



BOARD OF COMMISSIONERS MINUTES

Thursday, November 16, 2023, 10:00 A.M.

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

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:08 AM by Chair of the Board Mark Higgins.

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

County personnel present included Kristen Simkins, Human Services Administrator Julia Sprinkle, Deputy Administrator Natalie Corman, Warden Glenn Irwin, Jody Lair, Chad Joyce, Tanya Hofford and Deb Smeal.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, November 9, 2023, Board of Commissioners meeting.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the minutes from November 9, 2023.

V. PERSONNEL ITEMS

A. Human Services

i. MH/ID/EI

Julia Sprinkle asked the Board to approve the following items:

1. Approve the funding and personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #42, non-exempt), at SG-07A(01)--\$20.27/hour, effective November 16, 2023, pay period 24. Salary budget impact for 2023 \$153, annualized salary savings for 2023 \$785 - Dept. 561.

2. Approve the appointment for Kristin L. Tarantella, to Department Clerk 3, MH/ID/EI, (p.c. #37, non-exempt), at SG-04A(01)--\$16.69/hour, effective November 27, 2023, pay period 25. Salary budget savings for 2023 \$7,638, annualized salary savings for 2023 \$1,984 - Dept. 561.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the MH/ID/EI items 1-2.

- ii. Drug & Alcohol – Julia Sprinkle asked the Board to approve the final extension #4 for the medical leave of absence for D&A Case Management Specialist, Drug & Alcohol, (p.c. #11) effective from November 28, 2023, pay period 25 to December 15, 2023, pay period 26 – Dept. 562.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the final medical leave extension for D&A Case Management Specialist p.c. #11.

B. Correctional Facility

Warden Glenn Irwin asked the Board to approve the following items:

1. Approve the promotion/change in title for Shane Billett from Central Booking Lieutenant, Correctional Facility, (p.c. #96, exempt), at SG-111(9)--\$29.33/hour to Captain, Correctional Facility, (p.c. #06, exempt), at SG-121(09)--\$30.73/hour, effective November 19, 2023, pay period 25. Salary budget savings for 2023 \$24,625, annualized salary savings for 2024 \$5,071 - Dept. 333.
2. Approve the funding and personnel requisition for full-time Central Booking Lieutenant, Correctional Facility, (p.c. #96, exempt), at SG-111(01)--\$25.03/hour, effective November 16, 2023, pay period 24. Salary budget savings for 2023 \$623, annualized salary savings for 2024 \$8,942 - Dept. 333.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Correctional Facility items 1-2.

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Centre County Correctional Facility – Warden Glenn Irwin asked the Board to approve a contract Addendum with Oasis Management Systems, Inc. for the Commissary Agreement that states no more than three menu price increases will occur per year. The remainder of the agreement will remain the same. There is no monetary change in the contract for the time period of November 28, 2023 to January 30, 2024. The main agreement will automatically renew January 31, 2024 for another one-year period – Dept. 333.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the Contract Addendum with Oasis Management Systems, Inc. to next week's Consent Agenda.

B. Emergency Management Agency

Jody Lair asked the Board to approve the following items:

- i. Approve the Intergovernmental Grant Agreement with the Pennsylvania Emergency Management Agency (PEMA) and the other seven counties in the South Central Mountain Regional Task Force (SCMRTF). The grants funds will be used towards the SCMRTF in the planning, organization, equipment, maintenance, training and exercise needs to oppose acts of terrorism and other catastrophic events. The grant agreement total is \$454,265 funded as follows: Federal \$454,265 for the period of performance of September 1, 2023 to August 31, 2026 – Dept. 351.
- ii. Contract renewal with Eagle Towing & Recovery, Inc to provide services in emergency situations when instructed by the County. There is no fee for the County since Eagle Towing & Recovery, Inc. is part of the County's HAZMAT team for the period of November 16, 2023 to November 15, 2027 – Dept. 351.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Emergency Management Agency items i-ii.

- C. Capital Projects – Administrator John Franek Jr. asked the Board to approve a contract with Erdman Anthony to provide a design proposal for the Electric Vehicle charging station infrastructure at the Willowbank Building. The contract total is \$13,200 with the option to utilize Erdman Anthony if needed for bidding and construction management services, billed per the proposal's listed hourly rate schedule – Dept 971.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the contract with Erdman Anthony.

- D. Housing – Administrator John Franek Jr. asked the Board to approve a satisfaction piece for Catherine Pletcher and Jessie Edson for the premise located at 164 Cole Street, Bellefonte, PA 16823 – Dept. 815.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the satisfaction piece for Catherine Pletcher and Jessie Edson.

E. Information Technology Service

Chad Joyce asked the Board to approve the following items:

- i. Contract with Net 3 Technology, Inc. to provide a disaster recovery environment. The contract is for three years, for a total of \$147,245.88. This includes a one-time fee of \$750 and a monthly fee of \$4,069.33. The contract total is \$147,245.88 for the period of December 1, 2023 to November 30, 2026 – Dept. 142.
- ii. Contract with CivicPlus to provide service through Monsido to ensure our website is compliant with ADA and accessible to all users. This software regularly scans our website for changes, flagging potential issues to help maintain compliance. The contract total is \$6,378 for the period of November 1, 2023 to June 30, 2024 – Dept. 142.

- iii. Contract with Apple Developer Program, under enrollment ID 8L7RDR96U9 to provide a program needed to create the Prothonotary application but will be an account for any Centre County Government applications that are developed on this platform. There is no fees associated with the program for the period of November 1, 2023 to October 31, 2024 – Dept. 142.
- iv. Contract with Google, LLC to create a Google Developer account. This program is needed to create the Prothonotary application but will be an account for any Centre County Government applications that are developed on this platform. There is a one-time fee of \$25. The contract total is \$25 for the period of November 1, 2023 to October 31, 2024 – Dept. 142.
- v. Contract renewal with LinkedIn Corporation to provide LinkedIn Learning. The software provides a learning management platform with over 15,000 individual courses for employee growth and professional development. The two-year contract total is \$72,600 which will be annually at \$36,300 for the period of January 1, 2024 to December 31, 2025 – Dept. 142.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the Information Technologies Services i-v to next week's Consent Agenda.

Human Services

- F. Adult Services – Julia Sprinkle asked the Board to approve the FY 21-22 Human Services Block Grant Certification Statement. The revision was required due to a reporting error from a provider; leaving a difference in funding between HSBG Income & Expenses Report and reporting for CMHSBG. Funds were adjusted; resulting in an \$11 increase to the FY 21-22 Retained Earnings. The Human Services Block Grant Report total is \$6,407,342 funded as follows: State \$5,892,657 Federal \$252,310 and County Match \$262,375 for the period of July 1, 2021 to June 30, 2022 – Dept. 501.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the FY 21-22 Human Services Block Grant Certification Statement.

G. Children & Youth Services

Julia Sprinkle asked the Board to approve the following items:

- i. Letter of Agreement with Skills of Central PA to provide a comprehensive working relationship between our agencies and community resources. There are no costs associated with this agreement – Dept. 511.
- ii. Contract with Valley Youth House to provide foster care/residential services for dependent/delinquent youth. The contract total is \$30,000 funded as follows: State \$24,000 and County Match \$6,000 for the period of July 1, 2023 to June 30, 2024 – Dept. 511.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the Children and Youth Services contract items i-ii to next week's Consent Agenda.

IX. LIQUID FUELS – FEE FOR LOCAL USE

- i. Administrator John Franek Jr. asked the Board to approve a liquid fuels check to Harris Township in the amount of \$45,000 for the Mary Elizabeth Street culvert replacement – Dept. 411.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the liquid fuels check for Harris Township.

X. LETTER OF SUPPORT

- i. Administrator John Franek Jr. asked the Board to approve a letter of support for Snowshoe EMS Ambulatory Services for a Local Share Grant.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the letter of support for Snowshoe EMS Ambulatory Services.

XI. CONSENT AGENDA

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve this week's Consent Agenda.

A. Risk Management

- i. Consider approval of the Loss Prevention Grant application with Pennsylvania Counties Risk Pool (PCoRP) to provide electronically swiped doors in the Prothonotary Office. The work will be done by Watkin Security, LLC for a total of \$8,338 for the period of June 1, 2023 to June 1, 2024 – Dept. 112.
- ii. Consider approval of a contract renewal with Pennsylvania Manufacturers' Association Insurance Company, Manufacturers Alliance Insurance Company and Pennsylvania Manufacturers Indemnity Company (PMA) for Centre County's workers compensation insurance policy. The contract total is \$152,288 for the period of January 1, 2024 to January 1, 2025 – Dept. 112.
- iii. Consider approval of the Program Agreement Endorsement with Pennsylvania Manufacturers' Association Insurance Company, Manufacturers Alliance Insurance Company and Pennsylvania Manufacturers Indemnity Company (PMA). There is no contract total for the time period of January 1, 2024 to January 1, 2025 – Dept. 112.

Human Services

B. Children and Youth Services

- i. Contract renewal with Adelphoi Village, Inc. to provide foster care/residential services for dependent and delinquent youth. The contract total is \$240,000 funded as follows: State \$192,000 and County \$48,000 for the period of July 1, 2023 to June 30, 2024 – Dept 511.
- ii. Contract renewal with Children's Aid Home Programs of Somerset County, Inc. to provide foster care/residential services for dependent/delinquent youth. The contract total is \$30,000 funded as follows: State \$24,000 and County \$6,000 for the period of July 1, 2023 to June 30, 2024 – Dept 511.

iii. Contract with Little Bears Daycare to provide childcare services for children in foster care. The contract total is \$10,000 funded as follows: State: \$8,000 and County \$2,000 for the period of July 1, 2023 to June 30, 2024 – Dept 511.

C. Aging – Contract renewal with Philipsburg Towers Affordable, LLC to lease the space for the Philipsburg Senior Center. The annual rent will be as follows: Year 1: \$4,800, Year 2: \$4,900 and Year 3: \$5,000. Increase cost of rent will be budgeted into the 2024 fiscal year. The contract total is \$14,700 for the period of January 1, 2024 to December 31, 2026 – Dept 521.

D. ~~MH/ID EI-D&A~~ - Contract renewal with Crossroads Counseling, Inc to provide drug and alcohol services including case management, outpatient, intensive outpatient, recovery support, intervention, MAT, and recovery housing. The contract total is \$205,000 funded as follows: State \$64,488; Federal \$135,124 and County Match \$5,388 for the period of July 1, 2023 to June 30, 2024 – Dept 562.

XII. CHECK RUN

Check run in the amount of \$866,575.42 dated November 15, 2023.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the check run dated November 15, 2023

XIII. DISCUSSION ITEMS – UPDATES

XIV. REPORTS – ANNOUNCEMENTS

A. Announcements

- i. The Board of Commissioners meeting on Tuesday, November 21, 2023 has been CANCELLED due to CCAP.
- ii. Centre County Government Offices will be closed on Thursday, November 23, 2023 and Friday, November 24, 2023 in observance of the Thanksgiving Holiday.

XV. PUBLIC MEETING SCHEDULE

Tuesday, November 21, 2023

Board of Elections – 3 PM – Willowbank 146

Tuesday, November 28, 2023

Board of Commissioners – 10 AM – Willowbank 146 –

Thursday, November 30, 2023

Finance Committee – 9 AM – Willowbank 146

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

XVI. EXECUTIVE SESSION REPORT

XVII. QUESTIONS FROM THE PRESS

XVIII. ADJOURNMENT

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On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:38 AM.

ATTEST:

John Franek Jr.,
Administrator