

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT
TUESDAY, AUGUST 15, 10:00 A.M.**

**Public meetings are being held both in-person and by conference call. To participate in the meeting please dial 1-408-419-1715 or 1-408-915-6290 and enter meeting number 2468097683#*

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **UPCOMING MEETINGS**

Wednesday, August 16, 2023	10:00 a.m.	Board of Assessment Appeals (Conference Room 2B)
	2:00 p.m.	*Salary Board (Commissioners Mtg. Room)
Thursday, August 17, 2023	8:30 a.m.	*Prison Board (Commissioners Mtg. Room)
	9:30 a.m.	*Records Improvement (Commissioners Mtg. Room)
	10:00 a.m.	*Commissioners Business Session (Commissioners Meeting Room)
Friday, August 18, 2023		
Monday, August 21, 2023		
Tuesday, August 22, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Mtg. Room)

6. **APPROVAL OF MEETING MINUTES – 08/01/23 and 08/03/23**
7. **PUBLIC COMMENT**
8. **COMMISSIONERS COMMENTS**
9. **CONSENT AGENDA**

Resolution 378-2023:

- a. Payment of the following four-4 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
08/15/2023	230815WW	\$787,266.34
08/15/2023	230815TC	\$157,026.51
08/15/2023	230815SS	\$ 32,478.08
08/15/2023	230815CY	\$ 273.66

Which include payment of the following invoices:

- Thomas and Chandra Jandora, in the total amount of \$1,550.00.

- b. Ratification of the following twelve-12 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
07/31/2023	230731FS	\$ 4,095.15
08/01/2023	230801HI	\$523,521.70
08/01/2023	230801FN	\$117,026.73
08/02/2023	230802WC	\$ 6,292.42
08/03/2023	230803HR	\$ 4,561.22
08/07/2023	230807FS	\$ 2,443.25
08/08/2023	230808ML	\$ 29,737.75
08/10/2023	230810HR	\$ 5,091.87
08/10/2023	230810FP	\$254,498.15
08/10/2023	230808WW	\$210,943.24
08/10/2023	230808CO	\$ 46,686.59
08/10/2023	230808SS	\$261,516.70

- c. Ratification of Total Payroll for the Check Dated August 11, 2023 in the total amount of \$885,995.96.

- d. **2023 Budget Transfer:** Charges received from Justifacts for the month of July 2023.

From	\$	To
01101GCO-42000 General County Operations	\$80.75	01103BM-42000 Building Maintenance
01101GCO-42000 General County Operations	\$80.75	013201-42000 CYF
01101GCO-42000 General County Operations	\$70.19	01160DM-42000 Judge Milliron/pool
01101GCO-42000 General County Operations	\$1167.50	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$687.89	44122-42000 Public Safety – 911
01101GCO-42000 General County Operations	\$117.75	01602-42000 Public Safety – EMA
01101GCO-42000 General County Operations	\$136.75	01151-42000 Sheriff
01101GCO-42000 General County Operations	\$129.75	75504-42000 Social Services

- e. **2023 Budget Transfer:** Charges received from Craig Fencing.
- | From | \$ | To |
|------------------------------------|----------|-----------------------|
| 01103BM-44840 Building Maintenance | \$450.00 | 01103HW-44840 Highway |
- f. **2023 Budget Transfer:** Transfer of funds to the correct Org.
- | From | \$ | To |
|----------------------------|---------|-------------------------------|
| 01164-42000 Victim Witness | \$55.00 | 01164711-42000 Victim Witness |
- g. **2023 Budget Transfer:** Charges received from Liberty Fire Solutions.
- | From | \$ | To |
|-------------------------------------|---------|-----------------------------------|
| 011038BM-44740 Building Maintenance | \$50.20 | 762012-44740 APO Satellite Office |
- h. **2023 Budget Transfer:** Legal fees received from Campbell Durrant for the Prison for the month of July 2023.
- | From | \$ | To |
|---|------------|----------------------|
| 01101GCO-44080 General County Operation's | \$3,664.90 | 01209PO-44080 Prison |
- i. **Bridge 70/County Road 101/Over South Poplar Run Replacement Project:** Requesting approval of ECMS Invoice #8, Part 6, Final Design, received from Keller Engineers, in the total amount of \$3,438.18. Expenses are 100% reimbursable through the Road Map Fund.
- j. **Employment:** Danielle C. Barto, FT, Administrative Support, District Attorney' Office, \$11.58/hr., effective 08/07/23; Alex T. Brehm, FT, Maintenance Technician BCP, Public Works-Facilities, \$18.48/hr., effective 08/07/23; Amy E. Delli, Lori L. McGeary, Amanda J. Oswald, Emily L. Vance, and Harlee D. Walters, FT, Telecommunicator Trainee, Public Safety-911, \$13.88/hr., effective 08/07/23; Bonita M. Yohn, FT, Receptionist/Clerk, Prothonotary, \$11.03/hr., effective 08/07/23; Olivia N. Bosar, FT, Clerk Typist II/Court Aide, CYF, \$11.13/hr., effective 08/14/23; David S. Clary, Per Diem, Board of Assessment Appeals Member, Assessment, \$150.00/per 7 hour day or \$75.00 for 3.5 hour day, effective 08/14/23; Davis P. Dilling, FT, Law Clerk, Judge Kagarise, \$41,609.53/yr., effective 08/14/23; Patti J. Emigh, FT, Clerk Typist II/Fiscal Aide, CYF, \$11.13/hr., effective 08/14/23; Katherine V. Lytle, Per Diem, Deputy Coroner, Coroner's Office, \$80.00/per 8 hour shift, effective 08/14/23; Sierra N. Randall, FT, Telecommunicator Trainee, Public Safety-911, \$13.88/hr., effective 08/14/23; Rochelle L. Vallor, FT, Receptionist/Clerk, Prothonotary, \$11.03/hr., effective 8/14/23; and Isabella R. Zavalanski, FT, Case Manager/Sexual Assault/Domestic Violence, Victim Witness Office, \$16.30/hr., effective 08/14/23.
- k. **Employment Offer Rescinded:** Amanda J. Oswald, FT, Telecommunicator Trainee, Public Safety-911, \$13.88/hr., effective 08/07/23.
- l. **Employment Status Change:** Johnnie W. Burns, From, PT Fill-In, Corrections Officer, Prison, \$15.08/hr., To, FT, Corrections Officer, Prison, \$21.05/hr., effective 08/12/23.
- m. **Terminations:** Michael J. Manfred, FT, Receptionist/Clerk, Custody, \$10.66/hr., effective 08/04/23.
- n. **Resignations:** Minyhah A. Easterling, Breann K. Kuhn, and Casey L. Kuhn, FT Temporary, Summer Employee, Public Works Highway/Maintenance, \$12.50/hr., effective 07/31/23; Andrea G. Dotts, FT, Caseworker I, CYF, \$17.29/hr., effective 08/01/23; Olivia R. Day, FT, Tipstaff, Judge Bernard, \$11.58/hr., effective 08/11/23; Kellie C. Hurd, PT, Tipstaff, Judge Kagarise, \$11.58/hr., effective 08/11/23; Jesse N. Fresh, FT, Parole and Probation Officer, APO, \$17.71/hr., effective 08/18/23; Katherine B. Lafferty, PT, Department Clerk, Records Management, \$11.58/hr., effective 08/10/23.
- o. **Retirements:** Theresa Rudy, FT, Mental Health Program Coordinator, Social Services, \$71,014.58/yr., effective 08/11/23; and Heather A. Rininger, FT, Director, Records Management, \$42,406.00/yr., effective 08/18/23.

10. STAFF REPORTS & SPECIAL BUSINESS

A. **Valley Park Amphitheater Project:**

- i. Requesting approval of Change Order #1, received from John Claar Excavating, Inc., in the total increased amount of \$1,420.48, for pavement repair at the edge of the parking lot, and a no cost substantial completion date time extension from August 9, 2023 to August 18, 2023 due to a delay in the band-shell installation.
- ii. Requesting approval of Change Order #1, received from Stelco, Inc., for a no cost substantial completion date time extension from August 9, 2023 to August 18, 2023 due to a delay in the band-shell installation.

- iii. Requesting approval of Application and Certificate for Payment #2, received from Stelco, Inc., in the total amount of \$22,590.67, for electric Contract #2, for the Valley View Park Amphitheatre Project.

B. Valley View Park Soccer Fields:

Requesting approval of a request received from Great Commission School and AYSO for Great Commission School to use the soccer fields to conduct school games from 3 pm to game ends on August 24 and 29, September 5, 7, 8, 12, 19 and October 2. Required Certificate of Insurance and Endorsement received.

C. Social Services:

Requesting approval of three-3 FY 23/24 fee-for-service Purchase of Service Agreements and HIPPA Business Associate Agreements for Intellectual Disabilities between the County of Blair and: Tammy Haslett, Ph.D., Catherine Spayd, Ph.D., and Richard A. Petroski, Ph.D., for the period of July 1, 2023 through June 30, 2024.

D. Drug & Alcohol:

Requesting approval of the FY 23-24 Intermediate Punishment Probation with Restrictive Conditions Subgrant Award 2023-IP-ST-40661, and Intermediate Punishment Plan between the County of Blair and the Pennsylvania Commission on Crime and Delinquency, in the total award amount of \$315,000.00, for the period of July 1, 2023 through June 30, 2024.

E. Coroner's Office:

Requesting approval of a Solicitor's Contract by and between the County of Blair on behalf of the Coroner's Office and Attorney Katelyn M. Hoover, for legal matters that may be presented to the Coroner's Office, at the hourly rate of \$125.00; paralegals at the hourly rate of \$80.00; and other staff members at the hourly rate of \$60.00, for the period of August 1, 2023 through July 31, 2024.

F. Court Administration:

- i. Requesting approval of an Agreement for Spanish Interpretation Services between the County of Blair on behalf of Court Administration, and Ana P. Lahr, Master Certified State Court Interpreter, at the following fees set by the Administrative Office of the Pennsylvania Courts (AOPC):

- \$475.00/per day (includes travel time up to an 8 hour day).
- \$0.655/mileage rate (subject to change).
- Any fees incurred for tolls and parking.
- \$160.00 cancellation fee with less than 48 hours' notice.

- ii. Requesting approval of an Agreement for Spanish Interpretation Services between the County of Blair on behalf of Court Administration, and Carmen B. Arenas, PA-Certified Interpreter, at the following fees:

- \$70.00/per hour for a two-hour minimum, with 30-minute increments at half the hourly rate.
- Mileage to and from at \$0.655/mile (federal rate)
- Travel time at half the hourly rate if the round trip is over 2-hours.
- Parking fees, tolls to and from with receipts.
- If overnight accommodation is required for the completion of the assignment, this expense as well as a per diem based on the prevailing federal CONUS rate are reimbursable with receipts.
- If cancellation of an assignment occurs with notice of less than 48-hours, not counting weekends and holidays, the cancellation fee will be 2-hours pay.

G. Sheriff's Office:

Requesting approval of a Memorandum of Understanding (MOU) between the County of Blair, Blair County Sheriff's Office and the City of Altoona, acknowledging and supporting the submission of a 2023 Justice Assistance Grant (JAG) Application by the City of Altoona and the Blair County Sheriff's Office, in the total amount of \$26,355.00, with an allocation of funds to the City of Altoona, in the total amount of \$21,000.00, and an allocation of funds to the Blair County Sheriff's Office, in the total amount of \$5,355.00.

H. Prison:

- i. Requesting approval of a proposal received from Schultz Company, in the total amount of \$1,952.00, for labor and materials to replace the control board assembly and the membrane switch on the prison's Hobart dish machine, and labor and material to repair the crack on the stainless steel dish machine housing allowing water in.
- ii. Requesting approval of a proposal received from Allegheny Glass & Mirror, in the total amount of \$210.00, for a 1-7-1/4" x 31-1/4" x 3/8" clear laminated glass for the Prison's K Block Cell Door.
- iii. Requesting approval for the acceptance of bids received for review, award or rejection according to county code thereafter for Food Items.

I. Children, Youth and Families:

- i. Requesting approval of the FY 20/21 Agreement for Payment of Legal Services between the County of Blair, on behalf of Blair County Children, Youth and Families, and Gerald Nelson, Esq., for guardian ad litem for a child or court appointed additional counsel for a child by Order of Court at the rate of \$65.00/hour, for the period of July 1, 2020 through June 30, 2021.
- ii. Requesting approval of the FY 21/22 Agreement for Payment of Legal Services between the County of Blair, on behalf of Blair County Children, Youth and Families, and Gerald Nelson, Esq., for guardian ad litem for a child or court appointed additional counsel for a child by Order of Court at the rate of \$65.00/hour until December 31, 2021; thereafter compensated based upon hours of delivered services at the rate of \$85.00/hour, for the period of July 1, 2021 through June 30, 2022.
- iii. Requesting approval of the FY 23/24 Agreement for Payment of Legal Services between the County of Blair, on behalf of Blair County Children, Youth and Families, and Law Offices of Lucas A. Kelleher LLC, for guardian ad litem for a child or court appointed additional counsel for a child by one or more Orders of Court at the monthly installment amount of \$2,100.00; and a fee of \$200.00 for the preparation of a Power of Attorney, for the period of July 1, 2023 through June 30, 2024.
- iv. Requesting approval of a FY 23/24 Purchase of Service Agreement and a HIPAA Business Associate Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families, and Evolution Counseling Services LLC, for the period of July 1, 2023 through June 30, 2024.
- v. Requesting approval of the FY 20/21 and FY 21/22 Purchase of Service Agreements and HIPAA Business Associate Agreements between the County of Blair, on behalf of Blair County Children, Youth and Families, and Project Point of Light for the period of July 1, 2020 through June 30, 2021, and July 1, 2021 through June 30, 2022.
- vi. Requesting approval of a Child Accounting and Profile System Application Provider Service Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families and Avanco International, in the amount of \$40,619.73 for the Case Management Software System, for the period of July 1, 2023 through June 30, 2024.
- vii. Requesting approval of a Consulting Services Addendum to the Child Accounting and Profile System Application Service Provider Agreement, dated as of July 1, 2023, by and between the County of Blair, on behalf of Blair County

Children, Youth and Families and Avanco International, for consultant time invoiced at the hourly rates listed below:

Category	Hourly Rate
Research Analyst	\$ 54.50
Junior Programmer	\$ 65.40
Junior Programmer Analyst	\$ 73.00
Programmer Analyst	\$ 76.20
Senior Programmer Analyst	\$ 78.70
Developer	\$ 92.50
Senior Developer	\$111.20
Project Director	\$125.00
Client has assigned a not-to-exceed value of \$20,000.00 for all Consulting Services. This value can be adjusted at any time during the term with written confirmation from the Client. Larger projects, Avanco will prepare a separate bid for the specific project under this Addendum.	

viii. Requesting approval of a HIPAA Business Associate Agreement Addendum between the County of Blair on behalf of Blair County Children, Youth and Families and AVANCO International, Inc., for the Child Accounting and Profile System Application Service (CAPS) for the period of July 1, 2023 through June 30, 2024.

J. Victim Witness:

Requesting approval for the payment of an invoice received from Crogan, Inc., in the total amount of \$270.81, for printing 500 Tri-Fold Brochures for the Victim Witness Office. Invoice to be paid with grant funds.

K. Human Resources:

Requesting approval of an Agreement for Purchase of Professional Services between the County of Blair and Grace M. Fala, Ph.D., for professional services of training and/or counseling to employees county-wide beginning August 2023 and to conclude by written notice to either party as outlined below:

- a. Consultant’s fee is \$500.00 per three hours of workshops and includes all preparations, travel to/from either Juniata College or her Belleville, PA, residence (gratis), supplies (gratis), and any needed accommodations (gratis).
- b. County will not schedule any session less than three hours or any increment other than a session or series of sessions in which the total number of hours is divisible by three.
- c. The Director of Human Resources must authorize any session in writing.
- d. Contractor will provide a written invoice upon completion of any session or series of sessions.

L. Commissioners:

Requesting approval for the award of the following bids received for the 2023 Sale of County-Owned Assets and requesting approval to reject the Barbara Minielli bid on Lot#1 due to her withdrawing her bid.

Name	Vehicle #	Lot #	Item Description/Year/Make/Model	Bid Amount
Barbara Minielli		1	(11) 4-drawer filing cabinets and (1) 2-drawer filing cabinet	\$ 25.00
Bill Henshey		25	(2) paint trailers	\$ 50.00
Bill Henshey	79		2007 Ford Crown Victoria	\$200.00
Jamie Himes		16	(1) 24" backhoe bucket	\$ 20.00
Chris Bopp	20		2005 Dodge Caravan	\$945.00
Chris Bopp	102		2011 Ford Taurus	\$528.00
Karl Kinkopf	6		2005 Ford E350	\$ 25.00
Karl Kinkopf	80		2007 Ford Crown Victoria	\$835.50
Karl Kinkopf	107		2008 Ford E350	\$ 25.00

11. **OLD BUSINESS**

12. **ADJOURN**