

**JOINDER BOARD MEETING  
SHARWELL BUILDING  
DECEMBER 15, 2021**

**ATTENDANCE:**

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

**Staff:** Keith Wagner – Executive Director/MH-ID Administrator; Matt Salvatori - CYS Administrator; Jon Tallman – HR Director; Emma Thompson – Compliance Officer; Cathy Bennett – Administrative Assistant; Charles Greevy III. and Jon DeWald - Joinder Solicitors.

**Guests:** Rob Labatch - Hope Enterprises, Inc.; Aimee Tsikitas - Community Services Group; Pat Crossley – Williamsport Sun Gazette; and Casey Monaghan – Community Representative.

**CALL TO ORDER:**

The meeting was Called To Order at 1:00 p.m. by Commissioner Mirabito, Joinder Board President. Zoom/call in was available for today’s meeting and some guests were in attendance via this option.

A meeting of the Joinder Board’s Lycoming County Children and Youth Services Standing Committee was held just prior to today’s Joinder Board meeting beginning at 12:30 p.m. This meeting was held to review and take action on CYS Agency business and separate minutes will be prepared for this meeting.

**MINUTES OF PREVIOUS MEETING:**

Commissioner Snyder Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the minutes from the November 17, 2021 Executive Committee 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 33% of the fiscal year and reflects current budget numbers. As noted last month, 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.

**HealthChoices: Calendar Year 2021** – Mr. Wagner noted that the budget report for **HealthChoices** through October reflects 83% of the year as this program operates on a calendar year. He added that revenue is running at 87% with claims around 81%.

**Extension of Joinder Lines of Credit** – Mr. Wagner noted that the Joinder’s financial institution, Woodlands Bank, is requiring approval and signature on letters by the Joinder Board President to

continue the lines of credit for the MH/ID and LCYS Agencies. Commissioner Mussare Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the signing of the required documents to extend the Lycoming-Clinton Joinder Board’s lines of credit (Allonge To Promissory Note) with Woodlands Bank for the Lycoming-Clinton Mental Health/Intellectual Disability Program and Lycoming County Children and Youth Services for the period 12/23/21 to 12/23/22.”*

The Motion passed unanimously.

**Joinder Salary Scale Adjustment** – Mr. Wagner noted that following the conclusion of last month’s meeting an Executive Session was held to discuss some personnel matters related to the Joinder. During this session, the Board had discussed several options to make an adjustment to the Joinder’s staff salary scale and Mr. Wagner asked if the group was ready to take any action in this regard. Commissioner Mussare made a Motion to continue these discussions and this Motion was Seconded by Commissioner Metzger. Shortly thereafter, Commissioner Mussare withdrew his Motion and this was Seconded by Commissioner Kessinger. Mr. Wagner summarized the discussion, noting that a suggestion had been to follow the State’s local government salary scale whereby we would increase the Joinder salary scale at the same percentage level when one occurred to this scale. If this option was elected, it would also be understood that we would not go over the maximum reimbursement level allowed for local government. The other recommendation was to maintain the Joinder’s current salary scale structure with consideration of adding a 3% increase across the board to this scale in light of the continued difficulties in recruiting and retaining staff. He also added that this past July many Joinder employees experienced between a \$100 and \$200 per pay deduction as the result of health insurance premium increases. Commissioner Mussare Moved and Commissioner Snyder Seconded a Motion to:

*“Approve a 3% across the board adjustment to the Joinder’s Salary Scale effective January 1, 2022.”*

The Motion passed unanimously. The Commissioners asked Keith and Matt to thank the staff for their ongoing dedication and service to the consumers they serve from Lycoming and Clinton Counties.

## **CONTRACTS AND AGREEMENTS:**

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

Mr. Wagner presented three (3) renewal Agreements with The Advocacy Alliance for intellectual disability services. He noted that the Agreement for the IM4Q Project pertains to required monitoring of services by the Office of Developmental Programs. Advocacy Alliance staff conduct surveys with intellectual disability consumers to see if they are satisfied or dissatisfied with services and to obtain any recommendations for improvements in services. The two Agreements pertaining to Investigative Services pertain to required investigations in the event there is an allegation of abuse or neglect involving a consumer. The Agreement for the Administrative Entity pertain to situations that occur in the consumer’s family home, group home or other community location. The Agreement pertaining to the Supports Coordination Organization would pertain in the event there would be an allegation against a Supports Coordinator employed by the Joinder. Commissioner Kessinger Moved and Commissioner Metzger Seconded a Motion to:

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

- *The Advocacy Alliance for the IM4Q Project in the amount of \$37,700;*
- *The Advocacy Alliance for Investigative Services (Administrative Entity) in the amount of \$25,000;*
- *The Advocacy Alliance for Investigative Services (Supports Coordination Organization) in the amount of \$2,500.”*

The Motion passed unanimously.

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

Mr. Wagner presented ten (10) 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 the adjustments in this year's Agreements were based on last year's usage. Commissioner Mussare Moved and Commissioner Snyder Seconded a Motion to:

*“Approve the following renewal Purchase of Service Agreements with the **Lycoming-Clinton MH/ID Program** for the period 7/1/21 to 6/30/22:*

- *Central Intermediate Unit #10 for hearing and vision services in the amount of \$3,000;*
- *Patricia Chuprinski for speech therapy services in the amount of \$22,950;*
- *Marie Cummings for speech therapy services in the amount of \$13,500;*
- *Kimberly Heffner for occupational therapy services in the amount of \$1,000;*
- *Hope Enterprises, Inc. for special instruction in the amount of \$5,000;*
- *Infant Development Program, Inc. for occupational therapy, physical therapy, speech pathology, and special instruction in the amount of \$42,000;*
- *The Joy of Speech, LLC for speech therapy services in the amount of \$49,500;*
- *Donna O'Brien for speech therapy services in the amount of \$6,000;*
- *Laura Rowland for speech therapy services in the amount of \$40,000;*

- *UPMC Williamsport for occupational and physical therapy in the amount of \$40,000.”*

The Motion passed unanimously.

**HealthChoices: Calendar Year 2022 Renewal Agreements**

Mr. Wagner presented five (5) renewal agreements for HealthChoices for calendar year 2022. He noted that the Agreement with The Center For Behavioral Health Data Research is for the provision of Consumer/Family Satisfaction Team Services as we are required by the State to survey a percentage of consumers to see if they are satisfied with the services they are receiving. He noted that the Agreement with Deerfield Data Management is for the provision of HealthChoices data management and analysis services and the Agreement with Living Complete Technologies is for software license, maintenance and support to obtain HealthChoices data from the State. The Agreement with Obermayer, Rebmann, Maxwell & Hippel pertains to services provided by our HealthChoices solicitor, Lawrence Tabas. The last Agreement is a continuation Agreement with West Branch Drug and Alcohol Abuse Commission for their portion of administrative oversight of the HealthChoices Program. Commissioner Kessinger Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the following renewal Purchase of Service Agreements between the **Lycoming-Clinton Joinder Board, on behalf of its Lycoming-Clinton HealthChoices Program, for the period 1/1/22 to 12/31/22:***

- ***The Center For Behavioral Health Data Research, Inc. for Consumer/Family Satisfaction Team (C/FST) Services in the amount of \$70,000;***
- ***Deerfield Data Management, LLC for the provision of HealthChoices data management and analysis services in the amount of \$28,800 (\$2,400/month);***
- ***Living Complete Technologies, Inc. for software license, maintenance and support to obtain HealthChoices data from the State in the amount of \$20,840 (\$5,000 annual license fee and \$1,320/month support and maintenance fees).”***
- ***Obermayer, Rebmann Maxwell & Hippel LLP for solicitor services in the amount of \$310.00/hour;***
- ***West Branch Drug and alcohol Abuse Commission for administrative oversight in the amount of \$33,000.”***

The Motion passed unanimously.

**Joinder: FY 21-22 New Agreement**

Mr. Wagner presented a new Agreement with Tracy Blaker for the provision of consulting services pertaining to the completion of personnel and insurance paperwork until a replacement staff person can be hired and trained in a vacant human resources position within the Joinder.

Commissioner Mussare Moved and Commissioner Snyder Seconded a Motion to:

*“Approve the Purchase of Service Agreement between the Lycoming-Clinton Joinder Board and Tracy Blaker in the amount of \$28,800 (\$60.00/hour) for the period 12/56/21 to 6/30/22.”*

The Motion passed unanimously.

**HUMAN SERVICES ADVISORY BOARD APPOINTMENT:**

Mr. Wagner noted that Susan Newcomer had expressed interest in becoming a member of the HSAB on the Intellectual Disability Sub-Committee. He added that Ms. Newcomer has an adult son with intellectual disabilities and she currently serves as a member of our Administrative Entity Human Rights Committee. Commissioner Metzger Moved and Commissioner Mussare Seconded a Motion to:

*“Appoint Susan Newcomer to the Lycoming-Clinton Human Services Advisory Board (Intellectual Disability Sub-Committee) with a term ending 6/30/24.”*

The Motion passed unanimously.

**JOINER/EXECUTIVE COMMITTEE MEETING DATES FOR CALENDAR YEAR 2022:**

Mr. Wagner noted that the proposed meeting dates for calendar year 2022 for the Joinder Board and its Executive Committee had been emailed to the Commissioners and their office staff for review. He added that the Workforce Development Board meeting dates and times had been verified and, as in past years, the Joinder/ECM meetings for the months of March, June, September, and December reflect a 1:00 p.m. start time. All other monthly meetings were scheduled to begin at 9:00 a.m. at the Sharwell Building and Zoom/call in will continue to be offered for attendance of these meetings. Commissioner Snyder suggested we resume holding some meetings in Clinton County and the group concurred with this suggestion. In the past, meetings were held in Clinton County during the months of February, May, August and November. Commissioner Snyder asked if consideration could be given to beginning the Executive Committee meetings at 9:30 a.m. on those months and to hold an informational sharing meeting between the staff from the Lycoming and Clinton County Children and Youth Agencies beginning at 9:00 a.m. The group was in agreement with these suggestions. With these revisions to the calendar noted, Commissioner Snyder Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the meeting schedule for the Lycoming-Clinton Joinder Board and its Executive Committee for calendar year 2022 as presented by staff.”*

The Motion passed unanimously. It was noted that the Joinder/Executive Committee meeting schedule will be advertised in the local media as required and the meeting schedule will also be included as “Attachment A” to these minutes.

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

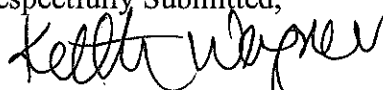
**Extension Request for Annual Filing of Form 990** – Mr. Wagner noted that our auditing firm filed and received approval of this extension request.

**Election of Officers** - Mr. Wagner 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. Two of the Officers must be from Lycoming County, with the third Officer being from Clinton County and the President and Vice President must be from different Counties. He added that an Officer can serve a maximum of four (4) consecutive years and that our current Officers had each been in their respective roles for 2 calendar years and would be eligible to continue in their respective positions if nominated and elected.

**Compliance Officer** – Mr. Wagner introduced Emma Thompson as the Joinder's Compliance Officer. He noted Ms. Thompson started 12/1/21 and that this is a newly created position at the Joinder. The Commissioners welcomed Ms. Thompson and wished her well in her new position.

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 Lycoming-Clinton Joinder Board is scheduled to be held on Wednesday, January 19, 2022 at 9:00 a.m. at the Sharwell Building. With there being no further business before the Joinder Board, the meeting was adjourned at 1:45 p.m.

Respectfully Submitted,



Keith A. Wagner, Executive Director  
Joinder Board Secretary

**JOINDER AND EXECUTIVE COMMITTEE  
2022 MEETING DATES**

January 19, 2022	JOINDER BOARD	9:00 a.m.	Sharwell Building
February 16, 2022	EXECUTIVE COMMITTEE	9:30 a.m.	Clinton County Commissioners' Office
March 16, 2022	EXECUTIVE COMMITTEE	<u>1:00 p.m.</u>	Sharwell Building
April 20, 2022	JOINDER BOARD	9:00 a.m.	Sharwell Building
May 18, 2022	EXECUTIVE COMMITTEE	9:30 a.m.	Clinton County Commissioners' Office
June 15, 2022	EXECUTIVE COMMITTEE	<u>1:00 p.m.</u>	Sharwell Building
July 20, 2022	JOINDER BOARD	9:00 a.m.	Sharwell Building
August 17, 2022	EXECUTIVE COMMITTEE	9:30 a.m.	Clinton County Commissioners' Office
September 21, 2022	EXECUTIVE COMMITTEE	<u>1:00 p.m.</u>	Sharwell Building
October 19, 2022	JOINDER BOARD	9:00 a.m.	Sharwell Building
November 16, 2022	EXECUTIVE COMMITTEE	9:30 a.m.	Clinton County Commissioners' Office
December 21, 2022	JOINDER BOARD	<u>1:00 p.m.</u>	Sharwell Building

**JOINDER BOARD MEETING:** Comprised of all 6 Commissioners  
(2 from each County must be present for a quorum)

**EXECUTIVE COMMITTEE MEETING:** Comprised of the 3 Officers of the Board  
(Proxy/Substitute may be present for absent Officer)

**Zoom/call in will also be available as an option for attendance of these meetings. Prior to the meeting, please contact 570-326-7895 to receive these instructions.**