



BOARD OF COMMISSIONERS' MINUTES

Thursday, July 16, 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 10:13 AM by Chair of the Board Michael Pipe.

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

County personnel present included Jeff Wharran, Krista Davis, Ray Stolinias, and Travis Walker.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, July 9, 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 July 9, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

A. Personnel

i. Tax Assessment

1. Consider approval of the reinstatement of Chelsey Foust, Homestead/Farmstead Coordinator, from full time furlough to full-time status effective July 19, 2020, pay period 16 - Dept. 121
2. Consider approval of the reinstatement of Kaley Ely, GIS Mapper/Clean & Green Officer, from full time furlough to full-time status effective July 19, 2020, pay period 16 - Dept. 121
3. Consider approval of the reinstatement of Jeffrey Catherman, Real Estate Assessor II, from full time furlough to full-time status effective July 19, 2020, pay period 16 - Dept. 121

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- ii. Correctional Facility – Consider approval of the reinstatement of Norris Webb, Counselor, from reduced hours furlough to full-time status effective July 19, 2020, pay period 16 - Dept. 333

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

- iii. Consider extension of temporary furloughs/partial reduction of hours for non-Court related offices.

B. County Guidance Related to Travel

Administrator Margaret Gray asked the Board for guidance related to employee's personal travel. There have been many questions from employees and Margaret has prepared a proposal for the Board's consideration, including:

- i. Discourage personal travel out of state to high prevalence areas.
- ii. Department of Health requires a 14 day quarantine after travel to certain states.
- iii. Employees must notify their supervisor of their plans prior to travel.
- iv. Quarantine days would be considered time off without pay or employees can use accrued leave. If they are working remotely and continue to do so that would be permitted.

Commissioner Higgins asked that Margaret revise the guidance to include the ability for employees to work remotely during quarantine. Commissioner Pipe expressed concern that if an employee wishes to go away on vacation and does not have accrued time, they may have to sacrifice vacation because they are unable to use additional leave for quarantine. He also asked that Margaret review the guidance with Solicitor Betsy Dupuis. Director of Human Resources Kristen Simkins noted that some employees have chosen to change their travel plans to visit other areas.

Commissioner Pipe is in favor of Margaret distributing the first paragraph of her guidance stating that travel to high prevalence areas is highly discouraged and providing guidance from the Department of Health, who requires a 14 day quarantine when returning from these areas.

The Board was in agreement that a policy is not necessary, just consistent guidance to be provided to employees.

C. County Relief Block Grant Update

A County Relief Block Grant (CRBG) implementation team was formed and has now met twice. Next week, the team will be joined by the newly appointed CRBG coordinator.

Risk Manager Krista Davis provided an overview of the County's expenses to date, totaling \$666,890.89 and additional expenses with proposed improvements totaling

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\$649,236.95. The additional expenses include Facilities Management, physical modifications, administration and teleworking. In Facilities Management, there are allocations for sanitizing supplies, hand held disinfecting wands, and hand sanitizing stations. Physical modifications include Plexiglas for Willowbank Offices, furniture, and temperature taking machines. Administrative costs include emergency communications incentive pay, authorized leave, advertising, and reception staff in the Willowbank. For improved telework capabilities, upgrades to Finance Plus, migration to Office 365, devices and licensing. Total expenses and proposed improvements are \$1,316,127.84.

Commissioner Pipe asked that anything and everything that can be applied to the CRBG should be. He asked if there is anything additional that the county will need or should be purchasing. Margaret explained that these are the initial ideas and items that the CRBG Implementation Team has identified.

Commissioner Dershem asked if the CRBG Implementation Team has researched temperature taking machines. There are three planned for purchase through the CRBG and he asked that number be increased to 10 with an order placed sooner than later. Commissioner Pipe agreed, the funding source can later be determined between CRBG and PCCD grants.

There was concern from Commissioner Higgins about the inclusion of over \$800,000 in COVID authorized leave pay. Margaret said this item will be flagged for review by the legal team. If an individual's time has been substantially allocated to COVID-19, it could be paid for by CRBG. Commissioner Pipe and Commissioner Dershem attended a forum with Senator Toomey who said the guidance was written broadly. If their daily efforts have been redirected due to COVID-19 then their compensation could possibly be covered by CRBG.

Director of Emergency Management Jeff Wharran provided an update on the number of masks and hand sanitizer that have been distributed. He also presented an overview of assets, cost and proposed inventory to be ordered. This included masks, face shields, isolation gowns, nitrile gloves, hand sanitizer, thermometers, and UV sterilization units for a total of \$790,728.

Commissioner Pipe's suggestion was that the county determine supply and demand so that another order can be planned for this fall. Commissioner Dershem agreed and feels that the initial order should be placed as soon as possible.

The N-95 masks will primarily be used by medical personnel. Jeff explained that if these will not be issued to the general public or school district, a reduction of the quantity allows a significant cost savings to be reallocated to surgical or cloth masks. Commissioner Pipe asked that Jeff look into temperature units for the community. If the county could purchase and distribute those instead of masks. They could be put to use immediately and would not take up the large amount of storage space of masks and face shields. Jeff will contact the school superintendents to make sure these will be useful and how many main entrances their buildings have.

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Commissioner Pipe explained that the Declaration of Disaster Emergency allows the county to work around the bid requirement for these purchases. In late September or October, the county may want to place a second order so that it is not competing with a large number of other commonwealth counties around the time when the funds need to be expended in December.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve roughly \$800,000 of personal protective equipment and related items using CRBG funds.

V. PERSONNEL ITEMS

A. Correctional Facility

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items i-x.

- i. Promotion for Ashley Butts from part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt), at SG-N10A(01)--\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing T. Nichols), at SG-N10A(02)--\$16.46/hour, effective July 19, 2020, pay period 16. Salary budget savings for 2020 \$2,153, annualized salary increase for 2021 \$2,059 - Dept. 333.
- ii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing A. Butts), at SG-N10, effective July 19, 2020, pay period 16- Dept. 333.
- iii. Appointment for Jordan W. Williams, part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing B. Sweeley), at SG-N10A(01)--\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$6,679, annualized salary savings for 2021 \$2,677 - Dept. 333.
- iv. Appointment for Colby E. Krout, part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing A. Ehrenzeller), at SG-N10A(01)--\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$11,349, annualized salary savings for 2021 \$2,677 - Dept. 333.
- v. Appointment for Hailey B. McCoy, part-time Corrections Officer, Correctional Facility, (p.c. #93, non-exempt, replacing E. Gettig), at SG-N10A(01)--\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$11,674, annualized salary savings for 2021 \$2,677 - Dept. 333.

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- vi. Appointment for Kyler N. Snook, part-time Corrections Officer, Correctional Facility, (p.c. #98, non-exempt, replacing G. Webb), at SG-N10A(01)–\$14.70/hour, effective TBD, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$6,107, annualized salary savings for 2021 \$2,677 - Dept. 333.
- vii. Appointment for Alexa R. Corman, part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing B. Torrey), at SG-N10A(01)–\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$19,082, annualized salary savings for 2021 \$2,677 - Dept. 333.
- viii. Appointment for Austin T. Desch, part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing A. Butts), at SG-N10A(01)–\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$4,639, annualized salary savings for 2021 \$2,677 - Dept. 333.
- ix. Appointment for Danielle L. Harvey, part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt, replacing J. Huffman), at SG-N10A(01)–\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$17,137, annualized salary savings for 2021 \$2,677 - Dept. 333.
- x. Appointment for Joseph T. Courteret, part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt, replacing K. Brungard), at SG-N10A(01)–\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$10,718, annualized salary savings for 2021 \$2,677 - Dept. 333.

B. Facilities Management

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items i-ii.

- i. Personnel requisition for Custodial Worker 1, Facilities Management, (p.c. #TBD, non-exempt, New), at SG-N02, effective July 16, 2020, pay period 15–Dept. 161.
- ii. Personnel requisition for Custodial Worker 1, Facilities Management, (p.c. #TBD, non-exempt, New), at SG-N02, effective July 16, 2020, pay period 15–Dept. 161.

C. Human Services

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items i-ii.

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i. Children and Youth - Personnel requisition for Caseworker, Correctional Facility, (p.c. #13, non-exempt, replacing R. Early), at SG-N11, effective July 16, 2020, pay period 15- Dept. 511.

ii. Drug and Alcohol - Leave of absence extension for Catherine Arbogast, Drug and Alcohol Administrator 1, Drug and Alcohol, (p.c. #01), effective August 19, 2020, pay period 18 to (estimated) August 27, 2020, pay period 18. - Dept. 562

D. Public Defender - On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for First Assistant Public Defender, Correctional Facility, (p.c. #02, exempt, replacing D. Lux), at SG-S55, effective July 16, 2020, pay period 15- Dept. 132.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

Commissioners - Letter of engagement with Babst Calland, Clements and Zomnir, P.C. to jointly represent the County of Centre and the counties identified on Exhibit A with respect to the litigation filed in the United States District Court for the Western District of Pennsylvania titled Donald J. Trump for President, Inc. et. al. vs. Kathy Boockvar et. al, and docketed to Civil Action 2-20-CV-966 and the litigation filed in the Commonwealth Court of Pennsylvania titled Pennsylvania Democratic Party et. al. vs. Kathy Boockvar et. al, docketed to 407 MD 2020. The hourly rates quoted in Exhibit B with the right to charge interest at a rate of 1/5% per month on any balance outstanding after thirty (30) days, there is no retainer required at this time. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the letter of engagement - Dept. 111.

IX. POLICIES

X. DISCUSSION ITEMS

A. Planning - Proposals from the SEDA Council of Governments to provide a portion of the professional and administrative services for the Centre County Community Development Block Grant (CDBG) program - Dept. 151.

Director Ray Stolinas presented three proposals from SEDA Council of Governments for professional and administrative services for the Community Development Block Grant (CDBG) program. This includes grant administration, activity development and activity management. Currently, Wendy Davidson in the Controller's Office is the only individual with the ability to draw down funds and Betsy Barndt is now pending DCED approval.

Director of Financial Management Tom Martin provide an overview of SEDA COG compensation to manage CDBG funds. This totals \$82,000 for 2020, \$23,200 for CDBG CV Response, and \$125,500 for 2016-2019 for an overall total of \$230,700.

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Commissioner Pipe will request that SEDA COG prepare an overview of all CDBG projects dating back to 2016. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the proposals pending solicitor review.

- B. Planning- Director Ray Stolinas introduced the open Window for the Commonwealth's 2020-2021 Redevelopment Capital Assistance Program (RACP). The grant deadline is August 12, 2020. The project would have to come from the itemized list for the preliminary application. Commissioner Pipe asked Ray to review past RACP awards to see if there has been anything for repurposing a county building. There may be some generic applications submitted by the County for economic development that could be considered for the Centre Crest facility – Dept. 151.

- C. Deputy Administrator Position

Administrator Margaret Gray has reviewed the job description and in large parts it will remain intact. Commissioner Pipe is in full support of advertising the position. When the position became vacant in May the Board monitored workload within the office. He said that Margaret has been doing a phenomenal job, however the workload is continuing to increase. It was the consensus of the Board that they would rather post the position sooner than later.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the Deputy Administrator posting to today's agenda.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the requisition for the Deputy Administrator position.

XI. EXECUTIVE SESSION REPORT

XII. PUBLIC MEETING SCHEDULE

Thursday, July 16, 2020

Finance Committee – 9:00 AM – Virtual

Board of Commissioners/Salary Board – 10:00 AM – Virtual

Retirement Board – 1:30 PM – Virtual

Tuesday, July 21, 2020

Board of Commissioners– 10:00 AM – Room 146WB

Thursday, July 23, 2020

Board of Commissioners/Salary Board – 10:00 AM – Virtual

Retirement Board – 1:30 PM – Virtual

XIII. QUESTIONS FROM THE PRESS

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XIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to move into executive session at 12:18 PM.

ATTEST:

Margaret N. Gray
Administrator