

WORK SESSION: TUESDAY, AUGUST 22, 10:00 A.M.

Location: Commissioners Meeting Room, Basement.

**Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial 1-301-715-8592 or 1-646-876-9923 and enter meeting number 966 3545 3323# and enter the meeting passcode 423423*

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 participating in the meeting please stand and recite the Pledge of Allegiance to the Flag.

ROLL CALL:

Members Present:

Commissioner Erb, Commissioner Burke, Commissioner Webster, Chief Clerk Hemminger and Assistant Solicitor Muriceak.

Members Absent:

Solicitor Karn

Others Present:

Derek Schroeder and Cory Johnson (Zelenkofske Axelrod), Megan Alwine and Dr. Samantha Ratford (Breastfeeding Coalition), Cris Frederickson (EMA/911), Lindsay Dempsie (Finance), Joseph Cox (Juvenile Probation), Allison Senkevich (Commissioner’s Office).

UPCOMING MEETINGS:

Wednesday, August 23, 2023

Thursday, August 24, 2023 10:00 a.m. *Commissioners Business Session (Commissioners Meeting Room)

Friday, August 25, 2023

Monday, August 28, 2023

Tuesday, August 29, 2023 10:00 a.m. *Commissioners Work Session (Commissioners Meeting Room)

PUBLIC COMMENT:

Megan Alwine from Greenfield Township and Dr. Samantha Ratford of Blair Township spoke about their organization, Blair County Breastfeeding Coalition in part with August being National Breastfeeding Month. Both women discussed the need to bring a breastfeeding coalition to Blair County by way of the “Breastfeeding Welcome Here Business Pledge”, which addresses the support provided to breastfeeding mothers in the workplace. The pledge ensures that lactating mothers have the adequate time and space needed to express milk and confirms that an organization is in compliance with the Freedom to Breastfeed Act, which protects the rights of a mother to breastfeed.

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioner comments. **There were no comments noted.**

CONSENT AGENDA:

Resolution 404-2023:

- a. Payment of the following two-2 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
08/22/2023	230822WW	\$1,015714.52
08/22/2023	230822SS	\$ 561,324.45

- b. Ratification of the following three-3 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
08/14/2023	230814RF	\$ 313.04
08/17/2023	230817HR	\$4,410.80
08/14/2023	230814FS	\$3,259.85

- c. **2023 Budget Transfer:** Costs from the third of five sessions with Nygren Training Solutions.

From	\$	To
01105-42070 Human Resources	\$126.27	762012-42070 APO Satellite
01105-42070 Human Resources	\$126.27	012012-42070 APO Satellite
01105-42070 Human Resources	\$126.27	01107-42070 Assessment
01105-42070 Human Resources	\$126.27	01101-42070 Commissioners
01105-42070 Human Resources	\$126.27	01101623-42070 Conservation District
01105-42070 Human Resources	\$126.27	01152-42070 Coroner
01105-42070 Human Resources	\$126.27	01155-42070 Costs and Fines
01105-42070 Human Resources	\$126.27	013201-42070 CYF
01105-42070 Human Resources	\$126.27	34156-42070 Domestic Relations
01105-42070 Human Resources	\$126.27	011062-42070 Elections
01105-42070 Human Resources	\$126.27	01113-42070 GIS
01105-42070 Human Resources	\$252.54	01202-42070 JPO
01105-42070 Human Resources	\$535.08	01209PO-42070 Prison
01105-42070 Human Resources	\$126.27	01153-42070 Prothonotary
01105-42070 Human Resources	\$126.27	01150-42070 Register and Recorder
01105-42070 Human Resources	\$126.27	01151-42070 Sheriff
01105-42070 Human Resources	\$252.54	75504-42070 Social Services
01105-42070 Human Resources	\$126.26	01111-42070 Tax Claim
01105-42070 Human Resources	\$126.26	01109-42070 Treasurer
01105-42070 Human Resources	\$126.26	01603-42070 Veteran Affairs

- d. **2023 Budget Transfer:** To cover insurance deductible fees received from PCorP.

From	\$	To
01101GCO-44960 General County Operations	\$2,960.00	01209PO-44960 Prison

- e. **2023 Budget Transfer:** Occupational Health Fees for the month of July 2023.

From	\$	To
01101GCO-42000 General County Operations	\$223.00	01209PO-42000 Prison

- f. **2023 Budget Transfer:** Fees received from MedExpress for the month of February 2023.

From	\$	To
01101GCO-42000 General County Operations	\$279.00	012012-42000 APO Satellite
01101GCO-42000 General County Operations	\$186.00	762012-42000 APO Satellite

- g. **2023 Budget Transfer:** Legal fees received from McNees Wallace for the month of July 2023.

From	\$	To
01101GCO-44080 General County Operations	\$3060.00	01160CR-44080 Court Reporters
01101GCO-44080 General County Operations	\$150.00	013201-44080 CYF
01101GCO-44080 General County Operations	\$1800.00	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$510.00	01202-44080 JPO
01101GCO-44080 General County Operations	\$300.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$870.00	34156-44080 Domestic Relations
01101GCO-44080 General County Operations	\$5375.50	013201-44080 CYF
01101GCO-44080 General County Operations	\$2850.00	01101-44080 Commissioners

- h. **2023 Budget Transfer:** Charges received from HealthForce on an invoice dated August 11, 2023.

From	\$	To
01101GCO-42000 General County Operations	\$55.00	762012-42000 APO
01101GCO-42000 General County Operations	\$55.00	01107-42000 Assessment
01101GCO-42000 General County Operations	\$55.00	013201-42000 CYF
01101GCO-42000 General County Operations	\$85.00	01158-42000 District Attorney
01101GCO-42000 General County Operations	\$55.00	34156-42000 Domestic Relations
01101GCO-42000 General County Operations	\$55.00	01160DM-42000 Judge Milliron/pool
01101GCO-42000 General County Operations	\$580.00	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$55.00	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$330.00	44122-42000 Public Safety – 911
01101GCO-42000 General County Operations	\$55.00	01602-42000 Public Safety – EMA
01101GCO-42000 General County Operations	\$110.00	01103BM-42000 Building Maintenance
01101GCO-42000 General County Operations	\$85.00	01103CS-42000 Custodial Services
01101GCO-42000 General County Operations	\$110.00	01151-42000 Sheriff
01101GCO-42000 General County Operations	\$55.00	44122-42000 Public Safety – 911

- i. **Blair County Bridges 87, 88, 89, 92/Box Culvert Project:** Requesting approval for payment of Applications for Payment #8 and #9, received from Francis J. Palo, Inc., in the total amounts of \$10,062.92 and \$305,905.19 respectively for the Bridges 87, 88, 89, 92/Box Culvert Project.

- j. **Employment:** Amanda L. Barrett, FT, Case Manager/Enforcement Specialist, Domestic Relations, \$15.52/hr., effective 08/21/23; Jennifer L. Brehm, FT, District Court Administrative Support, MDJ Miller, \$11.58/hr., effective 08/21/23; Justin A. Detwiler, FT, Fiscal Assistant, CYF, \$11.68/hr., effective 08/21/23; Jeannie L. Hamilton, FT, Caseworker I, CYF, \$17.29/hr., effective 08/21/23; and Christopher M. Miller, FT, Clerk Typist I/Clerical Stats, CYF, \$10.60/hr., effective 08/21/23.

- k. **Terminations:** Connor J. Coleman, Seasonal, Groundskeeper, Public Works-Highway, \$13.67/hr., effective 08/11/23.

- l. **Resignations:** Eugene R. Markel, FT, Corrections Officer, Prison, \$21.05/hr., effective 08/16/23; Sarah M. Beers, FT, Corrections Officer, Prison, \$21.05/hr., effective 08/17/23; Dustin M. Weber, FT, Sheriff's Deputy, Sheriff's Office, \$15.75/hr., effective 08/29/23.

- m. **Retirements:** Rosi M. Weitzel, FT, Clerk Typist II/Court Aide, CYF, \$11.55/hr., effective 08/23/23.

Chief Clerk Hemminger requested to remove Item n. – Employment Status Change from the agenda as it will be on a subsequent agenda.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 404-2023 with the change as noted.

STAFF REPORTS & SPECIAL BUSINESS

2022 Audit:

- i. Derek Schroeder and Cory Johnson from Zelenkofske Axelrod, LLC presented the 2022 Audit Report.

Mr. Johnson stated that Zelenkofske Axelrod, LLC provides auditing services to over 40 counties and has completed several first-time audits. He mentioned he was pleased with the assistance and support he received from the Controller and Finance staff at the County.

Mr. Johnson and Mr. Schroeder provided the following notes specific to the 2022 Audit:

- Page 16 – negative number is typical
- Page 18 – 29% of general fund expenses is a good ratio to maintain. Balance sheet for General Fund and Unassigned Funds
- Page 23 – decrease in assets held and pension liability
- Page 56 – adoption of GAZB for operational leases, note 12
- Page 60 – restatements of Fund Balance should have been shown in their own fund. Special Grants Fund was pulled out of the General Fund.

Regarding the Single Audit, Mr. Schroeder and Mr. Johnson said that everything went very well. There were two findings on the State funds – 1 for Children, Youth, and Families for a report for Child Protective Services Law (CPSL) monitoring and 1 for the Department of Social Services for not submitting a Roster of Personnel.

Discussion followed.

- ii. A.C Stickel requested approval for the acceptance of the 2022 Audit Report prepared by Zelenkofske Axelrod LLC.

Discussion followed.

Department of Emergency Services/911E:

- i. Cris Frederickson requested approval of a Cost Contract between the County of Blair, on behalf of the Department of Emergency Services and DiAndrea Media for the purchase of custom designed pens with the Emergency Management logo, for various community outreach events, in the total amount of \$475.00.

Commissioner Webster questioned the justification of the cost of the pens.

Ms. Frederickson discussed they were handed out at various events, including those with public attendance.

Discussion followed.

- ii. Cris Frederickson requested approval of a one (1) year advantage prime service agreement between the County of Blair, Department of Emergency Services and Gen-Mark, formally known as RenMark and Schneider Electric, for the VA Galaxy 5000 uninterrupted power supply system, in the annual amount of \$5,225.00, for the period of 11/01/23 through 10/31/24.

Ms. Frederickson confirmed there was no price increase from 2022.

Discussion followed.

- iii. Cris Frederickson requested approval to amend Resolution 109-2023, dated March 9, 2023, by removing language “in an amount not to exceed \$600.00 for 2023” from said Resolution that originally approved the Master Service Agreement and Statement of Work between the County of Blair, on behalf of the Department of Emergency Services 911E and Language Line Services, Inc., to provide limited English proficient individuals with spoken language statements, converting English to another language, in an amount not to exceed \$600.00 for 2023.

Discussion followed.

Children, Youth and Families:

Lindsay Dempsie requested approval of an Agreement for Payment of Legal Services between the County of Blair, on behalf of Blair County Children, Youth and Families and Fanelli Willet Law Offices for guardian ad litem for a child or court appointed additional counsel for a child by one or more Orders of Court, at the monthly installment amount of \$2,100.00; and a fee of \$200.00 for the preparation of a Power of Attorney, for the period of July 1, 2023 through June 30, 2024.

Ms. Dempsie confirmed this is a new agreement.

Discussion followed.

Juvenile Probation:

Joseph Cox approval of a Student Assistance Program and Juvenile Probation Office Agreement between the County of Blair, on behalf of the Blair County Juvenile Probation Office and the Hollidaysburg Area School District for the period of August 1, 2023 through June 30, 2024.

Mr. Cox confirmed this is an annual request.

Discussion followed.

Finance:

Lindsay Dempsie requested approval of an Amendment to the Agreement dated December 9, 2016 between the County of Blair and Tyler Technologies, to add (6) PACE Flex Services Days, in the annual amount of \$8,325.00, plus associated travel costs for a one-1 year period commencing on September 1, 2023. Said Amendment to Agreement will renew automatically for additional one-1 year terms at the then current fees unless terminated in writing by either party at least fifteen (15) days prior to the end of the then current term.

Mrs. Dempsie stated Planned Annual Continued Education which offers the benefits to the County’s current processes with utilization trainings and implementation of new modules that can maximize the effectiveness of our current system. Also provide assistance with budget preparation, year-end closing processes with the addition of the PACE program.

Discussion followed.

Information Technology:

Nicole Hemminger requested approval to ratify the subscription and invoice with Zoom Video Communications, Inc., in the total amount of \$2,118.94 for ten-10 licenses for the period of August 18, 2023 through August 17, 2024.

Mrs. Hemminger summarized how Verizon announced a phasing-out of their service product, BlueJeans, which the County uses for publically advertised meetings. The County was under the impression that because we have an Enterprise contract, that we would have a longer time period to switch to a different platform; however, due to issues with the provider, our account was switched to a Free account and so our access to BlueJeans was being canceled much sooner than anticipated.

Within four-hours, we were able to begin service with Zoom which required an immediate credit card payment, which is the reason for this item being a ratification of said payment.

Discussion followed.

Resolution 405-2023: Approving the ratification of the subscription and invoice with Zoom Video Communications, Inc., in the total amount of \$2,118.94 for ten-10 licenses for the period of August 18, 2023 through August 17, 2024.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 405-2023.

Commissioners Office:

Allison Senkevich requested approval of the 2023-2024 Volunteer AD&D Program renewal application with CCAP for the period of October 1, 2023 through October 1, 2024, as outlined below:

• Medical Maximum \$100,000	
• Accidental Death Maximum \$25,000	
• Accidental Dismemberment Maximum \$25,000	
• Deductible Amount \$0	
• Number of Community Volunteers	149 x \$3.45 = \$514.05
• Number of Court Referred Alternative Sentencing Volunteers	0 x \$4.60 = \$0
• Number of Work Release Volunteers	10 x \$4.60 = \$46.00
• Number of Juvenile Tobacco Volunteers	0 x \$2.90 = \$0
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Total Premium Due	\$560.05

Mrs. Senkevich confirmed this is an annual request.

Discussion followed.

OLD BUSINESS:

None

ADJOURN:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk