

## **JOINDER BOARD MEETING JANUARY 19, 2022**

### **ATTENDANCE:**

Commissioner Richard Mirabito; Commissioner Scott Metzger; and Commissioner Tony Mussare from Lycoming County and Commissioner Jeffrey Snyder; Commissioner Angela Harding and Commissioner Miles Kessinger from Clinton County were in attendance.

**Staff:** Keith Wagner – Executive Director/MH-ID Administrator; Matt Salvatori - CYS Administrator; Jacque Miller – HealthChoices Director; Emma Thompson – Compliance Officer; Cathy Bennett – Administrative Assistant; Charles Greevy III. and Jon DeWald - Joinder Solicitors. **Guests:** Rob Labatch - Hope Enterprises, Inc.; Leslie Rudio and Laura Gardner - Community Services Group; and Pat Crossley – Williamsport Sun Gazette.

### **CALL TO ORDER:**

The meeting was Called To Order at 9:02 a.m. by Charles Greevy, Joinder Solicitor.

A meeting of the Joinder Board’s Lycoming County Children and Youth Services Standing Committee was not scheduled for this month at 8:30 a.m. as there were no pressing agenda items that needed to be addressed.

Coffee and donuts were provided for this meeting and a receipt was submitted to the fiscal department.

### **ELECTION OF JOINDER BOARD OFFICERS:**

Mr. Greevy 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 added that the current Officers had served two terms and were eligible to remain in their positions for up to four consecutive terms. He noted that the current Officers had indicated they would be willing to remain in their current roles if nominated and elected. Commissioner Mussare Moved and Commissioner Harding Seconded a Motion that:

*“The current Slate of Officers be re-appointed for calendar year 2022: Commissioner Richard Mirabito - Joinder Board President; Commissioner Jeffrey A. Snyder - Joinder Board Vice President, and Commissioner Scott L. Metzger - Joinder Board Treasurer.”*

The Motion passed unanimously. Mr. Greevy congratulated the Officers and asked that Commissioner Mirabito assume his role as President to chair the remainder of the meeting.

### **MINUTES OF PREVIOUS MEETING:**

Commissioner Mussare Moved and Snyder Seconded a Motion to:

*“Approve the minutes from the December 15, 2021 Joinder Board meeting as presented by staff.”*

The Motion passed unanimously.

## **BUDGET STATUS REPORTS:**

### **FY 2021-2022 Mental Health (MH), Intellectual Disability (ID), and Early Intervention (EI)**

**Budgets** - Mr. Wagner noted that this month's report covers 42% of the fiscal year. As noted previously, for mental health and intellectual disability services, since we now receive funding from the State at the end of the quarter, rather than the beginning, it appears that we are overbudget in some areas. Once claims are submitted and funding is received, the budgets will level out. For Early Intervention services, funding is up to date and we are currently at 36% for expenses and 37% for revenue.

**HealthChoices: Calendar Year 2021** – Mr. Wagner noted that the budget report for **HealthChoices** through November reflects 92% of the year as this program operates on a calendar year. He added that revenue is running at 96% with claims around 93%.

## **CONTRACTS AND AGREEMENTS:**

### **Early Intervention Services: FY 21-22 Renewal Agreements**

Mr. Wagner presented two (2) renewal Agreements for early intervention (EI) services for FY 21-22. He noted that the majority of EI renewal agreements had been approved at a previous meeting, however two providers had not returned their signed agreements until recently. Commissioner Snyder Moved and Commissioner Mussare Seconded a Motion to:

*“Approve the following renewal Purchase of Service Agreements with the **Lycoming-Clinton Mental Health/Intellectual Disability Program** for early intervention services for the period 7/1/21 to 6/30/22:*

- *Charlotte Conser for special instruction services in the amount of \$50,000;*
- *Janeen Nahodil for speech therapy services in the amount of \$14,400.”*

The Motion passed unanimously.

### **Intellectual Disability Services: FY 21-22 Renewal Agreement**

Mr. Wagner presented a renewal Agreement with The Advocacy Alliance to provide guardianship services for referred individuals with intellectual disabilities. Commissioner Mussare Moved and Commissioner Snyder Seconded a motion to:

*“Approve the renewal Purchase of Service Agreement between the **Lycoming-Clinton MH/ID Program** and **The Advocacy Alliance** for guardian services for referred individuals with intellectual disabilities in the amount of \$2,100 for the period 7/1/21 to 6/30/22.”*

The Motion passed unanimously.

### **Mental Health Services: FY 21-22 Renewal Agreement**

Mr. Wagner presented a renewal Agreement with Service Access & Management. He noted that this Agreement generates income for the Joinder as our crisis unit currently screens incoming

calls for their on-call Targeted Casemanagers and then forwards them the contact information. He added that this Agreement is only in place through the end of April in anticipation of the Joinder's transition to the Center for Community Resources (CCR) for the provision of mental health crisis services. Commissioner Snyder Moved and Commissioner Mussare Seconded a Motion to:

*“Approve the renewal Purchase of Service Agreement between the Lycoming-Clinton Mental Health/Intellectual Disability Program and Service Access & Management, Inc. (SAM) for our crisis unit to field initial on-call Targeted Casemanagement contacts and forward them to the SAM on-call worker in the amount of \$1,800 (\$10.00/call - income) for the period 7/1/21 to 4/30/22,”*

The Motion passed unanimously.

### **HealthChoices: Administrative Agreement**

Mr. Wagner presented a renewal Agreement for actuarial services, Commissioner Mussare Moved and Commissioner Harding Seconded a Motion to:

*“Approve the Purchase of Service Agreement between the Lycoming-Clinton Joinder Board, on behalf of its Lycoming-Clinton HealthChoices Program, and Actuarial Solutions, LLC for actuarial services in the amount of \$52,700 for the period 1/1/21 to 12/31/22.”*

The Motion passed unanimously.

### **Joinder: Sublease Agreement**

Mr. Wagner noted that as part of our transition later this year to the Center For Community Resources (CCR) for the provision of mental health crisis services for Lycoming and Clinton Counties, we would like to rent them office space at our Lock Haven Satellite Office until they are able to secure a more permanent location in the Lock Haven area. In Clinton County, services will be available during the work day with on call services being provided after hours, weekends, and holidays. Commissioner Mussare Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the Sublease Agreement between the Lycoming-Clinton Joinder Board and the Center For Community Resources, Inc. for the rental of two office areas at the Lock Haven Satellite Office in the amount of \$450.00/month for the period 5/1/22 to 6/30/23.”*

The Motion passed unanimously.

### **HUMAN SERVICES ADVISORY BOARD (HSAB) APPOINTMENT:**

Mr. Salvatori noted that Chad Riley has expressed interest in becoming a member of the HSAB on the Children and Youth Sub-Committee. He added that Mr. Riley has been a foster parent for the Lycoming CYS Agency for six years and is a member of other human service boards. He recently attended January's Human Services Advisory Board member as a guest and has shown a real interest in becoming a member of the HSAB. Commissioner Snyder Moved and Commissioner Mussare Seconded a Motion to:

*“Appoint Chad Riley to the Lycoming-Clinton Human Services Advisory Board (Children and Youth Sub-Committee) with a term ending 6/30/24.”*

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. He added that prior to Mr. Egly’s retirement he had held the role of Assistant Executive Secretary and action was needed at this time to appoint Mr. Salvatori to this position. In the event the Executive Secretary was absent, the Assistant Executive Secretary could act in his place if additional duties and responsibilities were assigned by the Board. Commissioner Kessinger Moved and Commissioner Metzger Seconded a Motion to:

*“Appoint Matthew Salvatori, CYS Administrator, to the position of Assistant Executive Secretary for the Lycoming-Clinton Joinder Board.”*

The Motion passed unanimously. Commissioner Kessinger Moved and Commissioner Metzger 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.

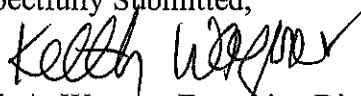
**OTHER BUSINESS, NEXT MEETING AND ADJOURNMENT:**

Commissioner Mirabito asked if Mr. Wagner could provide the Board with an overview of information that was covered at the Human Services Advisory Board (HSAB) meeting held last week. Commissioner Mirabito noted that the HSAB would become much more involved in recommendations to the Joinder in the event the Joinder opted to move under the Block Grant. Mr. Wagner noted that the HSAB meets on a quarterly basis in the months of January, April, August, and November and that both Commissioners Mirabito and Snyder are members of this Board. In addition, former Clinton County Commissioner Pete Smeltz is also a community member on this Board. He noted that at the HSAB meeting held on 1/12/22, Kathy Lynn, the Joinder’s County Intellectual Disability Director, provided an overview of two State required reports pertaining to individuals with intellectual disabilities. He also provided an overview of the Joinder’s decision to transition the provision of mental health crisis intervention services to the Center For Community Resources (CCR) and their progress to date in this process. He noted that CCR is currently considering rental of a site in the downtown Williamsport area that includes space for the short term residential component. Matt Salvatori noted that crisis intervention services for the CYS Agency (which include child abuse and neglect investigations) must be conducted by Agency staff and plans are underway to have a second shift of staff available from 2:00 p.m. to 10:00 p.m. at the Sharwell on weekdays and on call coverage in place for after hours. Mr. Salvatori also provided the Board with an update on the Family Engagement Initiative which has been reviewed with the Joinder Board in previous meetings. Keith noted that he will provide the Joinder Board with an update following the quarterly HSAB meetings and that the minutes from HSAB meetings are also available on the Joinder’s web site.

Commissioner Mirabito inquired if there were any additional questions or comments from the guests who were in attendance by Zoom. With nothing further presented, 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 16<sup>th</sup> at 9:30 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 9:00 a.m. at this same location.

With no further business presented before the Joinder Board, the meeting was adjourned at 9:30 a.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Keith Wagner", written over the typed name below.

Keith A. Wagner, Executive Director  
Joinder Board Secretary