

COMMISSIONERS' WORKSHOP MEETING

AUGUST 1, 2013

The Cumberland County Board of Commissioners met on Thursday, August 1, 2013, 9:05 am, Commissioners' Hearing Room, Courthouse, Carlisle, PA. Present were Commissioners Barbara Cross, Jim Hertzler and Gary Eichelberger; Al Whitcomb, Controller; Ed Schorpp, Solicitor; Joanne Burkhart, Acting Chief Clerk; Heather Ilgenfritz, Acting Deputy Chief Clerk; Janet Walter, Paralegal; Chris Sechrist, Administrative Services; Lynne Grew; Controllers' Office; Mark Adams, Kyle Kurutz, IMTO; Ted Wise, Department of Public Safety; Pat Slattery, Capital Projects Manager; Penny Brown, Elections; Mick Burkett, Brandon Ryan, Human Resources; Silvia Herman, Cumberland/Perry Mental Health/IDD; Dave Freed, District Attorney; Michelle Sibert, Victim Services; Evelyn Reese, Drug & Alcohol; Wendy Hoverter, Children & Youth Services; Wendy Sheaffer, Aging & Community Services; Tom Imphong, Recycling & Waste; Rose Cook, Transportation; Melissa Calvanelli, Court Administration; Dana Best, Finance; Rebecca Finkey, Criminal Justice Planning and IP Programs; Karen DeWoody, Scott Sowers, Claremont Nursing & Rehabilitation Center; Charles Hall, Matt Stoner, Coroner's Office; Ben Laudermilch, Ed LeClear, Cumberland County Housing & Redevelopment Authority; Mary Jane Zeigler; Lawrence Thomas; and Steve Marroni, The Patriot News.

Joanne Burkhart, Acting Chief Clerk, called the Workshop Meeting to order and led the Pledge of Allegiance to the Flag.

Ms. Burkhart asked if there was any public comment. There was none.

Commissioner Hertzler moved to approve the Personnel Transaction. Commissioner Eichelberger seconded the motion and it unanimously carried.

Chairman Cross moved to appoint Lawrence R. Thomas as Chief Clerk and COO for Cumberland County (see attached Press Release). Commissioner Eichelberger seconded the motion and it unanimously carried.

Commissioner Hertzler thanked Joanne Burkhart for filling in as Acting Chief Clerk during the interim of the vacant Chief Clerk's position.

There was a brief summary provided for the following Contracts & Grants for the Board's consideration. Action is scheduled to be taken at the Board of Commissioners' Meeting on August 8, 2013.

Michelle Sibert discussed the Pennsylvania Commission on Crime & Delinquency (PCCD) Grant Award for the Services to Victims of Crime Subgrant No. 2013/2014-VF-05-24341 for the District Attorney's Office - **2013 award of \$76,791; the following year \$76,790 - no change in terms**

Mark Adams discussed the Addendum to Agreement with Business Software, Inc. for the ERP Department – **annual renewal for maintenance in support of tax software - \$5,068, increase of \$7.42 from last year.**

Penny Brown discussed the Agreements for the Bureau of Elections:

- Addendum to Agreement with Election Systems & Software - ***\$27,000- post warranty maintenance 236 voting terminals, changing the internal batteries.***
- Christ Presbyterian Church, Camp Hill, PA – ***formalize agreement to use the church facility on Election Day; no other changes, the contract will be through 2014.***

Scott Sowers discussed the Agreements for the Claremont Nursing & Rehabilitation Center:

- Alert Pharmacy Services, Inc. – ***two year agreement with 5% decrease in costs***
- Credit Application with H.D. Supply – ***maintenance supplies***
- Credit Application with James Craft & Son, Inc. – ***maintenance supplies***

Evelyn Reese discussed the 2013-2014 Inpatient Agreement with Pyramid Healthcare, Inc. for the Drug & Alcohol Department – ***no increase in rates except a \$19.07 per day increase in the adolescent rate at the Ridgeview facility in Pittsburgh and \$20 per day (20% increase) for residence maintenance rate at the York facility.***

Wendy Sheaffer discussed the Agreements for the Office of Aging & Community Services:

First eight are 2013/14 renewal agreements, all rates remain the same as last year:

- Project Share – Food Bank
- HouseCalls, RX, LLC
- Domestic Violence Services of Cumberland & Perry Counties – Emergency Shelter Service
- The Salvation Army – Food Bank
- The Salvation Army – Senior Center
- American Red Cross – Emergency Shelter Service
- East Pennsboro Township Commissioners – Enola Senior Center
- Maxim Healthcare Services
- Central PA Food Bank – ***Addendum to 2012/2013 agreement to use up the remaining funds***

Wendy Hoverter discussed the Agreements for Children & Youth Services:

- Amendment to Agreement with Pressley Ridge, Inc. – ***needed an extension into 2013/14***
- Children's Home of Reading – ***no increase***
- The Bair Foundation of Pennsylvania – ***no increase***
- The Children's Aid Society of Franklin County – ***no increase***
- Children's Home of York, Inc. – ***no increase***
- The IMPACT Project, Inc. – ***no increase***
- NHS Pennsylvania – ***no increase***

Silvia Herman discussed the Agreements for MH/IDD:

All are renewals on 2013/14 except the Addendums:

- Advanta Therapy, LLC (EI)
- Living Unlimited, Inc. (EI)
- Living Unlimited, Inc. (MH)
- Riverside Associates, PC (MH)
- Addus Health Care, Inc. (IDD)
- Andventure, Inc. dba Links 2 Care (IDD)
- Angels On Call, LLC (IDD)

- Living Unlimited, Inc. (IDD)
- Riverside Associates, PC (IDD)
- The Cornerstone Agency of PA, Inc. (IDD)
- Building Blocks Therapy, LLC (EI) – *Addendum**
- HealthCare Associates, Inc. (EI) – *Addendum**
- PinnacleHealth Hospitals, Infant Development Program (EI) – *Addendum**
- Messiah Lifeways Community Support Services (IDD) – *Addendum**
- Pediatric Services of America, Inc. dba PSA Healthcare (IDD) – *Addendum**
**Funds are available to meet the costs*
- Cynthia B. Vriens, M.Ed. (IDD)
- LifePath, Inc. (IDD)

Rose Cook discussed the PA Department of Public Welfare, Medical Assistance Transportation Program Grant Allocation Agreement for FY 2013-2014 for the Transportation Department - ***\$550,900 to cover compensable services for their Medical Assistance clients.***

Rebekah Finkey discussed the PCCD Grant Award for Project Titled Cumberland County RIP Treatment Programs, Subgrant Number 2013-IP-SD-24602 - ***award is \$226,345 with \$209,393 towards Drug and Alcohol.***

Mick Burkett discussed the Memorandum of Understanding between the County of Cumberland and the Carlisle Area Health & Wellness Foundation for the Human Resources Department – ***will provide County with \$5,000 grant; this is the final year the County qualifies for the funds.***

Ted Wise discussed the Credit Application with Keen Transport, Inc. for the Department of Public Safety – ***for mechanical services that may be needed on heavy duty vehicles such as the mobile communications unit.***

Tom Imphong discussed the Purchase and Service Contract with Deacon Equipment Company for the Recycling and Waste Authority –***for services to a grinding machine for the Yard Waste Program.***

Ms. Burkhart discussed the Agreement with Official Payments Corporation for the Treasurer’s Office – ***to process credit/debit card payments.***

Pat Slattery reviewed Change Order EC-18 for the Prison Renovation & Expansion Project (see attached). The Change Order is to authorize the electrical contractor to perform two tasks that are being moved from the “pending” category up to the “actual”, so there is no change to the balance. The Commissioners will take action on the Change Order at the Board of Commissioners’ Meeting on August 8, 2013.

Ed LeClear discussed the following Agreements for the Cumberland County Redevelopment Authority (see attached):

- Sub-Recipient (Administrative) Agreements Re 2013 CDBG & HOME Grants
- Approval of Amendment to the 2013 CDBG & HOME Budgets
- Funding Approval/Agreement with the U.S. Department of Housing & Urban Development for the Execution of CDBG & HOME Grant Awards

The Commissioners will take action on the three items at the Board of Commissioners’ Meeting on August 8, 2013.

Ben Laudermilch discussed the two Agreements for the Redevelopment Assistance Capital Program (RACP) Project and Carlisle Productions Inc. site: Indemnification Agreement between the County of Cumberland and Carlisle Productions, Inc.; and the Cooperation Agreement between the County of Cumberland and the Redevelopment Authority. He stated that in February, 2013, they received notice that they will be receiving \$2,000,000 to complete work at the former International Automotive Components Brownfield site in the Borough of Carlisle. Due to the affiliation with the County, they need to indemnify the County and Carlisle Productions, Inc. needs to indemnify the County in their involvement with the Commonwealth. A third agreement will be needed to have Carlisle Productions indemnify the Redevelopment Authority. Solicitor Schorpp stated that legally the County is protected as long as Carlisle Productions, Inc. has the money to back up their promises. The Commissioners will take action on the agreements at the Board of Commissioners' Meeting on August 8, 2013.

Silvia Herman reviewed the Bylaws for the MH/IDD Advisory Board (see attached). She stated that the biggest change about the Bylaws is that it now sets term limits for individuals to serve on the 13 member Board. The Bylaws have been reviewed by both the Cumberland County and Perry County Solicitors and she is before the Board to request approval of the amended Bylaws. The Commissioners are scheduled to take action at the Board of Commissioners Meeting on August 8, 2013.

Charles Hall discussed the budget for the Coroner's Office. He requested a budget increase of \$174,000 for the forensic services line item for the remainder of 2013 due to an increase in autopsies (see attached report), increasing expenses for the vehicles used to transport bodies, and added costs to have additional deputies at the scenes. Commissioner Hertzler requested Mr. Hall provide the Board with comparables going back over the past few years with respect to the total of on-scene cases and referrals. There was further discussion on the Coroner's request for the purchase of a transport vehicle using ACT 122 funds. Solicitor Schorpp advised the Board that if the purchase of the vehicle is approved using ACT 122 funds, the County would be entering into a contract. If it would be determined that this purchase was not an eligible use of ACT 122 funds, the County would have to use General Fund monies to reimburse.

Brandon Ryan discussed the recommendation of a Bid Award for Pre-Employment Background Screening Services (see attached). He stated that the County previously used ScreeningOne, but since they submitted an incorrect bid, they were disqualified. He is recommending the bid be awarded to Castle Branch, Wilmington, NC, since they are \$14 per person less for screening services. Solicitor Schorpp reported that due to legal time constraints to accept the bid, he is recommending the Board take action today. Commissioner Eichelberger moved to award the bid for Pre-Employment Background Screening Services to Castle Branch, Wilmington, NC. Commissioner Hertzler seconded the motion and it unanimously carried.

Commissioners' Liaison Reports:

Chairman Cross reported on the following:

- Ag Extension is hosting 4-H summer activity projects for exploration to be held Friday morning, August 2nd, at Penn Township Fire Company.
- Conservation District met on July 23rd. The staff is seeing a significant increase in the amount of Erosion Control Plans coming for future construction in both commercial and residential in the first quarter of this year. The first quarter was one of the slowest they have seen, but the second quarter has been one of the busiest in the past five or six years.

- Commission for Women met on July 11th and a Strategic Planning Session is scheduled for the middle of September. They have launched *Women making a Difference* on the County website which highlights the members of the Commission for their work in public service and what they do for the County.
- Children and Youth – The Children and Youth Bill was signed into law which is ACT 55 of this year and there is language promoting *Family Finding* - the County has utilized that tool for the past five years.
- CCAP will meet this weekend, beginning Sunday, August 4th, in Erie. The Commissioners all serve on a variety of committees for that organization.

Commissioner Hertzler presented his report (see attached).

Commissioner Eichelberger reported on the following:

- MH/IDD – Review of the Bylaws with more to follow.
- Recycling & Waste Authority Meeting – could not attend due to another meeting on the same night, but Tom Imphong sent emails with supporting documentation on the meeting.
- Capital Region Council of Governments – extending the Planning Series and scheduling an August Meeting.
- This week each Commissioner had a chance to have a one-on-one meeting with PFM as part of the operation of Mission Review.

Ms. Burkhart reported that Executive Sessions were held on July 23, 2013, 9:00 am and 11:15 am Re Personnel Issues; and July 31, 2013, 3:13 pm Re Personnel Issues.

Other Business:

Pat Slattery, Capital Projects Manager, stated that he feels there is a serious need to create a position for a person with a strong operational research background, who would be a direct report to the Commissioners. The individual could perform trend and data analysis and would be a strong asset for the County.

Ms. Burkhart acknowledged Heather Ilgenfritz for serving as Acting Deputy Chief Clerk and the work of the entire staff in the Commissioners' Office during vacancy of the Chief Clerk's position over the last seven months.

Ms. Burkhart reported that there is a request for an Executive Session Re Personnel Issues.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Ruth Ann Ciecierski
Administrative Assistant