

**EXECUTIVE COMMITTEE MEETING
SHARWELL BUILDING
AUGUST 18, 2021**

ATTENDANCE:

Commissioner Richard Mirabito, President; Commissioner Scott Metzger, Treasurer; Commissioner Tony Mussare and Commissioner Miles Kessinger were in attendance.

Staff: Keith Wagner – Executive Director/MH-ID Administrator; Matt Salvatori - CYS Administrator; Jacque Miller – HealthChoices Director; Jon Tallman – Human Resources Director; Rae Weber – CSI Mental Health Manager; Vanessa Shellman – HealthChoices Clinical Manager; Cathy Bennett – Administrative Assistant; and Charles Greevy III, Esq. – Joinder Solicitor.

Guests: Lisa Ritter – Maher Duessel; Carole Gilberti, Peg Wesneski, and Heather Weston-Confer – Community Care Behavioral Health Organization; Leslie Rundio - Community Services Group; and Shea Madden - 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 Commissioner Miles Kessinger was present as a proxy/substitute for Commissioner Jeffrey Snyder, Joinder Board Vice President, who was unable to attend due to a conflict. 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 Children and Youth Services Standing Committee was held just prior to today’s Executive Committee meeting beginning at 8:30 a.m. This meeting was held to review and take action on CYS Agency business and separate minutes have been prepared for this meeting.

Coffee and donuts were available for both meetings and a receipt was provided to the fiscal department.

HEALTHCHOICES AUDIT REPORT:

Lisa Ritter from MaherDuessel provided an overview of the Joinder Board’s HealthChoices audit for the 18 month period ending 12/31/20. She noted that the State moved to a calendar year period for HealthChoices beginning 1/1/21 and that they had added an additional 6 months to FY 19-20 which resulted in an 18 month audit period. She noted there were no adjustments made in this audit and that there were no control weaknesses. She also noted that she would be offering an unmodified opinion which is the highest opinion given. She also complimented the Joinder’s HealthChoices fiscal staff on the audit. She noted that there were approximately \$180,000 available in reinvestment funds and about \$2.6 million in the risk and contingency fund.

OVERVIEW OF HEALTHCHOICES SERVICES:

Jacque Miller, HealthChoices Director, provided a power point overview of the Lycoming and Clinton Counties HealthChoices Program (HC). She noted that HealthChoices is a program under the auspices of the Lycoming-Clinton Joinder and there are currently 5 staff

working in this program. In addition to herself, there is a Quality Manager, a Clinical Manager, a Fiscal Officer, and a CASSP Coordinator. She added that the administrative costs for the Joinder's HC Program are one of the lowest in the State. She noted that the HC Program is responsible for oversight of the dollars allocated for behavioral health services, including mental health and substance use disorder services for citizens that have Medicaid in Lycoming and Clinton Counties. She noted that the Office of Mental Health and Substance Abuse Services contracts with the Joinder's HC program to oversee this program. The Joinder's HC Program then contracts with a managed care organization to handle claims processing, member outreach, and quality and care management. The organization the Joinder's HC Program selected is the Community Care Behavioral Health (CCBH) organization. Providers contract directly with CCBH to provide services to the consumers. She noted that the HealthChoices program has a budget around \$57.5 million and there is no County Match required for these funds. She added the use of these funds is restricted to services for individuals of Lycoming or Clinton County who have Medicaid and have the CCBH benefit as determined through the local County Assistance Office. Jacque noted that there are approximately 38,500 individuals eligible for HealthChoices services and there are currently 10,000 to 15,000 individuals accessing these services. She noted that Keith Wagner and Shea Madden, from West Branch, provide oversight for this program.

MINUTES OF PREVIOUS MEETING:

Commissioner Mussare Moved and Commissioner Metzger Seconded a Motion to:

“Approve the minutes from the July 21, 2021 Joinder Board 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 100% of the fiscal year. He noted that this is not a final report. Although it appears we are currently over budget, we are waiting for some revenue to come in and this will have us end the year slightly under budget.

Mr. Wagner noted that the report for **HealthChoices** reflects 50% of the year as they operate on a calendar year. He noted that revenue is slightly above at 51% and claims are running at about 48%.

CONTRACTS AND AGREEMENTS:

Mental Health Services: FY 21-22

Mr. Wagner presented two new agreements for mental health services. The first was with Crossroads Counseling for the placement of a full time mental health counselor in the Lycoming County Prison to provide various counseling services to inmates. He noted that these services had been provided by a Joinder staff person; however, he recently resigned to accept a position at a State Correctional facility. As this position had been very difficult to fill and we were aware Crossroads currently provided these services to the Clinton County Prison, they were contacted and agreed to provide these services for the Lycoming County Prison. The second agreement is with Dr. Raj Laxshmi Phoha for the provision of forensic and psychological evaluations services to individuals appointed by the Courts of Lycoming County. He noted that the County had directly contracted with an individual since 2017 and this individual retired in June. Following a request by Judge Butts, he agreed to pursue a replacement to provide these services. He noted that the new Supervisor of the former Joinder employee who obtained the position at the State

Correctional facility contacted him to indicate she would be interested in providing these services. He added that she is also an attorney and will bring a lot of insight and additional skills to this position. Commissioner Metzger Moved and Commissioner Kessinger Seconded a Motion to:

“Approve the following new agreements with the Lycoming-Clinton Mental Health/Intellectual Disability Program:

- ***Crossroads Counseling, Inc.** for mental health counseling services at the Lycoming County Prison in the amount of \$72,000 for the period 10/1/21 to 6/30/22;*
- ***Raj Laxshmi Phoha, PhD** for the provision of forensic and psychological evaluation services to individuals appointed by the Courts of Lycoming County in the amount of \$30,000 for the period 8/18/21 to 6/30/22.”*

The Motion passed unanimously.

Joinder Professional Services: FY 21-22

Mr. Wagner presented a renewal agreement with no change in the service amounts for Mr. Greevy for Joinder and MH/ID solicitor services for Fiscal Year 21-22. He noted that Mr. Greevy has indicated a desire to retire from these duties at some point in the future and that a Request For Proposals had been sent out in an attempt to secure a replacement; however, we did not receive any applications. He noted that he had also checked with the current CYS solicitor who was not interested in taking on this additional responsibility. He also contacted Shea from West Branch to see who they used for their legal services and learned they used the law firm of McNerney, Page, Vanderlin and Hall. Jonathan DeWald, Esq. was contacted and has submitted a letter of interest and Keith indicated he would forward this information to the to the Commissioners for their review and further discussion. Commissioner Kessinger Moved and Commissioner Mussare Seconded a Motion to:

“Approve the renewal agreement between the Lycoming-Clinton Joinder Board and the Greevy and Taylor Law Office (Charles F. Greevy, III., Esq.) to provide Joinder solicitor services in the amount of a \$600.00/month retainer; \$120/hour for additional services and MH/ID solicitor services in the amount of \$120/hour for the period 7/1/21 to 6/30/22.”

The Motion passed unanimously. The Commissioners thanked Mr. Greevy for his many years of service to the Joinder and for agreeing to remain until a replacement could be obtained. Mr. Wagner presented a renewal agreement with Ironcutter Creative. He noted that Alivia Tagliaferri had completed her project of re-designing the Joinder’s web site and that this agreement was needed for her to continue doing maintenance and updates to the web site. He anticipated this would only involve 5 to 6 hours of work per month and that her hourly rate remains the same as the previous agreement. Commissioner Kessinger Moved and Commissioner Mussare Seconded a Motion to:

*“Approve the renewal agreement between the **Lycoming-Clinton Joinder Board** and the **Ironcutter Creative** to provide continuing updates or maintenance to the Joinder’s web site in the amount of \$5,040 (\$70.00/hour) for the period 7/1/21 to 6/30/22.”*

The Motion passed unanimously.

Joinder: Information Technology Services (Income) – FY 21-22 Renewals

Mr. Salvatori presented three renewal agreements for information technology services which provide income for the Joinder. He noted that these agreements are with other County CYS Agencies (Clinton, Sullivan and Montour) for use of the Joinder’s clinical information reporting system (JCIS) that Lycoming CYS staff developed. This reporting system has been approved by the State for reporting purposes and each County contributes an amount in recognition of the staff complement of their employees using the JCIS system. Maintenance and upgrades to the JCIS system are also built into the annual cost charged to each County. He noted that there is an increase in this year’s amount for each County due to changes in staffing complements and increased State reporting requirements. Commissioner Mussare Moved and Commissioner Kessinger Seconded a Motion to:

*“Approve the following renewal Purchase of Service Agreements with the **Lycoming-Clinton Joinder Board** for information technology services for the period 7/1/21 to 6/30/22:*

- ***Clinton County Children and Youth Services in the amount of \$52,523.14 (income - CYS);***
- ***Montour County Children and Youth Services in the amount of \$9,191.55 (income – CYS);***
- ***Sullivan County Children and Youth Services in the amount of \$9,191.55 (income-CYS).”***

The Motion passed unanimously.

HealthChoices Professional Services: Calendar Year 2021

Mr. Wagner presented a new agreement with Kristen Schaffner, PhD for the provision of Family Interaction Training (FIT) for providers. He noted that this training pertained to outreach parenting education and prevention and was able paid for through reinvestment funds from the HealthChoices program. Commissioner Kessinger Moved and Commissioner Metzger Seconded a Motion to:

*“Approve the new agreement between the **Lycoming-Clinton Joinder Board**, on behalf of its **Lycoming-Clinton HealthChoices Program**, and **Kristen Schaffner, PhD**, for the provision of Family Interaction Training (FIT) for providers in the amount of \$15,000 (reinvestment funds) for the period 8/18/21 to 12/31/21.”*

The Motion passed unanimously.

OTHER BUSINESS:

Mr. Wagner noted that he wanted to remind the Board that the current Sharwell Building lease expires on 8/1/24. In the event we wish to remain at the Sharwell, he noted there is an option to extend the term of the Lease for an additional 10 year period provided we notify Mr. Albarano of this decision on or before June 1, 2023. If the decision is that we are going to relocate, then we need to provide a minimum of a one year notice. Either way, the decision would need to be made by June 1, 2023. The Commissioners requested that Keith forward to them the pro/con summary that he had previously prepared and that this topic continue to be discussed at future meetings.

NEXT MEETING:

It was noted that the next meeting of the Executive Committee of the Lycoming-Clinton Joinder Board will be held on Wednesday, September 15, 2021 at **1:00 p.m.** in the lower level meeting room of the Sharwell Building. It was noted that a meeting of the LCYS Standing Committee will not occur in September and their next meeting will be held prior to October's Joinder Board meeting at 8:30 a.m. on October 20, 2021. 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 10:25 a.m.

Respectfully Submitted,

Keith A. Wagner, Executive Director
Joinder Board Secretary