



## BOARD OF COMMISSIONERS MINUTES

Tuesday, June 8, 2021, 10:00 A.M.

Virtual – Zoom

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### I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:02 AM by Chair of the Board Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Solicitor Betsy Dupuis, Executive Office Supervisor Natalie Smith, Staff Assistant Jillian Savage, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen, and Controller Jason Moser.

County personnel present included Human Services Administrator Natalie Corman, Prothonotary Jeremy Breon, Sheriff Bryan Sampsel, Warden Chris Schell, Norm Spackman, Nick Barger, Ryan Smeltzer, Julia Sprinkle, Leah Raker, Chad Joyce, David Lomison, Ray Stolinis, Kendra Miknis, Dave Crowley, and the Elections Office.

Guests present included Ifyoung, Smnoel, Lacy Gates, Mary Ann Zimmerman, Nicole Bromiley, Tara Peters, Stephanie Holderman, and Mitzi Gallagher-Long.

Representatives from the news media included Chris Morelli, and Payton Kennedy.

C-Net Staff were present.

### III. PUBLIC COMMENT

There were no comments received from the public.

### IV. MEETING MINUTES

Minutes from the June 1, 2021 Board of Commissioners meeting.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted to approve the minutes from the June 1, 2021 Board of Commissioners meeting. Commissioner Dershem abstained.*

### V. COVID-19 PLANNING AND RESPONSE

**BOARD OF COMMISSIONERS MINUTES**

**TUESDAY, JUNE 8, 2021**

**PAGE 2**

**VI. PROCLAMATION**

Proclamation 21 of 2021 – Proclaiming June 7-11, 2021 as “Child Welfare Professionals Appreciation Week” in Centre County. Director of Children and Youth Services Julia prinkle, and Leah Raker spoke on the challenges Children and Youth Services has faced throughout the pandemic. The Board joined Julia and Leah in thanking Child Welfare Professionals for their dedication to the families of Centre County.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 21 of 2021.*

**VII. CONTRACTS/AUTHORIZATIONS**

- A. Information Technology Systems – Chief Information and Records Officer Chad Joyce introduced a contract with AT&T to provide intrusion detection and prevention services, and managed threat detection and response services. The contract total is \$91,205 for the period of June 15, 2021 to June 14, 2022 – Dept. 142.

Commissioner Pipe stated the County will be transitioning from the previous vendor to AT&T for these services.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with AT&T to next week’s Consent Agenda.*

- B. Commissioners

County Solicitor Betsy Dupuis presented the following items:

- i. Engagement Agreement with McNees Wallace & Nurick LLC to provide legal services to the County of Centre and the County of Centre Prothonotary in respect to the litigation filed titled Chester Upland SD, et al. vs. Rossi, et al., and docketed to 133 MD 2021. The hourly rates for these legal services are as follows: Lead Defense Counsel Devin Chwastyk \$430, Anne Zerbee \$325, Associate Rachel Hadrick \$300, and Associate Christian Wolgemuth \$235 – Dept. 111.
- ii. Joint Defense-Common Interest Agreement with McNees Wallace & Nurick LLC to jointly represent the County of Centre and the County of Centre Prothonotary, and the Counties and the Prothonotaries identified in respect to the litigation filed titled Chester Upland SD, et al. vs. Rossi, et al., and docketed to 133 MD 2021. There is no cost for this agreement, which is effective May 21, 2021 and remains in effect until terminated under the terms agreed upon – Dept. 111.

Betsy reported that the County Commissioners Association of Pennsylvania (CCAP) coordinated these agreements. Using a firm to manage the defense of the approximately 45 counties in this case is cost efficient as the hourly rates will be divided among the participating Counties, and billing will be handled through CCAP.

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

**BOARD OF COMMISSIONERS MINUTES**

**TUESDAY, JUNE 8, 2021**

**PAGE 3**

**C. Emergency Communications**

Director Norm Spackman presented the following items:

- i. Addressing System Agreement between the Township of Marion and the County of Centre designating the County 911 Addressing Office as the authorized agency to administer addressing on behalf of the Township. There is no cost for this agreement, which continues indefinitely or until terminated under the terms agreed upon – Dept. 354.
- ii. Contract Addendum with Tyler Technologies as part of the Pennsylvania Emergency Management Agency (PEMA) – Southern Alleghenies Cooperative 911 Regional CAD Project to waive and strike the first-year maintenance and support fees in the amount of \$37,073 from the March 30, 2021 addendum. This decreases the contract total from \$185,243 to \$148,170 for the period of March 30, 2021 through March 29, 2022, which is funded through a PEMA grant – Dept. 354.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Emergency Communications items i-ii to next week's Consent Agenda.*

**D. Human Services**

Human Services Administrator Natalie Corman presented the following items:

- i. Adult Services - Letter of Agreement with Susquehanna Software, Inc. for the purchase and implementation of a new database system in Adult Services. The agreement total is \$13,700, which is funded through the Human Services Block Grant for the period of June 1, 2021 to June 30, 2022 – Dept. 501.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the letter of agreement with Susquehanna Software, Inc. to next week's Consent Agenda.*

- ii. MH/ID/EI – Natalie asked the Board to no longer consider the submission of a letter of interest to the Pennsylvania Department of Human Services' Office of Mental Health & Substance Abuse Services (OMHSAS) to apply for funding through the PA COVID-19 Emergency Response grant (PAECR) – Dept. 561.

Natalie announced that, as of late Friday, Centre County's previous letter of intent submitted to OMHSAS for crisis diversion services and mobile crisis services have been accepted. The application is to be submitted to the Commonwealth by July 12.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table submission of the letter of interest to the OMHSAS indefinitely.*

- E. GIS – Director Nick Barger presented a contract renewal with ESRI Inc. to provide technical support and software updates. The contract total is \$23,750 for the period of August 22, 2021 to August 21, 2022 – Dept. 155.

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

**BOARD OF COMMISSIONERS MINUTES**

**TUESDAY, JUNE 8, 2021**

**PAGE 4**

- F. Facilities Management – Administrator Margaret Gray asked the Board to table the contract with TK Elevator Corporation (formerly Thyssen Krupp Elevator) to provide elevator service for 502 East Howard Street. The contract total is \$78,090 for the period of April 1, 2021 to December 31, 2025 – Dept. 634.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table the contract with TK Elevator Corporation for one week.*

**VIII. GRANTS**

Planning & Community Development – SEDA-Council of Government’s Project Coordinator Mitzi Gallagher-Long presented Amendment 1 to the Subrecipient Agreement with the Chamber of Business and Industry of Centre County (CBICC). This amendment allows for Community Development Block Grant – Coronavirus Response (CDBG-CV) allocations to provide for costs associated with marketing, intake process review and financial underwriting of the CDBG-CV small business assistance project in the amount of \$4,000. The agreement total is \$43,300 for the period of December 10, 2020 to October 31, 2022 – Dept. 817.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the amendment to the subrecipient agreement with the CBICC to next week’s Consent Agenda.*

**IX. CONSENT AGENDA**

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve this week’s Consent Agenda.*

**A. POLICIES**

Chief Information and Records Officer Chad Joyce provided an overview for the following items:

- i. Identity Access Management Policy – Dept. 111.

The purpose of this policy is to establish a standard for prevention of unauthorized access to County resources and systems and to regulating access to the principle of least privilege. This includes an account approval process, provisioning and de-provisioning of accounts, and two-factor authentication.

- ii. Patch Management Policy – Dept. 111.

The purpose of this policy is to outline the process for monitoring, acquiring, installing and verifying patches and products on the County’s systems. Additionally, the policy outlines requirements for maintaining up-to-date system security patches on all county-owned and managed workstations, servers, and any other systems.

**BOARD OF COMMISSIONERS MINUTES**

**TUESDAY, JUNE 8, 2021**

**PAGE 5**

**B. CONTRACTS/AUTHORIZATIONS**

**i. Human Resources**

1. Agreement with Pennsylvania Counties Health Insurance Purchasing Cooperative (PCHIPC) to provide funding to allow BMI Audit Services, LLC to complete a health insurance dependent audit before December 31, 2021. The total award is \$8,400 – Dept. 114.
2. Dependent Eligibility Audit Services Agreement with BMI Audit Services, LLC to provide dependent auditing services through Pennsylvania Counties Health Insurance Purchasing Cooperative (PCHIPC). The total cost of the agreement is \$8,400, which will be funded through PCHIPC - Dept. 114.
3. Business Associate Agreement with BMI Audit Services, LLC effective June 8, 2021 and shall continue in effect until terminated by either party. There is no cost for this agreement – Dept. 114.

**C. GRANTS**

Emergency Management – Application to the Pennsylvania Emergency Management Agency (PEMA) for the Fiscal Year 2021 Emergency Management Performance Grant (EMPG). This provides up to 50% reimbursement for salary and benefits of staff in Emergency Management during the period of October 1, 2020 through September 30, 2021 – Dept. 351.

**X. AUTHORITIES, BOARDS AND COMMISSIONS**

**XI. LETTER OF SUPPORT**

**XII. LIQUID FUELS – FEE FOR LOCAL USE**

**XIII. ADMINISTRATOR’S REPORT**

**XIV. DISCUSSION ITEMS**

2021 Community Development Block Grant (CDBG) Application - Project Submissions

**XV. CHECK RUN**

Check run in the amount of \$434,485.06 dated June 4, 2021.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to APPROVE the check run dated June 4, 2021.*

**XVI. PERSONNEL ITEMS**

**A. Correctional Facility**

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

- i. Recruitment Incentive proposal for Corrections Officers at the Centre County Correctional Facility for the period of January 1, 2021 to October 31, 2021 – Dept. 333.

**BOARD OF COMMISSIONERS MINUTES**

**TUESDAY, JUNE 8, 2021**

**PAGE 6**

- ii. Promotion/change in title for Henry Napoleon from full-time Corrections Officer, Correctional Facility, (p.c. #40, non-exempt), at SG-N10T(20)--\$23.49 /hour to full-time Counselor, Correctional Facility, (p.c. #96, non-exempt, replacing N. Webb), at SG-N12U(21)--\$24.32/hour, effective retro to June 6, 2021, pay period 13. Salary budget impact for 2021 \$552, annualized salary impact for 2022 \$13,707 – Dept. 333.
  - iii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #102, non-exempt, replacing S. Hagerthey Sr.), at SG-N10, effective retro to May 19, 2021, pay period 11 – Dept. 333.
  - iv. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #51, non-exempt, replacing D. Lyons), at SG-N10, effective retro to May 18, 2021, pay period 11 – Dept. 333.
  - v. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing J. Ard), at SG-N10, effective retro to May 18, 2021, pay period 11 – Dept. 333.
  - vi. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing D. Snyder), at SG-N10, effective retro to May 26, 2021, pay period 12 – Dept. 333.
  - vii. Personnel requisition for full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing A. Clark), at SG-N08, effective retro to May 27, 2021, pay period 12 – Dept. 333.
  - viii. Appointment for Jordan T. Smith, full-time Corrections Officer, Correctional Facility, (p.c. #51, non-exempt, replacing D. Lyons), at SG-N10A(01)-- \$15.00/hour, effective retro to June 7, 2021, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$734, annualized salary impact for 2022 \$562 - Dept. 333.
  - ix. Appointment for James A. Dawes Jr., full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing R. Ishler), at SG-N10A(01)--\$15.00/hour, effective retro to June 7, 2021, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$734, annualized salary impact for 2022 \$562 - Dept. 333.
  - x. Appointment for Brock W. Port, full-time Corrections Officer, Correctional Facility, (p.c. #72, non-exempt, replacing K. Todaro), at SG-N10A(01)-- \$15.00/hour, effective retro to June 7, 2021, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$734, annualized salary impact for 2022 \$562 - Dept. 333.
- B. Emergency Communications 911 – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #19, non-exempt, replacing D. Desoto), at SG-N09E(05), effective retro to May 28, 2021, pay period 12– Dept. 354.

**BOARD OF COMMISSIONERS MINUTES**

**TUESDAY, JUNE 8, 2021**

**PAGE 7**

C. Human Resources – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for on-call/occasional Office Floater, Human Resources, (p.c. #15, non-exempt, replacing S. Mulley), at SG-N02, effective retro to May 19, 2021, pay period 11 – Dept. 114.

D. Human Services

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Human Services items i-iii.*

- i. Adult Services - Personnel requisition for full-time Housing Supervisor-Adult Services, Adult Services, (p.c. #02, exempt, new), at SG-S54, effective June 8, 2021, pay period 13 – Dept. 501.
- ii. Children & Youth Services – Personnel requisition for full-time Caseworker 2-C&YS, C&YS, (p.c. #08, non-exempt, replacing R. McCloskey), at SG-N13, effective retro to May 19, 2021, pay period 11 – Dept. 511.
- iii. MH/ID – Appointment for Peggy A. Duffie, full-time Caseworker 2, MH/ID, (p.c. #40, non-exempt, replacing A. Standridge), at SG-N12A(01)--\$16.36/hour, effective June 9, 2021, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$5,354, annualized salary savings for 2022 \$644 - Dept. 561.

E. Planning – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Peter A. Butler, full-time Senior Planner 1, Planning, (p.c. #13, non-exempt, replacing E. Lose), at SG-N16A(01)--\$19.79/hour, effective July 6, 2021, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$25,102, annualized salary savings for 2022 \$16,167 - Dept. 151.

F. Public Defender – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Blake L. Spennati, full-time Legal Secretary 2, Public Defender, (p.c. #08, non-exempt, replacing A. Bowes), at SG-N08A(01)--\$13.52/hour, effective retro to June 7, 2021, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$2,303, annualized salary savings for 2022 \$3,335 - Dept. 132.

**XVII. REPORT ON JUDICIAL PERSONNEL ITEMS**

Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Civil Court Coordinator, Court Administration, (p.c. #38, non-exempt, replacing R. Stoner), at SG-N10, effective May 28, 2021, pay period 12 – Dept. 271.

**XVIII. REPORT ON ROW OFFICE PERSONNEL ITEMS**

Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 2 (75), Prothonotary, (p.c. #11, non-exempt, replacing S. Walizer), at SG-N06A(01), effective May 24, 2021, pay period 12 – Dept. 223.

**BOARD OF COMMISSIONERS MINUTES**

**TUESDAY, JUNE 8, 2021**

**PAGE 8**

XIX. C-NET REQUESTS

XX. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

B. Announcements

XXI. EXECUTIVE SESSION REPORT

XXII. PUBLIC MEETING SCHEDULE

**Tuesday, June 8, 2021**

Board of Commissioners – 10 AM – Virtual

**Thursday, June 10, 2021**

Prison Board of Inspectors – 8 AM - Virtual

Board of Assessment – 11 AM – Virtual

Employees Benefits Trust – 3 PM - Virtual

**Tuesday, June 15, 2021**

Board of Commissioners – 10 AM – Virtual

Records Improvement Committee – 2 PM - Virtual

**Thursday, June 17, 2021**

Board of Commissioners/Salary Board – 10 AM – Virtual

Board of Commissioners Work Session – 11 AM - Virtual

XXIII. ELECTION ANNOUNCEMENTS

XXIV. QUESTIONS FROM THE PRESS

XXV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:54 AM.

ATTEST:

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Margaret N. Gray  
Administrator