



## BOARD OF COMMISSIONERS WORK SESSION MINUTES

Monday, October 9, 2023, 1:30 P.M.

Willowbank Office Building  
420 Holmes Street, Room 144  
Bellefonte, PA 16823

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### I. CALL TO ORDER

The public work session of the Centre County Board of Commissioners was convened at 1:32 PM by Vice- Chair of the Board Amber Concepcion.

In attendance were Commissioner Amber Concepcion, Commissioner Steven Dershem, Administrator John Franek Jr. and Executive Office Supervisor Erin Good.

County personnel present included Richard Killian, Michael Ryan and Ethan Howard.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

### IV. 2024 COUNTY BUDGET

#### Penn State Cooperative Extension

Richard gave a brief overview of Penn State Cooperative Extension's 2024 Budget. Michael Ryan stated there are 3 components of Penn State Extension's budget, the County-employed office manager, the unrestricted grant and the in-kind services agreement. Michael stated they are asking for an increase of \$10,000 for the unrestricted grant to support the Master Watershed Project. Ethan Howard stated the Master Watershed project is a State-wide program that is geared towards educating the public with water quality and also has a variety of programs for the public regarding water quality. The main priority is to have volunteers to assist the Conservation programs. Ethan also stated they are interested in hosting seminars at local distilleries and wineries to inform them about their water quality.

Michael stated they have submitted two options for their 2024 budget for the Boards' consideration. They would like to make the 4-H position a 40-hour position instead of a 30-hour position, which it is currently. The Master Gardener Coordinator position is currently a 30-hour position and they would like to see it as a full-time position at 40 hours, since the current position oversees more than 100 volunteers.

Commissioner Dershem asked what the County is spending now with in-kind funds for Penn State Cooperative Extension. Michael stated currently the in-kind funds are \$114,631 and the proposed 2024 budget in-kind funds are \$194,097, which would help fund the full-time positions Michael and Ethan are asking for. Ethan confirmed

that Elk and Cameron Counties will be chipping in for funds for the Master Watershed Program.

Commissioner Mark Higgins joined the meeting.

Commissioner Concepcion asked if the \$164,123 is the amount the County would pay in cash and Michael confirmed yes, it is and the request for the \$194,097 would be from in-kind funds.

Michael and Ethan stated other than the position requests, everything else seems to be working smoothly and they appreciate all the County has done for their department. The Board agreed to talk over their requests and get back to them with their final decisions.

Michael Ryan and Ethan Howard were excused from the meeting.

#### V. RECESS

The Board voted unanimously to recess the meeting at 1:59 PM.

Chad Joyce and Tanya Hofford joined the meeting.

The public work session of the Centre County Board of Commissioners was reconvened at 2:05 P.M. by Chair of the Board Mark Higgins.

#### ITS

Richard Killian distributed the budget packets for ITS and Records Management Departments. Chad Joyce stated he started tracking a few years ago a fee schedule since software programs have increased over the years. Chad stated the DP (Data Processing) usage covers MCP, Moorefield, security services and Microsoft Office 365. The IT infrastructure is another fee that is charged to Departments for equipment purchases. Laptops or desktops, printers, monitors are charged by departments that pay a monthly fee based on the amount of equipment they have and use.

Chad stated the contracted professionals line item have increased mainly due to Moorefield being transferred to this category. The equipment rental line item is where PC replacements, security upgrades, phone replacements, secure hardware destruction, cloud backup are all found. Chad also stated he added a disaster recovery environment which will continue the County's Continuity of Operations Plan (COOP). Palo Alto Firewire's end of life is October of 2024 which is part of the security.

The big increase in the Software line item are Microsoft Office 365 and GUI, but Chad anticipates the 15 GUI users will be decreased in 2024 once the new ERP System is integrated.

#### Records Management

Chad Joyce stated the new local shredding company has helped decrease costs. Iron Mountain holds about 14,000 banker boxes of County records currently. Chad anticipates Iron Mountain costs to increase in 2024, but the plan for the future with the Centre Crest building will to hold about 6,000 boxes, which will help lower the cost with Iron Mountain.

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Chad wanted to note that Laserfiche software was added at \$21,000 to Records Management budget in 2024 but this should be funded through the Records Improvement Committee.

VI. DISCUSSION ITEMS – UPDATES

Richard stated eventually the County may want a third-party consultant to perform an audit.

VII. BUDGET MEETING SCHEDULE

Tuesday, October 10, 2023

Sheriff – 1:30 PM – Willowbank 146

CCCF – 2:30 PM – Willowbank 146

Monday, October 16, 2023

CYS – 1:00 PM – Willowbank 144

MH/ID D&A – 1:30 PM – Willowbank 144

911 Emergency Communications – 2:30 PM – Willowbank 144

Tuesday, October 17, 2023

Adult Services – 2:30 PM – Willowbank 144

Transportation – 3:30 PM – Willowbank 144

Wednesday, October 18, 2023

Court Administration – 2:00 PM – Willowbank 146

VIII. QUESTIONS FROM THE PRESS

IX. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously adjourn the meeting at 2:43 PM.

ATTEST: \_\_\_\_\_

John Franek Jr.

Administrator