



BOARD OF COMMISSIONERS' MINUTES

Thursday, May 14, 2020, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was convened at 10:05 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Controller Jason Moser, Executive Office Supervisor Natalie Smith, Director of Financial Management Tom Martin, and Director of Human Resources Kristen Simkins.

I. PUBLIC COMMENT

There were no comments received from the public.

II. MEETING MINUTES

Minutes from the Thursday, May 7, 2020 Board of Commissioners' Meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from May 7, 2020.

III. COVID-19 PLANNING AND RESPONSE

A. Personnel

- i. Consider extension of temporary furloughs/partial reduction of hours for Court related offices. Last Thursday, on May 7, the Board agreed to extend the furlough and partial reduction of hours until May 29, 2020.
- ii. Consider extension of temporary furloughs/partial reduction of hours for non-Court related offices.

Administrator Margaret Gray suggested that the Board consider an extension until May 29, 2020 to align with Court related offices. Director of Financial Management Tom Martin reported as of Friday, May 8, there were 36 employees on full time furlough and 18 with partial reduction of hours for both Court and non-Court related offices. Commissioner Dershem asked when employees will return. Commissioner Pipe explained that as Department Heads see the need for additional staff or increase in services they can request that employees return. It was recommended by Commissioner Higgins that the County continue with furloughs until the added federal unemployment compensation benefits expire in July.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to extend the furlough/partial reduction of hours for non-court related offices until May 29, 2020.

iii. Courts

1. Court Administration

- a. Consider approval of the reinstatement of Kimberly Smeltzer, Administrative Assistant, from fulltime furlough to regular full-time status effective May 18, 2020, pay period 11 – Dept. 271.
- b. Consider approval of the reinstatement of Melissa Kresovich, Department Clerk 3, from fulltime furlough to regular full-time status effective May 18, 2020, pay period 11 – Dept. 271.

2. MDJ Centre Region

- a. Consider approval of the reinstatement of Tammy Spicer, Office Supervisor 2, from fulltime furlough to regular full-time status effective May 18, 2020, pay period 11 – Dept. 252.
- b. Consider approval of the reinstatement of Thedy Hagenbuch, District Court Secretary, from fulltime furlough to regular full-time status effective May 18, 2020, pay period 11 – Dept. 252.

iv. Emergency Communications - Consider approval of the reinstatement of David Rowles, Technical Supervisor, from fulltime furlough to regular full-time status effective May 18, 2020, pay period 11 – Dept. 354.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve personnel requests from elected officials and department heads.

IV. PERSONNEL ITEM

V. REPORT ON JUDICIAL PERSONNEL ITEMS

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

VII. NON-PERSONNEL ITEMS

VIII. DISCUSSION ITEMS

Proposal to Upgrade Finance Plus

Administrator Margaret Gray explained the need for an upgrade to Finance Plus. Controller Jason Moser and Director of Financial Management Tom Martin have been working with Central Square. Jason explained that there are no additional updates available for Finance Plus, by upgrading to Finance Pro the County would move to a cloud based service with electronic purchase orders. Moving to the cloud based platform, Margaret noted that upgrades will happen automatically. With electronic purchase orders, Tom will be able to sign off from a remote location instead of coming to the office. This would also save several hundred dollars per month to copy purchase orders.

This year there have been significant savings for equipment in the IT budget, those savings could be reallocated to cover the upgrade costs with Central Square.

Commissioner Pipe requested an overview of the pros, cons and cost savings that would be achieved with the upgrade. The ongoing annual cost for Finance Pro is \$48,500 annually compared to the current \$45,000. To complete the upgrade, the one-time maximum cost is \$112,000 with \$73,000 for initial startup and \$29,900 for training and travel expenses.

If the current product is end of life, Commissioner Higgins is in favor of the upgrade. He requested additional research before moving forward.

- How often is the data backed up and how secure is the data?
- A dashboard for the Commissioners' Office, Controller and Director of Finance.
- Are there modules for citizen interface?
- Is there an interface that can be used with suppliers for contracts?
- A reduction of conversion costs before the contract is signed to avoid additional fees.

Commissioner Pipe asked for a demonstration from Central Square to provide the Board with a high level overview of what the County will receive. With savings incurred through several large equipment purchases, Chad reported nearly \$100,000 that can be reallocated. With an estimated reduction in training and travel expenses and prorated costs for yearly subscription costs there will be enough funds within the IT budget to cover the upgrade. Chad will make arrangements for the requested demonstration.

IX. EXECUTIVE SESSION REPORT

The Board of Commissioners met in executive session on May 12 from 10:27 AM to 11:04 AM for a personnel matter.

X. PUBLIC MEETING SCHEDULE

Thursday, May 14, 2020

Board of Commissioners – 10:00 AM – Virtual

Tuesday, May 19, 2020

Board of Commissioners' Meeting– 10:00 AM – 146WB

Board of Elections– 11:00 AM – 146WB

Thursday, May 21, 2020

Board of Commissioners – 10:00 AM – Virtual

XI. QUESTIONS FROM THE PRESS

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XII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:49 AM.

Respectfully submitted:

Natalie Smith
Executive Office Supervisor