

**COMMISSIONERS' MEETING: TUESDAY, June 25, 2024, 1:00 P.M.**

Location: Commissioners Meeting Room, Basement.

*\*Public meetings are being held both in-person and by Zoom. To participate in the meeting, please dial 1-509-205-3325 or 1-646-876-9923, enter meeting number 988 9066 9264, and enter the meeting passcode 423423.*

**CALL TO ORDER:**

Commissioner Kessling called the meeting to order.

**MOMENT OF SILENT REFLECTION:**

Commissioner Kessling called for a moment of silent reflection.

**PLEDGE OF ALLEGIANCE TO THE FLAG:**

Commissioner Kessling requested that those participating in the meeting please stand and recite the Pledge of Allegiance to the Flag.

**MEMBERS PRESENT:**

Commissioner Kessling, Commissioner Webster, Commissioner Burke, and Chief Clerk Hemmingner.

**MEMBERS ABSENT:**

Allison Senkevich and Lori Guyer (Commissioners), Lindsay Dempisie (Finance), A.C. Stickle and Angela Wagner (Controller), Becky Robinson (Purchasing), Mindy Hostler (CYF), Cindy James (Social Services), Devin Saylor (Assessment), Derek Schroeder and Zeblin Brought (Zelenkofski Axelrod LLC), Rachel Foor (Altoona Mirror), and Nate Taylor (Public Access Channel).

**EXECUTIVE SESSION ANNOUNCEMENT:**

Chief Clerk Hemmingner confirmed there was an Executive Session held on Tuesday, June 25, 2024, at 9:30 a.m. with Commissioner Kessling, Commissioner Webster, Commissioner Burke and Chief Clerk Hemmingner to interview one candidate for one job opening.

**APPROVAL OF BOARD OF COMMISSIONERS MEETING MINUTES – 6/18**

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to accept the minutes as prepared.

**PUBLIC COMMENT:**

Commissioner Kessling called for public comment. There were no comments.

**COMMISSIONER COMMENT:**

Commissioner Kessling called for commissioner comment. There were no comments.

**Resolution 306-2024:**

a. Payment of the following two-2 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
06/25/2024	240625VW	735,961.28
06/25/2024	240625CY	103,490.57

b. Ratification of the following five-5 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
06/18/2024	240618DA	24,859.00
06/20/2024	240620HR	13,155.12
06/17/2024	240617FS	1,718.22
06/21/2024	240621WX	11,092.77
06/18/2024	240618SS	47,161.39

c. **2024 Budget Transfer:** To cover the fees from McNees Wallace for the Krause case:

From	To
01101GCO-44080 General County Operations	\$7,849.50 113201-44080 CYF

d. **2024 Budget Transfer:** To cover the staff development fees from Dr. Grace Fala for CYF in April/May 2024:

From	To
01105-42070 HR Staff Development	\$500.00 113201-42070 CYF

e. **2024 Budget Transfer:** To cover the fees from regional treatment court:

From	To
01101GCO-41999 General County Operations	\$800.00 01160195-43010 Veterans Court

01101GCO-41999 General County Operations	\$600.00 01160195-45060 Veterans Court
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01101GCO-41999 General County Operations	\$500.00 01160195-45070 Veterans Court
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f. **Terminations:** Fleck, Bobbi M., FT, Corrections Officer, Prison, \$21.53/hr., effective 06/18/24. Hollern, Renee L., FT, Telecommunicator Trainee, Public Safety – 911, \$13.88/hr., effective 06/20/24.

g. **Resignations:** Hollingshead, Luke J., FT, Corrections Officer, Prison, \$21.53/hr., effective 06/22/24. Adler, Linda M., FT, Administrative Support, MDJ Dunito, \$11.87/hr., effective 06/28/24. Coughlin, Stephen T., FT, Corrections Officer, Prison, \$21.53/hr., effective 06/14/24.

h. **Employments:** Harr, Karen L., FT, Receptionist Clerk, Prothonotary, \$11.31/hr., effective 06/24/24. Johnson, Amanda S., FT, Probation Officer Aide, APO, \$11.58/hr., effective 06/24/24.

i. **Status Change:** Burk, Bryonna E., FT, Deputy Register of Wills and Recorder, Register & Recorder, \$11.48/hr. to FT, Deputy Recorder, Register & Recorder, \$14.08/hr., effective 06/24/24.

Commissioner Burke noted her abstentions on the payments to Blair Senior Services and Hollidaysburg Borough, due to conflicts of interest.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and approved to adopt Resolution 306-2024 with abstentions as noted.

**STAFF REPORTS & SPECIAL BUSINESS:**

**2023 Audit:**

i. Derek Schroeder and Zeblin Brought from Zelenkofski Axelrod, LLC, presented the 2023 Audit Report.

Mr. Schroeder provided a brief summary of the results of the County's Audit, which reviewed the County's financial statements and expenditures of federal funds. He added that the audit process went smoothly and was, at its highest level, materially correct. Mr. Schroeder noted that the reports are being finalized, and will be available by the end of the week.

Mr. Schroeder continued that the County's General Fund balance at December 31, 2023, was \$16,740,454, an increase of \$295,490 from the prior year. The County's estimated net pension liability at December 31, 2023, was \$70,893,565, an increase of \$5,385,673 from December 31, 2022. Lastly, he noted that the County adopted GASB No. 96 during 2023 and that some balances in this section have been adjusted to reflect that adoption.

Mr. Schroeder reported that there were four audit findings; one finding in the Treasurer's office, two findings in the Children, Youth and Families department, and one finding in the Department of Social Services.

Controller A.C. Stichel stated it was great working with Zelenkofske Axelrod, LLC to get this audit prepared on time.

Commissioner Burke stated the audit process went smooth and she appreciates Zelenkofske Axelrod's work.

ii. Controller A.C. Stichel requested approval for the acceptance of the 2023 Audit Report prepared by Zelenkofske Axelrod LLC.

Commissioner Burke asked that approval for the acceptance of the 2023 Audit Report be held until the audit reports are finalized.

Commissioner Kessling suggested approving the acceptance of the 2023 Audit Report pending receipt of the final report.

**Resolution 307-2024:** Approving the acceptance of the 2023 Audit Report prepared by Zelenkofske Axelrod LLC.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 307-2024 pending receipt of the final report.

**District Attorney:**

Commissioner Kessling, on behalf of District Attorney Pete Weeks, requested approval of the quote received from NDAF Lawyers Professional Liability Insurance to provide lawyers professional liability coverage for the Blair County District Attorney in the total amount of \$19,710.00.

**Resolution 308-2024:** Approving the quote received from NDAA Lawyers Professional Liability Insurance to provide lawyers professional liability coverage for the Blair County District Attorney in the total amount of \$19,710.00.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 308-2024.

**Children, Youth and Families:**

i. Mindy Hostler requested approval of the FY 23/24 Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families, and St. Joseph's Center.

**Resolution 309-2024:** Approving the FY 23/24 Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families, and St. Joseph's Center.

Motioned by Commissioner Burke, seconded by Commissioner Kessling, and unanimously approved to adopt Resolution 309-2024.

ii. Mindy Hostler requested approval of the FY 24/25 Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families, and St. Joseph's Center.

**Resolution 310-2024:** Approving the FY 24/25 Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families, and St. Joseph's Center.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and unanimously approved to adopt Resolution 310-2024.

iii. Mindy Hostler requested approval of the FY 24/25 Agreement of Payment of Legal Services between the County of Blair, Blair County Children, Youth and Families, and Rea, Rea & Lashinsky to amend the language in the "Training Requirements" section -- all other terms and conditions of the existing agreement remain the same.

**Resolution 311-2024:** Approving the FY 24/25 Agreement of Payment of Legal Services between the County of Blair, Blair County Children, Youth and Families, and Rea, Rea & Lashinsky to amend the language in the "Training Requirements" section – all other terms and conditions of the existing agreement remain the same.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and unanimously approved to adopt Resolution 311-2024.

**Social Services:**

- i. Cindy James requested approval of the FY 24/25 Referral, Communication and Transfer Agreement and HIPAA Business Associate Agreement between the County of Blair, on behalf of the Department of Social Services and Alternative Community Resource Programs for the period of July 1, 2024 through June 30, 2025.

**Resolution 312-2024:** Approving the FY 24/25 Referral, Communication and Transfer Agreement and HIPAA Business Associate Agreement between the County of Blair, on behalf of the Department of Social Services and Alternative Community Resource Programs for the period of July 1, 2024 through June 30, 2025.

Motioned by Commissioner Burke, seconded by Commissioner Kessling, and unanimously approved to adopt Resolution 312-2024.

- ii. Cindy James requested approval of the FY 24/25 Referral, Communication and Transfer Agreement and HIPAA Business Associate Agreement between the County of Blair, on behalf of the Department of Social Services, and LaRocco Consulting, Inc. for the period of July 1, 2024 through June 30, 2025.

**Resolution 313-2024:** Approving the FY 24/25 Referral, Communication and Transfer Agreement and HIPAA Business Associate Agreement between the County of Blair, on behalf of the Department of Social Services, and LaRocco Consulting, Inc. for the period of July 1, 2024 through June 30, 2025.

Motioned by Commissioner Burke, seconded by Commissioner Kessling, and unanimously approved to adopt Resolution 313-2024.

- iii. Cindy James requested approval of a Purchase of Service Agreement between the County of Blair, on behalf of the Department of Social Services, and the Law Office of Stephen D. Wicks for consultative and court appearances for the period of July 1, 2024 through June 30, 2025, at the rate of \$160.00 per hour.

**Resolution 314-2024:** Approving the Purchase of Service Agreement between the County of Blair, on behalf of the Department of Social Services, and the Law Office of Stephen D. Wicks for consultative and court appearances for the period of July 1, 2024 through June 30, 2025, at the rate of \$160.00 per hour.

Motioned by Commissioner Burke, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 314-2024.

- iv. Trina Illig requested approval of the submission of the Revised Closeout Reporting to PA DCED for the County of Blair's FFY 2020-CV Community Development Block Grant (CDBG) Contract #C000075680 in the total amount of \$13,698.43.

Ms. Illig corrected the total amount from \$13,698.43, to \$13,689.43.

**Resolution 315-2024:** Approving the submission of the Revised Closeout Reporting to PA DCED for the County of Blair's FFY 2020-CV Community Development Block Grant (CDBG) Contract #C000075680 in the total amount of \$13,689.43.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and unanimously approved to adopt Resolution 315-2024.

**Elections:**

Chief Clerk Hemminger, on behalf of Sarah Seymour, requested approval of a Contract Agreement between the County of Blair, on behalf of the Blair County Board of Elections, and Election Systems and Software LLC, a Delaware Limited liability Company, for Hardware Maintenance, Software License, Maintenance and Support Services, and Firmware, License, Maintenance and Support Services, for the period of July 1, 2024 through June 30, 2029, in the total amount of 339,929.00.

Chief Clerk Hemminger stated the payment for the first year would be \$62,765.00 and would increase gradually in the years thereafter.

Commissioner Kessling asked if this contract is with the same company that provides our current voting machines, if bids were taken, or if this was an extension of what the county is currently using. He also questioned if this contract was put out to bid or if it is an extension of the current contract with Elections Systems & Software LLC (ES&S).

Chief Clerk Hemminger responded that bids were received when the voting machines were purchased, and this contract is an extension of the original contract with the ES&S. She also clarified that maintenance and support services would not be able to be bid out separately as the equipment is proprietary to ES&S and would need to be maintained by them as well.

**Resolution 316-2024:** Approving the Contract Agreement between the County of Blair, on behalf of the Blair County Board of Elections, and Election Systems and Software LLC, a Delaware Limited Liability Company, for Hardware Maintenance, Software License, Maintenance and Support Services, and Firmware, License, Maintenance and Support Services, for the period of July 1, 2024 through June 30, 2029, in the total amount of \$339,929.00.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and unanimously approved to adopt Resolution 316-2024.

**Commissioners:**

Chief Clerk Hemminger requested approval of a Letter of Engagement from Mears and Adams for legal services as it relates to examination of title and other real estate matters at \$150.00 per hour for attorney time or \$75.00 per hour for paralegal time.

Chief Clerk Hemminger added that the county needs a closing agent closer to home for farmland preservation and real estate matters.

Commissioner Burke stated that these types of services were previously performed in-house with the county's former solicitor, and she expressed her frustration that the new solicitor firm would not perform these services and recommended that the commissioners seek a separate contract for title and real estate matters.

**Resolution 317-2024:** Approving the Letter of Engagement from Mears and Adams for legal services as it relates to examination of title and other real estate matters at \$150.00 per hour for attorney time or \$75.00 per hour for paralegal time.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 317-2024.

**OLD BUSINESS:**

None.

**Adjourn:**

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adjourn today's meeting.

  
Allison Senkevich, Assistant County Administrator