

**EXECUTIVE COMMITTEE MEETING  
JULY 19, 2023  
SHARWELL BUILDING**

**ATTENDANCE**

Commissioners Richard Mirabito, Scott L. Metzger, Tony Mussare from Lycoming County, and Commissioner Jeff Snyder from Clinton County were in attendance.

**Staff:** Keith Wagner – Joinder Executive Director; Matthew Salvatori – CYS Administrator; Emma Thompson – Joinder Administrative Officer; Rhonda Asaro – Joinder Fiscal Officer; Aundrea Trautner – Joinder Administrative Assistant; Jacque Miller – HealthChoices Director; Vanessa Shellman – HealthChoices Clinical Manager; Elena Farr – HealthChoices Fiscal Officer; Karena Shaner – CYS Independent Living Case Worker; Jon Dewald- Joinder Solicitor.

**Guests:** Patricia Crossley- Williamsport Sun-Gazette; Nicole Miele Knarr – Community Care Behavioral Health Organization; Barb Vanaskie – West Branch Drug and Alcohol Abuse Commission; PA House Representative Jamie L. Flick; Jon Mentzer – Auditor for MaherDuessel; Cory Johnson – Auditor for Zelenkofkse Axelrod, LLC.; and Kayla Demar – Auditor with Zelenkofkse Axelrod, LLC.

**CALL TO ORDER**

A meeting of the Executive Committee of the Lycoming-Clinton Joinder Board was Called to Order at 9:00 a.m. by Commissioner Mirabito, 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 Mussare Moved, and Commissioner Metzger Seconded a Motion to:

*“Approve the minutes from the June 21, 2023, Executive Committee Meeting as presented by staff.”*

The Motion passed unanimously.

**HEALTHCHOICES AUDIT REPORT-CALENDAR YEAR 2022:**

Jon Mentzer from MaherDuessel provided an overview of the Joinder Board’s HealthChoices audit for the 12-month period ending 12/31/22. The review of the income statement showed a 1.9 million dollar increase in revenue from last year. Expenses also increased from the previous year, which was equivalent to the rise in revenue. Administrative expenses remained consistent, and the overall income generated improved from previous years totaling approximately 1.5 million dollars. The program showed a greater number of assets compared to their liabilities. The generated income of 1.5 million dollars is below the max amount allowed by the state, and these reserve funds can be used for reinvestment programs. The audit opinion, which examines state compliance requirements, resulted in a clean opinion. No findings were discovered during the audit, and Mr. Mentzer complimented the Joinder’s HealthChoices fiscal staff on the materials presented and a job well done.

**Discussion:**

Commissioner Mirabito inquired about the amount of last year’s revenue funds, approximately 1.2 million, and how these funds were spent.

Jacque Miller explained the process of allocating the funds available for reinvestment. She stated that a committee meets to discuss the current needs of the county communities and how these funds should be spent.

Commissioner Mirabito and Commissioner Snyder asked that a quarterly report be given at future meetings outlining the funds distributed.

Keith Wagner noted that in the past couple of years, HealthChoices has seen an increase in funds available for reinvestment, possibly due to COVID. The amount of funds available will change from year to year and may not always be as significant.

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

*“Approve the HeathChoices Audit Report for Calendar Year 2022 as presented by Jon Mentzer from MaherDuessel.”*

The Motion passed unanimously.

**JOINDER AUDIT REPORT-FISCAL YEAR 2021-2022:**

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 2021-2022. 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. He noted that the Commissioners had received an electronic copy of the report if they wished to reference it during the meeting. Printed copies were available for those Commissioners in attendance, and this document would also be sent to those not present at the Sharwell. Mr. Johnson noted that the audit went well, with nothing of concern to report, and that the Joinder staff were very accommodating and cooperative throughout the process. Ms. Demar provided a PowerPoint presentation overview of the financial statements and single audit report and briefly reviewed the contents. She noted that under the single audit report, on page 38, there was one finding which pertained to Accounting Records and the Financial Statement Closing Process. This finding was due to the lack of bank reconciliations and delays in completing the year-end closing. Rhonda Asaro noted there were two issues the Agency experienced that resulted in this finding. The delay in finalizing the bank statements was due to the adoption of PayCor, a third-party payroll provider, that resulted in erroneous journal entries and required corrections from the vendor. The delays in closing were due to issues at the state level that resulted in the provision of delayed and incorrect reports. Rhonda Asaro stated that the Agency provided a letter explaining the findings and outlined procedures to minimize future delays. Following her presentation, the Commissioners thanked Ms. Demar for her review of the audit materials.

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

*“Approve the Joinder Audit Report for Fiscal Year 2021-2022 as presented by Cory Johnson and Kayla Demar from Zelenkofske Axelrod LLC.”*

The Motion passed unanimously.

## **CONTRACTS AND AGREEMENTS FISCAL YEAR 2023-2024**

### **Joinder Professional Services: FY 23-24:**

Mr. Wagner presented two professional services contracts for Fiscal Year 2023-2024. A new agreement with RipKey LLC was presented to provide updates and maintenance to the Joinder’s website. A renewal agreement with McNerney, Page, Vanderlin, & Hall was presented to provide Joinder and MH/ID Legal Services.

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

*“Approve the following Agreements with the **Lycoming-Clinton Joinder Board** for the period 7/1/23 to 6/30/24:*

- *New Agreement with **RipKey LLC** to provide any needed updates or maintenance to the Joinder’s website in the amount of \$5,040 (\$70.00/hour);*
- *Renewal Agreement with **McNerney, Page, Vanderlin & Hall** for Joinder and Mental Health/Intellectual Disability legal services at the hourly billing rate of \$175.00 per hour for attorneys and \$125.00 per hour for paralegals.”*

The Motion passed unanimously.

### **Joinder: School-Based Services (Income) – FY 23-24:**

Mr. Wagner presented (1) renewal agreement for school-based services with Jersey Shore Area School District. He noted that this was the first of several income agreements between the Joinder and local school districts. The purpose of these agreements is so the Agency can provide case worker and outreach services. An Agency staff member is assigned as the school district's point person and liaison. The services provided by outreach staff assist schools in matters regarding truancy and obtaining MH services for students. The rate for these services increased from \$10,000.00 for FY 22-23 to \$15,000.00 for FY 23-24. These agreements generate income for the Joinder and help offset the salaries of Joinder employees assigned to provide services within these school districts. Mr. Salvatori noted that the staff assigned to the schools provide a variety of services to address mental health issues, suicide concerns, truancy, parenting issues, etc.

Commissioner Snyder Moved, and Commissioner Mussare Seconded a Motion to:

*“Approve the following **Letters of Agreement** with the **Lycoming-Clinton Joinder Board** for school-based outreach and student assistance services the period 7/1/23 to 6/30/24:*

- ***Jersey Shore Area School District – \$15,000 (offset salary for 1 Joinder staff person - MH income).”***

The Motion passed unanimously.

**Discussion:**

Representative Flick and Commissioner Mirabito inquired whether these outreach services provided counselors for students at the schools.

Mr. Wagner stated that school outreach does not provide counselor services but can connect school districts with other area providers. There are other therapy options available to the community that are funded by HealthChoices. It was recognized that families were reluctant or unable to take children to outside locations, so an expanding program was implemented to bring therapists and counselors to the schools. Many districts already contract with local providers for MH services, including Diakon and Crossroads.

Commissioner Mussare noted that more funding might be needed to provide these services in the schools and suggested allocating the Opioid funds for school programs rather than assisting with the treatment of incarcerated individuals.

Representative Flick noted that could be an option. In his study of other counties, he pointed out that no two counties are allocating these Opioid funds in the same manner. Perhaps the opioid funding could be used directly for MH-related services.

Commissioner Mirabito commented on the delays many parents and students experience when requesting MH assessments and services. Many individuals wait up to 6 months to gain an appointment.

Mr. Wager stated that while MA will pay for services, there is a lack of providers. There is minimal direct-care staff, psychiatrists, and masters-level providers available. The demand for services exceeds the number of providers.

Representative Flick mentioned a new telehealth therapy program that some school districts are offering that seems to appeal to older students. Perhaps more schools would benefit from implementing similar plans.

Jacque Miller noted that HealthChoices reinvestment funds have been allocated to provide after-school behavioral health services. Funds are also being allocated to fund programs that would help improve recruitment and retention of qualified service providers for our counties.

Matthew Salvatori noted that school districts can request services when needed. Muncy and South Williamsport School Districts recently requested full-time Outreach Caseworkers. Outreach Caseworkers connect students and families with services in many areas. He also noted that all school Outreach Caseworkers are paid for with funds from the Joinder’s MH and CYS

budgets.

**AUGUST 16, 2023, EXECUTIVE COMMITTEE MEETING:**

The decision was made to change the location and time of the August 16, 2023, Executive Committee Meeting to the Sharwell Building in Williamsport at 9:00 a.m.

**PUBLIC COMMENT:**

None

**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, August 16, 2023, at 9:00 a.m.** in the lower-level conference room of the Sharwell Building in Williamsport.

A meeting of the Lycoming County Children and Youth Standing Committee has been scheduled to begin just prior to this meeting at 8:30 a.m.

With no further business presented before the Joinder Board, the meeting was adjourned at 10:15 a.m.

Respectfully Submitted,

Keith A. Wagner, Executive Director  
Joinder Board Secretary