

**Tioga County Drug & Alcohol Planning Council**

**January 14, 2026**

**1:30 PM**

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**Attendance:** Josh Battin, Roger Bunn, Kimberly Jayne, Anne McNeal, Mellissa Parsons, Laurie Roof, Mike Spencer, Diane Weed, Tiffany Welch, Colleen Wilber

**Call to Order-** Diane called the meeting to order at 1:30 p.m. with the Pledge of Allegiance and a Moment of Silence.

**Secretary's Report-** Diane asked the members to review the November meeting minutes. No questions, concerns or comments. Roger made a motion to accept the minutes as presented, Anne seconded. Motion carried.

**Business:**

Two proposals were received requesting the use of Opioid Settlement Dollars. The first request was from Harbor Counseling, requesting funds to purchase new mattresses for their Women's Recovery House. The proposal submitted is attached. Planning Council members mentioned possibly getting quotes from a few different vendors prior to purchase. Colleen Wilber informed the board if the request was under a certain amount of money, multiple quotes weren't necessary. In other comments, supporting a local business is admirable if the price is comparable. It was recommended that new mattresses protectors be purchased as well.

The second proposal submitted was from Meadowlark Counseling. The proposal submitted is attached. With the counties' support, Meadowlark has been able to operate a substance use disorder clinic to deliver services to individuals and families in Knoxville, PA. The total requested amount is \$25,000 to cover personnel, advertising and community outreach, technology and software, training and professional development, and administrative costs. Planning Council members expressed concern that Meadowlark is a business rather than a non-profit organization. It was mentioned that even though they are a business, they are still providing this much needed service in that part of our County. Meadowlarks' achievements are listed on the proposal, however planning council members would have liked to see data supporting those achievements.

Both proposals will be submitted to the County Commissioners along with the Planning Council's concerns.

Tiffany made motion to close meeting, Roger seconded. Meeting adjourned at 2:22 p.m.

*Roger Bunn*

Roger Bunn  
Roger C. Bunn  
Secretary

*Sara Rice*  
Sara Rice  
Administrator

**Michael Spencer BS, CADC** Clinical Director Harbor Counseling

New Mattresses for Harbor Counseling's Woman's Recovery House

Harbor Counseling opened our first Recovery House over 6 years ago with donated furnishings from Mansfield University. At the time, the university was tearing down a dormitory building, and they had mattresses and other furniture that they were going to throw away. We were fortunate to be able to acquire this furniture, and the university's donation made it possible for us to furnish the house within our very limited budget. It is difficult to tell just how old the mattresses are, but we have had them for over 6 years, and they were well used when we obtained them. DDAP Recovery House Licensing standards require that mattresses be certified as flame retardant, and the tags on the mattresses were so worn that it was difficult to read them and prove that they were in fact flame retardant. At this point, they are so old that they are becoming uncomfortable for the women living at the house. Currently 6 of the 8 women residing at the house have a history of opioid use and abuse and are involved in treatment for their addictions.

**Budget:**

We recently received a quote from Dunham's Furniture here in Wellsboro for 8 Serta twin mattresses at \$499 each for a total cost of approximately \$3,992 plus tax.

**Conclusion:**

Ensuring that clients in our recovery houses have comfortable, clean mattresses that meet DDAP Licensing standards is essential to their well-being. Providing appropriate furnishings supports their recovery and increases their potential to achieve lasting success and contribute positively to the community.

# MEADOWLARK | COUNSELING SERVICES

December 30, 2025

Board of County Commissioners  
Tioga County Courthouse  
118 Main Street

Wellsboro, PA 16901

Director Diane Weed  
Tioga County Drug & Alcohol  
1873 Shumway Hill Road

RE: Proposal for Continuation Funding to Support Substance Use Disorder Counseling Services in Knoxville

Dear Tioga County Commissioners and Director Weed:

On behalf of Meadowlark Counseling Services, I would like to extend my sincere appreciation for your support and partnership over the past year in administering grant funding from the Deerfield Charitable Trust. This generous support allowed us to establish and operate a substance use disorder (SUD) counseling clinic in Knoxville, Pennsylvania. With your assistance, we have been able to deliver critical services to individuals and families affected by addiction in our community, services that were previously difficult to access locally.

## Background & Achievements

Over the past year, the Knoxville clinic of Meadowlark Counseling Services has:

- Provided counseling and support services to individuals struggling with substance use disorders (SUD).
- Reduced barriers to care by offering SUD services within the community, minimizing the need for long travel to distant providers.
- Addressed a critical transportation barrier, as many residents in Knoxville and surrounding rural areas lack reliable means of travel to distant clinics, leaving them without consistent access to care.
- Responded to growing demand in “the Valley” by preparing to expand counseling days and hours, ensuring more residents have timely access to SUD care.
- Initiated discussions with the Northern Tioga School District to provide SUD and gambling prevention curriculum in both middle and high schools. These topics are not currently being addressed in the district.
- Implemented evidence-based SUD counseling practices designed to promote recovery, reduce relapse, and strengthen family stability.

This progress was made possible through the initial grant funding provided by the Deerfield Charitable Trust. While the clinic has made significant strides, it is not yet financially solvent. As a new service provider in a small rural community, it takes time to build awareness, trust, and a stable client base. Nonetheless, demand continues to grow steadily, and we are confident in the long-term sustainability of the Knoxville location once we reach operational maturity.

## Request for Continuation Support & Proposed Budget for 2026

To ensure uninterrupted services during this critical growth period, Meadowlark Counseling Services respectfully requests an additional \$25,000 in continuation funding from the Tioga County’s Opioid Settlement Funds for the upcoming year. This support will sustain clinic operations while allowing us to expand counseling days from two to four per week and add evening hours to meet growing demand in “the Valley.”

The majority of funds will support staffing to increase service capacity by approximately 30% in the next year, with the remainder directed toward potential office relocation, rent and utilities, program supplies, advertising, outreach, and administrative expenses. Together, this continuation funding represents a strategic investment in sustaining essential recovery services, expanding local access to care, and ensuring residents are aware of our services.

### Long-Term Sustainability

Our strategic plan is to achieve solvency within the next 1–2 years by:

- Growing the client base through expanded outreach, additional counseling days, and extended hours.
- Increasing third-party billing and reimbursement revenues.
- Strengthening collaboration with county agencies, schools, and healthcare providers.
- Advertise our services in a variety of ways to ensure that residents are aware of our services and how to make contact if in need.

The requested continuation funding represents a bridge investment that will ensure this essential resource remains available to residents of Knoxville and “the Valley” while Meadowlark Counseling Services continues on the path to financial self-sufficiency. Below is a proposed budget.

### Proposed Budget

| Category                            | Description                                                                                                                                                             | Amount (\$) | % of Total |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|
| Personnel                           | Funding for counselor hours, intake coordination, and clinical supervision to expand service availability (including evenings) and improve client access.               | 15,500      | 62%        |
| Advertising & Community Outreach    | Local radio, print, and social media advertising to increase awareness of outpatient services; design and distribution of brochures; participation in community events. | 3,000       | 12%        |
| Technology & Software               | Upgrades for electronic health records (EHR), telehealth platform, technology, and secure communications for client engagement.                                         | 2,500       | 10%        |
| Training & Professional Development | Targeted continuing education and DDAP-required training for staff.                                                                                                     | 500         | 2%         |
| Administrative / Indirect Costs     | Rent, utilities, insurance, and administrative support necessary to maintain program operations.                                                                        | 3,500       | 14%        |
| Total: \$25,000                     |                                                                                                                                                                         |             |            |

## Conclusion

Substance use disorder remains one of the most pressing challenges facing our communities. Transportation limitations make it even harder for many residents in this rural area to seek help when services are located far away or offered only during limited hours. Meadowlark Counseling Services is directly addressing these gaps by offering accessible, local care and expanding counseling days and hours to meet the need. With the continued partnership of Tioga County, we can build upon the progress made in the past year and secure the future of this essential program.

We would be honored to meet with you to discuss this proposal in greater detail and to provide any additional information you may require. Thank you for your commitment to the health and well-being of our communities.

Sincerely,



Joshua R. Battin, Ph.D.  
President and Owner  
Meadowlark Counseling Services

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