

BUSINESS SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE
TUESDAY, OCTOBER 16, 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 – TUESDAY, OCTOBER 9, 2018
5. PUBLIC COMMENT
6. UPCOMING MEETINGS:

Tuesday, October 16, 2018	7:00 p.m.	Budget Presentation Northern Blair Rec. Center
Wednesday, October 17, 2018	10:00 a.m.	Board of Assessment Appeals (Conference Room 2B, 2 nd Floor)
	1:00 p.m.	Public Work Session (Budget Meeting Room, Basement)
Thursday, October 18, 2018	8:30 a.m.	Prison Board (Conference Room 2B, 2 nd Floor)
	10:00 a.m.	Records Improvement (Conference Room 2B, 2 nd Floor)
Friday, October 19, 2018		
Monday, October 22, 2018		
Tuesday, October 23, 2018	9:30 a.m.	Central PA Behavior Health Collaborative, Inc. Annual Mtg. (Conference Room 2B, 2 nd Floor)
	10:00 a.m.	Commissioner's Work Session (Conference Room 2B, 2 nd Floor)
	7:00 p.m.	Budget Presentation (Spring Cove Middle School)
Wednesday, October 24, 2018	2:00-5:00 p.m.	Voting Machine Forum (Blair County Convention Center)
Thursday, October 25, 2018	10:15 a.m.	Salary Board (Conference Room 2B, 2 nd Floor)
	11:00 a.m.	Public Work Session (Budget Meeting Room, Basement)
Friday, October 26, 2018		
Monday, October 29, 2018	10:00 a.m.	Public Work Session (Budget Meeting Room, Basement)
Tuesday, October 30, 2018	10:00 a.m.	Commissioners Business Session (Conference Room 2B, 2 nd Floor)
	7:00 p.m.	Budget Presentation (Blair County Convention Center)

7. COMMISSIONERS COMMENTS
8. PROCLAMATION

Proclaiming October 23-31, 2018 as **Red Ribbon Week**. (Hollidaysburg Tigers against Alcohol and Drugs Students: Brooke Davenport, Mikaylah Nelson, Darrak Harshberger, Deena Zammam, Audrey Westley, Rachel Westley and Ashlyn Miles. Advisors: Sarah Garman, and Laura Fredrick) (Operation our Town: Shawna Hoover)

9. CONSENT AGENDA

Resolution 372-2018:

- a. Payment of two (2) Warrant Lists dated October 15, 2018 in the amounts of \$116,829.20 and \$425,167.60, which include payments of the following invoices:
 - **JJ Keller Family Limited**, in the amount of \$1,975.00, for Children, Youth and Families Office Rent for the month of November 2018.
 - **2017 Project Fund/Bond/Window Restoration 1875 Section of Courthouse**: Payment of **Invoice #4 and the Final Invoice**, received from Albert Michaels Conservation, in the amounts of \$53,182.49 and \$37,040.80 respectively, for window restoration.
 - **2017 Project Fund/Bond/Courtroom #1 Project**: Payment of **Invoice #2**, received from Albert Michaels Conversation, in the amount of \$23,275.92, for Phase 1, Historic Restoration, Courtroom 1.
 - **2017 Project Fund/Bond/Elevator Modernization Project**: Payment of the **Final Invoice received from Albert Michaels Conversation**, in the amount of \$8,529.00, for restoration of select marble, metal and wood elements; Payment of **Two (2) Invoices received from Otis Elevator**, in the amounts of \$41,823.00 for Progress Billing and Change Order #2; and \$5,447.36 for Change Order #3 for additional time to coordinate work by other vendors.

Department of Social Services:

- a. Requesting approval to enter into six (6) Cooperative Agreements between the County of Blair and the following townships and boroughs as an “on behalf of” for the FY 2018 Community Development Block Grant (CDBG) Program Application, in the amount of \$625,273.00, which shall be disbursed as follows:

Hollidaysburg Borough	\$105,705.00
Tyrone Borough	\$102,684.00
Antis Township	\$112,515.00
Blair Township	\$ 93,229.00
Frankstown Township	\$120,999.00
Greenfield Township	\$ 90,141.00
Total Entitlement Municipalities	\$625,273.00
Total Sixteen (16) Non-Entitlement Municipalities	\$243,413.00
Total Grant Funds to be Disbursed	\$868,686.00

- b. Requesting approval for the submission of the FY 2018 Community Development Block Grant (CDBG) Application to the Pennsylvania Department of Community and Economic Development (DCED) on behalf of the sixteen (16) non-entitlement boroughs and townships and the six (6)-entitlement borough and townships, in the total amount of \$868,686.00.
- c. Requesting approval to re-designate the appointment of the Section 504 Officer and for the adoption of the FY 2018 Grievance Procedure.
- d. Requesting approval for the adoption of the FY 2018 Fair Housing Resolution.
- e. Requesting approval to enter into Sub-Recipient Agreements between the County of Blair and the following:
- County of Blair Redevelopment and Housing Authorities (COBRAH) under Blair Township’s FY 2015 Community Development Block Grant (CDBG) funds in the amount of \$70,170.00
 - County of Blair Redevelopment and Housing Authorities (COBRAH) under Frankstown Township’s FY 2015 Community Development Block Grant (CDBG) funds in the amount of \$62,235.00
 - County of Blair Redevelopment & Housing Authorities (COBRAH) under Town Borough’s FY 2015 Community Development Block Grant (CDBG) funds in the amount of \$66,549.00

Court Administration:

Requesting approval of a proposal received from Glass Mender Mirror & Plate Division, Inc., in the total sum of \$15,950.00, including performance and payment bonding, to furnish and install Level 11 Security Windows at the Magisterial District Judge Offices’ of Miller and Jones. \$14,886.50 will be reimbursed by the Administrative Office of Pennsylvania Courts with the total cost to the county of \$1,063.50, to be paid from the 2018 budget account of 01161FM-46030, Building and Improvements.

Health Insurance Portability and Accountability Act (HIPAA)

Discussion concerning the adoption of the Blair County HIPAA Compliance Program and Hybrid Resolution.

13. ADJOURN

BUSINESS SESSION: TUESDAY, OCTOBER 16, 2018, 10:00 A.M.:

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

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

Others Present: Jenn Sleppy (Finance), Rocky Greenland (Public Works), Nicholas Sefchok (JJAN Financial), AC Stickel (Controller), Janice Meadows (Court Administration), James Ott (Sheriff), Katie Buchanan (Rep. John McGinnis' Office), Trina Illig (Social Services), Nicole Hemminger and Melissa Harpster (Commissioner's Office), Brooke Davenport, Mikaylah Nelson, Darrak Harshberger, Deena Zammam, Audrey Westley, Rachel Westley, Ashlyn Miles, Sarah Garman, and Laura Fredrick (Hollidaysburg Tigers against Alcohol and Drugs), and Shawna Hoover (Operation our Town).

CALL TO ORDER:

Commissioner Erb called the meeting to order.

MOMENT OF SILENT REFLECTION:

Commissioner Erb called for a moment of silent reflection.

APPROVAL OF MINUTES – TUESDAY, OCTOBER 9, 2018:

Commissioner Erb called for corrections or changes to the minutes of Tuesday, October 9, 2018.

There were no corrections or changes noted.

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

PUBLIC COMMENT:

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

UPCOMING MEETINGS:

Tuesday, October 16, 2018	7:00 p.m.	Budget Presentation Northern Blair Rec. Center
Wednesday, October 17, 2018	10:00 a.m.	Board of Assessment Appeals (Conference Room 2B, 2 nd Floor)
	1:00 p.m.	Public Work Session (Budget Meeting Room, Basement)
Thursday, October 18, 2018	8:30 a.m.	Prison Board (Conference Room 2B, 2 nd Floor)
	10:00 a.m.	Records Improvement (Conference Room 2B, 2 nd Floor)
Friday, October 19, 2018		
Monday, October 22, 2018		
Tuesday, October 23, 2018	9:30 a.m.	Central PA Behavior Health Collaborative, Inc. Annual Mtg. (Conference Room 2B, 2 nd Floor)
	10:00 a.m.	Commissioner's Work Session (Conference Room 2B, 2 nd Floor)
	7:00 p.m.	Budget Presentation (Spring Cove Middle School)
Wednesday, October 24, 2018	2:00-5:00 p.m.	Voting Machine Forum (Blair County Convention Center)
Thursday, October 25, 2018	10:15 a.m.	Salary Board (Conference Room 2B, 2 nd Floor)
	11:00 a.m.	Public Work Session (Budget Meeting Room, Basement)
Friday, October 26, 2018		
Monday, October 29, 2018	10:00 a.m.	Public Work Session (Budget Meeting Room, Basement)
Tuesday, October 30, 2018	10:00 a.m.	Commissioners Business Session (Conference Room 2B, 2 nd Floor)
	7:00 p.m.	Budget Presentation (Blair County Convention Center)

Commissioner Erb announced the upcoming Budget Presentation Meetings and the Public Work Session Meetings.

COMMISSIONER COMMENTS:

Commissioner Erb called for commissioner comments.

Commissioner Beam – nothing
Commissioner Erb – nothing

Commissioner Tomassetti read a statement that included the following topics:

Serious long-term problems that have faced the County, their development, the ongoing effort and expense required to address them, and their adverse financial consequences. These include:

- Continued operation of Valley View Nursing Home when it was losing \$1 million a year in Medicaid reimbursements and failing to make its pension contribution annually, which totaled \$9 million by the time of sale.
- Failure to regularly and adequately fund the pension.
- Failure to implement a regular maintenance and repair program for County properties, most notably the 1875 - 1906 courthouse.
- Failure to reassess on a regular and timely basis. Close to one-half of the multimillion-dollar cost of the recent reassessment resulted from the need to start fresh with the collection of data regarding all properties in the County.

Commissioner Tomassetti stated that he would like to present a proposal at next week's Commissioner Meeting on a plan he has to help prevent these types of problems from occurring and crippling the County in the future. He would also like to discuss the new budget formation policy put in to place this year, fair and equitable compensation for employees, stabilization of the workforce, a raise for all employees that would be the higher of a certain percentage or flat dollar amount increase (example: an employee would receive, the higher of a 2½% raise or a \$1000.00 flat sum increase), consideration of increasing full time entry level salaries to \$10.00/hr. across the board.

PROCLAMATION:

Proclaiming October 23-31, 2018 as **Red Ribbon Week**. (Hollidaysburg Tigers Against Alcohol and Drugs Students: Brooke Davenport, Mikaylah Nelson, Darrak Harshberger, Deena Zammam, Audrey Westley, Rachel Westley and Ashlyn Miles. Advisors: Sarah Garman, and Laura Fredrick) (Operation our Town: Shawna Hoover)

Commissioner Erb introduced Shawna Hoover of Operation our Town, the Hollidaysburg Area Tigers against Alcohol and other Drugs students and advisors Laura Frederick and Sarah Garman and read the following Proclamation:

PROCLAMATION
Proclaiming October 23-31, 2018
As
Red Ribbon Week

WHEREAS, Alcohol and drug abuse in this Nation have reached epidemic stages; and

WHEREAS, substance abuse is particularly damaging to one of our most valuable resources, our children, and a contributing factor in the three leading causes of death for teenagers – accidents, homicides, and suicides; and

WHEREAS, It is imperative that visible, unified prevention education efforts by community members be launched to eliminate the demand for drugs; and

WHEREAS, The National Red Ribbon Campaign offers citizens the opportunity to demonstrate their commitment to drug-free lifestyles (no use of illegal drugs, no illegal use of legal drugs); and

WHEREAS, The National Red Ribbon Campaign will be celebrated across America during Red Ribbon Week, October 23-31, 2018; and

WHEREAS, business, Government, parents, law enforcement, media, medical institutions, religious institutions, schools, senior citizens, service organizations, and

youth will demonstrate their commitment to healthy, drug-free lifestyles by wearing and displaying red ribbons during this week-long campaign; and

WHEREAS, the community of Blair County, PA further supports the efforts of the Red Ribbon Campaign;

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the County of Blair of the Commonwealth of Pennsylvania, do hereby proclaim **October 23-31, 2018** as **RED RIBBON WEEK**, and encourage its citizens to participate in drug prevention education activities, not only during Red Ribbon Week, but all year long, making a visible statement that we are strongly committed to a drug-free Blair County.

DULY, adopted by the Commissioners of the County of Blair, Pennsylvania this 16th Day of October, 2018.

**BLAIR COUNTY
BOARD OF COMMISSIONERS:**

Bruce Erb, Chairman

Terry Tomassetti, Vice-Chairman

Ted Beam, Jr., Secretary

Attest:

Helen P. Schmitt, County Administrator

Student Audrey Westley provided information regarding Red Ribbon Week and the various activities planned to take place this week throughout the Hollidaysburg Area High School.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopted the Proclamation.

CONSENT AGENDA:

Resolution 372-2018:

- a. Payment of two (2) Warrant Lists dated October 15, 2018 in the amounts of \$116,829.20 and \$425,167.60, which include payments of the following invoices:
 - **JJ Keller Family Limited**, in the amount of \$1,975.00, for Children, Youth and Families Office Rent for the month of November 2018.
 - **2017 Project Fund/Bond/Window Restoration 1875 Section of Courthouse:** Payment of **Invoice #4 and the Final Invoice**, received from Albert Michaels Conservation, in the amounts of \$53,182.49 and \$37,040.80 respectively, for window restoration.
 - **2017 Project Fund/Bond/Courtroom #1 Project:** Payment of **Invoice #2**, received from Albert Michaels Conversation, in the amount of \$23,275.92, for Phase 1, Historic Restoration, Courtroom 1.
 - **2017 Project Fund/Bond/Elevator Modernization Project:** Payment of the **Final Invoice received from Albert Michaels Conversation**, in the amount of \$8,529.00, for restoration of select marble, metal and wood elements; Payment of **Two (2) Invoices received from Otis Elevator**, in the amounts of \$41,823.00 for Progress Billing and Change Order #2; and \$5,447.36 for Change Order #3 for additional time to coordinate work by other vendors.
 - **2017 Project Fund/Bond/Clock Tower Project:** Payment of an Invoice received from Rodgers Clock Service, in the amount of \$2,400.00 for removal of the clock movement from the tower.
 - **2017 Project Fund/Bond/HVAC Project:** Payment of **Invoice #2, received from Kretina Builders, Inc.**, in the amount of \$31,950.00, for interior alterations and HVAC improvements; and payment of an **Invoice to Hollidaysburg Borough**, in the amount of \$7,274.10, for permit fees for HVAC and interior alterations to the historic section of the courthouse..
- b. Ratification of Payroll for the Period Ending October 12, 2018 in the amount of \$737,708.15

- c. **NBIS Bridge Inspection and Inventory:** Requesting approval for the payment of the following two (2) invoices received from Stiffler McGraw: Invoice #16, in the total amount of \$4,318.21, for Bridge #73 Mountain Road over Frankstown Branch of Juniata River, in the amount of \$2,502.26 and Bridge #06 Mill Road over Dry Run, in the amount of \$1,815.95; and Invoice #17, in the total amount of \$4,592.90, for Bridge #05 Mill Road over Blair Gap Run, in the amount of \$1,815.95, Bridge #74 Maple Hollow Road over Gillian's Run, in the amount of \$1,815.95, and Bridge #82 Monastery Road over Frankstown Brank Juniata River, in the amount of \$1961.00. Expenses will be paid from the Act 44 Reserve Account (No. 059) and are 80% reimbursable.
- d. **Budget Transfer:** The following transfer is to increase the October-December 2018 rent under the new lease agreement:

<u>From: 01101-41999 Commissioners</u>	<u>To: 01152-42850 Coroner</u>
\$2,600.00	\$2,600.00
- e. **Budget Transfer:** The following transfer represents legal fees for the Assessment Office from Beard Legal Group for the month of August 2018:

<u>From: 01105-44080 HR</u>	<u>To: 01107-44080 Assessment</u>
\$150.00	\$150.00
- f. **Budget Transfer:** The following transfer represents legal fees for the Prison from Campbell Durrant for the month of September 2018:

<u>From: 01105-44080 HR</u>	<u>To: 01209PO-44080 Prison</u>
\$7,127.64	\$7,127.64
- g. **Blair County Library System:** Requesting approval to: (1) reappoint Barbara Glaser (Claysburg Library representative) to the Library System Board, for the period of January 1, 2019 through December 31, 2021, and (2) appoint Gail Hite (Hollidaysburg Library representative), replacing Lucy Wolf whose term will expire 12/31/18 and Cynthia Potter (Williamsburg Library representative) replacing Timothy Tate, whose term will expire 12/31/18. The two appointments will be for the period of January 1, 2019 through December 31, 2021.
- h. **Employment:** Marie J. Wentz, FT, Administrative Accounting Assistant, Controller's Office, \$18,564.00/yr., effective 10/15/18; Thaddeus B. Willey, Dean M. Willey, Brian L. Walter, and Allen R. Faust, FT, Corrections Officer, Prison, \$19.54/hr., effective 10/15/18; and April Stover, FT, Correctional Case Manager (female inmates), \$18,491.20/yr., effective 10/15/18.
- i. **Resignations:** Christine L. Benzel, FT, Victim/Witness Advocate, Victim/Witness, \$19,801.60/yr., effective 10/12/18;

Commissioner Tomassetti noted his abstention due to conflict of interest on payment to JJ Keller Family Limited.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 372-2018.

UNFINISHED BUSINESS:

Adoption of Resolutions:

None

OLD BUSINESS:

Airport – Guarantee of Financing:

County Administrator Schmitt requested approval to advertise for (1) an Ordinance guaranteeing the Line of Credit with M&T Bank for the Airport T-Hanger Project, an amount not to exceed \$2,000,000.00 and (2) and Ordinance guaranteeing a low interest loan with the United States Department of Agriculture for the repayment of the line of credit issued by M&T Bank.

She stated that she is currently awaiting confirmation from Bond Counsel as to whether the board will need to take action on the adoption of two (2) separate Ordinances or if only one (1) Ordinance will need to be adopted.

Discussion followed.

Resolution 373-2018: A resolution approving to advertise for (1) an Ordinance guaranteeing the Line of Credit with M&T Bank for the Airport T-Hanger Project, an amount not to exceed \$2,000,000.00 and (2) an Ordinance guaranteeing a low interest loan with the United States Department of Agriculture for the repayment of the line of credit issued by M&T Bank.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 373-2018.

NEW BUSINESS:

Health Insurance:

Presentation of Benecon’s 2019 Medical and Prescription Renewal proposal by Nick Sefchok, JJAN, Blair County’s Health Insurance Broker.

Mr. Sefchok provided an overview of the 2019 Benecon Medical and Prescription Renewal proposal for the County of Blair. He stated that in 2018 the county approved joining the Pennsylvania Counties Health Insurance Cooperative (PCHIPC), and will continue on this cooperative buying plan for the self-funded medical coverage needs of current employees and retirees receiving post-retirement healthcare benefits.

Mr. Sefchok stated that the county’s health care coverage will continue to be provided through Cigna with the option for employees to enroll for membership in the Empower³ program. Currently 15% of the county’s benefit eligible employees are enrolled in the Empower³ program with more enrollment expected in 2019. The County will offer the Empower³ option to post-retirement health care participants during the 2019 enrollment period.

Mr. Sefchok stated that through the end of July 2018, Blair County has submitted approximately 78% of anticipated claims. Because claims are coming in less than payments made in to the fund, it has allowed the County to build some reserve funds for years where the trend maybe the opposite. The county is able to use these funds to retain its current rates, thus avoiding what could have been a 6.8% rate increase in 2019.

Discussion followed.

Children, Youth and Families:

Solicitor Karn requested approval of the Avanco final settlement agreement.

Discussion followed.

Resolution 374-2018: A resolution approving a Settlement Agreement and Mutual Limited Release between the County of Blair and Avanco International, Inc., in the amount of \$3,829.10.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 374-2018.

Department of Social Services:

- a. Trina Illig requested approval to enter into six (6) Cooperative Agreements between the County of Blair and the following townships and boroughs as an “on behalf of” for the FY 2018 Community Development Block Grant (CDBG) Program Application, in the amount of \$625,273.00, which shall be disbursed as follows:

Hollidaysburg Borough	\$105,705.00
Tyrone Borough	\$102,684.00
Antis Township	\$112,515.00
Blair Township	\$ 93,229.00
Frankstown Township	\$120,999.00
Greenfield Township	\$ 90,141.00
Total Entitlement Municipalities	\$625,273.00
Total Sixteen (16) Non-Entitlement Municipalities	\$243,413.00
Total Grant Funds to be Disbursed	\$868,686.00

Discussion followed.

- b. Trina Illig requested approval for the submission of the FY 2018 Community Development Block Grant (CDBG) Application to the Pennsylvania Department of Community and Economic Development (DCED) on behalf of the sixteen (16) non-entitlement boroughs and townships and the six (6)-entitlement borough and townships, in the total amount of \$868,686.00.

Discussion followed.

- c. Trina Illig requested approval to re-designate the appointment of the Section 504 Officer (County Administrator) and for the adoption of the FY 2018 Grievance Procedure.

Mrs. Illig stated that a CDBG Entitlement Grantee with more than fifteen (15) employees must designate annually a Section 504 Officer. She stated that the designation must be made in writing and at a public meeting, with a copy of the adopted resolution being submitted with the CDBG application.

Mrs. Illig stated that the county must also adopt a grievance procedure publicly that addresses the due process standards that allows for prompt resolution of complaints of discrimination that are based on disability.

Discussion followed.

- d. Trina Illig requested approval for the adoption of the FY 2018 Fair Housing Resolution.

Mrs. Illig stated that this is a standard required resolution for CDBG funds to further fair housing awareness. She also discussed the steps the Social Services department has taken to educate the public on Fair Housing.

Discussion followed.

- e. Trina Illig requested approval to enter into Sub-Recipient Agreements between the County of Blair and the following:

- County of Blair Redevelopment and Housing Authorities (COBRAH) under Blair Township's FY 2015 Community Development Block Grant (CDBG) funds in the amount of \$70,170.00
- County of Blair Redevelopment and Housing Authorities (COBRAH) under Frankstown Township's FY 2015 Community Development Block Grant (CDBG) funds in the amount of \$62,235.00
- County of Blair Redevelopment & Housing Authorities (COBRAH) under Town Borough's FY 2015 Community Development Block Grant (CDBG) funds in the amount of \$66,549.00

Mrs. Illig began her presentation and realized that the information provided for the agenda (as listed above) pertaining to the Sub-Recipient Agreements is incorrect. She provided the correct information as listed below:

- County of Blair Redevelopment & Housing Authorities (COBRAH) under Antis Township's FY2016 Community Development Block Grant funds in the amount of \$84,843
- County of Blair Redevelopment & Housing Authorities (COBRAH) under Blair Township's FY2016 Community Development Block Grant funds in the amount of \$71,317
- County of Blair Redevelopment & Housing Authorities (COBRAH) under Frankstown Township's FY2016 Community Development Block Grant funds in the amount of \$63,556

Commissioner Erb called for public comment pertaining to the correction Mrs. Illig presented. There were no comments noted.

The corrected agenda item will be added to the October 23, 2018, meeting for discussion and action.

Court Administration:

Janice Meadows requested approval of a proposal received from Glass Mender Mirror & Plate Division, Inc., in the total sum of \$15,950.00, including performance and payment bonding, to furnish and install Level 11 Security Windows at the Magisterial District Judge Offices' of Miller and Jones. \$14,886.50 will be reimbursed by the Administrative Office of Pennsylvania Courts with the total cost to the county of \$1,063.50, to be paid from the 2018 budget account of 01161FM-46030, Building and Improvements.

Mrs. Meadows stated that funding is available from the Administrative Office of Pennsylvania Courts (AOPC) for upgrading security at these offices. She stated that three (3) quotes were solicited with only one (1) quote received from Glass Mender Mirror & Plate Division, Inc.

Discussion followed.

Resolution 375-2018: A resolution approving a proposal received from Glass Mender Mirror & Plate Division, Inc., in the total sum of \$15,950.00, including performance and payment bonding, to furnish and install Level 11 Security Windows at the Magisterial District Judge Offices' of Miller and Jones. \$14,886.50 will be reimbursed by the

Administrative Office of Pennsylvania Courts with the total cost to the county of \$1,063.50, to be paid from the 2018 budget account of 01161FM-46030, Building and Improvements.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 375-2018.

Health Insurance Portability and Accountability Act (HIPAA)

County Administrator Schmitt presented discussion concerning the adoption of the Blair County HIPAA Compliance Program and Hybrid Resolution.

Mrs. Schmitt stated that several months ago the county entered into an agreement with McNees Wallace & Nurick LLC to provide the county with updated HIPAA Compliance Materials for the offices of Human Resources, Children, Youth and Families, Social Services, Prison (to the extent it handles HIPAA-protected information electronically), Veterans' Affairs and Records Management. She stated that the county is now ready to move forward with the adoption of the HIPAA Compliance Program and Hybrid Resolution.

Discussion followed.

Resolution 376-2018: A resolution approving the adoption of the Blair County HIPAA Compliance Program and Hybrid Resolution as follows:

WHEREAS, the Health Insurance Portability and Accountability Act (“**HIPAA**”) and its regulations apply to individuals and organizations who are considered “covered entities,” which includes a health care provider;

WHEREAS, certain departments of Blair County perform functions which qualify Blair County as a covered health care provider under HIPAA;

WHEREAS, an organization such as Blair County that has both covered entity departments and non-covered entity departments may choose to be designated as a hybrid entity, and following deliberations and consideration, the undersigned deem it appropriate to designate Blair County as a hybrid entity under HIPAA;

WHEREAS, although Blair County as a hybrid entity remains responsible for oversight, compliance and enforcement obligations, with such designation the HIPAA requirements apply only to those departments designated as “health care components”; and

WHEREAS, any designated health care component is required to comply with all requirements under HIPAA, including the adoption of a HIPAA Compliance Program;

NOW, THEREFORE, BE IT RESOLVED that Blair County is hereby designated as a hybrid entity and the following departments are hereby designated as the departments constituting Blair County’s health care components: Human Resources, Children Youth and Family, Social Services, Prison (to the extent it handles HIPAA-protected information electronically), Veterans Affairs, and Records Management (collectively, the “**Designated Components**”);

RESOLVED FURTHER, that **HELEN SCHMITT** is hereby appointed as the Privacy Officer for Blair County’s Designated Components;

RESOLVED FURTHER, that the proposed HIPAA Compliance Program, in the form presented at the meeting (a copy of which is filed with the original meeting minutes), with such other changes as the administrative staff or counsel may recommend, is hereby adopted;

RESOLVED FURTHER, that all actions undertaken by the administrators of Blair County and the Privacy Officer, in the name of and on behalf of Blair County and/or the Designated Components, to implement the HIPAA Compliance Program and all ancillary activities thereto are hereby authorized, approved, adopted, ratified and confirmed in all respects.

DULY, adopted by the Commissioners of the County of Blair, Pennsylvania this 23rd Day of October 2018.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 376-2018.

ADJOURN:
Meeting Adjourned,

Helen P. Schmitt, County Administrator