

WEDNESDAY, MAY 1, 2024:

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:00 a.m. at the Adams County Courthouse, Historic Courtroom and via conference call with Chairman Randy L. Phiel presiding. Others in attendance: Commissioners James E. Martin and Marty Karsteter Qually; Steve Nevada, County Administrator; Sean Mott, First Assistant Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Danette Laughman, Deputy HR Director; Candi Clark, Court HR Generalist; Melissa Devlin, Budget & Purchasing Director; Phil Walter, CIO (phone); Megan Smith, IT Department; Sarah Finkey, CYS Administrator; Warren Bladen, Department of Emergency Services Director; Warden Katy Hileman and staff; Megan Shreve, Executive Director of SCCAP, Inc; Tyler Weidler, Pastor and Susan Brummer. News Reporter Vanessa Pellechio Sanders, *Gettysburg Times* and Deputy Chief Clerk Lisa A. Moreno-Woodward.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the April 17, 2024 Commissioner's Meeting as presented.

Motion carried.

Proclamations:

Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim the following:

- **“Corrections Employee Week”** – May 5-11, 2024. This proclamation was presented to Warden Katy Hileman and staff.
- **“National Community Action 60th Anniversary, South Central Community Action Programs 60th Anniversary & Community Action Month”** – May 2024. This proclamation was presented to Megan Shreve, Executive Director of SCCAP, Inc.

Motion carried.

Public Comment:

Tyler Weidler, a York Springs resident and Pastor of the Foursquare Church in York Springs talked about the start of “National Day of Prayer” and requested that a proclamation in honor of the “National Day of Prayer” be approved by the Commissioners. Pastor Weidler ended his public comment with prayer.

Clerk of Courts:

With recommendation by Clerk of Courts Kelly Lawver, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve Amendment A with Credit Management Company (“CMC”) of Pittsburgh, a collection services organization used by the Clerk's Office to collect outstanding court restitution, costs, fees, fines, and penalties. This Agreement amends the January 11, 2012, Master Agreement to provide that CMC will remit to the Clerk's Office the net amount collected, due and owing less CMC's collection fee, thereby moving the County from a gross invoice client to a net invoice client. This Amendment is effective May 1, 2024.

Motion carried.

District Attorney:

With recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the STOP Grant Application with the Pennsylvania Commission on Crime and Delinquency (PCCD) and PCCD's Standard Subgrant Conditions. This Application seeks \$125,000.00 for the purpose of providing special prosecution, law enforcement, and victim services for victims of domestic violence. The grant money will go towards paying part of the salaries of a Legal Secretary, Assistant District Attorney, and Chief County

Detective who primarily handle cases involving domestic violence, the salary of a Client Advocate at the YWCA-Hanover Safe Home, and services of Pennsylvania Coalition Against Rape (PCAR). The Application is effective May 1, 2024. It is further recommended that the Board approve the Pass Through Contract Agreements for PCAR (\$25,004.00 in grant funding) and YWCA-Hanover Safe Home (\$37,500.00 in grant funding), which outline the terms and conditions for receiving funding from the County under the STOP Grant. The Pass Through Contract Agreements are effective as of the date last signed by the parties.

Motion carried.

Children & Youth Services:

- With recommendation from Sarah Finkey, Administrator, Mr. Martin moved, seconded by Mr. Qually, to approve the Subsidized Permanent Legal Custodian Agreement for J. & B.A. on behalf of Z.N.R. a monthly subsidy amount of \$912.50/month.

Motion carried.

- With recommendation from Sarah Finkey, Administrator, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following Agreements with Avanco International, Inc.:
 - Child Accounting and Profile System (CAPS) Application Service Provider Agreement – This Agreement provides the County licenses to access the CAPS application and outlines the responsibilities of the parties related to the use of the application. Total cost of licenses is \$37,282.20. This Agreement is effective July 1, 2024, for a one-year term.
 - AFCARS Upgrade and Maintenance Agreement – This Agreement provides that Avanco will provide regular upgrades and maintenance to the federal Adoption and Foster Care Analysis and Reporting System (“AFCARS”), which provides data on children in foster care who have been adopted with title IV-E agency involvement through the Child Accounting and Profile System (“CAPS”) used by the County. The cost of the upgrades is \$290,000.00, distributed amongst the 58 counties using CAPS. Total cost to the County is \$3,191.39. This Agreement is effective July 1, 2024, for a one-year term.
 - HIPAA Business Associate Agreement – This Agreement outlines the respective responsibilities under HIPAA between the County and Avanco regarding the handling of protected health information (PHI). This Agreement is effective May 1, 2024.
 - Consulting Services Addendum To CAPS Service Provider Agreement - This Addendum amends the master CAPS Service Provider Agreement for Fiscal Year 2024-2025 to include consulting services as needed, not to exceed \$30,000.00 annually. This Agreement is effective May 1, 2024.
 - CWIS Maintenance Agreement FY24-25 – This Agreement provides that Avanco will conduct regular maintenance and upgrades to the PA Child Welfare Information System (“CWIS”) for fiscal year 2024-2025. The cost of the maintenance and upgrades is \$359,612.56, distributed amongst the 58 counties that use CAPS. Total cost to the County is \$3,948.01. This Agreement is effective July 1, 2024.

Motion carried.

IT Department:

With recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign Quote #07-26-2023-0001 with the Central Susquehanna Intermediate Unit for purchase of Cloudflare CORE Layer 7 services. Cloudflare is a web application firewall that will protect the County's public-facing servers. It is further recommended that the Board designate Chairman Phiel to sign the Notice of Terms for Cloudflare Subscription. The term of the Agreement is twelve (12) months, commencing on July 1, 2024 and terminating June 30, 2025. Total cost to the County is \$16,800.00.
- Designate Chairman Randy L. Phiel to approve the Statement of Work from Sylint, LLC, a Florida Company, for a subscription for managed cybersecurity services which includes on-going internal and external scanning, threat intelligence briefings, and as-needed incident response triage support and subject matter expertise. The term of the Agreement is one (1) year, commencing on May 17, 2024 and terminating on May 16, 2025. Total cost to the County is \$20,520.00, which will be paid in monthly installments of \$1,710.00, with an hourly rate of \$285.00 for any additional services.

Motion carried.

Department of Emergency Services:

After review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following:

- Recommendation from Warren Bladen, Director to designate Chairman Randy L. Phiel to sign the Change Order with Tyler Technologies, Inc., a Michigan company. This Change Order provides for the addition of an interface to the CAD system that will export data to the County's first responder end users. The Change Order is effective May 1, 2024. Total additional cost to the County is \$4,960.00.
 - Carbyne APEX Change Order to the October 11, 2023, Master Agreement with Carbyne, Inc. This Change Order provides that Carbyne will deliver four (4) additional workstations and backup systems as part of Next Generation 911 system upgrades. The workstations and backup systems will be provided at no additional cost to the County. This Change Order is effective May 1, 2024.
- Recommendation from Warren Bladen, Director, in coordination with Phil Walter, CIO, to designate Chairman Randy L. Phiel to approve Quote #1024649 with Link Computer Corporation, an authorized reseller of VMware, Inc. products, of Bellwood, PA, for the DES's VMware subscription and support. VMware allows IT and DES to provision and manage servers within the County's virtual server environment. This Quote is made pursuant to Costars contact #006-E22-223. The Quote is effective May 1, 2024 and the term of the subscriptions will be three (3) years. Total cost to the County is \$45,560.00.

Motion carried.

Building & Maintenance:

With recommendation from Larry Steinour, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Service Agreement with Guardian CSC, of York, PA, for the water management program for the cooling towers and closed loop systems at the Adams County Courthouse and Human Services Building. It is further recommended that the Board sign the Addendum to the Terms and Conditions of the Service Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is three (3) years, commencing April 1, 2024 and terminating March 31, 2027. Total cost to the County is \$13,472.00, with \$4,456.00 to be paid annually in Years 1 and 2 and \$4,560.00 to be paid in Year 3.

Motion carried.

Personnel Report:

Mr. Martin moved, seconded by Mr. Qually, to approve the Personnel Report as presented:

Court:

- David K. James IV, Unpaid Intern, approximately 200 hours working with Judge Wagner, effective May 20, 2024 through August 9, 2024.
- Revised start date for Cameron Bishop, Unpaid Intern, from May 13, 2024 to May 20, 2024.
- Domestic Relations:
 - Paid Intern Griffin Kibler from May 6, 2024 through August 9, 2024, for 3-4 days/week, up to 29 hours/week
 - Autumn Miller, Paid Intern, up to 29 hours/week, effective May 6, 2024
- Probation Services:
 - Dylan Staub, Paid Intern, up to 29 hours/week from May 13, 2024 through August 1, 2024, effective May 13, 2024
 - Separation of Employment – Tiffani Brownley, General Clerk, effective May 10, 2024

District Attorney:

- Paid Interns, up to 29 hours/week, effective May 20, 2024, pending successful completion of all pre-employment requirements: Catarina Keifman and Stephen Garrison

Coroner:

- Employment of Anne-Marie Weiser, Part Time as Needed Coroner, effective May 6, 2024, pending successful completion of all pre-employment requirements.

Children & Youth Services:

- Tiffany Clark, Caseworker 1-Independent Living, effective May 6, 2024

IT Department:

- Connor McKain, IT Technician 1/Application Specialist, effective May 13, 2024

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Kendra Walton, effective June 10, 2024

Separation of Employment with permission to post:

- David Forbes, Field Data Property Evaluator/Commercial, effective April 16, 2024, not posting the position at this time
- Clarissa Kiessling, Casework Supervisor, Children & Youth Services, effective April 26, 2024
- Sara Miller, Assistant District Attorney, effective May 9, 2024
- Frederick Satterfield, Lieutenant, Adams County Adult Correctional Complex, effective April 15, 2024
- Heather Diehl, Lieutenant, Adams County Adult Correctional Complex, effective May 2, 2024
- Corrections Officers Amard Wright, effective April 16, 2024; James Samuel, effective April 19, 2024
- Rescind the employment offer to Keith Fitzgerald, Corrections Officer, effective April 17, 2024

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period April 15, 2024 through April 26, 2024:

General Fund – Operational	\$ 931,911.19
Payroll – Week #17	<u>\$ 1,101,008.40</u>
Total General Fund	\$ 2,032,919.59

Children & Youth Services	\$ 380,210.88
Liquid Fuels	\$ 131,408.56
HazMat Fund	\$ 123.95
Commissary Fund	\$ 8,138.11
Hotel Tax Fund	\$ 98,400.00
Capital Projects	\$ 140.00
911 Fund	\$ 63,738.73
Internal Service Fund	\$ <u>479,872.10</u>
Total Special Funds	\$ 1,162,032.33
Total Expenditures	\$ 3,194,951.92

Motion carried.

Other Business:

No Other Business was brought before the Board at this time.

Salary Board Meeting:

The Salary Board Meeting will be held following the Commissioners Meeting.

Adjournment:

Mr. Martin moved, seconded by Mr. Qually, to adjourn the Commissioner's Meeting at 9:49 a.m. this date.

Motion carried.

Respectfully submitted,



Lisa A. Moreno-Woodward
Deputy Chief Clerk