



**DAUPHIN COUNTY BOARD OF COMMISSIONERS**

**Commissioners' Legislative Meeting**

**Wednesday, May 30, 2007 (10:00AM)**

**MEMBERS PRESENT**

Jeff Haste, Chairman  
Dominic D. DiFrancesco, II, Vice Chairman  
George P. Hartwick, III, Secretary

**STAFF PRESENT**

Chad Saylor, Chief Clerk/Chief of Staff; Marie Rebeck, Controller; Robert Dick, Treasurer; Randy Baratucci, Purchasing Director; Kay Sinner, Personnel and Payroll Office; Tom Guenther, Director of Information Technology; Kacey Truax, Commissioners' Office; Elke Moyer, Human Services Directors Office; Bruce Foreman, Esq., Solicitor; Richie Martz, Assistant Chief Clerk; Diane McNaughton, Press Secretary; Michael Yohe, Director of Budget and Finance; Sharon Chatman, Human Services Director's Office; Leila McAdoo, Solicitor's Office; Brooke Beard, Personnel; Faye Fisher, Director of Personnel and Payroll; Scott Burford, Commissioners' Office; Dave Schreiber, Personnel and Payroll Office, Keith Kepler, Controllers' Office, Brenda Hoffer, Commissioners' Office.

**GUESTS PRESENT**

Ford Carnes, Jr.; Dominic DiFrancesco, David Fox; Garry Lenton, Patriot News; Vladimir Beaufile; Firm Foundation Board member; William Range

**MINUTES**

**CALL TO ORDER**

Mr. Haste, Chairman of the Board, called the meeting to order at 10:00 a.m.

**MOMENT OF SILENCE**

Everyone observed a moment of silence.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **APPROVAL OF MINUTES**

Mr. Haste: We have the May 9, 2007 Workshop Meeting Minutes, the May 16, 2007 Legislative Meeting Minutes and the May 16, 2007 Salary Board Meeting Minutes for approval.

**Mr. DiFrancesco made the motion to approve the May 9, 2007 Workshop Meeting Minutes and the May 16, 2007 Legislative Meeting Minutes. Mr. Hartwick seconded the motion. All were in favor. Motion carried.**

**Ms. Rebuck made the motion to approve the May 16, 2007 Salary Board Meeting Minutes and Mr. Hartwick seconded the motion. All were in favor. Motion carried.**

## **EXECUTIVE SESSIONS HELD BETWEEN MEETINGS**

Mr. Saylor: There were no Executive Sessions held between meetings.

## **PUBLIC PARTICIPATION**

There were none.

## **DIRECTORS/GUESTS**

There were none.

## **PERSONNEL**

Ms. Sinner: I have an addendum. I have a name to insert into the Personnel Packet new hire number 18, Chris Moyer.

**Mr. DiFrancesco made the motion to approve the Personnel Packet pulling Items # 9 and # 17. Mr. Hartwick seconded the motion. All were in favor. Motion carries.**

## **PURCHASE ORDERS**

Mr. Baratucci: There are no changes from the packet last week. The packet stands as presented last week.

**Mr. DiFrancesco made the motion to approve the Purchase Order Packet as amended. Mr. Hartwick seconded the motion. All were in favor. Motion carries.**

Mr. Baratucci: You should have all received a letter from HRG on their recommendation for the Multi-Bridge deck rehabilitation project. Only one bid was received but they do not believe it is in our best interest to re-bid. They recommend we accept the bid received from Doug Lamb Rehabilitation, Inc. at \$451,579.10.

Mr. Hartwick: I do not have that information.

Mr. DiFrancesco: I don't either.

Mr. Hartwick: Is this a timely issue or can we review this and re-visit this next week?

Mr. Haste: Next week is fine.

Mr. Baratucci: I apologize. I received the memo and thought you all did also because it was addressed to you.

**Mr. Hartwick: I make a motion to table this until next week. Mr. DiFrancesco seconded the motion. All were in favor. Motion carried.**

#### **REPORT FROM BUDGET & FINANCE – Mike Yohe**

- **May 18, 2007** transferred **\$158,904.88** to the **Payables** account from the County's Concentration account for checks issued that week.
- **May 25, 2007** transferred **\$10,241,574.69** to the **Payables** account and **\$1,603,906.68** to the **Payroll** account from the County's Concentration account for checks issued that week.
- **Total Term Investments – N/A**
- **Balance today in INVEST account \$135,238.19 rate 5.210%**
- **Balance today in Community Banks investment account \$76,529,098.82 rate 5.340%** (This rate equals today's Community Banks 90-day TBill rate of 5.020% plus 32 basis points)
- **Balance today in Sovereign Bank investment account \$22,568,551.78 rate 5.200%** (This rate equals today's 1-month LIBOR rate of 5.320% minus 12 basis points)
- **Balance today in PNC Bank investment account \$100,829.60 rate 5.100%** (This rate equals today's Fed Funds rate of 5.250% minus 15 basis points)
- **Balance today in Graystone Bank investment account \$101,743.39 rate 4.910%** (This rate equals last month's average 1-month LIBOR rate of 5.310% minus 40 basis points)
- **Balance today in Commerce Bank investment account \$101,644.99 rate 4.525%** (This rate equals today's 90-day T-Bill rate of 4.775% minus 25 basis points)

**No T.R.A.N. Line of Credit required for 2007.**

Mr. Yohe: I am getting the June rates in and the T-Bill rate has been significantly dropping that it finally caught up with Community Banks. Community's rate has dropped below Sovereign's. I did let Howard at Community know that. I am assuming we will flip flop Sovereign and Community next month. I will work those details out.

Mr. Hartwick: Are there transfer fees to go back and forth in those accounts?

Mr. Yohe: No.

**REPORT FROM CHIEF CLERK/CHIEF OF STAFF – CHAD SAYLOR**

Mr. Saylor: I have one item I would like to bring to your attention. We have recently received a memorandum of agreement with Firm Foundation, which I know this organization is not unknown to you. They have a pressing deadline. It did not appear on the agenda because the Solicitors did not have enough time to thoroughly review this large grant. It is a seven year program totaling \$700,000. We asked for additional information and they did provide it to us yesterday. You should have a draft copy of the agreement. We did insert an indemnification clause to protect us. We are overly cautious. In the past, we have entered into agreements with other agencies, and then were very disappointed in the end. We are always cautious in regards to the county's responsibilities. We would like more time to review this. We understand there is a deadline and I also understand that there are some people from Firm Foundation in the audience today.

Mr. Hartwick: Vladimir, can you please come up here. I do have some questions.

Mr. Beaufile: My name is Vladimir Beaufile, President/Chairman of the Board of Firm Foundation of PA, Inc.

Mr. Hartwick: We have great respect for Firm Foundation and your mission and your work. The challenge we had was the time to review the documentation. For our Solicitor, what is the time frame to have this thoroughly reviewed?

Mr. Foreman: We certainly can have this reviewed before your next meeting.

Mr. Hartwick: Does the next meeting put you out of the time frame?

Mr. Beaufile: Yes. This needs to be electronically submitted by close of business today.

Mr. Haste: Is the deadline today or was it yesterday?

Mr. Foreman: It was received in the Solicitor's Office yesterday. We were advised today that the deadline was yesterday. That is part of our concern. We only received

the regulations for the federal grant this morning. I have perused them for ten minutes. I have not thoroughly reviewed them. It was reviewed yesterday in not much greater detail by another Solicitor yesterday that did not have the document that we were given today. We still have many questions.

Mr. Hartwick: I will tell you what the concern is. Every time the County is used as a pass through agency, we have to be responsible for any questions.

Mr. Beaufile: This is not a pass through. The federal grant is actually health and human services of the county for approval to make referrals that they normally do anyway to Firm Foundation in terms of low income individuals. They are asking for their agreement. Social Services said they needed the Commissioners approval before they can...

Mr. Hartwick: Who in Social Services reviewed this?

Mr. Beaufile: I am not sure. Reverend Tilley handled this but he had to fly out to Minneapolis last night. Reverend Tilley and our consultant are going to electronically submit this tonight. This is the same grant we got two years ago. I know Commissioner DiFrancesco is familiar with this in terms of starting Opportunity Builders. The Commissioners signed off on that two years ago.

Mr. Hartwick: I would like to know who you talked to in Human Services.

Mr. Haste: I believe it was Kim Robison. It is Domestic Relations.

Mr. Saylor: Kim Robison and the President Judge have reviewed the document as well and they are ok with these provisions. They do not sign the agreement. They look at it from a programmatic side and we look at it from the liability side.

Mr. Foreman: We asked to see the memorandum of the agreement which was signed by the Commissioners two years ago. We were provided with a memorandum of January 2005 but this memorandum does not sight any funding source or federal program. The new document that we are being asked to sign cites two specific programs. Our issue is that if we are citing two specific programs, we want to make sure that the requirements that any municipality has, that we meet those. We have not had a chance to review those requirements. Perhaps the way to do this is to delete this from the resolution but I do not know if that meets the federal grant requirement. The original program and I am not sure if this one is the same program or not, the program two years ago does not cite any type of requirement or any type of grant or funding source at all. This one does. It cites very specific federal requirements.

Mr. Hartwick: Do you see the dilemma we are in?

Mr. Haste: We are not the pass through, the funding goes directly to the Firm Foundation?

Mr. Beaufils: Yes.

Mr. Foreman: Our concern is that most grants are not like that. The grant comes to the county then the county provides it to the provider. If something goes wrong, then the county is responsible.

Mr. Haste: Were we the pass through two years ago?

Mr. Foreman: I don't think so.

Mr. Beaufils: It was to create Opportunity Builders and seventy jobs in a three year period.

Mr. Hartwick: We are supportive of the program. That is not the issue.

Mr. Haste: Bruce, could we approve it but prior to the grant being approved by the Feds, if we find a problem at that time, can we withdraw our support?

Mr. Foreman: Yes.

Mr. Hartwick: If that is an option that sounds like an amicable one.

Mr. DiFrancesco: How does that sound? That helps you meet your deadline but you know if there is an issue, we withdraw our support.

Mr. Foreman: Can I read the indemnification, it says that if any statute or rule that is violated with a cost to the county, Firm Foundation would indemnify us. Is that ok?

Mr. Beaufils: Yes.

Mr. DiFrancesco: Is there any wording that states we are the pass through or that we would be held accountable?

Mr. Foreman: The concern is we did not read the part of this that states how this is funded. If it is not a pass through, if firm Foundation says that, we believe that. We just want to read the regulations. If that is true, my problems would be greatly quieted. That is typically how they have been funded, through the county.

Mr. Beaufils: This is a very unique grant and it is the same one that we received two years ago. We were greatly honored that we were the only ones in the Commonwealth to receive this grant. We created Opportunity Builders, which is a for-profit construction company to create jobs. 60% of them will go to low income individuals. With this grant, out of the \$700,000 grant, \$500,000 will be a loan to WCI Partners, Inc. to build a hotel on 2<sup>nd</sup> and State Streets. This will create 70 jobs.

Mr. Haste: I thought it was \$300,000.

Mr. Beaufiles: \$500,000 will be loaned.

Mr. Haste: The email I have says \$300,000.

**Mr. Hartwick made the motion that the Board approved a Memorandum of Agreement with the Firm Foundation pending further review by the Solicitor's Office to determine if there are any technical issues that would make the County more liable and if so the County would withdraw its support. Mr. DiFrancesco seconded the motion. All were in favor. Motion carried.**

Mr. Beaufiles: Thank you.

Mr. Foreman: We will make this a priority to review and let you know within a week if there are any issues.

Mr. Hartwick: So we will know by next Wednesday whether or not the County will continue to support your request.

Mr. Saylor: The last item I have is that the new employee handbook is on the agenda today for approval. I have sent emails to you regarding that.

### **SOLICITOR'S REPORT—BRUCE FOREMAN, ESQ., SOLICITOR**

Mr. Foreman: Nothing to add but would be happy to answer any questions you may have.

### **MATTERS REQUIRING BOARD ACTION**

- A. Training Packet.
- B. Approval of 2006 Real Estate Tax Refund, Parcel #56-012-024 (401 N. Hanover St.,) Robert & Susan Goduto - \$413.33.
- C. Resolution #15-2007 for Homeland Security Directive (HSD)-5 to place in immediate effect the National Incident System for Dauphin County.
- D. Approval to sell the following parcels from the Repository List:
  - 1. Parcel #8-25-15, 108 Linden St. to Clionsky & Keyes LLC - \$300.00
  - 2. Parcel #8-25-17, 104 Linden St. to Clionsky & Keyes LLC - \$300.00
  - 3. Parcel #9-14-21, 66 N. 14<sup>th</sup> St. to Michael Crawford - \$300.00
- E. Refund of 2007 Real Estate Taxes, David Romanoski & Laurie Peiffer, Parcel #25-017-194, (243 S. Mill Road), Hummelstown, PA - \$1,249.29.
- F. Approval of Employee Handbook.
- G. Purchase of Service Per Diem rates for Children & Youth for FY 2006/07:
  - 1. Children's Institute of Pittsburgh

2. Adelphoi Village, Inc.
- H. Purchase of Service Per Diem rates for Children & Youth for FY 2007/08:
1. Alternative Rehabilitation Communities, Inc.
  2. CHOR Youth & Family Services, Inc.
  3. Glade Run Lutheran Services
  4. Little Treasures – Early Childhood Center
  5. Keystone Children & Family Services, Inc.
  6. St. Michael's School, Inc.
  7. Chariots LLC
  8. Community Service Foundation
  9. Family Care for Children and Youth, Inc.
  10. International Service Center
- I. Satisfaction Pieces for:
1. Melvin Leonard for property located at 2071 Brentwood Drive, Middletown, PA (\$5,000.00)
  2. Vencee Gantz for property located at 2437 Brookwood St., Harrisburg, PA (\$5,000.00)
  3. Victoria Beaver for property located at 2110 Berryhill St., Harrisburg, PA (This 1996 mortgage carries a 10-year forgiveness clause.)
  4. Ana Neiter for property located at 459 Stikle Street, Steelton, PA 17113. (This 1996 mortgage carries a 10-year forgiveness clause.)
  5. Cherise Robinson for property located at 1849 Zarker Street, Harrisburg, PA 17104. (This 1996 mortgage carries a 10-year forgiveness clause.)
- J. Subordination Agreement for Maria Pena on property located at 715 N. 17<sup>th</sup> St, Harrisburg, PA 17113.
- K. Tax Appeal Proposed Settlement with additional conditions of Hershey Foods Technical Center, 102 Reese Ave., Tax Parcel Nos. 24-029-034 and 040.
- L. Purchase of Service Agreements between Children and Youth for FY 2007/08:
1. Ponessa, T.W. and Associates Counseling Services, Inc.
  2. Triad Treatment Specialists, Inc.
  3. New Passages, Inc.
  4. LMA Systems Group, Inc.
  5. International Service Center, Inc.
- M. Purchase of Service Agreement Amendments between Children and Youth and:
1. Ramona Thompson – Amendment #1
  2. Adelphoi Village – Amendment #2
- N. Adoption Assistance Agreements 2007-04, 2007-05 and 2007-06.
- O. Purchase of Service Agreements between MH/MR and:
1. Rachel Heintzleman, M.S.
  2. Kelly L. Rice, OTRL (t/d/b/a Sovia Therapy)
  3. Merle Crawford, M.S., OTR/L
  4. Open Minds

5. Cumberland/Perry ARC
  6. Sharp Visions, Inc.
- P. Office of Mental Retardation Waiver Administrative Entity and Provider Contract between MH/MR and:
1. Cumberland/Perry ARC
  2. Nancy McCorkle
  3. Masonic Village
  4. Sharp Visions, Inc.
  5. Bayada Nurses, Inc.
  6. Maxim Healthcare Services, Inc.
- Q. Infants, Toddlers and Families Medicaid Waiver County Program and Provider Contracts between MH/MR and:
1. Merle Crawford, M.S.
  2. Kelly L. Rice, OTR/L
- R. Human Services Development Fund Agreement between the Human Services Director's Office and Scientifically Sound Youth Solutions.
- S. Human Services Development Fund Agreement Amendments between the Human Services Director's Office and:
1. Visiting Nurse Association of Central Pennsylvania, Inc.
  2. Christian Churches United
  3. Catholic Charities
- T. Intergovernmental Cooperation and Technology License Agreement (GIS) between the County of Dauphin and South Hanover Township.
- U. HUD Continuum of Care Homeless Assistance Application.
- V. Settlement of Walter Shearer Litigation.
- W. Cost Report Settlement to Centers for Medicare and Medicaid Services for Spring Creek Health & Rehabilitation Center. Provider No. 395074 for fiscal year end 12/31/05.
- X. The Spring Creek Rehabilitation & Health Care Center December 21, 2006 Interim Medicare Cost Report.

**Mr. DiFrancesco made the motion to approve Items A through X. Mr. Hartwick seconded the motion. All were in favor. Motion carries.**

Mr. Burford: In regards to item W and X. Letter W is for cost reports that must be annually submitted for Medicaid and Medicare. We submitted a cost report in early 2006 for calendar year ending 2005. When a facility submits a cost report, it is subject to an audit from Centers Medicaid Medicare Services (CMMS). After that audit, there is a final settlement and usually there is a two year lag time. We have received notice that CMMS audited our 2005 cost report and found that they overpaid the county, the Spring Creek facility, and they are asking for repayment. We are technically out of the business effective 12-22-06, our options are limited we respectfully request that the

County reimburse CMMS for \$42,000.00. Item X is requesting a submission of the interim cost report for 2006 for Medicare. It is called an interim cost report because of selling Spring Creek prior to the end of the calendar fiscal year. It is our final report but is labeled an interim report because it is a non-binding non-rate setting submission. We will be submitting on behalf of Dauphin County, our final cost report for Spring Creek. The findings of our submission are that we expect to receive some payments in return that we feel that they have short paid us. We will wait for CMMS to perform their internal report and in about 18 months we should know if they accepted our cost report and if there are any adjustments or negotiations that we need to make to Medicare.

Mr. Hartwick: What is the estimated dollar amount we expect to get refunded?

Mr. Burford: \$82,000. Subject to their audit.

### **FORMER BUSINESS**

(There was none.)

### **NEW BUSINESS**

(There was none.)

### **COMMISSIONERS' DISCUSSION & ACTIONS**

Mr. Haste: We will start the fiscal year budget hearings at 1:30 today.

### **CORRESPONDENCE**

Mr. Haste: You see the items of correspondence received by the Board lettered A through M that will be handled by the staff appropriately.

- A. Receipt of a letter from PA DEP acknowledging receipt of a request to use and registers your use of General Permit No. 5 to install a 1 1/2" sanitary sewer force main in a concrete encasement under Pelton Run in Swatara Township. The letter also indicates that the project can proceed after making the required notifications stipulated in the General Permit and securing all other approvals that may be necessary.
- B. Notification from RETTEW that the Borough of Highspire Sewer Authority will be submitting a Part II Water Quality Management Permit Application to DEP for the Wastewater Treatment Plant Biological Nutrient Removal Upgrades.
- C. Notification from United Water that they are applying to DEP for a minor Water Supply Permit Application to replace the booster pump at the Colorado Pump Station.
- D. Notification from Pennoni Associates advising that on behalf of the Milton Hershey School they are applying for a General Permit Application with the US Army Corps of Engineers and DEP for the construction of a new recreational path along Route 39 and East Canal Street.

- E. Notification from TeamAg that Lauden Farms is applying to DEP for the renewal of an existing NPDES Permit for a Concentrated Animal Feeding Operation in Halifax, PA.
- F. Receipt of a letter from the PA Department of Transportation advising that the County's Liquid Fuels Tax Fund Allocation of \$386,258.85 will be electronically transferred to the Liquid Fuels Account on June 1, 2007.
- G. Notification from AMEC advising that the PA Department of Military and Veterans Affairs and the PA Army National Guard propose to establish a SDZ on approximately 900 acres of SGL 211 in connection with the operation of the MPTR at the NGTC-FTIG, Pennsylvania.
- H. Notification from Haines & Kibblehouse, Inc. advising that Handwerk Materials is submitting to DEP a renewal application for their General Beneficial Use Permit WMGR028M014B.
- I. Notification from Buchart Horn, Inc. advising that the City of Harrisburg is applying to DEP for a General NPDES Permit for the widening and overlay of 7<sup>th</sup> St. from Reilly St. to Maclay St. in the City of Harrisburg.
- J. Notification from Harrisburg International Airport advising that SARAA is currently renewing HIA's National Pollutant Discharge Elimination System Permit for stormwater runoff at the facility.
- K. Notification from Glace Associates, Inc. advising that Harman Stove Company is applying to DEP for a Public Water Supply Permit to add an arsenic removal system to their existing on-site water supply system from private water well #2.
- L. Notification from Burget & Associates that Joshua S. & Sarah J. Spicher are applying to DEP for a NPDES Permit for stormwater discharges associated with construction activities at 921 Red Hill Road, Dauphin.
- M. Notification from Milton Hershey School that they intend to register use of a General Permit 3 (GP-3) in Derry Township for stream bank rehabilitation/protection on property located at Eby Road, Conewago Township.

## **PUBLIC PARTICIPATION**

Mr. Dick: I am Bob Dick, County Treasurer. I have a question on the hire in my office. For three weeks in a row the Board has refused to vote on it. May I have an explanation why?

Mr. Haste: I will speak on behalf of the Board and if I error, I can be corrected. I believe as I explained to you, the concern is the possibility of committing the county to further unemployment costs. The individual proposed had been an employee of the county and is currently collecting unemployment and soon will be off of unemployment and if we were to rehire her, indications at this point in time with Treasurer-elect are that that person may not continue in January and the reason I say may not is because they have not had a chance to interview or know much about this person. If she were to be rehired and then let go in January, then what we have done has increased her unemployment. I think there are a couple options, as Treasurer-elect Creason mentioned in her letter is to allow her to be a part of the interview process. The two of

you interview staff and the two of you agree and she says that it is a go and that someone could stay, that would be acceptable to the Board. The other option would be to use temporaries. We have used temporaries before in the county. I understand the need to have a person in that position. Our options are that we use a Temporary Service and/or we create a temporary Position.

Mr. Dick: The Position was offered to the candidate on May 11<sup>th</sup>. Election took place on May 15<sup>th</sup>. Had the results been different, would we be going through this at this time?

Mr. Haste: Probably not.

Mr. Dick: Why not let me hire this person. She comes with good recommendations from Commissioner Hartwick, Scott Burford and a number of others that have worked with her.

Mr. Haste: As I said, we are trying to minimize the county's liability on unemployment costs going forward.

Mr. Dick: So you are not sure that Treasurer-elect would let her go? Is that correct?

Mr. Haste: Correct. Without her interviewing, that is a possibility.

Mr. Dick: How would Treasurer-elect approach the candidate? She knows nothing about the office.

Mr. Haste: She probably has certain criteria in her mind. None of us knew about our office until we got there.

Mr. Dick: You had some inkling, yes, you did Jeff and I think so did the others. Of course I did also from my previous employment. In our phone conversation on the 18<sup>th</sup> you indicated to me that you can't stop me or prevent me, I am not sure of the exact words but something to that effect, from hiring the position.

Mr. Haste: I have been corrected by our Solicitor's Office. I had the understanding but apparently is only past practice that Elected Officials can hire whoever they wanted whether they are qualified. I have been told that county code does not say that and it has just been past practice.

Mr. Dick: There is a writ of mandamus that could apply. As of Monday, I will have one person in my office and that person is not authorized to make money transfers so money can back and forth.

Mr. Haste: How many staff do you have?

Mr. Dick: When I was full, I had four.

Mr. Dick: I have one on maternity leave; she will come back in July. I have one that is moving and Friday is her last day. My first Deputy's father is having an operation on Monday and it could be life-threatening. That leaves one in the office.

Mr. Haste: The First Deputy should and hopefully is out one day.

Mr. Dick: I would hope it would only be the one day. We even talked about when he goes into surgery, her returning to the office and doing some work and then going back to see how he is recovering.

Mr. Haste: The one on maternity leave returns when?

Mr. Dick: I believe July 2.

Mr. Haste: A very simple option in this type of situation is a temporary employee. I am sure if we started that process today, within a couple days we could have a temporary employee in place.

Mr. Dick: If you would give approval today, a person will be in place on Monday.

Mr. Haste: Again, with the potential for liability hanging over us, there are several options you have to clarify. One, you could involve Treasurer-elect and get her approval. If the two of you are ok, then we have minimized our possibility of unemployment. The other option is to use a temporary. In both of those cases, we minimize the potential unemployment compensation to the county.

Mr. Dick: I never used a temporary before. Are they qualified in a situation like this?

Mr. Haste: I believe they can be as qualified as you have in your proposal, if not more.

Mr. Dick: I disagree with that.

Mr. Haste: Bob, with your knowledge and expertise you can train anyone in a short period of time.

Mr. Dick: Probably. Suppose the temporary leaves in a week then we go through this again. At least the one that I am hiring will stay until the end of the year if not even further. She worked for the county. I have had personal conversations with Mr. Burford regarding her ability and he always spoke very highly of her. Some people work better at other jobs than they do at others. I understand that.

Mr. Haste: Right. Those are the options we have. You can use a temporary position, a temporary agency or involve Treasurer-elect.

Mr. Dick: Would you at this time re-open a vote and give me a favorable vote?

Mr. Haste: For which one of the options?

Mr. Dick: I need someone. I am willing to bring her in on a temporary basis but I am not sure she would take that.

Mr. Haste: What is the procedure or what do you need to do to hire from a temporary agency?

Ms. Sinner: I don't think any official approval from the Board is needed to hire from a temporary agency.

Ms. Fisher: Bob, if you want to create a temporary position, then Salary Board needs to vote on that.

Ms. Sinner: We actually have a temporary part time position in the Treasurer's Office.

Mr. Haste: What classification?

Ms. Sinner: Accounting Assistant II. The same one.

Mr. Haste: How do we have that one?

Ms. Sinner: We had two people on leave or something like that and we created that. Those people came back and went permanent but it remains in the books.

Mr. Hartwick: Those are the ones we need to clean up.

Ms. Sinner: Right.

Mr. Dick: Would it be agreeable to hire the person I offered the position to on a temporary basis if she accepts?

Mr. Haste: As long as it is clearly known to the person that it is a temporary position and it has an ending date. The county would not be held for unemployment then would we?

Mr. Foreman: Yes, you could still be required to pay unemployment. The way that temporary agencies resolve that problem for us is that employee is actually an employee of the agency and not a county employee.

Mr. Haste: This was a former county employee, if they were to come back on for a pay period, does that renew the unemployment ?

Mr. Foreman: It would not qualify for unemployment with one pay period.

Mr. Haste: What would qualify?

Mr. Foreman: I believe it is a certain amount of income over  $\frac{3}{4}$ .

Mr. Dick: Or is it over 1020 hours or 1025 hours?

Mr. Foreman: I would have to check my law book for the formula. It is a formula over a period of time. I don't know what period this person has been unemployed and not qualified.

Mr. Haste: My understanding is that her unemployment runs out this month.

Mr. Foreman: You are talking their number of weeks of unemployment opposed to their qualifications which comes from earnings over so many quarters. For me to see the exact formula, I would have to pull out the law and get the exact formula.

Mr. Dick: What would be wrong with hiring her as a temporary that exists presently in the office?

Ms. Fisher: As a part-time temporary?

Mr. Dick: Yes.

Mr. Haste: Again, the issue is to make sure that it does not fall into the category to kick-in the unemployment. This is the whole reason for this discussion.

Mr. Dick: Which it did not with the other employee.

Mr. Foreman: The other employee was hired through a temporary agency and never was our employee.

Ms. Sinner: She also resigned.

Mr. Haste: If that is who you want then have her go to a staffing agency and she says she is available. You call that staffing agency and say this is who you want. That way she clearly is not a county employee and is an employee of the staffing agency.

Mr. Dick: I am not sure a lot of this will happen before Monday.

Ms. Sinner: I think it is possible to get an interview. They do screenings and people who come into the agencies test, etc.

Mr. Dick: Ok. Let's assume this does happen. Do I have approval for that?

Mr. Haste: That goes through the temporary agency which we have a contract with.

Mr. Hartwick: I wouldn't see a problem with that.

Mr. Haste: Do you need a purchase order or how does that get paid?

Ms. Sinner: They send a bill.

Mr. Haste: Then that comes out of the line item for contracted services in the budget.

Mr. Haste: You may have to transfer some dollars.

Mr. Dick: Alright. Let's take the worst case scenario and she doesn't want it.

Mr. Haste: You work with a temporary agency. They know the qualifications you are looking for and if she refuses it I am sure they will have other names to give you.

Mr. Dick: Do you have a name of a temporary agency?

Ms. Sinner: I have several and I can give you those.

Mr. Dick: I am assuming I have Board approval. Am I correct? Do I need that?

Ms. Sinner: Just an internal blessing.

Mr. Hartwick: You don't need Board approval to fill a temporary position as long as they come from a staffing agency.

Mr. Haste: And you have the money in your budget.

Ms. Fisher: We will work with you.

## **ADJOURNMENT**

Mr. Haste: Is there a motion to adjourn?

**Mr. Hartwick made the motion to adjourn. Mr. DiFrancesco seconded the motion. All were in favor. Meeting adjourned.**

Transcribed by: Kacey Truax