

**CARBON-MONROE-PIKE MH & DS****JOINDER BOARD MINUTES - APRIL 27, 2020 MEETING**

A meeting of the Carbon-Monroe-Pike Mental Health and Developmental Services Joinder Board was convened by Commissioner Wayne Nothstein, President, on this date at 9:31 a.m. via virtual meeting (GoToMeeting).

Present were Commissioner Wayne Nothstein, President; John Christy, Vice President; Commissioner Matthew Osterberg, Financial Officer; Commissioners Rocky Ahner, Chris Lukasevich, Sharon Laverdure, John Moyer, Ronald Schmalzle, and Steven Guccini; Attorney Gerard Geiger; Tina Clymer, Administrator; Kathleen Peterson, Fiscal Officer; Jeff Hartzell, HealthChoices Administrator, and Mary Fisher O'Brien, Secretary.

**OFFICIAL ACTION OF THE CARBON-MONROE-PIKE MH & DS JOINDER BOARD**

**MINUTES.** Motion by Commissioner Guccini, seconded by Commissioner Osterberg, and carried unanimously to accept the minutes of the February 24, 2020 meeting.

**Financial Report for MH, DS, and EI.** Motion by Commissioner Ahner, seconded by Commissioner Christy, and carried unanimously to approve the unaudited financial statements as of February 29, 2020.

**Financial Report for HealthChoices.** Motion by Commissioner Osterberg, seconded by Commissioner Laverdure, and carried unanimously to approve the unaudited financial statement as of February 29, 2020.

**“Weekly ACH Payments” Policy.** Ms. Peterson has begun slowly implementing ACH transactions with vendors and has developed a corresponding policy. Commissioners requested that the policy be worded such that three designated County Commissioners (one from each county) will be emailed the weekly ACH transactions for review and approval within 48 hours. Once Commissioner authorization is granted by at least two Commissioners, the ACH payment batch can be released. Add “MH/DS/EI/HC” to County Administrator.

Motion by Commissioner Laverdure, seconded by Commissioner Lukasevich, and carried unanimously to approve the new policy for weekly ACH payments as modified per discussion.

**HEALTHCHOICES**

**General Update.** Mr. Hartzell reported that favorable rates were received from the state. He believes this is the result of regularly communicating with the state over the past year, delivering a clear understanding services being underfunded. In response to the COVID-19 pandemic, HealthChoices in conjunction with the Department of Human Services and Community Care, administered an Alternative Payment Arrangement (APA) to the ambulatory providers. A benchmark for claim runs was created and 100% funding was provided upfront. With relaxed telemedicine guidelines, there has been an increase in Mental Health Outpatient and Drug and

Alcohol Services being delivered because no-show rates are down. Psychiatry is being maximized during this time.

HealthChoices is meeting weekly with the providers to anticipate any problems and make adjustments. Community based services are doing well. In-patient Mental Health and Drug and Alcohol will require a retrospective APA with these providers. An eight-month look back on their claims runs was used to determine their monthly average. In a few months, their billing will be compared to what was funded and any deficit will be covered.

**ESSA Line of Credit Commitment Letter.** Mr. Hartzell and Ms. Peterson explained that the Line of Credit will be ongoing annually based on the three-month delay in capitation for the HealthChoices Program.

Motion by Commissioner Moyer, seconded by Commissioner Ahner, and carried unanimously to accept the commitment letter for the Line of Credit for HealthChoices from East Stroudsburg Savings and Loan Association.

**ESSA Line of Credit Draws.** The board recommended adding “MH/DS/EI/HC” to County Administrator, and that the Chair of the Joinder Board and two designees will be notified prior to each draw. Commissioners requested that once the Risk and Contingency reserves and the investment account with PLGIT are depleted, the draws on the Line of Credit match the monthly check registers from Community Care. Reimbursement from the Department of Human Services is expected in three separate payments during July. The first payment will go toward paying off the Line of Credit so that interest incurred will be minimal. Mr. Hartzell and Ms. Peterson are concerned that six million dollars will not sufficiently cover costs. Additional funds could be borrowed from Community Care, but would be a more expensive loan. Commissioners requested Ms. Peterson inquire about a separate Line of Credit with ESSA for an additional four million dollars.

Motion by Commissioner Osterberg, seconded by Commissioner Ahner, and carried unanimously to approve the policy for using the Line of Credit as modified per discussion, and to inquire about an additional Line of Credit up to four million dollars.

**Waiver of Conflict Letters.** Attorney Geiger reported that his law firm, Newman Williams, P.C., and HealthChoices’ Attorney Tabas’ firm, Obermayer Rebmann Maxwell and Hippel LLP, represent both CMP HealthChoices and ESSA. Therefore, both have presented letters requesting the board waive the potential conflict of interest.

Motion by Commissioner Ahner, seconded by Commissioner Laverdure, and carried unanimously to waive the conflict of interest.

## **OLD BUSINESS**

**Administrator’s Report.** Ms. Clymer reported that the contractor’s costs for the Residential Treatment Facility for Adults are higher than the approved budget for the project, giving three options. The Office of Medical Assistance responded that the project is important to the state and they want it to proceed. However, there is no more funding available. Ms. Clymer would like for the provider to provide more funding for buy-in. The provider has put the project out to bid.

Motion by Commissioner Laverdure, seconded by Commissioner Ahner, and carried unanimously to accept the Administrator's Report.

## **NEW BUSINESS**

**Ratification of Personnel Actions.** Motion by Commissioner Osterberg, seconded by Commissioner Laverdure, and carried unanimously to ratify the personnel actions listed on Attachment 1.

**Ratification of MH, DS, EI Paid Bills.** Motion by Commissioner Moyer and seconded by Commissioner Ahner to ratify payment of bills from February 12, 2020 to April 16, 2020, (Check Nos. 075210 to 075500 and ACH Nos. E00040 to E00042) amounting to \$2,928,279.45. Commissioner Nothstein abstained. Motion passed.

**Ratification of HealthChoices Paid Bills.** Motion by Commissioner Lukasevich, seconded by Commissioner Ahner, and carried unanimously to ratify payment of bills from February 19, 2020 to March 17, 2020, (Check Nos. 081075 to 081082) and Electronic Fund Transfers amounting to \$13,079,476.57.

**Ratification of Payroll.** Motion by Commissioner Guccini, seconded by Commissioner Moyer, and carried unanimously to ratify payroll checks from February 21, 2020 to April 17, 2020, amounting to \$1,073, 700.24.

**Transition Back to Regular Business from COVID-19.** The board discussed each county's current and future plans to help guide the agency's plan to return to regular business. Ms. Clymer reported that productivity and consumer satisfaction is high with staff working well from home. The agency's plan is to continue working from home as long as possible. When staff return to the office, there will be limited staff with staggered schedules. Carbon and Pike Counties have furloughed some staff. Ms. Clymer reported that all agency staff are fully working with no need to furlough.

**County Human Service Plan Public Hearing.** Ms. Clymer invited the commissioners to attend the Public Hearing to announce and receive public comments on the FY 2020-21 County Human Service Plan for Carbon, Monroe and Pike Counties on June 11, 2020 at 2:00 p.m. This meeting will be held as a virtual meeting due to COVID-19 restrictions.

**Mental Health Awareness Month.** Ms. Clymer reported that May is the Mental Health Awareness Month. The commissioners were provided with marketing materials for distribution. The Green Light Project is an initiative where green light bulbs will be displayed to celebrate Mental Health Month. Plans are restricted due to the COVID-19 pandemic.

**Adjournment.** Motion by Commissioner Moyer, seconded by Commissioner Laverdure, and carried unanimously to adjourn the meeting at 11:06 a.m.

Respectfully submitted,



Tina L. Clymer, MS, LPC  
Administrator