

**BUSINESS SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE
TUESDAY, JUNE 26, 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 19, 2018
5. PUBLIC COMMENT

6. **UPCOMING MEETINGS:**

Wednesday, June 27, 2018		
Thursday, June 28, 2018	10:15 a.m.	Salary Board (Conference Room 2B, 2 nd Fl.)
Friday, June 29, 2018	8:15 a.m.	Special Commissioner Meeting (Conference Room 2B, 2 nd Fl.)
Monday, July 2, 2018		
Tuesday, July 3, 2018		
Wednesday, July 4, 2018	Independence Day	No Commissioner's Meeting Courthouse Closed
Thursday, July 5, 2018	8:30 a.m.	Park and Recreation Advisory Bd. (Conference Room 2B, 2 nd Fl.)
Friday, July 6, 2018		
Monday, July 9, 2018	6:00 p.m.	Blair County Airport Authority (Blair County Airport)
Tuesday, July 10, 2018	10:00 a.m.	Commissioner's Work Session (Conference Room 2B, 2 nd Fl.)
Wednesday, July 11, 2018		
Thursday, July 12, 2018	9:00 a.m.	Retirement Board (Conference Room 2B, 2 nd Fl.)
	10:15 a.m.	Salary Board (Conference Room 2B, 2 nd Fl.)
Friday, July 13, 2018		
Monday, July 16, 2018		
Tuesday, July 17, 2018	10:00 a.m.	Commissioner's Business Session (Conference Room 2B, 2 nd Fl.)

7. COMMISSIONERS COMMENTS

8. **CONSENT AGENDA**

Resolution 230-2018:

- a. Payment of two (2) Warrant Lists, dated 06/25/18, in the amounts of \$225,339.37 and \$282,303.40, which include payments of the following:
 - **2017 Project Fund/Bond/Judges' Chambers Relocation Project:** An invoice received from McCartney's, in the amount of \$429.00, for design services.
 - **2017 Project Fund/Bond/Judge Milliron's Chambers:** An invoice received from DeGol Carpeting, in the amount of \$596.91, for carpeting.
 - **2017 Project Fund/Bond/Courtroom Relocation Project:** An invoice received from Server Supply, in the amount of \$2,850.00, for switches.
 - **2017 Project Fund/Bond/MUNIS:** Two (2) invoices received from Tyler Technologies, in the amounts of \$5,245.52 and \$2,550.00, for implementation services.
- b. Payment of two (2) Preliminary Check Writing Reports for the Department of Social Services dated 06/15/18, in the total amount of \$14,292.00, and 06/25/18, in the total amount of \$7,319.00.
- c. Ratification of Payroll for the Period Ending June 22, 2018, in the amount of \$762,618.30.
- d. **Three (3) Budget Transfers:**
Two (2) transfers covering the invoice dated June 6, 2018, from Beard Legal Group for Legal Fees originally budgeted in HR, being moved to the appropriate departments:

From	\$\$	To
01105-44080	\$60.00	01151-44080 – Sheriff
01105-44080	\$540.00	01209PO-44080 - Prison

One (1) transfer covering the invoice dated June 7, 2018, from Campbell Durrant Beatty Palombo & Miller, P.C. for Legal Fees originally budgeted in HR, being moved to the appropriate department:

<u>From</u>	<u>\$\$</u>	<u>To</u>
01105-44080	\$6,369.94	01209PO-44080 - Prison

- e. **Employment:** Angela Hewett, FT, Probation Officer Aide 1, APO, \$17,399.20/yr., effective 06/25/18.
- f. **Resignations:** Tanisha Thompkins, FT, Corrections Officer, Prison, \$19.54/hr., effective 06/20/18; Jessica Edmundson, FT, Corrections Officer, Prison, \$19.63/hr., effective 06/22/18; Kaitlin Strauss, FT, Adult Parole & Probation Officer, APO, \$24,335.74/yr., effective 06/22/18; Molly Yingling, FT, Law Clerk, Judge Bernard, \$31,211.96/yr., effective 06/22/18.

9. UNFINISHED BUSINESS

Adoption of Resolutions

Resolution 231-2018: A resolution approving 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.

Resolution 232-2018: A resolution approving 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.

10. OLD 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. NEW BUSINESS

2017 Audit:

Introduction, review and acceptance of the 2017 Annual Audit.

Volunteer Liability Insurance:

Requesting approval to submit renew applications for two (2) volunteer insurance coverage policies with Hartford Life Insurance Co., through the County Commissioners Association of Pennsylvania Insurance Programs, for the period 7-14-18 to 7-14-19 (Emergency Services Volunteers) and 7-17-18 to 7-17-19 for (county volunteers).

Garden Gate Florist, Inc. (MDJ Miller's Building, Tyrone):

Requesting approval of an Amendment of Lease dated May 10, 2016 between the County of Blair and Garden Gate Florist, LLC, extending the lease term one (1) month at the same monthly rental amount with all other terms and conditions remaining unchanged, so as to terminate July 31, 2018, in order for Lessee to sell his business to a buyer who intends to enter a new lease with the county (Lessor).

Blair County Children, Youth and Families (CYF):

- a. Requesting approval of (1) a Child Accounting and Profile System Application Service Provider Agreement between the County of Blair, Blair County Children, Youth and Families (CYF), and Avanco International, Inc., for services pertaining to the Child Accounting and Profile System (CAPS, in the annual amount of \$35,110.39, for the period of 07/01/18 through 06/30/19, (2) an addendum to the Child Accounting and Profile System Application Service Provider Agreement, in an amount not to exceed \$20,000.00, for consulting services, and (3) a HIPAA Business Associate Agreement Addendum to the Child Accounting and Profile System Application Service Provider Agreement.
- b. Requesting approval to renew a Memorandum of Understanding (MOU) between the County of Blair, Blair County Children Youth and Families (CYF) and the Pennsylvania Children and Youth Association (PCYA) for CAPS Technical Support, with attachments of Appendix A – Aggregate Proposal and Professional Services Agreement between the County of Blair and the Pennsylvania Children and Youth Association (PCYA) for the period of 07/01/18 through 06/30/19.

Blair County Prison:

Requesting approval to renew an Agreement between the County of Blair, Blair County Prison and Westlaw for three (3) Seats/Units of Concurrent Correctional A11 Primary with GTL for the inmate library, for a three (3) year period, in the monthly amount of \$2,498.02 for the first year and a 5% increase for years two and three.

Blair County Department of Social Services:

Requesting approval of a disbursement of Affordable Housing Trust Funds, in the amount of \$5,228.08, for mold remediation at a weatherization project located at 1250 Foot of Ten Road, Duncansville, PA.

Magisterial District Judge's (MDJ) Offices:

Requesting approval for authorization to advertise for proposals for the Cleaning Services at the MDJ locations.

Magisterial District Judge Miller's Office:

Contracted with Mihalko's General Contracting, Inc., for emergency remediation work due to water infiltration from heavy rainfall.

Blair County Elevator Modernization Project:

Requesting approval of Change Order #1 received from Bettwy Electric, in the amount of \$6,500.00, to disconnect and remove the two (2) 2" conduits from hoistway and feeds from switchgear. Install 2-pole 100 amp breaker in panel S to re-feed panel A. In addition, alter location of smoke detector and fire alarm connection related to ceiling and hoistway conduit.

12. ADJOURN

BUSINESS SESSION: TUESDAY, JUNE 26, 2018, 10:00 A.M.:

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

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

Members Absent: Commissioner Beam and Solicitor Karn.

Others Present: Luke Bowser (Rep. John McGinnis' Office), Sergio Carmona (Blair County Community Action Agency), Jenn Sleppy and Sarah Chuff (Finance), Jim Hudack (Social Services), David McFarland (Blair County Planning Commission), Angela Wagner and Donald Wertz (Controller's Office), Amy Wertz (CYF), James Ott (Sheriff), Kay Stephens (Altoona Mirror), Rocky Greenland (Public Works), Jim Carothers (Treasurer), Jamie Henry (SASMG), Jeffrey Eash (JPT Architects), Janice Meadows (Court Administration), Abbie Tate (Prison Warden), Nicole Hemminger and Melissa Harpster (Commissioners Office).

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 stand and recite the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES – JUNE 19, 2018:

Commissioner Erb called for changes or corrections to the minutes of June 29, 2018. **There were no changes or corrections noted.**

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to accept the minutes as prepared.

PUBLIC COMMENT:

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

UPCOMING MEETINGS:

Wednesday, June 27, 2018

Thursday, June 28, 2018 10:15 a.m. Salary Board
(Conference Room 2B, 2nd Fl.)

Friday, June 29, 2018 8:15 a.m. Special Commissioner Meeting
(Conference Room 2B, 2nd Fl.)

Monday, July 2, 2018

Tuesday, July 3, 2018 10:00 a.m. Commissioner's Meeting
(CANCELLED)

Wednesday, July 4, 2018 Independence Day Courthouse Closed

Thursday, July 5, 2018 8:30 a.m. Park and Recreation Advisory Bd.
(Conference Room 2B, 2nd Fl.)

Friday, July 6, 2018

Monday, July 9, 2018 6:00 p.m. Blair County Airport Authority
(Blair County Airport)

Tuesday, July 10, 2018 10:00 a.m. Commissioner's Work Session
(Conference Room 2B, 2nd Fl.)

Wednesday, July 11, 2018

Thursday, July 12, 2018 9:00 a.m. Retirement Board
(Conference Room 2B, 2nd Fl.)

10:15 a.m. Salary Board
(Conference Room 2B, 2nd Fl.)

Friday, July 13, 2018

Monday, July 16, 2018

Tuesday, July 17, 2018 10:00 a.m. Commissioner's Business Session
(Conference Room 2B, 2nd Fl.)

Commissioner Erb announced that the Tuesday, July 3, 2018, Commissioner's Meeting has been cancelled, however a special meeting of the Board of Commissioners will be held on Friday, June 29, 2018 beginning at 8:15 a.m., in Conference Room 2B.

COMMISSIONER COMMENTS:

Commissioner Erb called for commissioner comments.

Commissioner Tomassetti provided an update on the Courtroom 2 project. He stated that the acoustics and the lighting have been greatly improved with the removal of the Judge’s Chambers.

Discussion followed.

Commissioner Tomassetti stated that the Community Outreach Meeting held last Tuesday evening at the Tyrone Snyder Public Library was very well attended with well over 20 people in attendance.

Commissioner Erb stated that the next Community Outreach Meeting will be held in Martinsburg on August 21, 2018.

Discussion followed.

CONSENT AGENDA:

Resolution 230-2018:

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Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 230-2018.

UNFINISHED BUSINESS:

Adoption of Resolutions

Resolution 231-2018: A resolution approving 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.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 231-2018.

Resolution 232-2018: A resolution approving 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.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 232-2018.

OLD 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.

Jamie Henry presented to County Administrator Schmitt the required proof of cyber liability insurance coverage in the amount of \$5,000,000.00.

Discussion followed.

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.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 213-2018.

NEW BUSINESS:

2017 Audit:

Dave Scott, presented his review and requested acceptance of the 2017 Annual Audit.

Mr. Scott presented the financial report for the County of Blair for the year ending 2017. Mr. Scott stated that as of December 31, 2017, the County had a fund balance of approximately \$6.6 million dollars. Of the \$6.6 million dollars available, \$3.3 million dollars are committed and \$1.5 million dollars are assigned leaving an available fund balance of \$1.7 million dollars.

Mr. Scott stated that the Statement of Revenues, Expenditures and Change in Fund Balance shows the county operated at a deficit of \$2.4 million dollars in 2017. He stated that in 2017 the proceeds from the sale of Valley View Home were depleted and that \$2 million dollars of the total \$4 million dollar contribution to the pension fund came from the general fund.

Mr. Scott stated that the Net Pension Liability for year ending 2017 is \$74.8 million dollars, which reflects a reduction of \$14 million dollars from the previous year.

Discussion followed.

Resolution 233-2018: A resolution approving the 2017 County Single Audit prepared by Young, Oakes, Brown & Company, P.C.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 233-2018.

Volunteer Liability Insurance:

County Administrator Schmitt requested approval to submit applications for two (2) volunteer insurance coverage policies with Hartford Life Insurance Co., through the County Commissioners Association of Pennsylvania Insurance Programs, for the period 7-14-18 to 7-14-19 (emergency services volunteers) and 7-17-18 to 7-17-19 for (county volunteers).

Mrs. Schmitt stated that the annual renewal applications have been submitted and the rates for the two (2) policies should be available for presentation at the meeting of Friday, June 29, 2018.

Discussion followed.

Garden Gate Florist, Inc. (MDJ Miller's Building, Tyrone):

County Administrator Schmitt requested approval of an Amendment of Lease dated May 10, 2016 between the County of Blair and Garden Gate Florist, LLC, extending the lease term one (1) month at the same monthly rental amount with all other terms and conditions remaining unchanged, so as to terminate July 31, 2018, in order for Lessee to sell his business to a buyer who intends to enter a new lease with the county (Lessor).

Mrs. Schmitt stated that the current lease between the County and Garden Gate Florist, LLC is due to expire on June 30, 2018, however the current Lessee, Mr. DelBaggio, is in the process of selling the business to two (2) of his employees. Mr. DelBaggio has requested a one

(1) month lease extension in order to finalize the sale of the business. Mrs. Schmitt stated that the buyers of the business do wish to enter a new lease with the county.

Discussion followed.

Resolution 234-2018: A resolution approving an Amendment of Lease dated May 10, 2016 between the County of Blair and Garden Gate Florist, LLC, extending the lease term one (1) month at the same monthly rental amount with all other terms and conditions remaining unchanged, so as to terminate July 31, 2018, in order for Lessee to sell his business to a buyer who intends to enter a new lease with the county (Lessor).

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 234-2018.

Blair County Children, Youth and Families (CYF):

- a. Amy Wertz requested approval of (1) a Child Accounting and Profile System Application Service Provider Agreement between the County of Blair, Blair County Children, Youth and Families (CYF), and Avanco International, Inc., for services pertaining to the Child Accounting and Profile System (CAPS, in the annual amount of \$35,110.39, for the period of 07/01/18 through 06/30/19, (2) an addendum to the Child Accounting and Profile System Application Service Provider Agreement, in an amount not to exceed \$20,000.00, for consulting services, and (3) a HIPAA Business Associate Agreement Addendum to the Child Accounting and Profile System Application Service Provider Agreement.
- b. Amy Wertz requested approval to renew a Memorandum of Understanding (MOU) between the County of Blair, Blair County Children Youth and Families (CYF) and the Pennsylvania Children and Youth Association (PCYA) for CAPS Technical Support, with attachments of Appendix A – Aggregate Proposal and Professional Services Agreement between the County of Blair and the Pennsylvania Children and Youth Association (PCYA) for the period of 07/01/18 through 06/30/19.

Discussion followed.

Resolution 235-2018: A resolution approving (1) a Child Accounting and Profile System Application Service Provider Agreement between the County of Blair, Blair County Children, Youth and Families (CYF), and Avanco International, Inc., for services pertaining to the Child Accounting and Profile System (CAPS, in the annual amount of \$35,110.39, for the period of 07/01/18 through 06/30/19, (2) an addendum to the Child Accounting and Profile System Application Service Provider Agreement, in an amount not to exceed \$20,000.00, for consulting services, and (3) a HIPAA Business Associate Agreement Addendum to the Child Accounting and Profile System Application Service Provider Agreement.

Resolution 235A-2018: A resolution approving a renewal Memorandum of Understanding (MOU) between the County of Blair, Blair County Children Youth and Families (CYF) and the Pennsylvania Children and Youth Association (PCYA) for CAPS Technical Support, with attachments of Appendix A – Aggregate Proposal and Professional Services Agreement between the County of Blair and the Pennsylvania Children and Youth Association (PCYA) for the period of 07/01/18 through 06/30/19.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 235-2018 and Resolution 235A-2018.

Blair County Prison:

Abbie Tate requested approval of an Agreement between the County of Blair, Blair County Prison and Westlaw for three (3) Seats/Units of Concurrent Correctional A11 Primary, for the inmate library, for a three (3) year period, in the monthly amount of \$2,498.02 for the first year and a 5% increase for years two and three.

Warden Tate stated that the monthly amount does reflect a slight decrease in the out of contract amount Blair County is currently paying. She stated that the contract, which expired in October of 2017, was for two (2) seats, but the contract presently before the board has an addition of one (1) additional seat which will provide access to Westlaw in the female quarters.

Warden Tate stated that Blair County Prison is mandated under a Federal Court Order to provide these services through Westlaw.

Discussion followed.

Resolution 236-2018: A resolution approving an Agreement between the County of Blair, Blair County Prison and Westlaw for three (3) Seats/Units of Concurrent Correctional A11 Primary for the inmate library, for a three (3) year period, in the monthly amount of \$2,498.02 for the first year and a 5% increase for years two and three.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 236-2018.

Blair County Department of Social Services:

Jim Hudack requested approval of a disbursement of Affordable Housing Trust Funds, in the amount of \$5,228.08, for mold remediation at a weatherization project located at 1250 Foot of Ten Road, Duncansville, PA.

Mr. Hudack stated that by investing the \$5,228.08 for mold remediation the homeowner will then be eligible for the weatherization program which will be a minimum of \$5,000.00. He stated that this disbursement has already been approved by the Affordable Housing Trust Fund Advisory Board.

Discussion followed.

Resolution 237-2018: A resolution approving a disbursement of Affordable Housing Trust Funds, in the amount of \$5,228.08, for mold remediation at a weatherization project located at 1250 Foot of Ten Road, Duncansville, PA.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 237-2018.

Magisterial District Judge's (MDJ) Offices:

Janice Meadows requested approval for authorization to advertise for proposals for the cleaning services at the MDJ locations.

Mrs. Meadows stated that the current contract for cleaning services will expire on August 20, 2018. She stated that the current contract was for a five (5) year term. Mrs. Meadows anticipates a change to the length of this contract in the future.

Discussion followed.

Resolution 238-2018: A resolution approving authorization to advertise for proposals for the cleaning services at the MDJ locations.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 238-2018.

Magisterial District Judge Miller's Office:

Mrs. Meadows requested approval to enter into a contract with Mihalko's General Contracting, Inc., for remediation work at Magisterial District Judge Miller's Office located in Tyrone, PA due to water infiltration from heavy rainfall that occurred during the overnight hours from June 20th to June 21st, 2018.

County Administrator Schmitt stated that Rocky Greenland, Director of Public Works, informed her that the standing water has been removed from the carpeting and dryers were in place over the weekend to dry the carpet out completely. Once the carpet is completely dry then a final assessment of the damages will occur.

Mr. Greenland stated that he feels the worst case scenario would include replacement of the carpeting on the Judge Miller's side of the building. Moisture monitors were used by Mihalko's to check the walls and there appears to be no water damage. There also appears to be no damage to the space occupied by Garden Gate Florist Shop, which is also housed in that building.

Commissioner Tomassetti asked if a Declaration of Emergency would need to be in place for the remediation work. Mrs. Schmitt stated that the Declaration would help move things along more quickly if any damage has gone undetected.

Discussion followed.

Resolution 239-2018: A resolution declaring an emergency situation at Magisterial District Judge Fred Miller's Office, Tyrone, PA as follows:

WHEREAS, water damage, due to a heavy rainfall, occurred at Magisterial District Judge Fred Miller's Office, located in Tyrone, PA, during the overnight hours of June 20/21, 2018 and

WHEREAS, significant damage to the carpeting was sustained; and

WHEREAS, immediate action was taken in order to ensure that no further damage such as mold or mildew would occur in the affected area; and

NOW, THEREFORE, BE IT RESOLVED, that we, the Board of Commissioners for the County of Blair, do hereby declare an emergency situation, effective June 21, 2018, relieving the County of Blair from the requirement of bidding and authorizing the County of Blair to enter into a contract with Mihalko's General Contracting, Inc., for the remediation of water damages to Magisterial District Judge Fred Miller's Office, to include the removal of water, drying and cleaning of carpeting, and for the solicitation of a contract for removal and replacement of damaged carpeting; and

NOW, THEREFORE, BE IT FURTHER RESOLVED STILL, that Helen Schmitt and/or Michael Persio, Rocky Greenland are authorized to sign said contract.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 239-2018.

Blair County Elevator Modernization Project:

Jeffrey Eash of JPT requested approval of Change Order #1 received from Bettwy Electric, in the amount of \$6,500.00, to disconnect and remove the two (2) 2" conduits from hoistway and feeds from switchgear. Install 2-pole 100 amp breaker in panel S to re-feed panel A. In addition, alter location of smoke detector and fire alarm connection related to ceiling and hoistway conduit.

Discussion followed.

Resolution 240-2018: A resolution approving Change Order #1 received from Bettwy Electric, in the amount of \$6,500.00, to disconnect and remove the two (2) 2" conduits from hoistway and feeds from switchgear. Install 2-pole 100 amp breaker in panel S to re-feed panel A. In addition, alter location of smoke detector and fire alarm connection related to ceiling and hoistway conduit.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 240-2018.

ADJOURN:

Meeting Adjourned,

Helen P. Schmitt, County Administrator