



# THE COUNTY OF CHESTER



COMMISSIONERS  
Michelle Kichline  
Kathi Cozzone  
Terence Farrell

OFFICE OF THE COMMISSIONERS  
313 W. Market Street, Suite 6202  
P.O. Box 2748  
West Chester, PA 19380-0991  
(610) 344-6100

## AGENDA COMMISSIONERS' MEETING

September 12, 2019

**1. CALL MEETING TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ANNOUNCEMENTS**

- Executive Session – The Board of Commissioners met in Executive Session on, Wednesday, September 11, 2019, to discuss personnel and legal matters.

**4. MINUTES OF PREVIOUS MEETING**

**5. PUBLIC COMMENT ON AGENDA**

**6. OLD BUSINESS**

**a. Bid Awards:**

The Department of Procurement and General Services recommends that the Board of Commissioners award the attached bids.

**7. NEW BUSINESS**

**a. Authorities, Boards and Commissions**

It is recommended that the Board of Commissioners approve the attached appointment.

**b. Authorization to Bid:**

The Department of Procurement and General Services is requesting Authorization to Bid the following:

- **Superstructure Replacement at Chester County Bridge #255**

**c. Resolution 33-19**

Resolution of the Chester County Commissioners authorizing the Director of Facilities and Solicitor to electronically execute and add Supplement #2 to the Consultant Contract for County Bridge #175.

d. **Resolution 34-19**

Resolution establishing a Census 2020 Complete County Committee for Chester County.

e. **Resolution 35-19**

Resolution of the Chester County Board of Commissioners establishing the Chester County Environmental and Energy Advisory Board.

f. **Intergovernmental Transfer Agreement**

Agreement between Pennsylvania Department of Human Services, Office of Long-Term Living ("DHS"), and the County of Chester providing for intergovernmental transfers of funds to DHS in order to provide non-federal share of Medical Assistance payments to county nursing facilities.

g. **Human Resources Policies**

- **Paid Parental Leave**
- **Volunteer Time Off**
- **Personal Relationships**

h. **Contracts**

i. **Grants**

**8. PERSONNEL MATTERS**

a. **Human Resources Agenda**

**9. FINANCIAL MATTERS**

a. **Finance Agenda**

**10. PUBLIC COMMENT**

**11. ADJOURNMENT**



# THE COUNTY OF CHESTER



## COMMISSIONERS

Michelle Kichline  
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313 W. Market Street, Suite 6202  
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## COMMISSIONERS' MEETING MINUTES

August 29, 2019

### 1. CALL MEETING TO ORDER

The public meeting of the Chester County Board of Commissioners was called to order at 10:01 AM on August 29, 2019 in the Commissioners' Boardroom by the Chairman of the Board of Commissioners, Michelle Kichline. Commissioner Kathi Cozzone and Commissioner Terence Farrell were also present.

### CALL TO ORDER

### 2. PLEDGE OF ALLEGIANCE

Chairman Kichline asked State Representative Carolyn Comitta to lead the Pledge of Allegiance.

### PLEDGE OF ALLEGIANCE

### 3. ANNOUNCEMENTS

Chairman Kichline announced that the Board of Commissioners met in Executive Session on Tuesday, August 27, 2019 to discuss personnel and legal matters.

### ANNOUNCEMENTS

### 4. MINUTES OF PREVIOUS MEETING

Commissioner Farrell made a motion to approve the minutes from the last meeting on August 14, 2019. Commissioner Cozzone seconded the motion. Motion carried to approve the minutes from the August 14, 2019 Commissioners' Meeting.

### MINUTES APPROVED

### 5. PUBLIC COMMENT ON AGENDA

There was no public comment on the Agenda.

### PUBLIC COMMENT

### 6. OLD BUSINESS

#### a. Bid Awards:

Following a motion made by Commissioner Cozzone, which was seconded by Commissioner Farrell, the Board of Commissioners unanimously approved the following bids:

#### Guide Rail Replacement for County Bridges, Bid #310908-1341A

Long Fence Company, Inc. \$57,725.00

#### Office Printers, Bid #001907-1338A

Edwards Business Systems \$71,557.00

### OLD BUSINESS Bid Awards

**b. Bid Rejection:**

Following a motion made by Commissioner Farrell, which was seconded by Commissioner Cozzone, the Board of Commissioners unanimously rejected the following bid:

**Pocopson Home Exterior Painting, Bid #357905-1335E**

Jones Masonry Restoration Corporation      \$87,500.00

Reason for rejection:

- Over budget

**Bid Rejection**

**7. NEW BUSINESS**

**a. Authorization to Bid**

Following a motion made by Commissioner Cozzone, which was seconded by Commissioner Farrell, the Board unanimously approved the following Authorization to Bid:

- Outdoor Digital Sign Replacement for Chester County Library
- Large Format Overhead Scanner for Archives

**NEW BUSINESS  
Authorization to Bid**

**b. Resolution 31-19**

Commissioner Farrell made a motion to approve Resolution 31-19 establishing the Chester County Pipeline Safety Advisory Board. Commissioner Cozzone seconded the motion. Motion carried to approve Resolution 31-19.

**Resolution 31-19**

**c. Resolution 32-19**

Commissioner Cozzone made a motion to approve Resolution 32-19 authorizing land development plan recording, reimbursement and bid advertisement for Schuylkill River Trail Phase II Construction. Commissioner Farrell seconded the motion. Motion carried to approve Resolution 32-19.

**Resolution 32-19**

**d. Geospatial Data-Sharing Agreement**

Commissioner Farrell made a motion to approve Geospatial Data-Sharing Agreement among the County of Chester, the Pennsylvania Geospatial Coordinating Board, and the Pennsylvania Emergency Management Agency. Commissioner Cozzone seconded the motion. Motion carried to approve Geospatial Data-Sharing Agreement.

**Geospatial Data-Sharing Agreement**

**e. Intermunicipal Agreement**

Commissioner Cozzone made a motion to approve Intermunicipal Agreement between the County of Chester and participating municipalities to provide processing and marketing services for recyclable materials generated by recycling programs. Commissioner Farrell seconded the motion. Motion carried to approve Intermunicipal Agreement.

**Intermunicipal Agreement**

**f. Contracts**

Commissioner Cozzone made a motion to approve the Contracts Agenda. Commissioner Farrell seconded the motion. Motion carried to approve the Contracts Agenda.

**Contracts**

**g. Grants**

Commissioner Farrell made a motion to approve the Grants Agenda. Commissioner Cozzone seconded the motion. Motion carried to approve the Grants Agenda.

**Grants**

**8. PERSONNEL MATTERS**

**PERSONNEL**

**a. Human Resources Agenda**

Chairman Kichline made a motion to approve the Human Resources Agenda. Commissioner Cozzone seconded the motion. Motion carried to approve the Human Resources Agenda.

**9. FINANCIAL MATTERS**

**FINANCE**

**a. Finance Agenda**

Chairman Kichline made a motion to approve the Finance Agenda. Commissioner Cozzone seconded the motion. Motion carried to approve the Finance Agenda with the following items:

- Budget Change 14-19
- Vouchers as submitted by the Controller

**10. PUBLIC COMMENT**

**PUBLIC COMMENT**

Nancy Harkins, State Representative Carolyn Comitta, George Alexander, Edward Kaybee, Chris DiJulio, Annette Murray, Rebecca Britton, Melissa DiBernardino, and Laura Obenski, spoke about concerns regarding the Mariner East 2 pipeline project and general pipeline safety.

There was no further public comment.

**11. ADJOURNMENT**

**ADJOURNMENT**

The meeting was adjourned following a motion made by Chairman Kichline, which was seconded by Commissioner Cozzone. Motion carried to adjourn the meeting. Meeting adjourned at 11:11 AM.



**Taken by Taylor Pettit**  
**On behalf of Chief Clerk Kara C. Rahn**

**Commissioners Agenda 09/12/2019**

**Bid Awards:**

The Department of Procurement & General Services recommends to the Board of Commissioners the following bid award as they are the lowest responsive and responsible bidders:

**Window Washing, Bid #075908-1340A:**

**VIP Special Services, LLC** **\$ 42,910.00**

Other Bids Submitted:

LWC Services, Inc. \$ 69,846.00

**Security Camera Equipment, Bid #301908-1343A:**

**Inter-Pacific, Inc.** **\$ 68,322.00**

Other Bids Submitted:

- B&H Foto & Electronics Corp. \$ 52,710.00
- Unlimited Technology, Inc. \$ 73,049.50
- CDW Government LLC \$ 79,736.31
  
- Did not bid on all items

Authorities, Boards and Commissions

Appointment

September 12, 2019

**Chester County Agricultural Land Preservation Board**

Appoint Nelson Beam for a term ending 6/30/2022

## Commissioners Agenda 09/12/2019

### Authorization to Bid:

The Department of Procurement and General Services is requesting Authorization to Bid the following:

- **Superstructure Replacement at Chester County Bridge #255**



**COUNTY OF CHESTER  
COMMONWEALTH OF PENNSYLVANIA  
RESOLUTION No. 33-19**

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**RESOLUTION OF THE CHESTER COUNTY COMMISSIONERS  
AUTHORIZING THE DIRECTOR OF FACILITIES AND SOLICITOR TO  
ELECTRONICALLY EXECUTE AND ADD SUPPLEMENT # 2 TO THE  
CONSULTANT CONTRACT FOR COUNTY BRIDGE #175**

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**WHEREAS**, the design of the Reconstruction of Bridge #175 is contractually managed through PennDOT's Engineering and Construction Management System (ECMS); and

**WHEREAS**, the Commissioners previously granted (under Resolution #35-15 dated 8/25/15) full signature authority of the Board to the Director of Facilities to execute contracts electronically within ECMS for Chester County Bridge #175 Contract ID# 16847; and

**WHEREAS**, the Commissioners have previously executed (under Resolution #40-15 dated 9/15/15) an engineering agreement with Traffic Planning and Design Inc. in the amount of \$265,426.41 and a subsequent Supplement #1 in the amount of \$53,557.60 for the design of the Reconstruction of **Chester County Bridge #175**, Creek Road over Pickering Creek in Schuylkill Township, Chester County, Pennsylvania; and

**WHEREAS**, the County and PennDOT have previously executed (under Resolution 35-15 dated 8/25/15 as amended by Resolution 10-17 dated 4/6/17) a Non-Federal Aid Bridge Project Reimbursement Agreement within ECMS; and

**WHEREAS**, Traffic Planning and Design Inc. has requested a contract amendment within ECMS for Supplement #2 in the amount of \$463,961.68 to provide for Final Design, Row Acquisition and Construction Support Services; and

**WHEREAS**, PennDOT has reviewed and approved Supplement #2 within ECMS effective 8/12/2019; and

**WHEREAS**, PennDOT requires the County to electronically approve Supplement #2 within ECMS.

**NOW BE IT RESOLVED** that the Commissioners of the County of Chester HEREBY authorize the Director of the Department of Facilities and the County Solicitor to take any and all necessary steps required by PennDOT to electronically accept, sign and award Supplement #2 with Traffic Planning and Design, Inc. in the amount of \$463,961.68 for the Reconstruction of County Bridge #175 Creek Road over Pickering Creek in Schuylkill Township, Chester County, Pennsylvania.

**THIS RESOLUTION**, adopted this 12<sup>th</sup> day of September, 2019, by the Chester County Board of Commissioners.

**COMMISSIONERS:**

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**Michelle Kichline**, Chairman

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**Kathi Cozzone**, Commissioner

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**Terence Farrell**, Commissioner

**ATTEST:**

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**Kara C. Rahn**, Chief Clerk

**THE COUNTY OF CHESTER  
COMMONWEALTH OF PENNSYLVANIA  
RESOLUTION No. 34-19**

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**A RESOLUTION ESTABLISHING A CENSUS 2020  
COMPLETE COUNT COMMITTEE FOR CHESTER COUNTY, PENNSYLVANIA**

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**WHEREAS**, every ten years, Article 1, Section 2 of the United States Constitution mandates a count of all the people living in the United States and its territories; and

**WHEREAS**, census data determines Congressional reapportionment, and guides the redistricting of congressional and state legislative districts, and voting districts; and

**WHEREAS**, census data will be used nationwide to distribute approximately \$675 billion in federal funds to state, and local governments annually that help pay for essential services and infrastructure; and

**WHEREAS**, the US Census has designated 23 Census tracts in Chester County as having a “Low Response Score”, indicating that many residents of these tracts would commonly be disinclined to fill out a 2020 Census form; and

**WHEREAS**, Chester County is experiencing significant growth, with 40 percent of recent growth due to international migration, and new international residents can be hard to reach; and

**WHEREAS**, a Census 2020 undercount would deprive Chester County residents of the federal and state funding, and the political representation to which they are entitled; and

**WHEREAS**, cooperation with Chester County community-based and faith-based organizations, business community, governmental bodies, and others will enable the 2020 Census message to reach more residents.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the County of Chester:

- a. Encourages all Chester County residents to be counted in the 2020 Census;
- b. Endorses the formation of a Complete Count Committee for Chester County to facilitate census participation, and ensure a complete and accurate count for the 2020 Census; and
- c. Encourages local governments and organizations to promote census awareness through participation in the Complete Count Committee for Chester County.

**THIS RESOLUTION** adopted by the Chester County Board of Commissioners this 12<sup>th</sup> day of September, 2019.

**COMMISSIONERS:**

\_\_\_\_\_  
**Michelle Kichline**, Chair

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**Kathi Cozzone**, Commissioner

\_\_\_\_\_  
**Terence Farrell**, Commissioner

**ATTEST:**

\_\_\_\_\_  
**Kara C. Rahn**, Chief Clerk

**THE COUNTY OF CHESTER  
COMMONWEALTH OF PENNSYLVANIA  
RESOLUTION No. 35-19**

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**RESOLUTION OF THE CHESTER COUNTY COMMISSIONERS  
ESTABLISHING THE CHESTER COUNTY ENVIRONMENTAL  
AND ENERGY ADVISORY BOARD**

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**WHEREAS**, the Chester County Commissioners, pursuant to the authority provided under the County Code (16 P.S. Section 1701) have determined the necessity for the County to both restate and further enhance its commitment to the preservation and protection of the natural environment of the County and understand the balance, interplay, and impact of energy related initiatives and issues which necessarily impact the County environment; and

**WHEREAS**, in furtherance of such action, understanding and accountability, the Commissioners hereby direct that a Chester County Environmental and Energy Advisory Board be created with the stated purpose of providing both review and recommendations to the Commissioners and pertinent County Departments which would, inter alia, include:

1. Recommending best environmental and energy practices in the areas of buildings, facilities and operations; fuels, vehicles, and transportation; food; responsible purchasing; housing; energy sources; air quality; stormwater management; natural resource protection; and climate change.
2. Identifying environmental and energy policies the County has adopted and recommending ways to promote and educate about Chester County's environmental and energy initiatives.
3. Identifying and recommending voluntary actions, projects, and programs for municipalities, businesses, non-profits, and other partners to implement county environmental and energy policies.
4. Reviewing and providing input into a Climate Action Plan.
5. Recommending environmental and energy related actions, projects, and programs to the Board of Commissioners for implementation

**WHEREAS**, The term of each of the members of the board shall be two years, except that, when the Board is first created, half of the members shall be appointed for three years and half for two years; and

**WHEREAS**, by this Resolution, the Deputy County Administrator is hereby directed to establish and staff an advisory board consistent with the above stated purposes, goals, and objectives comprised of appointed volunteer members as follows:

- Four Chester County citizens
- Four Chester County business representatives
- One representative of Chester County Economic Development Council’s Smart Energy Initiative (SEI)
- One representative of Chester County Association of Township Officials
- One representative of Chester County Municipal Managers Consortium
- Two representatives of Chester County’s land conservancies
- Two representatives of Utility companies serving Chester County
- Executive Director of Chester County Planning Commission
- Executive Director of Chester County Water Resources Authority
- Chester County Director of Open Space, Parks and Trails
- Chester County Director of Emergency Services
- Director of Chester County Conservation District
- Director of Chester County Facilities Department

**NOW THEREFORE, IT IS HEREBY RESOLVED**, that a Chester County Environmental and Energy Advisory Board is to be established consistent with the terms and conditions of this Resolution.

**THIS RESOLUTION**, adopted this 12<sup>th</sup> day of September, 2019, by the Board of Chester County Commissioners.

**COMMISSIONERS:**

\_\_\_\_\_  
**Michelle Kichline**, Chairman

\_\_\_\_\_  
**Kathi Cozzone**, Commissioner

\_\_\_\_\_  
**Terence Farrell**, Commissioner

**ATTEST:**

\_\_\_\_\_  
**Kara C. Rahn**, Chief Clerk

Agreement of  
Pennsylvania Department of Human Services,  
Office of Long-Term Living  
and  
Chester County

This Intergovernmental Transfer Agreement ("Agreement"), by and between the Pennsylvania Department of Human Services, Office of Long-Term Living ("DHS, OLTL") and Chester County ("the County") provides for intergovernmental transfers of funds to DHS in order to provide the non-federal share of Medical Assistance ("MA") payments to county nursing facilities.

The County and DHS, OLTL (collectively referred to as "the parties") agree as follows:

1. **Program Description.** Pocopson Home (hereinafter "the County Nursing Facility") is a Pennsylvania licensed nursing facility located in and controlled by the County. The County Nursing Facility is an enrolled provider in the MA Program. The County will transfer funds to DHS. The transfer of funds from the County to DHS is known as an intergovernmental transfer ("IGT"). DHS will use the IGTs as the non-federal share (or "state share") of the County Nursing Facility access to care capitation component of DHS's capitation payments ("Capitation Component") to the Community HealthChoices Managed Care Organizations ("CHC-MCOs"). The use of IGTs to fund Medicaid expenditures is authorized under the Social Security Act and the regulations of the Centers for Medicare and Medicaid Services ("CMS") (See 42 CFR 433.51 - Public Funds as the State share of financial participation).
2. **CMS Approval Required.** The MA payments described in subsection 5.c. of this Agreement are contingent upon CMS approval of the CHC-MCO agreements authorizing the Capitation Component. The County shall transfer the IGT funds on the date agreed to by the Pennsylvania Coalition of Affiliated Healthcare and Living Communities ("PACAH") and DHS ("IGT Due Date").
3. **Voluntariness.** The County attests that it entered voluntarily into this Agreement to make the IGTs described hereunder. The County further attests that it and its representatives have independently analyzed the validity of the IGTs and MA payments described in subsection 5.c. of this Agreement, and in making the final determination to enter into this Agreement, relied upon the advice of their advisors and legal counsel.
4. **Permissible Sources.** The County shall provide IGT funds to DHS that satisfy the requirements of 42 CFR 433.51 and that are not derived from an impermissible source, including, but not limited to, recycled Medicaid payments, Federal money precluded from use as the state share, impermissible taxes, and non-bona fide provider-related donations. At the time the County makes an IGT to DHS, the County shall certify to DHS that the IGT funds are derived from state or local bonds, tax revenue or other permissible sources using the form attached as Exhibit A.

5. Transfer and Use of Funds. The parties will transfer and use the IGT funds as specified below.

- a. The County shall make a one-time IGT in the total annual amount of \$5,049,833 on the IGT Due Date by transferring those IGT funds to DHS via the Automated Clearing House or via wire transfer to an account designated by DHS.
- b. DHS, OLTL will use \$1,194,897 of the total annual IGT of \$5,049,833 for state-funded, county-administered human services programs for Fiscal Year 2019-20.
- c. DHS, OLTL will use \$3,854,936 of the total annual IGT of \$5,049,833 as the state share of the Capitation Component to the CHC-MCOs in the Community HealthChoices ("CHC") Southeast Zone for July 1, 2019 through June 30, 2020. The CHC Southeast Zone is comprised of the counties of Bucks, Chester, Delaware, Montgomery and Philadelphia. The aggregate amount of IGT funds from Southeast Zone counties, which will be used as the state share of the Capitation Component, is anticipated to be \$27,133,450. DHS, OLTL will include provisions in its agreements with the CHC-MCOs requiring the CHC-MCOs to use the Capitation Component to increase payments to county nursing facilities for nursing facility services ("County Nursing Facility Access to Care Payments"). The total amount of County Nursing Facility Access to Care Payments in the Southeast Zone is anticipated to be \$54,690,636 for the period July 1, 2019 through June 30, 2020. The amount of the increase paid to each individual county nursing facility, including the County Nursing Facility, shall be determined through negotiations between each CHC-MCO and PACAH.
- d. The County agrees that the dollar amounts set forth in subsections a. through c., above were calculated on the following assumptions, which, if altered, would change those amounts:
  - i. The amounts were calculated using the Federal Medical Assistance Percentage ("FMAP") rates for October 1, 2018 and October 1, 2019. Consequently, the amounts may be adjusted to reflect any changes in the FMAP.
  - ii. The amounts were calculated based on the anticipated amount of aggregate IGTs. Consequently, those amounts may be adjusted to reflect any changes in the final aggregate IGT amounts that participating counties have agreed to transfer to DHS.
  - iii. The amounts were calculated based on projected CHC enrollment numbers. Consequently, those amounts may be adjusted to reflect any changes in CHC enrollment.



If DHS determines the dollar amounts set forth in subsections a. through c., above should be adjusted based on a change in one or more of the factors described in subparagraphs i, ii or iii, DHS shall provide notice to the County and PACAH. DHS and PACAH will negotiate any adjustments to be made as soon as possible.

6. County Nursing Facility Use of Funds. The County Nursing Facility shall not be required to render the payments funded with IGTs made pursuant to this Agreement, in whole or in part, to the County; however, nothing in this Agreement is intended to, nor does it limit the County Nursing Facility's discretion to use the payments it receives as it deems appropriate.

7. Deferrals and Disallowances.

a. DHS will use its best efforts to notify the County and PACAH within ten (10) business days if CMS defers or disallows Federal Financial Participation ("FFP") in the Capitation Component or in the County Nursing Facility Access to Care Payments made by CHC-MCOs to the County Nursing Facility which are funded through the Capitation Component. DHS will consult with and provide the County and PACAH a copy of DHS's response to the CMS deferral or disallowance.

b. If CMS disallows FFP in the Capitation Component or the County Nursing Facility Access to Care Payments made by the CHC-MCOs to the County Nursing Facility, DHS shall recoup or require the CHC-MCOs to recoup the disallowed FFP, and any related interest and penalties, if any, by offsetting the amount of the disallowance from payments otherwise due to the County Nursing Facility under the following terms:

i. If the reason for the disallowance is ultimately found to be attributed to the County (for example, among other things, if CMS, or, if an appeal is taken, the court of final recourse, determines that the County did not provide proper documentation; that the County did not provide the IGT funds from a permissible source; or that the County was not a public entity for purposes of the IGT), then DHS shall recoup or require the CHC-MCOs to recoup the full amount of the disallowance associated with the County Nursing Facility Access to Care Payment to the County Nursing Facility;

ii. If the reason for the disallowance is ultimately found to be attributed to the design/structure of the IGT (for example, among other things, if CMS, or if an appeal is taken, the court of final recourse, determines that this Agreement was impermissible), then DHS shall recoup or require the CHC-MCOs to recoup the full amount of the disallowance associated with the County Nursing Facility Access to Care Payment to the County Nursing Facility less fifty percent (50%) of the amount used for state-funded county-administered human services programs under subsection 5.b.

The amount recouped from the County Nursing Facility as the result of any disallowance shall not exceed the amount the County Nursing Facility receives in County Nursing Facility Access to Care Payments less the amount of \$3,854,936. In the event the amounts due under this subparagraph cannot be offset against payments otherwise due to the County Nursing Facility, the County Nursing Facility shall take such other measures as may be necessary to return the amount due under this subparagraph, at the discretion of DHS. The County Nursing Facility shall be permitted to retain the state share identified in subsection 5.c. above.

- c. If DHS determines that meritorious grounds exist to appeal CMS's disallowance of FFP in the Capitation Component or in the County Nursing Facility Access to Care Payments made by CHC-MCOs to the County Nursing Facility, DHS shall file an appeal with the United States Department of Health & Human Services Departmental Appeals Board contesting the CMS's disallowance. In the event DHS files such an appeal, DHS will not object if the County and/or County Nursing Facility seeks to intervene in and to appear with DHS as a party to the appeal.

8. Record Maintenance. The parties shall maintain necessary records and supporting documentation applicable to the IGTs and the payments to County Nursing Facilities and other Medicaid payments to assure that claims for total funds and federal funds are in accordance with applicable federal requirements.

9. Records Access and Cooperation. The County shall provide DHS or its designee access to the County's records and the supporting documentation relating to the IGTs and shall cooperate and assist DHS, as requested, in any federal or state review or audit of the IGTs or payments funded with those IGTs.

10. Notices. Any written notice required by the Agreement shall be sent to:

For the Department

For Chester County

Name:

Name:

Daniel Sharar

E-mail address:

E-mail address:

dsharar@pa.gov

Mailing address:

Mailing address:

Department of Human Services  
OLTL/Forum Place, 6<sup>th</sup> Floor  
Bureau of Finance  
P.O. Box 8025  
Harrisburg, PA 17105-8025

11. Rights and Responsibilities. This Agreement is only intended to establish the IGT set forth above, and nothing in this Agreement shall be construed to limit, restrict or modify the respective rights and responsibilities of either party under federal or state law and policies, including the right of DHS to recover overpayments made to the County Nursing Facility other than the state share set forth in subsection 5.c., above.

The parties, by their authorized representatives, have duly executed this Agreement and each party acknowledges the receipt of a duly executed copy of this Agreement with original signatures.

PENNSYLVANIA DEPARTMENT OF  
HUMAN SERVICES

CHESTER COUNTY

Printed Name: \_\_\_\_\_

Printed Name: Michlle Kichline

Title: \_\_\_\_\_

Title: Chair, Board of Commissioners

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: September 12, 2019

Printed Name: \_\_\_\_\_

Printed Name: Kathi Cozzone

Title: \_\_\_\_\_

Title: Commissioner

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: September 12, 2019

Printed Name: Terence Farrell

Title: Commissioner

By: \_\_\_\_\_

Date: September 12, 2019

ATTEST:

Printed Name: Kara C. Rahn

Title: Chief Clerk

By: \_\_\_\_\_

Date: September 12, 2019

**COUNTY OF CHESTER**

**Human Resources Policies**

**Commissioners' Meeting, September, 12, 2019**

1. Paid Parental Leave
2. Volunteer Time Off
3. Personal Relationships

## **Parental Leave – 40315**

### Objective:

The County of Chester supports the importance of providing assistance to its employees who become new parents through the birth, adoption, foster care placement or legal guardianship of a child. As part of this commitment, the County provides Paid Parental Leave to eligible employees.

### Scope of Policy:

This policy applies to full-time non-bargaining unit, non-probationary employees who have been employed with the county continuously for 12 months to receive up to six weeks of Paid Parental Leave. This policy applies to births, adoptions, foster care placement or legal guardianship that occurs on October 1<sup>st</sup>, 2019 or after or for employees who are in active leave status when this policy becomes effective. This policy can be taken in a block period of time or as needed intermittently in weekly increments if advance notice is given and Department Head approval.

### Procedures:

If both parents work at the County, they will each be eligible for this paid benefit separately. Paid Parental Leave runs concurrently, not consecutively, with benefits provided pursuant to the Family Medical Leave Act (FMLA).

To be eligible for this benefit, the employee must plan on returning to work upon ending the leave.

The employee must also be the parent or legal guardian of the child. For purposes of this policy, a parent is defined as a biological, adoptive or foster parent and must provide official documentation to support the request for leave.

Parent Leave can be used at any portion of the leave but cannot be used to extend the leave. It may be used during the 12 months immediately following the birth, adoption, foster care placement or legal guardianship of the child.

The leave is paid at 100 percent of the employees' base salary.

Holidays that occur during a parental leave will not extend the Paid Parental Leave. Holiday time will not be paid during a parental leave even though the employee is in a paid status.

Employees will continue to earn sick, vacation and personal time while on a Paid Parental Leave.

Employees who have elected and are approved for Paid Parental Leave are not eligible to receive donated sick time.

If the scheduled Paid Parental Leave crosses over two calendar years, and the employee has a personal time balance remaining, that time will be lost in accordance with the employee handbook.

At the conclusion of Paid Parental Leave, the employee may be eligible for additional time off under FMLA in accordance with the employee handbook.

If the eligible employee remains out beyond the six weeks of Paid Parental Leave under FMLA, they must use their accrued sick, personal, vacation and comp time following the Paid Parental Leave; but can retain three days of sick time, three days of personal time and three days of vacation time. If the employee remains out beyond the twelve weeks of FMLA, Department Head and Human Resources approval will be necessary for leave extension.

Parental Leave may be terminated by the County if the staff member informs the County during the leave that they do not intend to return to work at the conclusion of the leave. The County reserves the right to recover funds paid to the employee if the employee does not return to work after leave.

Parental Leave will not be paid out upon termination of employment.

Employee contribution to benefits, applicable taxes, flexible spending and contributions to the retirement savings plan will continue to be deducted from the Paid Parental Leave pay as if it were regular salary.

The Department of Human Resources provides final approval/denial of the Paid Parental Leave benefit.

*Adopted: October 2019*

*Revised:*

*County of Chester*

## **Volunteer Time Off – 40316**

### Applies to:

All regular, full-time employees not covered by a collective bargaining agreement, not in their probationary period of employment who are currently not on a Performance Improvement Plan, have not been under suspension for the past 6 months, and has a meets standards (3) or higher on their most recent performance review.

### Policy Statement:

Employee may receive up to two days of paid time off each calendar year to perform volunteer services through eligible non-profit organizations as defined by this policy.

Volunteer Time Off may be taken in full or half-day increments (but not less) during regular scheduled work hours with advance notice to and approval by the employee's Department Head.

Volunteer Time Off may be used in the calendar year in which it is granted. If the time is not used, it is not paid out at termination of employment and unused time may not be carried over into the next calendar year.

### Definitions:

Volunteer Time Off: Up to two days of paid time off available to employees in addition to, and not charged to, an employee's personal or vacation time balances.

Eligible Non-Profit Organizations: To ensure consistency in managing time off approvals under this policy, the County of Chester will provide Volunteer Time Off for employees to serve 501(c)(3) non-profit affiliated organizations.

### Procedures:

Employee requesting Volunteer Time Off must complete the Volunteer Time Off form and submit the form to their Department Head for approval with reasonable advance notice of the proposed time off. The decision to approve a request is within the discretion of the supervisor, based upon the business and operational needs of the department. Supervisory decisions related to volunteer time off requests are not covered by the Grievance Policies. In the event that the time proposed conflicts with business needs, the Department Head may suggest alternate times the employee may use Volunteer Time Off. Upon approval, the employee must provide verification of the service performed by obtaining the signature of a representative of the organization on the Volunteer Time Off form and returning it to the Department Head within three business days of the time off.

*Adopted: January 2020*

*Revised:*

*County of Chester*

## **Personal Relationships – 40236.2**

### Objective:

The County of Chester strives to provide a work environment that is collegial, respectful and productive. This policy establishes rules for the conduct of personal relationships between employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

### Procedure:

A “personal relationship” is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

An employee who is involved in a personal relationship with another employee may not work directly for or supervise the employee with whom he or she is involved.

The County of Chester reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

When a conflict or potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, or terminated from employment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employee involved to disclose the existence of the relationship to the department director or manager. Failure to disclose such a relationship may result in discipline up to and including termination.

When a conflict or potential conflict affecting terms or condition of employment arises because of the relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position, or terminated, if no position is available. If no decision is made within 30 calendar days of the offer to resolve the situation, the County of Chester will determine who is to be transferred or, if necessary, terminated from employment.

*Adopted: September 2019*

*Revised:*

*County of Chester*



**County of Chester**  
**COMMISSIONERS' CONTRACT AGENDA**  
**DATE: 12-SEP-2019**

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<b><u>Aging Services</u></b>				
Vendor: Pine & Pine LLP Contract ID: 0015406	Amendment	0.00	08-01-2019 OPEN ENDED	Amendment #2: This amendment removes the annual not to exceed amount for Attorney Consultant Services for assistance or representation in matters relating to the delivery of the Older Adult Protective Services Program. This is necessary due to the unprecedented number of protective service cases the department is receiving. CO: 0%            ST: 100%            FED: 0%
Vendor: Adjustments, Inc. Contract ID: 0019108	Contract	0.00	08-01-2019 07-31-2022	This contract provides Guardianship and Power of Attorney Services for authorized consumers. This contract is a result of the Request for Proposal #1904-01. CO: 0%            ST: 100%            FED: 0%
<b><u>Children Youth and Families</u></b>				
Vendor: Impact Project, Inc. Contract ID: 0018035	Amendment	0.00	07-01-2019 06-30-2021	Amendment #1: This amendment extends the contract term for an additional two (2) year period for Residential Foster Care Services. CO: 20%            ST: 75%            FED: 5%
Vendor: Child and Family Focus, Inc. Contract ID: 0018093	Amendment	0.00	07-01-2019 06-30-2021	Amendment #1: This amendment extends the contract term for an additional two (2) year period for Residential Foster Care Services. CO: 20%            ST: 75%            FED: 5%
Vendor: Maternal & Child Health Consortium of CC Contract ID: 0018128	Amendment	0.00	07-01-2019 06-30-2021	Amendment #3: This amendment extends the contract term for an additional two (2) year period and revises the Work Statement for Life Skills and Diversion Services for English and Spanish speaking families. CO: 20%            ST: 75%            FED: 5%
Vendor: Chester Co. Council on Addictive Disease Contract ID: 0018154	Amendment	0.00	07-01-2019 06-30-2020	Amendment #2: This amendment extends the contract term for an additional one (1) year period and revises the Appendices for the Strengthening Families for Parents and Youth 10-14 Program. CO: 5%            ST: 95%            FED: 0%
Vendor: Valley Youth House Committee Inc. Contract ID: 0018522	Amendment	0.00	07-01-2019 12-31-2019	Amendment #2: This amendment extends the contract term for an additional six (6) month period and revises the Work Statement for the Supportive Housing Program for transition-aged youth. CO: 15%            ST: 85%            FED: 0%
Vendor: Preventative Aftercare, Inc. Contract ID: 0018562	Amendment	0.00	07-01-2019 06-30-2020	Amendment #1: This amendment extends the contract term for an additional one (1) year period and revises the Statement of Work for In-Home Services Preventative Aftercare Programs. CO: 20%            ST: 75%            FED: 5%

**County of Chester**  
**COMMISSIONERS' CONTRACT AGENDA**  
**DATE: 12-SEP-2019**

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<b><u>Children Youth and Families</u></b>				
Vendor: Gateway HorseWorks Contract ID: 0019112	Contract	57,638.00	07-01-2019 06-30-2020	This contract renews funding for the Beyond The Barn Program to implement equine-assisted learning activities for youth ages 13-18 years that are involved with Children, Youth and Families and the Juvenile Probation Office. CO: 10%            ST: 90%            FED: 0%
Vendor: Pearls Academy, Inc. Contract ID: 0019113	Contract	246,666.00	07-01-2019 06-30-2021	This contract renews funding for the Making Proud Choices Program, the Academic and Career Training in our Neighborhood (ACTION) Program and the Diversion Support Program (DSP) for youth ages 10-21 years involved with Children, Youth and Families and the Juvenile Probation Office. CO: 20%            ST: 75%            FED: 5%
Vendor: Justice Works Youthcare, Inc. Contract ID: 0019116	Contract	0.00	07-01-2019 06-30-2021	This contract renews funding for the Family Group Decision Making, Violation Initiative, Thinking For A Change, Transportation Services, Visit Coaching and Strength Based Family Workers Programs for families involved with the Department of Children, Youth and Families and the Juvenile Probation Office. CO: 20%            ST: 75%            FED: 5%
<b><u>Commissioners</u></b>				
Vendor: Competitive Communities, LLC Contract ID: 0017405	Amendment	0.00	10-01-2019 12-31-2019	Amendment #1: This amendment revises the Scope of Work for Consulting Services related to Economic Development Projects. CO: 100%            ST: 0%            FED: 0%
<b><u>Court Administration</u></b>				
Vendor: Simon, Phillip Alan Contract ID: 0019122	Contract	9,974.52	10-02-2019 12-31-2019	This contract provides Conflict Counsel Legal Services for criminal cases. CO: 100%            ST: 0%            FED: 0%
<b><u>DCIS</u></b>				
Vendor: Assurance Media, LLC Contract ID: 0019117	Contract	15,978.97	09-12-2019 OPEN ENDED	This contract provides Wireless Access Point Installation at Pocopson Home. This is a result of Request for Proposal #1904-02. CO: 100%            ST: 0%            FED: 0%
<b><u>District Justice Admin</u></b>				
Vendor: Kachel, Keith Contract ID: 0019119	Contract	0.00	09-12-2019 12-31-2021	This contract provides for Constable Services. Compensation will be in accordance with the Constable Handbook. CO: 100%            ST: 0%            FED: 0%

**County of Chester**  
**COMMISSIONERS' CONTRACT AGENDA**  
**DATE: 12-SEP-2019**

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<b><u>Drug and Alcohol Services</u></b>				
Vendor: Eagleville Hospital Contract ID: 0019067	Contract	0.00	07-01-2019 06-30-2021	This contract renews Hospital and Non-Hospital Residential Rehabilitation, Detoxification, Case Management Screening and Assessment Services. Other funding: DUI/Act 198 = 22%. CO: 11%            ST: 39%            FED: 28%
Vendor: Gaudenzia, Inc. Contract ID: 0019105	Contract	0.00	07-01-2019 06-30-2021	This contract renews Non-Hospital Residential Rehabilitation, Detoxification and Halfway House Services. Other funding: DUI/Act 198 = 22%. CO: 11%            ST: 39%            FED: 28%
Vendor: Teen Challenge Training Center Inc. Contract ID: 0019111	Contract	0.00	07-01-2019 06-30-2021	This contract renews Non-Hospital Residential Rehabilitation and Detoxification Services. Other funding: DUI/Act 198 = 22%. CO: 11%            ST: 39%            FED: 28%
<b><u>Emergency Services</u></b>				
Vendor: Octorara Area School District Contract ID: 0018017	Amendment	0.00	08-16-2019 08-15-2020	Amendment #2: This amendment extends the contract term for an additional one (1) year period for the students and staff of Octorara School District to utilize space and equipment at the Public Safety Training Campus. This is a revenue contract. The anticipated annual revenue amount is \$29,995.00. CO: 0%            ST: 0%            FED: 0%
<b><u>Facilities Management</u></b>				
Vendor: IEI Group, Ltd. Contract ID: 0017227	Amendment	4,328.06	09-12-2019 UNTIL COMPLETE	Amendment #4: This amendment provides funding for additional Architectural Services required by the Pennsylvania Department of Health during their plan review of proposed fire safety modifications at Pocopson Home and for a Pennsylvania Department of Labor and Industry Variance Application required in order to receive Township occupancy approval. CO: 100%            ST: 0%            FED: 0%
Vendor: Gillan & Hartmann, Inc. Contract ID: 0019087	Contract	25,000.00	09-12-2019 UNTIL COMPLETE	This contract provides Engineering and Design Services for the Refrigerated Cooler Project for the Coroner's Office. CO: 100%            ST: 0%            FED: 0%
<b><u>MH/IDD</u></b>				
Vendor: Holcomb Associates, Inc. Contract ID: 0018403	Amendment	0.00	07-01-2018 06-30-2019	Amendment #1: This amendment provides for additional support services that exceeded the expected service delivery to meet demands for Outpatient Services CO: 0%            ST: 100%            FED: 0%

**County of Chester**  
**COMMISSIONERS' CONTRACT AGENDA**  
**DATE: 12-SEP-2019**

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<b><u>MH/IDD</u></b>				
Vendor: Holcomb Associates, Inc. Contract ID: 0018453	Amendment	0.00	07-01-2018 06-30-2019	Amendment #1: This amendment provides for additional support services that exceeded the expected service delivery to meet demands for Crisis Intervention. CO: 0%            ST: 100%            FED: 0%
<b><u>Managed Behavioral Healthcare</u></b>				
Vendor: Voice and Vision, Inc. Contract ID: 0019085	Contract	120,252.00	05-01-2019 04-30-2020	This contract renews funding for Behavioral Health Outreach and Education Services. CO: 0%            ST: 100%            FED: 0%
<b><u>Open Space Preservation</u></b>				
Vendor: Rawle, William M & Anne M Contract ID: 0019120	Contract	210,969.00	09-12-2019 UNTIL COMPLETE	Project #1: 42.62 acres of farmland owned by William M. Rawle and Anne M. Rawle in Upper Oxford Township are recommended for preservation by the County Agricultural Land Preservation Board through the Commonwealth/County Program. The total project cost is \$210,969.00. The County will pay \$210,969.00 (100%) and be reimbursed by Upper Oxford Township \$94,936.05 (45%) per the Funding Agreement. The actual cost to the County is \$116,032.95 (55%). CO: 55%            ST: 0%            FED: 0%
Vendor: Rawle, William M & Anne M Contract ID: 0019121	Contract	316,369.80	09-12-2019 UNTIL COMPLETE	Project #2: 59.58 acres of farmland owned by William M. Rawle and Anne M. Rawle in Upper Oxford Township are recommended for preservation by the County Agricultural Land Preservation Board through the Commonwealth/County Program. The total project cost is \$316,369.80. The County will pay \$316,369.80 (100%) and be reimbursed by Upper Oxford Township \$142,366.41 (45%) per the Funding Agreement. The actual cost to the County is \$174,003.39 (55%). CO: 55%            ST: 0%            FED: 0%
<b><u>Public Health Admin</u></b>				
Vendor: PA Chap. of the American Academy of Ped. Contract ID: 0019110	Contract	90,000.00	07-01-2019 06-30-2020	This contract renews funding for collaboration with the Pennsylvania Immunization Coalition to provide communication support, education and awareness campaigns in support of ensuring the vision that no Pennsylvanians suffer from vaccine-preventable diseases. CO: 0%            ST: 0%            FED: 100%
<b><u>Voters Services</u></b>				
Vendor: BPro, Inc. Contract ID: 0019123	Contract	30,725.00	10-01-2019 09-30-2022	This contract provides for the implementation, support and maintenance of Election Results Software. CO: 100%            ST: 0%            FED: 0%

**County of Chester**  
**COMMISSIONERS' CONTRACT AGENDA**  
**DATE: 12-SEP-2019**

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<b><u>Water Resources</u></b>				
Vendor: USGS Contract ID: 0019118	Contract	284,136.00	10-01-2019 09-30-2020	This contract is the Fiscal Year 2020 Agreement for the Water Resources Monitoring and Investigation Cooperative Program between Chester County Water Resources Authority, Chester County and the United States Geological Survey. The total contract cost is \$517,086.00. County funding is \$284,136.00 (54.95%), USGS \$200,054.00 (38.69%). Other funding: Local Partners \$32,896.00 (6.36%). CO: 54.95%                      ST: 0%                      FED: 38.69%
<b><u>Youth Center</u></b>				
Vendor: Luzerne County Courthouse Contract ID: 0019107	Contract	0.00	07-01-2019 06-30-2020	This contract provides bed space rental for Luzerne County Children and Youth Services at the Chester County Youth Center. This is a revenue contract. CO: 0%                      ST: 0%                      FED: 0%
Vendor: Dauphin County Contract ID: 0019114	Contract	0.00	07-01-2019 06-30-2020	This contract renews bed space rental for Dauphin County Children and Youth Services at the Chester County Youth Center. This is a revenue contract. CO: 0%                      ST: 0%                      FED: 0%
Vendor: County of York Contract ID: 0019115	Contract	0.00	07-01-2019 06-30-2020	This contract renews bed space rental for York County Children and Youth Services at the Chester County Youth Center. This is a revenue contract. CO: 0%                      ST: 0%                      FED: 0%

Number of Contracts:                      **32**

**GRANTS AGENDA**  
**September 12, 2019**

DEPARTMENT / FUND	AWARD	TERM	DESCRIPTION
<b><u>Children, Youth and Families</u></b>			
PA Department of Human Services Contract / Award - Renewal Various	\$ 32,037,659.00	07/01/2020 06/30/2021	FY - 20/21 - Act 148 Funding No New Positions Federal Funding = \$4,105,021.00 State Funding = \$19,782,058.00 County Match = \$7,597,523.00 Program Income = 553,057.00 Total Funding = \$32,037,659.00
University of Pittsburgh Contract / Award - Renewal 145-450045-331221-70500000-FY 2019	\$ 200,000.00	07/01/2019 06/30/2023	Child Welfare Education for Leadership (CWEL) No New Positions - No County Match Federal Funding = \$150,000.00 State Funding = \$50,000.00 Total Funding = \$200,000.00
<b><u>Community Development</u></b>			
PA Department Of Labor and Industry Contract / Award - Renewal 116-490000-331212-47510000-4900005-FY2019	\$ 136,697.15	07/01/2019 06/30/2022	PY19-1st Increment Workforce Innovation and Opportunity Act (WIOA) Adult Program No New Positions - No County Match Federal Funding = \$136,697.15
PA Department of Community and Economic Development Application / New 116-490000-331224-42200000-4900001-FY2019	\$ 30,000.00	10/01/2019 06/30/2020	2019-2020 Community Services Block Grant Discretionary Application No New Positions - No County Match Federal Funding = \$30,000.00
U.S. Department of Housing and Urban Development Application / New	\$ 1,688,042.00	01/01/2020 12/31/2020	PY-2019 Continuum of Care Program Competition No New Positions - No County Match Federal Funding = \$1,688,042.00 Resolution 36-19
<b><u>Planning</u></b>			
Department of the Interior/National Park Service Contract / Award - New 001-085100-331200-98600568-0851014	\$ 100,000.00	08/30/2019 12/31/2022	Brandywine Battlefield Strategic Landscapes Plan Phase III No New Positions - No County Match Federal Funding = \$90,000.00 County (In-Kind) = \$10,000.00 Total Funding = \$100,000.00

**GRANTS AGENDA**  
**September 12, 2019**

DEPARTMENT / FUND	AWARD	TERM	DESCRIPTION
<b><u>Public Health</u></b>			
United States Department of Agriculture Food and Nutrition Service Contract / Award - Increase 001-478000-331207-16300000-4780003-FY2018	\$ 35,854.00 <i>Increase</i>	10/01/2018 09/30/2019	Women, Infant and Children 2018-2019 No New Positions - No County Match Federal Funding = \$35,854.00
United States Department of Agriculture Food and Nutrition Service Contract / Award - Renewal 001-478000-331207-16300000-4780003-FY2018	\$ 986,998.00	10/01/2019 09/30/2020	Women, Infant and Children 2019-2020 No New Positions - No County Match Federal Funding = \$986,998.00

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 09/12/2019Hires and Rehires

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1. Employee : Balmer, William T  
Department : 210000 - Chester County Prison  
Job : 040920 - Correctional Officer I  
Salary Grade : CO1  
Compensation : \$ 40,955.20(A)  
Effective Date : 09/23/2019
2. Employee : Benjamin, Phillip  
Department : 589000 - Libraries P/T  
Job : 805015 - Van Driver  
Salary Grade :  
Compensation : \$ 13.90(H)  
Effective Date : 09/16/2019
3. Employee : Bowman, Latanya L  
Department : 461210 - Pocopson Nursing Care  
Job : 040455 - Nursing Scheduler/Payroll Crd  
Salary Grade : N06  
Compensation : \$ 40,509.30(A)  
Effective Date : 09/23/2019
4. Employee : Castro, Rosana M  
Department : 133000 - Sheriff  
Job : 041380 - Security Operator  
Salary Grade : N03  
Compensation : \$ 35,066.72(A)  
Effective Date : 09/16/2019
5. Employee : Collins, Sade C  
Department : 461210 - Pocopson Nursing Care  
Job : 040262 - LPN  
Salary Grade : N08  
Compensation : \$ 47,650.72(A)  
Effective Date : 09/23/2019
6. Employee : Cornell, Jessica Ann  
Department : 128000 - Coroner  
Job : 020342 - Coroner's Investigator  
Salary Grade : N05  
Compensation : \$ 40,372.80(A)  
Effective Date : 09/16/2019
7. Employee : Davidson, Lawrence R  
Department : 097000 - Veterans' Affairs  
Job : 230429 - Veterans' Crt Mentor Prog Crd  
Salary Grade :  
Compensation : \$ 22.00(H)  
Effective Date : 09/09/2019



COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 09/12/2019Hires and Rehires

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8. Employee : Denicola I,Joel  
Department : 210000 - Chester County Prison  
Job : 040920 - Correctional Officer I  
Salary Grade : CO1  
Compensation : \$ 40,955.20(A)  
Effective Date : 09/23/2019
9. Employee : Denton,Corey E  
Department : 128000 - Coroner  
Job : 220342 - Coroner's Investigator-PT  
Salary Grade :  
Compensation : \$ 19.41(H)  
Effective Date : 09/16/2019
10. Employee : Desiderio,Jeremy  
Department : 055000 - Controller  
Job : 030128 - Auditor III  
Salary Grade : E04  
Compensation : \$ 47,795.02(A)  
Effective Date : 09/16/2019
11. Employee : DiDomenico,Tara Marie  
Department : 251200 - Public Safety Communications  
Job : 240729 - Telecommunicator I  
Salary Grade :  
Compensation : \$ 21.59(H)  
Effective Date : 09/30/2019
12. Employee : Galloway,Katherine  
Department : 124100 - District Justices Admin  
Job : 801310 - District Justice Clerk  
Salary Grade :  
Compensation : \$ 18.53(H)  
Effective Date : 09/30/2019
13. Employee : Gentile,Mary Theresa  
Department : 251200 - Public Safety Communications  
Job : 240200 - Telecommunicator III  
Salary Grade :  
Compensation : \$ 20.77(H)  
Effective Date : 09/30/2019
14. Employee : Jalloh,Mabinty  
Department : 461210 - Pocopson Nursing Care  
Job : 041420 - Nurse Aide  
Salary Grade : N02  
Compensation : \$ 30,570.15(A)  
Effective Date : 09/23/2019

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 09/12/2019Hires and Rehires

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15. Employee : Jolicoeur, Windell  
Department : 210000 - Chester County Prison  
Job : 040920 - Correctional Officer I  
Salary Grade : CO1  
Compensation : \$ 40,955.20(A)  
Effective Date : 09/23/2019
16. Employee : Kerns, Kathryn Rita  
Department : 090100 - Dept of Computing Info Service  
Job : 020438 - Application Development Coord  
Salary Grade : N10  
Compensation : \$ 59,874.88(A)  
Effective Date : 09/16/2019
17. Employee : King, Eric R  
Department : 210000 - Chester County Prison  
Job : 040920 - Correctional Officer I  
Salary Grade : CO1  
Compensation : \$ 40,955.20(A)  
Effective Date : 09/23/2019
18. Employee : Kunz, Jeffrey D  
Department : 210000 - Chester County Prison  
Job : 040920 - Correctional Officer I  
Salary Grade : CO1  
Compensation : \$ 40,955.20(A)  
Effective Date : 09/23/2019
19. Employee : Laloup, John E  
Department : 133000 - Sheriff  
Job : 040950 - Deputy Sheriff I  
Salary Grade : N05  
Compensation : \$ 40,372.80(A)  
Effective Date : 09/16/2019
20. Employee : Lee, Lendeira T  
Department : 461210 - Pocopson Nursing Care  
Job : 040262 - LPN  
Salary Grade : N08  
Compensation : \$ 47,650.72(A)  
Effective Date : 09/23/2019
21. Employee : Lennon, Mary Catherine  
Department : 461212 - Pocopson Casual P/T Pool  
Job : 351650 - Resident Services Technician  
Salary Grade : 91  
Compensation : \$ 9.32(H)  
Effective Date : 10/07/2019

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 09/12/2019Hires and Rehires

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22. Employee : McCall,David Michael  
Department : 055000 - Controller  
Job : 020364 - Audit Manager  
Salary Grade : E06  
Compensation : \$ 65,000.00(A)  
Effective Date : 09/16/2019
23. Employee : Neal,Janae  
Department : 461210 - Pocopson Nursing Care  
Job : 040262 - LPN  
Salary Grade : N08  
Compensation : \$ 47,650.72(A)  
Effective Date : 09/23/2019
24. Employee : Pens,Charles F  
Department : 133000 - Sheriff  
Job : 040950 - Deputy Sheriff I  
Salary Grade : N05  
Compensation : \$ 40,372.80(A)  
Effective Date : 09/16/2019
25. Employee : Perillo,Frank W  
Department : 210000 - Chester County Prison  
Job : 040920 - Correctional Officer I  
Salary Grade : C01  
Compensation : \$ 40,955.20(A)  
Effective Date : 09/23/2019
26. Employee : Proctor,Caitlyn E  
Department : 451141 - Mental Hlth/Intel & Dev Disabl  
Job : 048460 - EI Service Coordinator  
Salary Grade : T04  
Compensation : \$ 34,054.80(A)  
Effective Date : 09/16/2019
27. Employee : Quinter,Marna  
Department : 135000 - Domestic Relations  
Job : 801060 - General Clerk  
Salary Grade :  
Compensation : \$ 14.00(H)  
Effective Date : 09/16/2019
28. Employee : Reppert,William J  
Department : 133000 - Sheriff  
Job : 040950 - Deputy Sheriff I  
Salary Grade : N05  
Compensation : \$ 40,372.80(A)  
Effective Date : 09/16/2019

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 09/12/2019Hires and Rehires

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29. Employee : Ruggeri,Nicholas Joseph  
Department : 129000 - District Attorney  
Job : 041120 - SSS III  
Salary Grade : N02  
Compensation : \$ 28,532.14(A)  
Effective Date : 09/16/2019
30. Employee : Schreiber,Jennifer A  
Department : 133000 - Sheriff  
Job : 040950 - Deputy Sheriff I  
Salary Grade : N05  
Compensation : \$ 40,372.80(A)  
Effective Date : 09/16/2019
31. Employee : Siedenbuehl,Domenik  
Department : 589000 - Libraries P/T  
Job : 805015 - Van Driver  
Salary Grade :  
Compensation : \$ 13.90(H)  
Effective Date : 09/16/2019
32. Employee : Soles,Zachery J  
Department : 090100 - Dept of Computing Info Service  
Job : 801060 - General Clerk  
Salary Grade :  
Compensation : \$ 10.00(H)  
Effective Date : 09/16/2019
33. Employee : Travis,Rachelle  
Department : 124402 - Dist Court 15-4-02 Downingtown  
Job : 041150 - D J Clerk I  
Salary Grade : N02  
Compensation : \$ 28,532.14(A)  
Effective Date : 10/07/2019
34. Employee : Turnier,David S  
Department : 035100 - Assessment  
Job : 040610 - Real Estate Appraiser II  
Salary Grade : N06  
Compensation : \$ 37,808.68(A)  
Effective Date : 09/23/2019
35. Employee : Weishew,Christina  
Department : 126000 - Clerk of Courts  
Job : 801060 - General Clerk  
Salary Grade :  
Compensation : \$ 11.41(H)  
Effective Date : 09/16/2019

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 09/12/2019

Transfers

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36.	Employee	: Bernard, Antoine Lamar	<u>Proposed</u>	<u>Current</u>
	Department	: 453205 - Chester County Youth Center		453205
	Job	: 040650 - Youth Center Officer I		806210
	Salary Grade	: N04		
	Compensation	: \$ 38,546.56(A)		\$ 16.97(H)
	Effective Date	: 09/14/2019		03/30/2019
37.	Employee	: Garley, Bennetta J	<u>Proposed</u>	<u>Current</u>
	Department	: 461210 - Pocopson Nursing Care		461212
	Job	: 041420 - Nurse Aide		351650
	Salary Grade	: N02		91
	Compensation	: \$ 30,570.15(A)		\$ 9.32(H)
	Effective Date	: 09/14/2019		07/29/2019
38.	Employee	: Guzman, Quintoria P	<u>Proposed</u>	<u>Current</u>
	Department	: 461210 - Pocopson Nursing Care		461212
	Job	: 041420 - Nurse Aide		351650
	Salary Grade	: N02		91
	Compensation	: \$ 30,570.15(A)		\$ 9.32(H)
	Effective Date	: 09/14/2019		07/29/2019
39.	Employee	: Henry, Emmett	<u>Proposed</u>	<u>Current</u>
	Department	: 588300 - Parks Nottingham		588400
	Job	: 040150 - Regional Park Ranger		808102
	Salary Grade	: N04		
	Compensation	: \$ 38,546.56(A)		\$ 12.86(H)
	Effective Date	: 09/14/2019		07/03/2019

COUNTY OF CHESTER  
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Transfers

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40.	Employee	: Perez Lemus,Rosa M		
			<u>Proposed</u>	<u>Current</u>
	Department	: 461210 - Pocopson Nursing Care		461212
	Job	: 041420 - Nurse Aide		351650
	Salary Grade	: N02		91
	Compensation	: \$ 30,570.15(A)		\$ 9.32(H)
	Effective Date	: 09/14/2019		06/24/2019
41.	Employee	: Williams,Bria M		
			<u>Proposed</u>	<u>Current</u>
	Department	: 461210 - Pocopson Nursing Care		461212
	Job	: 041420 - Nurse Aide		351650
	Salary Grade	: N02		91
	Compensation	: \$ 30,570.15(A)		\$ 9.32(H)
	Effective Date	: 09/14/2019		06/24/2019
42.	Employee	: Zavala Garcia,Diana		
			<u>Proposed</u>	<u>Current</u>
	Department	: 461210 - Pocopson Nursing Care		461212
	Job	: 041420 - Nurse Aide		351650
	Salary Grade	: N02		91
	Compensation	: \$ 30,570.15(A)		\$ 9.32(H)
	Effective Date	: 09/14/2019		06/24/2019

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Board of Commissioners Human Resources Agenda  
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Promotions

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43.	Employee	:	Ellzy Jr, Fred C		
			<u>Proposed</u>		<u>Current</u>
	Department	:	453205 - Chester County Youth Center		453205
	Job	:	020230 - Youth Center Deputy Director		030138
	Salary Grade	:	E06		E04
	Compensation	:	\$ 67,639.12(A)		\$ 64,418.11(A)
	Effective Date	:	09/14/2019		03/30/2019
44.	Employee	:	Kilgore, Kryn E		
			<u>Proposed</u>		<u>Current</u>
	Department	:	461210 - Pocopson Nursing Care		461210
	Job	:	041420 - Nurse Aide		041646
	Salary Grade	:	N02		N27
	Compensation	:	\$ 30,570.15(A)		\$ 21,670.35(A)
	Effective Date	:	09/14/2019		07/12/2019
45.	Employee	:	Morales-Negron, Luis G		
			<u>Proposed</u>		<u>Current</u>
	Department	:	461210 - Pocopson Nursing Care		461210
	Job	:	041420 - Nurse Aide		041646
	Salary Grade	:	N02		N27
	Compensation	:	\$ 30,570.15(A)		\$ 23,676.90(A)
	Effective Date	:	09/14/2019		08/03/2019
46.	Employee	:	Pope, Sammantha Lea		
			<u>Proposed</u>		<u>Current</u>
	Department	:	465100 - Pocopson Food & Dietary		465100
	Job	:	040205 - Head Cook		040710
	Salary Grade	:	N03		N02
	Compensation	:	\$ 38,354.54(A)		\$ 37,237.43(A)
	Effective Date	:	09/14/2019		03/30/2019

COUNTY OF CHESTER  
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Promotions

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47. Employee : Tedesco, Andrew

Proposed

Current

Department : 221000 - Adult Probation  
Job : 048784 - Probation Officer I-AP  
Salary Grade : U04  
Compensation : \$ 41,804.00(A)  
Effective Date : 09/28/2019

221000  
040784  
N03  
\$ 36,118.72(A)  
03/30/2019

48. Employee : Weaver, Brett C

Proposed

Current

Department : 210000 - Chester County Prison  
Job : 040410 - Counselor I  
Salary Grade : CO3  
Compensation : \$ 53,889.64(A)  
Effective Date : 09/28/2019

210000  
040550  
CO2  
\$ 52,320.05(A)  
03/30/2019



COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
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49. Employee : Armagost,Deanne L  
Department : 129000 - District Attorney  
Job : 041120 - SSS III  
Effective Date : 09/13/2019
50. Employee : Davies,Jessica L  
Department : 465100 - Pocopson Food & Dietary  
Job : 041671 - Dietary Aide  
Effective Date : 09/14/2019
51. Employee : Hyppolite,Monamour B  
Department : 221000 - Adult Probation  
Job : 040272 - Intake Coordinator  
Effective Date : 09/14/2019
52. Employee : Lechette,Jason A  
Department : 210000 - Chester County Prison  
Job : 040920 - Correctional Officer I  
Effective Date : 09/06/2019
53. Employee : Lichtner,Alexis N  
Department : 461212 - Pocopson Casual P/T Pool  
Job : 351650 - Resident Services Technician  
Effective Date : 08/30/2019
54. Employee : Martin,John W  
Department : 210000 - Chester County Prison  
Job : 040920 - Correctional Officer I  
Effective Date : 09/07/2019
55. Employee : Mattes,Haley J  
Department : 589000 - Libraries P/T  
Job : 805010 - Library Page  
Effective Date : 09/04/2019
56. Employee : McIntyre,Martin Christopher  
Department : 222000 - Juvenile Probation  
Job : 048540 - Probation Officer II  
Effective Date : 09/11/2019
57. Employee : Petrelia,Carissa M  
Department : 055000 - Controller  
Job : 030128 - Auditor III  
Effective Date : 08/30/2019
58. Employee : Ranalli,Ruby  
Department : 126000 - Clerk of Courts  
Job : 041120 - SSS III  
Effective Date : 09/03/2019

COUNTY OF CHESTER  
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End of Employment

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59. Employee : Ryckman, Theresa  
Department : 011000 - Commissioners  
Job : 041120 - SSS III  
Effective Date : 09/19/2019

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 09/12/2019

Retirements

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60. Employee : Werkheiser, Diane M  
Department : 090100 - Dept of Computing Info Service  
Job : 041122 - SSS III  
Effective Date : 11/02/2019

**COUNTY OF CHESTER**

**Finance Agenda**

**Commissioners' Meeting, September, 12, 2019**

1. Budget Change 15-19
2. Vouchers as submitted by the Controller

**Amendment  
Budget Changes  
BC-15  
September 12, 2019**

Date	Department Name	Fund	Org	Account	Project	Activity	Bud Ref	Amount	Account Description	Change to Budget
12-Sep-2019	Human Services	140	453130	439740	50300000	4510002	FY2019	\$ 185,265.00	Provider Services	Net Change +\$185,265
	Human Services	140	450040	390001	50300000	4510002	FY2019	\$ 185,265.00	Transfer from General Fund	
Increase the transfer of funds from Health Department to Human Services Department for the Family Center Grant.										
12-Sep-2019	Non-Departmental	001	902100	420000	97500000	9021001		\$ 5,000.00	Materials and Services	No Net Change
	Non-Departmental	001	902100	499999	-	9021001		\$ (5,000.00)	Unappropriated	
To allocate funds for Color 5K expenditures.										
12-Sep-2019	Non-Departmental	001	902100	420000	-	9021001		\$ 60,000.00	Materials and Services	No Net Change
	Non-Departmental	001	902100	499999	00000000	9021001		\$ (60,000.00)	Unappropriated	
To allocate funds to Non-Departmental.										
12-Sep-2019	Non-Departmental	001	902100	442000	97300000	9021001		\$ 30,000.00	To Organizations	No Net Change
	Non-Departmental	001	902100	499999	00000000	9021001		\$ (30,000.00)	Unappropriated	
To allocate funding to ROVER per contract.										
12-Sep-2019	Capital Improvement Fund	357	085300	445000	80340099	3570001		\$ 210,969.00	To Individuals	No Net Change
	Capital Improvement Fund	357	085300	475110	80300200	3570001	FY2019	\$ (210,969.00)	Land Development Rights	
To budget the Agricultural Conservation Easement purchase for William M. Rawle and Anne M. Rawle. (Property 1 of 2)										
12-Sep-2019	Capital Improvement Fund	357	085300	445000	80340100	3570001		\$ 316,370.00	To Individuals	No Net Change
	Capital Improvement Fund	357	085300	475110	80300200	3570001	FY2019	\$ (316,370.00)	Land Development Rights	
To budget the Agricultural Conservation Easement purchase for William M. Rawle and Anne M. Rawle. (Property 2 of 2)										