

COMMISSIONERS' WORKSHOP MEETING

JULY 3 – 9:00 AM
COMMISSIONERS' HEARING ROOM
COURTHOUSE, CARLISLE, PA

Present: Commissioners Jim Hertzler and Gary Eichelberger; Larry Thomas, Chief Clerk; Joanne Burkhart, Deputy Chief Clerk; Sandra Moyle, Deputy Chief Clerk/Meetings Manager; Robert Dagrosa, Deputy Controller; Keith Brenneman, Solicitor; Dana Best, Finance; Mick Burkett and Holly Sherman, Human Resources; Mary Brokans, Controller's Office; John Lopp, Facilities Management; Charles Hall, Coroner; Karen DeWoody, Claremont Nursing and Rehabilitation Center; John Bitner, Vector Control; Lisa Grayson, Recorder of Deeds; Denny Lebo, Clerk of Courts; Robin Weigle, Tax Assessment; Melissa Calvanelli, Court Administrator; Kate Molinaro and Ben Laudermilch, Cumberland County Housing and Redevelopment Authority; Jack Carroll, Drug and Alcohol; Nikki Gresh, Children and Youth; Sylvia Herman, MH/IDD; Megan Silverstrim and Ted Wise, Public Safety; Penny Brown, Elections; Eric Radnovich, Bureau of Justice Services; Rick Rovegno, Bruce Barclay, S. Gareth Graham, and Randy Coldsmith, Citizens; Steven Marroni, Patriot News; and Daniel Walmer, The Sentinel.

Call to Order: Chief Clerk Thomas called the meeting to order and led the Pledge of Allegiance to the Flag.

Special Recognition: Commissioner Hertzler and Eichelberger presented a Certificate of Special Recognition to Deputy Chief Clerk, Joanne Burkhart. After 33 years of exemplary dedicated service to Cumberland County, Joanne is retiring and all wish her the best.

Public Comment: Chief Clerk Thomas asked if there was any public comment. Dennis Lebo, Clerk of Courts, gave a report on his view regarding the new Court Collections Plan and staff positions posted for the Collections Unit. S. Gareth Graham gave his view of the Collections Plan and the issues that Randy Coldsmith, a friend, had with the Courts current collection system. Randy Coldsmith also explained his issue with the Courts current collection system.

Press Release: Silvia Herman a Press Release regarding Cumberland/Perry MH-IDD Seeking Volunteers for their Program Advisory Board (see attached).

Contracts/Grants: (Joanne Burkhart)

- a. Claremont Nursing and Rehabilitation Center:** Karen DeWoody reviewed the Contract between Claremont Nursing and Rehabilitation Center and Victoria Adams d/b/a Dejado Hair Design. – *Renewal – No changes.* Commissioner Hertzler moved to approve the contract between Claremont Nursing and Rehabilitation Center and Victoria Adams. Commissioner Eichelberger seconded the motion and it unanimously carried.
- b. Children and Youth Services:** Nicole Gresh reviewed the Contract between Children and Youth Services and/or Juvenile Probation and Youth Services Agency of PA. – *No cost changes. Weekend added.*

- c. **EIP Program:** Mick Burkett reviewed Ratifying the Contract between Cumberland County and Pennsylvania Department of Community & Economic Development for Early Intervention Program (see attached). – *\$160,000 contract and the Grant for \$80,000 will fund half.* Commissioner Eichelberger moved to approve the contract. Commissioner Hertzler seconded the motion and it unanimously carried.
- d. **Gallagher and FMP Contracts:** Mick Burkett reviewed the Contracts with Arthur J. Gallagher & Co. and Federal Management Partners. – Half of the total two contracts will be reimbursed by the Department of Community & Economic Development. Commissioner Hertzler questioned the 5% interest. Solicitor Brenneman stated it is a standard clause in a professional contract.
- e. **Human Resources:** Holly Sherman reviewed the Agreement between Human Resources and Sadler Health Center to Provide Smoking Cessation Services. – *No Increase – \$12,500*
- f. **Cumberland Perry Drug & Alcohol:** Jack Carroll reviewed the following contracts: A five County collaborative
- Health Choices Agreement for Comprehensive Management Services with PerformCare – *extend contract through June 2016*
 - Amendment #2 to the Administrative Agreement with Capital Area Behavioral Health Collaborative – *reflects changes to the two other contracts*
 - Amendment #4 HealthChoices Contract with Department of Public Welfare - *extend contract through June 2016*
- g. **Court Administrator:** Melissa Calvanelli reviewed the Ratification of Notice to Terminate the Westlaw Subscription Agreement (see attached). Commissioner Eichelberger moved to approve the termination of Westlaw Subscription Agreement. Commissioner Hertzler seconded the motion and it unanimously carried.
- h. **Court Administrator:** Melissa Calvanelli reviewed the Agreement between Court Administration and LexisNexis. – *\$4,700/month – a yearly savings of \$70,000*
- i. **Tax Assessment:** Robin Weigle reviewed the Notice to Renew Service Agreement for Printing and Mailing of Real Estate Tax Bills. – *Renewal – No changes*
- j. **Aging and Community Services:** Contract between Aging & Community Services and Lifeline Systems Company d/b/a Phillips LIFELINE, Inc. (*Request to remove from agenda – item will be added to the next workshop meeting*)
- k. **MH/IDD:** Agreements for MH/IDD: Silvia Herman reviewed the following contracts:
- Amendment to Agreement with Goodwill Keystone Area, Inc. – *\$5,000 employment support*
 - Agreement with the County of Erie for Consolidated Community Reporting Initiative – *Revenue contract up to \$10,000 Grant*
- l. **Coroner's Office:** Charles Hall reviewed the Submission of Grant Application to Pennsylvania Commission on Crime and Delinquency for Covendell Forensic

Science Improvement Funding (see attached). – *Grant approximately \$21,000 – for a Forensic Light Source*

- m. **Coroner's Office:** Charles Hall reviewed the Submission of Highway Safety Project Subgrant for Coroner's Office. – *Yearly Grant for the American Trauma Society*
- n. **Bureau of Justice Services:** Eric Radnovich reviewed the Submission of Grant Application to Pennsylvania Commission on Crime and Delinquency to Replace Aging Forensic Laboratory Instrument (see attached). – *\$19, 242 - to replace a lab instrument*
- o. **Public Safety:** Ted Wise reviewed the Submission of Grant Eligibility Application for Hazardous Materials Response Fund (see attached). – *Annual application submitted to reflect county revenues and expenses for the Haz. Mat. Program to determine eligibility of grant reimbursement back to the county.*

MH/IDD Plan Update: Jack Carroll Discussed the 2014-15 MH/IDD Plan Update to the Human Services Plan Funding six different programs. DPW funding \$13.5 million, mostly for mental health – 9.2 million; intellectual inability 3.4 million; remaining programs funds are \$815,000. The county match is approximately \$394,000. Commissioner Eichelberger questioned the state funding outlook. The funding looks to be flat funding. Approval of the Plan includes that services will be delivered, the Plan has been on public view, and the funding meets State requirements.

Debt Mgmt. Policy/Post Issuance Compliance Policy: Dana Best discussed the Debt Management Policy and Post Issuance Compliance Policy. The Debt Management Policy needs to include the Post Issuance Compliance Policy, also changes to the first four paragraphs to include current numbers and the current bond rating. To minimize risk of inadequacies in an audit and show compliance with the existing rules to the IRS Form 8038.

Resolutions 2014 – 18 & 19: Dana Best reviewed the Resolutions 2014-18 and 2014-19 Re Budget Adjustments. Expense and revenue adjustments to Court related programs. Increase in revenue and expenses to Aging program (see attached).

Report of Bid Opening: Keith Brenneman reviewed the Modernization of One Elevator at Claremont Nursing and Rehabilitation Center. The Bid Opening was held July 2, 2014 at 2:00 p.m. (see attached) The results are as follows:

Eastern Elevator Services	\$ 92,000
Otis Elevator	\$128,471
ThyssenKrupp	\$119,432

Solicitor Brenneman stated that no bidder was legally responsive due to not accepting various sections of the RFP, so no bid was awarded. The Solicitor requested that the Commissioners reject all bids and asked for approval to re-advertise the RFP. Facilities Management will work with the Solicitor to revise the RFP prior to re-advertising. Commissioner Hertzler moved to reject all bids for the elevator. Commissioner Eichelberger seconded the motion and it unanimously carried. Commissioner Eichelberger moved to approve re-advertising the RFP after revisions are made. Commissioner Hertzler seconded the motion and it unanimously carried.

Commissioner Liaison Reports:

Commissioner Hertzler: (see attached)

- The HATS Coordinating Committee met and reviewed the draft Plan of \$496.5 million Transportation Improvement Program for 2015 – 2018.
- The Aging Advisory Board met June 20th. An Increase in lottery funds will be made available to our six Senior Centers. Each one will be receiving a defibrillator.
- The Housing and Redevelopment Authority met June 24th and discussed a new Personnel Policy, discussion regarding Penn State Dickinson College funding.

Commissioner Eichelberger:

- Local Elected Officials of the Work Force Investment Board finalized appointing a New Executive Director.
- Attended a meeting with Kirk Stoner and Dickinson College regarding Public Policy Foundation and Financial Assistance in developing a public forum on October 14, 2014 Re Regionalization in PA.

Other Business: Change order #6 for Rehab Unit: John Lopp reviewed the change to reflect an additional \$10,252 for the expense of replacing current electrical equipment with 41 All in One Switch Controls for patient use.

Executive Session: Chief Clerk Thomas requested an Executive Session Re Personnel Issues.

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

Respectfully Submitted,

Jennifer Crum,
Administrative Assistant