



BOARD OF COMMISSIONERS MINUTES

Tuesday, January 31, 2023 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 Board of Commissioners was convened at 10:00 AM by Chair of the Board Mark Higgins.

II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Commissioner Steven Dershem, Administrator John Franek Jr., and Executive Office Supervisor Erin Good.

County personnel present included Human Services Administrator Julia Sprinkle, Controller Jason Moser, Lee Sheaffer, Norm Spackman, Chad Joyce, Faith Ryan, Cathy Arbogast, Dave Lomison, and Recorder of Deeds Joe Davidson.

Guests present included Retired Major Gene Weller, Thomas Stoner, Robert Johnson, Mary Ann Volders, Alyssa Maller, Caleb Yecina, Jeffry Stachowski, Tricia Turner, Phil Cahill, Denise Sticha, and Gary Heverly Jr.

Representatives from the news media included Gary Sindersen and Breanna Hanley.

C-NET staff were present.

III. PUBLIC COMMENT

There were no comments received from the public.

IV. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

V. MEETING MINUTES

The Board will consider approving the minutes from the Board of Commissioners Meeting held on January 24, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the meeting held on January 24, 2023.

VI. PROCLAMATION

Proclamation 3 of 2023 – Mary Ann Volders, Alyssa Maller, Caleb Yecina, Jeffry Stachowski, Tricia Turner, and Phil Cahill joined the Board in proclaiming February 2023 as Career and Technical Education Month in Centre County.

Mary Ann Volders with CPI thanked the Board of Commissioners for having them. Alyssa Maller and Caleb Yecina who are current students at CPI raved about the facility and the multiple opportunities that are offered to students. Jeffry Stachowski with South Hills also thanked the Board of Commissioners for recognizing Career and Technical Month. Tricia Turner is a current diagnostic medical sonographer instructor at South Hills and elaborated on the multiple opportunities South Hills offers to students. Phil Cahill with RBA Professional Services spoke about the need for the work force and how South Hills has trained multiple RBA employees. The Commissioners thanked both CPI and South Hills for all the opportunities they have offered students.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 3 of 2023 proclaiming February 2023 as Career and Technical Education Month in Centre County.

Proclamation 4 of 2023 – Retired Major Gene Weller, Thomas Stoner, Robert Johnson, and Julia Sprinkle joined the Board in recognizing the 75th Anniversary of Marine Toys for Tots and the 35th Anniversary of the Nittany Leathernecks Detachment-Marine Corp League in Centre County.

Retired Gene Weller stated the Marine Toys for Tots started in 1947 with one doll. Now the Marines are collecting over 16 million toys a year. Gene stated there are over 250 Toys for Tots collection points in Centre County. Human Service Administrator Julia Sprinkle also elaborated how the toys are given to various offices for children in need all-year round. The Commissioners thanked the Marine Toys for Tots for everything they have done and continue to do for Centre County.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 4 of 2023 recognizing the 75th Anniversary of Marine Toys for Tots and the 35th Anniversary of the Nittany Leathernecks Detachment-Marine Corp League in Centre County.

VII. BIDS AND PROPOSALS

- A. Enterprise Resource Planning (ERP) Software and Implementation Services – Controller Jason Moser stated the ERP selection team has narrowed down the vendors to two potential vendors for the contract award for the Request for Professional Services to provide an integrated ERP system that will support County staff in the delivery of government services and activities, leverage industry best practices, significantly improve the efficiency and effectiveness of the County's business processes, and be flexible enough to encompass other functions, modules, and features, as needed, both now and in the future. The County desires to procure and implement a modern integrated ERP system with increased functionality, reporting, automation, and real-time data access – Dept. 125, 113, 114.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to enter into contract negotiations for the RFP – Enterprise Resource Planning (ERP) Software and Implementation Services.

- B. Centre County Courthouse Roof Restoration – Lee Sheaffer asked the Board to approve advertisement of Invitation for Bids to restore the Courthouse roof – Dept. 971.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve advertisement of the IFB – Centre County Courthouse Roof Restoration.

VIII. CONTRACTS – AUTHORIZATION

- A. 911 Emergency Communications – Norm Spackman asked the Board to approve a contract with Prepared Emergency Communications Service (Prepared Live) of Invictus to provide web-based access through the Rapid SOS portal providing new technology for 9-1-1 dispatchers to interact with 9-1-1 callers by text for 9-1-1- hang ups. Dispatchers can also request photos and video from callers for critical incidents proprietary technology solutions including proprietary web applications and other software. This is a subscription-based service with no cost to the County for the period of February 7, 2023 to February 6, 2024 – Dept 354.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with Prepared Emergency Communications Service (Prepared Live) of Invictus to next week's Consent Agenda.

- B. Information Technology Services – Chad Joyce asked the Board to approve a contract with CDW-G to provide an advanced server management software called vCenter that provides a centralized platform for controlling VMware environments. The contract total is \$7,443.70 for the period of February 7, 2023 to February 6, 2024 – Dept 142.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with CDW-G to next week's Consent Agenda.

Human Services

C. Adult Services

Faith Ryan asked the Board to approve the following items:

- i. Approve the amended FY 2021-2022 Human Services Block Grant I &E Report. The Department of Human Services (DHS) made a request following the submission of the I&E Report to add Federal COVID-19 CMHSBG funding, totaling \$136,351.00 for Mental Health Crisis Intervention Services. There is no change to the funding reported. The Human Services Block Grant I&E Report total is \$6,150,312.00 funded as follows: State \$5,892,657.00 and County Match \$257,655.00 for the period of July 1, 2021 to June 30, 2022 – Dept 501.
- ii. Approve the signature of the following documents to accompany the recently awarded Emergency Solutions Grant (ESG) through the Department of Community and Economic Development (DCED) to provide funding in Centre County for a homeless prevention program and expansion of existing emergency shelter services. The documents are Worker Protection, Environmental Review, Federal Funding Accountability and Transparency Act, and the Lobby Certification form. The grant total is \$212,689.00 funded as follows: Federal \$212,689.00 for the period of January 1, 2023 to December 31, 2023 – Dept 501.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the Adult Services items i-ii.

- D. MH/ID EI- D&A – Cathy Arbogast asked the Board to approve the Department of Human Services-Bureau of Financial Operations (DHS-BFO) Early Intervention Services Report for Fiscal Year 2020-2021 – Dept 561.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the DHS-BFO Early Intervention Services Report for Fiscal Year 2020-2021.

IX. CONSENT AGENDA

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve this week's Consent Agenda.

Human Services

A. Adult Services

- i. Contract Addendum with Service Access & Management, Inc. to increase the 2022 contract for Emergency Rental Assistance Program (ERAP) administrative assistance by \$1,409,007.78 to cover additional direct services (rental and utility assistance) following the close-out of ERAP 1. Contract total will increase from \$7,900,000 to \$9,309,007.78 funded as follows: Federal \$9,309,007.78 for the period of January 1, 2022 to December 31, 2022 – Dept 501.
- ii. Contract Addendum 2 with Service Access & Management, Inc. to extend the contract timeline from January 1, 2021 – December 31, 2022 to January 1, 2021 – June 30, 2023. There is no increase to program funding. The contract total is \$68,000 funded as follows: State \$34,000 and County Match \$34,000 for the period of January 1, 2021 to June 30, 2023 – Dept 501.
- iii. Contract renewal with Services Access & Management, Inc. for financial management services in 2023. The contract total is \$48,000 funded as follows: State \$48,000 for the period of January 1, 2023 to December 31, 2023 – Dept 501.
- iv. Contract renewal with Services Access & Management, Inc. to continue providing Emergency Rental Assistance Program (ERAP) administrative assistance in 2023. The contract total is \$2,000,000 funded as follows: Federal \$2,000,000 for the period of January 1, 2023 to December 31, 2023 – Dept 501.

B. MH/ID EI- D&A

- i. Consider approval of the Letter of Agreement with IFC Services, Inc. to provide intellectual disability services including respite, in-home community supports, overnight respite, and transportation. The contact total is estimated at \$7,500 funded as follows: State \$7,154 and County Match \$346 for the period of June 1, 2022 to June 30, 2023 – Dept 561.
- ii. Contract renewal with Housing Transitions, Inc. to provide drug and alcohol services including emergency housing assistance for drug and alcohol clients. The contract total is \$10,000 funded as follows: State \$9,539 and County Match \$461 for the period of July 1, 2022 to June 30, 2023 – Dept 562.

C. Register of Wills – Consider approval of an agreement with Family Search International to provide digital image sharing of records ranging from 1800-1950. There is no cost for this agreement for the period of January 31, 2023 to January 30, 2028 – Dept 224.

D. Recorder of Deeds – Consider approval of an agreement with Family Search International to provide digital image sharing of records such as owner's deeds, mortgages and miscellaneous land records ranging from 1800 to 1940. Family Search will pay a one-time administrative fee of \$750.00 for reimbursement of staff time and resources – Dept 133.

- E. Conservation District – Consider approval of a grant submission for Centre County Community Clean Water Action Plan Coordinator Project Implementation Grant additional funds request form through the Pennsylvania Department of Environmental Protection (DEP). The approval of the additional \$100,000 will continue the work objectives, activities, and outputs for the Community Clean Water Action Plan Coordinator and increase the funding from \$289,876.00 to \$389,876.00 to be used towards the completion of water quality improvement projects in Centre County for the time period of January 1, 2020 to December 31, 2024 – Dept 822.
- F. 911 Emergency Communications – Contract with RBA Professional Data Systems, Inc. as part of the Southern Alleghenies Regional CAD 9-1-1 Emergency Communications System to provide on-site and remote technical support services related to the Regional CAD system. These support services are being funded by a PEMA grant. The contract total is \$56,327.04 for the period of February 14, 2023 to August 14, 2024 – Dept 354.
- G. Human Resources
 - i. Contract with Penn State Executive Programs to provide supervision training for Centre County Employees. This will be paid through PSU In-Kind funds. The contract total is \$20,700 for the period of February 12, 2023 to December 12, 2023 – Dept 114.
 - ii. Contract with Applauz, Inc. to provide an employee service recognition program for Centre County Employees. The contract total is estimated at \$15,000 for the period of January 1, 2023 to December 31, 2023 – Dept 114.
- H. Risk Management – Contract with MCM Consulting Group, Inc. to provide the completion and training of a Continuity of Operations Plan. The contract total is \$64,692 funded as follows: PCoRP \$32,724.47 and County \$31,967.53 for the period of February 1, 2023 to September 29, 2023 – Dept 112.

-----END OF CONSENT-----

X. AUTHORITIES, BOARDS AND COMMISSIONS

ABC	NAME	ACTION	Term
Local Emergency Planning Committee	Michaela Bressler	Appointment	N/A
Planning Commission	Timothy Cowen	Resignation	January 1, 2023 to January 31, 2023
Centre County General Authority/Centre County Industrial Development Authority	Anthony Fragola	Appointment	January 1, 2023 to December 31, 2027

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the ABC appointments and resignation.

XI. CHECK RUN

Check run in the amount of \$1,493,086.97 dated January 27, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated January 27, 2023.

XII. LETTER OF SUPPORT

Administrator John Franek Jr. asked the Board to approve letters of support for the Houtzdale Municipal Authority, Mid-Centre County Authority, and the Moshannon Valley Joint Sewer Authority PA H2O Program Projects Grant Applications.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the letters of support.

XIII. ADMINISTRATOR'S REPORT

XIV. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported a total of 99,785 registered voters in Centre County. The Precinct of the week is Precinct #88 Ferguson North Three. In the last Election there were 1,319 registered voters with 855 ballots cast for a voter turnout of 64.82%.

B. Announcements

XV. EXECUTIVE SESSION REPORT

XVI. PUBLIC MEETING SCHEDULE

Tuesday, January 31, 2023

Work Session – 11 AM – Willowbank 146

Thursday, February 2, 2023

Work Session – Contractor Responsibility Ordinance – 10 to 11 AM – Willowbank 146

Retirement Board – 11 AM – Willowbank 146

Tuesday, February 7, 2023

Board of Commissioners – 10 AM – Willowbank 146

Thursday, February 9, 2023

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

XVII. QUESTIONS FROM THE PRESS

XVIII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:57 AM.

ATTEST: _____

John Franek Jr.

Administrator