



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, February 19, 2019, 10:00 A.M.

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

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### I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:00 AM on February 19, 2019 by Chair of the Board, Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Chair; Commissioner Mark Higgins; Commissioner Steven Dershem; Administrator, Margaret Gray; Solicitor, Elizabeth Dupuis; Deputy Administrator, Bob Jacobs; Executive Assistant, Natalie Bird.

County personnel present included Mike Bloom, Leslie Warriner, Tom Martin, Sue Hannegan, Joe Davidson, Nick Barger and Natalie Corman.

Visitors present included Tom Zilla, MaryAnn Volders, Gary Heverly Jr., Jeff Stachowski, Mark Maggs, James Pletcher, Cheyenne Wolf, Andrew Warren and Peter Buckland.

Representatives from the news media included Gary Sinderson, Evan Hinkley, and Chris Morelli.

CNET staff were present.

### III. PUBLIC COMMENT

Peter Buckland, Chair of the Ferguson Township Board of Supervisors encouraged the County to adopt PACE (Property Assessed Clean Energy) legislation. This evening, Ferguson Township has an item on their agenda to formally ask the Commissioners to consider enabling these programs.

### IV. MEETING MINUTES

Minutes from the Tuesday, February 12, 2019 Board of Commissioners' meeting.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the meeting minutes from February 12, 2019.*

### V. REQUEST FOR PROPOSALS

Planning – Deputy Administrator Bob Jacobs asked the Board to allow the review committee another week to evaluate the responses received for the RFP – Design/Build of Solar Photovoltaic Array – Dept. 971.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to table the RFP – Design/Build of Solar Photovoltaic Array until Tuesday, February 26.*

VI. PROCLAMATION

Proclamation No. 1 of 2019 – Mary Ann Volders, Vice President of Secondary Education at the Central Pennsylvania Institute of Science and Technology(CPI); Jeff Stachowski, Community Outreach Director of South Hills; and Mark Maggs, Campus Director of South Hills joined the Board to discuss Career and Technical Education Month. Mary Ann said there are more jobs available than can be filled. Jeff echoed her comments and said the labor force requires properly trained skilled laborers. James Pletcher is a second year criminal justice student at South Hills who was a recipient of the Emergency Responder Scholarship. James will have his internship at the Centre County Sheriff's Office. Cheyenne Wolf is a fifteen-year-old student at CPI in the Dental Assistant Program, she plans to continue her education upon completion of the program and study dental hygiene. Andrew Warren has almost completed the HVAC program at CPI and will finish with full certification to work on any system.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to proclaim February 2019 as "Career and Technical Education Month".*

VII. CONTRACTS

- A. Recorder of Deeds – Joe Davidson asked the Board to consider a contract renewal with The DRS Group to provide preventative maintenance and remedial maintenance services for the Scan Pro 3000. The contract total is \$1,010 for the period of March 1, 2019 through February 29, 2020 – Dept. 133.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewal with The DRS Group to next week's Consent Agenda.*

- B. Emergency Management – Director Jeff Wharran asked the Board to review the submission of the Federal Fiscal Year 2019 Emergency Management Performance Grant Application to PEMA. The grant is federally funded in the amount of \$105,342.59 for the period of October 1, 2018 through September 30, 2019 – Dept. 351.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the submission of the grant application to PEMA to next week's Consent Agenda.*

- C. Human Resources – Director Kristen Simkins presented the following contract renewals:
- i. Contract renewal with USable Life to provide Life Insurance, Accidental Death and Disbursement, and Short Term Disability Insurance. The renewal rates are as follows: Group Term Life \$0.175 per \$1,000; Accidental Death

and Disbursement \$0.020 per \$1,000; Short Term Disability \$0.150 per \$10. Contract total is estimated at \$48,000 for the period of January 1, 2019 through December 31, 2020 – Dept. 114.

- ii. Contract renewal with COBRA Control Services LLC to provide COBRA administration services for the County. COBRA Control covers the responsibility of the County to issue a COBRA initial rights notice to employees and COBRA election forms. They monitor election and payment timeframes, and send notices if COBRA is not elected and paid within the proper period. The contract total is estimated at \$3,500 for the period of January 1, 2019 and December 31, 2019 – Dept. 114.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewals with US Able Life and COBRA Control Services LLC to next week's Consent Agenda.*

- D. Human Services – Human Services Administrator, Natalie Corman reviewed the following contract addendums:

i. MH/ID/EI – D&A

1. Addendum No. 1 to the agreement with Bauer's All About Kids LLC to allow for funds to provide additional early intervention services in the amount of \$24,000. This will increase the contract total from \$26,000 to \$50,000 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
2. Addendum No. 1 to the agreement with Strawberry Fields, Inc. to allow for funds to provide additional early intervention services in the amount of \$115,000. This will increase the contract total from \$200,000 to \$315,000 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
3. Addendum No. 1 to the agreement with Crossroads Counseling, Inc. to allow for funds to provide additional drug and alcohol outpatient services in the amount of \$36,000. This will increase the contract total from \$144,200 to \$180,200 for the period of July 1, 2018 through June 30, 2019 – Dept. 562.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add contract addendums 1-3 to next week's Consent Agenda.*

- E. MIS/RBA – Chief Information Officer, Chad Joyce presented a contract renewal with WIT, Inc. to provide software maintenance for QlikView. The contract total is \$7,974.73 for the period of April 1, 2019 through March 31, 2020 – Dept. 142.

*Action: Add the contract renewal with WIT, Inc. to next week's Consent Agenda.*

- F. Planning

- i. Tom Zilla, Principal Transportation Planner at the Centre Region Planning Agency reviewed the Memorandum of Understanding (MOU) with the Centre Regional Planning Agency establishing joint rights and responsibilities of each party in completing transportation and project development activities on behalf of the Centre County Metropolitan Planning Organization (CCMPO). The CCMPO is a federally mandated organization that is responsible for working with PennDOT for long range transportation planning. Tom explained that the County's contribution to the CCMPO represents the cost assigned to 29 municipalities who are not individual voting members; the other six municipalities in the Centre Region individually contribute funding, about a 50-50 split between the County and the other voting members. Additional financial support from the County allows for four dedicated transportation planners. The County's contribution for the MOU is \$126,001 for the period of January 1, 2019 through December 31, 2019 – Dept. 151.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the MOU with Centre Regional Planning Agency to next week's Consent Agenda.*

- ii. Assistant Director of Planning, Mike Bloom and Leslie Warriner asked the Board to approve submission of an application to PennDOT through the CCMPO for Supplemental Planning Program Funds to complete a baseline inventory of municipally-owned roadways and signage. Leslie explained that by hosting municipal workshops and discussing transportation based issues, through collaboration with Nick Barger she hopes to make prioritizing roads more GIS and data based. Nick said this data would include information such as shoulder widths, street lighting, pavement types, etc. to see where incidents and problems are that impact multimodal transportation. Commissioner Dershem asked if this will help the County prioritize where funding will be spent in the next 10-20 years? Leslie said this would help project what is needed in the next 8-10 years. Work will be performed by Centre County GIS and Planning on behalf of the CCMPO during the period of July 1, 2019 through June 30, 2020. The application total is \$41,228.50, which may be state and/or federally funded at no cost to the County – Dept. 151.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve submission of the application for Supplemental Planning Program Funds to PennDOT.*

#### VIII. CONSENT AGENDA

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve this week's Consent Agenda.

##### A. Human Services

- i. MH/ID/EI – D&A – Addendum No. 1 to the Agreement with Cen-Clear Child

Services, Inc. This Addendum will provide funds for the provision of additional early intervention services in the amount of \$28,000, increasing the maximum from \$50,000 to \$78,000 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

ii. Aging

1. Contract renewal with Bobbie Rabuck, Esquire to provide legal consultation for the Office of Aging. The contract rate is \$95 per hour for the period of January 1, 2019 through December 31, 2019 – Dept. 521.
2. Letter of Support to Penn State University College of Nursing for a Health Resources and Service Administration (HRSA) Grant proposal for a new collaborative to build the 4Ms in a regional area to include Centre County. The 4M's (what matters, medications, mentation, and mobility) and the core competencies for caring for persons with dementia provide trained navigators to assist patients and families with our complex health system. The grant will provide an Establishment of community advisory councils at each of the clinical sites and partnerships with community-based organizations – Dept. 521.
3. Amendment to the Contract with Aging Well PA, LLC to allow final step to receive compensation for completing the Level of Care Determination. Amendments are based on recommendations by the PA Office of Long Term Living – Dept. 521.
4. Gold sponsorship in the amount of \$1,250 for the Meals on Wheels annual dinner to be held on Thursday, May 9 – Dept. 521.

IX. ABC Appointment/Re-Appointment/Term Expiration/Resignation

*The citizens listed in the table below have offered their time and energy to serve on the indicated authorities, boards or committees.*

| ABC                                | Name           | Action      | Term    |
|------------------------------------|----------------|-------------|---------|
| Local Emergency Planning Committee | James Crandall | Appointment | 2/19/19 |

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the ABC Appointment.*

X. LIQUID FUELS

Tom Martin asked the Board to approve payment in the amount of \$50,000 to State College Borough for completion of project #17-14410-001 for safety improvements at the intersection of Park Avenue and McKee Street - Dept. 411.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the Liquid Fuels payment to State College Borough.*

XI. POLICIES – Chair of the Policy Committee, Sue Hannegan presented three policies to the Board for consideration:

- A. The Leave of Absence policy is an existing policy amended to provide paid parental leave for a maximum of six weeks following the birth, adoption, or foster placement of a child. Leave would have to be taken within six months and would run concurrent with the Family Medical Leave Act (FLMA). This provision would be made available to full time employees who are not subject to the provisions of a collective bargaining unit, have worked for the county for 12 months and have worked at least 1,280 hours during that time.

Commissioner Pipe added that this would encourage mothers and fathers to spend time with newborns and support foster and adoption of children. The policy would encourage a healthy work life balance, increase employee moral, decrease turnover, help recruit and retain employees, and is gender neutral allowing both mothers and fathers to spend time with family.

In a period of low employment, Commissioner Higgins feels the County needs to focus on employee recruitment and retention. This allows added recovery time and/or time to bond with a child. He noted that during previous discussion, the Board asked to edit text on page four to state “The County and the employee must mutually agree to the schedule before the employee may take the leave,” and remove “intermittently or work a reduced hour schedule.” Sue said that change has been made, and a newer version of the policy will be distributed

Commissioner Dershem asked why the leave is permitted six months from the date of birth, adoption, or foster placement instead of three months. Kristen Simkins explained that FMLA can be taken intermittently during the first year of a child’s birth. To restrict the use of paid leave, it has been limited to within the first six months. – Dept. 111.

- B. The Public Communications previously existed as the Social Media Guidelines adopted in 2014. The revised policy includes added provisions for public communications with media, the release of information in any form, and establishes procedures for Department heads to create social media pages or websites – Dept. 111.
- C. The Office Closings Policy provides for the closing of County Offices to the public and provides the President Judge has the ability to make those decisions for Court Offices. Previously the policy only offered a delayed start, it is revised to include office closing and early release – Dept. 111.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add Policies A-C to next week’s Consent Agenda.*

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XII. CHECK RUN

Commissioner Higgins reported the check of the week was a series of payments to West Penn Power in the amount of \$17,565. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the check run in the amount of \$1,004,700.09 dated February 15, 2019.

XIII. DISCUSSION ITEMS

XIV. RECOGNITION

XV. C-NET REQUESTS

Commissioner Dershem asked if this is the same amount of tapings approved in previous years, Natalie Bird confirmed the Board has approved five tapings in the past. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve sponsorship for the taping of the Civil War Round Table meetings to be held in April, May, July, August, and October. Commissioner

XVI. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported 107,361 registered voters in Centre County. The precinct of the week is #25 State College East #2 with 2,752 registered voters. In the General Election there were 822 ballots cast for a voter turnout of 29.87%.

B. Announcements

XVII. EXECUTIVE SESSION REPORT

Margaret Gray reported that the Board met in Executive Session on Thursday, February 14, 2019 from 1:00-1:30 PM to discuss a personnel matter.

XVIII. PUBLIC MEETING SCHEDULE

Tuesday, February 19, 2019

BOC Meeting – 10:00 AM – Room 146WB

Thursday, February 21, 2019

BOC/Salary Board – 10:00 AM – Room 146WB

Tuesday, February 26, 2019

BOC Meeting – 10:00 AM – Room 146WB

Thursday, February 28, 2019

Finance Committee – 9:00 AM – Room 146WB

BOC/Salary Board – 10:00 AM – Room 146WB

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XIX. BID / PROPOSAL SCHEDULE

Friday, February 22, 2019

Proposals Due RFP Homemaker Services & OPTIONS Program – 4 PM - Controllers Office

Tuesday, February 26, 2019

Proposals Opening RFP Homemaker Services & OPTIONS Program – 10 AM – Room 146WB

XX. ELECTION ANNOUNCEMENTS

Tuesday, February 19, 2019

First day to circulate and file nomination petitions.

Tuesday, March 12, 2019

Last day to circulate and file nomination petitions.

XXI. QUESTIONS FROM THE PRESS

XXII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to adjourn the meeting at 11:12 AM.

ATTEST:

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Margaret N. Gray

Administrator