

COUNTY COMMISSIONERS' WORK SESSION AGENDA
TUESDAY, SEPTEMBER 27, 2016

9:00 A.M.:

EXECUTIVE SESSION:

Christina Hausner, County Solicitor

10:00 A.M.:

PUBLIC SESSION:

Approval of August 30, 2016 Work Session Minutes and September 6, 2016 Work Session Minutes. Postpone approval of September 13, 2016 Work Session Minutes and September 20, 2016 Work Session Minutes.

10:00 a.m.

Randy Gockley, Coordinator, Emergency Management Agency – Grant Agreement (please refer to motion on tomorrow's agenda)

10:05 a.m.

Kelly Decker, Business Administrator, Youth Intervention Center – Agreement (please refer to motion on tomorrow's agenda)

10:10 a.m.

Joe Shiffer, Deputy Warden, Inmate Services, Prison – Agreement (please refer to motion on tomorrow's agenda)

10:15 a.m.

Dale Brubaker, Grant Coordinator, and Susan Ellison, Assistant District Attorney, District Attorney's Office – Grant Application (please refer to motion on tomorrow's agenda)

10:20 a.m.

Bob Still, Chief Clerk; Matthew Sternberg, Executive Director, Lancaster County Housing and Redevelopment Authorities; William Rhodes, Ballard Spahr, LLP; and Ian Ruzow, Partner, Lancaster Baseball, LLC – Discussion on Clipper Stadium Long-Term Financial Structure

Other Discussion Items:

1. Appointments/Reappointments to County Boards
2. September 28, 2016 Commissioners' Meeting Agenda

Adjourn

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Emergency Management Agency, to approve the following:

Grant Agreement Between:

Pennsylvania Emergency Management Agency
Harrisburg, Pennsylvania
and
South Central Counter Terrorism Task Force

Purpose:

To receive U.S. Department of Homeland Security Grant Program funding, on behalf of the South Central Counter Terrorism Task Force comprised of Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry and York counties, for the purpose of supporting the planning, equipment, training, preparedness and response needs to address acts of terrorism and other catastrophic events.

Amount/Term:

Not to exceed \$1,715,551.00 for the period September 1, 2016 through August 31, 2019.

Note:

Dauphin County will serve as the fiduciary of this grant.

REQUEST SUMMARY

ITEMS FOR COMMISSIONERS' AGENDA ON 9/28/16

_____ Randall Gockley, Emergency Management _____ (include department)

Item #	Name of Contract Provider	Term	Amount being Requested	Percent of Increase/Decrease	Goals (Define goals by percentages when applicable)	Trends
1	PA Emergency Management Agency (PEMA)	9/1/16 to 8/31/19	\$1,715,551.00	0	Provide funding for South Central Task Force with Dauphin County acting as fiduciary county	Same funding for past 3 years

**This completed document must be submitted to the Chief Clerk by 9:00 am the
Wednesday prior to the County Commissioners' Work Session and Commissioners'
Meeting. Please don't wait until the deadline to submit the request.**

COVER SHEET FOR

CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Randall S. Gockley, Coordinator
 Department: Emergency Management Agency
 Date: September 20, 2016

Board Action Requested: Annual Hazardous Materials Report
 (Specify Agreement, Amended Agreement, Grant App.,
 Change Order, Bid Award etc.)

Provider Information: (Name, Address): Pennsylvania Emergency Management Agency
2605 Interstate Dr.
Harrisburg, PA 17110-9364

Proposed Program Budget Information:

Service	2016 Amount to be Approved	2015 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
South Central Task Force (SCTF) Grant	\$1,715,551. 00	Same	0	0	100% State

Term of Contract: September 1, 2016 to August 31, 2019

Budget Comments: These funds are to cover the expenses of the SCTF. The County does not get any of the funding direct, but Dauphin County acts as the fiduciary, but all member counties must Co-sign for the grant

Program Information:

Description of Service:
The counties of Adams, Cumberland, Dauphin, Perry, Franklin, Lebanon, York and us make up the South Central Task Force. Since the inception of the Task Forces in 1999, the region has received over \$46 million for planning and

Preparing for a terrorism incident and/or all hazards response both man-made and natural. Specialized equipment was Purchased over the years with the funding. The past 3 years, the funding has remained the same and this is enough To maintain the equipment, as well as to provide planning specialists for a variety of committees and training

opportunities. I have attached a summary to show the amounts of monies we have received since 2002. Funding began in 1999 with \$19,000.00

Complete sections pertaining to bid awards and Request for Proposals:

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source

Date you would like the County Commissioners'

To take official action on this item?:

Wednesday, September 28

Who will be in attendance at the County Commissioners' Work Session? Please include name and title:

Randall Gockley, EMA Director

Who will be in attendance at the County Commissioners Meeting to comment on this item? Please include name and title:

Randy Gockley, EMA Coordinator

This completed document must be submitted to the Chief Clerk by 9:00 am the Wednesday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request. When there is a holiday, the request must be submitted no later than 12:00 noon on the Tuesday prior to the Meetings.

Exceptions to this deadline must be approved by the County Administrator.

**SOUTH CENTRAL TASK FORCE
Homeland Security Grant Summary**

YEAR	AMOUNT	NOTES
2002	\$1,538,101.60	ODP Grant
2003 - I	\$2,074,471.00	Part 1 Grant
2003 - II	\$1,017,084.92	Part 2 Grant
2004	\$7,911,434.00	Split HSGP and LETPP grants
2005	\$5,252,072.00	Split HSGP and LETPP grants
2006	\$3,191,646.00	Split HSGP and LETPP grants
2007	\$4,451,439.00	Split HSGP and LETPP grants
2008	\$3,631,380.00	
2009	\$3,471,202.00	
2010	\$3,259,029.00	
2011	\$2,444,272.00	
2012	\$1,165,914.00	
2013	\$1,457,392.00	
2014	\$1,710,687.00	
2015	\$1,715,551.00	
2016	\$1,715,551.00	
TOTAL	\$46,007,226.52	16 Year Total

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Youth Intervention Center, to approve the following:

Agreement With:

Luzerne County
Wilkes-Barre, Pennsylvania

Purpose:

To allow Luzerne County to purchase secure detention bed space and shelter bed space at the Youth Intervention Center, with the stipulation that Lancaster County has top priority in terms of bed space usage and certain rights of refusal.

Amount/Term:

\$299.37/day per child for secure detention area and \$182.63/day per child for secure shelter area for the period July 1, 2016 through June 30, 2017. The rate for both secure detention and secure shelter areas shall be increased by \$75.00 per day for one Unit if the Unit requires individualized staffing, including constant watches, court ordered seclusions, medical watches and extreme mental health issues.

9/28/16

COVER SHEET
FOR

CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Kelly Decker, Business Administrator
 Department: Lancaster County Youth Intervention Center
 Date: September 20, 2016

Board Action Requested:

(Specify Agreement, Amended Agreement, Grant App.,
Change Order, Bid Award etc.)

Service Agreements

Luzern County
 111 North Pennsylvania Blvd. Suite 110
 Wilkes-Barre, PA 18701

Proposed Program Budget Information:

Service	2016-17 Amount to be Approved	2015-1 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Detention Space	\$ 299.37	\$ 285.11	5% increase		
Shelter Space	\$ 182.63	\$ 173.93	5% increase		
Additional Staffing Charge	\$75.00	\$50.00	\$25.00 increase		

Term of Contract: July 1, 2016 – June 30, 2017

Budget Comments: This agreement will allow Lancaster County to lower its share of the operational cost of the Center, as well as help neighboring counties.

Program Information:

Description of Service:

This action will allow other Pennsylvania Counties to purchase secure detention bed space at the Youth Intervention Center. The agreement with contracting counties is with the stipulation that Lancaster County has top priority in terms of bed space usage and certain rights of refusal. The agreement will allow Lancaster County to lower its share of the operational cost of the center, as well as help our neighboring counties.

Complete sections pertaining to bid awards and Request for Proposals:

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source
N/A				

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source
N/A			

Date you would like the County Commissioners'

To take official action on this item?

September 28th, 2016

Who will be in attendance at the County Commissioners' Work Session? Please include name and title:

Kelly Decker, Business Administrator

Who will be in attendance at the County Commissioners Meeting to comment on this item? Please include name and title:

Kelly Decker, Business Administrator

This completed document must be submitted to the Chief Clerk by 9:00 am the Thursday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request. When there is a holiday, the request must be submitted no later than 12:00 noon on the Wednesday prior to the Meetings. Exceptions to this deadline must be authorized by the Chief Administrative Officer.

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Prison, to approve the following:

Agreement With:

Lancaster-Lebanon Intermediate Unit 13
Lancaster, Pennsylvania

Purpose:

To provide Adult Basic Education and High School Equivalency Test (HSET) preparation classes and testing for male and female offenders at the Lancaster County Prison.

Amount/Term:

Not to exceed \$52,165.00 for the period July 1, 2016 through June 30, 2017 (\$47,665.00 for classroom services and \$4,500.00 for HSET testing).

9/28/16

This completed document must be submitted to the Chief Clerk by 9:00 am the Wednesday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.

COVER SHEET FOR
CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Joe Shiffer
 Department: Prison
 Date: 9/15/16

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)
 Approval of 2016/2017 contract with Lancaster-Lebanon Intermediate Unit 13 for High School Equivalency test (HISET) preparation

Provider Information: (Name, Address):
 Lancaster-Lebanon IU 13
 1020 New Holland Avenue
 Lancaster, PA 17601

Proposed Program Budget Information:

Service	2016-17 Amount to be Approved	2015-2016 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
High School Equivalency preparation classes	\$47,665	\$42,165	Increase \$5,500	+8.8%	n/a
High School Equivalency test (HISET)	\$4,500	\$10,000	Decrease \$5,500	-45%	n/a

Term of Contract: July 1, 2016 – June 30, 2017

Budget Comments: There were financial changes, but overall the total cost has remained the same. The GED test has been replaced by the High School Equivalency test (HISET)

Program Information/Description of Service:

Lancaster-Lebanon IU 13 has provided Adult Basic Education services to Lancaster County Prison for over 20 years. Over the past year the IU assisted 44 males and 42 females with Adult Basic Education (ABE) and GED preparation. For the school year 2015/2016, with 18 inmates earning their GED. Recently the IU 13 has transition to the High School Equivalency test (HISET). This change will allow more inmates to access the HISET test (formally the GED).

Complete sections pertaining to bid awards and Request for Proposals:

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source

Date you would like the County Commissioners' To take official action on this item?:

9/28/16

Who will be in attendance at the County Commissioners' Work Session? Please include name and title:

Joe Shiffer, Deputy Warden, Inmate Services

Who will be in attendance at the County Commissioners Meeting to comment on this item? Please include name and title:

Joe Shiffer, Deputy Warden, Inmate Services
Trish Link IU 13

This completed document must be submitted to the Chief Clerk by 9:00 am the Wednesday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request. When there is a holiday, the request must be submitted no later than 12:00 noon on the Tuesday prior to the Meetings.

Exceptions to this deadline must be approved by the County Administrator.



Contract for Services

Contractor: Lancaster-Lebanon IU 13
1020 New Holland Avenue
Lancaster, Pa. 17601
Attention: Tim Shenk, Program Director

Customer: Lancaster County Prison
625 East King Street
Lancaster, PA 17603

The Lancaster County Prison agrees as follows:

Classroom Instruction:

1. IU 13 will provide Adult Basic Education and High School Equivalency preparation classes at the Lancaster County Prison. These classes will focus on the academic skills necessary for the completion of the high school equivalency test (HSE):
 - a. Language Arts-Reading
 - b. Language Arts-Writing
 - c. Mathematics
 - d. Science
 - e. Social Studies
2. Classes for both male and female offenders will be offered from July 2016 through June 2017 at the Lancaster County Prison. The funding will provide paid hours for instructors, additional time for data entry/supervision, and includes all books, materials, and testing supplies needed for instruction. IU 13's federal funds are used to significantly augment instructional hours and case management support in the prison.
3. All of the students will be given a pre-test assessment using the Test of Adult Basic Education (TABE) that will indicate skills in reading and math. They will also be given a post-test assessment using the TABE after approximately 50 hours of instruction.

4. Individual student assessment results will be shared with the Lancaster County Prison staff, Prison Board, and other individuals or partner organizations if the student signs a waiver releasing his/her information.
5. IU 13 Instructors will work with the Lancaster County Prison staff to identify those inmates who need a high school equivalency or remediation in basic skills (reading, writing, and math).
6. IU13 instructors and staff will comply with all Lancaster County Prison security policies, rules and regulations while in the facility. This includes, but is not limited to, contraband, door security, confidentiality, dress code, and cell phones.
7. The amount to be paid to Lancaster-Lebanon IU 13 for the classroom services will be \$47,665.

HiSET Testing:

8. In addition, IU 13 will offer the HiSET exam; a high school equivalency test. IU 13 will purchase the test and subsequently invoice Lancaster County Prison for approximately 50 full-battery exams at a cost of \$90 each: 50 X \$90 = \$4,500. HiSET will pay IU13 for the test administration staff costs.

Indemnification:

9. IU13, its heirs, successors and assigns shall indemnify the County of Lancaster (hereinafter "the County"), its Commissioners, officers, employees, representatives, and agents and hold harmless of and from all claims, demands, costs, expenses, damages, liabilities, judgments, fines, penalties and losses, of any nature, including reasonable attorney's fees and costs, which may arise against the county, its Commissioners, officers, employees, representatives and agents arising from or related to IU13's performance of this contract and as a result of IU13's negligence for intentional acts, malfeasance or omission, or refusal or failure to perform such responsibilities and for break of any provision, including the the terms and conditions, of the contract. IU13 acknowledges that the County is not responsible for any loss, liability, claims, damages, or expenses, including any attorney fees or costs, resulting from, or arising out of, and negligent act or omission, or any violation of law on the part of third persons causing damage to IU13 or its employees in connection with this contract.

Staff personnel:

10. IU13 acknowledges and agrees that it is an independent contractor and, as an independent contractor, IU13 and its employees are not covered by worker's compensation or unemployment compensation insurance provided by the

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the District Attorney's Office, to approve the following:

Grant Application With:

Pennsylvania Commission on Crime and Delinquency
(PCCD)
Harrisburg, Pennsylvania

Purpose:

To submit a grant application to fund the STOP Violence Against Women Project. This program is comprised of the Lancaster County District Attorney's Office, Domestic Violence Services of Lancaster County and the YWCA Lancaster and provides domestic violence victims in Lancaster County with prosecutorial remedies while being supported by sexual assault counseling and legal remedies through civil court guidance.

Amount/Term:

Not to exceed \$125,000.00 for the period January 1, 2017 through December 31, 2017 which represents year two of a three year project period (100% PCCD/Federal funding). The funding allocation to participants is as follows: 31% for prosecution (\$38,750.00), 26% for law enforcement (\$32,500.00), and 43% to victim services' initiatives (\$53,750.00).

This completed document must be submitted to the Chief Clerk by **9:00 am** the **Wednesday** prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.

COVER SHEET FOR

CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Dale Brubaker
 Department: Budget Services
 Date: September 7, 2016

Board Action Requested: STOP Violence Against Women Formula Grant Program 2016-2018
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Provider Information: (Name, Address): Pennsylvania Commission on Crime and Delinquency
 3101 North Front St
 Harrisburg, PA 17110

Proposed Program Budget Information:

Service	2016-2017 Amount to be Approved	2014-2015 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Application submission	\$125,000				100% PCCD/Fed

Term of Contract: January 1, 2017 to December 31, 2017

Budget Comments:

Program Information:

Description of Service:
 Submission of a continuation grant application to PCCD for year two of the STOP Violence Against Women Formula Grant Program 2016-2018. This application will be for a 12-month period; the year two project start date will be January 1, 2017 and ending date of December 31, 2017. There is no change in the 2017 project's scope from the 2016 STOP Violence Against Women Project.

The project partner agencies will continue to be the YWCA Lancaster and the Domestic Violence Services of Lancaster County

The allocation to the participants, 31% for prosecution (\$38,750), 26% for law enforcement (\$32,500), and 43% to victim services' initiatives (\$53,7500), total \$125,000. The 2017 figures reflect an 11% increase for prosecution, a 7% increase for law enforcement and a 10% decrease to victim services. ** Allocation amounts are determine by the federal

government.

~~NOTE: The signature page needs be postmarked before September 28, 2017. Could a decision be made at work session and then sign the signature page? I will come back and re-present the application at the public meeting on the 28th.~~

Complete sections pertaining to bid awards and Request for Proposals:

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source

September 27&28, 2016

Date you would like the County Commissioners'

To take official action on this item?:

Who will be in attendance at the County Commissioners' Work Session? Please include name and title:

Dale Brubaker, Budget Services

Asst. District Attorney Susan Ellison, (Susan will try to attend but may be in court)

Who will be in attendance at the County Commissioners Meeting to comment on this item? Please include name and title:

This completed document must be submitted to the Chief Clerk by 9:00 am the Wednesday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please

updated January, 2009

don't wait until the deadline to submit the request. When there is a holiday, the request must be submitted no later than 12:00 noon on the Tuesday prior to the Meetings.
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Work Session 9.27.2016

Drug and Alcohol Advisory Board

New Appointments: 1st term of 3 years starting September, 2016 through December 30, 2019

Barbara Randazzo

1 Arrowhead Drive

Elizabethtown, PA 17022

Lancaster County resident

**LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION
ADVISORY BOARD
MEMBERSHIP PROFILE**

PLEASE TYPE OR PRINT

PERSONAL INFORMATION

Name: Barbara Randazzo

Home Address: 1 Arrowhead Drive, Elizabethtown, PA 17022

Home Phone: 717-371-7609

Home E-Mail Address: randazzob@etown.edu

Business Title: Dean, School of Continuing and Professional Studies

Business Address: 1 Alpha Drive, Elizabethtown, PA 17022

Business Phone: 717-361-3750

Business E-Mail Address: randazzob@etown.edu

EDUCATION

Schools Attended:	Major Area of Specialization:	Degrees/Diplomas:
St. Joseph's University	Labor and Industrial Relations	Bachelor of Science
Duquesne University	Leadership and Business Ethics	Master of Science

PROFESSIONAL AFFILIATIONS

Commission for Accelerated Programs (CAP), Association for Continuing Higher Education (ACHE), Council for Adult and Experiential Learning (CAEL)

DDAP REQUIREMENT:

STATEMENT AS TO WHY YOU ARE INTERESTED IN SERVING ON THE ADVISORY BOARD

Having recently moved to Lancaster County one year ago, I am interested in serving the community in some way. I learned of this opening on the Drug and Alcohol Commission Advisory Board through a campus news announcement regarding volunteer opportunities. Addiction is a very difficult condition that has far-reaching impact on families and the community. I believe this organization is important to the community and I hope I can be of service.

COMMUNITY ACTIVITIES

This would be my first volunteer position since moving to Lancaster County.

ADDITIONAL COMMENTS

If available, please attach your resume to this Membership Profile.

Return to: Lancaster County Drug and Alcohol Commission
150 North Queen Street, Suite 410
Lancaster, PA 17603

Or e-mail to Marcia Musser at mmusser@co.lancaster.pa.us

Barbara Randazzo
1 Arrowhead Drive
Elizabethtown, PA 17022
(717)371-7609
randazzob@etown.edu

EDUCATION

Duquesne University, Pittsburgh, Pennsylvania
Master of Science, Leadership and Business Ethics, August, 2009

St. Joseph's University, Philadelphia, Pennsylvania
Bachelor of Science, Labor and Industrial Relations, May, 1983

EXPERIENCE

Elizabethtown College, School of Continuing and Professional Studies

Dean

January 2016 to present

Elizabethtown College School of Continuing and Professional Studies is recognized nationally for the quality of its academic programs for adult/nontraditional students.

Serve as chief administrative and academic officer for the School of Continuing and Professional Studies. Responsible for the development and administration of all academic policies, programs and budgets, overseeing faculty recruitment and evaluation, as well as student admissions and enrollment. Key responsibilities include:

- Academic oversight and long-range planning.
- Development and implementation of new academic programs which respond to the needs of the adult student market, including online and technology-enhanced instruction.
- Financial management of all programming, including budgetary oversight and long-range planning.
- Oversight of all contractual agreements related to facilities, vendors and other partnerships.
- Management of all academic and effectiveness assessment activities, including the faculty assessment process.

Interim Dean

July 2015 to December 2015

Assistant Dean of Enrollment Management

December 2000 to June 2015

The School of Continuing and Professional Studies has reached and exceeded all goals and projections yearly since 2001, while at the same time becoming a model for learning assessment and delivery of educational services to the adult market.

Achievements/responsibilities in this position include:

- Member of the initial team brought together to implement the accelerated degree model and expand non-traditional student programming.
- An integral member of the management team responsible for introducing new and innovative delivery methods, opening new satellite locations, and developing degree programs to meet the needs of target markets.
- Student recruitment initiatives and the management of recruiters at multiple geographic locations. Introduced the use of cloud computing software to enhance Customer Relationship Management performance.
- Development of the Marketing Plan for the School, the tracking of new student enrollment goals, and the development of strategies for admissions staff to achieve goals.
- Management of relationships and contracts with advertising agencies, media outlets and contacts, and market research providers.
- Management of the advertising and marketing budget, utilizing traditional media outlets such as radio, TV and print advertising, as well as Search Engine Optimization strategy, internet advertising campaigns, lead generation initiatives, and the integration of new social media tools into marketing strategy.
- Received the Council on Accelerated Programs Marketing Award for development of the new MBA program marketing campaign and promotional materials.
- Redesigned and launched the School's website. Ongoing development and design responsibilities.
- Conducted multiple rounds of market research, both personally and utilizing the services of professional research firms.
- Forged a successful partnership with Harrisburg Area Community College that will provide area adult students the option of completing their degree in a cost-effective and timely manner.
- Forged a successful partnership with The High Center for Family Business, resulting in enhanced access to member organizations for marketing purposes and development of educational programming specifically aimed at High Center members.
- Responsible for management of Center's multiple scholarship programs.
- Continually responsible for analyzing market and program data to project future market shifts, dips, changes in order to adjust offerings to maintain market share.

Previous positions

Employee Relations Manager

1987 - 1992

The Franklin Mint – Wawa, Pennsylvania

Responsible for recruitment for Operations division (800 employees). Advertised, screened and interviewed candidates for all levels of positions. Administered new employee orientation. Handled employee relations issues involving job performance problems, changes in workplace rules, and all matters relating to legal charges under federal labor laws. Monitored all compensation changes for division. Consulted with managers on performance appraisal issues and promotion justifications. Worked on corporate compensation project to evaluate and regrade all positions in the company. Coordinated training programs, contracted with training firms to supply management and customer service training, and advised managers on key employee training plans.

Assistant Superintendent, Labor Relations & Personnel, Rail Division

1985-1987

Southeastern Pennsylvania Transportation Authority (SEPTA) – Philadelphia, Pennsylvania
Communicated with management employees concerning contract interpretation, handled grievance processing and hearings, maintained seniority lists, and compiled daily safety reports for rail maintenance locations.

TEACHING EXPERIENCE

Elizabethtown College School of Continuing and Professional Studies

September 2009 to present

Facilitator for the course Foundations for Accelerated Learning

- This is the initial course adult students take to acclimate to college level learning and become familiar with the expectations of Elizabethtown College's degree program.
- Facilitated this course in three formats: 100% in the classroom, blended (combination of classroom meetings and online activities) and 100% online.

Facilitator for the course Business Ethics

- Developed the Learning Module for the blended version of this course. Have facilitated this course in three formats.

Facilitator for the course Principles of Marketing

- Adapted course for online delivery format.

ACADEMIC EXPERIENCES

Duquesne University:

- Using the *Organizational Ethics Audit Model* developed by Duquesne faculty members Weber and Gerde, conducted an Organizational Ethics Audit of a Pittsburgh based global

manufacturing company. Final report submitted to both the CEO of the corporation as well as the College for academic credit.

St. Joseph's University:

- Completed a professional internship in employee benefits and communications: The Benefits Consulting Group

RECENT PROFESSIONAL DEVELOPMENT

- July, 2013 Successful completion of *Online Faculty Assessment*, Elizabethtown College School of Continuing and Professional Studies
- March, 2013 Learner Centered Assessment: Do Rubrics Enhance the Learning Experience?
- September, 2013 Grade Anywhere: Turnitin for iPad
- September, 2013 Using Web-based Technology for Interactive, Formative Feedback in Online Learning
- October, 2013 Using Web-based Technology for Interactive, Formative Feedback in Online Learning
- February, 2014 Blackboard Grade Center: Weighted Grades
- February, 2014 Literacy is Fundamental: Leveraging Critical Reading to Improve Student Writing

PRESENTATIONS

- *The Opening Act: Setting the Stage for Adult Learner Success in an Accelerated Program*, Commission for Accelerated Programs (CAP), July, 2012
- *Marketing Accelerated Programs: What's New, Working, & Worth It*, Commission for Accelerated Programs (CAP), July, 2011
- *Critical Concepts and Processes for Adult Accelerated Online Programs: RETENTION: Are you keeping your students*, with Royce Ann Collins, Pat Ellis and Alan Mandell. Presented as a series of three webinars with supporting Moodle site; in conjunction with the Commission for Accelerated Programs (CAP) and the Center for Adult Learning of Louisiana (CALL), April-June, 2010.
- *Marketing Accelerated Programs to Adults*; presented at STAMATS 1st Annual Integrated Marketing: Adult Student Marketing Conference, San Antonio, TX, February 19, 2009
- *From 15 weeks to 5: Lessons Learned in Marketing an Accelerated Degree Program*; with Dawn Spaar; presented as a Round Table at the Counsel for Adult & Experiential Learning (CAEL) 2007 International Conference: Transformation Through Lifelong Learning; San Francisco, California, November 10, 2007.

- *From 15 weeks to 5: Lessons Learned in Marketing an Accelerated Degree Program*; with Dawn Spaar; presented as plenary at the Commission for Accelerated Programs (CAP) 2006 Annual Conference; San Francisco, California, November 6, 2007.
- *Speeding through Space: Marketing Ideas in Continuing Education*; with Dawn Spaar; presented at University Continuing Education Association (UCEA) Regional Marketing Conference, October 5, 2007.
- *Mixing It Up: A Case Study in Developing a Blended Program*; with John Kokolus and Dawn Spaar; presented at the Commission for Accelerated Programs (CAP) 2006 Annual Conference, Boston, Massachusetts, November 7, 2006.

ACADEMIC SERVICE

- Member of the Strategic Planning Committee for Elizabethtown College, 2012 to 2015
- Member of the Focus Strategy Group *Instructional Technology*, 2013 to 2015
- Member of the Size and Mix Working Group for Elizabethtown College, 2011-12
- Member of the Instructional Resources & Technology Committee – Elizabethtown College, 2009-10
- Lead the SCPS team in support of the College's annual commencement celebration, 2012 to present
- Worked on the development of the Master of Science in Management and the Bachelor of Science in Human Services degree programs; with Dawn Spaar, March, 2007 and January, 2009.
- Researched the feasibility of the College establishing a presence in the Mid-Town redevelopment initiative in conjunction with Harrisburg Area Community College and others; prepared report *Elizabethtown College at Harrisburg Midtown*, April, 2008.
- Member of the Admissions Guidelines Committee, CCEDL, September, 2007.

LEADERSHIP AND SERVICE

Member of the Elizabethtown College Social Enterprise Institute Advisory Group, 2015
 Board Member-at-Large for the Commission for Accelerated Programs, 2014
 Advisory Board Member for the Recruiting & Retaining Adult Learners Report, a publication of Wiley, May 2008 to present.
 Member of the Dixon University Center Marketing Taskforce, 2012 to present.
 Member of the Education Committee for the Pennsylvania Chamber of Business and Industry, 2013

PROFESSIONAL AFFILIATIONS

Commission for Accelerated Programs (CAP)
 Association for Continuing Higher Education (ACHE)
 Council for Adult and Experiential Learning (CAEL)

LANCASTER COUNTY COMMISSIONERS' MEETING

AGENDA

SEPTEMBER 28, 2016



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Dennis Stuckey.
2. Pledge of Allegiance
3. Minutes as Distributed: Postpone approval of August 31, 2016 Commissioners' Meeting Minutes, September 7, 2016 Commissioners' Meeting Minutes, September 13, 2016 Evening Commissioners' Meeting Minutes and September 21, 2016 Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
 - a. **Presentation of Proclamation – 125th Year Anniversary of the Salvation Army, Lancaster Corps**
Timothy Sheehan, Captain, Corps Commanding Officer/Area Coordinator, The Salvation Army
Earl Rishell, Community Relations and Development Director, The Salvation Army
 - b. **5th Annual Molly Curtis Softball Tournament – Check Presentation to Make-A-Wish**
Cheryl Steberger, Warden, Prison
Tammy Moyer, Director/Administration, Prison
Ken Geib, K-9 Officer, Prison
Correctional Officer Dave Riley, Event Coordinator, Prison
Jason Curtis, Logistics Officer, Prison
Aida Cruz, Probation Officer, Adult Probation and Parole Services
Matt Haines, Supervisor, Adult Probation and Parole Services
Mark Wilson, Director, Adult Probation and Parole Services
Deputy Joe Wilcox, Sheriff's Office
Ben Lee, Make-A-Wish Foundation
Jessica Shimko, Event Coordinator, Make-A-Wish Foundation

"continued"

County Commissioners' Meeting Agenda

Wednesday, September 28, 2016

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- c. **Emergency Management Agency – Grant Agreement**
Randy Gockley, Coordinator, Emergency Management Agency

- d. **Youth Intervention Center – Agreement**
Kelly Decker, Business Administrator, Youth Intervention Center

- e. **Prison - Agreement**
Joe Shiffer, Deputy Warden, Inmate Services, Prison

- f. **District Attorney's Office – Grant Application**
Dale Brubaker, Grants Coordinator, District Attorney's Office
Susan Ellison, Assistant District Attorney, District Attorney's Office

6. Business from Guests

7. Adjourn



County Commissioners

Dennis P. Stuckey, Chairman
Joshua G. Parsons, Vice Chairman
Craig E. Lehman

Chief Clerk
Robert T. Still

Office of the Commissioner

150 North Queen Street
Suite #7
Lancaster, PA 176
Phone: 717-299-83
Fax: 717-293-72
www.co.lancaster.pa

LETTER OF COMMENDATION

125th Year Anniversary of the Salvation Army, Lancaster Corps

September 28, 2016

Dear Salvation Army, Lancaster Corps,

The Lancaster County Board of Commissioners is pleased to present this Letter of Commendation to the Salvation Army, Lancaster Corps, in celebration of its 125th anniversary.

The Salvation Army is known throughout the world for its humanitarian and religious efforts, touching the lives of multiple thousands of men, women and children. Your ministry and services help to feed the hungry, shelter the homeless, treat the addicted and combat natural disasters. You give hope to the hopeless through community recreation and day care programs and emergency assistance. The Red Kettle Campaign is a time-honored tradition and when your bell ringers are at their stations, the community knows the Christmas season has begun. You make the holidays warmer and brighter for needy families by distributing hundreds of toys, coats and food baskets each year.

The Board of Commissioners of Lancaster County extends its congratulations to the Salvation Army, Lancaster Corps, in celebration of the past 125 years along with a sincere hope for future success. Best wishes to you as you commemorate this important milestone.



Sincerely,

Dennis P. Stuckey, Chairman

Joshua G. Parsons, Vice Chairman

Craig E. Lehman

**Board of Commissioners of
Lancaster County, Pennsylvania**

