

**JOINDER BOARD MEETING
DECEMBER 21, 2022
SHARWELL BUILDING**

ATTENDANCE

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

Staff: Keith Wagner – Joinder Executive Director; Matt Salvatori - CYS Administrator; Rhonda Asaro – Joinder Fiscal Director; Emma Thompson – Joinder Administrative Officer; Aundrea Trautner – Joinder Administrative Assistant; Vanessa Shellman – HealthChoices Clinical Manager; Rae Weber – CSI MH Manager; Jim Hicklin – County MH Director; Cathy Bennett – Joinder Administrative Assistant; and Jon DeWald – Joinder Solicitor.

Guests: Rob Labatch – Hope Enterprises, Inc.; Patricia Crossley- Williamsport Sun Gazette; Leslee Rudio- Community Services Group; and Casey Monaghan-Public Guest.

CALL TO ORDER

A meeting of the Lycoming-Clinton Joinder Board was Called to Order at 1:00 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.

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 12:45 p.m. This meeting was held to take action on CYS Agency business and separate minutes will be prepared for this meeting.

BUDGET ITEMS:

FY 2022-2023 Mental Health (MH), Intellectual Disability (ID), and Early Intervention (EI) Budgets - Mr. Wagner noted that final allocation letters were received from the State and the fiscal officer has completed the budget for approval. He added that the receipt of budget information has also resulted in the preparation of provider contracts for this fiscal year and a considerable number are on today’s agenda for approval. He noted that, as in past years, budgets overall remain flat or slightly reduced, especially for Mental Health. Of note for the MH budget, case managers can now bill for time spent in administrative duties. This went into effect last year and will result in an increase in revenue. He added that there is \$353,000.00 in reserves for mental health services, and this can be used to add a new service contract or increase funding for an existing provider. He noted that the ID budget is down slightly, and that the majority of these services are paid by Medicaid Waiver funding. The base funding we receive is used to cover services when an individual does not have insurance coverage. He noted that EI services cover individuals birth through 3 and must be provided to eligible individuals. In the event we go over budget in this area, we submit a request for additional funding to the State. Commissioner Kessinger Moved and Commissioner Metzger Seconded a Motion to:

“Approve the following operating budgets for FY 2022-2023 as prepared and presented by staff:

- *Mental Health Services in the amount of \$7,806,961.00*

- *Intellectual Disability Services in the amount of \$3,183,764.00*
- *Early Intervention Services in the amount of \$1,471,718.00*

The Motion passed unanimously.

Extension of Joinder Lines of Credit (MH/ID and LCYS) with Woodlands Bank for period of 12/23/22 to 12/23/23- Mr. Wagner noted that lines of credit are used for accounts payable expenses before federal and state funding is received. The line of credit account is used mostly by Lycoming County Children and Youth Services. This line of credit operates with a fluctuating rate based on 75% of U.S. Prime Rate. The current U.S. Prime Rate is 7.5% and the balance on the Joinder lines of credit are currently accruing at an interest rate of 5.625%. Commissioner Mussare Moved and Commissioner Kessinger Seconded a Motion to:

“Approve the extension of the Joinder Lines of Credit for MH/ID and LCYS with Woodlands Bank for period of 12/23/2022 to 12/23/2023”

The Motion passed unanimously.

Joinder Salary Scale Adjustment for 01/01/2023- Mr. Wagner noted that there have been issues regarding retention and recruitment of employees at The Joinder. There have been situations where employees have been hired and then resigned because the introductory salary was too low. During the past year there have been vacancies in 27 positions and only 21 were filled. 7 jobs were posted twice due to lack of applicants and 1 job was posted three times. The Joinder follows the Pennsylvania State Civil Service salary scale, and each Civil Service position is classified by a letter grade or level. Every year this letter grade increases for a maximum of 17 levels over a period of 17 years. According to Mr. Wagner roughly 40% of The Joinder employees are paid annually at the top of this Civil Service pay scale. These employees are capped in salary and are only eligible for the annual Cost of Living Adjustment (COLA). To increase retention and offer competitive starting salaries Mr. Wagner proposed increasing the salary rate for each Pennsylvania State Civil Service classification by making the 4th step salary (level E), the new introductory step salary (level A). This will add 4 additional steps to the top of the current scale. This increase will allow employees with a Civil Service grade level cap to continue to receive future increases as well as the annual COLA, while also increasing the starting salary for newly hired staff. Mr. Wagner also proposed a 2.5% COLA be added to employee salaries beginning on January 1, 2023. Commissioner Snyder Moved and Commissioner Mussare Seconded a Motion to:

“Approve an increase to the pay scale for civil service level grades beginning January 1, 2023, and 2.5% across the board adjustment to the Joinder’s Salary Scale effective January 1, 2023”

The Motion passed unanimously.

MINUTES OF PREVIOUS MEETING:

Commissioner Snyder Moved and Commissioner Mussare Seconded a Motion to:

“Approve the minutes from the November 16, 2022, Executive Committee meeting as presented by staff.”

The Motion passed unanimously.

CONTRACTS AND AGREEMENTS: FISCAL YEAR 2021-2022 AMENDMENTS

Mr. Wagner noted that there were 25 provider Amendment Agreements on today's agenda pertaining to mental health services, early intervention services, and intellectual disability services for Fiscal Year 2021-2022. He noted that these providers had provided services above their original contracted amount and that the fiscal officer's completion of the year-end report for Fiscal Year 2021-2022 determined that funds were available to compensate them for these additional services. Commissioner Mussare Moved and Commissioner Kessinger Seconded a Motion to:

“Approve the following Amendment Agreements pertaining to mental health services, early intervention services, and intellectual disability services with the Lycoming-Clinton Mental Health/Intellectual Disability Program for the period 7/1/21 to 6/30/22, unless otherwise noted:

Mental Health Services

- ***Bruce Anderson, M.A. for psychological Evaluation Services in the amount of \$12,780.00 for the period 7/1/21 to 11/30/21;***
- ***Dr. Terri L. Calvert, M.D. for Psychiatric Evaluations/ Medication Management in the amount of \$22,365 with an extension of Agreement term end date from 9/30/21 to 3/31/22;***
- ***Community Services Group for Psychiatric Rehabilitation Services (Clubhouse) and Social Rehabilitation Services in the amount of \$124,824.85;***
- ***Community Services Group for Community Employment/Employment Related Services and Social Rehabilitation Services in the amount of \$5736.00;***
- ***Community Services Group for Residential Services in the amount of \$1,636,198.09;***
- ***Skills of Central Pennsylvania, Inc. for Drop In Center (Beacon Hub) in the amount of \$39,145.29;***
- ***Skills of Central Pennsylvania, Inc. for the provision of site based Psychiatric Rehabilitation Services in Lock Haven in the amount of \$41,595.00;***

Early Intervention Services

- ***Patricia Carroll for Special Instruction (Home/Community) in the amount of \$30,551.01;***
- ***Patricia Chuprinski for Speech Therapy in the amount of \$27,072.90;***

- **Marie Cummings** for Speech Therapy in the amount of \$40,121.61;
- **Infant Development Program, Inc.** for Occupational Therapy, Physical Therapy, Speech Pathology, and Special Instruction in the amount of \$53,380.01;
- **Michele Jackson** for Speech Therapy in the amount of \$15,800.61;
- **Just Words Therapy I** for Special Instruction (Home/Comm.) in the amount of \$81,202.15;
- **North Central Sight Services, Inc.** for Various Occupational and Speech Therapy Services in the amount of \$16,119.07;
- **Donna O'Brien** for Speech Therapy in the amount of \$20,550.90;
- **Marilyn O'Neill** for Hearing Services in the amount of \$8,036.60;
- **Play and Learn Speech, LLC** for Speech Therapy in the amount of \$31,196.94;
- **Laura Rowland** for Speech Therapy in the amount of \$44,605.56;
- **The Joy of Speech, LLC** for Speech Therapy in the amount of \$107,956.98;
- **UPMC Williamsport** for Occupational and Physical Therapy in the amount of \$74,964.75;

Intellectual Disability Services

- **The Advocacy Alliance** for IM4Q Project in the amount of \$40,925.00;
- **Bayada Home Health Care, Inc.** for Respite Services in the amount of \$24,504.67;
- **Clinton County Community Connections, Inc.** for Community Habilitation and Transportation Services in the amount of \$36,783.85
- **Community Services Group** for Home and Community Habilitation and Companion Services in the amount of \$7,128.88;

- *Supports Coordination Group, LLC, d/b/a PAHM for In Home and Community Support Services in the amount of \$4,870.36.”*

The Motion passed unanimously.

CONTRACTS AND AGREEMENTS: MENTAL HEALTH / INTELLECTUAL DISABILITY PROGRAM FY 2022-2023 RENEWAL AGREEMENTS

Mr. Wagner noted that there were 13 provider Renewal Agreements on today’s agenda pertaining to mental health services and intellectual disability services for Fiscal Year 2022-2023. Commissioner Kessinger Moved and Commissioner Mussare Seconded a Motion to:

“Approve the following Renewal Agreements pertaining to mental health services and intellectual disability services with the Lycoming-Clinton Mental Health/Intellectual Disability Program for the period 7/1/22 to 6/30/23:

Mental Health Services

- *Robert Castellano for Mental Health and Suicide Assessment for inmates at Lycoming County Prison in the amount of \$4,800.00;*
- *Crossroads Counseling, Inc. for Forensic and Outpatient Mental Health Services in the amount of \$12,000.00;*
- *Lycoming Clinton Counties Commission For Community Action (STEP, Inc.) for Transportation Services in the amount of \$500.00;*
- *Roads to Freedom for Representative Payee Services for up to 75 referred mental health consumers in the amount of \$38,700.00;*
- *Skills of Central Pennsylvania, Inc. for provision of site based Psychiatric Rehabilitation Services in Lock Haven in the amount of \$40,000.00;*
- *C. Townsend Velkoff, MS, Licensed Psychologist for Psychological Services for Sex Offenders in the amount of \$17,500.00;*

Intellectual Disability Services

- *Advocacy Alliance for Investigative Services (Administrative Entity) in the amount of \$2,500.00;*
- *Advocacy Alliance for M4Q Project in the amount of \$37,700.00;*

- *Advocacy Alliance for Guardianship Services in the amount of \$2,100.00;*
- *Clinton County Community Connections, Inc. for Companion, Various CPS, Transportation and Respite Services in the amount of \$88,500.00;*
- *Community Services Group for In-Home and Community Supports in the amount of \$8,600.00;*
- *Michelle K. Long for Hearing ASL Interpreter Services in the amount of \$4,000.00;*
- *J. T. Mummert Consulting for Behavioral Support and Communication Specialist Services in the amount of \$2,500.00.”*

The Motion passed unanimously.

CONTRACTS AND AGREEMENTS: JOINDER JCIS INFO. TECHNOLOGY (INCOME) FY 2022-2023 RENEWAL AGREEMENTS

Mr. Salvatori noted that there were 2 provider Renewal Agreements on today’s agenda pertaining to the providing of services related to the Joinder Clinical Information System (JCIS) database for Fiscal Year 2022-2023. Commissioner Mussare Moved and Commissioner Snyder Seconded a Motion to:

“Approve the following Renewal Agreements pertaining to the providing of services related to the Joinder Clinical Information System (JCIS) database for the period 7/1/22 to 6/30/23:

Joinder: JCIS Info. Technology (Income)

- *Clinton County Children and Youth Services for IT Services – JCIS (29.85%) in the amount of \$69,608.75;*
- *Sullivan County Children and Youth Services for IT Services – JCIS (5.22%) in the amount of \$12,181.53.”*

The Motion passed unanimously.

CONTRACTS AND AGREEMENTS: HEALTHCHOICES CALENDAR YEAR 2023 RENEWAL AGREEMENTS

Mr. Wagner noted that there were 5 provider Renewal Agreements on today’s agenda pertaining to HealthChoices for Calendar Year 2023. Commissioner Snyder Moved and Commissioner Mussare Seconded a Motion to:

“Approve the following Renewal Agreements between the Lycoming-Clinton Joinder Board, on behalf of its Lycoming-Clinton HealthChoices Program for the period 1/1/23 to 12/31/23:

- *Actuarial Solutions, LLC for actuarial services in the amount of \$52,700.00;*
- *The Center for Behavioral Health Data Research, Inc. for Consumer/Family Satisfaction Team (C/FST) Services in the amount of \$72,000.00;*
- *Deerfield Data Management, LLC for the provision of HealthChoices Data Management and Analysis Services in the amount of \$29,400.00 (\$2,450.00/month);*
- *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 \$33,000.00.”*

The Motion passed unanimously.

CONTRACTS AND AGREEMENTS: HEALTHCHOICES CALENDAR YEAR 2023 REINVESTMENT AGREEMENTS

Mr. Wagner noted that there were 5 provider Reinvestment Agreements on today’s agenda pertaining to HealthChoices for Calendar Year 2023. Mr. Wagner discussed the increased need for Telehealth services in the mental health community. Many agencies do not have the proper equipment to provide quality Telehealth services. Lycoming-Clinton HealthChoices reached out to local providers and offered reinvestment funds to assist with the purchase of technological equipment to provide such services.

Commissioner Mirabito mentioned an article that analyzed concerns surrounding Telehealth and asked how we could ensure that clients were still receiving the appropriate services and same high quality of care that in-person appointments provide? Mr. Wagner acknowledged that it can be harder to read a client’s body language through a Telehealth visit. Therefore, it may be beneficial to have a nurse or other representative available to attend the Telehealth appointment with the client. Mr. Wagner further explained that clients who use Telehealth appointments tend to keep their appointments as opposed to the higher cancellation rates for in-person visits. The lack of local psychologists and psychiatrists also presents a problem, and the use of Telehealth appointments can allow clients to receive treatment sooner. Commissioner Kessinger Moved and Commissioner Metzger Seconded a Motion to:

“Approve the following Reinvestment Agreements for Provider Technology Enhancement between the Lycoming-Clinton Joinder Board, on behalf of its Lycoming-Clinton HealthChoices Program for the period 1/1/23 to 12/31/23:

- *Crossroads Counseling, Inc. in the amount of \$57,926.00;*
- *Diversified Treatment Alternative Centers (DTAC) in the amount of \$20,195.00;*
- *Merakey Foundation in the amount of \$13,490.00;*

- *Radiance Wellness Group in the amount of \$3,289.00;*
- *Service Access & Management, Inc. (SAM) in the amount of \$3,553.00.”*

The Motion passed unanimously.

HUMAN SERVICES ADVISORY BOARD APPOINTMENT:

Mr. Salvatori noted that Tara Ulrich had expressed interest in becoming a member of the HSAB on the Children and Youth (CYS) Sub-Committee. He added that Ms. Ulrich has experience working with CASA Lycoming County, Program Director at Transitions of PA, Co-Program Director at YWCA Northcentral PA, and is currently employed with the Pennsylvania Coalition Against Domestic Violence. Commissioner Mussare Moved and Commissioner Snyder Seconded a Motion to:

“Appoint Tara Ulrich to the Lycoming-Clinton Human Services Advisory Board (Children and Youth Services Sub-Committee) with a term ending 6/30/25.”

The Motion passed unanimously.

JOINER/EXECUTIVE COMMITTEE MEETING DATES FOR CALENDAR YEAR 2023:

Mr. Wagner noted that the proposed meeting dates for calendar year 2023 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. As in year 2022 meetings will continue to be held at both the Sharwell and Clinton County locations. The meetings located at the Sharwell will continue to be held at 9:00 a.m. and the meetings located at the Piper Building in Clinton County will be held at 9:30 a.m. During the months of February, May, August, and November when the meetings are held in Clinton County, there will be an informational sharing meeting between staff from the Lycoming and Clinton County Children and Youth Services Agencies beginning at 9:00 a.m. Zoom options will continue to be offered for attendance at all meetings. The Joinder/Executive Committee meeting schedule will also be advertised in the local media as required. Commissioner Mussare Moved and Commissioner Snyder Seconded a Motion to:

“Approve the meeting schedule for the Lycoming-Clinton Joinder Board and its Executive Committee for calendar year 2023 as presented by staff.”

The Motion passed unanimously.

OTHER BUSINESS, NEXT MEETING AND ADJOURNMENT:

Mr. Monaghan indicated he would like to make some public comments. He expressed his concern that the Joinder make sure to notify the landlord of the Sharwell Building of their intent to remain or move from the Sharwell by the deadline date specified in the lease. He also offered some comments that focused on personnel matters for the Board’s consideration.

Commissioner Mirabito inquired if there were any additional questions or comments from the

guests who were in attendance. 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 18, 2023, at 9:00 a.m. at the Sharwell Building in Williamsport.

With no further business presented before the Joinder Board, the meeting was adjourned at 1:30 p.m.

EXECUTIVE SESSION

An Executive Session had been scheduled following the conclusion of the Joinder Board meeting; however, it was noted that it would not need to be held.

Respectfully Submitted,

Keith A. Wagner, Executive Director
Joinder Board Secretary