

WORK SESSION: TUESDAY, MARCH 31, 2020, 10:00 A.M.:

Location: Commissioners Meeting Room, Basement, New Addition.

Members Present: Commissioner Erb, Commissioner Burke, Commissioner Webster (by phone), Chief Clerk Hemminger and Assistant Solicitor Muriceak.

Not Present: Solicitor Karn

Others Present: Don Weakland (IT), Jennifer Sleppy (Finance), Wendy Pielmeier (Assessment), A. C. Stickel (Controller), Kay Stephens (Altoona Mirror)

Others Present (by phone: Jim Hudack, and Trina Illig (Social Services), Robin Gindlesperger (HR), Mark Taylor (EMA/911E), James Ott, (Sheriff's Office), Robin Patton (Prothonotary), and Dave McFarland (Blair County Planning)

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

Tuesday, March 10, 2020:

Commissioner Erb called for corrections or changes to the minutes of Tuesday, March 10, 2020. **There were no corrections or changes noted.**

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

Sunday, March 15, 2020:

Commissioner Erb called for corrections or changes to the minutes of Sunday, March 15, 2020. **There were no corrections or changes noted.**

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

Tuesday, March 17, 2020:

Commissioner Erb called for corrections or changes to the minutes of Tuesday, March 17, 2020. **There were no corrections or changes noted.**

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

PUBLIC COMMENT:

Commissioner Erb called for public comment.

No comments noted.

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Webster stated that constituents have reached out to her on changing the discount due date. This is a decision that first needs to be considered at the state level first before the County can take any action on changing discount period.

Commissioner Burke stated that a Public Notice was sent to the Altoona Mirror from SEIU/PSSU, the union representing Children Youth and Families in Blair County last evening.

Commissioner Burke stated that she would like to clear up some inaccuracies. Office of Children Youth and Family at the state level has waived all in person meetings with the exception of emergencies and the lobby of the Blair County CYF has been closed to the public. Protective equipment has been provided and extra cleaning has been provided to the staff. SEIU had requested all caseworkers to work from home, however, that would not change the nature of CYF's important work with in the community as first responders. Additional measures are being investigating to keep all employees safe.

Commissioner Erb applauded the county maintenance staff for all of their hard work during the pandemic, which include extra cleaning and other preventative measures that ensure the Courthouse employees, and visitors are as safe as they can be.

CONSENT AGENDA

Resolution #150-2020:

- a. Payment of (3) Warrant Lists dated 03/31/2020, in the amounts of \$133,424.68 (#200331CY); \$30,546.37 (#200331SS); \$260,628.22 (#200331MW)
 1. UPMC Altoona, \$27,298.25
 2. 2017 Project Fund/Bond/HVAC: Kretina Builders, \$28,250.91 (final); Marc Services, \$9,495.00.

3. 2017 Project Fund/Bond/CR 1 and 2: Albert Michaels Conservation, \$5,000.00 (final)

4. 2017 Project Fund/ Bond/ 1906 Windows: Albert Michaels Conservation, \$5,000.00 (final)

- b. Ratification of (2) Warrant List dated 03/24/2020, in the amount of \$11,066.39 (#200324MW); \$5,969.74 (#200324FS); and (1) Warrant List dated 03/27/2020, in the amount of \$51.00 (#20032720)
- c. Ratification of Total Payroll for the Check Dated March 26, 2020, in the total amount of \$844,417.80.
- d. Ratification of one (1) Warrant List dated 03/25/2020, #RET200325, in the total amount of \$604,311.53, for March 2020 Retirement Distribution, Refunds and Rollovers.
- e. **Fort Roberdeau Association**: Requesting approval for the reappointment of Jenifer Fleck, Dr. Stan Kotala and Jody Wallace for the period of January 1, 2020 through December 31, 2022 (three-year term). Requesting approval for the appointment of Michael Kasun and Karen Pletcher to fill the expired term of Donna Gority and Michelle Bigelow for the period of January 1, 2020 through December 21, 2022.
- f. **Blair County Housing Trust Fund Advisory Board**: Requesting approval for the reappointment of H. Barton Hann and Scott Durbin for the period of May 1, 2020 through April 30, 2022. Requesting approval for the appointment of Donald C. Delozier to fill the expired term of Steven Williamson for the period of May 1, 2020 through April 30, 2022. (two-year term)
- g. **Employment**: Katelyn Bush, From: Correctional Officer (Fill-in), Prison, PT, \$15.46/hour, To: Correctional Officer (Full-time), Prison, FT, \$19.54/ hour, effective 3/21/2020; Alysha Walker, From: Clerk Typist I, Prothonotary, FT, \$10.38/hour To: Administrative Technician, Court Administration, FT, \$10.38/hour, effective 3/30/2020; Craig Swineford, From: Interim Director, Veterans Affairs, PT, \$12/08/hour, To: Director, Veterans Affairs, FT, \$15.66/hour, effective 3/30/2020
- h. **Termination**: Christian Heredia, Correctional Officer, Prison, FT, \$19.54/hour, effective 2/22/2020
- i. **Full Time Furlough**: Effective 3/23/2020: Lance Johnson, Christina Gunsallus, Dale Crum, Jeremy Nelson, Nancy Leydig, Nathan Keagy, Chantal Sisko, Danielle Mattern, Melissa Harpster, Kendra Gallina, Lucille Wolf, Esther Myers, Zana Dively, Paula Heaps, Maureen Halerz, Lou Kensinger, Larry Lochner, Kathy Bleicher, Denise Wyant, Barbara Moyer, Bonita McHugh, Rebecca Robinson, Richard Kalos, Catherine Tannenbaum-Schirf, Karen Morrow, Karen Swab, Evan Cottle, Tom Settle, Marina Bennetti, Elizabeth Martin, Tesla Brallier, Elizabeth Matthews, Richard Fennessey, Jennifer Kensinger, Christina Stacey, Tracy Hoffman, Michael Campagna. Effective 3/24/2020: Kimberley Gray, Erin Bennett, Clara Rininger, Brittany Smith. Effective 3/25/2020: Michael Rupp, David Brown, Robin Moore, Patricia Wolf, Michelle Burket, Edward Drzewiecki, Anita Michelow, Hayden Hann, Kevin Daley, Aaliyah Feight, Deborah Korte, Tammie McCahan. Effective 3/30/2020: Kayla Amrhein.
- j. **Part Time Furlough**: Effective 3/23/2020: Kenneth Dean, Shelley Berry. Effective 3/24/2020: Brenda Bryan. Effective 3/26/2020: Cynthia James. Effective 3/30/2020: Wendy Long.

Commissioner Erb announced his abstention on Consent agenda item 1. Under letter a. a payment to UPMC Altoona in the total amount of \$27,298.25.

Motion by Commissioner Webster, second by Commissioner Burke and unanimously approved to adopt the Consent Agenda with abstentions noted.

STAFF REPORTS & SPECIAL BUSINESS

Human Resources:

Robin Gindlesperger requested approval of a Memorandum of Agreement between UMWA – Residual Unit and County regarding temporary amendments to language within collective bargaining agreement during period of emergency declaration.

Resolution 151: A Resolution approving a Memorandum of Agreement (MOA) between the UMWA – Residual Unit and the County of Blair regarding temporary amendments to language within the collective bargaining agreement during the period of emergency declaration.

Motion by Commissioner Erb, Second by Commissioner Burke and unanimously approved to adopt Resolution 151-2020.

Robin Gindlesperger requested approval of a Memorandum of Agreement between UMWA – Court Unit and County regarding temporary amendments to language within collective bargaining agreement during period of emergency declaration.

Resolution 152: A Resolution approving a Memorandum of Agreement (MOA) between UMWA – Court Unit and the County of Blair regarding temporary amendments to language within the collective bargaining agreement during the period of emergency declaration

Motion by Commissioner Erb, Second by Commissioner Burke and unanimously approved to adopt Resolution 152-2020.

Social Services:

Trina Illig requested approval of a contract for Professional Services between the County of Blair and County of Blair Redevelopment & Housing Authority (COBRAH) to provide administrative support services to Blair County's Rehabilitation Program.

Mrs. Illig explained to the Board that these services are already provided by COBRAH under the Community Development Block Grant for inspection services. All costs associated with the inspections are covered by the grant as administration fees.

Discussion followed.

James Hudack requested approval for submission of the 2020 Civil Service Employees Compensation Plan for Mental Health/Intellectual Disabilities/Early Intervention to the Commonwealth of Pennsylvania, Department of Human Services (DHS).

This annual submission of compensation plan documents include the salary, benefits and supportive documentation necessary for civil service employees in Social Service.

Discussion followed.

Sheriff:

James Ott requested approval for a contract between The County of Blair and Blair County Sheriff's Office and Identisys Automated Card System for the period of 3/1/2020 to 2/28/2021 in the total amount of \$714.00.

The Identisys Automated Card System is used for printing identification cards. This is an annual renewal. This contract has been reviewed by Assistant Solicitor Muriceak.

Discussion followed.

Information Technology:

Don Weakland requested approval of a proposal received for the County of Blair, through RBA Professional Data Systems, for the purchase of subscription software by Artic Wolf Networks for Security Operations Center (SOC), in the annual amount of \$52,740.85.

Mr. Weakland stated that Artic Wolf is monitoring Blair County data in and out of the County server 24/7, 365 days a year. Artic Wolf notifies County RBA staff when suspicious activity is happening with the county network.

Discussion followed.

Resolution 153-2020: A Resolution approving a proposal received for the County of Blair, through RBA Professional Data Systems, for the purchase of subscription software by Artic Wolf Networks for Security Operations Center (SOC), in the annual amount of \$52,740.85

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 153-2020.

Don Weakland requested approval of 23 subscriptions to the Bluejeans.com web conferencing platform for the monthly fee of \$17.49/subsctiption.

This platform was chosen due to the ability to encrypt the data on both ends and with the ability to interface with the Polycom systems in the State Correctional facilities which interface with the Courts.

Discussion followed.

Resolution 154-2020: A Resolution approving twenty-three (23) subscriptions to the Bluejeans.com web conferencing platform for the monthly fee of \$17.49/subsctiption

Motion by Commissioner Erb, Second by Commissioner Burke and unanimously approved Resolution 154-2020.

Department of Emergency Services and Blair Planning Commission:

Dave McFarland and Mark Taylor requested adoption of the Blair Resilience: Addressing Vulnerability and Exposure (BRAVE) Hazard Mitigation Plan.

Hazardous Mitigation plans are to avoid hazards in communities and to increase awareness and reduction of risk. The Plan is modeled off the State Hazard Mitigation Plan. There are Thirteen (13) Hazards identified in the Plan. The Plan holds 5 basic goals that the County has identified. The Plan will be sent to the State as our adopted Hazardous Mitigation Plan and will serve as our current active plan for the County.

Discussion followed.

Resolution 155-2020: A Resolution approving the Blair Resilience: Addressing Vulnerability and Exposure (BRAVE) as the hazard vulnerability assessment and mitigation plan for the County of Blair and the respective municipal officials and agencies are hereby directed to implement the recommended activities in the plan and consult with Blair Planning and Blair County Department of Emergency Services on progress of these activities.

Motion by Commissioner Webster seconded by Commissioner Erb and unanimously approved Resolution 155-2020.

Department of Emergency Services:

Mark Taylor requesting approval to complete Pennsylvania Emergency Management Agency (PEMA) form DAP-1, which designates an Application Agent (AA) for the County of Blair.

Mr. Taylor stated the best person for the Application Agent would be Finance Director, Jennifer Sleppy.

Discussion followed.

Resolution 156-2020: A Resolution approving Pennsylvania Emergency Management Agency (PEMA) form DAP-1, which designates Jennifer Sleppy, Director of Finance, as the Application Agent (AA) for the County of Blair.

Motion by Commissioner Erb, Seconded by Commissioner Webster and unanimously approved Resolution 156-2020.

Mark Taylor requested approval to complete the Pennsylvania Emergency Management Agency (PEMA) form DAP-2 with Attachment G, which is the grant agreement for Public Disaster Assistance Application and Agreement for Financial Assistance.

Mr. Taylor stated that this document has not passed through the State legal department and is not ready at this time for action.

Discussion followed.

Mark Taylor requested approval to complete the Commonwealth of Pennsylvania Electronic Payment Program Enrollment Form (PEPP).

Chief Clerk Hemminger questioned the need for this form. Controller Stickel stated that he would work with Finance Director Sleppy and Treasurer Carothers to determine the necessity of this form.

Discussion followed.

Prothonotary:

Robin Patton requesting approval of an agreement with Infocon/Harris for an online marriage application system to the existing in-house Marriage License System for a one-time fee of \$600.00 and \$35.00/month for 2 concurrent devices. Expense to be paid from the Clerk of Courts Automation Fund.

Mrs. Patton stated that this would be an added convenience that was always a goal to be implemented but the situation has made implementing the service a priority.

Resolution 157-2020: A Resolution approving an agreement with Infocon/Harris for an online Marriage Application System to the existing in-house Marriage License System for a one-time fee of \$600.00 and \$35.00/month for two (2) concurrent devices

Motion by Commissioner Webster, Second by Commissioner Burke, and unanimously approved Resolution 157-2020.

Children Youth and Families:

Nicole Hemminger requested approval to exercise the first of two one-year extension terms pursuant to Section 1.02 of the current lease agreement extending the lease through February 28, 2021.

Mrs. Hemminger stated that this is the first of two one-year extensions available in Section 1.02.

Discussion followed.

Resolution 158-2020: A Resolution approving the first of two (2) Extension of Terms pursuant to Section 1.02 of the current lease agreement between the County of Blair, Blair County Children, Youth & Families and JJ Keller Family Limited Partnership extending the lease through February 28, 2021 for Offices 120-129 located at 317 Union Street, Hollidaysburg, PA.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved Resolution 158-2020.

OLD BUSINESS:

None

Meeting recessed to Thursday, April 2, 2020 at 3:30 pm. to address letter F items b and c.

Recessed meeting not necessary and cancelled.

ADJOURN:

Meeting Adjourned,

Nicole M. Hemminger, County Administrator