

**AGENDA  
WORK SESSION  
BLAIR COUNTY BOARD OF COMMISSIONERS  
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE  
TUESDAY, JUNE 19, 2018, 10:00 A.M.**

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **APPROVAL OF MINUTES – JUNE 12, 2018**
5. **PUBLIC COMMENT**
6. **COMMISSIONERS COMMENTS**
  
7. **SPECIAL PRESENTATION AND ANNOUNCEMENT**  
Central PA National Guard & Veterans Association & Blair County War Veterans Council
  
8. **CONSENT AGENDA**  
**Resolution 222-2018:**
  - a. Payment of five (5) Warrant Lists, dated 06/13/18 in the amount of \$8,335.15; 06/15/18 in the amount of \$3,986.42; and 06/18/18 in the amounts of \$261,120.30; \$299,784.49 and \$27,903.94 which include payments of the following invoices:
    - o **2017 Project Fund/Bond/Water Heater Project:** Payment of two (2) invoices received from Friedman Electric dated 12/31/17, in the amount of \$529.20 and dated 01/03/18, in the amount of \$287.83, for miscellaneous supplies.
    - o **2017 Project Fund/Bond/Courtroom #6 Project:** Payment of Invoice #1, received from David Albright, Architect, in the amount of \$3,950.60, for professional services rendered from 05/10/18 through 05/31/18.
    - o An invoice received from JJ Keller Family Partnership, in the amount of \$1,975.00, for CYF Rent.
    - o An invoice received from Keller Engineers, Inc., in the amount of \$200.00, for grant coordination of the 911 Center Parking Project.
  - b. Payment of Preliminary Check Writing Report, dated 06/15/18, in the amount of \$228,943.35.
  - c. **Budget Transfer:** This transfer covers the invoice dated 05/31/18 from Justifacts for Background Checks originally budgeted in HR, being moved to the appropriate departments:
 

From	\$\$	To
01105-42000	\$162.30	01112-42000 – Controller
01105-42000	\$107.25	01160ED-42000 – Judge Doyle
01105-42000	\$163.00	01161FM-42000 – MDJ Miller
01105-42000	\$127.25	01103CS-42000 – Custodial
01105-42000	\$114.25	01157 – 42000 – Public Defender
01105-42000	\$101.25	01151 – 42000 – Sheriff
  - d. **NBIS Bridge Inspection and Inventory:** Requesting approval for payment of Invoice #13, received from Stiffler McGraw, in the total amount of \$961.00, for Bridge #67 West Loop Road over Old Town Run. Expenses will be paid out of the Act 44 Reserve Account (No. 059) and are 80% reimbursable.
  - e. **County of Blair Redevelopment and Housing Authorities:** Requesting approval of the reappointment of Jane Petroski, to the Redevelopment and Housing Authorities Board of Directors, for the period of 07/24/18 through 07/23/23.
  - f. **Employment:** Benjamin C. Adams, Seasonal, Highway, \$10.00/hr., effective 06/11/18; Emily Gottshall and Rita Branter, FT, Caseworker 1, CYF, \$30,381.00/yr., effective 06/11/18; Marcus Mason, FT, Custodian, Maintenance, \$14.42/hr., effective 06/11/18; Bryce Young, FT, Sheriff’s Deputy, Sheriff’s Office, \$13.74/hr., effective 06/11/18; Amber Brumbaugh, PT, Clerk Typist 1, Prothonotary, \$9.18/hr., effective 06/18/18; Holly A. Bradshaw, FT, Clerk Typist II-Fiscal Assistant, CYF, \$18,115.50/yr., effective 06/18/18; Stephen Szymusiak, FT, Sheriff’s Deputy, Sheriff’s Office, \$13.74/hr., effective 06/18/18; Erin D. Weakland, PT, Office Assistant, Public Defender, \$9.18/hr., effective 06/18/18; Ashley Whitehead, FT, Probation Officer Aide, APO, \$17,399.20/yr., effective 06/18/18; Robert J. McCormick, Lisa Mock and Shyanna J. Shipley, From Fill-In Corrections Officer, Prison, \$14.42/hr., To FT Corrections Officer, Prison, \$19.54/hr., effective 06/16/18;
  - g. **Resignations:** Jennie L. Kennedy, FT, Case Manager, Domestic Relations, \$23,205.00/yr., effective 06/22/18.
  - h. **Retirements:** Laird W. Benton, FT, Case Manager, Domestic Relations, \$41,422.42/yr., effective 06/22/18.

9. **STAFF REPORTS & SPECIAL BUSINESS**
- A. **Blair County Department of Social Services:**
- a. Requesting approval to amend the County's existing Grievance Procedure (Resolution 423-2016) to include website accessibility (Section 508 Requirements) and to incorporate the duties thereof to the appointed Grievance Officer.
  - b. Requesting approval for the submission of a FY 2018 Competitive Community Development Block Grant (CDBG) Application on behalf of Duncansville Borough, in the amount of \$750,000.00 for Street and Drainage Improvements in the East End of the Borough in and around Sunbrook Manor.
- B. **Blair County Drug and Alcohol:**  
Requesting approval of the FY 2018/2019 Agreement between the County of Blair and Blair County Drug and Alcohol Program, Inc., effective July 1, 2018 through June 30, 2019, authorizing the transfer of Drug & Alcohol Funding received by the County of Blair to Blair County Drug and Alcohol Program, Inc.
- C. **Blair County Department of Emergency Services:**  
Requesting approval of a Training Membership Program Contract between the County of Blair, Emergency Management Agency and Bucks County Community College, Department of Public Safety Training and Certification, in the amount of \$1,200.00, for 200 teaching hours of required training to EMA, 911 and county employees, as well as local emergency coordinators, police, fire, EMS and volunteers.
- D. **Blair County Human Resources:**  
Requesting approval of a Consulting Agreement between the County of Blair and Felice Associates, Inc., to conduct a Classification and Pay Study, in the total amount of \$74,500.00, plus expenses, billed in six (6) equal monthly installments of \$12,416.67, plus expenses.
- E. **Blair County Assessment:**  
Requesting approval of an Independent Contractor Agreement between the County of Blair and Weiss Burkardt Kramer, LLC for legal counsel services in assisting with the Blair County 2018 interim appeals and the 2019 assessment appeals with respect to value, at the rate of \$130.00 per hour, plus overnight lodging reimbursement when necessary based upon court schedule or to minimize travel time, paid through the Blair County Assessment Office General Fund Budget, effective immediately and terminating on 12/31/19 or sooner if all court appeals filed in 2018 for the 2019 assessment year have concluded.
- F. **Blair County Prothonotary:**  
Requesting approval of a Maintenance and Support Services Work Order between the County of Blair and KeyMark, Inc., for Software Supported; Service Charges; Software Supported and Annual Service Charges, in the total amount of \$6,682.20 (\$5,754.20 Prothonotary; \$112.00 Tax Claim; \$816.00 Records Management), for the period 08/01/18 through 07/31/19.
- G. **Court Administration:**
- o Requesting approval of a proposal received from Morefield Communications, in the amount of \$1,528.84, to provide, configure and install Adtran Switch at an estimated time of two (2) hours (to the phone system) at Magisterial District Judge Fred Miller's office.
  - o Requesting approval of an Amendment to the Master Business Agreement between the County of Blair and Morefield Communications, Inc., deleting and changing Indemnification language contained within the agreement.
- H. **1875 Courthouse Exterior Window Restoration Project:**  
Requesting approval of a Change Order Proposal received from Albert Michaels Conservation, in the amount of \$3,115.75, for additional scaffolding.
10. **UNFINISHED BUSINESS**  
**Resolution 213-2018:** A resolution approving a FY 18/19 contract between the County of Blair and Southern Alleghenies Service Management Group for Intellectual Disabilities and Early Intervention Services, effective 7/1/18 through 6/30/19.

11. **ADJOURN**

**WORK SESSION: TUESDAY, JUNE 19, 2018, 10:00 A.M.:**

Location: Conference Room 2B, Second Floor, New Addition.

Members Present: Commissioner Erb, Commissioner Tomassetti, Commissioner Beam, County Administrator Schmitt and Assistant Solicitor Muriceak.

Members Absent: Solicitor Karn.

Others Present: Polly McCabe and MaryAnn Bennis (Register/Recorder's Office), Ken Hollen, Larry Edwards, Lawrence D. Bowers, George H. Good, John E. McKnight and Jon Gray (Central PA National Guard & Veterans Association & Blair County War Veterans Council), Jenn Sleppy and Sarah Chuff (Finance), Nicole Hemminger and Melissa Harpster (Commissioner's Office), James Ott (Sheriff), Katie Buchanan (Rep. John McGinnis' Office), Cris Fredrickson (EMA), Judy Rosser (Drug and Alcohol), Kay Stephens (Altoona Mirror), Janice Meadows (Court Administration), Rocky Greenland (Public Works) and Trina Illig (Social Services).

**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 all present stand and recite the Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES – JUNE 12, 2018:**

Commissioner Erb called for changes or corrections to the meeting minutes of June 12, 2018.

**There were no changes or corrections noted.**

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt the minutes.

**PUBLIC COMMENT:**

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

**COMMISSIONERS COMMENTS:**

Commissioner Erb called for commissioners comments.

Commissioner Tomassetti extended sympathy to Commissioner Beam and his family on the passing of his mother-in-law.

Commissioner Erb announced that the next Commissioner's Outreach Meeting will be held this evening beginning at 6:00 p.m. at the Tyrone-Snyder Public Library.

**SPECIAL PRESENTATION AND ANNOUNCEMENT:**

MaryAnn Bennis welcomed members from the Central Pennsylvania National Guard & Veterans Association & Blair County War Veterans Council and introduced Kenneth Hollen. Mr. Hollen provided a brief presentation on the efforts to refurbish the Altoona area military memorials by the Central Pennsylvania National Guard & Veterans Association & Blair County War Veterans Council. To date, restoration has been completed on the 28<sup>th</sup> Street memorial in the amount of \$20,000.00, the 40<sup>th</sup> Street memorial in the amount of \$18,000.00, and the JFK Bust at Tuckahoe Park restoration was completed by John Rita at no charge. The bust should be ready for placement on the monument sometime late summer/early fall.

Mr. Hollen announced that a rededication ceremony for the 40<sup>th</sup> Street Memorial will be held on June 30, 2018, beginning at 10:00 a.m. He expressed the group's gratitude toward Mrs. Bennis for her willingness to help raise funds for the memorial restoration project.

Mrs. Bennis announced that candy bars and chocolate covered pretzels will be on sale in the Register and Recorder's Office with all proceeds going to the memorial restoration project. She also reminded all veterans to file their military discharge documents (DD-214) for safe keeping in the Recorder of Deeds Office.

**CONSENT AGENDA:**

**Resolution 222-2018:**

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JJ Keller Family Partnership, in the amount of \$1,975.00, for CYF Rent.

Keller Engineers, Inc., in the amount of \$200.00, for grant coordination of the 911 Center Parking Project.

**2017 Project Fund/Bond/Water Heater Project:** Payment of two (2) invoices received from Friedman Electric dated 12/31/17, in the amount of \$529.20 and dated 01/03/18, and in the amount of \$287.83, for miscellaneous supplies.

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- e. **County of Blair Redevelopment and Housing Authorities:** Requesting approval of the reappointment of Jane Petroski, to the Redevelopment and Housing Authorities Board of Directors, for the period of 07/24/18 through 07/23/23.
- f. **Employment:** Benjamin C. Adams, Seasonal, Highway, \$10.00/hr., effective 06/11/18; Emily Gottshall and Rita Branter, FT, Caseworker 1, CYF, \$30,381.00/yr., effective 06/11/18; Marcus Mason, FT, Custodian, Maintenance, \$14.42/hr., effective 06/11/18; Bryce Young, FT, Sheriff’s Deputy, Sheriff’s Office, \$13.74/hr., effective 06/11/18; Amber Brumbaugh, PT, Clerk Typist 1, Prothonotary, \$9.18/hr., effective 06/18/18; Holly A. Bradshaw, FT, Clerk Typist II-Fiscal Assistant, CYF, \$18,115.50/yr., effective 06/18/18; Stephen Szymusiak, FT, Sheriff’s Deputy, Sheriff’s Office, \$13.74/hr., effective 06/18/18; Erin D. Weakland, PT, Office Assistant, Public Defender, \$9.18/hr., effective 06/18/18; Ashley Whitehead, FT, Probation Officer Aide, APO, \$17,399.20/yr., effective 06/18/18; Robert J. McCormick, Lisa Mock and Shyanna J. Shipley, From Fill-In Corrections Officer, Prison, \$14.42/hr., To FT Corrections Officer, Prison, \$19.54/hr., effective 06/16/18;
- g. **Resignations:** Jennie L. Kennedy, FT, Case Manager, Domestic Relations, \$23,205.00/yr., effective 06/22/18.
- h. **Retirements:** Laird W. Benton, FT, Case Manager, Domestic Relations, \$41,422.42/yr., effective 06/22/18.

Commissioner Tomassetti noted his abstention due to a conflict of interest on payments listed under item “a”, invoices received from: JJ Keller Family Partnership, in the amount of \$1,975.00, for CYF Rent, and Keller Engineers, Inc., in the amount of \$200.00, for grant coordination of the 911 Center Parking Project.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 222-2018.

## **STAFF REPORTS & SPECIAL BUSINESS**

### **Blair County Department of Social Services:**

- a. Trina Illig requested approval to amend the County’s existing Grievance Procedure (Resolution 423-2016) to include website accessibility (Section 508 Requirements) and to incorporate the duties thereof to the appointed Grievance Officer.

Mrs. Illig stated that in order to meet the requirements of Section 504 and Section 508 of the Rehabilitation Act and the Americans with Disabilities Act, the county must amend the Grievance Procedure adopted in 2016 to include the website accessibility (Section 508) requirements and to incorporate the duties to the appointed Grievance Officer. She stated that

title of Grievance Officer will now be titled Blair County Accessibility Grievance Officer and the procedure will be titled Blair County Accessibility Procedure.

The County has named County Administrator, Helen Schmitt as the Accessibility Grievance Officer.

Discussion followed.

- b. Trina Illig requested approval for the submission of a FY 2018 Competitive Community Development Block Grant (CDBG) Application, on behalf of Duncansville Borough, in the amount of \$750,000.00 for Street and Drainage Improvements in the East End of the Borough in and around Sunbrook Manor.

Discussion followed.

**Resolution 223-2018:** A resolution approving the submission of a FY 2018 Competitive Community Development Block Grant (CDBG) Application on behalf of Duncansville Borough, in the amount of \$750,000.00 for Street and Drainage Improvements in the East End of the Borough in and around Sunbrook Manor.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 223-2018.

**Blair County Drug and Alcohol:**

Judy Rosser requested approval of the FY 2018/2019 Agreement between the County of Blair and Blair County Drug and Alcohol Program, Inc., effective July 1, 2018 through June 30, 2019, authorizing the transfer of Drug & Alcohol Funding received by the County of Blair to Blair County Drug and Alcohol Program, Inc.

Mrs. Rosser stated that the agreement has been reviewed by Solicitor Karn and only required a few minor date changes. The requested changes have been made to the agreement. She stated that this is an annual agreement and requires no matching funds from the County.

Discussion followed.

**Resolution 224-2018:** A resolution approving the FY 2018/2019 Agreement between the County of Blair and Blair County Drug and Alcohol Program, Inc., effective July 1, 2018 through June 30, 2019, authorizing the transfer of Drug & Alcohol Funding received by the County of Blair to Blair County Drug and Alcohol Program, Inc.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 224-2018.

**Blair County Department of Emergency Services:**

Cris Fredrickson requested approval of a Training Membership Program Contract between the County of Blair, Emergency Management Agency and Bucks County Community College, Department of Public Safety Training and Certification, in the amount of \$1,200.00, for 200 teaching hours of required training to EMA, 911 and county employees, as well as local emergency coordinators, police, fire, EMS and volunteers.

Mrs. Fredrickson stated that the contract has been reviewed by Solicitor Karn. She stated that 100% of the cost associated with the contract will be paid from the Hazardous Materials Response Fund (HMRF) budget under training.

Discussion followed.

**Resolution 225-2018:** A resolution approving a Training Membership Program Contract between the County of Blair, Emergency Management Agency and Bucks County Community College, Department of Public Safety Training and Certification, in the amount of \$1,200.00, for 200 teaching hours of required training to EMA, 911 and county employees, as well as local emergency coordinators, police, fire, EMS and volunteers.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 225-2018.

**Blair County Human Resources:**

County Administrator Schmitt requested approval of a Consulting Agreement between the County of Blair and Felice Associates, Inc., to conduct a Classification and Pay Study, in the total amount of \$74,500.00, plus expenses, which will be billed in six (6) equal monthly installments of \$12,416.67, plus expenses.

Mrs. Schmitt stated that at the end of last year an RFP for a Classification and Pay Study was advertised. There were no responses to the RFP at that time. However, earlier this year a proposal was received from Felice Associates, Inc. She stated that job descriptions for all county employees will be reviewed, updated and forwarded from Elected Officials and Department Heads to Katherine Swigart in Human Resources. Ms. Swigart will review the job descriptions with department heads and elected officials. Once the review has been completed, the job descriptions will be forwarded to Felice Associates, who has six months to complete the study. The Classification and Study will then be presented to the Board of Commissioners. Costs associated with the study have been budgeted in the 2017 bond issue at \$93,600.00.

Discussion followed.

**Resolution 226-2018:** A resolution approving a Consulting Agreement between the County of Blair and Felice Associates, Inc., to conduct a Classification and Pay Study, in the total amount of \$74,500.00, plus expenses, billed in six (6) equal monthly installments of \$12,416.67, plus expenses.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 226-2018.

**Blair County Assessment:**

Commissioner Tomassetti requested approval of an Independent Contractor Agreement between the County of Blair and Weiss Burkardt Kramer, LLC for legal counsel services in assisting with the Blair County 2018 interim appeals and the 2019 assessment appeals with respect to value, at the rate of \$130.00 per hour, plus overnight lodging reimbursement when necessary, based upon court schedule or to minimize travel time. The contract, effective immediately, will terminate on 12/31/19 or sooner if all court appeals filed in 2018 for the 2019 assessment year have concluded. Costs associated with the agreement will be paid from the Blair County Assessment Office General Fund Budget

Commissioner Tomassetti stated that Weiss Burkardt Kramer, LLC handles our current tax year appeals and approval of this agreement will provide continuity to these services for the 2018 interim appeals and the 2019 assessment appeals processes. This expense will be paid for from the Assessment Office's 2019 general fund budget.

Discussion followed.

**Resolution 227-2018:** A resolution approving an Independent Contractor Agreement between the County of Blair and Weiss Burkardt Kramer, LLC for legal counsel services in assisting with the Blair County 2018 interim appeals and the 2019 assessment appeals with respect to value, at the rate of \$130.00 per hour, plus overnight lodging reimbursement when necessary based upon court schedule or to minimize travel time, paid through the Blair County Assessment Office General Fund Budget, effective immediately and terminating on 12/31/19 or sooner if all court appeals filed in 2018 for the 2019 assessment year have concluded.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 227-2018.

**Blair County Prothonotary:**

Robin Patton requested approval of a Maintenance and Support Services Work Order between the County of Blair and KeyMark, Inc., for Software Supported; Service Charges; Software Supported and Annual Service Charges, in the total amount of \$6,682.20 (\$5,754.20 Prothonotary, \$112.00 Tax Claim, \$816.00 Records Management), for the period 08/01/18 through 07/31/19.

Mrs. Patton stated that a revised Work Order, that reflects Assistant Solicitor Muriceak's requested changes, has been received. The Prothonotary's portion of the invoice will be paid from the Prothonotary's Automation Fund. Tax Claim and Records Management's portion of the invoice will be paid from their general fund budgets.

Discussion followed.

**Court Administration:**

- a. Janice Meadows requested approval of a proposal received from Morefield Communications, in the amount of \$1,528.84, to provide, configure and install an Adtran Switch at an estimated time of two (2) hours, to the phone system at Magisterial District Judge Fred Miller's office.

Mrs. Meadows stated that phone service was knocked out during a recent storm to Magisterial District Judge Fred Miller's Office. She stated that IT was able to temporarily restore some service to the office, but not all service. The proposal received from Morefield Communications for the installation of a switch, is in the amount of \$1,528.84.

Discussion followed.

- b. Janice Meadows requested approval of an Amendment to the Master Business Agreement between the County of Blair and Morefield Communications, Inc., deleting and changing Indemnification language contained within the agreement.

Mrs. Meadows stated that the amendment to the agreement has been reviewed by the solicitor and the requested changes have been made to the agreement.

Discussion followed.

**Resolution 228-2018:** A resolution approving a proposal received from Morefield Communications, in the amount of \$1,528.84, to provide, configure and install Adtran Switch at an estimated time of two (2) hours (to the phone system) at Magisterial District Judge Fred Miller's office and an Amendment to the Master Business Agreement between the County of Blair and Morefield Communications, Inc., deleting and changing Indemnification language contained within the agreement.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 228-2018.

**1875 Courthouse Exterior Window Restoration Project:**

Rocky Greenland requested approval of a Change Order Proposal received from Albert Michaels Conservation, in the amount of \$3,115.75, for additional scaffolding.

Mr. Greenland stated that the change order is for additional scaffolding to remove vegetation and clock tower repair debris from the spouting and to inspect the spouting once all of the vegetation and debris has been removed. The total cost to complete the work is in the amount of \$3,115.75.

Discussion followed.

**Resolution 229-2018:** A resolution approving a Change Order Proposal received from Albert Michaels Conservation, in the amount of \$3,115.75, for additional scaffolding.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 229-2018.

**UNFINISHED BUSINESS:**

**Resolution 213-2018:** A resolution approving a FY 18/19 contract between the County of Blair and Southern Alleghenies Service Management Group for Intellectual Disabilities and Early Intervention Services, effective 7/1/18 through 6/30/19.

No discussion or action was taken.

**ADJOURN:**

Meeting Adjourned,

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Helen P. Schmitt, County Administrator