



DAUPHIN COUNTY BOARD OF COMMISSIONERS

Legislative Meeting

December 1, 2004 (10:00AM)

MEMBERS PRESENT

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

STAFF PRESENT

William Tully, Solicitor; Chad Saylor, Chief Clerk; Marie Rebeck, Controller; Robert Dick, Treasurer; Steve Chiavetta, Director of Registrations and Elections; Elke Moyer, Human Services; Kay Sinner, Personnel; Joseph Kleinfelter, President Judge; Carolyn Thompson, Court Administrator; J. Scott Burford, Assistant Administrator for Spring Creek; Roberta Cunningham, Administrator for Spring Creek; Dan Robinson, Director of DCED; Randy Baratucci, Director of Purchasing; Mike Yohe, Budget Director; Tom Guenther, IT Director; Diane McNaughton, Press Secretary; Melanie McCaffrey, Solicitor's Office; Gary Serhan, Controller's Office; Edgar Cohen, Director of Maintenance Facilities; C. Doran Vance, Assistant Solicitor; Richie Martz, Commissioner's Office; Kacey Truax, Commissioner's Office; Marielena Martinez, Commissioner's Office; Julia Nace, Assistant Chief Clerk; Jena Wolgemuth, Commissioner's Office

GUESTS PRESENT

Kathy Otto, CHR; Kevin Koval, CHR

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 November 10, 2004 Workshop meeting minutes and the November 17, 2004 Legislative meeting minutes.

Mr. Hartwick made the motion to approve the November 10, 2004 Workshop meeting minutes and the November 17, 2004 Legislative meeting minutes. Mr. DiFrancesco seconded the motion. All were in favor. Motion carries.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Mr. Saylor: Commissioners as you know we had an Executive Session once on November 17, 2004 at 1PM to discuss a personnel matter and then again on November 18, 2004 for an update on negotiations and personnel matters. Most recently, we met on the 24th of November at noon to get an update on some pending legal matters.

PUBLIC PARTICIPATION

(There was none.)

DEPARTMENT DIRECTORS/GUESTS

Ms. Otto: I am Kathy Otto from Complete Healthcare Resources. I am here to give a report on Spring Creek. I have presented you with a packet that has our updated October 2004 report and I brought along the October financials, which are the most recent that we have. We usually mail this so you probably haven't seen this before. In the packet is your monthly report and I will review that with you.

In the month of October the facility census averaged 364 residents each day. We were shy about 187 days based on the budget; however the census is now averaging about 370 during November. It is a favorable increase since January, where we had a census of 344. By April we had it at 343, but in June it was 362, since then it is continuing to climb. We have been focusing our marketing efforts on streamlining the admissions process. We felt the need to educate the nursing admissions staff on the necessity of streamlining the admissions process and trying to expedite the admissions once the referral is received. We are continuing to experience some pretty active referrals for admission as the census continues to decline.

Mr. DiFrancesco: What is the budgeted census number without the days?

Mr. Burford: 385.

Ms. Otto: We did have 26 admissions in the month of October and 32 discharges, 8 of those were expirations. I wanted to let you know that we had 15 people go home or to their families, which is a very positive thing. It shows that the jobs getting done on the short-term rehab side where they are coming into the facility, they are actually getting better and they are able to go home. We also had 1 person discharged to a lesser level of personal care. We had 4 people that went to a competitor and that was basically related to the geographics, they came to our facility because beds were not available in facilities near their home. When beds did become available they asked to be transferred closer to where their families live.

The Department of Health gave approval to open our S-1 Secure Dementia Unit, which will help us to continue with admissions without having a problem with replacements.

Under current operating issues, basically we did provide a directive in service related to the August efficiency from the in-house survey. Administration has been working with the auxiliary to rebuild a working relationship. They are working on a recycling project, have their quarterly family council meeting in October and are reviewing and revising a disaster rule and nursing policy rules that are ongoing with revisions as we go along.

Under personnel, we still have vacant positions in nursing, but there were 7 new hires for nursing for October. We've also been involved in the review of exempt and non-exempt status for the overtime calculation when that legislation changed in August. We have awarded 22 leadership award certificates. Note, there was a workers comp indemnity payment of \$42,000; however that included a settlement of a prior bureau claim for \$32,000. They continue to have ongoing staff meetings to provide an open forum for discussion with the employees about issues, concerns and projects that are going on.

Mr. DiFrancesco: Who runs those meetings?

Ms. Otto: Roberta Cunningham and Scott Burford.

Mr. DiFrancesco: Do you alternate?

Mr. Burford: Yes.

Ms. Otto: Under physical plant, there was testing of the fire alarm system, the generators and the code alert system. They were all completed as scheduled. They completed the renovation of the McBride pantry room on the third floor.

Under the quality indicator review on page 2 of 7, there is a focus on restraints right now through quality assurance committee, as well as, a fall review. They are also looking at

weight loss, urinary tract infections and some other special quality assurance issues identified by the QA Committee.

Under survey and compliance, the Department of Health visited in October and cleared all of the outstanding deficiencies. At this time all of the deficiencies are clear. The license is clear.

The financial analysis in this monthly report is based on the September financials. I do have a complete report for the October financials that I was going to review today. The report also includes a summary of the 5 accounts receivables.

Mr. Saylor: Excuse me, may I ask a question just for the record? To date, how many deficiencies has Spring Creek received this year?

Ms. Otto: I can find that out, I don't know it off the top of my head.

Mr. Saylor: Roberta indicated four. Do you remember, we talked about this before, how many we had last year?

Ms. Cunningham: 53.

Mr. Saylor: 53 deficiencies last year. Thank you.

Ms. Otto: Back to the accounts receivable. A summary of the 5 top accounts for collections are noted on the monthly report. We have 36 pending cases for October. The collection rate for October averaged 128%. We are doing a complete AR review starting this week. We have several of our staff coming in and going over each individual account to come up with a status report on those and try to determine if there are some that are going to be uncollectible. We are working on that aggressively to get that finished.

Attached to the report is the monthly scorecard. This offers a per patient day review of key items including hours worked and costs for key departments compared to budget. This allows for a review of our revenue and expense and takes into account fluctuations and census and gives me an opportunity to compare these numbers with similar facilities to see where we are at comparably.

Also included in the monthly report is a brief summary of the consultant visits from Complete Healthcare. Also included is the complete report from each of those consultants, which is available for your review. Our summary report highlights what the individuals have been doing.

Mr. Haste: Can I ask a question on your month-to-date financial summary just so I understand the forms that you are using. Some of the dollars are in parentheses and some are not, is there a reason? Usually when it is bracketed it is a negative, but you also then put in whether it is greater than or less than budget. I am trying to figure out

when you bracket them, and put them in parentheses, are you saying that is a negative number?

Ms. Otto: Actually, the less \$6 million was more of a comment. I probably should have used a different bracket than the parenthesis.

Mr. Haste: No, I am looking at this report.

Ms. Otto: Okay, you are looking at the October one, excuse me.

Mr. Haste: Your month-to-date financial. It says room and board revenue is and then you have brackets.

Ms. Otto: It's \$35,396 less than budget.

Mr. Haste: So the parentheses mean nothing.

Ms. Otto: It is a negative. They are less than budget. We had a lower than budgeted census for the month. Also, if you notice we had a lower than budgeted Medicare rate. That would be related to the resident or work classification. We did have a positive...

Mr. Haste: So the brackets don't necessarily mean a negative. It's just that you for some reason have them in parentheses.

Ms. Otto: I use the parentheses as a negative in this.

Mr. Haste: Okay, then go under the expenses. You have \$163,887 greater than budget.

Ms. Otto: That is because it is greater than budget and to me that is a negative, because expenses should be below budget. I treat them as a negative as an alert. That is a negative \$163 means that we are over budget on expenses. We are under budget on the revenue so that is why I use a negative.

Mr. Haste: Okay. But you are using the greater or less than, so it almost looks like a double negative.

Ms. Otto: That alerts me to the fact that the revenue was under, I call that a negative, and it is a negative expense because it is over budget, and to me that is a negative. I think that is probably more of a personal habit than anything else.

Mr. Haste: It doesn't matter as long as I understand your codes.

Ms. Otto: Okay. We'll move on to the October financials. We do have a positive offset on room and board. Medicare rates, effective October 1, are reflected in this positive income.

Mr. DiFrancesco: Which sheet are you using now?

Ms. Otto: I went to October. We had finished the monthly report and I have the complete set of October financials for you in your packet, which unfortunately you probably haven't seen because they are usually mailed and I brought them to the meeting today. They have a face sheet on them, through October 31, 2004.

Mr. DiFrancesco: So it is the year through not just the month of October?

Ms. Otto: It's for the month of October but we put on the top that we started July 1, 2004 because that is when we started the accrual based accounting. So what you are looking at is the month of October, but the year-to-date figures are actually July to October, because of the cash versus accrual method. It is very complicated this year. Once we go to full accrual accounting next year it will be very clear from January forward because of the transition.

Under total operating revenue, it was less than budget. We had some negative variances in speech occupational and physical therapy due to utilization related, probably, to the Medicare census, with positive offsets in pharmacy and nursing supplies. Year-to-date operating revenue is greater than budget. This year-to-date line does include the MA rate adjustment and includes a disproportionate share payment, both of those figures are on the summary for you. The total operating expenses were greater than budget. There were notable negative variances in nursing, pharmacy, barber and beauty, dietary plan, maintenance, housekeeping and laundry. We did an expense review, adding up the nursing wages I added the overtime in and included the temporary cost as well, we were \$116,436 over budget for the month. We had increased staffing as it related to the census and patient acuity. The patient hours on the payroll reports did remain at 3.34% with the increase in staff needs were offset by the corresponding census increase. We had to increase staff numbers. Unfortunately, what happens is as we increase the numbers the PPD, as far as the hours go, stays the same but it caused us a little bit of a dollar increase that wasn't quite as much of a wash as we had in the budget.

Ancillary medical supplies are greater than budget related to an increase in Part B supply utilization related to the Medicaid census. We have a contract with Gulf South that is to be implemented by January 1, 2005. This should aid in the control of supply costs and allow for billing under the facility's DMERC number. That is a positive that will really help us.

Pharmacy expense was greater than the budget. This was related to higher resident acuity and increased utilization and that will vary from month to month depending on your Part A and your Medicaid use.

Under therapy margins I listed July, August, September and October. The comparative standards can vary anywhere from 40 to 70% at different facilities. We are getting into the therapy margin.

Mr. Haste: What does that mean?

Ms. Otto: It means what we have billed and what we have received. It is more complicated with therapy because your reimbursement for therapy under Part A is in the all inclusive board rates. You can't always see what dollars you get, you have to figure out how much you charged and sent the claim in, what your expense was and look where your margin is.

Mr. Haste: So that percent is the percent of what you have received?

Mr. Koval: It is the percent above and beyond the actual expense.

Mr. Haste: So that is your profit?

Mr. Koval: Yes.

Mr. Haste: Okay.

Ms. Otto: Beauty/barber expense does not have a corresponding budget line, which is why it appears over budget. For this year the budget numbers for beauty/barber are actually in the administrative general line. We have delineated that out in the 2005 budget.

Dietary salaries with overtime were greater than budget by \$23,000. This was related to utilization of staff for nursing hours with continuation of allocation to the home department. In addition we have related staffing reliance and dietary. We are continuing to implement those with the addition of two part-time staff to help decrease overtime use. A discontinuation of the dietician contract should be effective in December. We are working on those.

Mr. DiFrancesco: Did we clarify if that was being handled differently now? That if someone from dietary goes to work as a CNA it is being charged back?

Ms. Otto: I think it is being addressed with the new payroll software. It is still showing this year. We are hoping more by January we can have that allocated to the correct department where they are working, not their home department. It is clearly not allowing us to get our arms around true nursing expenses because obviously there are still nursing expenses flowing into some of those other departments because of the overtime on the weekends. We really need to clearly see where those issues are in order to resolve it. Hopefully by January 1, 2005 we will have that up and running.

Other professional fees shows a credit of \$14,750 related to a year-to-date re-class of the guardianship program expenses, which should be recorded in the nursing cost center. This is offset by the increase in other professional fees of 18.5K.

License expense reflects the quarterly license fee for July through September for the Microsoft system on the computers and accrual for one third of the quarterly bill for the estimated October expense.

Maintenance salaries have a similar problem to the dietary. A majority of the overtime are related to the nursing hours with continued allocation to the home department. In addition we still are reflecting the need for additional maintenance and security hours related to the observation requirements at the rear entryway. That should be eliminated by December when the camera observation of that area is in place.

Housekeeping salaries including overtime are greater than budget related to nursing hours with continued allocation of those to the home department and the same with laundry. They are also over budget related to nursing hours with continued allocation to those of the home department.

Mr. DiFrancesco: Is it safe to say that those particular departments are operating within budget if you eliminate the time being spent doing nursing functions.

Ms. Otto: Yes.

Mr. DiFrancesco: Okay.

Ms. Otto: So we just need to do that and then we will get a clearer picture of where we are actually at with nursing and then we can start to continue to effect those changes. Any questions?

Mr. Hartwick: I've got a question. The first thing I would ask is, what do we have budgeted for IGT for 2005 year budget?

Mr. Koval: We have our budget the same amount as 2004, which is roughly half a million dollars.

Mr. Hartwick: And at all of the policy committee meetings for Human Services they keep talking about the phase out of the IGT, how are we planning to meet that shortfall?

Ms. Otto: I think the answer is whether or not the tax and quotes nursing home assessment comes into play, otherwise I think it is a dilemma all over the state of Pennsylvania how we would meet that shortfall. The nursing home assessment, from my understanding, would not involve the County facilities, however it would help sustain their rates. I still have no additional word on the status of the nursing home assessment. As they are phasing out the IGT it's going to get less every year, but the county home association, PACA, their priorities of what they want to use the money for—the supplemental payment to the facilities is still a very high priority for all facilities across Pennsylvania. So I see that as one of the last things that will go away related to the phase out of the IGT. Each year it is going to get less and less, but I see it as one of the last things to go.

Mr. Hartwick: I think it is decreasing in a certain percentage every year, I mean, that was part of the plan. If we are budgeting the same as we did last year is that unrealistic?

Ms. Otto: No, I think it is realistic for next year. I think we will push for that. I think we will have to watch very closely once the Nursing Home Assessment gets passed and is implemented and maybe hopefully by 2005 and we will see what's going to happen in 2006.

Mr. Haste: And you still feel that we will have to pay the assessment?

Ms. Otto: You will have to pay the assessment. I believe the original model hasn't changed regarding that. I think what did change in the model is that there are more loser facilities on the private sector side.

Mr. Haste: Right.

Ms. Otto: There are over 100 now that actually pay more in than are going to get back. There were only 20 in the first model. My understanding, clearly right now, is that County facilities will not be participating but they will be benefiting.

Mr. Haste: Okay.

Mr. Hartwick: The second question I have is, have you been contacted by anybody within our Human Services division about the practice of Family Group Conferencing? You talked about several of the patients who have entered your facility that have returned home and trying to create a plan for those folks surrounded by a concept that involves the family is something that I think the model would work extremely well for Seniors. If you have not engaged in that conversation with human services I think it is probably about time that we think about engaging families in the same way that proves to be successful with that practice out at Spring Creek and trying to have a family come up with a plan for Seniors as they do for troubled youth. I'll have Sandy Moore contact you about that process.

Ms. Otto: That would be fine. That's great.

Mr. Hartwick: Thanks.

Mr. Haste: I think you already are doing something like that.

Ms. Otto: We do discharge planning and families do come to that. They come to care planning conferences but a more formal look at that never hurts anything because it is very important that when they go home they are successful. We may even be able to get more people home, which doesn't help the census but that's our goal, help people return to the community.

Mr. DiFrancesco: Do you have anything else in terms of a formal presentation?

Ms. Otto: I do not.

Mr. DiFrancesco: Okay, can somebody speak to what is happening on the 4th Floor? Please present to the Board what is going on and how it is going so far.

Ms. Cunningham: When we first came on board at Spring Creek one of the most positive things that I had seen at a nursing facility in a long time was the staff at Spring Creek. I want to say that 90 to 95% of the staff at Spring Creek is so involved in wanting to succeed. We have used that as a positive in giving the staff the opportunity to work with management in making decisions and how things are run at Spring Creek. It has been a very positive experience. We started a mentoring program. Through this program we started a pilot program, we are using one unit at a time and we started in the South Building on the 4th floor. What we did, we gave the staff the opportunity to choose who wanted to work in that area. The entire staff at Spring Creek there is no agency or outside help it's all Spring Creek staff. They chose to work there knowing that they will be held to a higher standard and they will be used as the pilot floor. We will want every unit to operate exactly as South 4 does. We are working now with a form that we are going to use as guidelines, or a yardstick as it were, to measure the success of the unit. We will be looking at call-offs. Resident care will be number 1. Then we will move down through the South building to South 3 next. It is a very positive program.

I would also like to say at this time that we'd like to extend an invitation to the Board to attend our Open House at Spring Creek for family residents on Dec. 12, 2004 from 1 to 3PM. Kathy mentioned a little bit about the employee appreciation program. That is something else that we have started. Employees are nominated by their peers. It has nothing to do with management. The peers see someone being extra kind to a resident. For instance, I had a volunteer come to me and mention how impressive Rev. Cauldwell has been with the church services on Tuesdays. So, as a result Rev. Cauldwell gets an appreciation certificate and we make it an award. On Dec. 29, 2004 from 11AM to 1:30PM we are going to have a catered lunch for everyone that has received an employee appreciation certificate and we would certainly like to have the Board present for that function as well.

Mr. DiFrancesco: The only other question that I have is, we just went through the budget process with the facility and we have a pretty firm grasp now on where the money is going. We still have some more work to do as you mentioned on getting the County package put into place so that we know what the cost centers are. What's going on right now? Obviously by next year's budget we have to make further gains. What is going on right now towards that end?

Ms. Cunningham: The Case Mix Index (CMI) we had a picture date November 1, 2004. During the year of 2004 we have increased the CMI from 1.11, now this is not finalized yet. We haven't sent the paperwork back in yet. You have to sign a form to send back

saying that you are accepting the CMI, which we haven't done yet. Unofficially the CMI for Nov. 1, 2004 will be 1.18. That is quite an improvement from 1.11, so we are looking at an MA rate increase in 2005. I think it is very important that we continue to work to increase that CMI to increase the MA rate and we are working in that direction along with our own staff and with some help from CHR. We will also be sending some people from the MDS Department for some training. That's our dollars, the CMI, so we will continue to work on that.

The Gulf South contract. Where we pay a fee for service at this point, but when we get the Business Office, we need to do a lot of work there, but we will eventually bill for our own Part B under our own B mark number. That will be an increase in revenue for us as well. I think working with the mentoring group and having the Pilot program and making each floor something that they can be proud of, that they are running themselves, is going to mean a lot as far as supplies. There is a lot of waste of supplies. We will make them be a little more accountable for the supplies. It will be a competition on down the line a little bit as who has the best savings or best resident care. That's in the future, but we're getting there. So I think there are some ways that we have recognized that we can still save money, but also that we can increase our revenue as well.

Mr. DiFrancesco: What's the goal or how do you plan on attacking the agency usage?

Ms. Cunningham: Here again the mentoring group is a big part of that. We were running off new hires as fast as we were bringing them in. It is very costly to orient these folks. The orientation is a three week process and it is very expensive. We had put a new employee in the clinical area and in two or three days they were gone. It was the staff. It was....they were being run off. The mentoring group now, as soon as the new employees, from the very first day that they come in to orientation some member of that mentoring group is within sight. They know who these people are. We've changed their name badges to a different color with a star. We have pictures of the mentoring people posted. After the new hires are in a non-clinical area they go to them and ask them if there are any problems or anything they can do to help. The turnover rate is going to be much less. As the turnover rate drops, of course, the agency will drop. But we have to have our own people in there to keep them before we can start getting rid of the agency.

Mr. Haste: Anything else? (There was none.) Thank you.

PERSONNEL

Ms. Sinner: I have the Personnel Packet I presented last week and an addendum and then also I am presenting an addendum this week, which the Salary Board requests are in there and I have a vacancies listing and changes listings. The only change I would like to make to the Personnel Packet is on the original new hires listing dated November 24, 2004. I'd like to change a start date on item number 12.

Mr. Haste: Item number 12 you are changing the start date?

Ms. Sinner: Yes, I am changing it to January 10, 2005.

Mr. Haste: That's the only change?

Ms. Sinner: Yes. Do you have any questions on anything? (There were none.)

Mr. DiFrancesco made the motion to approve the Personnel Packet as presented and amended. Mr. Hartwick seconded the motion. All were in favor. Motion carries.

PURCHASE ORDERS

Mr. Baratucci: If it's okay with you we will do the purchase orders first. Last week I wasn't here but hopefully Mr. Saylor presented my packet, stating that if there were any questions to wait until I was back and I could answer them at that point. This week you have a packet that still has the same over-budgets on it from last week. They will be corrected today because Mr. Yohe is back. I reviewed them all with him prior to the meeting and all of the ones that are showing over-budget will be corrected before the purchase orders are cut. The packet is basically the same packet as last week. You have a new one with updated figures and with those budget corrections I would ask that you would approve it.

Mr. Hartwick made the motion to approve the Purchase Orders pending budgetary corrections. Mr. DiFrancesco seconded the motion. All were in favor. Motion carries.

Mr. Baratucci: Secondly, on your agenda is the infamous marble that has been sitting out there in the alley for a while. We did readvertise for that and we did receive a bid. One bid from Roger Yordy & Sons Construction of \$2,000, which is considerably more than the \$500 we had before. Our recommendation is that we accept this bid. We take the \$2,000 and allow the marble to move on its' way.

Mr. DiFrancesco made the motion to accept the bid. Mr. Hartwick seconded the motion. All were in favor. Motion carries.

REPORT FROM BUDGET & FINANCE – MIKE YOHE, BUDGET DIRECTOR

Report from the Office of Budget & Finance December 1, 2004

- **November 19, 2004** transferred **\$1,057,713.36** to the **Payables** account **from the County's Concentration account** for checks issued that week. **(The financial system was shut down)**
- **November 26, 2004** transferred **\$7,234,490.37** to the **Payables** account **and \$1,895,196.17** 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 \$122,306.62 rate 1.85%**
- **Balance today in Community Banks investment account \$1,610,594.13 rate 2.45%** (This rate is good through 12/31/04)
- **Balance today in Commerce Bank investment account \$23,138,048.39 rate 2.53%** (This rate is good through 12/31/04)
- **Balance today in Waypoint Bank investment account \$1,680,619.87 rate 2.50%** (This rate is good through 12/31/04)

\$15M TRAN Line-of-Credit Status at PNC:

- Draw #1 on 2/5/04 - \$2,850,000.00
- Draw #2 on 2/19/04 - \$1,800,000.00
 - o Total \$4,650,000.00
- April 1, 2004 – TRAN was paid back with \$11,232.21 for interest expense.

Mr. Yohe: If you notice the rates did not change. I have presented what we are going to do as far as allocating it, one quarter, one quarter and one half. Apparently that didn't make any difference because none of them have changed their rates at all. Today happens to be the first, I will get that straightened out by the next meeting. They will be a little bit more in the other two banks and a little bit less in Commerce. Given that option, nothing changes as far as the rates from November to December.

REPORT FROM CHIEF CLERK/CHIEF OF STAFF – CHAD SAYLOR

Mr. Saylor: I would like to draw the Commissioners attention to Item GG on the agenda, Mazzitti & Sullivan. This contract was not officially workshoped at the last meeting but it is an item, however, that we had a presentation on and have discussed. Commissioner Hartwick has reviewed it as have the Solicitors. We are good to go and rather than let it sit for a couple more weeks I thought I would have it on the agenda. If you guys choose to move forward it's there. If you want to put it off you can take that action as well.

Mr. Hartwick: For clarification, both of the concerns have been met. It is going to be a year-by-year renewal and they are going to ask for increases based upon utilization year-by-year. This is not a multi-year deal. It is a one year deal at \$25,000 as we had originally discussed. All the concerns have been met within the contract.

Mr. Haste: What about the visits? The coverage went down.

Mr. Hartwick: Actually, they can continue to renew their ability to go. Evidently a family gets three visits and if there are future visits that are needed all they do is have it approved by Mazzitti & Sullivan and then the family gets to go another three times. Instead of the same way it's done now they get five visits a piece approved up front. Here they get three at a shot versus five at a shot. That's the only difference between the contracts.

Mr. Haste: Actually, the current contract is the individual gets four and the family gets ten.

Mr. Hartwick: In this contract, according to Chuck Mazzitti, the family will receive counseling under the contract based on need, not based on number.

Mr. Saylor: Commissioners, I believe our solicitor has some clarification.

Mr. Vance: Commissioner Hartwick is correct. The specifics require that the person during the first two month period gets the three visits. They then have a break period after which there is an assessment as to whether or not there is continuing need and if there is continuing need they may re-apply again, going over the same two month, two month, again with the intermittent reevaluation as to whether or not there is continuing need for this.

Mr. Haste: Okay, so the contract says that now?

Mr. Vance: Yes sir, it does.

Mr. Haste: So in theory, someone could get 3 every two months.

Mr. Vance: That is correct sir.

Mr. Hartwick: They get 18 per year.

Mr. Vance: Again, that is presuming the assessment finds that they do in fact have that need. That is very clearly spelled out and in fact that was addressed in an addendum paragraph which was placed on top of that. It is also spelled out exactly the same in the contract itself. There is no question that is the case.

Mr. Haste: Okay. Any other questions. (There were none.)

SOLICITORS' REPORT—WILLIAM TULLY

Mr. Tully: Essentially drawing your attention to the list of the concurrence with the City of Harrisburg Tax Abatement Program. This is not a formal agreement it is basically an opportunity for the Commissioners to express whether they are in concurrence with the concept. The city has not passed an ordinance. I believe we would have to similarly pass an ordinance with the abatement. The report kind of gives a good idea. This

doesn't affect the current tax base it simply provides abatement or a delay in paying on the increased value in someone, either a business or a resident in the city, builds improvements they get an abatement of the, what would otherwise be the increase tax value. The report gives a good breakdown of what's involved. I think what the City is looking for at this point is an expression of intent on the part of the Board to seriously entertain concurrent ordinance if indeed the City and the School Board enact theirs. It is not really an official binding decision it's simply a feedback as to what the will and intent of the Board is.

Mr. Haste: So there would be, if we were to approve this as a future ordinance, if they move forward with those two bodies.

Mr. Tully: Correct.

Mr. Haste: Okay.

MATTERS REQUIRING BOARD ACTION

Mr. Haste: We have Items A through GG on the agenda. Is there a motion to approve?

Mr. Hartwick made the motion to approve Items A through GG under the Matters Requiring Board Action. Mr. DiFrancesco seconded the motion. All were in favor. Motion carries.

A. Real estate tax refunds/exonerations:

1. Partial refund of 2004 real estate taxes to Ronald L. Morrison, 1716 N. 3rd St., City of Harrisburg, parcel #12-003-087, in the amt. of \$441.41.
2. Partial refund of 2004 real estate taxes to Michael Fahnestock & Stewart Ross, 1714 N. 3rd St., City of Harrisburg, parcel #12-003-088, in the amt. of \$503.26.
3. Partial refund of 2004 real estate taxes to Charmaine Clowney, 1712 N. 3rd St., City of Harrisburg, parcel #12-003-089, in the amt. of \$574.12.
4. Partial refund of 2004 real estate taxes to George Schneider, 1708 N. 3rd St., City of Harrisburg, parcel #12-003-091, in the amt. of \$464.23.
5. Partial refund of 2004 real estate taxes to Jeremy & Claudine Garver, 1736 N. 4th St., City of Harrisburg, parcel #12-004-150 amt. of \$811.34.
6. Partial refund of 2004 real estate taxes to Glenn and Kim Sponaugle, 965 Eby Road, Palmyra, Derry Township, parcel #24-048-031, in the amt. of \$601.78.
7. Partial refund of 2004 real estate taxes to Richard A. Wright, 495 Stoverdale Road, Hummelstown, Derry Township, parcel #24-049-020-034-0001, in the amt. of \$23.60.

B. Appoint Carl "Jeff" Patton to the Dauphin County Executive Commission on Drugs & Alcohol, Inc. (Term will expire December 31, 2006)

- C. Appointments/reappointments to the Dauphin County Library System Board of Trustees: (Terms will expire December 31, 2005)
 - 1. Joan Leopold
 - 2. Dr. Thomas Carey
 - 3. Carol DeSoto
 - 4. Melissa McCoy Vera
 - 5. Linda Ruff
- D. Adopt Resolution No. 35-2004 establishing the operating cost attributable to the rental area of the Dauphin County Human Services Building for fiscal year 2003-2004.
- E. M & T Band Funds Transfer Agreement (related to Cash Management Services Agreement and WebINFOCUS Agreement) with Spring Creek.
- F. Ancillary Management Solution, Inc., Transition Agreement with Spring Creek.
- G. Amerihealth Mercy Health Plan Ancillary Provider Services Agreement with Spring Creek.
- H. Agreement with Delta Dental for the County Non-Professional Employees/IBT Local #776 Group #3051.
- I. Agreement with Delta Dental for the County Prison Guards IBT Local Group #384.
- J. Agreement with Delta Dental for the Schaffner Youth Center Employees/IBT Local #776 Group #3042.
- K. Renewal Lease Agreement and Rider between Parks & Recreation and Lamar Advertising Company to construct, repair and relocation of an outdoor advertising sign.
- L. Agreement between Parks & Recreation and K & J Maintenance Company, Inc., for janitorial services at Fort Hunter Park location.
- M. Agreement for Secure Detention Services between Schaffner Youth Center and Cumberland County at a rate \$274.58 per unit.
- N. Memorandum of Agreement between Domestic Relations and Firm Foundation to provide child support obligors alternatives to incarceration.
- O. Lease Agreement between Dauphin County and UPS for a Drop Box located at 10 S. Market Square (Facility Maintenance).
- P. Agreement/Proposal between Dauphin County Security and Electronic Systems Integration, Inc., to provide continued services and maintenance of the County Card Reader System.
- Q. Adopt Resolution No. 36-2004 requesting funds from the Community Development Block Grant (CDBG) 2004 Un-programmed Fund Account in the amount of \$35,218.00 for Lykens Borough.
- R. Adopt Resolution No. 37-2004 requesting Community Development Block Grant

(CDBG) Un-programmed Funds for a new truck to deliver Meals on Wheels Programs throughout Dauphin County in the amount of \$36,745.00.

- S. Concurrence with the City of Harrisburg to continue the Tax Abatement Ordinance No. 44 of the City Council.
- T. Amendment #1 to FY04/05 Purchase of Service Agreement between Area Agency on Aging and Jewish Family Service.
- U. Purchase of Service Agreement for FY04/05 between Children & Youth Agency and Philhaven.
- V. Amendment #1 to FY04/05 Purchase of Service Agreements between Children & Youth Agency and:
 - 1. Cornell Abraxas Group, Inc.
 - 2. Vision Quest National, Ltd., Inc.
- W. Adoption Assistance Agreements:
 - 1. #2004-16
 - 2. #2004-17
 - 3. #2004-24
- X. Consultancy Agreement between Children & Youth Agency and Balinger R. Brown, not to exceed \$13,592.00.
- Y. Purchase of Service Agreement for FY04/05 between Mental Health/Mental Retardation and YAPA Apartment Living Program, Inc., d/b/a Project Transition.
- Z. Amendments to FY03/04 Purchase of Service Agreements between Mental Health/Mental Retardation and:
 - 1. Keystone Service Systems, Inc. – Amendment #2
 - 2. HealthChoices Behavioral Health Agreement – Amendment #2
 - 3. United Cerebral Palsy Central PA – Amendment #2
 - 4. NAMI Pennsylvania – Amendment #2
 - 5. Volunteers of America – Amendment #1
 - 6. Goodwill Industries of Central PA – Amendment #1
 - 7. Capital Area Intermediate Unit – Amendment #2
 - 8. Healthsouth Rehabilitation of Mechanicsburg – Amendment #1
- AA. Human Services Development Fund Grant Agreement between the Dauphin County Human Services Director's Office and Halifax Communities that Care, Northern Dauphin County YMCA.
- BB. Adopt Resolution No. 38-2004 to submit an application for Financial Assistance under HUD's Section 108 Loan Program for Advanced Communication in support of the Cameron Street Expansion Project.
- CC. Facility Staffing Agreement between Spring Creek and HealthCore of Maryland, L.L.C.
- DD. Facility Staffing Agreement between Spring Creek and HealthCore, L.L.C. (Pennsylvania).

- EE. Approval by the Board of Commissioners to contribute its pro rata share (\$483.00) for appraisal services needed to ascertain the true value of Project Developers, Inc., properties (16) located on Dauphin Street in the City of Harrisburg, Dauphin County Docket No. 2004-CV-4254 TX.
- FF. Approval by the Board of Commissioners to contribute its pro rata share (\$195.00) for appraisal services needed to ascertain the true value of Raymond Manari, et. ux. property located at 120 Governor Road, Derry Township, Dauphin County Docket No. 24-045-014.
- GG. Mazzitti & Sullivan EAP Services Agreement regarding employee Assistance Program Services.

FORMER BUSINESS

(There was none.)

NEW BUSINESS

(There was none.)

COMMISSIONERS' DISCUSSION & ACTIONS

Mr. Hartwick: I have just one thing. I want to make the Board aware that the Committees have met relating to the Upper Dauphin Human Service Advisory Panel. The Location and Image Committee have met and they have taken a look at several existing locations that may be suitable for the change over of where we currently deliver services in the Upper Dauphin area. The next meeting of the group is Dec. 16, 2004. I know Commissioner Haste is going to be there and I would like to extend the offer to the Board and to anybody who would like to attend. The next meeting should be very interesting. There was some very good debate about location and I suspect that we will probably be in a position to seriously consider some of those sites at that meeting. So I invite you all to attend. Again the sub-committee meeting is from 9AM-10AM with Location and Image and the meeting is slated to run from 10AM to 1PM.

CORRESPONDENCE

Mr. Haste: We have Correspondence letters A through F on the agenda that will be reviewed and handled by the staff.

- A. Notification from Skelly and Loy, Inc., on behalf of David Martin, indicating he intends to submit an application to DEP to renew his existing NPDES permit to discharge 800 gallons per day of treated effluent to an unnamed tributary of Conewago Creek in Londonderry Township, Dauphin County.
- B. Notification from Skelly and Loy, Inc., on behalf of Todd Librandi, indicating he intends to submit an application to DEP to renew his existing NPDES permit to discharge 1,200 gallons per day of treated effluent to an unnamed tributary of Conewago Creek in Londonderry Township, Dauphin County.

- C. Received an advisory notice pursuant to the provisions of a Municipal Services Agreement between Dauphin County and the Dauphin County General Authority in reference to the Riverfront Office Building.
- D. Received notice that the next meeting of the Lower Dauphin Area Regional Planning Group will be Wednesday, December 1, 2004 at 7:30 p.m., Conewago Township Municipal Building.
- E. Received notice from the Pennsylvania Department of Environmental Protection indicating the 2004 Black Fly Suppression Program is completed and they are beginning to develop work plans and contracts for 2005. The County share will remain at \$115,005.00.
- F. Notification from Navarro & Wright Consulting Engineers, Inc., on behalf of Steelton Borough Authority, indicating they have submitted an application to DEP for a water distribution system improvement for various locations in Steelton Borough, Dauphin County.

PUBLIC PARTICIPATION

(There was none.)

ADJOURNMENT

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

Transcribed by: Jena Wolgemuth
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