COUNTY OF BERKS
COMMISSIONERS' BOARD MEETING AGENDA
June 11, 2020

Christian Y. Leinbach, Commissioner, Chair
Kevin S. Barnhardt, Commissioner
Michael S. Rivera, Commissioner
Christine M. Sadler, Esq., County Solicitor
Ronald R. Seaman, Chief Administrative Officer
Maryjo Gibson, Chief Clerk

NOTICE: Anyone who wishes to comment on a printed agenda item prior to official action being taken must make that known to the Chair or the Chief Clerk in advance.

CALL TO ORDER – 10:00 A.M.

Observe a moment of silence followed by the Pledge of Allegiance to the Flag led by Christian Y. Leinbach, Commissioner Chair.

APPROVAL OF MINUTES

Approve the minutes of the June 4, 2020 Commissioners’ Meeting, the June 4, 2020 Phase 3 and Beyond Meeting Minutes and the June 9, 2020 Operations Meeting.

PUBLIC COMMENT ON AGENDA ITEMS

AGENDA ITEMS

1. Authorizing:

Budget Department

188.2020 A. Adopt a resolution authorizing 2020 Budget Transfers in the amount of $932,274 and 2020 Appropriations in the amount of $1,408,202 per listing dated June 8, 2020.

Human Resources

189.2020 A. Adopt a resolution authorizing Human Resources Recommendations per listing dated June 11, 2020 as follows:

1. Authorize the appointment of Stephanie Weaver to PC013438 Public Relations Officer – Commissioners, effective 06/17/2020. Rate of $60,000/annually. Salary range Minimum $45,711; Midpoint $60,948; Maximum $76,186. Position created by Salary Board on 05/07/2020. This request meets the criteria of the Hiring Policy. Budget 10000 – 11010.

3. Authorize the utilization of a temporary agency for two (2) Data Entry Clerk positions – Treasurer’s Office, effective July 13, 2020 through August 28, 2020. Positions are requested to assist with the increase in data entry associated with the annual processing of hunting licenses. Rate not to exceed $17.00/hour. This request meets the criteria of the Hiring Policy. Budget 10000 – 11090.

Commissioners

190.2020 A. Adopt a resolution of the Board of Commissioners approving and accepting the Promissory Note from the Redevelopment Authority of the County of Berks (“RDA”) in the amount of $1,408,202.00 regarding the credit accommodation the County of Berks has extended to the RDA, the grant amount awarded to the RDA from the Community Development Block Grant program through the Department of Housing and Urban Development to assist small businesses impacted by the COVID-19 pandemic.

191.2020 B. Adopt a resolution authorizing execution of the Department of Agriculture State Food Purchase Program 5-year Grant Agreement for the use State funds to purchase, transport, store and distribute food to individuals who qualify as Program participants. This is a pass-through grant to the Greater Berks Food Bank.

192.2020 C. Adopt a resolution of the Board of County Commissioners authorizing the Berks County Solid Waste Authority, on behalf of Berks County, to apply for the Municipal Recycling Program Performance Grant to Pennsylvania Department of Environmental Protection, Bureau of Waste Management for Calendar Year 2019.
193.2020  D. Adopt a resolution authorizing Terence J. Brennan, Administrator of the Berks Heim Nursing and Rehabilitation, to execute the Memorandum of Agreement Request to Non-Compliant Providers with Livanta, LLC, for the review of appeals of Medicare determination requests from residents or other responsible parties at the Berks Heim.

194.2020  E. Adopt a resolution authorizing the Chief Clerk to advertise enactment of County Ordinance No. 02-2020 amending the Intergovernmental Agreement authorized and made a part of County Ordinance 01-06 regarding the number of alternates on the Berks County UCC ("Uniform Construction Code") Board of Appeals from three (3) to five (5), and ratifying and approving all prior nonconforming agreements.


3. Motion to ratify and confirm payments set forth on Controller’s Office vouchers listing for week ending June 10, 2020, and the payment of electronic transfers and employee payroll.

AGENDA APPROVAL

REPORTS OF TREASURER AND CONTROLLER

1. A. Dennis Adams, County Treasurer

2. Sandy Graffius, County Controller

REPORT OF CHIEF ADMINISTRATIVE OFFICER

Ronald R. Seaman

COMMISSIONERS’ COMMENTS

Commissioner Barnhardt

Commissioner Rivera

Commissioner Leinbach
ROW OFFICERS’ COMMENTS

CITIZEN COMMENT/BUSINESS FROM THE FLOOR

ADJOURNMENT
Commissioners’ Board Meeting Minutes  
June 4, 2020 (draft for approval June 11, 2020)

The Berks County Board of Commissioners met in regular session on Thursday, June 4, 2020, at 10:00 A.M. via Microsoft Teams Live, 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 Michael S. Rivera in attendance. Also present were County Solicitor Christine M. Sadler, Chief Administrative Officer Ronald R. Seaman and Maryjo Gibson, Chief Clerk.

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

Commissioner Leinbach announced there was an Executive Session held May 31, 2020 dealing with emergency preparedness.

Approval of Minutes
The minutes of May 28, 2020 Commissioners’ Board Meeting and the May 28, 2020 Phase 3 Recovery and Beyond Meeting were approved as presented.

Public Comment on Agenda Items
Commissioner Leinbach provided the rules for participation by the public in the Microsoft Teams Live Commissioners’ Meeting.

There were no public comments on Agenda Items.

Agenda Items

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

   185.2020 Adopt a resolution authorizing 2020 Budget Transfers in the amount of $346,763 and 2020 Appropriations in the amount of $1,280,233 per listing dated June 1, 2020.

   186.2020 Adopt a resolution authorizing Human Resources Recommendations per listing dated June 4, 2020 as follows:

   1. Authorize the appointment of Deborah Brown to PC010184 Assistant Public Defender II – Public Defender’s Office, effective 06/17/2020. Rate of $55,000/annually. Salary range Minimum $48,222; Midpoint $64,297; Maximum $80,371. Replacement for Lauren Otero who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.

3. Authorize the promotion of Cara Angelo from PC010567 County Caseworker II to PC010662 County Caseworker Supervisor I – Children and Youth Services, effective 06/24/2020. Rate of $54,740/annually. Salary range Minimum $43,747; Midpoint $58,329; Maximum $72,912. Replacement for Elizabeth Monick who was promoted. This request meets the criteria of the Hiring Policy. Budget 22000 – 23200.

187.2020 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Release and Settlement Agreement between Benjamin Foods, LLC (f/k/a Karetas Acquisition Company, LLC, t/a Karetas Foods; the County of Berks; Traveler’s Casualty and Surety Company of America, along with St. Paul Fire and Marine Insurance Company, and Howard Klayman, Gina Klayman and Jacobs Holding, LLC, in settlement of all claims arising under or relating to the transactions under Agreement #PC-594985-19 (ITB #19-16-JR) by and between Benjamin Foods, the Indemnitors and the County of Berks.

2. Motion authorizing execution of Contract Agreements/Amendments as furnished by the Contract Coordinator per listing dated June 2, 2020. Commissioner Leinbach reported there are 4 contracts and referenced the departments.

3. Motion authorizing payments set forth on Controller’s Office vouchers payable listing for week ending June 3, 2020 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 County Controller Sandy Graffius.
REPORT OF CHIEF ADMINISTRATIVE OFFICER

Ronald R. Seaman commended the Election Services staff for their excellent work they have done, as well as all the poll workers and workers who have helped the County through the Primary Election. They did a tremendous job. Mr. Seaman commented that as the County moves from Red to Yellow, please think long and hard, and use good common sense; and dwell on we instead of me.

COMMISSIONERS’ COMMENTS

Commissioner Barnhardt
Commissioner Barnhardt reported he has a Berks SOS virtual meeting tomorrow, and is sad to report there has been a spike in overdose deaths from 9 in March to 18 in May. Commissioner Barnhardt stated his disappointment with Harrisburg in not receiving good information regarding CARES Act funds the County has been expecting, and has learned that the State received the funds on April 17, which conflicted with information he previously received. Commissioner Barnhardt said the County was intending on using those funds for the Co-County Wellness program, but now must find a different funding stream.
Commissioner Barnhardt reported as of last night there were 39,036 paper ballots and in-person voting numbers are at 38,130. We are still up loading results into the system and is does not include provisional and mail in ballots. Commissioner Barnhardt said because of the anticipated increase of paper ballots, the County is purchasing another scanner for the November election, and we will also need additional manpower, and will again reach out to County departments.
Commissioner Barnhardt commended Election Services employees, poll workers and everyone who helped out on Election Day.

Commissioner Rivera
Commissioner Rivera thanked all the poll workers and interpreters and the County Election Staff.
Commissioner Rivera reported in preparation to go Yellow, GRCA is working on marketing and communication material.
Commissioner Rivera noted the PLCB has issued temporary guidelines for restaurants who have liquor licenses.
Commissioner Rivera noted as we move to Yellow tomorrow, we must continue to follow the Yellow guidelines and we must all do our part in order to move from Yellow to Green.
Commissioner Rivera reported GRCA will be offering educational programs for businesses that will open or will be opening in Yellow. The programs will be held June 15, 16 and 17 and applications will be available June 15.
Speaking about the death of George Floyd, Commissioner Rivera said racism is real and unacceptable, but we must act peacefully. Commissioner Rivera said there will be a candlelight vigil tomorrow evening at 7:00 p.m. in City Park, and said the Commissioners are looking at what can be done so something like this doesn’t happen in Berks County. Discussions will be held, and everyone’s voices must be heard.
Commissioner Leinbach
Commissioner Leinbach thanked the Election Department for their leadership over a very challenging Election, and for the over 400 individuals that worked for the County to fill poll worker positions.
Commissioner Leinbach said tomorrow the County is moving to Yellow and provided the following metrics the County must reach to move to Green: 1) stable or reduced case count for a 14 day period, 2) must have contact tracing in place; 3) hospital bed availability and 4) testing of 2% of the population. Commissioner Leinbach said we need clarification of the last metric.
Commissioner Leinbach commented as a result of the tragic death of George Floyd, he read an email he sent to CCAP and NACo on Monday, requesting NACo to research whether there are model HR policies that address law enforcement personnel issues before Berks County finds itself in this situation. Commissioner Leinbach said this should not happen to anyone in America, but unfortunately, it happens too often to African-Americans, and we need to do more and create an environment in all levels of law enforcement where moral and ethical aspects are celebrated. Both CCAP and NACo responded immediately to Commissioner Leinbach’s email and felt it was a good idea, and agreed we must look at better vetting of candidates in law enforcement before they become part of the system.

ELECTED OFFICIALS’ COMMENTS
None.

COMMENTS FROM THE FLOOR
There were comments and were read by Mary Buerer.

The Commissioners responded as follows:
- Suspension of fines, fees and child support - Commissioner Barnhardt responded those are Court related functions which the Commissioners have no purview over.
- Elections and drop boxes. Commissioner Barnhardt responded the County had discussed this but were not prepared for the Primary Election, mainly because most of the polling locations were not available. The County will look at securing drop boxes for November election. Commissioner Barnhardt commented we did ask the State about sending everyone a ballot and they will not permit counties to send everyone a ballot.
- BCRC – Commissioner Barnhardt commented contrary to everyone’s belief, the residents at the BCRC are well cared for, and repeated back in July announced he wanted to work with the State to repurpose the building and find employment for our employees. It fell apart in September when all the promises by the Governor were not kept. Commissioner Barnhardt believes the building should be repurposed, and as of today has not received a response from the Governor’s Office. Commissioner Barnhardt spoke with Senator Schwank Monday she is attempting to have meeting with Governor to analyze. Commissioner Barnhardt will not lay off 60 people and leave a county building sit vacant.
Commissioners’ Meeting Minutes

June 4, 2020

- How quickly can Berks move to Green - Commissioner Rivera stated in 14 days after we go yellow because one of the four items we show maintain the number level or decrease with any spike, and if we can reach all four metrics.
- Emergency Fund – Commissioner Rivera reported there is emergency funds for evictions, Coalition to end Homeless, other organization do have money for evictions anticipated in July, and the City also has funds available. The goal is to keep people in their homes. Regarding work connectivity, Commissioner Rivera reported CareerLink and Workforce Development have been actively working on work connectivity and reach out to Career Link.
- Public Police Records – Commissioner Rivera stated the County does not have a police force. Each muni has their own police force or use the Pennsylvania State Police if they don’t.

Nursing Homes in Berks County – Commissioner Leinbach responded that the Commissioners made a decision very early to be completely transparent about the Berks Heim and have on a regular basis, and have provided data on number of cases residents and staff and deaths, confirmed COVID19 deaths, and more recently have released results of testing that occurred last week for staff and residents. Commissioner Leinbach said testing will continue for the foreseeable future.

Commissioner Leinbach clarified that Berks Heim is the only nursing home over which the Commissioners have authority and responsibility. The other nursing homes come under the direct responsibilities of the owners and the Pennsylvania Department of Health, and if there are questions or concerns please reach out to owners of facility or Department of Health

There being no further business, the meeting adjourned at 10:54 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk

Content
Public comment will be accepted through the Q&A function. Please include your first name, last name and municipality. Any comments without name and municipality will not be considered. Each citizen can submit one comment that is no more than 3 minutes per comment. The meeting comment period is limited to 30 minutes in total. Please be concise. Comments will be read during the meeting and should not be considered to be interactive dialog with the Commissioners. Any Commissioner response to public comment will be done at the discretion of the Commissioners.

Good Morning Commissioners.

Attendee Question Crystal Kowalski (Unverified) 5/28/2020 13:41

I hope you and your families are well. I am happy to see from the most current prison admission log that the population committed to the prison is down to 573 people. This is only slightly more than half of the average pre-pandemic population. As a county that is faced with making a decision on a new prison in the next few years we have been given the opportunity to see that our county can be kept safe even while cutting the number of people we incarcerate in half. I hope we factor this experience into how we choose to resume and hopefully rework our criminal justice practices. One additional question: I have been tracking the admissions over the period from March 13th through my most current log on May 19th. There have been 67 people incarcerated on County Parole Violations and 11 people incarcerated on State Parole Violations over that 65 day period. What could these violations be that they warrant prison during a pandemic? Is it possible that any of these are a failure to meet a financial obligation for fines or fees?

Thank you,
Crystal Kowalski
Wyoming

Attendee Question Jane Palmer, Wyomissing (Unverified) 5/28/2020 13:54

Last week you closed the comment/question window less than 10 minutes into the meeting and never opened it up again. This was an unacceptable breach of the public’s trust and cannot happen again. Will you commit to leaving the window open throughout the meeting -- and to making public ALL questions asked, not just those you choose to read aloud?
According to Governor Wolf, Berks and other counties currently in the red zone will move into the yellow zone on Friday June 5th. How will you conduct your public meetings for the foreseeable future? Will you resume in-person meetings and if so will you also include a virtual option for those who don’t feel safe going into a public building? If not, why not?

The COVID19 Pandemic is a risk to the lives of the children and families jailed in the Berks Detention Center. The center has a history of medical malpractice, not having a doctor on site and a lack of personal hygiene supplies for those locked up there. In prisons, some people with petty crime charges have been released due to COVID19. The innocent children and families who have committed no crimes do not deserve to be locked in the center in fear for their lives because they cannot be “socially distant” and protect themselves with PPE. Why won’t you, Commissioner Barnhardt and Commissioner Rivera, shut down the facility now and I don’t see representatives of the community outside of the biggest business group advising the commissioners. Who will stand up for workers forced to go back to work without sufficient protections?

The public Agenda is correct!

Wanted to reach out and thank you for the work you did reaching out to the Wolf Administration on behalf of Berks. We’re going to Yellow on June 5th and your united bipartisan front was a piece of the puzzle in getting us there. Please continue to fight for our citizens and small businesses for their health, and well being. There will be time to argue later, but today I have joy in your performance. Commissioners Barnhardt and Rivera, closing the Detention Center is a matter of life and death for the five families locked up there. They have refused ICE’s recent “offer” to give up their children, and thus continue to be prime targets for coronavirus. When will you accept Senator Schwank’s offer to meet with the Governor to
Harriet Rauenzahn, Reading - I ventured to the Wyomissing Farmers' Market because I needed some more masks. It is extremely crowded: there were 3 to 4 times the number of people possible for social distancing. My call to the Wyomissing police department proved futile. The woman told me they have orders to do nothing about it. I said the market is defying the Governor's orders. Who told you not to intervene? She said she didn’t know. It was out of her hands. We have county officials. Isn’t upholding the Governor’s orders and keeping people safe part of their job? Yes, who did tell the police not to intervene?

I live in Skyline View, a 55+ public housing high-rise building in Reading with at least 150 residents. I am diabetic, and almost everyone else in my building has serious health problems too. In other words, it's like a nursing home without the nursing. What are you doing to keep people in public housing like me safe? In what specific ways are you coordinating with the Housing Department and HUD to ensure proper safety precautions are followed in these

Thank you for clearing up the technical issue from last week's meeting. Could you tell us the current count of mail in ballot applications and I would like to know if Berks County will be installing drop off boxes for mail in ballots ahead of the November 2020 election.

The Philadelphia Inquirer reports that many Pennsylvania voters who applied for a mail in ballot may not receive them in time to vote on June 2nd. Due to understandable delays in the Department of Elections and the postal service, will you accept ballots that have been POSTMARKED by June 2nd but not received until after that. What will you do to guarantee free, readily available COVID19 testing and treatment to everyone in Berks regardless of insurance status, language, race, country of origin or immigration status? Will you further guarantee that there will be no immigration status check and no ICE involvement in COVID19 related testing or We’ve just learned that a Republican member of the state house tested positive for Covid19 and GOP leadership covered it up for a week! How can we trust that people will “do their part” when elected officials are violating the most basic guidelines? In particular, what is your response to businesses that are putting up
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<td>Dr. Neha Majmudar</td>
<td>How will you ensure that businesses follow CDC and Department of Health guidelines? Will you create a hotline for reporting unsafe businesses so workers are not ‘thrown to the wolves?’ How many COVID-19 tests, cases, and deaths have there been at each of the following: Berks County Jail, Berks County Heim, Berks County Residential Center? Have the trends in those institutions followed the trends for the rest of Berks County? Lancaster is already up and running with more than 100 contact tracers. What is Berks County’s status on instituting contact tracing? If you don’t have sufficient contact tracing, how can you ethically ask workers and customers to begin the reopening process? According to the Reading Eagle, the 4 medical professionals on your committee to reopen the county to non-essential businesses, emphasized the importance of testing and contact tracing for those who test positive, in order to prevent a resurgence of the disease and insulate the safety of health care workers and other workers in our community. It is estimated that 36 contact tracers for every 100,000 will be needed to accomplish the task. What are you doing as commissioners to facilitate testing and contact tracing? Are you planning to hire tracers, how many and when? Will you be testing our most vulnerable citizens in nursing homes, the immigrant detention center and the prison to prevent further spread of the virus in our community? You have sought input from the Chamber of Commerce and local businesses, but not from frontline workers or organized labor. These groups must be represented from the very beginning, not Phase 3 or later. What will you do today to fix this lack of representation?</td>
<td>5/28/2020 14:17</td>
<td>Dr Majmudar, Lower Heidelberg</td>
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<td>Donna Sartain,</td>
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<td>Wyomissing (Unverified)</td>
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<td>5/28/2020 14:19</td>
<td>Donna Sartain, Wyomissing (Unverified)</td>
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<td>Jess Royer, Spring Township (Unverified)</td>
<td>How many COVID-19 tests, cases, and deaths have there been at each of the following: Berks County Jail, Berks County Heim, Berks County Residential Center? Have the trends in those institutions followed the trends for the rest of Berks County? Lancaster is already up and running with more than 100 contact tracers. What is Berks County’s status on instituting contract tracing? If you don’t have sufficient contact tracing, how can you ethically ask workers and customers to begin the reopening process? According to the Reading Eagle, the 4 medical professionals on your committee to reopen the county to non-essential businesses, emphasized the importance of testing and contact tracing for those who test positive, in order to prevent a resurgence of the disease and insulate the safety of health care workers and other workers in our community. It is estimated that 36 contact tracers for every 100,000 will be needed to accomplish the task. What are you doing as commissioners to facilitate testing and contact tracing? Are you planning to hire tracers, how many and when? Will you be testing our most vulnerable citizens in nursing homes, the immigrant detention center and the prison to prevent further spread of the virus in our community? You have sought input from the Chamber of Commerce and local businesses, but not from frontline workers or organized labor. These groups must be represented from the very beginning, not Phase 3 or later. What will you do today to fix this lack of representation?</td>
<td>5/28/2020 14:24</td>
<td>Jess Royer, Spring Township (Unverified)</td>
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<td>Jim Beidler, Bern Township (Unverified)</td>
<td>How many COVID-19 tests, cases, and deaths have there been at each of the following: Berks County Jail, Berks County Heim, Berks County Residential Center? Have the trends in those institutions followed the trends for the rest of Berks County? Lancaster is already up and running with more than 100 contact tracers. What is Berks County’s status on instituting contract tracing? If you don’t have sufficient contact tracing, how can you ethically ask workers and customers to begin the reopening process? According to the Reading Eagle, the 4 medical professionals on your committee to reopen the county to non-essential businesses, emphasized the importance of testing and contact tracing for those who test positive, in order to prevent a resurgence of the disease and insulate the safety of health care workers and other workers in our community. It is estimated that 36 contact tracers for every 100,000 will be needed to accomplish the task. What are you doing as commissioners to facilitate testing and contact tracing? Are you planning to hire tracers, how many and when? Will you be testing our most vulnerable citizens in nursing homes, the immigrant detention center and the prison to prevent further spread of the virus in our community? You have sought input from the Chamber of Commerce and local businesses, but not from frontline workers or organized labor. These groups must be represented from the very beginning, not Phase 3 or later. What will you do today to fix this lack of representation?</td>
<td>5/28/2020 14:27</td>
<td>Jim Beidler, Bern Township (Unverified)</td>
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<td>Chris Ellis, Reading (Unverified)</td>
<td>How many COVID-19 tests, cases, and deaths have there been at each of the following: Berks County Jail, Berks County Heim, Berks County Residential Center? Have the trends in those institutions followed the trends for the rest of Berks County? Lancaster is already up and running with more than 100 contact tracers. What is Berks County’s status on instituting contract tracing? If you don’t have sufficient contact tracing, how can you ethically ask workers and customers to begin the reopening process? According to the Reading Eagle, the 4 medical professionals on your committee to reopen the county to non-essential businesses, emphasized the importance of testing and contact tracing for those who test positive, in order to prevent a resurgence of the disease and insulate the safety of health care workers and other workers in our community. It is estimated that 36 contact tracers for every 100,000 will be needed to accomplish the task. What are you doing as commissioners to facilitate testing and contact tracing? Are you planning to hire tracers, how many and when? Will you be testing our most vulnerable citizens in nursing homes, the immigrant detention center and the prison to prevent further spread of the virus in our community? You have sought input from the Chamber of Commerce and local businesses, but not from frontline workers or organized labor. These groups must be represented from the very beginning, not Phase 3 or later. What will you do today to fix this lack of representation?</td>
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BARTA Special Services is the branch of BARTA charged with transporting the elderly and infirm. The patients are, needless to say, in the extremely high risk group for COVID-19. Recently, multiple clients were notified that they had been on a bus with a patient who tested positive for the virus. They were not instructed to isolate. The drivers are not being offered tests, despite several cases among staff of various capacities in the organization, not solely drivers. It is impossible for the special service drivers to isolate from the clients, as many need assistance with wheelchairs and other assistive devices. The drivers are literally in the patient's faces on boarding and alighting. What health agency can advise BARTA on how to appropriately handle the presence of cases among clients?

How many polling places will be open on June 2, and how many will be closed? Will those ballots that are postmarked June 2 be counted? We know nursing homes are in terrible shape, but so are 55+ buildings like mine in the city!!!
Phase 3 Recovery and Beyond Minutes  
June 4, 2020 (draft for approval June 11, 2020)

Pursuant to due notice to Board members and the public the Phase 3 Recovery and Beyond meeting was held via Microsoft Teams Live at 1:00 p.m.

Participating were Commissioner Christian Leinbach/Committee Chair, Commissioner Kevin Barnhardt/Chair of the Savings & Efficiency Task Force (SET), Commissioner Michael Rivera/Committee Vice Chair, Executive Assistants, Mary Buerer, Jessica Blauser & Barbara Lopez, Ron Seaman/CAO, Christine Sadler/Solicitor, Jessica Weaknecht/HR Director & Kristen Scheffler/HR Deputy Director and Maryjo Gibson, Chief Clerk. Also participating were Controller Sandy Graffius, Prothonotary J.D. DelCollo and Treasurer Dennis Adams.

1. SET Report – Commissioner Kevin Barnhardt/SET Chair  
Commissioner Barnhardt reported he and Jess Blauser had interviews this week with Assessment and Mapping, the Library System, Commissioner Rivera and his Executive Assistant Barbara Lopez. Commissioner Barnhardt received updates from Jonathan DelCollo regarding the Row Officers, and Tracy Barlet reported she is still scheduling appointments with Courts and Court Administration. Commissioner Barnhardt reported Libraries have found some efficiencies in cataloging because of new technologies and is looking at van drivers and assessing routes for duplication. Commissioner Rivera and Barbara talked about being less paper dependent, i.e. e-signatures. The SET Team should finish in about two weeks and will compile a high level evaluation of findings, then look for approval from the Board to move forward with short term/long term operational efficiencies.

2. Sub-Committee Reports  
   • Team A Report –  
     Commissioner Leinbach reported Team A is getting close to being able to make some final recommendations and is continuing to work with their department heads and the authorities. Team A has completed all meetings, has received responses, and is in the process of finalizing action plans. Commissioner Leinbach mentioned that department heads are not waiting for the Commissioners to bring people back if they need them.  
   • HR status with COVID-19 rules for employees and visitors - Jess Weaknecht and Christine Sadler are working with EH&D on a comprehensive plan document regarding reopening and will provide the Commissioners an outline, and hope to have the plan to the Commissioners tomorrow for review and have it finalized for distribution to department heads before the department head meeting next week. Jess reported the telework policy is complete, and has been sent to Justin Loose for review and comment, and then it will go to legal for review. Jess would also like to have this policy ready for the department head meeting next Wednesday.
• Team B Report –
Commissioner Rivera reported Team B has completed their interviews, and some of the needs have already been addressed. Some of the needs are for plexiglass in offices and workstations, technology in Planning, and Facilities will need staff to return as more people return to work and to County facilities. It was reported that member libraries need help with PPE and plexiglass to properly reopen, and Amy Resh is putting together a list. The Commissioners generally agreed to support the member libraries to safely and properly reopen.

3. Liaison Reports
• City Liaison – Commissioner Rivera
  No Report.

• Court Liaison – Commissioner Leinbach
  Commissioner Leinbach met with the President Judge last Friday and is following up on a request to provide a paid constable at Reading Central Court. If approved the constable would be paid $13.00 per hour.
  Commissioner Barnhardt reported CJAB is working on a grant application that could possibly assist with reimbursement for constable services.
  The Board also discussed when all entrances to the Courthouse and Services Center will be open. Mr. Seaman reported the Court Order that has the Court Street entrance closed is still in effect, and will reach out to Steve Weber, Court Administrator, to discuss how the Courthouse and Services Center will reopen.
  Commissioner Leinbach reported the President Judge suggested the stairwells in the Courthouse be designated as one way up and one way down. Mr. Seaman reported Facilities is in the process of posting signs.
  Regarding Magisterial District Courts, Commissioner Leinbach reported weekly contracted cleaning services are in place, as well as the provision of certain PPE supplies.
  Ron Seaman reported the requests for plexiglass for courtrooms, etc. is underway.

• Row Officers -
  i. Prothonotary, Reg. of Wills, Clerk of Courts, Sheriff, DA –
    Commissioner Leinbach will schedule a meeting next week to discuss needs or concerns with Row Officers.

  ii. Coroner, Controller and Treasurer –
    Commissioner Rivera did not have a meeting this week.

• GRCA / Rebuilding Berks – Commissioner Rivera reported a meeting was held yesterday dealing with communications, marketing and education, and also working on putting together loan guidelines.
  Commissioner Rivera reported he is asking local municipalities if they would be willing to relax their zoning and parking restrictions for restaurants to expand their outside seating areas, and noted the PLCB put out new guidelines addressing this issue.
• Co-County Wellness/Contact Tracing –
Commissioner Barnhardt reported Co-County Wellness will start contact tracing in conjunction with the Department of Health, but the issue remains who will pay Co-County Wellness.

• Witt O'Brien, LLC –
Commissioner Barnhardt asked if the Board would agree to the possibility of expanding the scope of work for Witt O’Brien’s to include other County entities, i.e. local municipalities, small businesses, City of Reading, Food bank, etc. Witt O’Brien has reviewed the contract and said they can do this by providing webinar series and trainings to assist in finding funding for their specific entity. Both Commissioner Leinbach and Commissioner Rivera support expanding the scope and having Witt O’Brien’s include these additional services. Commissioner Leinbach will send a press release next week letting the public know this service will be provided by the County.

• Governor Wolf/CARES Act –
Commissioner Barnhardt is still seeking clarification of what funds are available to the County from the CARES Act. Commissioner Leinbach reported he asked the Governor’s Office for the perimeters for going from Yellow to Green. They are stable or reduced case count in a 14 day period (Berks consistently reducing case count); contact tracing must take place (Co-County Wellness); hospital bed availability (not an issue for Berks County); and testing 2% of population (we need clarification).

4. Actions and Next Steps
• Truck Show at Berks County Fairgrounds – June 20
The Commissioners agreed because it is an outside event, and as long as they can operate under the Yellow rules, the County does not have a problem.

Christine M. Sadler called for an Executive Session after the meeting.

There being no further business, the meeting adjourned at 2:04 P.M.

Respectfully Submitted,

______________________________
Maryjo Gibson, Chief Clerk
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 Blauer and Barbara Lopez, Chief Administration Officer Ronald R. Seaman, County Solicitor Christine M. Sadler, Human Resources Director Jessica Weakn echt, 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, the 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 go live. The cost to upgrade is $20,295 and is all inclusive.
Commissioner Barnhardt asked is 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 it down.
Mr. Fogarty said Berks Service Corps 2020 will provide the funding 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 Stated 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
June 8, 2020  
To: Maryna Gibson  
From: Robert Patricio - Director of Budget & Finance  

Please include the attached "Budget Transfers/Appropriation Requests" on the Commissioner’s Meeting Agenda for the week of June 11, 2020.

### TRANSFERS 2020

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<td>2. Children &amp; Youth Services</td>
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<td>Other Equipment (&lt; $5k)</td>
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### APPROPRIATIONS 2020

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<td>$1,408,202</td>
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1. Transferring savings to cover the cost of air-conditioner units for elderly consumers who meet income and eligibility requirements. Savings is due to a decline in demand for Adult Day Care Services.
2. Transferring 2020 Budget amounts to align with projected needs after reconciliation of FY 19-20 Q3 invoice.
3. Appropriating the CARES Act COVID Stimulus Funds for CDBG to deploy small business loans for $3,500 - $10,000 for businesses with 8 or less employees.
1. Authorize the appointment of Stephanie Weaver to PC013438 Public Relations Officer – Commissioners, effective 06/17/2020. Rate of $60,000/annually. Salary range Minimum $45,711; Midpoint $60,948; Maximum $76,186. Position created by Salary Board on 05/07/2020. This request meets the criteria of the Hiring Policy. Budget 10000 – 11010.


3. Authorize the utilization of a temporary agency for two (2) Data Entry Clerk positions – Treasurer’s Office, effective July 13, 2020 through August 28, 2020. Positions are requested to assist with the increase in data entry associated with the annual processing of hunting licenses. Rate not to exceed $17.00/hour. This request meets the criteria of the Hiring Policy. Budget 10000 – 11090.
COUNTY OF BERKS
Purchasing Department

MEMORANDUM

DATE: Tuesday, June 9, 2020
TO: The Board of Commissioners & the Chief Clerk
RE: Revised Agenda Items – Commissioners’ Meeting

Please include the contract listings outlined in this Memorandum for inclusion on the Agenda for the Commissioners’ meeting scheduled for Thursday, June 11, 2020 for approval and formalization. Details are as follows:

1. Contract Type & #: Amendment #1 to Agreement #ICA-219063-19
   Department: Archives
   Vendor: Wiggins Shredding, Inc.
   Term: Effective Date: June 20, 2020
          Expiration Date: June 19, 2021
   Funding Source: 100% County
   Description & Amount: This Amendment serves to extend the agreement for an additional one-year term for the provision of document destruction as requested by the County at the same of fee of $14.00 per console and a minimum fee of $80.00 per skid. The estimated amount shall not exceed $11,000.00 for this term.

2. Contract Type & #: Amendment #7 to Agreement #PSA-562469-16
   Department: Berks County Area Agency on Aging
   Vendor: Berks Community Action Program
   Term: Effective Date: July 1, 2020
          Expiration Date: June 30, 2021
   Funding Source: 100% State
   Description & Amount: This Amendment serves to extend the Agreement for an additional one-year term for the management and oversight of weatherization services to eligible consumers referred by Berks County Agency on Aging. The amount shall not exceed $55,000.00 during this term.
3. **Contract Type & #:** Amendment #16 to Agreement #ICA-3379-08  
**Department:** CareerLink Office  
**Vendor:** Security Guards, Inc,  
**Term:** Effective Date: July 1, 2020  
Expiration Date: November 30, 2020  
**Funding Source:** The cost is split between the partners that includes Federal/State funding.  
**Description & Amount:** This Amendment serves to increase the hours from 48.5 to 183.5 guard services for the opening of the Careerlink Office on July 13, 2020. The amount shall not exceed $3,220.425 per week or $83,731.05 for a six-month term. The county has the right to lower these hours as needed.

4. **Contract Type & #:** Amendment #1 to Agreement #PSAP-582906-18  
**Department:** Children and Youth Services  
**Vendor:** Clear Vision Residential Treatment Services  
**Term:** Effective Date: July 1, 2020  
Expiration Date: November 30, 2020  
**Funding Source:** 1% County, 51% State, 32% Federal, 4% Other  
**Description & Amount:** This Amendment serves to extend the term of the Agreement and to continue Attachment A: Fee Schedule for the term of July 1, 2019 November 30, 2020 for the provision of placement services to clients referred by Children and Youth Services. The estimated amount shall not exceed $569,762.00 during this term.

5. **Contract Type & #:** Purchase of Services Agreement — Agreement #PSAP-598371-20  
**Department:** Children and Youth Services  
**Vendor:** Clear Vision Residential Treatment Services  
**Term:** Effective Date: July 1, 2020  
Expiration Date: June 30, 2022  
**Funding Source:** 13% County, 51% State, 32% Federal, 4% Other  
**Description & Amount:** The County is engaging the Vendor for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall not exceed $569,762.00 during this term.
6. **Contract Type & #:** Purchase of Services Agreement – Agreement #PSAP-598337-20  
   **Department:** Children and Youth Services  
   **Vendor:** Access Service Management  
   **Term:** Effective Date: July 1, 2020  
   Expiration Date: June 30, 2022  
   **Funding Source:** 13% County, 51% State, 32% Federal, 4% Other  
   **Description & Amount:** The County is engaging the Vendor for the provision of foster care services to County client families as referred by Children and Youth Services. The estimated amount shall not exceed $209,380.00 during this term.

7. **Contract Type & #:** Vendor Contract – Agreement #VC-230967-20  
   **Department:** Commissioners’ Office  
   **Vendor:** Vector Media Holdings  
   **Term:** Effective Date: June 15, 2020  
   Expiration Date: July 14, 2020  
   **Funding Source:** 100% County  
   **Description & Amount:** The County is engaging the Vendor for the continuation of BARTA bus tail advertisements in English and Spanish for the “Do Your Part – Stop the Spread” Campaign. The amount shall not exceed $2,720.00 during this term.

8. **Contract Type & #:** Amendment #5 to Agreement #PC-20403-18  
   **Department:** Department of Emergency Services  
   **Vendor:** Waste Management of PA, Inc.  
   **Term:** Effective Date: May 15, 2020  
   Expiration Date: May 18, 2021  
   **Funding Source:** 100% County  
   **Description & Amount:** This Amendment serves to modify this Agreement for trash removal services to include the Department of Emergency Services Warehouse location at 160 Water Street in Reading. Service frequency shall be on an on-call basis at a rate of $31.00 per collection.
Ratify and Confirm:

1. **Contract Type & #:** Amendment #2 to Agreement #ICA-214603-19  
   **Department:** Jail System  
   **Vendor:** High Environmental Health & Safety Consulting Ltd.  
   **Term:**  
   - **Effective Date:** June 10, 2020  
   - **Expiration Date:** When completed  
   **Funding Source:** 100% County  
   **Description & Amount:** This Amendment serves to modify this Agreement include a follow-up indoor environmental quality assessment for the Jail Administration Building – 1st and 3rd Floors. The amount for these services shall not exceed $1,450.00.