



## BOARD OF COMMISSIONERS' MINUTES

Thursday, July 2, 2020, 10:00 A.M.

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

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### I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was convened at 10:07 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Administrator Margaret Gray, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, Director of Financial Management Tom Martin, and Controller Jason Moser.

County personnel present included Sheriff Bryan Sampsel, Travis Walker, and Krista Davis.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. MEETING MINUTES

Minutes from the Thursday, June 25, 2020 Board of Commissioners' Meeting.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the minutes from June 25, 2020.*

### IV. COVID-19 PLANNING AND RESPONSE

#### A. Declaration of Disaster Emergency

Administrator Margaret Gray reported that at the end of March, the Board of Commissioners' extended the county's Declaration of Disaster Emergency through April 30, 2020. She recommended that the Board continue the Declaration until further notice. On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to extend the COVID-19 Declaration of Disaster Emergency until further notice.

#### B. Personnel

Sheriff – Consider the authorization to fill the currently vacated and furloughed position of on-call Security Officer, (p.c. #31), effective July 2, 2020, pay period 14 – 211.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve personnel requests from department heads and elected officials.*

C. County Relief Block Grant

i. Proposal from Zelenkofske Axelrod LLC (ZA) to provide technical assistance and advice in relation to the policies, procedures, accountability and monitoring of the expenditures of the CARES Act funding from March 1, 2020 through December 30, 2020 on a periodic basis at the request of the Board of Commissioners. Administrator Margaret Gray added that there has been no additional clarification received since Tuesday's discussion. It was noted by Commissioner Pipe that this service is provided at an hourly rate with no startup costs and ZA is also working with other counties. This cost of this service would be covered through the administrative allocation within the COVID-19 Relief Block Grant. Commissioner Higgins said if Margaret and the Solicitor had a chance to clarify the Board's questions from Tuesday, he would be okay to move forward with the proposal. This agreement has not yet been reviewed by the county Solicitor and Margaret suggested her review. On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to add the proposal to Tuesday's Consent Agenda – Dept. 111.

ii. CRBG Discussion

Administrator Margaret Gray reported that the county has posted the new position for a Community Block Grant (CRBG) Administrator. The CRBG is a large undertaking, to allocate the funds the county will establish a team of individuals who can take on different aspects of the project. The team will work with the Board of Commissioners for allocations and communicating with sub recipients. The first CRBG report will be due to the Department of Community and Economic Development by September 1, 2020, and this team will work together to prepare the report. A large concern is not duplicating any projects or expenditures that are covered by another grant.

Director of Financial Management Tom Martin explained that a separate cost center will be set up to track funds and expenditures. As the county receives multiple grants, Tom will maintain a spreadsheet to track each expense and which grant it is funded through. This will be helpful for auditing purposes.

Controller Jason Moser said his office has created a new revenue account for the CRBG to make sure it is kept separate from other CARES Act funding. Next week, the Controller's Office will have a conference call with Financial Management to identify and establish procedures that will be essential moving forward.

Commissioner Higgins expressed concern that funding to sub sub recipients, where the county is a recipient with the SBDC being a sub recipient and then a business being a sub sub recipient, will be much more difficult to track. He is also quite surprised at the number of business who have received PPP and EIDL grants as they will not be able to receive direct grants from the county. He suggested that maybe they could be assisted by the county providing them with PPE instead of a grant. Travis Walker of the Controller's Office added that the county is required by SEFA to complete risk based auditing of sub

recipients under normal Federal regulations.

Prior to getting having a CRBG coordinator in place, Commissioner Pipe asked to receive an inventory of the county's PPE. He would like to develop a twelve month plan for PPE determining how much is needed each quarter.

Commissioner Pipe also requested a briefing from the county's Emergency Management Agency within the next two weeks.

Margaret suggested it would be helpful to have a document or source that can be referenced with questions and responses received from the Department of Community and Economic Development. Commissioner Pipe was in favor of this idea and asked Margaret to give it some thought and the Board can have additional conversations next week about developing a central location.

The county has received two applicants for the CRBG Coordinator Position. Commissioner Pipe suggested that the Board meet in executive session to review the applicants and decide if they would like to schedule interviews next week.

They then discussed creating an application for municipalities, business, and organizations to request funding. Commissioner Higgins suggested an online form, where the data can be populated into a spreadsheet or manner that would save additional data entry for review.

- D. Minutes from the Board of Commissioners Work Sessions held on June 11, June 15, and June 16, 2020 to discuss the COVID-19 County Relief Block Grant Application.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the Work Session minutes for the meetings held on June 11, June 15, and June 16, 2020.*

V. PERSONNEL ITEMS

- A. Public Defender – On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the appointment for Brooke L. Sebolt, full-time Legal Secretary 2, Public Defender, (p.c. #14, non-exempt, replacing M. Bennetti), at SG-N08A(01)--\$13.52/hour, effective July 6, 2020, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$8,588, annualized salary savings for 2021 \$3,939 - Dept. 132.

B. Correctional Facility

*On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve items i-ii.*

- i. Promotion for Blair Sweeley from part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt), at SG-N10A(01)--\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #45, non-exempt, replacing B. Lukens), at SG-N10A(02)--\$16.46/hour, effective July 5, 2020, pay period 15. Salary savings for 2020 \$4,405, annualized salary savings for 2021 \$1,414 – Dept. 333.

ii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing B. Sweeley), at SG-N10, effective retro to June 23, 2020, pay period 14– Dept. 333.

C. Children & Youth Services – On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the leave of absence for Renee Shevchik, Department Clerk 3 (75) – C&YS, C&YS, (p.c. #44), effective July 22, 2020, pay period 16 to (estimated) August 17, 2020, pay period 18 – Dept. 511.

D. Adult Services – On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the leave of absence Debra Homan, Assistant Director Adult Services, Adult Services, (p.c. #02), effective July 21 2020, pay period 16 to (estimated) August 17, 2020, pay period 18 – Dept. 501.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

A. Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time Probation Officer 1, Probation, (p.c. #09, non-exempt, replacing T. Donovan), at SG-N13, effective retro to June 22, 2020, pay period 14.

B. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #25, non-exempt, replacing D. Savko), at SG-N16, effective retro to June 25, 2020, pay period 14.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

A. Planning - Assignment of Cooperation Agreement between Navitus, LLC and Centre 1ST for securing a line of credit, which is a contingency of the Redevelopment Assistance Capital Program (RACP). This agreement is given to secure (1) payment of the indebtedness and (2) performance of any and all obligations of Navitus, LLC under the promissory note, this assignment, and the related documents – Dept. 151.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the Cooperation Agreement.*

B. Risk Management – Privacy and Security insurance coverage policy through Travelers Indemnity Company. The total premium is \$16,766 for the period of July 26, 2020 through July 26, 2021 – Dept. 142.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to add the privacy and security insurance coverage policy through Travelers Indemnity Group to next week's Consent Agenda.*

IX. POLICIES

Equal Opportunity Employment

Commissioner Pipe asked for Board discussion on the County's Equal Opportunity Employment policy in light of the Supreme Court decision to expand protections for

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LGBTQ individuals. He wants to make sure the county's policy is in compliance and reflective of that decision. In addition, the inclusion of the term perceived gender should be included so individuals are not discriminated based on their perceived gender. Commissioner Higgins was in agreement that the Administrator, Solicitor and Human Resources should work together to make sure the policy is up to date. It was the consensus of the Board to add this to the Thursday, July 9 meeting agenda.

X. DISCUSSION ITEMS

XI. EXECUTIVE SESSION REPORT

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board moved into executive session at 11:21 AM. The meeting was adjourned at 11:26 AM and the Board of Commissioners' meeting was reconvened at that time.

XII. PUBLIC MEETING SCHEDULE

Thursday, July 2, 2020

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

BOC Work Session – 1:00 PM - Virtual

Tuesday, July 7, 2020

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

Board of Elections – 11:00 AM Room 146WB

BOC Work Session – 1:00 PM – 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 Pipe, the Board voted unanimously to adjourn the meeting at 11:31 AM.

ATTEST:

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Margaret N. Gray  
Administrator