

## **Commissioners' Board Meeting Minutes June 30, 2016**

The Berks County Board of Commissioners met in regular session on Thursday, June 30, 2016, at 10:00 A.M. in the Boardroom on the 13th floor of the Berks County Services Center, pursuant to due notice to Board members and the public.

Commissioner Chair Christian Y. Leinbach called the meeting to order with Commissioner Kevin S. Barnhardt and Commissioner Mark C. Scott in attendance. Also present were County Solicitor Christine M. Sadler and Chief Clerk Maryjo Gibson.

Commissioner Leinbach opened the meeting with a moment of silence and Pledge of Allegiance to the Flag.

### **Presentation**

Commissioner Leinbach introduced Tami Hildebrand, Executive Director of the Berks County Agriculture Department, who announced that June is National Dairy Month and July is National Ice Cream Month, and that is why we hold the Berks County Employee Ice Cream Social. Ms. Hildebrand commented every year the Berks County Volunteer Council purchases ice cream from a local dairy from proceeds from the vending machines located in County facilities, and this year the ice cream is from WayHar Farms. Ms. Hildebrand stated the dairy industry in Berks County is a very important part of the economic industry and is ranked 4<sup>th</sup> in the State for dairy production. Ms. Hildebrand introduced Brittany Haag, 2016-2017 Berks County Dairy Princess and her Court who are here today to help celebrate these two events and to scoop ice cream for the employees. Ms. Haag reported that Pennsylvania ranks 5<sup>th</sup> in the nation for milk production, and spoke of the nutritional value of dairy products, encouraging everyone to continue to support local dairy farmers. Ms. Haag commented that dairy farmers are used to fluctuation in dairy prices and prepare themselves for the highs and lows of the market. Ms. Haag introduced members of the Court; Samantha Haag, 2016-2017 Berks County Alternate Dairy Princess; Chloe Shealer, 2016-2017 Berks County Li'l Miss Dairy Princess; Mikayla Davis, 2016-2017 Berks County Dairy Ambassador; Lindsey Zimmerman, 2016-2017 Berks County Dairy Ambassador and Megan Krick, 2016-2017 Berks County Dairy Ambassador, who all gave a little bit of information about themselves.

Li'l Miss Dairy Princess Chloe Shealer sang a song and told a few jokes relating to cows and the dairy industry.

### **Approval of Minutes**

The minutes of June 16, 2016 Commissioners' Board Meeting were approved as presented.

Commissioner Leinbach announced there was an Executive Sessions June 21, 2016 to discuss personnel and June 22, 2016 to discuss personnel and litigation.

Agenda Items

1. A motion was made by Commissioner Barnhardt, seconded by Commissioner Scott and all voted unanimously to approve the items listed below:

177.16 Adopt a resolution authorizing 2016 Budget Transfers in the amount of \$270,628.00 and 2016 Appropriations in the amount of \$5,558,991.00 per listing dated June 28, 2016.

178.16 Adopt a resolution authorizing Human Resources Recommendations per listing dated June 30, 2016 as follows:

1. Authorize the appointment of Tracey Zegen to PC011151 Judicial Administrative Assistant – Court Administration, effective 7/13/16. Rate of \$41,905/annually. Salary range Minimum \$34,379; Midpoint \$45,838; Maximum \$57,298. Replacement for Leonard Greth who retired. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
2. Authorize the appointment of Shirley Benzel to PC011391 Manager of Customer Support Services – Facilities and Operations Department, effective 7/13/16. Rate of \$43,000/annually. Salary range Minimum \$40,284; Midpoint \$53,712; Maximum \$67,140. Replacement for Kimberly Radka who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11030.
3. Authorize the transfer of Carol Gemmiti, PC010054 Activity Therapist – Berks Heim Activities Department to PC011722 Office Support II – Berks Heim Administration Department, effective 7/13/16. Rate of \$15.38/hour. Salary range Minimum \$25,866; Midpoint \$34,487; Maximum \$43,109. Replacement for Patricia Church who separated. This request meets the criteria of the Hiring Policy. Budget 53000 – 33030.

179.16 Adopt a resolution authorizing the award and Director of Contracts and Procurement to execute a one (1) year contract as a result of Request for Proposal #16-13-CN for Employment, Advancement and Retention Network (EARN) Services as follows:

**Educational Data Systems, Inc.**

15300 Commerce Drive North, Suite 200

Dearborn, MI 48120

**Not to exceed: \$812,406.00 per year**

The County of Berks reserves the right upon mutual agreement of both parties to extend the agreement in accordance with the terms of the contract.

- 180.16 Adopt a resolution authorizing the award and the Director of Contracts and Procurement to execute one (1), two (2) year contracts as a result of Request for Proposal #16-12-CN for Business Services in partnership with One Stop Operator of the Pennsylvania CareerLink Berks County as follows:

**Educational Data Systems, Inc.**

15300 Commerce Drive North, Suite 200

Dearborn, MI 48120

**Not to exceed: \$289,896.00 per year**

The County of Berks reserves the right upon mutual agreement of both parties to extend the agreement for one additional one year term in accordance with the terms of the contract.

- 181.16 Adopt a resolution authorizing the award and the Director of Contracts and Procurement to execute as a result of Invitation to Bid #16-10-PB, a one (1) year contract to supply gasoline via fuel cards as follows:

**Penn Pride, Inc.**

1248 Wayne Street

Reading, PA 19601-1726

Fixed Overhead (Item 1, 2 & 3) - .080

**Estimated Annual Expenditure of \$106,800.95**

The County of Berks reserves the right to extend for two additional one year terms, upon mutual agreement of both parties at the overhead notated herein.

This price reflects the published OPIS price of April 6, 2016 plus the fixed rate of overhead as noted herein. This figure was used to calculate the estimated amount of the contract. The number of gallons is estimated based upon previous contract usage as outlined in the chart herein.

- 182.16 Adopt a resolution authorizing execution of the Draft Area Plan for 2016-2020 for the Berks County Area Agency on Aging. This Draft Plan may be subject to revision by the Pennsylvania Department of Aging. The final Plan is due August 1, 2016. The Plan contains the "need" areas identified and strategies reviewed at the Berks County Area Plan Public Hearing on June 14, 2016. Dr. Edward Michalik, Executive Director of Berks County Area Agency on Aging, commented this is a draft plan for the next four years. Dr. Michalik reported the Department of Aging operates on an annual budget of about \$9 million made up of state and federal funds, and these funds help improve access and enhance the services to the elderly, empower the workforce force and helps

keep the elderly in their homes longer. Dr. Michalik commented the draft is our best shot guess based on public input.

- 183.16 Adopt a resolution authorizing execution of the Infants, Toddlers and Families Medicaid Waiver Operating Agreement between the Office of Child Development and Early Learning, Pennsylvania Department of Human Services and Berks County MH/DD Program for Fiscal Years 2013-2016. This Waiver/Agreement is required by the Centers for Medicare and Medicaid Services and provides infants and toddlers with developmental delay ages birth to 3 years old, with support and therapies necessary to address their individualized needs.
- 184.16 Adopt a resolution authorizing execution of the signature page for the Grant Application for the Byrne Justice Assistance Grant Program (Federal 16.738 JAG) for the 2016 Video Visitation Implementation in the Berks County Jail System to facilitate faster interview and hearings between inmates in the Jail and local criminal justice agencies. The grant is in the amount of \$170,000.00 and is funded 88% (\$150,000.00) from the Federal Government and 12% (\$20,000.00) in-kind matching funds by the County.
- 185.16 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Designation of County and Procurement Certification (Enclosure B) to the U.S. Department of Homeland Security ("FEMA") necessary to demonstrate to Pennsylvania Emergency Management ("PEMA") that the County of Berks follows applicable laws for procurement purposes and in accordance with the Grant for FY 2014/2015.
- 186.16 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Indemnification and Hold Harmless Agreement between the County of Berks ("County") and the Reading Parking Authority ("RPA") in regard to use by the County of the RPA parking facilities during emergency training drills or emergency evacuation purposes.
- 187.16 Adopt a resolution ratifying, confirming and approving execution of the signature page for the Grant Application for the 2015/2016 Byrne Justice Assistance Grant Program (Federal 16.738 JAG) for the Berks County Central Booking Module which will allow for a faster dissemination of automated data entry and photo transfers reducing duplicate entry by police and deputy sheriffs. The grant is in the amount of \$150,000.00 is 100% federally funded.

- 188.16 Adopt a resolution authorizing the reappointment of the following members to the Berks County Workforce Development Board for a three (3) year term effective July 1, 2016 through June 3, 2019:
- Thomas A. Brizek, CEO/President  
TAB Industries, Inc.
- Robert D. Harrop, SPHR, Vice President, Personnel  
East Penn Manufacturing Co., Inc.
- Jeannine O'Neill-Rohrbach, CPA, CGMA, Vice President of  
Finance/CFO  
Brentwood Industries, Inc.
- Michael J. Rowley, CPA/ABV, CVA, CFF, Partner and COO  
Herbein & Company, Inc.
- Modesto D. Fiume, President  
Opportunity House
- Brian McMahon, Business Representative  
Steamfitters Local 420
- Constance Y. Skipper, Assistant Director  
Berks County Intermediate Unit
- Carole Homolash, M.S., CRC, District Administrator  
Office of Vocational Rehabilitation
- Thomas C. McKeon, AICO, CEcD, Executive Director  
Berks County Industrial Development Authority
- 189.16 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Licensing Agreement between the Commonwealth of Pennsylvania, Department of State ("DOS"), and Berks County, to allow Berks County to receive and use the DOS, Bureau of Commissions, Elections and Legislation's software application for administering the Pennsylvania Campaign Finance Report Law.  
Commissioner Leinbach commented the goal is to have petitions and campaign expense reports done and available electronically.
- 190.16 Adopt a resolution authorizing execution of the Municipal Waste Planning Grant Agreement between the Department of Environmental Protection ("DEP") and Berks County. The grant amount approved is in the amount of \$74,518.00 and is 80% funded by DEP and 20% funded in the form of cash expenditures and/or in-kind services, which will be paid by the Berks County

Solid Waste Authority. The funds will be used by the County to conduct Household Hazardous Waste educational programs for registered collection events in 2016 and 2017.

- 191.16 Adopt a resolution authorizing the reappointment of P. Michael Ehlerman, Wyomissing, Pennsylvania to the Berks County Convention Center Authority for a four (4) year term expiring on August 29, 2020.
2. Motion authorizing Christian Y. Leinbach as Chairman of the Board, to execute Contract Agreements/Amendments as furnished by the Contract Coordinator, per listing dated June 28, 2016. Commissioner Leinbach reported there are 22 contracts and referenced the departments.
3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated June 28, 2016 for week ending June 29, 2016 and the payment of electronic transfers and employee payroll.

### **Reports**

1. County Treasurer A. Dennis Adams, CPA submitted a prepared weekly Treasurer's report.
2. The Controller's weekly report was presented by Deputy Controller Ronald Rutkowski.

### **REPORT OF CHIEF FINANCIAL OFFICER**

1. Robert J. Patrizio reported at the Operations/Budget Meeting this afternoon there will be a discussion on overtime policy by the Human Resources Department; a brief cash flow update and a discussion on the Burns & McDonnell Security Assessment. Mr. Patrizio noted under Budget Appropriations the transfer from the Berks Heim Fund Balance recovers the money contributed for the IGT.

### **COMMISSIONERS' COMMENTS**

Commissioner Barnhardt wished everyone a safe and happy 4<sup>th</sup> of July holiday.

Commissioner Scott wished everyone safe and happy 4<sup>th</sup> of July.

Commissioner Leinbach commented last night he was privileged to participate in the ribbon cutting ceremony of the Kyle Pagerly K-9 Training Center located at the North Campus honoring former Sheriff Deputy Kyle Pagerly who was killed 5 years ago. Commissioner Leinbach also wished everyone a very happy Independence Day holiday and announced he will be participating in the Wyomissing 4<sup>th</sup> of July Parade on Monday, and in the evening attending the performance by the Reading Symphony Orchestra at First Energy Stadium.

**COMMENTS FROM THE FLOOR**

Treasurer Dennis Adams wished everyone a happy 4<sup>th</sup> of July.

There being no further business, the meeting adjourned at 10:31 A.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk