

**JOINDER BOARD MEETING
JUNE 21, 2023
SHARWELL BUILDING**

ATTENDANCE

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

Staff: Keith Wagner – Joinder Executive Director; Emma Thompson – Joinder Administrative Officer; Rhonda Asaro – Joinder Fiscal Officer; Aundrea Trautner – Joinder Administrative Assistant; Jacque Miller – HealthChoices Director; Vanessa Shellman – HealthChoices Clinical Manager; Brandon Griest – Joinder Solicitor Representative; Grace Boos – Joinder Solicitor Intern; and Michael Hall – Joinder Solicitor Intern.

Guests: Patricia Crossley- Williamsport Sun-Gazette; Nicole Miele Knarr – Community Care Behavioral Health Organization; and Casey Monaghan – Public Guest.

CALL TO ORDER

A meeting of the Executive Committee 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.

MINUTES OF PREVIOUS MEETING:

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

“Approve the minutes from the April 19, 2023, Joinder Board Meeting as presented by staff.”

The Motion passed unanimously.

LEASE DISCUSSION

Keith Wagner presented to the board a Letter of Intent to move the Lycoming-Clinton Joinder Board and begin a lease for the Third Street Plaza Building as of August 1, 2024. This letter will go to the county public hearing meeting.

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

“Approve the Letter of Intent for lease of the Third Street Plaza Building beginning August 1, 2024, as presented.”

The Motion passed unanimously.

SHARWELL LEASE TERMINATION NOTICE

A motion was presented to give Joinder Solicitor Jonathan Dewald permission to send formal notice by July 31, 2023, to landlord John Albarano of Basin Street Associates, that the Lycoming-Clinton Joinder Board intends to end its current lease of the Sharwell Building located at 200 East Street, Williamsport, PA 17701.

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

“Allow Joinder Solicitor Jonathan Dewald to send formal notice of termination of the Sharwell Building lease to John Albarano of Basin Street Associates.”

The Motion passed unanimously.

PERSONNEL POLICY UPDATES

A motion was presented to update the current personnel policy regarding retirement contributions and employee benefit time.

Effective July 1, 2023, the Lycoming-Clinton Joinder Board will decrease the employer retirement contribution from 7% to 5% and add a 5-year vesting period for all new hires starting on or after July 1, 2023. Those employed before July 1, 2023, will be grandfathered at the current 7% contribution with no vesting period.

Effective July 1, 2023, the Lycoming-Clinton Joinder Board will adjust employee benefit payout for voluntary resignations and involuntary termination. Employees will be required to give a 2 week notice when resigning and supervisors will be required to give a 4-week notice to receive their full benefit time payout.

Discussion:

Retirement Contributions

Commissioner Mirabito – Will this have a negative impact on employee recruitment?

Rhonda Asaro – Upon researching other employers we learned that 7% was a generous contribution compared to the 3% or 4% that most provide to their employees. This new policy will assist with budgeting needs as it will reduce benefit costs in the long term.

Emma Thompson – Many employers do not provide their employees with a contribution, instead they match only what the employee contributes themselves.

Employee Benefit Time

Keith Wagner – In the past the agency has struggled when faced with the loss of staff without proper notification. When people leave on short notice it is difficult to find other staff to cover client cases. If proper notification is given the resigning staff will receive a 100% payout of their accrued benefit time. If proper notification is not given staff will receive a lesser payout and, in some instances, they will receive none.

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

“Implement a retirement vesting period and decrease the employer retirement contributions from 7% to 5% for all new hires beginning July 1, 2023. And require proper notification upon resignation and termination to receive full payout of accrued benefit time.”

The Motion passed unanimously.

CONTRACTS AND AGREEMENTS CALENDAR YEAR 2023

Joinder

Keith Wagner presented an amended contract with Community Care Behavioral Health. This contract pertains to HealthChoices and remains the same as previous agreements except for a few changes. Some of these changes include an increase in funding to provide performance incentives for their staff, funding to create a project coordinator position and the ability to impose sanctions if requirements of the contract are not met.

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

“Approve the Fifth Amended and Restated Agreement between the Lycoming-Clinton Joinder Board and the Community Care Behavioral Health Organization for managed care services for the period 1/1/23 to 12/31/23.”

The Motion passed unanimously.

HealthChoices Reinvestment

Mr. Wagner presented two agreements for services using HealthChoices reinvestment funds.

The agreement with Skills of Central Pennsylvania, Inc. will provide hoarding services and education to members of the community. There is a strong need for these types of services that will provide safer and healthier living conditions for clients by helping them clean out their homes.

The agreement with Garner Behavioral Services, LLC will provide children’s mental health services through an after-school care program. This program will work with students who are in need of intense support.

Discussion:

Hoarding

Commissioner Mirabito – Hoarding can cause serious issues as it increases the risk of fire and makes it difficult for emergency personnel to respond and evacuate during instances of house fire.

Keith Wagner – The sanitation concerns surrounding hoarding can also pose a risk to physical health.

Brandon Griest – Local law enforcement and codes officers are also in support of this new program.

IBHS After School Services

Commissioner Mirabito – Will these services be available to clients in both Clinton and Lycoming County?

Jacque Miller – These services are always provided in both counties and will be autism focused.

- There is also a committee who meets throughout the year to decide where and how reinvestment funds are dispersed among programs throughout the community.

Commissioner Mirabito – Who is on the committee?

Jacque Miller – Anyone can join the committee except for providers and the committee is always excited to gain new members.

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

“Approve the following Reinvestment Agreements for Provider Hoarding Services and an IBHS After-School Program between the Lycoming-Clinton Joinder Board, on behalf of its Lycoming-Clinton HealthChoices Program for the period 1/1/23 to 12/31/23:

- ***Skills of Central Pennsylvania, Inc.** in the amount of \$100,000.00;*
- ***Garner Behavioral Services, LLC.** in the amount of \$90,000.00.”*

The Motion passed unanimously.

CONTRACTS AND AGREEMENTS FISCAL YEAR 2022-2023

FY 22-23 EI New Agreement

Mr. Wagner noted there was one agreement on today’s agenda for Early Intervention services for speech therapy. The new provider will be used on an as needed basis for the remainder of the 22-23 fiscal year.

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

“Approve the following new agreement for Early Intervention Services between the Lycoming-Clinton Joinder Board, on behalf of its Lycoming-Clinton MH/ID/EI Program for the period 5/01/23 to 06/30/23.”

- ***Crystie Fritz** for EI Speech Therapy Services in the amount of \$1,000.00.”*

The Motion passed unanimously.

CONTRACT EXTENSIONS

Mr. Wagner noted that since allocation letters for FY 2023-2024 have not yet been received from the State, he was asking the Board for their approval to send notification letters to applicable providers that the Joinder would continue funding services at last year’s rate until final allocations were received and new contracts could be put into place. He added that we have sent this letter to providers in past years.

Commissioner Metzger Moved and Commissioner Snyder Seconded a Motion to:

“Notify mental health, intellectual disability and early intervention service providers that the Lycoming-Clinton MH/ID Program would continue funding their programs/services at the FY 2022-2023 level until FY 2023-2024 allocations are received from the State and new contracts are developed.”

The Motion passed unanimously.

HUMAN SERVICES ADVISORY BOARD (HSAB) REAPPOINTMENTS

Mr. Wagner noted that two members of the Human Services Advisory Board have terms expiring 6/30/23 and both have agreed to be reappointed for an additional three-year term if approved by the Executive Committee.

Commissioner Metzger Moved and Commissioner Snyder Seconded a Motion to:

“Reappoint the following individuals to the Lycoming-Clinton Joinder’s Human Services Advisory Board for an additional three-year term ending 6/30/26:

- *Virginia Council* *ID Sub-Committee*
- *Michele Hazel* *Mental Health Sub-Committee”*

The Motion passed unanimously.

BUDGET UPDATES

HealthChoices – Calendar Year 2023 Budget Approval - Mr. Wagner noted that the HealthChoices program operates on a calendar year and that due to an average 2-month delay in receiving funding from the State and payments from insurance carriers, it has taken fiscal staff until now to finalize the budget for calendar year 2022 and prepare the budget for approval for calendar year 2023. He noted that the budget sheet distributed to the Board shows that revenues estimated for 2022 were \$62,078,747 and the actual amount received was \$62,407,094. Expenses for 2022 were budgeted at \$59,170,626 and the final expenses were \$60,892,114. For calendar year 2023, they are estimating the receipt of \$61,471,685 in revenue and expenses to be in the range of \$60,680,091. He noted the bulk of the money, \$59 million plus, will be spent on medical expenses and services. Commissioner Mirabito commented that the amount of money spent on personnel and administrative operating comprised of only a small percentage of the budget. Mr. Wagner reiterated that most of the funds are directed towards services and the bulk of MH funding comes from the HealthChoices Budget.

Commissioner Metzger Moved and Commissioner Snyder Seconded a Motion to:

“Approve the calendar year 2023 HealthChoices budget with estimates of \$61,471,685 in revenue and \$60,680,091 in expenses 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 suggested that the money saved from discontinuing the lease on the Sharwell Building be used to invest in better security and metal detectors at the new building.

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 for **Wednesday, July 19, 2023, at 9:00 a.m.** in the lower-level conference room of the Sharwell Building in Williamsport.

A meeting of the Lycoming County Children and Youth Standing Committee has been scheduled to begin just prior to this meeting at 8:30 a.m.

With no further business presented before the Joinder Board, the meeting was adjourned at 1:35 p.m.

Respectfully Submitted,

Keith A. Wagner, Executive Director
Joinder Board Secretary