7 days a week. MH Delegates are responsible for issuing 302 warrants when criteria is met to have an individual transported to a local ED to be examined for involuntary MH treatment.

MH Delegate Services

The 302 Involuntary Mental Health Commitment is used to have an individual detained by the police and transported to a local ED to be examined by a physician for inpatient MH treatment. The 302 warrant gives the police authority to detain an individual against their will when certain criteria is met. This criteria includes

- Evidence of mental illness (not drug or alcohol use)

- Immediacy (the situation is occurring now)

- Dangerousness (serious risk to self or others)

Joinder Case Management Services

Targeted Case Management

Administrative Case Management

Forensic Case Management

Community Supports and Integration Unit

Targeted Case Management

Targeted Case Management (TCM) Services are available to adults and children. Targeted Case Management is the most intensive level of case management we provide. To qualify, an individual needs to be identified as a high priority consumer, usually through a diagnosis of chronic persistent mental illness, emotional disturbance and/or a history of MH hospitalization. The primary functions of the TCM is to coordinate, monitor and link individuals with community-based services and supports. This service is available 24 hours a day. Currently the Agency employs eighteen Targeted Case Managers and three Targeted Casemanagement Supervisors serving approximately 475 cases.

Administrative Case Management

Administrative Case Management (ACM) is the basic level of case management which provides support and referral to individuals on an as needed basis. Administrative case managers are available during regular office hours, and there is no on call component to this service. These are generally less intensive cases. The Agency employs five Administrative case managers and one supervisor.

Mental Health Legal Assistant

The Mental Health Legal Assistant is supervised by the Joinder Assessment Services Supervisor. The role of the Mental Health Legal Assistant is to track and coordinate various mental health involuntary commitments at state and local hospitals where Lycoming and Clinton County residents are receiving treatment. Each county is required by state mandate to fulfil this role.

Forensic Case Management

Forensic MH services work with individuals diagnosed with a serious mental illness who are involved in the Criminal Justice System. The goal of Forensic Services is to divert the seriously mentally ill from jail and further involvement in the Criminal Justice System. Forensic Case Managers participate in Treatment Court and work in partnership with all components of the Criminal Justice System through participation in multi-agency treatment teams. The Agency currently employs four community-based Forensic Case Managers, one prison-based Case Manager and one Psychological Associate. This program is directly supervised by the Forensic Supervisor and managed by the MH Program Specialist.

Community Supports and Integration Services

The Community Supports and Integration Unit (CSI) provides a wide range of supports and services for individuals residing in the community, including; MH group homes, housing support for the seriously mentally ill, liaison for community and state hospitals, and community outreach. The Agency currently employs one Community Based Care Manager, one Group Home Coordinator, and two Social Service Aides. This Unit is managed by the MH Program Specialist.

School Outreach

The School Outreach Program places case managers in every school district in Lycoming and Clinton Counties. Outreach Case managers support the social and emotional needs of the children and address truancy issues in each school district.

Service Funding

Lycoming/Clinton MHID provides funding for individuals diagnosed with a serious mental illness who have no insurance, and don't qualify for assistance. Services for which we provide funding include, individual and group therapy, psychiatry, independent living and employment services.

Resources

Lycoming-Clinton MH/ID/A
Jim Hicklin County MH Director
jhicklin@joinder.org

Lauralee Dingler MH Program Specialist 2
ldingler@joinder.org

570-326-7895

Questions

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a modern, layered effect. The rest of the background is plain white.