

Operations Meeting Minutes June 9, 2020 at 9:30 a.m.

Pursuant to due notice to Board members and the public the Operations meeting was held via Microsoft Teams Live at 9:30 a.m..

Participating were Commissioner Chair Christian Y. Leinbach, Commissioner Kevin S. Barnhardt, Commissioner Michael S. Rivera, Executive Assistants Mary Buerer, Jessica Blausner and Barbara Lopez, Chief Administration Officer Ronald R. Seaman, County Solicitor Christine M. Sadler, Human Resources Director Jessica Weaknecht, and Maryjo Gibson, Chief Clerk. Also participating were Chief Financial Officer Robert Patrizio, Chief Information Officer Justin Loose, and Chief Operating Officer at Berks County Workforce Development Dan Fogarty.

Oracle Hyperion/HRMS/Payroll Cloud Software Testing Options – Bob Patrizio, Justin Loose, Laura Jones

Bob Patrizio reported the team has discovered instead of the anticipated quarterly program updates to the new Hyperion system, they learned they would have to upgrade every month, and that will put a strain on the County's resources resulting in staff compression due to the necessary staff input for update testing and validation. Mr. Patrizio was tasked by the Phase 3 Team to work with IS, and evaluate options. The first options evaluated was moving the go-live date from August 1 to December 1. This option was deemed too costly and not feasible for the budget team. The second option was to keep the August 1 go-live date and engage our consultant, AST, to perform the updates as a service during September, October and November, the busiest months for the budget team. Though discussion with the budget team and IS, it was determined that this was the best solution. In addition, the team suggested adding additional testing automation to limit staff impact of this in the future.

Mr. Loose reported there are also three components of this project that we need to add additional funding to address the work compression issues Bob talked about. The first component is an additional cost of \$13,500 to outsource patch testing to go live for the months of September, October and November.

Second component is the cost for additional patch automation as necessary for the project will be a not to exceed \$41,700 and would like authority to spend that amount to keep the project moving forward.

The third component is post go-live support for next year and that will cost will be \$28,720, for a grand total \$83,920 for all three components. This will reduce risk of the project and aid in the staff compression caused by the timing of the project implementation.

The Commissioners agreed that this was the best option for this project.

After discussion, a motion was made by Commissioner Barnhardt to move forward with the expenditure of up to \$83,920 for the Hyperion/HRMS/Payroll Cloud Software project. Said motion was seconded by Commissioner Rivera. The motion carried.

Upgrade of the Smartlinx Timeclock Software – Justin Loose

Mr. Loose commented another component that ties into the HR/Payroll project is Smartlinx, the time clocks most of the County's represented employees use. Mr. Loose said the current system

is extremely old and the team has determined instead of replacing the old system, which they consider is the best product, they are simply recommending an upgrade. Mr. Loose said this project was deferred, but because most employees are still out on furlough or working remotely, it would be beneficial to the HR project to upgrade now before the new system goes live.

The cost to upgrade is \$20,295 and is all inclusive.

Commissioner Barnhardt asked if there is any technology to track work at home employees?

Mr. Loose responded yes there is technology to track employee productivity, but that would have to be a case by case discussion with each manager.

A motion was made by Commissioner Barnhardt to approve the expenditure of \$20,295 for Smartlinx Timeclock software. Said motion was seconded by Commissioner Rivera, and the motion carried.

Convention Center Authority –

Commissioner Leinbach was advised by P. Michael Ehlerman, Chair, Berks County Convention Center Authority (hereafter “Authority”), of some very serious concerns about the short term of the Convention Center. Commissioner Leinbach said the Authority receives its funding primarily from events and the Hotel Tax, which is a very significant amount, and due to COVID-19, Mr. Ehlerman has no idea when they will be able to reopen. Revenue is down by about 70% and they do not anticipate starting back up until maybe December.

Commissioner Leinbach said the Commissioners had the same conversation with Visitors Bureau, who also receives a portion of the Hotel Tax.

The Commissioners asked both the Authority and the Visitors Bureau to provide numbers definitively on projections, but it appears both organizations are going to need some kind of help.

Commissioner Barnhardt reported the Authority is in negotiations with PNC Bank for extension of payments, and there is a clause in the Ordinance that if they would default to the bank they could declare 100% of the Hotel Room tax, leaving none for the Visitors Bureau.

Commissioner Barnhardt said there is a delineation in the CARES Act for tourism and promotion and suggests that could be an option should they choose to default.

Commissioner Barnhardt reported Customers Bank is considering stepping in to see if they could help and also talk to the City. The Commissioners asked for more clarification on what they are doing and what they would like the County to do.

Berks Service Corps 2020 Steering/Advisory Committee– Dan Fogarty, Chief Operating Officer.

Dan Fogarty reported to the Commissioners that CareerLink is partnering with United Way of Berks County to launch Berks Service Corps 2020 this summer to address concerns about the suddenly dim educational and career opportunities for 18 to 23 young adults. In addition, Mr. Fogarty said Berks County’s local non-profit agencies are facing greater demand for services while many fundraising events are cancelled or postponed; expenses are up and revenue is down. Mr. Fogarty said Berks Service Corps 2020 will provide the funding and support for certain non-profit programs who need the help, and will target young adults 18 to 24 who may not be employed or in school or may not be returning to school full time in August. The program will run for four months and currently can accept 30 individuals.

Commissioner Barnhardt asked what if the number goes beyond applicants. Mr. Fogarty responded they could file a waiver with the State to go to 100.

Commissioner Rivera asked how will the applicants be determined, first come first served? Mr. Fogarty responded yes, a modified first come, first served. They make sure every young adult has a chance and will give first consideration.

Mr. Fogarty asked to have a Commissioner serve on the Advisory Committee. The monthly meetings will begin June 15 at 3:00 p.m. and will be virtual.

Commissioner Barnhardt made a motion nominating Commissioner Rivera to represent the Board of Commissioners. Said motion was seconded by Commissioner Leinbach, and the motion carried.

The meeting adjourned at 10:21 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk