

**JOINDER BOARD MEETING  
DECEMBER 20, 2023  
SHARWELL BUILDING**

**ATTENDANCE**

Commissioners Richard Mirabito and Scott Metzger from Lycoming County, Commissioners Jeff Snyder and Commissioner Miles Kessinger from Clinton County were in attendance.

**Staff:** Keith Wagner – Joinder Executive Director; Matthew Salvatori – CYS Administrator; Emma Thompson – Joinder Administrative Officer; Aundrea Trautner – Joinder Administrative Assistant; James Hicklin – County MH Director; Rhonda Asaro- Joinder Fiscal Director; Ryan McKeirnan – Joinder Human Resources Director and Jon Dewald- Joinder Solicitor.

**Guests:** Patricia Crossley- Williamsport Sun-Gazette and Barb Vanaskie – West Branch Drug and Alcohol Abuse Commission

**CALL TO ORDER**

A meeting of the Lycoming-Clinton Joinder Board was Called to Order at 1:01 p.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 Metzger Moved, and Commissioner Kessinger Seconded a Motion to:

*“Approve the minutes from the November 15, 2023, Joinder Board Meeting as presented by staff.”*

The Motion passed unanimously.

**BUDGET AND FISCAL ITEMS:**

**FY 2023-2024 Mental Health (MH), Intellectual Disability (ID), and Early Intervention (EI) Budgets**

Mr. Wagner distributed and reviewed the MH, ID, and EI budgets for FY 23-24. Mr. Wagner noted that provider agreements for Fiscal Year 22-23 were extended at the same rates to provide continuation of services to clients into FY 23-24. The extensions are necessary because the MH budget cannot be completed until after the state budget approval. Mr. Wagner stated that for the first time in nearly 20 years the state approved a \$20,000,000.00 increase to the base budget. Lycoming and Clinton Counties will receive approximately \$245,000.00 of those funds. He commented on the Joinder’s struggle to hire and retain ID caseworkers. There are currently 3-4 job openings. He also commented on the Joinder’s struggle to recruit and hire a psychologist to provide evaluation services. There are currently approximately 50 individuals waiting to get approved for services. The agency is trying to devise creative ways to contract with a psychologist and possibly find a doctor to sign off on the evaluations performed by a master’s level provider. However, this will require approval from the Office of Developmental Programs (ODP).

Commissioner Mirabito inquired as to how long individuals have been waiting for services. Mr. Wagner responded that some people have been waiting years and the list is constantly growing. Mr. Wagner stated that the agency is currently looking into using a headhunter to recruit and hire someone. The budget documents distributed by Mr. Wagner are an attachment to these minutes (**Attachment A**).

Commissioner Metzger Moved and Commissioner Snyder Seconded a Motion to:

*“Approve the following operating budgets for FY 2023-2024 as prepared and presented by staff:*

- *Mental Health Services in the amount of \$7,920,595.00.*
- *Intellectual Disability Services in the amount of \$3,115,762.00*
- *Early Intervention Services in the amount of \$1,370,389.00”*

The Motion passed unanimously.

### **Discussion:**

Commissioner Snyder asked if the increased funding from the state has been allocated to any particular program. Mr. Wagner commented that most of that money will likely go towards MH residential services. He further stated that there are currently 2 MH group homes operating in Lycoming and Clinton Counties. The increased income with help with funding those services.

Commissioner Snyder suggested writing a letter to the state officials thanking them for the MH budget increase and informing them how the money will be spent.

Commissioner Snyder Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the creation of a letter from The Joinder to PA State legislatures expressing appreciation for the increased funding and providing information on how the money will be spent.”*

The Motion passed unanimously.

### **Extension of Joinder Line of Credit**

Mr. Wagner noted that lines of credit are used for accounts payable expenses before federal and state funding is received. This is an annual form that must be signed every year. Commissioner Mirabito inquired about the line of credit interest rate. Rhonda Asaro stated it was the prime rate, less a few points. Commissioner Snyder Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the extension of the Joinder Lines of Credit for MH/ID and LCYS with Woodlands Bank for period of 12/23/2023 to 12/23/2024”*

The Motion passed unanimously.

### **Joinder Salary Scale Adjustment**

Mr. Wagner stated that pre 2020 the Joinder had a lot of retention and career longevity with those staffed at the agency. Currently there is a high turnover of staff with 51 individuals working at the Joinder less than 5 years and 82 less than 10 years. By approving a 2.5% COLA it will allow the agency to remain competitive in the current job market. Commissioner Mirabito asked how this increase would affect the budgets. Mr. Wagner stated that the MH/ID has already budgeted for this increase and personnel costs for MH/ID have recently gone down.

Commissioner Snyder Moved and Commissioner Metzger Seconded a Motion to:

*“Approve an increase of 2.5% across the board adjustment to the Joinder’s Salary Scale effective January 1, 2024”*

The Motion passed unanimously.

**CONTRACTS AND AGREEMENTS FOR FISCAL YEAR 2023-2024:**

**Joinder Grant: FY 23-24**

Mr. Wagner presented a pass-through agreement with Center for Community Resources (CCR). The grant is related to MH crisis intervention services training for law enforcement. The grant money will pass through to CCR to hire caseworkers to assist law enforcement with mental health crisis situations. Board approval is needed to submit the grant which will not exceed \$200,000.00 and HealthChoices will supplement the program with extra funds if needed.

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

*“Approve the passthrough agreement with Center for Community Resources (CCR) for the Bryne State Crisis Intervention Program Grant; not to exceed \$200,000.00.”*

The Motion passed unanimously.

**Joinder Administrative Agreement 10/1/23 to 3/1/26**

Mr. Wagner presented a new agreement with Julia Dyckman Andrus Memorial, Inc. This agreement pertains to the Sanctuary trauma-informed care certification the agency acquired earlier this year. This agreement is for a 3-year ongoing contract to continue the agency’s trauma-informed care implementation and training. Commissioner Snyder Moved, and Commissioner Kessinger Seconded a Motion to:

*“Approve the new agreement with **Julia Dyckman Andrus Memorial, Inc.** for Sanctuary Trauma Informed Care Post Certification 10/1/23 to 3/1/26 - \$12,000.”*

The Motion passed unanimously.

**Joinder Contractor Services: FY 23-24**

Mr. Wagner presented several contractor agreements for renovations on the 4<sup>th</sup> floor of the Third Street Plaza. Bids were submitted by area contractors and a public bid opening was held on November 21, 2023. Those with the lowest bids were awarded the jobs.

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

*“Approve the agreement with **Gray Builders** for Prime General Construction of Fourth Floor Renovations of 33 West Third Street, Williamsport, PA 17701 Awarded Amount - \$1,088,000.00.”*

The Motion passed unanimously.

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

*“Approve the agreement with **Spencer Mechanical, Inc.** for Prime Plumbing Construction of Fourth Floor Renovations of 33 West Third Street, Williamsport, PA 17701  
Awarded Amount - \$185,700.00.”*

The Motion passed unanimously.

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

*“Approve the agreement with **Dixon AC&R Corporation** for Prime HVAC Construction of Fourth Floor Renovations of 33 West Third Street, Williamsport, PA 17701  
Awarded Amount - \$174,466.00.”*

The Motion passed unanimously.

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

*“Approve the agreement with **G.R. Noto Electrical Construction, Inc.** for Prime Electrical Construction of Fourth Floor Renovations of 33 West Third Street, Williamsport, PA 17701  
Awarded Amount - \$431,000.00.”*

Due to a conflict-of-interest Commissioner Metzger abstained from voting.

The Motion passed.

### **Mental Health Services: FY 23-24**

Mr. Wagner presented three renewal agreements for mental health services with Clinton County Community Connections, Inc. (CCCC), Crossroads Counseling, Inc., and Skills of Central Pennsylvania, Inc. Crossroads and CCCC saw a decrease due to most individuals using Medicaid to pay for services. Skills of Central PA saw an increase due to an increased number of individuals using their services who do not qualify for Medicaid. Commissioner Kessinger Moved and Commissioner Snyder 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 7/1/23 to 6/30/24:*

- **Clinton County Community Connections, Inc.**  
*Renewal Agreement for Social Rehab Services  
\$60,000 (decrease of \$5000); 7/1/23 to 6/30/24*
- **Crossroads Counseling, Inc.**  
*Renewal Agreement for Forensic and Outpatient  
Mental Health Services  
\$7,500.00 (decrease \$4,500.00); 7/1/23 to 6/30/24*

- **Skills of Central Pennsylvania, Inc.**  
*Renewal Agreement for the provision of site based Psychiatric Rehabilitation Services in Lock Haven \$50,000 (increase of \$10,000); 7/1/23 to 6/30/24.”*

The Motion passed unanimously.

**Intellectual Disability Services: FY 23-24**

Mr. Wagner presented eight agreements for intellectual disability (ID) services. Commissioner Kessinger Moved and Commissioner Snyder Seconded a Motion to:

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

- **Bayada Home Health Care, Inc.**  
*Renewal Agreement for Respite, Companion, In Home And Community Support Services for consumers living at home \$45,000 (increase of \$1000); 7/1/23 to 6/30/24*
- **Clinton County Community Connections, Inc.**  
*Renewal Agreement for Companion, Various CPS, Transportation and Respite Services \$70,000 (decrease of \$18,500); 7/1/23 to 6/30/24*
- **Carl Frels**  
*Renewal Agreement for Certified Deaf Interpreter Services \$3,000 (decrease of \$1,000); 7/1/23 to 6/30/24*
- **Michelle K. Long**  
*Renewal Agreement for the provision of Hearing ASL Interpreter Services \$2,500 (decrease of \$1,500); 7/1/23 to 6/30/24*
- **Service Access & Management, Inc.**  
*New Agreement for AE Investigative Services \$15,000 (same); 07/1/23 to 6/30/24*
- **Heather Schmerman**  
*Renewal Agreement for the provision of Certified Deaf Interpreter Services \$500 (decrease of \$3,500); 7/1/23 to 6/30/24*
- **Skills of Central Pennsylvania, Inc.**  
*Renewal Agreement for In-Home and Community Supports and Supported Employment \$5,000 (decrease if \$22,000); 7/1/23 to 6/30/24*

- ***Skills of Central Pennsylvania, Inc.***  
*Renewal Agreement to provide a specialized summer program for referred individuals with intellectual disabilities \$73,500 (same); 7/1/23 to 6/30/24*

The Motion passed unanimously.

**Early Intervention Services: FY 23-24**

Mr. Wagner presented one new agreement for early intervention services with Therapy Source Staffing Solutions to provide occupational therapy services. Commissioner Metzger Moved and Commissioner Kessinger Seconded a Motion to:

*“Approve the following Agreement pertaining to early intervention services with the Lycoming-Clinton Mental Health/Intellectual Disability Program for the period 7/1/23 to 6/30/24:*

- ***Therapy Source Staffing Solutions***  
*New Agreement for Occupational Therapy at a rate of \$34.70 per quarter hour; 7/1/23 to 6/30/24.”*

The Motion passed unanimously.

**JOINDER BOARD/EXECUTIVE COMMITTEE MEETING DATES FOR CALENDAR YEAR 2024:**

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

*“Approve the list of Joinder Board/Executive Committee Meeting Dates for Calendar Year 2024 as presented by staff.”*

The Motion passed unanimously.

The meeting dates distributed by staff are an attachment to these minutes (**Attachment B**).

**PUBLIC COMMENT:**

None

**OTHER BUSINESS:**

Mr. Wagner commented on the annual filing of form 990. Each board member will be given a copy for review and will grant permission to sign.

Mr. Wagner noted that the election of officers will be held at the January 2024 meeting. Prior to the board meeting, an orientation will be held for the newly elected commissioners.

Mr. Wagner expressed appreciation for the dedication and hard work provided by Commissioner Mirabito, Commissioner Mussare, and Commissioner Kessinger over the years.

**NEXT MEETING AND ADJOURNMENT:**

It was noted that the next meeting Joinder Board meeting is scheduled to be held on **Wednesday**,

**January 17, 2024, at 9:00 a.m.** at the Sharwell Building in Williamsport, PA.

With no further business presented, the meeting was adjourned at 1:37 p.m.

Respectfully Submitted,

Keith A. Wagner, Executive Director  
Joinder Board Secretary