

BUSINESS SESSION: THURSDAY, FEBRUARY 3, 2022, 10:00 A.M.

Location: Commissioners Meeting Room, Basement.

**Public meetings are being held both in-person and by conference call. To participate in the meeting please dial 1-408-419-1715 or 1-408-915-6290 and enter meeting number 2468097683#*

Call to Order:

Commissioner Erb called the meeting to order.

Moment of Silent Reflection:

Commissioner Erb called for a moment of silent reflection.

Pledge of Allegiance to the Flag:

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

Roll Call:

Members Present:

Commissioner Erb, Commissioner Burke, Commissioner Webster and Chief Clerk Hemminger.

Members Absent:

Solicitor Karn and Assistant Solicitor Muriceak.

Others Present:

Melissa Harpster and Allison Senkevich (Commissioners Office), Kay Stephens (Altoona Mirror), Katherine Swigart (HR), Carol A. Dannenberg and Bryan King (Hollidaysburg Community Watchdog), AC Stickel (Controller), Rebecca Robinson (Purchasing) and Sarah Chuff (Finance).

Public Comment:

Commissioner Erb called for public comment.

There were no comments noted.

Unfinished Business:

Adoption of Resolutions:

Resolution# 41-2022 - Fort Roberdeau: A resolution approving the change order received from Keller Engineers to extend the contract by 60 days from February 22, 2022 to April 23, 2022 for Substantial Completion and 68 days from February 22, 2022 to May 1, 2022 for Final Payment.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution #41-2022.

Resolution# 42-2022 - Juvenile Probation Office: A resolution approving a Youth Level of Service (YLS)/Case Management Inventory 2.0 Test Usage renewal agreement between the Pennsylvania Juvenile Court Judges' Commission (JCJC), and the County of Blair on behalf of the Juvenile Probation Office, effective January 1, 2022 through January 2, 2023 with the option of YLS assessments to be purchased at \$2.10 per assessment.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution #42-2022.

Resolution# 43-2022 - Human Resources: A resolution approving a Memorandum of Understanding with the Pennsylvania Counties Health Insurance Cooperative (PCHIPC) to agree to set aside approximately \$591,252.00 of the current reserve for the Blair County 2022 Funding Option.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution #43-2022.

Resolution# 44-2022 - Bridge #82/Frankstown Branch of the Juniata River: A resolution approving a Letter of Amendment to the Reimbursement Agreement #R18090005 for Bridge #82 increasing the total project costs from \$1,130,000.00 to \$1,436,450.00 and authorization for Nicole Hemminger to sign said letter in the RAS system.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution #44-2022.

Resolution# 45-2022 - Bridge #70/Howard Hanna - Cody Weyant Appraisal: A resolution approving a Proposal of Work for Howard Hanna, Bardell Realty to complete a valuation of the lands of Cody J. Weyant for a total of \$1,500.00.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution #45-2022.

Old Business:

Second Amendment Sanctuary Referendum Intergovernmental Cooperation Agreement:

Continued discussion.

The Commissioners advised they have no further comments at this time.

Handbook Updates:

Continued discussion.

Section	Comments
Introductory Period	
Job Description	
Jury Duty	
Paid Leave Donation Policy	
Light Duty	
Military Leave	
Outside Employment	
Paid Sick Time	
Payroll	
Pre-Employment Hiring Information	
Performance Reviews	
Personnel Data Changes	
Personnel Files	
Political Activity	
Pregnancy Discrimination	
Problem Resolution	
Progressive Corrective Action	
Prohibited Weapons	
Religious Accommodation	
Retirement	


The above sections of the Employee Handbook were discussed as summarized below:

- Introductory Period
 - Take the word “regular” out of quotes, which would make sentence consistent with Union contracts.
- Job Description
 - Commissioner Webster asked if this section was necessary to keep in the handbook. Katherine confirmed that it is because it references separate job descriptions given by department heads.
- Jury Duty
 - Second page last sentence in paragraph 2– change wording to “return to work at the conclusion of court proceedings and/or jury duty”
- Paid Leave Donation Policy – no changes, ok as written to use new policy
- Light Duty
 - This policy is used for Workers Comp and Non-Workers Comp policies
 - Replace “8 hour shift” with “full day”
 - Replace “officer” with “employee” in the last sentence in paragraph 2(c)
 - Katherine to provide CBA text wording that captures 7-day work week in paragraph 2(e)
- Military Leave
 - Katherine confirmed this policy is based on PA law, etc.
- Outside Employment
 - Nicole Hemminger asked for clarification on what the “County policy” references in the first paragraph. Katherine confirmed that this is purposely vague as we do not have a formal attendance policy. After “policy” we need to add “and/or standards”
 - The Commissioners and Katherine agreed that the bolded paragraph at the bottom of this policy needs to be moved to the Light Duty or Leave of Absence policy or both.
- Paid Sick Time
 - Take out “only” in sentence one of paragraph two.
 - Remove the last sentence in paragraph 2 “employees...member”
 - Remove the phrase “where the County...” in paragraph 3
 - Need language from Katherine for benefits for non-union start – is it first of the next month following employment
- Payroll
 - Katherine confirmed Direct Deposit becomes a matter of union bargaining.
 - Add payroll@blairco.org email after “HR department”
- Pre-Employment Hiring Information
 - Replace “will” with “may” in last sentence of paragraph
- Performance Reviews
 - Held at the discretion of the employees’ supervisor.
- Personnel Data Changes – no changes, ok as written
- Personnel Files
 - It was agreed that there needs to be a sentence of Right to Know to clarify what information is public and what information needs to be redacted
 - It was also agreed that John Baker will be asked to write a separate section for RTK based on Solicitor Karn’s contract provision
- Political Activity
 - It was discussed to add something in the policy along the lines of “not attending public events while in County uniform that include logos, badges, etc.”
- Pregnancy Discrimination
 - Add the word “Act” to the policy title

- Change “County” breaks to “Union” breaks in paragraph two
- Problem Resolution
 - Add 814 in the HR phone#
 - Remove the phrase “and helps to ensure...” in the last paragraph
- Progressive Corrective Action – no changes
- Prohibited Weapons
 - Commissioner Burke stated that the current policy is non-constitutional and that there should be a way to designate court areas
 - The Commissioners and Katherine agreed that John Baker should be consulted to rewrite the policy.
- Religious Accommodation
 - Nicole suggested that the last paragraph in item# 5 needs to be put in all other policies that deal with harassment, etc.
- Retirement
 - Wording issue with paragraph 3 under item# 1 in regard to “unless vested”. Katherine is to provide a document to add definitions here.
 - 30 day notice to Controller instead of 90 days
 - Discussion held around changing the “300 unused sick days” under item# 3, Sick Time

The subsequent sections were held for discussion at a future Commissioner’s Meeting.

Security and Inspections	
Separation from Employment and Rehire	
Service Animals	
Short-Term Disability	
Smoking	



New Business:

None

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk