

# JOINDER BOARD MEETING OCTOBER 19, 2022

## ATTENDANCE

Commissioners Richard Mirabito, Scott Metzger, and Tony Mussare were present from Lycoming County and Commissioners Jeffrey Snyder and Angela Harding were present from Clinton County.

**Staff:** Keith Wagner – Joinder Executive Director; Matt Salvatori - CYS Administrator; Rhonda Asaro – Joinder Fiscal Director; Emma Thompson – Joinder Administrative Officer; Vanessa Shellman – HealthChoices Clinical Manager; Cathy Bennett – Joinder Administrative Assistant; and Jon DeWald – Joinder Solicitor.

**Guests:** Kayla DeMar, Corey Johnson and D. Schroeder - Zelenkofske Axelrod LLC; Rob Labatch – Hope Enterprises, Inc.; Ron Simon – Families United Network; Amy Tsiskas - Community Services Group; Casey Monaghan – General Public; and Patricia Crossley – Williamsport Sun Gazette.

## CALL TO ORDER

A meeting of the Lycoming-Clinton Joinder Board was Called To Order at 9:00 a.m. by Commissioner Mirabito, Joinder Board President. Coffee and donuts were provided for the meeting and a receipt was provided to the Fiscal Department.

## JOINDER AUDIT REPORT FOR FY 2020-2021:

Kayla DeMar and Cory Johnson, from the auditing firm Zelenkofske Axelrod LLC, called via Zoom to provide an overview of the Joinder's Audit Report for FY 2020-2021 which 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. It was noted that the Commissioners had received a printed copy of the Audit report prior to the meeting for their review. Ms. DeMar noted that the Audit went well, with nothing of concern to report, and that the Joinder staff were very helpful and cooperative throughout the process. In this year's Audit there were no new GASB Accounting Standards that needed to be adopted. There was one material weakness noted pertaining to delays in reconciling bank accounts pertaining to payroll. The Joinder switched to a third party payroll provider during this audit period and Joinder staff were unable to get the information they needed to reconcile bank accounts in a timely manner. With some of these accounts being 5 or 6 months behind in their reconciliation, this delay also prevented the completion of the Audit in a timely manner. Mrs. Asaro noted that the issues which caused the delay in bank account reconciliations has been resolved. It was also noted that the finding in last fiscal year's Audit pertaining to an issue with CYS contract language has been satisfactorily resolved. Staff also briefly summarized the contents of the Financial Statements and Single Audit Report. Following the presentation, the Commissioners thanked Ms. DeMar and Mr. Johnson for their review of the Audit materials. Commissioner Mussare Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the Joinder Audit Report for Fiscal Year 2020-2021  
as presented by staff from Zelenkofske Axelrod LLC.”*

The Motion passed unanimously.

## **MINUTES OF PREVIOUS MEETING**

Commissioner Mussare Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the minutes from the September 21, 2022 Executive Committee meeting as presented by staff.”*

The Motion passed unanimously.

## **BUDGET STATUS REPORT:**

Mr. Wagner presented the FY 21-22 year end budget report (thru 6/30/22) for Mental Health, Intellectual Disability and Early Intervention Services. He noted the revenue for Mental Health and Intellectual Disability services was close to 100% with Early Intervention being slightly under as we are waiting for payment from the State for some services that occurred later in the fiscal year. He noted that it appears we have carryover in the Mental Health and Intellectual Disability Cost Centers but this is due to funds that have not yet been expensed from the Community Mental Health Services Block Grant which is being used toward start up costs for the new crisis site (Center For Community Resources), as well as for additional Student Assistance Program services for the Keystone Central School District. He noted that this is an 18 month Grant and funds can be carried over.

## **CONTRACTS AND AGREEMENTS**

### **Early Intervention Services: FY 22-23 Renewal Agreements**

Mr. Wagner presented sixteen (16) renewal Agreements with early intervention service providers for renewal. He noted that early intervention services are provided to eligible children birth to 3 years old and consist of services such as special instruction, hearing services, and speech therapy. He noted that there are increases or decreases to this year's Agreements based on last year's actual usage and projections for this year's usage. Commissioner Mussare Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the following renewal Purchase of Service Agreements with the Lycoming-Clinton MH/ID Program for early intervention services for the period 7/1/22 to 6/30/23:*

- *Justine Ammon for the provision of speech therapy services in the amount of \$1,000;*
- *Rebecca Baumunk for the provision of special instruction services in the amount of \$25,000;*
- *Patricia Chuprinski for the provision of speech therapy services in the amount of \$27,000;*
- *Charlotte Conser for the provision of special instruction in the amount of \$38,000;*
- *Kimberly Heffner for the provision of occupational therapy services in the amount of \$1,000;*

- ***Infant Development Program, Inc.*** for the provision of occupational therapy, physical therapy, speech pathology, and special instruction in the amount of \$53,000;
- ***Michele Jackson*** for the provision of speech therapy services in the amount of \$16,000;
- ***Just Words Therapy I*** for the provision of special instruction (home/community) services in the amount of \$81,000;
- ***Janeen Nahodil*** for the provision of speech therapy services in the amount of \$14,400;
- ***North Central Sight Services*** for the provision of various occupational and speech therapy services in the amount of \$16,000;
- ***Donna O'Brien*** for the provision of speech therapy services in the amount of \$21,000;
- ***Marilyn O'Neill*** for the provision of hearing services in the amount of \$8,000;
- ***Play and Learn Speech, LLC*** for the provision of speech therapy services in the amount of \$31,200;
- ***Laura Rowland*** for the provision of speech therapy services in the amount of \$45,000;
- ***The Joy of Speech, LLC*** for the provision of speech therapy services in the amount of \$108,000;
- ***UPMC Williamsport*** for the provision of occupational and physical therapy in the amount of \$75,000."

The Motion passed unanimously.

**Joinder: Administrative Agreement: FY 21-22 Renewal Agreement**

Mr. Wagner presented a renewal Agreement with Zelenkofske Axelrod to conduct the Joinder's audit for Fiscal Year 21-22. He noted that the previous Agreement with them covered three fiscal years and that this year's Agreement reflected an increase of \$1,830. Mr. Wagner noted that consideration would be given to putting out a Request For Proposals for FY 22-23 for auditing services. Commissioner Snyder inquired if the initial three year Agreement had a renewal option for additional years as he would support continuing with them due to their experience and expertise. Mr. Wagner noted that he would check into this further. Commissioner Mussare Moved and Commissioner Metzger Seconded a Motion to:

***"Approve the Agreement between the Lycoming-Clinton Joinder Board and Zelenkofske Axelrod LLC in the amount of \$25,500 to conduct Joinder Audit Services for the period ending June 30, 2022 (Fiscal Year 21-22).***

The Motion passed unanimously.

## **OTHER BUSINESS**

Mr. Monaghan indicated he would like to make some public comments. He expressed his concern that the Joinder has entered into a \$500,000 contract with the Center For Community Resources to provide mental health crisis services and he also offered some comments that focused on personnel matters for the Board's consideration.

Commissioner Mirabito thanked Mr. Monaghan for his comments.

## **EXECUTIVE SESSION**

At 9:25 a.m. Commissioner Mirabito requested an Executive Session to discuss a legal/business issue and noted that the meeting would reconvene following a brief discussion. The Commissioners and Mr. DeWald left the meeting room and upon returning at 9:37 a.m. the meeting was reconvened.

## **OTHER BUSINESS (CONTINUED)**


Commissioner Mirabito noted that the purpose of the Executive Session was to discuss the Joinder's lease Agreement for the Sharwell Building which is set to expire on July 31, 2024. He noted that a decision will need to be made prior to June 1, 2023 as on or before this date the landlord would need to be notified if the Joinder wishes to extend the term of the lease for an additional 10 year term. Also, a one year notice must be provided to the landlord in the event the Joinder would decide to terminate the lease. The concerns/issues briefly discussed included the total rent paid to date for the use of the building and that there are available County owned sites that could possibly house the Joinder staff and services. The Commissioners requested that Mr. Wagner and Mr. Salvatori continue working on a list of pros and cons for remaining at the Sharwell Building or moving into another facility as discussions need to continue and a decision made within the next 6 months.

## **NEXT MEETINGS 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, November 16<sup>th</sup> at 9:30 a.m. at the Piper Building in Lock Haven. In the event it is needed, a brief meeting of the Lycoming County Children and Youth Standing Committee will be scheduled for 9:00 a.m., immediately followed by a meeting between the Lycoming and Clinton County Children and Youth Agencies.

With no further business presented before the Joinder Board, the meeting was adjourned at 9:45 a.m.

Respectfully Submitted,



Keith A. Wagner, Executive Director  
Joinder Board Secretary