

**EXECUTIVE COMMITTEE MEETING
SHARWELL BUILDING
JULY 21, 2021**

ATTENDANCE:

Commissioner Richard Mirabito, President; Commissioner Jeffrey Snyder, Vice President; Commissioner Scott Metzger, Treasurer and Commissioner Tony Mussare were in attendance.

Staff: Keith Wagner – Executive Director/MH-ID Administrator; Matt Salvatori - CYS Administrator; Jim Hicklin – County Mental Health Director; Rae Weber – CSI Mental Health Manager; Kelly Gordon – CASSP Coordinator; Cathy Bennett – Administrative Assistant; and Charles Greevy III, Esq. – Joinder Solicitor.

Guests: Carole Gilberti – Community Care Behavioral Health Organization; Rob Labatch – Hope Enterprises, Inc.; Leah Vekios - Community Services Group; and Barb Vanaskie – West Branch Drug and Alcohol Abuse Commission.

CALL TO ORDER:

The meeting was Called To Order at 9:05 a.m. by Commissioner Mirabito, Joinder Board President. It was noted that today’s meeting was scheduled to be held as a Joinder Board meeting; however, as two Commissioners were not in attendance from Clinton County, it was held as an Executive Committee meeting as all of the Officers were in attendance. Zoom/call in was available for today’s meeting and some guests were in attendance via this option.

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

MINUTES OF PREVIOUS MEETING:

Commissioner Snyder Moved and Commissioner Mussare Seconded a Motion to:

“Approve the minutes from the June 16, 2021 Executive Committee meeting as presented by staff.”

The Motion passed unanimously.

BUDGET STATUS REPORTS:

FY 2020-2021 Year To Date Budgets - Mr. Wagner presented the FY 2020-2021 budget reports for **Mental Health, Intellectual Disability and Early Intervention** services through the end of May which covers 92% of the fiscal year. He noted that revenue and expenses continue to run under budget in each category as providers are still not functioning at the same level since COVID began.

Mr. Wagner noted that **HealthChoices** operates on a calendar year budget and this report, which

runs through May, represents 42% of the fiscal year. He noted that claims are down 2%. He added that telehealth services have increased and there are both pros and cons to this type of treatment; however, it does appear the option for this type of service will be continuing in the future.

CONTRACTS AND AGREEMENTS:

HealthChoices – Calendar Year 2021 Renewal

Mr. Wagner presented a renewal agreement with MaherDuessel to conduct the HealthChoices audit for calendar year 2021. He noted that this year's audit reflects a \$400.00 increase and that Joinder staff were very pleased with the services of MaherDuessel. Commissioner Mussare Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the agreement between the **Lycoming-Clinton Joinder Board, on behalf of its Lycoming-Clinton HealthChoices Program, and MaherDuessel** to conduct the HealthChoices audit for calendar year 2021 in the amount of \$21,000.”*

The Motion passed unanimously.

Joinder

Mr. Wagner presented an agreement with the Community Care Behavioral Health Organization which would provide income to the Joinder to provide community based care management. The funds received would be used to focus on social determinants of health, particularly housing instability and/or homelessness. He noted there is currently a Joinder staff person who focuses on housing and the funding from this agreement will allow us to use the base dollars from her salary toward rent and items needed to support consumers with their housing. Commissioner Snyder Moved and Commissioner Mussare Seconded a Motion to:

*“Approve the agreement between the **Lycoming-Clinton Joinder Board and the Community Care Behavioral Health Organization** to provide Community Based Care Management (CBCM) (focusing on housing) in the amount of \$108,580 (income) for the period 7/1/21 to 12/31/21.”*

The Motion passed unanimously. Mr. Wagner noted that an agreement with Meditology Services to provide assistance with responses to the Office of Civil Rights pertaining to a security breach investigation of Joinder email accounts was approved at the March 17, 2021 Executive Committee meeting; however, there was a delay in starting these services and this agreement was never returned to the provider. Recently the provider submitted a new Statement of Work with a revised start date and, at this time, we are requesting that the action be taken to rescind approval of the document dated 3/17/21 as we will be presenting their new document for approval. Commissioner Mussare Moved and Commissioner Metzger Seconded a Motion to:

*“Rescind the action taken at the March 17, 2021 Executive Committee meeting to approve an agreement between the **Lycoming-Clinton Joinder Board and Meditology Services** in the amount of \$41,000 (up to 200 hours at \$205/hour) for the period 3/17/21 to 6/30/22.”*

The Motion passed unanimously. Mr. Wagner then presented a revised agreement with Meditology Services for the services referenced above which reflected the new start date of 7/6/21. Commissioner Snyder Moved and Commissioner Mussare Seconded a Motion to:

*“Approve the agreement between the **Lycoming-Clinton Joinder Board and Meditology Services** for Office of Civil Rights response support services in the amount of \$41,000 (up to 200 hours at \$205/hour) for the period 7/6/21 to 6/30/22.”*

The Motion passed unanimously. Mr. Wagner also presented an agreement with Meditology Services for “hacking” testing and vulnerability scans for the Joinder’s IT network. He noted that the need for this additional assistance became apparent during the recent email breaches. Commissioner Snyder Moved and Commissioner Mussare Seconded a Motion to:

*“Approve the agreement between the **Lycoming-Clinton Joinder Board and Meditology Services** for penetration testing and vulnerability scans for the Joinder’s information technology network in the amount of \$40,000 for the period 7/19/21 to 6/30/22.”*

The Motion passed unanimously.

HUMAN SERVICES ADVISORY BOARD (HSAB) APPOINTMENT:

Mr. Salvatori noted that Jennifer Lake, Executive Director from DWELL Orphan Care, has expressed an interest in becoming a member of the Human Services Advisory Board’s Children and Youth Sub-Committee. He added that her background in the field of adoption and foster care makes her an excellent candidate for the HSAB. Commissioner Metzger Moved and Commissioner Mussare Seconded a Motion to:

“Appoint Jennifer Lake to the Human Services Advisory Board (Children and Youth Sub-Committee) for a three year term ending 6/30/24.”

The Motion passed unanimously.

OVERVIEW OF MENTAL HEALTH SERVICES – REVIEW OF FISCAL YEAR 2021-2022 NON BLOCK GRANT GLAN

Mr. Wagner, Jim Hicklin – County MH Director, and Rae Weber – CSI MH Manager provided an overview of the FY 2021-2022 County Human Services Plan via a power point presentation. Mr. Wagner noted that funds incorporated in this plan include: Mental Health Community Based-Funded Services; Behavioral Health Services Initiative; Intellectual Disabilities; Drug and Alcohol Services; Homeless Assistance Program Funding; and Human Services Development Funds. They also reviewed the county planning process to create this document and the members that provided input. He noted that a Public Hearing was held on July 19, 2021 to obtain input and comment from the public. Commissioners Mirabito and Snyder were present at the Public Hearing and received a copy of the Plan document at that time. Mr. Wagner distributed copies of the Plan to Commissioners Mussare and Metzger and gave copies to Commissioner Snyder to deliver to Commissioners Harding and Kessinger.

SUBMISSION OF COUNTY HUMAN SERVICES NON BLOCK GRANT PLAN FOR FISCAL YEAR 2020-2021

Following a review of the Plan document, Mr. Wagner noted that he would need approval for its submission to the State. Commissioner Snyder Moved and Commission Mussare Seconded a Motion to:

“Approve the submission of the County Human Services Non Block Grant Plan for Fiscal Year 2021-2022 as prepared by staff.”

The Motion passed unanimously.

OTHER BUSINESS:

Mr. Wagner noted that consideration is being given to possibly hiring a compliance officer at the Joinder. Commissioner Snyder asked if consideration was being given to training someone in-house to assume these duties.

NEXT MEETING:

It was noted that the next meeting of the Executive Committee of the Lycoming-Clinton Joinder Board will be held on Wednesday, August 18, 2021 at 9:00 a.m. in the lower level meeting room of the Sharwell Building. Although August’s meeting was scheduled to be held at the Clinton County Commissioners’ Office, it was agreed to continue holding meetings at the Sharwell Building to facilitate the Zoom/call in option. Also, prior to this meeting, the LCYS Standing Committee will be meeting at 8:30 a.m. to take action on Lycoming County Children and Youth Services contracts and any other required items of business. Zoom conferencing or call in will continue to be offered for attendance of all meetings.

MEETING ADJOURNED:

Commissioner Mirabito inquired if there were any additional questions or comments from the guests who were in attendance. With nothing further presented, the meeting was adjourned at 10:30 a.m.

Respectfully Submitted,

Keith A. Wagner, Executive Director
Joinder Board Secretary