

**WORK SESSION: TUESDAY, SEPTEMBER 5, 2023, 10:00 A.M.**

Location: Commissioners Meeting Room, Basement.

*\*Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial 1-301-715-8592 or 1-646-876-9923 and enter meeting number 966 3545 3323 and enter the meeting passcode 423423.*

**CALL TO ORDER:**

Commissioner Erb called the meeting to order.

**MOMENT OF SILENT REFLECTION:**

Commissioner Erb called for a moment of silent reflection.

**PLEDGE OF ALLEGIANCE TO THE FLAG:**

Commissioner Erb requested those participating in the meeting please stand and recite the Pledge of Allegiance to the Flag.

**ROLL CALL:**

**Members Present:**

Commissioner Erb, Commissioner Burke, Commissioner Webster, Chief Clerk Hemminger, and Solicitor Karn.

**Others Present:**

Jay Whitesel (Prison), Carol Hartman (SASMG), AC Stickel and Angela Wagner (Controller’s Office), Jackie Kormanski (Public), Carol A. Dannenberg (Hollidaysburg Community Watchdog) Tricia Maceno and Trina Illig (Social Services), Wade Kagarise (Judge), Mindy Hostler (CYF), Nicole Smith (Court Administration), Kay Stephens (Altoona Mirror), Chris Tatar and James Ott (Sheriff’s Office), Rebecca Robinson (Purchasing), Sherry Socie (Planning Commission), Sarah Seymour (Elections), Helen Schmitt (Public), Allison Senkevich and Melissa Harpster (Commissioners Office).

**UPCOMING MEETINGS:**

Wednesday, September 6, 2023	9:00 a.m.	*Retirement Board (Commissioners Mtg. Room)
	10:30 a.m.	*Salary Board (Commissioners Mtg. Room)
Thursday, September 7, 2023	8:30 a.m.	*Park & Recreation Adv. Bd. Mtg. (Commissioners Mtg. Room)
	10:00 a.m.	*Commissioners Business Session (Commissioners Mtg. Room)
Friday, September 8, 2023	1:00 p.m.	Blair County Airport Authority (Blair County Airport)
Monday, September 11, 2023		
Tuesday, September 12, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Mtg. Room)

**EXECUTIVE SESSION ANNOUNCEMENT:**

Chief Clerk Hemminger stated that there was no Executive Session held.

**APPROVAL OF MEETING MINUTES:** 08/22/23 and 08/24/23

Commissioner Erb called for corrections or changes to the meeting minutes of 08/22/23 and 08/24/23. There were no corrections noted.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to accept the minutes as prepared.

**PUBLIC COMMENT:**

Commissioner Erb called for public comment. **There were none noted.**

**COMMISSIONER COMMENTS:**

Commissioner Erb called for commissioner comments. **There were none noted.**

**CONSENT AGENDA:**

**Resolution 423-2023:**

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
09/05/2023	230905CY	\$395,759.69
09/05/2023	230905SS	\$ 81,920.16
09/05/2023	230905CO	\$ 32,251.82
09/05/2023	230905WW	\$189,433.38

b. Ratification of the following four-4 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
08/31/2023	230831RF	\$1,122.05
08/31/2023	230831HR	\$5,025.63
08/28/2023	230828RF	\$3,382.91
08/28/2023	230828FS	\$2,312.76

c. **2023 Budget Transfer:** Charges received from Conemaugh Nason.

<u>From</u>	<u>\$</u>	<u>To</u>
01209PO-42000 Prison	\$50.00	01103HW-42000 Highway
01209PO-42000 Prison	\$50.00	01103HW-42000 Highway
01209PO-42000 Prison	\$50.00	01103HW-42000 Highway

- d. **Blair County Industrial and General Authorities:** Requesting approval of the resignations of S. Rex Metz effective December 10, 2022, and Bruno DeGol, Jr., effective August 31, 2023; and for the appointments of Ann Benzel filling the unexpired terms of S. Rex Metz effective 09/01/23 through 07/25/26; and Bruno DeGol, III filling the unexpired terms of Bruno DeGol, Jr., effective 09/01/23 through 07/25/26.
- e. **Employment:** Marissa L. Amerine, FT, Tipstaff, Judge Bernard, \$11.58/hr., effective 09/05/23; Sharon A. Ingram, PT, Clerk Typist 1/Filing, CYF, \$10.60/hr., effective 09/05/23; Diane G. Kilmer, FT, Clerk Typist 1/Filing, CYF, \$10.60/hr., effective 09/05/23; and Thelma L. Riley-Dick, PT, Courtroom Clerk, Prothonotary, \$12.16/hr., effective 09/05/23.
- f. **Resignations:** Franklin B. DeShong, FT, Corrections Officer, Prison, \$22.16/hr., effective 09/01/23.
- g. **Employment Status Change:** Kristy N. Rodriquez, From, FT, Receptionist/Clerk, Prothonotary, \$11.03/hr., To, FT, Parole and Probation Officer, APO, \$16.30/hr., effective 09/04/23; Nicholas D. Shope, From FT, Parole and Probation Officer, APO, \$17.71/hr., To, FT, Supervisor, APO, \$45,004.87/yr., effective 09/04/23; Olivia N. Bosar, From, FT, Clerk Typist II/Court Aide (regular), \$11.13/hr., To, FT, Temporary, Department Assistant, CYF, \$11.13/hr., effective 08/14/23; Patti J. Emigh, From, FT, Clerk Typist II/Fiscal Aide (regular), CYF, \$11.13/hr., To, FT, Temporary, Department Assistant, CYF, \$11.13/hr., effective 08/14/23; and Christopher M. Miller, From, FT, Clerk Typist I/Clerical Stats (regular), CYF, \$10.60/hr., To, FT, Temporary, Department Assistant, CYF, \$10.60/hr., effective 08/21/23.

Commissioner Burke noted her abstention on voting for the appointments to the Blair County Industrial and General Authorities.

Motion by Commissioner Webster, seconded by Commissioner Erb and unanimously approved to adopt Resolution 423-2023 with the abstention as noted.

**STAFF REPORTS & SPECIAL BUSINESS:**

**Social Services:**

- i. Carol Hartman requested approval of the FY 2020/2021 Early Intervention Income and Expense Report.

Ms. Hartman stated that there was a minor change in revenue in the amount of \$22,000.00.

Discussion followed.

- ii. Tricia Maceno requested approval of eight-8 FY 2023/2024 Mental Health Student Assistance Program (SAP) Letters of Agreement between the County of Blair, Department of Social Services, UPMC Western Behavioral Health of the Alleghenies and the school districts listed below for the period of July 1, 2023 through June 30, 2024:

Altoona Area School District	Hollidaysburg School District
Bellwood Antis School District	Spring Cove School District
Bishop Guilfoyle High School	Tyrone Area School District
Claysburg School District	Williamsburg School District

Ms. Maceno stated that the SAP Letters of Agreement are annual renewals.

Discussion followed.

- iii. Trina Illig requested approval for Commissioners Bruce R. Erb and Laura O. Burke to sign the FY 2022 Community Development Block Grant (CDBG) e-Contract between the County of Blair and the Commonwealth of Pennsylvania acting through the Department of Community and Economic Development (DCED), in the total amount of \$829,777.00, for flood drainage improvements, owner occupied housing rehabilitation and administration fees; and authorization for Tricia Maceno, Blair County Social Services Director to serve as the delegated signing authority to submit any financial invoices for the duration of the said contract period.

Discussion followed.

**Children, Youth and Families:**

- i. Mindy Hostler requested approval of a FY 2023/2024 County Children & Youth Memorandum of Understanding (MOU) Statewide Adoption and Permanency Network, Older Child Matching Initiative between the County of Blair, Blair County Children Youth and Families and Diakon Adoption and Foster Care. Said initiative is 100% grant funded.

Ms. Hostler stated that Solicitor Karn reviewed the MOU. She stated that the initiative is 100% grant funded.

Discussion followed.

- ii. Mindy Hostler requested approval of a FY 2023/2024 Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and Family Services, Inc., for the period of July 1, 2023 through June 30, 2024.

Ms. Hostler stated that the agreements are renewals for FY 2023/2024.

Discussion followed.

**Department of Emergency Services:**

Mark Taylor requested approval for the submission of the Southern Alleghenies Cooperative (SAC) 911 Regional FY 2024 Maintenance Grant Requests and Capital Project Requests for Statewide Interconnectivity Funding to the Pennsylvania Emergency Management Agency (PEMA), in the amount of \$8,365,562.60, of which the County of Blair requests \$259,292.70 for maintenance and \$2,304,417.56 for projects intended for the purpose of supporting the identified equipment maintenance and capital projects needed to maintain operations and improvements at the PSAP's within the cooperative.

Mr. Taylor stated that the County of Blair is a member of the Southern Alleghenies Cooperative who serves as the sub-recipient with six-6 other counties through an intergovernmental agreement. He stated that input from each county is required for receipt of grant funds. This request is for the county's 15% of the Statewide Interconnectivity Regional Project Funding for FY 2023/2024. Awarded funds would be used for supporting identified equipment maintenance and capital projects needed to maintain operations and improvements within the cooperative.

Discussion followed.

**Elections/Voter Registration:**

- i. Sarah Seymour requested approval of an Election Integrity Grant Program Contract (#C000086360) between the County of Blair and the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED), in the total amount of \$406,631.91 for the period of August 15, 2023 through June 30, 2024.

Discussion followed.

- ii. Sarah Seymour requested approval of the School District Election Polling Place Agreement between the County of Blair, on behalf of the Blair County Board of Elections and the Hollidaysburg Area School District for the 2023 Municipal Election and the 2024-2025 Primary and General Elections.

Ms. Seymour stated that this is an annual request.

Discussion followed.

**Prison:**

Jay Whitesel requested approval for the acceptance of bids received for food and non-food items for the Blair County Prison for review, award or rejection according to County Code thereafter.

Mr. Whitesel stated that bids were solicited and received via Penn Bid for food and non-food items for the Blair County Prison. He stated that he would provide the bids received to the Board of Commissioners for review.

Discussion followed.

**Resolution 424-2023:** Requesting approval for the acceptance of bids received per the attached listing for food and non-food items for the Blair County Prison for review, award or rejection according to County Code thereafter.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 424-2023.

**Commissioner's Office:**

Nicole Hemminger requested approval for the submission of the final report to the Department of Conservation and Natural Resources (DCNR) for the Peer-to-Peer Grant, verifying all project expenditures have been made in accordance with the grant contract, and accepting the report for the purposes of closing out the grant.

Chief Clerk Hemminger stated that the DCNR Peer-to-Peer Grant was submitted because of a contracted Statement of Work between the County of Blair and McCollom Development Strategies, LLC. She stated that all project expenditures were made in accordance of the grant agreement; therefore, the project is now ready to be closed out.

Discussion followed.

**Court Administration:**

Judge Wade Kagarise presented discussion concerning an agreement between the County of Blair and Speak and Scribe, LLC for court reporting services at the rates of \$200.00/per day and \$2.35/per page.

Judge Kagarise stated that court reporters are an important part of the courts. He stated that there were five budgeted positions but currently only three reports, and that the need to look elsewhere for services is imperative, stating the last time there were five reporters was two-2 years ago.

Principal Court Reporting has filled the gap for the Blair County Courts, however this will not be enough with 2 vacancies. He stated the fees for Speak and Scribe LLC are consistent with Principal.

Commissioner Webster stated she was sympathetic to the situation but labor council has advised against the agreement and instead felt the individual proposing the Independent Contractor Agreement fit the definition of an employee.

Judge Kagarise expressed his willingness to meet with labor counsel and discuss the concerns as the current pool of Court Reporters are constrained on time and stressed by the current situation.

Commissioner Erb discussed the other opportunities to attract employees such as changing the job posting to include items related to relevant experience and realistic wage figures, as the job incumbents average \$66,000/ year with wage and transcription fees. Commissioner Erb stressed that the Courts should schedule the limited staff efficiently to meet the needs of the courts, which could include additional time and overtime above the 35 hour work week.

Commissioner Burke asked the courts to expediently interview for the open positions as contracting for this work could appear to be union busting.

Judge Kagarise stated he would work with the county to resolve this shortage through all available means because soon there will be 5 full time sitting judges with 3 court reporters to cover the 5 courtrooms.

**OLD BUSINESS**

**Sheriff's Office:**

Chris Tatar requested approval for the of the following two-2 outstanding invoices for services/purchases provided to the Blair County Sheriff's Office made outside of the county's purchasing policy:

Vendor	Invoice Number	Invoice Date	Purchase	Outstanding Amount Due
Bettwy Systems	14307	02/08/2023	Replace faulty camera monitor in the holding cell office	\$279.00
Bettwy Systems	14382	03/07/2023	Purchase of a new security camera monitor	\$357.00

Discussion followed.

**Resolution 425-2023:** Approving the following two-2 outstanding invoices for services/purchases provided to the Blair County Sheriff's Office made outside of the county's purchasing policy:

Vendor	Invoice Number	Invoice Date	Purchase	Outstanding Amount Due
Bettwy Systems	14307	02/08/2023	Replace faulty camera monitor in the holding cell office	\$279.00
Bettwy Systems	14382	03/07/2023	Purchase of a new security camera monitor	\$357.00

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 425-2023.

**ADJOURN:**

Meeting Adjourned,

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Nicole M. Hemminger, Chief Clerk