



BOARD OF COMMISSIONERS' MINUTES

Thursday, June 25, 2020, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was convened at 10:02 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Solicitor Elizabeth Dupuis, Executive Office Supervisor Natalie Smith, Director of Financial Management Tom Martin, and Controller Jason Moser.

County personnel present included Sheriff Bryan Sampsel, Prothonotary Jeremy Breon, Don Gampe, Lee Sheaffer and Ryan Smeltzer.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, June 18, 2020 Board of Commissioners' Meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from June 18, 2020.

IV. COVID-19 PLANNING AND RESPONSE

A. Personnel

i. Register of Wills –Reinstatement of Joyce Krout, Department Clerk 1 (75), Register of Wills, from full-time furlough to regular part-time status effective June 29, 2020, pay period 14 - Dept. 224.

i. Facilities Management

1. reinstatement of Toni Davis, Secretary 2, Facilities Management, from reduced hours furlough to regular full-time status effective June 29, 2020, pay period 14 - Dept. 161.
2. Authorization to fill the currently vacated and furloughed positions of Facilities Technician 1, (p.c. #25), effective June 26, 2020, pay period 14 - 161.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the requests from department heads.

ii. Administrator Margaret Gray asked the Board to consider extension of temporary furloughs/partial reduction of hours for non-Court related offices. The Board has been receptive and considered requests to bring back employees as necessary. The County is now under 50 individuals under partial or full time furlough status. She recommended the Board extend the temporary furlough/partial reduction of hours until Friday, July 24, 2020. This will correspond with Federal CARES Act money going to individuals receiving unemployment through July 25, 2020.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to extend the temporary furloughs/partial reduction of hours for non-Court related offices until July 25, 2020.

B. County COVID-19 Protocols - Review

Administrator Margaret Gray provided a review of the protocols distributed to employees on May 8, 2020. She asked that the Board reaffirm these are the policies that the County continue to follow or if there are changes to be made.

County Buildings:

- All County buildings remain closed to the public.

Margaret asked for the Board's thoughts on keeping the buildings closed to the public. Commissioner Dershem said the building needs to be opened at some point for visitation. Commissioner Higgins is fine with continuing the closure for a couple more weeks and Commissioner Pipe agreed. The building can be accessed by appointment and services are still being provided. As the Courts reopen, the Board will work with the President Judge.

Prothonotary Jeremy Breon suggested when buildings reopen that public areas be restricted.

- While many offices remain physically closed, the public may be admitted on a case-by-case basis with permission from and if accompanied by a County staff member.
- Anyone entering the building must wear a mask at all times. The County will provide cloth masks to anyone presenting without a mask.

There has been an increase in the number of employees entering the Willowbank Building. The Deputy on duty is recording the names of the individuals who enter county buildings. This is in case there is a need for contact tracing. There has been a request from the Court House to relax this and that employee names not be recorded as they have returned to work.

Sheriff Bryan Sampsel noted that Deputies cannot demand an individual's name if they deny to provide it. Commissioner Dershem suggest that this requirement be removed. For clarity, Commissioner Pipe noted this is only being done in case someone were to test positive for COVID-19, the county can do contact tracing for anyone they may have come into contact with. Solicitor Elizabeth Dupuis recommended looking at what is happening in other government buildings. For some Commonwealth buildings, individuals must have an appointment and visitor pass to enter the building. To enter a Federal courthouse you are required to sign in and provide identification. There is a lot of case law about needing to know who is in the building, some is related to public buildings and some is related to private buildings. This may be a discussion for the Security Committee.

Commissioner Pipe appreciates the concern that people have about being intrusive and understands where Commissioner Dershem is coming from.

- Hand sanitizing supplies will continue to be provided at all entrances and throughout the buildings.
- Deputies will remain at the main doors of the Willowbank, Courthouse, and Courthouse Annex.
- Office cleaning and disinfecting will continue and include cleaning before buildings open each morning and at designated times throughout the day.

Employees:

- Employees who are working remotely should continue to do so.
- Offices that require employees to be on site must provide for and observe physical distancing with 6 feet between individuals.
- When possible, time in an office should be limited to essential work only; that is, work that cannot be handled remotely and is necessary to keep operations running. As previously requested, time in an office needs to be coordinated with others to avoid multiple people in the same space at the same time.
- All employees are required to wear masks. If an employee is in a single office with a door that closes a mask may be removed, but only in those circumstances. This requirement is mandatory, not optional.

Commissioner Dershem expressed concern that some individuals because of their physical limitations cannot wear masks and this should not be mandatory. Commissioner Pipe is supportive of the policy. Unless someone has a doctor's excuse, Commissioner Higgins said they should be wearing a mask. If someone has a physical ailment, Commissioner Dershem said they should not have to wear a mask and feels it would be a HIPPA violation to ask for such documentation. There is nothing mandatory from the State indicating this protocol. To clarify, Commissioner Pipe asked if there is concern about public or employees

and Commissioner Dershem said for both, but also the public. Administrator Margaret Gray explained that the policy is for employees and provides for medical conditions.

Director of Human Resources Kristen Simkins reported that two employees have contacted their office. The employee is required to submit documentation and adjustments similar to an ADA accommodation, such as a separate office if they are in the building. For the public the county cannot ask if they have a medical condition.

Commissioner Dershem is not supportive of individuals being required to provide a doctor's note. Commissioner Pipe asked that Commissioner Dershem provide any recommended changes to the policy.

It was the consensus of the Board to stop recording the names of employees who enter the Courthouse.

- Furlough status will continue until the previously designated dates or until an employee is re-called due to increased work requirements.
- No out-of-County travel is permitted unless the travel is work essential and reported in advance to the County Administrator.
- Employees are required to report any symptoms or exposure to COVID-19 to an immediate supervisor. Department heads and elected officials should report this information to the County's Risk Manager.

General Operations:

- All public meetings will continue to be held on line with the exception of the Board of Commissioners meetings on Tuesdays.
- Specific guidance related to the reopening of court proceedings was distributed by the President Judge to Court related offices on May 5, 2020. Please refer to that guidance for questions related to Court operations.
- Mail will continue to be distributed to each office rather than pick-up at central mailrooms.
- Mail and supply deliveries will be made to the main entrances.

V. PERSONNEL ITEMS

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Personnel Items A-B.

- A. Prothonotary – New job description for the position of Records Coordinator (75), Prothonotary, (p.c. #22), SG-N10, effective retro to May 13, 2020, pay period 11– Dept. 223
- B. MH/ID – Personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #11, non-exempt, replacing L. Snyder), at SG-N12, effective retro to June 19, 2020, pay period 13– Dept. 561.

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VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Elections – Disposal of election equipment decertified by the Department of State. Administrator Margaret Gray reported that after new voting equipment was purchased, the old equipment was stored in a county building. The old equipment can be disposed of by vendor ES&S in compliance with regulations set by the Department of State. The Board requested a contract from ES&S for the disposal – Dept. 131.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table the disposal of election equipment.

- B. Planning – Contract with J.C. Orr and Son, Inc. to complete the Mountaintop Activity Center Improvements Phase V Restroom Facilities project utilizing Keystone grant funds. The contract total is \$39,000 ending November 30, 2020 - Dept. 151.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with J.C. Orr and Son, Inc. to the Tuesday, June 30 Consent Agenda.

IX. POLICIES

Administrator Margaret Gray introduced the Interior Facility Use Policy adopted in 2018, at that time the county did not address protocols for the use of outdoor property. At Commissioner Pipe's request, Margaret is drafting requirements for the use of outdoor property. Commissioner Dershem reminded the Board that it is a public space and the use can only be limited so much. The revisions would include use by for profit entities.

X. DISCUSSION ITEMS

XI. EXECUTIVE SESSION REPORT

Administrator Margaret Gray reported that the Board met in executive session from 11:23 to 12:43 PM. The Board needs meet in executive session for personnel and legal issues.

XII. PUBLIC MEETING SCHEDULE

Thursday, June 25, 2020

Prison Board of Inspectors – 8:00 AM – Virtual

Board of Commissioners/Salary Board – 10:00 AM – Virtual

Retirement Board – 11:00 AM- Virtual

Tuesday, June 30, 2020

Board of Commissioners– 10:00 AM – Room 146WB

Thursday, July 2, 2020

Board of Commissioners/Salary Board – 10:00 AM – Virtual

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Tuesday, July 7, 2020

Board of Commissioners- 10:00 AM - Room 146WB

Thursday, July 9, 2020

Prison Board of Inspectors - 8:00 AM - Virtual

Board of Commissioners/Salary Board - 10:00 AM - Virtual

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:50 PM.

ATTEST:

Margaret N. Gray

Administrator