

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PARTICIPATION BY TELEPHONE CONFERENCE ONLY
TUESDAY, APRIL 28, 2020, 10:00 A.M.**

Public Meetings are being held by conference call while the Courthouse is closed to the public. To participate in 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. **PUBLIC COMMENT**
5. **COMMISSIONERS COMMENTS**

6. **CONSENT AGENDA**

Resolution 178-2020:

- a. Payment of three (3) Warrant Lists dated 04/27/2020, in the amounts of \$549,101.39; \$40,834.36; and \$425,154.09, which include payment of the following invoices:
 - **UPMC Altoona** – in the total amount of \$324,450.00
 - **Mary Emeigh** – in the total amount of \$847.20.
- b. Ratification of Total Payroll for the Check Dated April 23, 2020, in the total amount of \$674,596.91.
- c. **2020 Budget Transfer:** Charges received from UPMC HealthForce for the month of February 2020.

| From | | \$ | To |
|----------------|---------------------------|----------|--|
| 01101GCO-42000 | General County Operations | \$50.00 | 01103BM-42000 Building Maintenance |
| 01101GCO-42000 | General County Operations | \$50.00 | 01112-42000 Controller |
| 01101GCO-42000 | General County Operations | \$50.00 | 01160-42000 Court Administration |
| 01101GCO-42000 | General County Operations | \$125.00 | 013201-42000 Children Youth & Families |
| 01101GCO-42000 | General County Operations | \$50.00 | 01164-42000 DA Victim Witness |
| 01101GCO-42000 | General County Operations | \$50.00 | 01121-42000 Office Services |
| 01101GCO-42000 | General County Operations | \$175.00 | 01209PO-42000 Prison |
| 01101GCO-42000 | General County Operations | \$150.00 | 01153-42000 Prothonotary |
| 01101GCO-42000 | General County Operations | \$50.00 | 01109-42000 Treasurer |

- d. **Employment:** Nicalus A. Harclerode, From FT, Wrap Around Assessment Caseworker, CYF, \$16.70/hr., to Caseworker II, CYF, \$16.70/hr.
- e. **Terminations:** Joshua R. Laird, FT, Correctional Case Manager, Prison, \$19,522.10/yr., effective 03/17/2020; Jennifer A. Hodge and Andrew J. Holencik, FT, Corrections Officer, Prison, \$40,643.20/yr., effective 04/24/2020.
- f. **Return from Furlough (working part-time):** effective 4/20/2020: Melissa Harpster.
- g. **Return from Furlough (working full-time):** effective 4/22/2020: Bonita McHugh; effective 4/23/2020: Barbara Moyer.

7. **OLD BUSINESS**

Department of Emergency Services:

- a. Requesting approval to complete the Pennsylvania Emergency Management Agency (PEMA) form DAP-2 with Attachment G, which is the grant agreement for Public Disaster Assistance Application and Agreement for Financial Assistance.
- b. Requesting approval to complete the Commonwealth of Pennsylvania Electronic Payment Program Enrollment Form (PEPP).
- c. Requesting approval of a signature of a Non-Disclosure Agreement between the County of Blair and the Department of Health for Data Sharing related to the COVID-19 Pandemic and to name Mark Taylor as the Blair County Point of Contact.

8. **STAFF REPORTS & SPECIAL BUSINESS**

A. **Department of Social Services:**

- a. Requesting approval of a disbursement from the Blair County Demolition Fund, in the amount of \$10,000.00, for the demolition of a property located at 1106-1110 7th Ave, Altoona, PA. Total estimated cost for demolition is in the estimated amount of \$100,000.00, with municipality committing funds in the total amount of \$90,000.00 for said project.
- b. Requesting approval of a FY 2019 Community Development Block Grant Funds (CDBG) Contract #C000073790 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 \$885,208.00 to undertake the following activities:
 - Owner Occupied Housing Rehabilitation
 - Street Improvements
 - Administration

In addition, requesting authorization for a Designation of Signing Authority Resolution for the CDBG Invoice Form for said contract number listed above for the duration of the contract activity period.

B. **Juvenile Probation Office:**

Requesting approval of a Letter of Agreement and a HIPAA Business Associate Agreement between the County of Blair, on behalf of the Blair County Juvenile Probation Office and PeerStar LLC for the reciprocal sharing of information within HIPAA guidelines to identify the consumer, assess the specific needs, and effective comprehensive provision of service and support to provide a continuum of quality of care between both parties.

C. **Department of Emergency Services:**

Requesting approval of a Professional Services Contract between the County of Blair, Blair County Department of Emergency Services 911E and Mission Critical Partners, LLC, for Next Generation 911 Consulting Services, in the total fixed fee amount (including expenses) of \$39,208.00 which will be invoiced monthly for actual services rendered, to assist the Southern Alleghenies 911 Cooperative (SAC) for planning, procurement and implementation support with the awarded Pennsylvania Emergency Management Agency (PEMA) grant.

D. **Human Resources:**

Requesting approval to temporarily waive Utilization Penalties under the Self-Funded Health Benefits Plan and in corresponding with the applicable end date established by the State and Utilization Review Vendors due to COVID-19, effective April 28, 2020.

E. **Highway Department:**

- a. Requesting approval for Keller Engineers, Inc., to advertise for the following repair projects:

| | |
|--|--|
| County Road 101 | Repairs to the Blair County Box Culvert Group |
| County Road 101 | Repairs to the South end of County Road 101 starting at the intersection of Dunning's Highway SR 306 and Route 101 at the Sheetz Store and going approximately 1,200 feet North. |
| Blair County Parking Garage | Repairs to the Stair Towers |
| Blair County Bridge #73 Jugtown, Freedom Township, Mountain Road | Materials for bridge repairs. |

- b. Requesting approval of a Proposal of Service Contract received from Keller Engineers, Inc., for supplemental design services for additional intersection modifications as part of rehabilitation of approximately 1,200' of County Road 101 in Greenfield Township, Blair County, in the lump sum total of \$5,900.00.

F. Discussion on the plan to reopen Blair County.

9. **ADJOURN**

WORK SESSION: TUESDAY, APRIL 28, 2020, 10:00 A.M.:

Location: Participation by telephone conference only

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 present recite the Pledge of Allegiance to the Flag.

Roll Call Members Present:

Commissioner Erb, Commissioner Burke, Commissioner Webster, County Administrator Hemminger and Solicitor Karn.

Roll Call Others Present:

Melissa Harpster (Commissioners Office), Jennifer Sleppy (Finance), Mark Taylor and Kelly Novack (Department of Emergency Service/911), Jim Hudack and Trina Illig (Social Services), Jon Frank (JPO), Nick Sefchok (JJAN Financial), Michelle Barnett (HR), Rocky Greenland (Public Works), Brian Wiser (Keller Engineers), Helen Schmitt (Public), Kay Stephens (Altoona Mirror).

Public Comment:

Commissioner Erb called for public comment.

Kay Stephens of the Altoona Mirror stated that when the discussion on the plan to reopen Blair County occurs she would like to know what factors and who is determining the recall of furloughed employees to work.

Commissioners Comments:

Commissioner Erb called for commissioners comments.

Commissioner Webster stated that the Municipal Election previously scheduled for today has been rescheduled until June 2, 2020 due to the COVID-19 Pandemic. She also extended a thank you to everyone within the community for taking the necessary precautions in safeguarding themselves, their families and those with whom they have frequent contact with against the Corona Virus.

Commissioner Burke extended a thank you to the Blair County EMA staff, their Director Mark Taylor and the county's GIS Director Grant Wills for all of their efforts in the successful search and rescue of the missing Huston Township child this past Sunday evening.

Commissioner Erb announced that Blair County has been awarded an additional \$547,000.00 in Community Development Block Grant Funds (CDBG) because of the COVID-19 CARES Act Relief Funding for local municipalities with the exception of the City of Altoona and Logan Township. He stated that the City of Altoona has been awarded an additional \$967,000.00 and Logan Township \$82,000.00.

Consent Agenda:

Resolution 178-2020:

- a. Payment of three (3) Warrant Lists dated 04/27/2020, in the amounts of \$549,101.39; \$40,834.36; and \$425,154.09, which include payment of the following invoices:
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 - **Mary Emeigh** – in the total amount of \$847.20.
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- c. **2020 Budget Transfer:** Charges received from UPMC HealthForce for the month of February 2020.

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- d. **Employment:** Nicalus A. Harclerode, From FT, Wrap Around Assessment Caseworker, CYF, \$16.70/hr., to Caseworker II, CYF, \$16.70/hr.

- e. **Terminations:** Joshua R. Laird, FT, Correctional Case Manager, Prison, \$19,522.10/yr., effective 03/17/2020; Jennifer A. Hodge and Andrew J. Holencik, FT, Corrections Officer, Prison, \$40,643.20/yr., effective 04/24/2020.
- f. **Return from Furlough (working part-time):** effective 4/20/2020: Melissa Harpster.
- g. **Return from Furlough (working full-time):** effective 4/22/2020: Bonita McHugh; effective 4/23/2020: Barbara Moyer.

Commissioner Erb noted his abstention due to a conflict of interest on the payment of invoices to UPMC Altoona.

Commissioner Webster noted her abstention due to a conflict of interest on the payment of invoices to Mary Emeigh.

Kay Stephens of the Altoona Mirror requested to know why Commissioner Webster abstained from voting on the payment of invoices to Mary Emeigh. Commissioner Webster responded stating it was due to a professional relationship she has with Ms. Emeigh.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 178-2020.

Old Business:

Department of Emergency Services:

- a. Commissioner Erb requested approval to complete the Pennsylvania Emergency Management Agency (PEMA) form DAP-2 with Attachment G, which is the grant agreement for Public Disaster Assistance Application and Agreement for Financial Assistance.
- b. Commissioner Erb requested approval to complete the Commonwealth of Pennsylvania Electronic Payment Program Enrollment Form (PEPP).
- c. Commissioner Erb approval of a signature of a Non-Disclosure Agreement between the County of Blair and the Department of Health for Data Sharing related to the COVID-19 Pandemic and to name Mark Taylor as the Blair County Point of Contact.

Commissioner Erb stated that the board was not ready to take action on items a, b, or c at this time. He asked County Administrator Hemminger if she felt it best to remove the three (3) items from future agendas.

County Administrator Hemminger stated that yes; she would recommend removing the items from future agendas. She stated that the items are all pending state legal review.

Solicitor Karn stated that CCAP is continuing to work with the state on a resolve legal issues with the Non-Disclosure Agreement, however, he does not see the Department of Health agreeing to any requested revisions suggested by CCAP.

Discussion followed.

Staff Reports & Special Business:

Department of Social Services:

- a. Jim Hudack requested approval of a disbursement from the Blair County Demolition Fund, in the amount of \$10,000.00, for the demolition of a property located at 1106-1110 7th Ave, Altoona, PA. Total estimated cost for demolition is in the estimated amount of \$100,000.00, with municipality committing funds in the total amount of \$90,000.00 for said project.

Mr. Hudack stated that the project consists of the demolition of the former Second Lutheran Church located at 1106-1110 7th Avenue, Altoona, PA. He stated that the property is posing many safety hazards and concerns for the general public. The total estimated cost for demolition is \$100,000.00. Mr. Hudack stated that the City of Altoona has committed funds in the amount of \$90,000.00 for the demolition project, the remaining \$10,000.00 is requested from the Blair County Demolition Fund, and that the scope of the project does fall within the guidelines for use of funds.

Discussion followed.

- b. Trina Illig requested approval of a FY 2019 Community Development Block Grant Funds (CDBG) Contract #C000073790 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 \$885,208.00 to undertake the following activities:

- Owner Occupied Housing Rehabilitation
- Street Improvements
- Administration

In addition, requesting authorization for a Designation of Signing Authority Resolution for the CDBG Invoice Form for said contract number listed above for the duration of the contract activity period.

Discussion followed.

Resolution 179-2020: A resolution approving a FY 2019 Community Development Block Grant Funds (CDBG) Contract #C000073790 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 \$885,208.00.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 179-2020.

Juvenile Probation Office:

Jon Frank requested approval of a Letter of Agreement and a HIPAA Business Associate Agreement between the County of Blair, on behalf of the Blair County Juvenile Probation Office and PeerStar LLC for the reciprocal sharing of information within HIPAA guidelines to identify the consumer, assess the specific needs, and effective comprehensive provision of service and support to provide a continuum of quality of care between both parties.

Mr. Frank stated that this is an annual renewal agreement and has been reviewed by the County Solicitor. There is no cost to the County.

Discussion followed.

Department of Emergency Services:

Mark Taylor requested approval of a Professional Services Contract between the County of Blair, Blair County Department of Emergency Services 911E and Mission Critical Partners, LLC, for Next Generation 911 Consulting Services, in the total fixed fee amount (including expenses) of \$39,208.00 which will be invoiced monthly for actual services rendered, to assist the Southern Alleghenies 911 Cooperative (SAC) for planning, procurement and implementation support with the awarded Pennsylvania Emergency Management Agency (PEMA) grant.

Mr. Taylor stated that this is an annual request to assist the Southern Alleghenies 911 Cooperative (SAC) with the planning, procurement and implementation support associated with the regional grant awarded through PEMA. He stated that contract amount for 2020 is slightly less than last year, and that the fixed fee amount of \$39,208.00 will be divided into twelve (12) monthly payments.

Discussion followed.

Human Resources:

Nick Sefchok of JJAN Financial requested approval to temporarily waive Utilization Penalties under the Self-Funded Health Benefits Plan and in corresponding with the applicable end date established by the State and Utilization Review Vendors due to COVID-19, effective April 28, 2020.

Mr. Sefchok stated that due to the COVID-19 Pandemic many states have asked insurer utilization review agents and third party administrators for self-funded clients to temporarily suspend utilization management medical necessity reviews in order for providers to focus on treating patients. He stated that several PPO Networks have adopted temporary changes in precertification requirements and many facilities and provider members are deferring non-emergency procedures at this time and will have very little impact on claims.

Mr. Sefchok stated that the county's Plan Document includes a \$300.00 penalty to members if proper precertification requirements are not followed, therefore if providers are not following precertification requirements, members would be penalized due to no fault of theirs and with no recourse. Mr. Sefchok requested that the county elect to waive the Utilization Penalties corresponding with the applicable end date established by state and utilization review vendors.

Mr. Sefchok stated that to date there has been no financial impact to the county and he foresees very little financial impact going forward.

Commissioner Burke asked Mr. Sefchok what the end date was. Mr. Sefchok stated that it would run from the beginning of March through the May 31, 2020; however, he would clarify that the end date is definitely May 31, 2020.

Discussion followed.

Resolution 180-2020: A resolution approving to temporarily waive Utilization Penalties under the Self-Funded Health Benefits Plan and in corresponding with the applicable end date established by the State and Utilization Review Vendors due to COVID-19, effective April 28, 2020.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 180-2020.

Highway Department:

- a. Brian Wisner requested approval for Keller Engineers, Inc., to advertise for the following repair projects:

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|--|--|
| County Road 101 | Repairs to the Blair County Box Culvert Group |
| County Road 101 | Repairs to the South end of County Road 101 starting at the intersection of Dunning's Highway SR 306 and Route 101 at the Sheetz store and going approximately 1,200 feet North. |
| Blair County Parking Garage | Repairs to the Stair Towers |
| Blair County Bridge #73 Jugtown, Freedom Township, Mountain Road | Materials for bridge repairs. |

Mr. Wisner stated that the County Road 101 repairs project to the box culvert group located in Greenfield and Freedom Township's is part of the PennDOT Road Map Program and will be funded with the \$5.00 Vehicle Registration Fee For Local Road Use Funds as well as other local transportation funding sources.

Mr. Wisner stated that the estimated cost of the project is approximately \$2.4 million, which includes construction, engineering, right-of-way acquisition and construction services. He stated that the project is currently in final design with the need to complete final design, conduct public involvement of right-of way acquisition with the landowners, then moving forward with the bidding of the project. He also stated that due to the COVID-19 Pandemic they are currently monitoring the timing of conducting the public involvement of right-of-way acquisition with the landowners and with moving the project forward to the bidding process.

Discussion followed.

Mr. Wisner stated that repairs to the South end of County Road 101 starting at the intersection of Dunning's Highway SR 306 and Route 101 and going North approximately 1,200 feet will include pavement repair, should widening and drainage repair with costs in the range of \$250,000.00. Due to the COVID-19 Pandemic, they are monitoring the timing for moving forward with the bidding process and project construction.

Discussion followed.

Mr. Wisner stated that repairs to the Blair County Parking Garage Stair Towers will consist of the replacement of two (2) stair towers due to their deteriorating conditions due to use of harsh deicing materials in the past and will cost in the range of \$400,000.00 to \$500,000.00. He stated that they have received building code review, have also obtained the building permit, and are ready to prepare the bid documents in preparation of bidding and construction.

Discussion followed.

Mr. Wisner stated that repairs to Blair County Bridge #73, known as the Jugtown Bridge, located in Freedom Township, on Mountain Road over the Little Juniata River will consist of materials only for steel repairs in the range of \$30,000.00 to \$50,000.00 with the repair work being completed by county work forces. He stated that they are ready to prepare the bid documents, followed by the bidding process as timing progresses.

Discussion followed.

Resolution 181-2020: A resolution approving authorization for Keller Engineers, Inc., to advertise for the following repair projects: County Road 101 repairs to Box Culverts, County Road 101 repairs to the South end, Blair County Parking Garage and Bridge #73.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 181-2020.

- b. Brian Wisner requested approval of a Proposal of Service Contract received from Keller Engineers, Inc., for supplemental design services for additional intersection modifications as part of rehabilitation of approximately 1,200' of County Road 101 in Greenfield Township, Blair County, in the lump sum total of \$5,900.00.

Mr. Wisner stated that during design of the repair work South end of County Road 101 it was determined that the intersection has a larger volume of truck traffic than when it was originally designed, prior to the development of the Sheetz store at that location. It was determined to improve that intersection would include reducing the traffic island, adjusting the rumble strip separator, and widening the curbing.

Mr. Wisner stated that the Proposal of Service Contract for the supplemental design services associated with the additional intersection modifications are in the lump sum total of \$5,900.00.

Discussion followed.

Resolution 182-2020: A resolution approving a Proposal of Service Contract received from Keller Engineers, Inc., for supplemental design services for additional intersection modifications as part of rehabilitation of approximately 1,200' of County Road 101 in Greenfield Township, Blair County, in the lump sum total of \$5,900.00.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 182-2020.

Discussion on the plan to reopen Blair County.

Commissioner Erb presented discussion concerning the plan to reopen Blair County.

Commissioner Erb announced the formation of the Blair County COVID-19 Economic Recovery Task Force and explained the objectives that the Task Force will focus on to economically reopen the county and its local businesses quickly, safely and effectively.

Commissioner Erb stated his frustration and concerns regarding the governor's plan to begin the reopening of Pennsylvania on a regional approach rather than a county-to-county basis. He stated that Blair County is included in the Department of Health's south central region map that includes counties that are many hours away from Blair County, but that are much closer to the COVID-19 hot spots areas such as Philadelphia. He stated that reopening the state on a regional approach is not fair to counties that frankly have a smaller number of COVID-19 cases.

Commissioner Erb stated that the county has no authority to move forward with reopening measures. He stated that the county is strongly lobbying to legislator's and the governor's office regarding the unfairness of the regional grouping of counties and its artificial barriers and strongly encourages the citizens of Blair County to write, call and email their local legislators and the governor's office to voice their concerns as well.

Commissioner Erb stated that county department heads and elected officials are encouraged to communicate their concerns of department functions due to the furlough of employees and their needs to recall employees from furlough to adequately perform work functions within their departments. He stated that the board has not discussed a target date to return the courthouse to a state of normalcy and feels that it will be a slow moving and rolling process.

Commissioners Burke and Webster echoed Commissioner Erb's comments.

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, County Administrator