

**AGENDA  
WORK SESSION  
BLAIR COUNTY BOARD OF COMMISSIONERS  
COMMISSIONERS MEETING ROOM, BASEMENT  
TUESDAY, MARCH 14, 2023, 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**

	7:30 a.m.	Convention & Sports Facilities Mtg. (Convention Center)
	10:00 a.m.	Board of Assessment Appeals (Conference Room 2B)
	2:30 p.m.	*Salary Board (Commissioners Meeting Room)
Thursday, March 16, 2023	8:30 a.m.	*Prison Board (At the Prison)
	9:30 a.m.	*Records Improvement Committee (Commissioners Meeting Room)
	10:00 a.m.	*Commissioners Business Session (Commissioners Meeting Room)
Friday, March 17, 2023		
Tuesday, March 21, 2023		Commissioners Work Session <b>Cancelled</b>
Wednesday, March 22, 2023	3:00 p.m.	Blair HealthChoices Board Meeting (Blair HealthChoices)
Thursday, March 23, 2023		Commissioners Business Session <b>Cancelled</b>
Friday, March 24, 2023		
Monday, March 27, 2023		

6. **APPROVAL OF MEETING MINUTES – 02/28/23 and 03/02/23**
7. **PUBLIC COMMENT**
8. **COMMISSIONERS COMMENTS**

9. **CONSENT AGENDA**  
**Resolution #126-2023:**

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
03/14/2023	230314CY	\$474,482.93
03/14/2023	230314SS	\$700,792.41
03/14/2023	230314TC	\$259,351.16
03/14/2023	230314WW	\$259,300.79

- White includes payment of an invoice to Thomas and Chandra Jandora, in the total amount of \$1,400.00.

- b. Ratification of the following seven-7 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
03/02/2023	230302WC	\$ 11,770.75
03/08/2023	230310FP	\$230,771.40
03/07/2023	230307TC	\$ 295.00
03/09/2023	230309HR	\$ 15,306.10
03/06/2023	230306RF	\$ 2,787.99
03/06/2023	230306FS	\$ 1,416.60
03/02/2023	230302ML	\$ 31,076.19

- c. Ratification of Total Payroll for the Check Dated 03/10/23, in the total amount of \$815,818.22.
- d. **2023 Budget Transfer:** Charges received from an arbitrator for a grievance within the Sheriff's Office.

<b>From</b>	<b>\$</b>	<b>To</b>
01101GCO-44080 General County Operations	\$2,419.59	01151-44080 Sheriff's Office

- e. **2023 Budget Transfer:** Legal Fees for the month of February 2023 received from Campbell Durrant.

<b>From</b>	<b>\$</b>	<b>To</b>
01101GCO-44080 General County Operations	\$13,663.75	01209PO-44080 Prison

f. **2023 Budget Transfer:** Conflict Counsel.

<b>From</b>	<b>\$</b>	<b>To</b>
01101GCO-44080 General County Operations	\$135.00	01160-44080 Court Admin.

g. **2023 Budget Transfer:** Charges received from Burgmeier for the March 2023 shred event.

<b>From</b>	<b>\$</b>	<b>To</b>
01101GCO-42840 General County Operations	\$66.02	01101-42840 Commissioners
01101GCO-42840 General County Operations	\$805.01	01112-42840 Controller
01101GCO-42840 General County Operations	\$75.45	01155-42840 Cost & Fines
01101GCO-42840 General County Operations	\$274.62	01160-42840 Court Admin.
01101GCO-42840 General County Operations	\$468.14	013201-42840 CYF
01101GCO-42840 General County Operations	\$553.77	01158-42840 District Attorney
01101GCO-42840 General County Operations	\$113.17	01156-42840 Domestic Relations
01101GCO-42840 General County Operations	\$76.95	011061-42840 Elections
01101GCO-42840 General County Operations	\$89.03	01105-42840 Human Resources
01101GCO-42840 General County Operations	\$41.50	01136-42840 Finance
01101GCO-42840 General County Operations	\$218.79	01161PA-42840 MDJ Aigner
01101GCO-42840 General County Operations	\$375.34	01157-42840 Public Defender
01101GCO-42840 General County Operations	\$129.39	01153-42840 Prothonotary

h. **Employment:** Nicholas W. Mays, PT, Certified Legal Intern, District Attorney, \$22.87/hr., effective 03/13/23; Kaylee L. Weatherwalk, FT, Telecommunicator Trainee, Public Safety-911, \$13.88/hr., effective 03/13/23; and Sarah M. Beers, From, PT Fill-in, Corrections Officer, Prison, \$15.08/hr., To, FT, Corrections Officer Prison, \$21.05/hr., effective 02/27/23.

i. **Resignations:** Jan E. Andrews, Per Diem, Board of Assessment Appeals Member, Assessment, \$150.00/full day/\$75.00/half-day, effective 03/06/23; Constance J. Curfman, PT, Tipstaff, Court Administration, \$11.75/hr., effective 03/06/23; Diane L. Strohm, FT, Tipstaff, Judge Bernard, \$11.98/hr., effective 03/17/23 and Tammie J. McCahan, PT, Receptionist/Clerk, Costs and Fines, \$11.20/hr., effective 03/17/23.

10. **STAFF REPORTS & SPECIAL BUSINESS**

A. **Department of Emergency Services:**

Requesting approval of a Bucks County Community College, Department of Public Safety Training and Certification, Bronze Membership Program Contract for 2023, in the total amount of \$1,300.00 per calendar year, per organization, for the period of January 1, 2023 through December 31, 2023. Said membership will provide 200 teaching hours of required training for EMA, 911, county employees, as well as Local Emergency Management Coordinators, Police, Fire, EMS and other stakeholders requiring emergency preparedness and hazardous materials related training.

B. **Children, Youth and Families:**

- i. Requesting approval of a FY 22/23 Purchase of Service Agreement and a HIPAA Business Associate Agreement between the County Blair, on behalf of Blair County Children, Youth and Families and the George Junior Republic in Pennsylvania.
- ii. Requesting approval of a Statement of Work (SOW) and a Services Agreement (Appendix A) between the County of Blair, Blair County Children, Youth, and Families and CAI, Inc., for Professional Consultancy Services to support the development and submission of the county's Needs-Based Plan and Budget, and to support development of a strategic direction for CYF, in the amounts listed below for the period of January 1, 2023 through December 31, 2023:

<b>Services</b>	<b>Price Proposal</b>
Program Consultancy Services	Rate \$105.00/hour
Total Hours – 500	Total \$52,500.00
Travel Costs 6 trips, 12 days (mileage, hotel, meals, tolls)	Total \$4,329.30
Fiscal Consultancy Services	Rate \$88.13/hour
Total Hours – 900	Total \$79,317.00
Travel 1- 50 trips	Total \$1,700.00
Child Welfare Caseworker Field Coach	Rate \$53.50/hour
Total Hours – 1040	Total \$55,640.00
Search and Recruitment Services	
*Candidate Search	20% of candidate's annual salary as outlined in the county's offer letter upon hire.
*Candidate Screening Interview	
*Presentation of Candidates to CYF	
<b>Total</b>	<b>\$193,482.30</b>

C. **Court Administration:**

Requesting approval of a County of Blair Agreement for Purchases under Bidding Threshold between the County of Blair, on behalf of Blair County Court Administration and Bettwy Systems, Inc., to perform maintenance on county electronic equipment for the courts at an hourly rate of \$110.00, plus material costs, for the period of January 1, 2023 through December 31, 2023.

D. **Fort Roberdeau:**

- i. Requesting approval for the submission of a Rotary Club of Altoona Grapes for Good Fund Allocation Application, in the requested amount of \$2,000.00, to support the printing of Fort trail maps and activity guides. There is no matching grant requirements and no cost to the county.
- ii. Requesting approval of an Eagle Scout Project Proposal by Jacob T. Gardner for installation of a new Flag Pole by White Oak Hall, in the estimated project amount of \$3,200.00, to be covered by Eagle Scout Gardner's fundraising efforts. Project to be completed by end of summer 2023.

E. **IT Department:**

Requesting approval of a proposal received from RBA Professional Data Systems, for the purchase of a three-3 year subscription to software by Arctic Wolf Networks for SOC-as-a-service, in the first-year amount of \$7,262.59 per month (annual expense of \$87,151.05), the second-year amount of \$7,698.34 per month (annual expense of \$92,380.11), and the third and final year amount of \$8,160.24 (annual expense of \$97,922.92.)

F. **Human Resources:**

Requesting approval a quote received from Decoplan Associates LLC., for preparation and presentation of a Grant Writing Workshop to at least 25 Blair County employees during March or April 2023. Said workshop would be four-4 hours in length and would focus on state, federal, and private grant applications. Total cost is in the amount of \$500.00.

G. **Prison:**

Requesting approval of a quote received from Schultz Company, in the total amount of \$1,924.00, for repairs to the prison kitchen's steam kettle, pending receipt of revised quote.

11.

**OLD BUSINESS**

**Resolution 120-2023:** Approving policies within the new County of Blair Employee Handbook.

**Commissioners:**

Requesting approval of an extension of Terms to the Lease between the County of Blair and Courtyard Realty LLC, for a ten (10) year term beginning 03/25/23.

12.

**ADJOURN**