

**CUMBERLAND COUNTY
COMMISSIONERS' WORKSHOP MEETING**

**MARCH 10, 2016 – 9:00 AM
COMMISSIONERS' HEARING ROOM
COURTHOUSE, CARLISLE, PA**

Board of Commissioners Present: Commissioner Vince DiFilippo and Jim Hertzler.

Quorum: Yes

Staff Present: Larry Thomas, Chief Clerk; Sandy Moyle, Deputy Chief Clerk/Meetings Manager; Jennifer Crum, Recording Secretary; Keith Brenneman, Solicitor.

Departments: Liz Bouch, Human Resources; Dana Best, Finance; Bob Dagrosa, Controllors; Mark Adams, IMTO; Chris Sechrist, Communications; Wendy Sheaffer, Christine Gowden, Aging and Community Services; Raymond Soto, CNRC; Lori Radle, Collections Unit; Sue Carbaugh, MH/IDD; Sam Miller, Juvenile Probation.

VTC: Claudia Garner, Public Safety

Others Present: Vicki DiSylvester, American Red Cross

Media: Jake Austin, The Sentinel

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

Public Comment: None

Press Release/Proclamation: Commissioner DiFilippo and Sue Carbaugh presented the Proclamation: Re: Intellectual & Developmental Disability Awareness Month. Two young women who use IDD services will have an opportunity to attend Millersville University.

Press Release/Proclamation: Commissioner DiFilippo presented the Proclamation: Re: Commissioners Proclaim March American Red Cross Month in Cumberland County to Vicki DiSylvester from The American Red Cross.

Housing/Redevelopment Authority: Kate Molinaro requested the Board approve submission of the Program Year 2015 Consolidated Annual Performance and Evaluation Report (CAPER) at Monday's meeting (see attached).

Housing/Redevelopment Authority: Kate Molinaro reviewed the Acceptance of the Emergency Solutions Grant (ESG) Program Agreement from PA Department of Community and Economic Development — Total Contract Amount \$516,142.00 (see attached). This is a dollar for dollar match.

Time Extension Requests: — (Kirk Stoner)

- Discussion of 18-Month Time Extension for the Completion of Part I- Preliminary Engineering Time Extension Request for Wolf's Bridge Project, Middlesex Township, Cumberland County, PA. No impact to the original schedule.

- Discussion of a 9-Month Time Extension for the Completion of Part I-Preliminary Engineering and a 9-Month Time Extension for the Completion of Part II-Final Design Phase of the Craighead Bridge Project, South Middleton Township, Cumberland County, PA. Commissioner DiFilippo mentioned that a call was received from a resident regarding the progress of the bridge. Commissioner Hertzler asked that the Board be updated on a regular basis regarding the bridge projects.

Contracts/Grants: — (Sandy Moyle)

- a. **Aging & Community Services Agreement** — (Wendy Sheaffer)
 - Angels on Call, Ltd and Harrisburg Home Health Holding, LLC — Assignment and Assumption of Contract.
- b. **Claremont Nursing and Rehab Center Agreement** — (Raymond Soto)
 - Ability Prosthetics & Orthotics, Inc. — Professional Services for Orthotic and Prosthetic Services — Terms of Contract: — March 16, 2016 through March 15, 2017 — Potential Contract Amount: — \$1,200.00
- c. **Controller’s Office Agreement** — (Bob Dagrosa)
 - InfoSeal Service Agreement — Twelve (12) Month Equipment Service Agreement for Laser Seal 2EZ Folder/Sealer System — Terms of Contract: — March 7, 2016 through March 6, 2017 — Total Contract Amount: —\$890.00. To seal paychecks.
- d. **Court Administration/Warrant Collection Unit Agreement** — (Lori Radle)
 - TransUnion TLO Software Company — Total Contract Amount: — \$3,000.00. Investigative tool with a start date of April 1, 2016. There is a two week trial period. The vendor provides more current, up to date information and is a safer website for the County.
- e. **Human Resources Agreement** — (Elizabeth Bouch)
 - Hyrell Online Hiring Systems — License Agreement (Addendum) — Additional Cost of Upgrade from “Level 1” to “Level 2” Pricing Tier — Additional Costs \$200.00/ per month. This is to allow up to 19 positions/month for a three (3) month period while Intern positions are posted.
- f. **MH/IDD Agreements** — (Sue Carbaugh)
 - *FY 2015-2016 Intellectual and Developmental Disabilities*
 - Lancaster County BH/DS — Provide Professional Coordination Services Related to the South Central Health Care Quality Unit (HCQU) per State and Federal Regulations — Terms of Contract: — July 1, 2015 – June 30, 2016 — Total Contract Amount: — \$22,365.00 – State funds.
 - Center for Independent Living of Central PA Inc. — Provide Funding to Support the Following Intellectual and Developmental Disabilities Services — Independent Monitoring — Terms of Contract: — July 1, 2015 – June 30, 2016 — Total Contract Amount: — \$35,520.00 – State funds.
- g. **Public Safety Grant** — (Claudia Garner)
 - Submission of Emergency Management Performance Grant Application to Pennsylvania Emergency Management Agency (PEMA) — Used to Support Personnel Costs for Approved Staff Positions - \$99,945.00 for October 2015 through September 2016.

Authorize Advertising – Collections: Lori Radle reviewed the request to Authorize Advertising for Proposals for Third Party Collection Services. The collection service will provide additional support for collections, similar to Adult Probation utilizing National Bond & Collection Agencies to assist with their collections. There is no additional cost to the County. Commissioner Hertzler asked if the RFP includes specifics on how collections are to be conducted.

Capital Project Requests (see attached):

- Aging & Community Services — Purchase of Vehicle — Total Project Cost: — \$35,000.00 — Christine Bowden explained that Care Managers currently use the Subaru which saves travel expenses; however it has high mileage and is in need of repairs.
- Juvenile Probation — Purchase of Vehicle — Total Project Cost: — \$28,755.00 — Sam Miller explained this would be to purchase a 2016 Ford Explorer. Two of their vehicles will be traded in. There is a deadline of March 15, 2016 to purchase a 2016 model.
- CNRC — New Nursing Home Server — Total Project Cost: — \$24,737.74 — Raymond Soto explained that the service expired and this will replace two servers.

Commissioners' Liaison Reports:

Commissioner DiFilippo

Children & Youth - March 2, 2016 - Social Workers Month. There has been a spike in staff turnover. New caseworkers receive 120 hours of training prior to receiving their Caseworker Certification. They also receive assistance from Law Enforcement during evening hours.

Commissioner Hertzler

Cumberland York Area Local Defense Group/CAEDC – Met Thursday, March 3, 2016 and are preparing to highlight important military assets in Cumberland County. The group is planning a trip to D.C. also with Congress.

Housing/Redevelopment Authority - Ben Laudermilch has accepted a position at the State. He has been an asset to the County's housing programs. Peg Bower will assume the role in the interim.

Ag Land Preservation – Meeting canceled.

Mary Schaner Senior Center - Will be attending a meeting in Enola to talk with the Seniors.

CCAP – The Conference starts this Sunday, March 13 through March 15, 2016.

Report Executive Session: Chief Clerk Thomas Reported there was Executive Sessions held on February 29, 2016 @ 2:10 p.m. and March 2, 2016 @ 2:40 p.m. Re: Personnel Issues.

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

Other Business: None

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

Respectfully Submitted,

Jennifer Crum
Administrative Specialist