

**CUMBERLAND COUNTY COMMISSIONERS'
BOARD OF COMMISSIONERS' MEETING**

**August 6, 2015 – 2:00 PM
COMMISSIONERS' HEARING ROOM
COURTHOUSE, CARLISLE, PA**

Board of Commissioners Present: Commissioner Cross, Hertzler, and Eichelberger.

Staff Present: Larry Thomas, Chief Clerk; Jennifer Crum, Recording Secretary; Keith Brenneman, Solicitor.

Absent: Sandy Moyle, Deputy Chief Clerk.

Departments: Al Whitcomb, Controller; Elizabeth Bouch, Human Resources; Dana Best, Finance; Mark Adams, IMTO; Lynette McCulloch, Claremont Nursing and Rehab Center; Justin Miller, Recycling & Waste; Heather Ilgenfritz, Megan Silverstrim, Chris Sechrist.

Outside Agencies:

Media: Joshua Vaughn, The Sentinel; Rodger Quigley, The Patriot News.

Call to Order: Chairman Cross called the meeting to order and led the Pledge of Allegiance to the Flag.

Roll Call: Commissioner Cross, Hertzler, and Eichelberger were present.

Public Comment: None

Approval of Minutes: Commissioner Hertzler moved to Approve the Minutes of July 2nd, July 6th and July 20th, 2015. Commissioner Eichelberger seconded the motion and it unanimously carried.

Approval of Minutes: Commissioner Eichelberger moved to approve the Public Safety Review Team Minutes for April 29th, May 27th, and June 24th, 2015. Commissioner Hertzler seconded the motion and it unanimously carried.

Approval of Personnel Transactions: Commissioner Eichelberger moved to approve the Personnel Transactions for July 30, 2015. Commissioner Hertzler seconded the motion and it unanimously carried.

Press Release & Employee Recognition: Commissioner Hertzler announced that Cumberland County's Website Wins CCAP Award of Excellence and recognized Mark Adams, George Schickler, Heather Ilgenfritz, Megan Silverstrim, and Chris Sechrist for their work (see attached).

CCAP Award Commissioner Hertzler mentioned that CCAP recognized Commissioner Cross for dedication to the Governace Committee and the support of the 911 funding.

Press Release: Megan Silverstrim announced that Cumberland County will be featured on the Pennsylvania Cable Network's Courthouse Series (see attached).

Press Release: Justin Miller announced that Cumberland County will Offer a Household Hazardous Waste drop-Off Event on August 22nd (see attached).

Vintage Tech Recyclers: Justin Miller reviewed a donation from Vintage Tech Recyclers offering to provide Electronic Recycling Drop-Off Event Services to Cumberland County at no cost and asked the Board to accept the donation. The Solicitor has looked at the offer from the Company.

Commissioner Eichelberger questioned the number of events per year. Justin suggested that we specify a number in the contract. Discussion ensued regarding volunteer and property liability issues, and residents personal information being destroyed. The Solicitor will review the issues. Commissioner Hertzler moved to approve acceptance of the donation from Vintage Tech Recyclers. Commissioner Eichelberger seconded the motion and it unanimously carried.

Approval of 2015 CDBG & HOME Investment Partnerships Programs:

- Funding Approval/Agreements for the 2015 Community Development Block Grant (CDBG) and HOME Investment Partnerships Programs – Commissioner Hertzler moved to approve the agreement. Commissioner Eichelberger seconded the motion and it unanimously carried.
- Administrative Agreement between the County and the Redevelopment Authority for 2015 CDBG and HOME funds - Commissioner Hertzler moved to approve the Agreement. Commissioner Eichelberger seconded the motion and it unanimously carried.

Approval of Contracts/Grants: Commissioner Hertzler moved to approve the following Contracts and Grants that were reviewed at the July 30, 2015 Workshop. Commissioner Eichelberger seconded the motion and it unanimously carried.

a. **Aging & Community Services Agreements**

- **Adult Day Care Services Agreements**
 - CPARC — Adult Day Care
 - Messiah — Adult Day Care
- **Food Bank Distribution Agreements**
 - Jesus Loves You Ministries, Inc.
 - The BRIDGE
 - Christian Life Assembly Food Bank
 - Project SHARE
 - Big Spring Area Food Pantry
 - The Salvation Army Food Bank
 - Mt. Holly Springs Food Bank
- **Emergency Shelter Service Agreements**
 - Carlisle C.A.R.E.S
 - Domestic Violence
 - Red Cross
 - Safe Harbour, Inc.
- **Personal Care and Home Support Services Agreements**
 - VNA Private Duty, Inc.
 - Addus Healthcare Inc. d/b/a Addus Home Care
 - ALMA Health, LLC d/b/a MedStaffers
 - Guberman Companies, Inc. d/b/a Comfort Keepers #116
 - Hertiage in Home Care Services, Inc.
 - MareKare, LLC d/b/a In Your Home Care, Inc.
 - Maxim Healthcare Services, Inc.

- Susquehanna Seniors LLC d/b/a Senior Helpers
 - UCP Central PA, Inc.
 - Unique Aid
 - **Personal Emergency Response Systems Agreements**
 - Connect America, LLC
 - Medscope America Corporation
 - Lifeline Systems Company d/b/a Philips LIFELINE, Inc.
 - **Senior Center Services Agreements**
 - The Salvation Army — Senior Action Center
 - Big Spring Senior Center — Senior Center
 - Messiah Lifeways — Mechanicsburg Senior Center
 - Messiah Lifeways — Shippensburg Senior Center
 - Language Line Services — Interpretation/Translation
 - George P. Branscum, M.D. — Medical Consultant Services
 - CONTACT Helpline — Generic Information & Referral Services
 - Bev Christ, R.N. — Registered Nurse Consultant
 - The Nutrition Group — Food Service
- b. **Children and Youth Services Agreements**
- Children’ Service Center of Wyoming Valley, Inc. — Purchase of Service Agreement — (Ongoing)
 - NHS Human Services – Berks Office — (Ongoing)
 - NHS Youth Services, Inc.
 - NHS Pennsylvania
 - CONCERN — Professional Services for Children, Youth & Families — (Ongoing)
 - Diakon Child, Family and Community Ministries — (Ongoing)
 - York County Youth Development Center — (Ongoing)
 - Children’s Aid Society of Franklin County — (Ongoing)
 - Preventative Aftercare, Inc.
 - Community Services Group, Inc. — Chariots Program — (Ongoing)
 - Jennifer Bush Archer, Esq.
- c. **Claremont Nursing and Rehab Center Agreements**
- Novitas Solutions, Inc. — Recertification of Users’ Medicare Logon ID
 - Capital Blue Cross — Reimbursement of Services Provided in 2014 in the Amount of \$32,879
 - Schlage Primus — Authorization to Receive the Primus “Master Key”
 - House Calls RX, LLC — (Addendum) — Adding the Medical Director to Scope of Contract Coverage
 - House Calls RX, LLC — (Addendum) — Name and Entity Change to New EIN #, Address, etc.
- d. **Drug & Alcohol Agreements**
- Center for Behavioral Health — (Discovery House) — Methadone Agreement beginning July 1, 2015 and ending June 30, 2016
 - UHS of PA (d/b/a Roxbury) — (2015 Addendum to Agreement)
- e. **ERP Department Agreement**
- Business Software, Inc. — (Addendum) — BSI TaxFactory Software
- f. **Facilities Management Agreement**
- Freehold Enterprises — (Addendum) MDJ Brewbaker’s Office
- g. **MH/IDD Agreements**
- **FY 2015-2016 Early Intervention**
 - Amy Hempt, ME, CCC-SLP — Therapy Services
 - Amy Hempt, ME, CCC-SLP — Speech Therapy

- Aspirations LLC — Therapy Services
- Aspirations LLC — Medicaid Waiver Program
- Barbara Weber, MS, CCC-SLP, BCBA — Therapy Services
- Barbara Weber, MS, CCC-SLP, BCBA — Speech Therapy
- Building Blocks Therapy LLC — Therapy Services
- Building Blocks Therapy LLC — Medicaid Waiver Program
- Early Intervention Specialists Inc. — Therapy Services
- Early Intervention Specialists Inc. — Medicaid Waiver Program
- Jena Vander Velden, MSPT — Therapy Services
- Jena Vander Velden, MSPT — Medicaid Waiver Program
- Jennifer Snyder, MPT — Therapy Services
- Jennifer Snyder, MPT — Medicaid Waiver Program
- Keystone Autism Services — Therapy Services
- Keystone Autism Services — Medicaid Waiver Program
- Kimberly Snowden, MS, CCC-SLP — Therapy Services
- Kimberly Snowden, MS, CCC-SLP — Medicaid Waiver Program
- Kimberly Snowden, MS, CCC-SLP — (Addendum)
- Leanne Broadbent, MS, CCC-SLP — Therapy Services
- Leanne Broadbent, MS, CCC-SLP — Medicaid Waiver Program
- Merle J Crawford, MS, OTR/L, LLC — Therapy Services
- Merle J Crawford, MS, OTR/L, LLC — Medicaid Waiver Program
- Patricia Acker-Bailey, MS, CCC-SLP — Therapy Services
- Patricia Acker-Bailey, MS, CCC-SLP — Medicaid Waiver Program
- Sovia Therapy LLC — Therapy Services
- Sovia Therapy LLC — Medicaid Waiver Program
- Shannon Sweeney, PT — Therapy Services
- Shannon Sweeney, PT — Medicaid Waiver Program
- TMB Developmental Therapy and Infant Massage Inc. — Evaluation Services
- United Cerebral Palsy of Central PA Inc. — Therapy Services
- United Cerebral Palsy of Central PA Inc. — Medicaid Waiver Program
- **FY 2015-2016 Mental Health**
 - Alert Pharmacy Inc. — Manage Pharmacy Benefits Program
 - Aurora Social Rehabilitation Services — Social Rehabilitation Services
 - Cumberland County (Prison) — Transitional and Community Integration Services
 - Diakon Child Family and Community Ministries d/b/a Diakon Family Life Services — Outpatient Services
 - Gregory Knox, MSW, LSW — Services Related to On-Call Delegate Services
 - Keystone Service Systems Inc. d/b/a Keystone Community Mental Health — Community Residential Services
 - Living Unlimited Inc. — Family Support Services
 - New Visions Inc.
 - Perry County (Prison) — Transitional and Community Integration Services
 - Pennsylvania Counseling Services, Inc. — Transitional and Community Integration
 - Perry County Transportation Authority — Family Support Services

- Redevelopment Authority of the County of Cumberland — Housing Support Services
 - Riverside Associate PC — Outpatient Services
 - Thomas James MS — Transitional and Community Integration Services
 - **FY 2014-2015 Intellectual and Developmental Disabilities**
 - Hempfield Behavioral Health Inc. — Licensed Day Habilitation
- h. **Probation Grant/Adult Probation and Parole**
- Submission of Grant to the PA Board of Probation and Parole for Grant-in-Aid Funds Awarded to any County for the Purpose of Providing Additional Funding for the Improvement of Adult Probation and Parole Supervision and its Continuing Programs.
- i. **Public Safety Agreement**
- Memorandum of Understanding between Commander, Navy Region Mid-Atlantic and Cumberland County Department of Public Safety

CNRC DME Grant: Lynette McCulloch reviewed the Department of Public Welfare — DME Grant for Claremont Nursing and Rehab Center that is due: August 7, 2015. - \$16,661.89 – 100% reimbursed. Commissioner Hertzler moved to approve the Grant for CNRC. The cost was questioned and the details of the residents needs were discussed. Commissioner Eichelberger seconded the motion and it unanimously carried.

CNRC – eSolutions, Inc.: Lynette McCulloch reviewed the eSolutions, Inc. — Software Trial for Medicare Claims at Claremont Nursing and Rehab Center. This will be used to submit bills as a trial to determine if this is user friendly for the County. This is a Windows software, there is an increase in cost/month, smoother/quicker process, 30 day trial. Commissioner Hertzler moved to approve the eSolutions, Inc. software trial. Commissioner Eichelberger seconded the motion and it unanimously carried. Training is provided if needed.

Tax Bills – Printing/Mailing: Commissioner Eichelberger moved to approve Awarding the Contract for Printing and Mailing of Cumberland County Tax Bills to the Lowest Reputable Bidder - **S.S.S. Printing** in the Amount of .0391per that was reviewed at the July 30, 2015 Workshop. Commissioner Hertzler seconded the motion and it unanimously carried.

Right-to-Know Requests: *(Reviewed at the July 30, 2015 Workshop)*

- a. Approval to Transition the Right-to-Know Requests from the Commissioner’s Office to the Solicitor’s Office - Commissioner Hertzler moved to approve the transition. Commissioner Eichelberger seconded the motion. Commissioner Hertzler questioned if the Row Officers have their own Right to Know Officer. Most Row Officers handle their own requests. Chairman Cross requested that this be table until more information is received.
- b. Appointment of Roxanne Lehman, Paralegal, as the Open Records Officer for Cumberland County - Tabled.

Housing Authority Board Appointment: Commissioner Hertzler moved to Appoint Marlene Palmer to the Housing Authority Board to fill a vacated seat; her term will expire May 25, 2019. Commissioner Eichelberger seconded the motion and it unanimously carried.

General Disbursements Transfer Authorizations: Commissioner Eichelberger moved to approve the following General Disbursements Transfer Authorizations. Commissioner Hertzler seconded the motion and it unanimously carried.

- a. 07/24/15 \$ 5,941,480.82
- b. 07/24/15 \$ 488.36
- c. 07/29/15 \$ 36,491.12
- d. 07/31/15 \$ 186,791.45
- e. 07/31/15 \$ 1,980,322.98

Report of Executive Session: Chairman Cross reported there was an Executive Session held on July 30, 2015 @ 11:35 a.m. Re: Personnel Issues.

Monthly Reports: Chairman Cross Acknowledged Receipt of Monthly Reports: Recorder of Deeds; Register of Wills; Clerk of Courts; Veteran's Affairs; and Change of Assessment (Month of July)

Other Business: None.

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

Respectfully Submitted,

Jennifer Crum
Administrative Specialist