



DAUPHIN COUNTY BOARD OF COMMISSIONERS

WORKSHOP MEETING

JANUARY 4, 2006

10:00 A.M.

MEMBERS PRESENT

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

STAFF PRESENT

Chad Saylor, Chief Clerk; Marie Rebuck, Controller; Robert F. Dick, Treasurer; Julia E. Nace, Assistant Chief Clerk; William Tully, Esq., Solicitor; Guy Beneventano, Esq., Solicitor's Office; Randy Baratucci, Director of Purchasing; Diane McNaughton, Commissioners' Office; Edgar Cohen, Director of Facilities Maintenance; Kay Sinner, Personnel; Scott Burford, Spring Creek; Garry Esworthy, Risk Manager; Robert Hawley, Courts; Elke Moyer, Human Services' Office; Robb Wentzel, Director of EMA; Melanie McCaffrey, Solicitor's Office; Carolyn Thompson, Court Administrator; Mike Pries, Director of Security; Jena Wolgemuth, Commissioners' Office; Marielena Martinez, Commissioners' Office and Richie Martz, Commissioners' Office

GUESTS PRESENT

Jack Sherzer, Ray Riley, John Nelligan, Mike Zellhart, Dale Baer, Vicky Church, Brad Delancey, Don Konkle, Darrin Robinson, Robert Martin, Captain Pickles, Ray Barth, Todd Gilcrest and Carol Han

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 six sets of meeting minutes that will be considered for approval at next week's Legislative Meeting.

PUBLIC PARTICIPATION

Mr. Haste: We are at the point in time in the meeting for public participation. Is there anyone in the audience that would like to address the Board? (There was none.)

DEPARTMENT DIRECTORS/GUESTS

Chief Don Konkle, Chief of the Harrisburg Bureau of Fire & President of the Dauphin County Fire Chiefs' Association; Darrin Robinson, Swatara Township Fire Marshall & Secretary of the Dauphin County Fire Chiefs' Association; Brad Delancey, Susquehanna EMS Operations Chief & Chairman of the Dauphin County EMS Council; and John Nelligan, Emergency Management Coordinator East Hanover Township & member of the Radio Project Task Force; Robert Martin, Susquehanna Township Police Chief & President of the Dauphin County Police Chiefs' Association; Dale Baer, Manager, Communications Consulting Group, SSI Services, Inc.; Mike Zellhart, SSI Services, Inc.; Richard Pickles, City of Harrisburg and Robb Wentzel, EMA Director

Dauphin County's Emergency Management Communications System

Mr. DiFrancesco: We have a number of things on the Agenda today. One of the things that we will be addressing is a project that many individuals of this community have worked very hard on for a very long time. We finally get to vote to ratify a contract to move forward today. We have with us a number of honored guests. Many of these gentlemen and ladies have served this community in a number of ways through professional emergency service careers. But, they have also had a very direct hand in guiding the course for the emergency communications project that we will be voting on later at this meeting.

At this time, hopefully I have a complete list, I want to introduce a few people and they can come up, if they wish to speak or if they just want to be recognized that is fine as well. Chief Don Konkle from the City of Harrisburg and he is the President of the Dauphin County Fire Chiefs' Association; Darrin Robinson, Swatara Township Fire Marshall; Brad Delancey, Susquehanna EMS and Chairman of the Dauphin County EMS Council; John Nelligan, Emergency Management Coordinator for East Hanover

Township; Rob Martin, Susquehanna Township Chief and President of the Dauphin County Chiefs' Association; Dale Baer, Manager of a Communications Consulting Group; SSI Services, Inc.; Mike Zellhart of SSI; Robb Wentzel our EMA Director; Ray Barth from Susquehanna EMS and Officer Pickles from the City of Harrisburg. I believe that covers everybody.

Mr. Gilcrest: I'm Todd Gilcrest from the City of Harrisburg.

Mr. DiFrancesco: Does anyone have any comments that they would like to make at this time? (There were none.) We would like to thank you all for coming out, but more importantly we want to thank you for being a part of this project. All of you know very well that this project is a very technical and complicated project. It comes with a very large price tag and for that price we certainly want to make sure that at the end of the day when the system is built it works the way that everybody expects it to. You cannot find the nuances of the system and the little details of the system unless you have the active participation of those people that are using the system. As you look across this County, there is a very huge difference between the issues addressed at the lower end of the County, the City and the upper end of the County. Each one we had to tackle different geographic constraints in order to make sure that the system works at the end of the day. Again, we thank you all for being an active part of the system and we thank you for helping do the evaluation that got us to this point today that identified in all likelihood who is the best vendor and what is the best system and what does Dauphin County need. It makes our job, as a Board, much easier when we have the eyes, knowledge and experience of all of you doing evaluations, helping us to understand what it means to your lives when you are going into that burning building or when you are running down that street chasing the bad guy or when you are involved in an emergency situation with any regards. We thank you all very much and we thank you for being here today.

It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board ratify a Communications System Agreement between Dauphin County and Motorola, Inc. for the Emergency Management Communications System; motion carried.

Mr. Haste: Again, thank you for your support over the years for this.

Garry Esworthy
Coroner's Office Vehicle

Mr. Esworthy: On December 16, 2005, the Coroner's vehicle was struck at Cameron and Paxton Street. As a result of that, the vehicle was demolished. Initially the facility that we sent it to thought that they could repair it, but with information that we received from the insurance company and the office, it was decided that it would be a totaled vehicle. Today, I am requesting that we move forward for the emergency purchase of another vehicle for the Coroner's Office. He is in dire need of a vehicle. I would like to put forth the request for that process to begin.

Mr. Haste: The Coroner called me last night as well to reiterate that. With the unfortunate circumstances of the beginning of the year already in this County, he has seen a lot of activity and is in need of that vehicle. He is going to take what equipment that is in it that is useable and put that on a new vehicle. He is asking that he be able to move forward as quickly as possible.

It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Coroner be authorized to proceed with the purchase of a vehicle on an emergency basis; motion carried.

PERSONNEL

Ms. Sinner: The first item I have and I have given a copy to all Salary Board members are the increases for 2006. There are spreadsheets. The listing is by all non-union employees with the Court departments excluded. Then there is a separate listing for just the Court departments. Per earlier discussion all employees will be getting a 4% increase, effective January 2, 2006, except for those employees hired on or after November 1, 2005. They will receive a 2% cost of living increase. We have also attached the new pay scales for 2006 for the professional staff, line staff, directors, part-timers and nurse management at Spring Creek. You can review those for action next week.

Mr. Saylor: Kay, can we just bring the Commissioners up to speed on what we chatted about – our continuing effort to make sure that the number of positions that are included in the County budget is the same as what payroll has on its books. Kay is working to put together a thorough list and to go over that list with Mike Yohe to make sure everything is correct. We hope to have something for you next week to vote on.

Ms. Sinner: I have a listing that includes all employees on payroll as of December 30, 2005. Then I added all the vacancies that I had, plus any new positions that we are planning to create that I have in the packet today and any other employee transactions. I'm going to email all the departments their section of the listing for them to verify that the listing is correct in that the number of employees is accurate. I spoke with Mike Yohe and he felt that would be better than us going through one-by-one over the list, since it is 2000 employees. We would have each department verify that the list is correct. They have already verified that the vacancy listing is correct.

Mr. Haste: Any exception that they raised I would go over carefully with Mr. Yohe.

Ms. Sinner: Yes, Mike and I agreed to do that. He doesn't anticipate too much of a problem since they already agreed with the vacancy listing. There are some positions in Children and Youth that he thinks have been budgeted over the years that haven't been created. I have to confirm what those are. He doesn't keep a listing of those, although he has documentation from the budgets.

Mr. Hartwick: We are working on the Children and Youth vacancies. There are going to be a number of positions that the Children and Youth Agency was unprepared to present to the Commissioners today that is going to provide a significant amount of savings to the County of approximately \$400,000. We are taking away a contract from a provider and doing it in-house. Those positions with some civil service questions that have to be answered are not included on this list. Sandy Moore and the new civil service personnel analyst will be prepared to present that to the Commissioners next week.

Ms. Sinner: I spoke with Sandy today and confirmed that too. My listing will have union and non-union positions. I am not going to have any pay rates on it, because it has rates before the increase so they wouldn't be accurate. It does have pay ranges on it.

Mr. Haste: We will have that list next week?

Ms. Sinner: It is essentially ready. There are a few vacancies that the people left after the payroll report was done. Their last day was December 30th, so they are still on the payroll system. They will come off this week or next week. Those duplicate entries I have to remove. I just want the departments to confirm the accuracy of the listing.

The Salary Board requests consist of Spring Creek's elimination of two Activity Aide positions, two Housekeeping Aide positions and eight Restorative Nurse Aide positions. They are moving Restorative Nurse Aide positions into nursing positions or other positions. They are incorporating their Restorative Nurse program into a regular nursing program. Information Technology is creating a GIS Analyst, eliminating a part-time Intern and creating a part-time Help Desk Technician. They are eliminating a part-time temporary Print Shop Assistant. Solid Waste is eliminating a part-time Recyclable Materials Collector position and creating a full-time Recycling Maintenance Worker who will work at the Recycling Facility, as well as continue to go around to the different drop-off sites. Solid Waste is also eliminating a Public Education Coordinator and creating a full-time Administrative & Education Assistant who will do administrative duties, as well as the education side of it. DJ Postelle is creating a full-time Legal Clerk III position and a full-time Legal Clerk II position. The office is not ready to open yet, but these positions have been on Mike Yohe's listing as being budgeted. Night Court is eliminating a part-time Legal Clerk III and creating a part-time Legal Clerk I. The person will be paid Legal Clerk III wages when working in Night Court. They can work other offices as a Legal Clerk I.

Mr. Haste: On the district justice ones, shouldn't we be eliminating some positions?

Ms. Sinner: Yes, we are going to be eliminating positions, but the people are not ready to transfer into Postelle's Office. We can't abolish the positions, but we will when those people move into those positions. This was to get it on the vacancy list to match Mr. Yohe's listing.

Mr. Haste: Are you going to keep track of that?

Ms. Sinner: Yes.

Mr. Haste: Marie, do you have any questions?

Ms. Rebuck: No.

Ms. Sinner: The Personnel Packet, I am requesting permission to fill the Administrator position at Spring Creek, which heretofore was filled by an Acting Administrator. We actually had an Administrator vacancy. I would like to request a vote on this today, since we have someone moving into that position. We are also requesting permission to fill a PBX Operator position, Activity Aide position and a Housekeeping Aide position. These are vacancies that are coming about through the bumping of employees, starting with the Restorative Nurse Aides who are being moved down to those positions. Domestic Relations is requesting permission to fill a full-time Client Service Representative vacancy. DJ Solomon is requesting to fill a Legal Clerk I position. Night Court is requesting to fill a Legal Clerk III position. We have the new hires. Included in the new hires are the Correctional Officer positions at the Prison. In the Personnel Changes, #17, I am requesting a vote today to move Scott Burford into the Administrator position at Spring Creek.

Mr. Haste: There are only two items that need action at this point in time?

Ms. Sinner: Correct.

It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve Item #1 under Requests to Post/Fill Vacancies and Item #17 under Personnel Changes, which are outlined in the Personnel Transactions List dated January 4, 2006; motion carried.

Ms. Sinner: Also in the Packet is a memo from Spring Creek regarding nursing management. I don't think this made it into a packet before. I am just putting it through again. I couldn't confirm that it was actually voted on before. There is also a request for overtime from the Prison and the overtime reports.

Mr. Haste: So, you are saying that we have to take action on the Spring Creek issue?

Ms. Sinner: Yes, at next week's meeting.

Mr. Haste: Isn't that already a policy?

Mr. DiFrancesco: I thought we already did that.

Ms. Sinner: I think it is something that we agreed to. I was told to put it in the Personnel Packet. It was delivered separately, but when I got the packet back it wasn't in with the other items and I checked with the different Executive Assistants and they pulled the packets and they couldn't find it with the other items in the Personnel Packet.

Mr. Haste: If we already adopted this as a Policy why are we doing this again?

Ms. Sinner: It was given approval, but not through the Packet. May be it is something that actually doesn't need to go through the Packet.

Mr. Saylor: I will have the Solicitor review it and if it needs to be voted on we can do it next week.

Mr. Haste: No change, right?

Ms. Sinner: No, not from a few weeks ago.

PURCHASE ORDERS

(Mr. Baratucci had no report for this week, but will have a report for the Board prior to next week's meeting.)

TRAINING PACKET

Mr. Haste: It looks like the only thing on the Training Packet that we will need to approve would be Item #16 since the first date of training is next Tuesday, which would be prior to our meeting.

It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Board approve Item #16 on the Training Packet (Prison); motion carried.

ITEMS FOR DISCUSSION

- A. Ratify a Communications System Agreement between Dauphin County and Motorola, Inc. for the Emergency Management Communications System.
(*A VOTE IS REQUESTED 01/04/06)**
- B. Transition Consultant Agreement between Dauphin County and Complete Healthcare Resources for Spring Creek.
(*A VOTE IS REQUESTED 01/04/06)**

Mr. Haste: We have Items A and B. Item A, we already addressed. Item B is a Contract Agreement change to CHR's Agreement with Dauphin County.

It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve Item B under Items for Discussion, which is the Transition Consultant Agreement between Dauphin County and Complete Healthcare Resources for Spring Creek; motion carried.

SOLICITOR'S REPORT – WILLIAM TULLY, ESQ.

Mr. Tully: Nothing to add, but would be happy to answer any questions.

Mr. Hartwick: I have a couple questions. The first one is I would just like to have a copy of Agreement #3, an explanation on #6, which I can get from Kelly and on #10 where is the Hilltop Building?

Mr. Tully: Off the top of my head I believe it is on the State Hospital grounds.

Mr. Haste: That is what I thought as well.

Mr. Tully: I will get confirmation.

Mr. Hartwick: I would like a copy of the Agreement on #10 as well.

Mr. Haste: Item #6, Illusion Maker, we have every year. It is a company that we contract with to go into the schools to promote recycling. It is paid for out of recycling funds. It is actually a grant.

REPORT FROM CHIEF CLERK – CHAD SAYLOR

Mr. Saylor: I have nothing to report, but would be happy to answer any questions.

COMMISSIONERS' COMMENTS

(There were none.)

PUBLIC PARTICIPATION

Mr. Haste: We are again at the point in time for public participation. Is there anyone in the audience that would like to address the Board?

A gentleman from the audience indicated that the Hilltop Building is located on the State Hospital grounds.

ADJOURNMENT

It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board adjourn.

Respectfully submitted,

Chad Saylor, Chief Clerk/Chief of Staff

Transcribed by: Richie Martz

printed 1/31/06