



BOARD OF COMMISSIONERS' MINUTES

Thursday, July 30, 2020, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Belleville, 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 Betsy Dupuis, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen, Director of Financial Management Tom Martin, and Controller Jason Moser.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, July 23, 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 July 23, 2020.*

IV. PROCLAMATION

Proclamation 17 of 2020 – Proclaiming the month of August as Gastroparesis Awareness Month.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 17 of 2020.*

V. COVID-19 PLANNING AND RESPONSE

A. Personnel

- i. Correctional Facility - Reinstatement of Lorinda Brown, Reentry Specialist, from reduced hours furlough to full-time status, effective August 3, 2020, pay period 17 – Dept. 333.

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

ii. Personal Travel Policy for Employees

Administrator Margaret Gray presented to the Board the Personal Travel Policy for Employees. This has been reviewed and approved by President Judge to address the personal travel of employees during this ongoing public health crisis. The policy follows the guidance of the Pennsylvania Department of Health and requires employees who travel to these locations to quarantine upon their return.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Personal Travel Policy.*

B. County Relief Block Grant

Administrator Margaret Gray introduced Risk Manager Krista Davis to provide an updated proposal of county expenditures for the County Relief Block Grant. Krista reviewed changes and additions including touchless sink faucets, soap dispensers, paper towel dispensers, wages for emergency communications, and increased internet bandwidth. The total of proposed expenditures to date is \$2,122,417.19. Commissioner Pipe asked that Director of Financial Management Tom Martin prepare an overview of cost savings to the County Budget from allowable CRBG expenses. He also requested additional guidance from Zelenkofske Axelrod (ZA) related to COVID-19 testing and additional measures taken by nurses and medical staff at the Correctional Facility.

County Relief Block Grant Coordinator Mary Kay Williams introduced a draft of the Non-Governmental Business Interruption Grant Application. She is hopeful that the final application will be available next week. She has been working with the Small Business Development Center (SBDC) and ZA to prepare the draft. The application will not be limited to restaurants and businesses as initially discussed, it will now be open for all businesses. Those who have received PPP or EDIL are still eligible to apply, however those who have not received PPP or EDIL will be of higher priority for funding.

The application will require profit and loss statements, tax information and a certification statement. A separate application will be created for non-profit businesses. Commissioner Dershem is not supportive of applicants providing tax information or the county having it available as public record. From a legal standpoint, Commissioner Pipe explained that this is necessary to determine if a business has documented losses that were not already recouped through another funding source. The information must be retained for verification during an audit. Commissioner Pipe asked Mary Kay to confirm with ZA if the records are subject to the Right to Know Law.

Commissioner Higgins cautioned Mary Kay to work with Chief Information and Records Officer Chad Joyce to ensure the county website is able to handle the number of applicants accessing the platform simultaneously. He reviewed the application with Mary Kay and proposed revisions. An updated draft will be presented to the Board on Monday.

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VI. PERSONNEL ITEMS

Aging – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time RSVP Assistant, Aging, (p.c. #27, non-exempt, replacing M. Gilbert), at SG-N11, effective retro to July 23, 2020, pay period 16– Dept. 521.

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition full-time First Deputy Prothonotary, Prothonotary, (p.c. #15, non-exempt, replacing L. Lutz), at SG-S46, effective July 27, 2020, pay period 16 – Dept. 223.

IX. NON-PERSONNEL ITEMS

- A. Housing – Satisfaction piece for Gregory and Amber Patrick for the premises located at 270 South Science Park Court, State College, PA – Dept. 815.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for Gregory and Amber Patrick.*

- B. Commissioners – Administrator Margaret Gray reported that the County was notified of their ability to submit a claim in the Purdue Pharma case, which is an opioid litigation. Solicitor Betsy Dupuis presented the consolidated claim authorization form in connection with the bankruptcy estates of In Re Purdue Pharma, L.P., et al., Case No. 19-23649 (RDD) (Bankr.S.D.N.Y). This is a sort of settlement allowing the County to join in the consolidated claim. Betsy will submit the filing electronically on behalf of the County – Dept. 111.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the consolidated claim form.*

X. POLICIES

XI. DISCUSSION ITEMS

XII. EXECUTIVE SESSION REPORT

XIII. PUBLIC MEETING SCHEDULE

Thursday, July 30, 2020

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

Retirement Board – 1:30 PM – Virtual

Tuesday, August 4, 2020

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

Board of Elections – 11:00 AM – Room 146WB

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Thursday, August 6, 2020

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

Retirement Board – 11:00 AM – Virtual

XIV. QUESTIONS FROM THE PRESS

XV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:04 AM.

ATTEST:

Margaret N. Gray
Administrator