



**DAUPHIN COUNTY BOARD OF COMMISSIONERS**

**WORKSHOP MEETING**

**March 30, 2005**

**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 E. Rebeck, Controller; Robert F. Dick, Treasurer; William Tully, Esq., Solicitor; Gary Serhan, Controller's Office; Randy Baratucci, Director of Purchasing; Bruce Foreman, Esq., Solicitor's Office; Melanie McCaffrey, Solicitor's Office; Diane McNaughton, Press Secretary; August "Skip" Memmi, Office of Community and Economic Development; Kay Sinner, Personnel; Dave Schreiber, Personnel; Faye Fisher, Director of Personnel; Karla Miller, Personnel; Carolyn Thompson, Court Administrator; Lena Martinez, Commissioners' Office; Jena Wolgemuth, Commissioners' Office and Richie Martz, Commissioners' Office

**GUESTS PRESENT**

None

**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 eight sets of Minutes that we will take up at next week's meeting.

## **PUBLIC PARTICIPATION**

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

## **PERSONNEL**

(See the Minutes of the Salary Board Meeting held March 30, 2005.)

Ms. Sinner: The Personnel Transactions Listing under vacancies, there are a variety of positions. Spring Creek is asking to fill three Housekeeping Aide vacancies. The Controller's Office is asking to fill an Accounts Payable Assistant vacancy. Facilities Maintenance is requesting to fill a part-time Custodian. The Public Defender's Office is requesting to fill a full-time Senior Deputy Public Defender position and Tax Assessment is asking to fill a full-time Clerk Typist II position. Juvenile Probation is requesting to fill a Department Clerk II position. We only have one new hire and that is a part-time Custodian in Facilities Maintenance. On the Changes, Item #8 is one that I have requested a vote on. That is the temporary Linen Services Worker. Page 2, Items 9, 10, 11 and 12 are being pulled. We are not going to put those through at this time. Under Employee Separations, the very last item #37, I would like to pull that as well. Do you have any questions on the transactions on the list?

Mr. Haste: You need a vote on Item #8 that goes along with the workers compensation position?

Ms. Sinner: Yes.

**It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve Item #8 under Personnel Changes for the temporary assignment of Melinda Edwards at Spring Creek from a full-time LPN Charge to a full-time temporary Linen Services Worker in modified duty, effective March 14, 2005; motion carried.**

Ms. Sinner: Then the remainder of the Personnel Packet consists of the overtime reports and a request for overtime from the Prison.

## **PURCHASE ORDERS**

Mr. Baratucci: You should have all received your packet yesterday. There was only one item that we hadn't cleared up budget wise before the packet was printed. That was on Page #8, but we have since cleared that up. Next week they should all be within budget. If you have any questions on any of the items, I will try to answer them. Otherwise, the packet is there for your review for approval next week.

Mr. Hartwick: More night vision goggles.

Mr. Baratucci: You remember those from last year, right.

Mr. Hartwick: For downtown Second Street.

Mr. Haste: Any questions of Randy? (There were none.)

## **TRAINING PACKET**

Mr. Haste: I don't believe there is anything that needs approved this week.

## **DIRECTORS/GUESTS**

### **Marie Rebeck, Controller**

#### **Supplemental Payroll Advance Imprest Fund Account**

Ms. Rebeck: On your Agenda today, we are asking that the Commissioners approve the establishment of an Imprest Fund Bank Account for supplemental payrolls in the amount of \$7,500.00. Simply, between the Payroll Office and the Controller's Office, we found a better way to handle supplemental pays. By establishing this Fund and these procedures that we have outlined in the Memo that was sent to each of you, it will be less time consuming for both the Controller's Office and the Payroll Office. It will also help out in the IT Department. The account that is being established will be under the control of the Payroll Office within Personnel and all the checks will require two signatures and will be reconciled monthly by the Controller's Office.

Mr. Haste: I think it is a good thing.

Ms. Rebeck: It will help our Office. It gives our Office on the off pay week four to five additional hours that we wouldn't have otherwise.

Mr. Haste: Hopefully through this we reeducate some of our managers who quite frankly are not doing their job.

Ms. Rebeck: As indicated that will be under the discretion of the Personnel Office.

Mr. Haste: Some of the stories that I heard about this. In the military there are the five P's.

**It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve the establishment of an Imprest Fund Account for supplemental payrolls in the amount of \$7,500; motion carried.**

### **ITEMS FOR DISCUSSION**

Mr. Haste: We have Items A through C, which will grow tremendously until next week. I see we have Items A and B that need voted on today. Chad, will you elaborate on A?

Mr. Saylor: This is the Lease Agreement between the County and the Visitors Bureau. We are providing them free of charge office space on the 4<sup>th</sup> Floor of the Veterans Building through the end of the year. This will result in a savings of approaching \$30,000 for the Visitors Bureau, which is currently because of decisions made by the counties and their very serious financial crisis. They are in the process right now of locating there with the help from our Facilities Maintenance Department. The transition costs should be very minimal. They should be up and running. The Contract specifies quarterly through the end of the year. It is about 2,000 square feet. The Contract terminates at the end of the year. Any questions?

Mr. Haste: It is my understanding that their lease is up at their other location?

Mr. Saylor: They are right now on a month-to-month at the Train Station. It is about \$3,000 per month.

Mr. Haste: This only commits us until the end of the year?

Mr. Saylor: Correct.

Mr. Hartwick: This commits us to what until the end of the year? Just to provide them space?

Mr. Saylor: Correct.

Mr. Hartwick: Not to fund them?

Mr. Saylor: This is a Contract about office space for the Capital Region Visitors Bureau.

Mr. DiFrancesco: Does the Contract also include telephone and other services?

Mr. Saylor: They have their own phone system, but we did agree and Mr. Guenther has made arrangements to help them with their computer networking.

Mr. DiFrancesco: But no ongoing IT or?

Mr. Saylor: No.

**It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve and execute a Lease Agreement between Dauphin County and the PA Capital Regions Vacation Bureau for office space in the Veterans Memorial Building; motion carried.**

Mr. Haste: Item B, is a request for a Subgrant. Chad, do you have anything on that?

Mr. Tully: This is ongoing. Everything is in order and has been approved. I have already signed off on the Subgrant.

**It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Board approve and execute a Continuation of a Subgrant #VA-06-13367, STOP Violence Against Women in the amount of \$93,744.00 administered by the Dauphin County District Attorney's Office; motion carried.**

#### **SOLICITOR'S REPORT – WILLIAM TULLY, ESQ.**

Mr. Tully: I have nothing to add to the Solicitor's Report, but would be happy to answer any questions.

Mr. Hartwick: What is the Citizens Bank sign change?

Mr. Tully: The little tiny symbol is being changed. It is not going to change anything as far as size. I guess they answer to the Scottish Bank or whatever and they wanted to change the little bug to little arrows coming into a circle instead of that strange C. I'm not sure that anybody is going to notice the difference.

#### **CHIEF CLERK'S REPORT – CHAD SAYLOR**

Mr. Saylor: I just have one item for the record. Commissioner DiFrancesco and I met this morning with representatives from Amtrak. It was a very good discussion and I have material to share with the two other Commissioners on a number of different issues. Particularly encouraging was the new investment that they are planning in the Keystone Corridor, which was very interesting to hear about. I just wanted to note for the record that we had the meeting and discussed a number of points.

#### **COMMISSIONERS' COMMENTS**

(There were none.)

## **PUBLIC PARTICIPATION**

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

## **ADJOURNMENT**

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

Transcribed by: Richie Martz

Respectfully submitted,

Chad Saylor, Chief Clerk/Chief of Staff

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