

MEETING MINUTES

CJAB-AD HOC COMMITTEE: LEADERSHIP

Date: April 24, 2025

Time: 10:15 AM

Location: Jury Assembly Room

IN ATTENDANCE

Don Fennimore (Chair), Neil Burkholder, Laura Rowland, Michele Miller, Kristi Fields, Steve Nevada, Philip Walter. Absent: Brian Sinnett, Casey Darling-Horan, Katy Hileman, Robert Glenny, Kelly Carothers.

APPROVAL OF MINUTES

Not completed.

DISCUSSION

- Follow-up regarding working with Shippensburg University ("SU") on research project:
 - Draft agreement received from SU on February 10, 2025
 - Agreement sent to Adams County Solicitor's Office for review (question regarding CJAB authority to execute agreement involving employees, therefore, sent to Solicitor's Office)
 - Chair Fennimore received word from Solicitor and County Manager (and ad hoc committee member) Nevada to indicate:
 - County would not sign agreement as written, which as written significantly limits County's use of the data
 - Additionally, the Commissioners' Office is taking the position that it must retain full control and rights to any data obtained.
 - Discussion ensued:
 - While SU has not been asked specifically if they would agree to cede all rights to and control of the data, the Committee believe it is likely they would not agree, as they had already expressed interest in publication and use of materials for educational purposes (and their submitted agreement surely reflected this)
 - Chair Fennimore suggested three possible ways forward:

- Through CJAB, determine if there is funding available to contract with a research entity for which the County can fully dictate the terms in relation to the data, and if funds can be obtained, then pursue the research project; or
- Determine if there is a local organization that is willing to assist at no cost and who will agree to cede full control of the data to the Commissioners' Office; or
- Develop the tool ourselves, administer the tool ourselves, and analyze the data ourselves.
- None of these three options were considered ideal by the Committee:
 - We are not specialists in research practices.
 - With SU out of the picture, project loses the planned administration of the tool on a subset of students as a representative group of individuals who may end up as future employees of ours.
 - Loss of independent analysis of the data obtained.
 - Committee's belief that employees would be more trusting of an educational body administering the research tool compared to the County or the County's hired entity administering the research tool, with belief that the data obtained if administered by an educational body would be more reflective of the true thoughts of the employees.
 - Committee believes that the focus group work, which was going to be done in conjunction with the research tool if SU remained involved, will not be successful if administered by the County/County-hired entity and that focus group work will likely move away from leadership concepts and would become sessions to analyze specific business processes within County operations, which is not the focus of this subcommittee.
 - In addition to these concerns, the new indication from the Commissioners regarding full control over the data raised the question for the Committee if that also applies to the CJAB use of the data if we were to exercise any of these three options. Chair Fennimore raised the concern that if the data is to be fully controlled by the Commissioners' Office, this is no longer a CJAB project, as the work of the CJAB affects departments outside of the control of the County Commissioners, such as the police departments serving this County (Nevada was asked to get clarification from the Commissioners).
- Earlier in the process, Chair Fennimore discussed the possibility that there may be factors outside of this work group which could cause the project to have to terminate, as all the subjects of the survey, in one way or another, ultimately report to one or more elected officials. Based on what has been presented to us, we have to respect the position taken by the County Commissioners and conclude that none of the Committee members could see a pathway forward with the research project as a CJAB initiative related to the Strategic Plan.
- To those Committee members not present, you are requested to advise if you believe you can see a pathway forward by emailing Chair Fennimore before the next meeting (May 23, 2025).
- Future of Ad Hoc Subcommittee
 - Nevada brought up that the National Association of Counties (NACo) has a research arm and that he is working diligently to see if they have existing research information on this topic for us to review. As nothing was presented for review, there is no action to be taken in this regard.

- Chair Fennimore updated the Committee as to Darling-Horan's attempts to be contracted by anybody from the York Young Professionals organization. That group has not been responsive.
- There are no other avenues previously mentioned at prior meetings to explore.
- The next meeting is May 23, 2025 at 11:00 AM (via Teams). Nevada has been requested to obtain and disseminate any material from NACo for review by that date.
- Absent any future concepts to pursue from the membership, Chair Fennimore will seek a motion from the ad hoc committee members on May 23, 2025 to recommend dissolution of this committee at the next full CJAB meeting on June 10, 2025.