

**CUMBERLAND COUNTY
COMMISSIONERS' WORKSHOP MEETING**

**SEPTEMBER 11, 2014 – 9:00 AM
COMMISSIONERS' HEARING ROOM
COURTHOUSE, CARLISLE, PA**

Present: Commissioners Barbara Cross and Gary Eichelberger; Larry Thomas, Chief Clerk; Sandra Moyle, Deputy Chief Clerk/Meetings Manager; Al Whitcomb, Controller; Keith Brenneman, Solicitor; Roxanne Lehman, Paralegal; Dana Best, Finance; Mick Burkett, Holly Sherman, Human Resources; Lynette McCulloch, Claremont Nursing & Rehabilitation Center; Wendy Sheaffer, Aging and Community Service; Lisa Reider, Children and Youth; Evelyn Reese, Drug and Alcohol; Sue Carbaugh, MH/IDD; Bob Shively, Greg Pickel, Gary Dressler, Connie Heckard, John Sheaffer, Department of Public Safety; Jonelle Darr, Carolyn Blatchley, Library System; John Lopp, Facilities Management; Rose Cook, Transportation Department; Anita Brewster, CASA; Casey Hancock, Clerk of Courts; John Bitner, Vector Control; Charles Carothers, Domestic Relations; Dave Buell, Irene Morrow, Prothonotary's Office; Lynne Grew, Controller's Office; Earl Reitz, Prison; ERP; Daniel Walmer, The Sentinel; Roger Quigley, The Patriot News; Amanda St. Hilaire, ABC Channel 27.

Moment of Silence: Commissioner Cross asked for a moment of silence in remembrance of the September 11, 2001 terrorist attacks.

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

Public Comment: None.

Employee Recognition: The Board recognized Gregory Pickel for his 35 Years of Service to the County.

Employee Recognition: The Board recognized Irene Morrow for her 20 Years of Service to the County.

Press Release: Jonelle Darr presented a Press Release announcing that the Library System was Recognized Nationally for Cost-Effective Innovations (see attached Press Release). The Board recognized Library System employee, Carolyn Blatchley, for her written contribution to a chapter in the book, "Letting Go of Legacy Services: Library Case Studies," published this month by the American Library Association.

Contracts/Grants: (Sandy Moyle)

a. **Aging and Community Services** - Wendy Sheaffer reviewed the following:

- Big Spring Senior Center, Non-Profit –
- Messiah Lifeways – Shippensburg Center
- Messiah Lifeways – Mechanicsburg Place
- The Salvation Army - *sponsors the Carlisle Center*

These four centers have been awarded \$44,000.00 each for this fiscal year.

b. **Claremont Nursing & Rehab Center** – Lynette McCulloch reviewed the following:

- Functional Pathways of Tennessee, LLC - *Therapy - no rate increase for 2015*

- Health Network Laboratories - *laboratory clinical testing - same percentage of the fee schedule established - increase of 4%*
- c. **Children & Youth Services** – Lisa Reider reviewed the following:
- Children’s Home of York, Inc. Common Sense Adoption Services, Inc.
 - Diakon Child, Family & Community Ministries
 - Pennsylvania Counseling Services
 - Pressley Ridge, Inc. Parent Works Program
- All four contracts are extensions of the 2013-14 fiscal year until the 2014-15 fiscal year amounts can be established.*
- d. **Drug and Alcohol Commission** – Evelyn Reese reviewed the following:
- Diakon Lutheran Social Ministries – 14-15 Addendum – *This company has changed its name effective July 1, 2014 to Diakon Child, Family & Community Ministries. The contracts were already in place before the name change.*
 - Daystar Center –14-15 Halfway House Agreement – *Fee for services rate set by State-wide rate setting process- \$98.00 a day; same rate as 2013-14.*
 - Community in Schools PA – 14-15 Agreement - *\$5,000 received for use in a positive messaging campaign for high school and middle school youths at risk of marijuana use. Funds must be used by September 30, 2015.*
- e. **MH/IDD** – Sue Carbaugh reviewed the following:
- FY 2013-2014 Mental Health
 - Cumberland County (Prison)
 - Perry County (Prison)
 - Perry County Transportation Authority
 - Thomas James, MS
- Additional money was received from the State to help cover the end of the 2013-14 year expenses for these four contracts.*
- FY 2013-2014 Early Intervention
 - Merle J. Crawford, MS OTRL, LLC
 - PinnacleHealth Hospitals, Infant Development Program
 - Sovia Therapy LLC
 - United Cerebral Palsy of Central PA Inc.
 - Invo HealthCare Associates LLC
 - Joanne Peters, MS, OTR/L
- 2013-14 Amendments - Additional money was received from the State to help cover the end of the year 2013-14 expenses for these six Amendments.*
- FY 2013-2014 Intellectual and Developmental Disabilities
 - QUEST, Inc. - *Amendment*
 - Diakon Child Family & Community Ministries DBA Diakon Family Life Services – *FY 2014-2015 - MH Renewal for 2014-15*
 - Jena Vander Velden, MSPT - *Early Intervention 2013-14 Amendment*
 - Cynthia B. Vriens, M. Ed. – *Renewal for 2014-15*
 - Supports Coordination Organization Annual Qualification Application *Case Management Documentation must be provided to the State annually.*
- f. **Department of Public Safety** – Bob Shively reviewed the following:
- Annual Hazardous Material Emergency Response Preparedness Report - Requesting the Board’s consideration to submit this annual report to PEMA for the State fiscal year 2013-2014.*

- g. **Facilities Department** – John Lopp reviewed the following:
 - Addendum to Agreement between Snokes Excavating and Paving, Inc. - *To extend the completion date for the sunken driveway repair at the 9-1-1 Center.*
- h. **Transportation Department** – Rose Cook reviewed the following:
 - Fourth Quarter Medical Assistance Transportation Report - *Expenditure Report for the fiscal year 2013-14.*
- i. **Prison** – Earl Reitz reviewed the following:
 - Purchase and Service Contract with Abel Fence LLC - *For removal and replacement of the vehicle gate operator - \$4,875.00*
 - Health and Safety Institute – Addendum - *Increased cost for 2014-15 - For the purchase of materials for First Aid and CPR.*
- j. **CASA (Court Appointed Special Advocate)** – Anita Brewster reviewed the following:
 - 2014-2015 Federal Work-Study Program Off-Campus Project Agreement - *Dickinson College internship; no cost to the County.*

Resolutions: Dana Best reviewed Resolutions 2014-22 and 2014-23 Re: Budget Adjustments (see attached).

Indirect Cost Plan: Dana Best reviewed the 2013 Indirect Cost Allocation Plan for Calendar Year 2015 (see attached). A brief discussion ensued. This 2013 Indirect Cost Plan is a mechanism used to build the 2015 Plan.

Discussion of Capital Project Requests:

- a. Clerk of Courts OnBase Imaging Project Revised Submission – Casey Hancock – *Discussed the purchase of up to fifteen licenses for the sake of efficiency to meet the demand for access to their department’s documents - \$650.00 each plus \$130.00 each per year for maintenance (see attached).*
- b. Vector Truck Purchase – John Bitner - *Discussed the purchase of one new vehicle - \$30,000.00 – funds used from Weights & Measures device registration fees included in the current 2014 budget (see attached).*
- c. IMTO Server 2012 CALs – Mark Adams - *Discussed Client Access Licenses - They are required for each user/device to connect and use any Microsoft Client/Server 2012 or 2012 R2 edition server. - \$19,309.42 (see attached).*
- d. PTAC Unit Replacements – John Lopp – *Discussed the replacement of 10 units in the Tower Building - \$23,870.30 (see attached).*
- e. Replacement of X-ray Machine – Charles Carothers – *Discussed replacement of an x-ray machine - \$17,840.00; paid by their department’s incentive funds received this year (see attached).*

Commissioners’ Liaison Reports:

Commissioner Cross:

- Agriculture Extension hosted two workshop sessions – well water and private water systems.
- Children & Youth – A Provider Fair will be held on Monday, September 15, 2014.

- Drug and Alcohol Commission – A meeting was held in Perry County on September 4, 2014. Perry County presented the PA Youth Survey to the Commission. There is a Cumberland County vacancy on the Commission. A nomination has been received. The nomination will be before the Board at the September 15, 2014 Board of Commissioners' Meeting.
- Conservation District – The Capital RC&D Area Council, Inc. is recommending the reappointment of Frank Meehan for a three-year term and Carl Goshorn for an annual term. Commissioner Cross will make this recommendation at the September 15, 2014 Board of Commissioners' Meeting.
- CCAP – State-wide Military and Veterans' Committee will meet on September 19, 2014 in Cumberland County.
- Central Penn Business Journal published the Commonwealth Financing Authority Grants that were awarded to Mid-State projects. These Cumberland County projects include: Cumberland Valley School District for solar energy, Carlisle School District for a heat and power system, liquefied natural gas fueling station, transportation improvements for residential and commercial property and the South Middleton Connector Road.

Commissioner Eichelberger:

- Planning Commission will meet on September 18, 2014; a workshop is taking place today.
- Cumberland Area Economic Development Corporation (CAEDC) – A defense facility preservation working group with community leaders met last week in Hampden Township; CAEDC met September 8, 9 and 10, 2014 to assist the Planning Department in the development of the County's Comprehensive Plan; the Economic Development Corporation was involved in the coordination of the Financing Authority Grants' event.
- The MH/IDD Board will meet on September 18, 2014; voting will take place on the new board member nominations. Recommendations will be received from the working group.
- Library System Board will meet on September 15, 2014 – The RFP for the Library System facilitator has been extended until September 12, 2014. The Library Board will review a number of policy revisions regarding records retention, customer behavior and computer usage.
- There is a request for a Keystone Grant by Fredricksen Library System on behalf of the East Pennsboro branch.

Report of Executive Session: Chief Clerk Thomas reported an Executive Session took place on September 10, 2014, at 11:00 a.m. Re: Litigation.

Request for Executive Session: There is a Request for an Executive Session Re: Personnel Issues – No Action to be taken.

Other Business: None.

Adjourn: There being no other business to come before the Board, the meeting adjourned.

Respectfully Submitted,

Laurie Mazarella
Administrative Coordinator