

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING ROOM, BLAIR COUNTY COURTHOUSE
TUESDAY, FEBRUARY 6, 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 – JANUARY 23 & JANUARY 30, 2018**
5. **PUBLIC COMMENT**
6. **COMMISSIONERS COMMENTS**

Discussion concerning relocation of Veteran’s Affairs and also Court Office located on the 2nd floor of the 1875 and 1906 buildings.
7. **CONSENT AGENDA**

Resolution 34-2018:

 - a. Payment of Warrant List dated 02/05/18, in the amount of \$648,943.30, which includes payment of the following invoices:
 - **2014 Project Fund:** MUNIS Project, an Invoice payable to CDW-G, in the amount of \$473.97, for a maintenance agreement.
 - **2017 Project Fund:** Courthouse Water Infiltration Project, Invoice #28, payable to David Albright Architect, in the amount of \$5,380.06, for professional services rendered 12/01/17 through 01/12/18.
 - **2017 Project Fund:** Lawyer’s Lobby HVAC & Electrical Work Project, an Invoice payable to Hollidaysburg Borough, in the amount of \$1,187.70, for a building permit.
 - **NBIS Bridge Inspection and Inventory:** Invoice #8, payable to Stiffler McGraw, in the total amount of \$9,079.75 for Bridge #75, Hunter Road over Bells Gap Run \$1,815.95; Bridge #52, Frederick Road over Plum Creek \$1,815.95; Bridge #64, Cedar Point Bridge over Clover Creek \$1,815.95; Bridge #65, Mule Stable Bridge over Clover Creek \$1,815.95 and Bridge #66, Fisherville Bridge over Clover Creek \$1,815.95. Expenses will be made out of the Act 44 Reserve Account (No. 059) and are 80% reimbursable.
 - b. Payment of three (3) Bill Lists for the Department of Social Services, dated 02/01/18 in the total amount of \$67,828.95, and 02/02/18, in the total amounts of \$85,353.44 and \$242,467.00, respectively.
 - c. Ratification of Payroll for the Period ending 02/02/18, in the amount of \$718,306.34.
 - d. **Public Defender’s Office:** Requesting approval for one Penn State Altoona Student Intern, Aaron Artz, for the period 08/20/18 through 11/30/18. Internship is for credit only and at no cost to the county.
 - e. **Employment:** Justin Hoover, FT, Caseworker 1, CYF, \$30,381.00/yr., effective 02/12/18; Richard J. Vinglish, Sr., FT, Truck Driver, Highway, \$16.43/hr., effective 01/29/18.
 - f. **Resignations:** Ryan A. Chuff, FT, Human Resources Generalist, Human Resources, \$36,414.17/yr., effective 02/09/18; Valerie N. Rawlings, PT, Clerk Typist 1, Prothonotary, \$9.18/hr., effective 01/30/18.
8. **STAFF REPORTS & SPECIAL BUSINESS**
 - A. **Blair County Department of Emergency Services/911E:**
 - a. Requesting approval of a Professional Services Agreement between the County of Blair on behalf of the Blair County Department of Emergency Services and MCM Consulting Group, Inc., in the amount of \$39,950.00 per year, for professional services for 911 planning for a three (3) year period beginning 03/01/18.
 - b. Requesting approval of an amendment to the current five (5) year Rave Mobile Safety Master License and Services Agreement for Rave 911 and Smart 911, for the addition of RapidSOS, at no additional charge, effective on date of signing through 03/21/20.
 - B. **Blair County Department of Social Services:**
 - a. Requesting approval for the submission of a Budget Revision to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED), (FY 2014 County of Blair Contract #C000061796) as follows:
 1. Reduce activity for Removal of Architectural Barriers at the Greenfield Township Municipal Building in the amount of \$18,000.00 for a new project total of \$52,699.00 (including delivery costs.)
 2. Increase activity for Housing Rehabilitation-Greenfield Township \$18,000.00 for a new project total of \$18,010.00 (including delivery costs.)
 - b. Requesting approval of the signing of the FY 2017 Department of Community and Economic Development (DCED) Emergency Solutions Grant (ESG) (Contract #C000067036) on behalf of the County of Blair, in the amount of \$145,963.00 for the following activities:
 - Rapid Re-housing Activities
 - Homeless Prevention Activities
 - HMIS Data Entry
 - Program Administration
 - c. Requesting approval to enter into a Sub-Recipient Agreement between the County of Blair; and
 - a. Blair County Community Action Agency for FY 2017 Emergency Solutions Grant (ESG) funds in the amount of \$55,889.00 for Rapid Re-Housing and Homeless Prevention Activities to be undertaken within the County of Blair.

WORK SESSION: TUESDAY, FEBRUARY 6, 2018, 10:00 A.M.:

Location: Public Meeting Room, Basement, New Addition.

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

Others Present: Kate Merrill and Jeniene Lang (EMA/911), Robin Patton (Prothonotary), Melanie Boland and Trina Illig, Jim Hudack (Social Services), Katie Buchanan (Rep. John McGinnis' Office), Russ O'Reilly, (Altoona Mirror), Jenn Sleppy (Finance), K. Kelly, Lori Zumsteg-Ginter and Nick Sefchok (JJAN Financial), James Ott (Sheriff), Kerrie Baughman and Christy Bartley (CYF), Rocky Greenland (Public Works), Nicole Hemminger and Melissa Harpster (Commissioner's 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 all present stand and recite the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES – JANUARY 23 AND JANUARY 30, 2018:

Commissioner Erb called for changes or corrections to the minutes of January 23 and January 30, 2018. **There were no changes or corrections noted.**

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt the Minutes of January 23 and January 30, 2018.

PUBLIC COMMENTS:

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

COMMISSIONERS COMMENTS:

Commissioner Beam recognized the passing of long-time employee Carla Dosh from the 911-EMA Center.

County Administrator Schmitt presented discussion concerning the relocation of the Veteran's Affairs Office and also Court Offices located on the 2nd floor of the 1875 and 1906 buildings.

Mrs. Schmitt stated that the Veteran's Affairs Office will be moving from its present location and will share space with the Purchasing Office in the basement of the newer side of the Courthouse. The move of the Veteran's Affairs Office will allow for the two (2) staff members to meet with clients one-on-one in a private and confidential environment. During the construction the purchasing suite will be relocated to the Auditor's Room adjacent to Human Resources.

Mrs. Schmitt also stated that with the proposed HVAC Project, discussions are currently being held with the Courthouse Preservation Oversight Team and the Courts on temporarily moving the Court Offices located on the 2nd floor of the 1875 and 1906 buildings to other locations within the courthouse. One example of a proposed relocation would be the use of the Commissioner's Meeting Room and Jury Assembly Room as a courtroom.

Discussion followed.

Commissioner Tomassetti read the following Budgetary Process Policy proposal for consideration by Commissioners Erb and Beam. He stated that the two primary goals of the policy are the timely preparation and adoption of the budget and more meaningful public disclosure and participation.

The process shall include the following:

- Commissioners' presentation of the Annual Operating Budget and accompanying Budget Message by on or before October 1 of each year. The Commissioners' Budget Message shall explain the budget in fiscal terms and in terms of programs and services. It shall outline the proposed financial policies of the County for the coming year, describe the important features of the budget, and indicate any major changes from the current year in financial policies, expenditures and revenue together with the reason for such changes. It will also summarize the county debt position and include any other material considered appropriate.
- Three evening public hearings on the budget, one each in the northern, central and southern sections of Blair County. The public hearings shall be held between October 10 and October 31 of each year.
- Introduction of the budget by no later than November 15
- Adoption of the budget by no later than December 15

In addition, the Commissioners should also prepare and submit annually a comprehensive long-range Operational and Capital Plan covering at least the next three years for public services, capital improvements and fiscal policy. The County would be better served by the formulation and adoption of this plan a minimum of thirty (30) days and preferably sixty (60) days prior to presentation of their annual operating budget.

Commissioner Tomassetti requested that this proposal be placed on upcoming agendas for discussion to facilitate timely consideration, formulation and hopefully adoption of a budgetary process policy and to allow for public input during the consideration of the same.

Discussion followed.

CONSENT AGENDA:

Resolution 34-2018:

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- b. Payment of three (3) Bill Lists for the Department of Social Services, dated 02/01/18 in the total amount of \$67,828.95, and 02/02/18, in the total amounts of \$85,353.44 and \$242,467.00, respectively.
- c. Ratification of Payroll for the period ending 02/02/18, in the amount of \$718,306.34.
- d. **Public Defender's Office:** Requesting approval for one Penn State Altoona Student Intern, Aaron Artz, for the period 08/20/18 through 11/30/18. Internship is for credit only and at no cost to the county.
- e. **Employment:** Justin Hoover, FT, Caseworker 1, CYF, \$30,381.00/yr., effective 02/12/18; Richard J. Vinglish, Sr., FT, Truck Driver, Highway, \$16.43/hr., effective 01/29/18.

- f. **Resignations:** Ryan A. Chuff, FT, Human Resources Generalist, Human Resources, \$36,414.17/yr., effective 02/09/18; Valerie N. Rawlings, PT, Clerk Typist 1, Prothonotary, \$9.18/hr., effective 01/30/18.

Commissioner Erb noted his abstention on the payment of a Bill List for the Department of Social Services, dated 02/02/18, in the total amount of \$85,353.44, payable to the Home Nursing Agency, due to a conflict of interest.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 34-2018.

STAFF REPORTS & SPECIAL BUSINESS:

Blair County Department of Emergency Services/911E:

- a. Jeniene Lang requested approval of a Professional Services Agreement between the County of Blair, on behalf of the Blair County Department of Emergency Services, and MCM Consulting Group, Inc., in the amount of \$39,950.00 per year, for professional services for 911 planning for a three (3) year period beginning 03/01/18.

Ms. Lang stated that this is a renewal agreement and the cost does reflect a slight increase from the last three (3) year period.

Discussion followed.

- b. Kate Merrill requested approval of an amendment to the current five (5) year Rave Mobile Safety Master License and Services Agreement for Rave 911 and Smart 911, for the addition of RapidSOS, at no additional charge, effective on date of signing through 03/21/20.

Ms. Merrill stated that the new software program will allow for better location tracking of cell phone calls placed to 911. She stated that there is no additional charge for the software program.

Discussion followed.

Blair County Department of Social Services:

- a. Melanie Boland requested approval for the submission of a Budget Revision to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED), (FY 2014 County of Blair Contract #C000061796) as follows:

1. Reduce activity for Removal of Architectural Barriers at the Greenfield Township Municipal Building in the amount of \$18,000.00 for a new project total of \$52,699.00 (including delivery costs.)
2. Increase activity for Housing Rehabilitation-Greenfield Township \$18,000.00 for a new project total of \$18,010.00 (including delivery costs.)

Ms. Boland stated that the removal of the architectural barriers is complete with the exception of a few punch list items. The \$18,000.00, will be used along with a current balance of \$10.00 and the FY 2013 balance to complete the one housing rehab unit.

Discussion followed.

- b. Melanie Boland requested approval of the signing of the FY 2017 Department of Community and Economic Development (DCED) Emergency Solutions Grant (ESG) (Contract #C000067036) on behalf of the County of Blair, in the amount of \$145,963.00 for the following activities:

- Rapid Re-housing Activities
- Homeless Prevention Activities
- HMIS Data Entry
- Program Administration

Discussion followed.

- c. Melanie Boland requested approval to enter into a Sub-Recipient Agreement between the County of Blair; and
- a. Blair County Community Action Agency for FY 2017 Emergency Solutions Grant (ESG) funds in the amount of \$55,889.00 for Rapid Re-Housing and Homeless Prevention Activities to be undertaken within the County of Blair.
 - b. Family Services, Inc., for FY 2017 Emergency Solutions Grant (ESG) funds in the amount of \$84,600.00 for Rapid Re-housing and Homeless Prevention Activities to be undertaken within the County of Blair.

Ms. Boland stated that the remaining \$5,474.00 balance is for administration fees.

- d. Jim Hudack requested approval of a new FY 2017/2018 contract between Central PA Behavioral Health Collaborative (CPBHC) doing business as Blair HealthChoices and the County of Blair for Transitional and Community Integration – Forensic Mental Health Case Manager, with an allocation of \$31,000.00 and a maximum amount of \$35,975.00 for the time period of December 1, 2017 through June 30, 2018.

Mr. Hudack stated that although this is basically a standard contract, it does pose some areas of uniqueness and has been sent to Solicitor Karn for review. He stated that due to the sharing of data a computer access appendix needed to be developed for addition to the contract, and at the recommendation of Solicitor Karn a cyber insurance policy is needed.

Mr. Hudack stated that the finalized contract is pending final review by Solicitor Karn and he anticipates that the contract will be ready for action to be taken at the 02/13/18 business session.

Discussion followed.

Blair County Children, Youth and Families:

- a. Christy Bartley requested approval of an agreement between the County of Blair, Blair County Children, Youth and Families and Peerstar, LLC for Documentation of Linkage (reciprocal sharing of information) for community behavioral healthcare services.

Discussion followed.

- b. Christy Bartley requested approval of a Memorandum of Understanding and a Transportation Procedures Agreement between the County of Blair, Blair County Children, Youth and Families and the Claysburg-Kimmel School District.

Discussion followed.

Resolution 35-2018: A resolution approving a Memorandum of Understanding and a Transportation Procedures Agreement between the County of Blair, Blair County Children, Youth and Families and the Claysburg-Kimmel School District.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 35-2018.

- c. Kerrie Baughman requested approval of the submission of a Civil Rights Compliance Licensing Renewal Questionnaire to the Commonwealth of Pennsylvania, Department of Human Services.

Mrs. Baughman stated that the submission of the questionnaire is an annual request. She stated that she is currently in the process of compiling all of the information needed for completion of the questionnaire which has a submission deadline of February 13, 2018.

Discussion followed.

Resolution 36-2018: A resolution approving the submission of the Civil Rights Compliance Licensing Renewal Questionnaire to the Commonwealth of Pennsylvania Department of Human Services, pending review of the completed questionnaire by the Commissioner's Office prior to submission.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 36-2018.

Blair County Prothonotary Office:

Robin Patton requested approval of a service agreement between the County of Blair, Blair County Prothonotary and MBS Service, in the amount of \$2,331.00, to be paid from the Prothonotary Automation Fund, for two (2) Lektievers and the Kompact Movable Shelving System, for the period of 01/01/18 through 01/01/19.

Ms. Patton stated that this is an annual renewal service agreement and that the cost is the same as last year.

Discussion followed.

Resolution 37-2018: A resolution approving a service agreement between the County of Blair, Blair County Prothonotary and MBS Service, in the amount of \$2,331.00, to be paid from the Prothonotary Automation Fund, for two (2) Lektievers and the Kompact Movable Shelving System, for the period of 01/01/18 through 01/01/19.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 37-2018.

Blair County Records Management:

Heather Rininger requested approval of the Blair County Website/Webpage Content Policy.

Mrs. Rininger stated that the policy was developed by the Blair County Web Committee and was reviewed by Solicitor Karn.

Commissioner Erb thanked the Web Committee for all their work in the development of a well written policy. He stated that he would recommend that the policy define the Web Committee's relationship and responsibilities to the committee.

Discussion followed.

Health Insurance:

Nick Sefchok, JJAN, County Health Insurance Broker, presented discussion comparing a self-insured health insurance program to a fully funded health insurance program.

Mr. Sefchok stated that the insurance renewal is due by the end of March 2018 for an effective date of April 1, 2018.

He stated that his presentation would include two (2) different options, both of which come with a cost savings compared to the current plan.

Mr. Sefchok presented hand-out material and a comparison of a fully-insured plan through Highmark and a self-insured plan through Benecon Employee Benefits Solutions.

Mr. Sefchok stated that the county has the potential of a \$1 million savings from last year, with the highest savings potential coming from a self-insured plan. However, Mr. Sefchok stated that if claims are higher than expected with a self-insured plan the county would need to assume the risk with the costs potentially being \$500,000.00 higher. He stated that with a fully-insured plan the county would have a savings from last year of 9.4% and if claims are higher than expected the insurance company would assume the risk. He stated that the county spent \$6.2 million last year on health insurance, and that the final projected cost for a self-insured plan is \$5.3 million and for a full-insured plan \$5.6 million. Mr. Sefchok reiterated that the cost of a self-insured plan could change based upon the actual number of claims encountered. Both plans would require a three-3 year commitment.

Discussion followed.

OLD BUSINESS:

None

ADJOURN:

Meeting Adjourned,

Helen P. Schmitt, County Administrator