

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT
TUESDAY, FEBRUARY 6, 2024, 1:00PM.**

**Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial-1-309-205-3325 or-1-646-876-9923, enter meeting number 975 2311 2159, and enter the meeting passcode 339014.*

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **EXECUTIVE SESSION ANNOUNCEMENT**
6. **APPROVAL OF BOARD OF COMMISSIONERS MEETING MINUTES – 1/30 AND 2/1**
7. **PUBLIC COMMENT**
8. **COMMISSIONERS COMMENTS**
9. **CONSENT AGENDA**

Resolution 63 – 2024:

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

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT |
|----------------|----------------|--------------|
| 02/06/2024 | 240206CO | \$33,536.90 |
| 02/06/2024 | 240206SS | \$143,519.23 |
| 02/06/2024 | 240206TC | \$74,919.79 |
| 02/06/2024 | 240206WW | \$230,468.59 |

- b. Ratification of the following 4-four Warrant Lists:

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT |
|----------------|----------------|--------------|
| 02/01/2024 | 240201FN | \$117,021.75 |
| 02/01/2024 | 240201HI | \$550,218.94 |
| 01/29/2024 | 240129ML | \$28,089.98 |
| 01/29/2024 | 240130RA | \$30.12 |

- c. **2023 Budget Transfer:** To cover fees from Justifacts, Inc., for November and December 2023:

| From | \$ | To |
|--|------------|------------------------------------|
| 01101GCO-42000 General County Operations | \$305.50 | 34156-42000 Domestic Relations |
| 01101GCO-42000 General County Operations | \$150.25 | 012012-42000 APO Satellite |
| 01101GCO-42000 General County Operations | \$117.75 | 01107-42000 Assessment |
| 01101GCO-42000 General County Operations | \$152.25 | 01112-42000 Controller |
| 01101GCO-42000 General County Operations | \$207.14 | 01152-42000 Coroner |
| 01101GCO-42000 General County Operations | \$353.63 | 013201-42000 CYF |
| 01101GCO-42000 General County Operations | \$162.19 | 01202-42000 JPO |
| 01101GCO-42000 General County Operations | \$158.19 | 01160FM-42000 Judge Miller |
| 01101GCO-42000 General County Operations | \$1,713.15 | 01209PO-42000 Prison |
| 01101GCO-42000 General County Operations | \$188.19 | 01153-42000 Prothonotary |
| 01101GCO-42000 General County Operations | \$159.05 | 01157-42000 Public Defender |
| 01101GCO-42000 General County Operations | \$224.75 | 01103BM-42000 Building Maintenance |
| 01101GCO-42000 General County Operations | \$154.65 | 01103CS-42000 Custodial Services |
| 01101GCO-42000 General County Operations | \$300.50 | 01151-42000 Sheriff |

- d. **2023 Budget Transfer:** To cover legal fees from McNees Wallace for November and December 2023:

| From | \$ | To |
|--|-------------|-----------------------------|
| 01101GCO-44080 General County Operations | \$1,144.56 | 01105-44080 Human Resources |
| 01101GCO-44080 General County Operations | \$16,433.06 | 01101-44080 Commissioners |
| 01101GCO-44080 General County Operations | \$4,077.00 | 013201-44080 CYF |
| 01101GCO-44080 General County Operations | \$120.00 | 01105-44080 Human Resources |
| 01101GCO-44080 General County Operations | \$870.00 | 01209PO-44080 Prison |
| 01101GCO-44080 General County Operations | \$960.00 | 01103HW-44080 Highway |
| 01101GCO-44080 General County Operations | \$1,110.00 | 01102-44080 Solicitors |
| 01101GCO-44080 General County Operations | \$17,225.50 | 013201-44080 CYF |

- e. **2023 Budget Transfer:** To cover fees from Nygren Training Solutions for the December 14, 2023, class:

| From | \$ | To |
|-----------------------------|----------|-----------------------------------|
| 01105-42070 Human Resources | \$321.31 | 013201-42070 CYF |
| 01105-42070 Human Resources | \$321.31 | 013202-42070 CYF Annex |
| 01105-42070 Human Resources | \$321.30 | 01136-42070 Finance |
| 01105-42070 Human Resources | \$321.30 | 34156-42070 Domestic Relations |
| 01105-42070 Human Resources | \$321.30 | 01202-42070 JPO |
| 01105-42070 Human Resources | \$321.30 | 01150-42070 Register and Recorder |
| 01105-42070 Human Resources | \$321.30 | 01209PO-42070 Prison |
| 01105-42070 Human Resources | \$321.30 | 01151-42070 Sheriff |

- 01105-42070 Human Resources \$321.30 01109-42070 Treasurer
 f. **2024 Budget Transfer:** To cover enrollment costs for attendees at session 4 of 5 via Nygren Training Solutions.

| From | \$ | To |
|-----------------------------|-----------|-----------------------------------|
| 01105-42070 Human Resources | \$253.17 | 012011-42070 APO |
| 01105-42070 Human Resources | \$253.17 | 013201-42070 CYF |
| 01105-42070 Human Resources | \$253.17 | 113202-42070 CYF Annex |
| 01105-42070 Human Resources | \$253.17 | 01136-42070 Finance |
| 01105-42070 Human Resources | \$253.17 | 01202-42070 JPO |
| 01105-42070 Human Resources | \$253.17 | 01209PO-42070 Prison |
| 01105-42070 Human Resources | \$253.17 | 01150-42070 Register and Recorder |
| 01105-42070 Human Resources | \$253.17 | 01151-42070 Sheriff |
| 01105-42070 Human Resources | \$253.18 | 75504-42070 Social Services |
| 01105-42070 Human Resources | \$253.18 | 01109-42070 Treasurer |

- g. **2024 Budget Transfer:** To cover enrollment costs associated with the January 18, 2024, session 4 of 5 via Nygren Training Solutions.

| From | \$ | To |
|-----------------------------|-----------|--------------------------------|
| 01105-42070 Human Resources | \$421.96 | 762011-42070 APO |
| 01105-42070 Human Resources | \$421.95 | 34156-42070 Domestic Relations |
| 01105-42070 Human Resources | \$421.95 | 08607-42070 Fort Roberdeau |
| 01105-42070 Human Resources | \$421.95 | 01113-42070 GIS |
| 01105-42070 Human Resources | \$421.95 | 75504-42070 Social Services |

- h. **District Attorney:** Requesting approval of one-1 Pennsylvania State University Student Intern, Joanthan Ebersole for the period of May 20, 2024 through August 2, 2024 (150 hours). Internship is for credit only and at no cost to the county.
- i. **Resignations:** Riley, Madison, FT, Clerk Typist I – Receptionist, CYF, \$13.57/hr., effective 1/25/24; Frye, Barbara, FT, Case Manager, Domestic Relations, \$15.52/hr., effective 2/1/24; Descavish, Kathryn, FT, Correctional Case Manager, Prison, \$11.87/hr., effective 2/7/24; and Heaton, Jestelynn, FT, Correctional Case Manager, Prison, \$11.87/hr., effective 2/13/24.
- j. **Termination:** Mollica, John, Corrections Officer, Prison, FT, \$21.53/hr., effective 2/2/24.
- k. **Employments:** DeShong, Franklin, FT, Corrections Officer, Prison, \$21.53/hr., 40 hours per week, effective 2/5/24; Henry, Sharon, FT, Department Clerk I, Domestic Relations, \$11.03/hr., 35 hours per week, effective 2/5/24; and Littlehale, Brian, FT, Caseworker I, CYF, \$20.00/hr., 37.5 hours per week, effective 2/5/24.
- l. **Status Changes:** Sullivan, Phillip, FT, Telecommunicator, Public Safety – 911, \$18.20/hr. to Lead Telecommunicator, \$18.62/hr. in 2023, then \$19.09/hr. in 2024, effective 5/13/23; Morgan, Allison, FT, Program Specialist, CYF, 35 hours per week, \$46,823.14 annual to Supervisor – Casework, CYF, effective 2/5/24; Makosky, Susan, FT, Warrant Clerk, Sheriff, \$12.42/hr., to FT, Administrative Support, JPO, \$12.42/hr., effective 2/6/24; White, Ryley, FT, Receptionist, Court Administration, UMWA-C Nonexempt, 35 hours per week, \$10.76/hr., to FT, Judicial Secretary, Senior Judge Pool, Nonunion Excluded, \$12.16/hr., effective 2/12/24; and Mosel-Miller, Tracy, FT, Deputy Controller, Controller, 35 hours per week, \$48,677.46 to Temporary Department Assistant, Controller, \$14.74/hr., effective 2/2/24.
- m. **Correction to Status Change from 1/30:** Hamel, Cassandra, Administrative Support, Public Safety – EMA, \$12.16/hr., to Administrative Assistant, Controller, \$13.40/hr., effective 1/27/24.

10. **REPORTS & SPECIAL BUSINESS**

A. Ag Land Preservation:

- i. Requesting approval of a Service Contract between the County of Blair, on behalf of the Blair County Agricultural Land Preservation Board, and Agrarian Associates, Inc. for the easement appraisal of the Penn England Family Limited Partnership – Royer Farm in the total amount of \$1,650.00 to be reimbursed by the Commonwealth of PA at time of closing.
- ii. Requesting approval of a Service Contract between the County of Blair, on behalf of the Blair County Agricultural Land Preservation Board, and Agrarian Associates, Inc. for the easement appraisal of the England Family Limited Partnership – Dilling Farm in the total amount of \$1,650.00 to be reimbursed by the Commonwealth of PA at time of closing.

B. Department of Emergency Services:

Requesting approval to reinstate the Blair County 911 Steering Committee.

C. Children, Youth, and Families:

Requesting approval to extend the Lease Agreement between the County of Blair, on behalf of Children, Youth, and Families, and JJ Keller Family Limited Partnership for an additional one-year term.

D. Court Administration:

- i. Requesting approval to submit a Discretionary Grant application to the Administrative Office of Pennsylvania Courts (AOPC) for funding for the Blair County DUI Court program in the total amount of \$5,666.16.
- ii. Requesting approval to submit a Discretionary Grant application to the Administrative Office of Pennsylvania Courts (AOPC) for funding for the Drug Court program in the total amount of \$6,036.02.

E. Human Resources:

- i. Requesting approval of the payment of the Patient-Centered Outcome Research Institute (PCORI) fee established by Health Care Reform to support clinical effectiveness research for plan year 04/01/22 – 03/31/23 in the total amount of \$1,914.00.
- ii. Requesting approval of a renewal agreement between the County of Blair and Ameriflex to administer Flexible Spending Accounts (FSA) and Dependent Care Accounts (DCA) on behalf of the eligible enrolled employees of the County of Blair. Changes that the County of Blair will adopt for the plan year that County of Blair will adopt for the plan year April 1, 2023, through March 31, 2024, are increases to the 2024 maximum Health FSA funding limit of \$3,200.00 and FSA carry-over (rollover) limit to \$640.00 annually; and for authorization for Brian Walters to complete the online renewal with AmeriFlex, implementing the aforementioned changes, and electronically signing on behalf of Commissioner Dave Kessler as the authorized representative of the County of Blair.
- iii. Requesting approval to offer MetLife Pet Insurance at a discounted, self-paid individual group rate to all benefit-eligible County of Blair employees effective March 5, 2024 at no cost to the County.
- iv. Requesting approval of a two-year Renewal Contract between County of Blair and Vision Benefits of America (“VBA”), to provide County-funded, base group managed vision care benefits to eligible enrolled employees under Base Vision Plan #4487, at the current cost of \$0.75 per employee, per month, for the period of April 1, 2024, to March 31, 2026.

F. Finance:

Requesting approval of the agreement between the County of Blair and Cummings Trophies & Engraving for products and services including, but not limited to, custom office supplies; services/products will be provided on a per quote basis via a County approved Purchase Order.

G. Park and Recreation Advisory Board:

Requesting approval to keep the rental rate for the pavilions at Valley View Park at \$70 and set the rental fee for the Amphitheater at \$100.

11. **OLD BUSINESS**

12. **ADJOURN**

The next Board of Commissioners’ Meeting will be held on Thursday, February 8 at 1:00 p.m. in the Commissioners’ Public Meeting Room