CALL TO ORDER

Mr. Haste, Chairman of the Board, called the meeting to order at 10:03 a.m.

He noted that there will be no Retirement Board Meeting today. The services for Judge Coates will be held today at 11:00 a.m.
MOMENT OF SILENCE

Everyone observed a moment of silence.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

APPROVAL OF MINUTES

It was moved by Mr. Pries and seconded by Mr. Haste that the Board approve the September 2, 2015 Workshop Meeting Minutes and the September 9, 2015 Legislative Meeting Minutes; motion carried.

It was moved by Ms. Rebuck and seconded by Mr. Pries that the Board approve the September 9, 2015 Salary Board Meeting Minutes; motion carried.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Mr. Saylor reported that there were no Executive Sessions held between meetings.

PUBLIC PARTICIPATION

Mr. Connolly of Swatara Township discussed the Dauphin County NOW Newsletter and the fact that it is paid for with property tax dollars. He wanted information on how it was paid, how much it cost, who compiled the newsletter and whether or not the Commissioners review it before it is mailed. He also noted the number of pictures that were in this issue compared to prior issues. He indicated that the newsletter seems like a political promotion. He received two copies, one for him and one for his daughter. He also wanted to know what mailing list was being used for the newsletter.

Mr. Saylor indicated that the newsletters are done through the Economic Development Office. He believes they use marketing dollars. Mr. Connolly should check with that particular office.

DEPARTMENT DIRECTORS/GUESTS

A. Faye Fisher and Randie Yeager

1. Merit Hire Presentation

Ms. Fisher indicated that it has been approximately a year and a half since the County made the transition from the State Civil Service System to the County’s own Merit Based Hiring System for positions in the Human Services departments. She provided
the following update of the Merit System and the progress that has been made since the transition.

There were several reasons as to why the County wanted to transition to its own system. It was believed that under its own system, the County would have the ability to increase the applicant pool of candidates to include a wider selection of qualified applicants by posting and recruiting for vacant positions and having applicants apply directly with the County. They also believed that the County would have the ability to give preference to Dauphin County candidates, in addition to maintaining veterans and aging preference. The County would have the ability to establish additional filters for positions in addition to the minimum qualifications. The County would have the ability to assist in designing its own assessments and administering them in house. They would be able to shorten the turnaround time to recruit and fill vacancies. The most important part would be the ability to offer employment to candidates based on merit. With this new system came a lot of additional responsibilities to both the staff in Human Resources, as well as Human Services Director’s Office, because everything that was previously handled by the State, they now have to handle in house. Staff from both departments have worked together to ensure applicants participate in an informed and streamlined process. She thanked Jack Wright, Kacey Crown, Merle Foust, Brandi Meyer and Kay Lengle for their hard work within the Merit Hire process.

Ms. Yeager stated that in terms of the expanded applicant pool, they were able to directly contact colleges and universities, as well as other entities within the community. They have expanded the applicant pool. The amount of candidates doubled per vacancy. Under Civil Service, they would get an average of 4 applicants and now they are receiving more than 8. In terms of increased qualifications, the applicants are coming with more experience. They are getting folks with Masters Degrees versus Bachelor’s Degrees. They are also coming with a variety of work histories that complement what they need them to do here within human services. They have not seen a significant increase in retention thus far, but they are hopeful that with the different recruiting strategies and expanding the applicant pools that they will see a significant turnaround in retention. Timeliness, they are able to repost for positions immediately. They don’t have to wait until certain timeframes that were originally identified through Civil Service. Assessments, they have processed within both departments, 650 applicants to date and 400 of those applicants received an assessment tool that they contract for and the other candidates received a writing sample. All of those have to be scored, managed and monitored. Out of those 650 applicants, they have processed 63 new hires to date.

Mr. Haste stated that one of the concerns with the Civil Service System was that the civil service testing wasn’t keeping up to date. The pool of applicants that the County had to select from was less than ideal. He is glad to hear that this is working out. He asked if the County is meeting all of the requirements to make sure that the County can maintain its own system.
Ms. Fisher stated that in May of this year the Department of Human Services audited the County to ensure that the County’s Merit System is in compliance with Federal and DHS guidelines. The Merit System is made up of six program components. According to the audit report, they found the County to be in total compliance on many of the program component sections. The County was found to be in non-compliance on just one very minor item and then partial compliance on some of the components. For those DHS provided recommendations on ways to improve the system. As a result, the County made some changes and provided a response to DHS addressing the items that needed to be addressed. Overall, they were pleased with the audit results, because DHS didn’t find anything significantly wrong. The Merit Hire System has been a success. A committee was put together over two years ago and they continue to meet on a regular basis to try to make efforts to improve the Merit Hire System. They also have ongoing communications with the union, as well as with the State.

Mr. Pries thanked Ms. Fisher and Ms. Yeager for their leadership during this process, as well as Ms. Lengle, Mr. Foust and Mr. Wright.

Mr. Hartwick indicated that this was not an easy process rewriting all policies, procedures that the ability to have a grievance process, the standard and the testing tools that are used in order to meet the minimum education and training requirements and the high volume of work that has now been moved externally to internally. The County did it without creating additional staff members. He gave credit to the staff in Human Resources and Human Services. It has expanded the pool of applications. He had a meeting yesterday with the Chairman of the Children & Youth Committee in the House and Representative Marsico and they were discussing the impacts of the CPSL law changes and the turnover rates and the challenges that exist. The County would really be behind the eight ball if it wasn’t for the Merit Base Hire System. In this short period of time, the County has done a very good job. There are some improvements to make. He is grateful that the County can control some of the process and continue to see quality candidates. Turnover rates are high in these areas statewide.

HUMAN RESOURCES

Ms. Weidner stated that all the changes for the Personnel Packet were distributed to everyone via email. She asked if there were any questions on the updates. (There was none.)

\textbf{It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve the Personnel Packet as presented.}

\textbf{Question:} Mr. Haste – Aye; Mr. Pries – Aye and Mr. Hartwick – Aye; motion carried.
PURCHASE ORDERS

Mr. Baratucci reported that the one budget adjustment was made. Other than that change the Packet is the same as last week. He asked if there were any questions. (There was none.)

It was moved by Mr. Hartwick and seconded by Mr. Pries that the Board approve the Purchase Order Packet.

Question: Mr. Haste – Aye; Mr. Pries – Aye and Mr. Hartwick – Aye; motion carried.

REPORT FROM BUDGET & FINANCE – MIKE YOHE, BUDGET DIRECTOR

Mr. Yohe noted that the one CD is maturing on Friday. He is going to bring that money back to the County. It will not be going back out to Centric.

He provided the following Report:

Report from the Office of Budget & Finance
September 23, 2015

- **September 11, 2015** transferred $1,060,831.89 to the Payables account from the County’s Concentration account for checks issued that week.

- **September 18, 2015** transferred $6,527,989.95 to the Payables account and $1,852,534.64 to the Payroll account from the County’s Concentration account for checks issued that week.

- Wire Payments since last report: $12,196,693.22

- Debt Service Payments since last report: $0.00

- Term Investments
  - 3/25/15 - $2,000,000.00 6-month CD – Centric Bank – 0.35% - matures 9/25/15
  - 5/12/15 - $5,000,000.00 9-month CD – Customers Bank – 0.59% - matures 2/6/16
  - 5/12/15 - $5,000,000.00 12-month CD – Customers Bank – 0.84% - matures 5/11/16

- Balance today in PA INVEST account #2100017144860: $1,381.17 rate 0.050%

- Balance today in Susquehanna Bank investment account #10013172621: $4,534,717.33 rate 0.300%

- Balance today in Susquehanna Bank investment account #119002023: $1,069.25 rate 0.060%
• Balance today in First National Bank investment account #97014743: $9,605,227.44 rate 0.300%

• Balance today in Integrity Bank Money Market Checking account #2206001209: $11,029,506.36 rate 0.300%

• Balance today in Santander Bank investment account #9551017714: $15,068,479.36 rate 0.300%

• Balance today in Metro Bank investment account #539014068: $10,019,382.20 rate 0.300%


REPORT FROM CHIEF CLERK/CHIEF OF STAFF – CHAD SAYLOR

Mr. Saylor noted that it was already mentioned Judge Coates’ unfortunate passing and the memorial services. Dauphin County was hit with the loss of Joe Schied who was a longtime County employee. Also Donna Miller, the County’s Risk Manager, lost her husband after a long battle with cancer. This has been a rough few days for Dauphin County.

SOLICITOR’S REPORT – FRED LIGHTY, ESQ.

Mr. Lighty noted that all of the items on the Agenda requiring Solicitor’s review have been reviewed and are ready for consideration.

MATTERS REQUIRING BOARD ACTION

A. Submission of a Project Modification Request to PCCD for the Victim/Witness Rights & Services Act Funds.

B. Food Service Contract Extension between Dauphin County (Prison) and Aramark.

C. Subrecipient Agreement between Dauphin County and the Tri-County HDC, Ltd. for Dauphin County Infill Project.

D. Proposal from Skelly and Loy Consulting for the Spring Creek – Capital Area Greenbelt Watershed Restoration.

E. Contract between Dauphin County (Probation Services) and GEO Reentry Services, LLC for Group Cognitive Behavioral Therapy at the GEO Reentry Service Center.

F. Subordination Agreement for Grace E. Daugherty on the property located at 52 S. 24th St., Harrisburg, PA 17103.

G. Satisfaction Piece for Matthew E. Linskie on the property located at 264 Peffer Street, Harrisburg, PA 17102 - $5,000.
H. Satisfaction Piece for Najil and Nadira Zahirovic on the property located at 135 Lenker Drive, Elizabethville, PA 17023 - $3,500.

I. Satisfaction Piece for Hervie and Jacqueline Shull on the property located at 125 E. Broad Street, Williamstown, PA 17098 - $3,383.

J. Purchase of Service Agreements between Dauphin County (Children & Youth) and:
   1. The Devereux Foundation, Inc.
   2. Alternative Rehabilitation Communities, Inc.
   3. Diakon Child, Family & Community Ministries, Inc.
   4. Hoffman Homes for Youth, Inc.
   5. Snyder, Union, Mifflin Child Development, Inc.
   6. The Arc of Cumberland and Perry Counties, Inc.

K. SAP Memorandums of Understanding between Dauphin County (Drug & Alcohol) and:
   1. Millersburg Area School District
   2. Dauphin County Technical School
   3. Williams Valley School District
   4. Commonwealth Connections Academy

L. Amendments to Purchase of Service Agreements between Dauphin County (MH/ID) and:
   1. The Advocacy Alliance, Inc. – Amendment #1
   2. Center for Independent Living of Central Pennsylvania, Inc. – Amendment #
   3. Century Medical Response, Inc. – Amendment #1
   4. Merle J. Crawford, MS, OTR/L, LLC – Amendment #1
   5. Easter Seals Western and Central Pennsylvania, Inc. – Amendment #1
   6. International Service Center, Inc. – Amendment #1
   7. Living Unlimited, Inc. – Amendment #1
   8. The Presbyterian Church of Harrisburg, Inc. – Amendment #1

M. State and Local Government Master Operating Lease Agreement #103108, Schedule #1031080000064 between Dauphin County (IT) and Hewlett Packard Financial Services Company.

N. Renewal Agreement between Dauphin County and Davis Vision for the period January 1, 2016 through December 31, 2019.

O. Agreement between Dauphin County and United Concordia (dental insurance) for the period January 1, 2016 through December 31, 2016.

P. Termination of Shared Services Agreement between Dauphin County and SC Funding Corp. and Spring Creek Management, LP.

Q. Subordination Agreement for Steven B. Wright, Sr. on the property located at 6531 Heather Court, Harrisburg, PA 17112.

R. Stipulation of Settlement – Bradford S. and Marlene Johnson – Docket No. 2015-CV-2434-TX – Parcel #56-003-184 (153 Willow Creek Lane, South Hanover Township.

S. Subrecipient Agreement between Dauphin County and Williamstown Borough for the West Street Storm Sewer Project.

U. Training Packet.

It was moved by Mr. Hartwick and seconded by Mr. Pries that the Board approve Items A through U listed above under Matters Requiring Board Action.

Question: Mr. Haste – Aye; Mr. Pries – Aye and Mr. Hartwick – Aye; motion carried.

FORMER BUSINESS

There was none.

NEW BUSINESS

There was none.

COMMISSIONERS’ DISCUSSION & ACTIONS

Mr. Hartwick discussed several items. He will provide a full report on the Tax Sale last night. The number of individuals in the sale was down, which is a good indication. He thanked all the folks that were involved in the sale last night.

A Residency Policy for the Dauphin County SCA, because of limited resources through Drug & Alcohol. They have worked very hard in trying to create a policy. Ms. Yeager and Drug & Alcohol have pulled together a policy. He is asking that the Board review it for possible consideration. This would ensure that Dauphin County residents are being served first.

Mr. Haste indicated that is critical as the State continues to not past budgets on time. Folks are coming from other counties for Dauphin County services. That is important so Dauphin County’s residents are taken care of first.

Mr. Hartwick stated that Dauphin County was the recipient of a PCCD Grant in the amount of $125,000 to do some very interesting and innovative things in emergency rooms related to diversion of individuals coming in seeking out other narcotics and prescription drugs and the ability to do assessments and get folks into treatment, as well as prevention work. Curriculum is being written and a RFP will be sent out to engage nurse navigators in those emergency rooms throughout the County to be able to divert folks out of clogging up emergency rooms and get them an assessment and hopefully treatment rather than the timely and costly efforts of emergency room folks.
CORRESPONDENCE

The following correspondence was received in the Commissioners’ Office and will be handled by the staff appropriately.

A. Receipt of a letter from the PA Public Utility Commission advising that they approved the PA Department of Transportation’s application and directed the reconstruction of the bridge where SR 0022/0322 crosses, below grade, the tracks of Norfolk Southern Railway Company (DOT #518 095 V) in the Borough of Dauphin.

B. Notification from Brinjac Engineering advising that the Washington Township Authority is submitting a NPDES renewal application to DEP for their Loyalton Wastewater Treatment Plant.

C. Notification from Herbert, Rowland & Grubic, Inc. advising that Susquehanna Township is applying to DEP for a General Permit #11 for Uptown Drainage Improvements at Edwin Avenue, Montrose Street & Parkway Road.

D. Notification from GHD advising that Capital Region Water is applying to DEP for a Water Quality Management Permit for the proposed new Headworks Screening Project at their Advanced Wastewater Treatment Facility.

E. Notification from Newell, Tereska & Mackay advising of PennDOT 8-0’s intent to proceed with following Standard permit application without the Stormwater Management Consistency Letter for the SR 0743 (Park Avenue) over Spring Creek Bridge Replacement Project in Derry Township.

F. Receipt of a letter from the PA Public Utility Commission advising that they approved the situation plan, cost estimate and detailed circuit plan with regard to the Application of the Department of Transportation of the Commonwealth of PA for approval to alter the public at-grade crossing by the installation of new automatically operated flashing-light crossing warning signals with short arm gates at Inglenook Road, Reed Township.

PUBLIC PARTICIPATION

There was none.

ADJOURNMENT

There being no further business, it was moved by Mr. Hartwick and seconded by Mr. Pries that the Board adjourn; motion carried.

Transcribed by: Richie-Ann Martz