



BOARD OF COMMISSIONERS' MINUTES

Thursday, July 9, 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 Human Resources Kristen Simkins, Director of Financial Management Tom Martin, and Controller Jason Moser.

County personnel present included Travis Walker and Jeff Wharran.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, July 2, 2020 Board of Commissioners' Meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted to approve the minutes from July 2, 2020. Commissioner Dershem abstained from the vote.

IV. COVID-19 PLANNING AND RESPONSE

A. Personnel

Correctional Facility – Reinstatement of Denise Murphy, Administrative Assistant-CCCF, Correctional Facility, from reduced hours furlough to regular full-time status effective July 12, 2020, pay period 15 - Dept. 333.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel request.

B. County Relief Block Grant Update

Administrator Margaret Gray provided an update regarding distribution of the County Relief Block Grant Funds. The implementation team is comprised of Jason Moser, Tom Martin, Krista Davis, Jeff Wharran, Jody Lair, Chad Joyce, and Margaret. For communication, finance and legal documents, they have established a joint email address to share items, a shared drive to share documents, and Finance and the Controller have put in place a system to identify expenditures that may be eligible for

reimbursement including ways to track allocations, revenues, and expenditures. The team is compiling a list of projects and proposals for allocations to present to the Board of Commissioners. Krista Davis is pulling the information together with a draft proposals ready for presentation to the Board next week.

Director of Emergency Management Jeff Wharran provided an overview of personal protective equipment. The county has been utilizing task force supplies from 2009 and resources received from PEMA. The county has issued approximately 12,000 masks so far with 23,000 left in inventory. In addition, there are supplies of hand sanitizer and face shields. With the exception of masks that the county has recently purchased, everything the county has was previously paid for with funding.

Commissioner Higgins suggested ordering some supplies as soon as later this week. Businesses are not able to purchase supplies ahead of time and cannot afford to wait for county reimbursement. He expressed concern about the number of students who will be entering the county and having only a limited supply of PPE. Commissioner Dershem agreed and suggested ordering PPE to cover the current need and to establish a stock pile. It is better to have it and not need it than to need it and not have it.

Jeff added that a portion of the masks that the county has are designed for one time use. There is not a lot of space available in the Emergency Operations Center. His staff have looked into vendors who have available supplies and their pricing. Commissioner Pipe requested an inventory of masks broken down by type: N95, surgical, and cloth. Jeff is unsure of the lead time for orders, however all pricing has been obtained through the Department of Community and Economic Development's portal.

Margaret asked if the Board would like to reimburse entities for already purchased PPE. In terms of storage, she suggested the Philipsburg MDJ and vacant county properties. She asked that Jeff keep very meticulous records of what supplies are received from PEMA and what is purchased utilizing grant funds.

Commissioner Dershem suggested the county make sure there is enough PPE to cover the Centre County community in case there is an outbreak into next year. Commissioner Pipe agreed, however he expressed concern about distributing PPE to the University. In the event they decide to return to remote learning, the county would request those supplies be returned so they can be reallocated within the community.

For clarity, Commissioner Pipe said the Board is looking for an inventory of current PPE, a schedule to determine how long supplies will last, and will discuss reimbursements in the future. Commissioner Dershem agreed with a suggestion by Commissioner Higgins that another entity may be needed to help distribute to small businesses. Commissioner Higgins asked for a substantial order to be placed by the end of next week with delivery by the second week of August. If the county is distributing the PPE, Controller Jason Moser said the county does not need to perform risk assessments. Margaret asked if entities would like to purchase on their own PPE, to assist with auditing would they be able to submit invoices for

reimbursements. Instead of the county providing them with cash upfront? Commissioner Dershem would prefer that for small businesses that the county purchase and distribute supplies to better manage inventory. The Board was in agreement that an order should be placed by Friday, July 17.

Commissioner Higgins said the Small Business Development Center is willing to help the county advertise the grant, develop and process the application. They will help to process the application and provide advice with the county providing payment directly to the entities. Commissioner Dershem asked if there were any other organizations that are capable of doing this. He is concerned that the SBDC may not have the staff to manage this. After talking to the CDFI, Commissioner Pipe said the administrative fee would be a large portion of the grant administration fee.

C. COVID-19 Town & Gown Task Force Update

Margaret explained that the University, Borough of State College and CBICC have created a Town & Gown Task Force. The purpose is to communicate uniform messages to the students and community and to discuss contact tracing. This afternoon Margaret will participate on a call with the Task Force, Mount Nittany and the Department of Health regarding contract tracing.

V. PERSONNEL ITEMS

Facilities Management – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Devin R. Spicer, full-time Facilities Technician 1, Facilities Management, (p.c. #25, non-exempt, replacing D. Spicer), at SG-N09A(01)--\$14.18/hour, effective July 20, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$17,016, annualized salary savings - Dept. 161.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

IX. POLICIES

Equal Opportunity Employment

The Supreme Court recently made a decision in light of LGBTQ employees being included in the civil rights act. Director of Human Resources Kristen Simkins reviewed resources from the Pennsylvania Human Relations Commission to make revisions. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve revisions to the policy.

X. DISCUSSION ITEMS

A. 2019 Budget Transfers

Director of Financial Management Tom Martin reported that the Board has held several workshop meetings to discuss where the county finished 2019. The Controller's Office is working with independent auditor Baker Tilly to prepare the Comprehensive Annual Financial Report (CAFR), a draft will be distributed to the Finance Committee to review. The Transportation Office has reduced ridership due to COVID-19. Tom proposed transferring funds to cover some of the department's deficit in 2020. This decision is time sensitive as the transfer needs to be completed before the close out of the CAFR. Tom proposed transferring about \$300,000 from the unassigned fund balance to the Transportation department. This would reduce the unassigned balance from \$9.9 million to \$9.6 million. Transportation is working to take measures to reduce expenditures as much as they can. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to transfer \$300,000 from the unassigned fund to the Transportation fund.

B. 2021 Budget Process

Tomorrow, the department heads and elected officials will meet for executive management. In prior years, Financial Management would prepare budget packets for distribution at the beginning of August. With a lot of unknowns going into next year's budget cycle, Tom asked how the Board would like to see the process happen this year. It was suggested by Commissioner Pipe that Tom have a broad conversation at the meeting tomorrow with more detailed conversation at the August meeting. There is a lot that can happen in July and early August and that may happen from the Federal and State government in terms of COVID relief. Commissioner Pipe asked that departments pull together data to estimate what their budgets will look like at the end of this year. Unless the State makes a lot of changes to their budget in the second half of the year, Commissioner Dershem does not expect the county to have many shortfalls. Commissioner Higgins agreed that while things have been bad, they are not as bad as expected. However, departments should continue to be pessimistic.

XI. EXECUTIVE SESSION REPORT

XII. PUBLIC MEETING SCHEDULE

Thursday, July 9, 2020

Prison Board of Inspectors – 8:00 AM – Virtual

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

Tuesday, July 14, 2020

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

Thursday, July 16, 2020

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

XIII. QUESTIONS FROM THE PRESS

BOARD OF COMMISSIONERS' MINUTES

THURSDAY, JULY 9, 2020

PAGE 5

XIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to recess the meeting at 11:20 AM. The Board met in executive session from 11:24 AM until 12:06 PM. The Board of Commissioners meeting was reconvened at 12:06 PM and adjourned at 12:07 on a motion by Commissioner Higgins, seconded by Commissioner Dershem.

ATTEST:

Margaret N. Gray
Administrator