

BUSINESS SESSION: THURSDAY, JANUARY 6, 2022, 10:00 A.M.

Location: Commissioners Meeting Room, Basement.

**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#*

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 that those participating in the meeting please stand and recite the Pledge of Allegiance to the Flag.

Roll Call:

Members Present:

Commissioner Erb, Commissioner Burke, and Commissioner Webster.

Members Absent:

Chief Clerk Hemminger, Solicitor Karn and Assistant Solicitor Muriceak.

Others Present:

Jenn Sleppy and Sarah Chuff (Finance), Rebecca Robinson (Purchasing), Melissa Harpster and Allison Senkevich (Commissioners Office), AC Stickel (Controller), Don Weakland (IT), and Cathy Branas (CYF).

Public Comment:

Commissioner Erb called for public comment. **There were no comments noted.**

Unfinished Business:

Adoption of Resolutions:

Resolution #5-2022: A resolution approving the contract renewal between the County of Blair, Blair County Children, Youth, and Families and CAI for providing professional consultancy services for the period of 1/1/2022 through 12/31/2022 at the following hourly rates:

Program Consultancy Services	340 hours @ \$100/hour
Fiscal Consultancy Services	540 hours @ \$88.13/hour
*Travel costs will be reimbursed consistent with Blair County travel policies.	

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution #5-2022.

Resolution #6-2022: A resolution approving the request received for a four-4 month time extension to the Engineering Agreement L00368, Part 2, for Blair County Bridge #67 from February 5, 2022 to June 5, 2022 to provide construction survey no more than thirty-30 days prior to the start of construction.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution #6-2022.

Resolution #7-2022: A resolution approving the request received for a four-4 month time extension to the Engineering Agreement L00343, Part 2, for Blair County Bridge #82, from February 1, 2022 to June 1, 2022 to provide construction survey no more than thirty-30 days prior to the start of construction.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution #7-2022.

New Business:

Blair County Bridge #67:

Assistant County Administrator Senkevich requested approval to extend the expiration date of the Reimbursement Agreement No. R18090007 until June 30, 2023 to cover the additional time required to complete construction consultation, and construction inspection.

Mrs. Senkevich stated that in order for PennDOT to issue a notice to proceed for Part 3 Construction Services & Part 4 Construction Inspection for the Bridge #67 replacement project, there is a need to extend the expiration date of the Reimbursement Agreement in order to cover the additional time required to complete construction consultation, and construction inspection.

Discussion followed.

Resolution #8-2022: A resolution approving to extend the expiration date of the Reimbursement Agreement No. R18090007 until June 30, 2023 to cover the additional time required to complete construction consultation, and construction inspection.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution #8-2022.

Blair County Bridge #70:

Assistant County Administrator Senkevich requested approval to extend the expiration date of the Reimbursement Agreement No. R18090006 until June 30, 2024 to cover the additional time required to complete construction consultation and construction inspection.

Mrs. Senkevich stated that in order for PennDOT to issue a notice to proceed for Part 3 Construction Services & Part 4 Construction Inspection for the Bridge #70 replacement project, there is a need to extend the expiration date of the Reimbursement Agreement in order to cover the additional time required to complete construction consultation, and construction inspection.

Discussion followed.

Resolution #9-2022: A resolution approving to extend the expiration date of the Reimbursement Agreement No. R18090006 until June 30, 2024 to cover the additional time required to complete construction consultation and construction inspection.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution #9-2022.

Blair County Bridge #82:

Assistant County Administrator Senkevich requested approval to extend the expiration date of the Reimbursement Agreement No. R18090005 until June 30, 2023 to cover the additional time required to complete construction consultation and construction inspection.

Mrs. Senkevich stated that in order for PennDOT to issue a notice to proceed for Part 3 Construction Services & Part 4 Construction Inspection for the Bridge #82 superstructure replacement project, there is a need to extend the expiration date of the Reimbursement Agreement in order to cover the additional time required to complete construction consultation, and construction inspection.

Discussion followed.

Resolution #10-2022: A resolution approving to extend the expiration date of the Reimbursement Agreement No. R18090005 until June 30, 2023 to cover the additional time required to complete construction consultation and construction inspection.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution #10-2022.

Old Business:

Handbook Updates:

Section	Comments
Internet and Computer Usage	
Social Media	
Internet Postings and Social Media	
Electronic Resources	

The above sections of the Employee Handbook were discussed. The discussion was lead by Don Weakland. See notes from discussion below.

Internet and Computer Usage:

Letter F

- Mr. Weakland suggested simplifying this and will be providing me with revised language.

Letter J

- Mr. Weakland said how this is currently allowed through the direction of an Elected Official or department head (they can authorize music for example). He suggested revising it to be more modern and will be providing me with revised language.

Letter L

- The Commissioners and Mr. Weakland agreed to remove the phrase “without IT approval”. There are no exceptions for an employee to connect unauthorized hardware to County resources/property.

Letter N

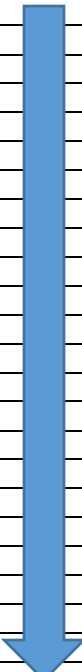
- Mr. Weakland suggested that we keep in mind that through investigation or otherwise, there may be what could be considered “pornography” accessed on County computers. Not sure if the policy should include that or not. i.e. CYFS, DA, Courts, etc. For example, a CYS caseworker has accessed pornographic websites as part of an investigation and that access is controlled – authorized by the CYF director and controlled by IT for only as long as needed to review material related to the investigation (though we only trust it’s for investigative purposes).
- Commissioners and Don agreed that we need to clarify where the “line” crosses, meaning of what we can legally monitor as being personal or business i.e. Facebook

Social media/Internet Postings and Social Media/Electronic Resources:

- Commissioner Erb suggested changing the word “choose” in the first sentence
- Commissioner Burke suggested adding in language like “in the pursuit of County business” or “as a part of job duties” after social networking in the first sentence to clarify the line between using social media/networking as personal or business
- Mr. Weakland brought up the use of social media accounts for elected officials with campaign websites
- Commissioner Burke also suggested that we talk to labor council more closely about what we are legally allowed to monitor, as we do not want to police personal web pages/sites/etc.
- After much discussion, Mr. Weakland and the Commissioners agreed to completely remove the current Social Media policy and replace it with the Internet Postings and Social Media policy as provided by John Baker and to revise/combine it with the Electronic Resources policy to draft one complete policy
- Commissioner Webster highlighted the importance of including the statement “Any employee who violates this policy may be subject to discipline, up to and including termination”
- Mr. Weakland discussed an issue with “devices/electronic resources” since not all 3rd party products are County-owned systems, so does that mean the data isn’t “ours” either, therefore, we cannot legally monitor it?

The subsequent Handbook sections were held for discussion at a future Commissioner’s meeting.

Introductory Period	Discussion held until future meeting.
Job Description	
Jury Duty	
Paid Leave Donation Policy	
Light Duty	
Military Leave	
Outside Employment	
Paid Sick Time	
Payroll	
Pre-Employment Hiring Information	
Performance Reviews	
Personnel Data Changes	
Personnel Files	
Political Activity	
Pregnancy Discrimination	
Problem Resolution	
Progressive Corrective Action	
Prohibited Weapons	
Religious Accommodation	
Retirement	
Security and Inspections	
Separation from Employment and Rehire	
Service Animals	
Short-Term Disability	
Smoking	



Adjourn:

Meeting Adjourned,

 Nicole M. Hemminger, Chief Clerk