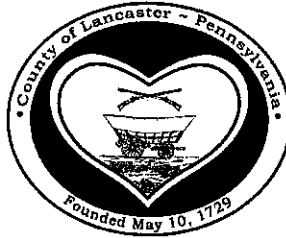


LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA

Wednesday, May 13, 2020

9:15 a.m. – Conducted Remotely Via Lifesize™ Application



The Commissioners' Public Meetings are currently being conducted remotely during the COVID-19 pandemic State of Emergency declaration. The public is invited to view and participate in a live, moderated broadcast. Public is encouraged to submit questions for the Board in advance of the meeting by e-mailing commissioners@co.lancaster.pa.us. In addition, during the meeting livestream, the public is also invited to submit questions by following the link <https://stream.lifesizecloud.com/extension/1428173/d5548e95-91e3-4345-84d3-cf20c482d12> to view and participate in the meeting. Please sign in with your first and last name and include municipality as well. Due to a slight delay during the broadcast, submitting questions online as early as possible is strongly encouraged..

1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Joshua G. Parsons.
2. Pledge of Allegiance
3. Minutes as Distributed: Approval of the April 8, 2020 Commissioners' Meeting Minutes. Approval of the March 17, 2020 Work Session Minutes. Postpone approval of the March 11, 2020 Commissioners' Meeting Minutes, April 1, 2020 Commissioners' Meeting Minutes, April 15, 2020 Commissioners' Meeting Minutes, April 22, 2020 Commissioners' Meeting Minutes and May 6, 2020 Commissioners' Meeting Minutes.
4. Executive Session Announcement
5. Old Business:
 - a. **Re-announcement:**
The County Commissioners' Work Sessions scheduled for May 19, 2020 and May 26, 2020 at 10:00 a.m. have been cancelled.
6. New Business:
 - a. **Resolution No. 36 of 2020 – Lancaster County COVID-19 Relief Fund**
Commissioner Ray D'Agostino
Patrick Mulligan, Director, Budget Services

"continued"

- b. **Memorandum of Understanding with Lancaster General Hospital**
Commissioner Ray D'Agostino
Dr. Michael Ripchinski, Chief Clinical Officer, Lancaster General Health
- c. **Memorandum of Understanding with Economic Development Company of Lancaster County and the Lancaster Chamber**
Commissioner Ray D'Agostino
Lisa Riggs, President, Economic Development Company of Lancaster County
Tom Baldrige, President and CEO, Lancaster Chamber
- d. **Agreements re. Testing for Residents and Staff at Lancaster County Nursing Homes and Infection Control Consultative and Training Services to Lancaster County Nursing Homes**
Edwin Hurston, Public Health Emergency Advisor
- e. **Resolution No. 37 of 2020 – Budget Adjustments re. COVID-19 Response Account and Federal CARES Act Funding**
Patrick Mulligan, Director, Budget Services
- f. **Public Health Emergency Advisor Status Report**
Edwin Hurston, Public Health Emergency Advisor
- g. **Resolution No. 38 of 2020 – Electricity Pricing Contract Award**
Harry Klinger, Director, Purchasing
- h. **Behavioral Health/Developmental Services – Amended Agreements for Fiscal Year 2019-2020**
John Stygler, Deputy Director of Administration, Behavioral Health/Developmental Services
- i. **Behavioral Health/Developmental Services – Grant Agreement with U.S. Department of Housing and Urban Development (HUD) for Apartment Funding**
John Stygler, Deputy Director of Administration, Behavioral Health/Developmental Services
- j. **Behavioral Health/Developmental Services – Blanket Approval to Move Funds Between Providers' Contract Lines within Existing Contract Caps**
John Stygler, Deputy Director of Administration, Behavioral Health/Developmental Services
- k. **Planning Commission – PennDOT Agreement-Work Order re. Unified Planning Work Program**
Scott Standish, Executive Director, Planning Commission
Bob Bini, Director for Transportation Planning, Planning Commission
- l. **Election and Voter Registration – Grant Amendment with Pennsylvania Department of State for "Grants for Election Modernization and Security (GEMS) Funding**
Randall Wenger, Chief Clerk/Chief Registrar, Election and Voter Registration
- m. **Office of Aging – Emergency Temporary Contract Amendments for Adult Day Services**
Linda Schreiner, Senior Buyer, Purchasing
Lon Wible, Executive Director, Office of Aging

"continued"

7. _Business from Guests – Public Questions and Comments

8. Adjourn

RESOLUTION NO. 36 OF 2020

LANCASTER COUNTY COVID-19 RELIEF FUND

On motion of Commissioner _____, seconded by Commissioner _____;

WHEREAS, since the emergence of the COVID-19 coronavirus in December of 2019 in China, the world has been in the grip of a pandemic. Countries around the world, including the United States, individual states, including Pennsylvania, counties and municipalities, including Lancaster County, have declared states of emergency due to the public health crisis; and

WHEREAS, in order to protect and save lives, business shutdowns, stay-at-home orders, social distancing and virus spread mitigation measures have been enacted. To assist with the economic fallout from these measures to protect public health, state and federal governments have provided financial assistance. In March, Congress and the President worked on several bills that are now known as the Coronavirus Aid, Relief and Economic Security (CARES) Act; and

WHEREAS, Lancaster County is fortunate to have received funds through the CARES Act, including being only one of seven counties in Pennsylvania to have received a direct allocation of \$95,224,630 in CARES Act Funds through Title V, and other funds. Title V of the CARES Act provides that payments from the Fund may only be used to cover costs that (directly quoted from the Act):

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

In addition, according to guidance, which is still evolving, from the U.S. Treasury Department, any Title V CARES Act funds which are not expended and still remain on 12/30/2020, and/or expenses deemed by Treasury to not be in compliance with the Act, must be returned to Treasury. Also made clear that these funds "may not be used to fill shortfalls in government revenue" and must be used for "expenditures that are for actions taken to respond to the COVID-19 public health emergency;" and

WHEREAS, compliance with the statute and provided guidance will be through audits by the Treasury Inspector General, therefore accounting for, and having proper documentation of expenses and rationale for said expenses, is vital. Given the urgent needs created, and yet still evolving, by the COVID-19 crisis, the County must have a framework to deploy the funds in an effective, efficient and transparent manner, and

WHEREAS, the County has developed said framework in a document titled "Lancaster County COVID-19 Relief Fund," which is attached, and incorporated herein, articulates the Board of County Commissioners three overarching priorities during the COVID-19 pandemic crisis:

1. Protecting the health, welfare and safety of county citizens with a goal of providing funds that will enhance virus spread mitigation efforts and provide assistance to at-risk and vulnerable populations;

"continued"

2. Maintaining public service continuity of operations and effective emergency response with the goal of ensuring that essential public services by the County and local governments can be maintained in a safe manner and providing for an effective emergency response;
3. Reopening and supporting the local economy so that individuals, families and businesses can once again thrive with the goal of providing "economic support to those suffering from business interruptions due to COVID-19-related business closures" in order to reopen or maintain operations during the crisis; and

WHEREAS, CARES Act funds wholly support these priorities and are more fully described, with examples based on Treasury guidance provided to date, and with initial allocations of CARES Act Title V funds in the framework, and

WHEREAS, the County must ensure and be able to demonstrate compliance with funding requirements, the framework provides for the requirement of internal departments, elected offices, and external agencies receiving funds to provide documentation on the expenditure of these funds, and

WHEREAS, the County Commissioners, to ensure transparency in the allocation and utilization of the CARES Act funds, the framework requires regular and timely reports to be submitted to the Commissioners, which will be made publicly available through various means, and in accordance appropriate laws,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF LANCASTER, PENNSYLVANIA that the Board hereby approves Resolution No. 36 of 2020 providing a framework for, and parameters guiding, the oversight and allocation of the CARES Act Title V Funds as more fully described in the attached document, "Lancaster County COVID-19 Relief Fund."

ADOPTED this 13th day of May, 2020 by the Board of Commissioners of the County of Lancaster, Pennsylvania in lawful session duly assembled.

ATTEST:

Lawrence M. George, Chief Clerk
County of Lancaster, PA
Date: May 13, 2020

Joshua G. Parsons, Chairman

Ray D'Agostino, Vice Chairman

Craig E. Lehman

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

5/13/20

LANCASTER COUNTY COVID-19 RELIEF FUND

Background

Since the emergence of the COVID-19 coronavirus in December of 2019 in China, the world has been in the grip of a pandemic. Countries around the world, including the United States, individual states, including Pennsylvania, counties and municipalities, including Lancaster County, have declared states of emergency due to the public health crisis.

March 6, 2020 - Governor Wolf issued a Declaration of Disaster Emergency

March 13, 2020 - President Trump issued a Proclamation of Disaster Emergency

March 17, 2020 - Lancaster County Commissioners approved a Declaration of Disaster Emergency, and since that time, the County has taken the following actions in response to the declared emergency:

- Implemented its Continuity of Operations Plans, upgraded our IT capabilities to increase remote access and developed modified personnel policies to maintain essential public services
- Lancaster Emergency Management Agency leads efforts to deploy some PPE, provide situation reports, be point of contact with state agencies, hospital systems, etc.
- Established a webpage and dashboard on County website to provide the public with access to accurate and up-to-date information and guidance
- Hold weekly conference call meetings with County EMA leadership and community leaders within the health systems, federal and state legislature, emergency services, long-term care facilities, and the Pennsylvania Department of Health (DOH)
- Hold regular press conferences including several community leaders to provide updates
- Engaged a Public Health Emergency Advisor to provide technical, administrative and logistical advice and assistance during the current COVID-19 public health emergency

In order to protect and save lives, business shutdowns, stay-at-home orders, social distancing and virus spread mitigation measures have been enacted. To assist with the economic fallout from these measures to protect public health, state and federal governments have provided financial assistance.

In March, Congress and the President worked on several bills that are now known as the Coronavirus Aid, Relief and Economic Security (CARES) Act. Following is a timeline of the CARES Act and actions taken by Lancaster County:

3/27/2020 – CARES Act signed into law by President Trump

4/15/2020 – County submits certification to receive direct allocation of Title V Funds (due 4/17)

4/22/2020 – U.S. Treasury issues initial guidance on use of funds

- County receives direct deposit of funds

4/24/2020 – County internal working group begins to discuss fund accounting and deployment

4/28/2020 – National Association of Counties hosts a webinar / Q&A with Treasury Department

5/04/2020 – U.S. Treasury issues more guidance through FAQs

5/06/2020 – Board of Commissioners reviews draft proposal for deployment of funds

Lancaster County is fortunate to have received funds through the CARES Act, including being only one of seven counties in Pennsylvania to have received a direct allocation of \$95,224,630 in CARES Act Funds through Title V, and other funds as listed later in this document.

Title V of the CARES Act provides that payments from the Fund may only be used to cover costs that (directly quoted from the Act):

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

In addition, according to guidance, which is still evolving, from the U.S. Treasury Department, any Title V CARES Act funds which are not expended and still remain on 12/30/2020, and/or expenses deemed by Treasury to not be in compliance with the Act, must be returned to Treasury. It was also made clear that these funds "may not be used to fill shortfalls in government revenue" and must be used for "expenditures that are for actions taken to respond to the COVID-19 public health emergency."

Treasury guidance provides examples of eligible and ineligible expenses; however, and importantly, they acknowledge flexibility. "The statute (CARES Act) also specifies that expenditures using Fund payments must be 'necessary.' The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgement of the government officials responsible for spending the Fund payments."

Compliance with the statute and provided guidance will be through audits by the Treasury Inspector General, therefore accounting for, and having proper documentation of expenses and rationale for said expenses, will be important.

Given the urgent needs created, and yet still evolving, by the COVID-19 crisis, the aforementioned priorities and guidance provided by Treasury, the County must have a plan to deploy the funds in an effective, efficient and transparent manner, and in compliance with the authorizing legislation and regulations. This document is meant to provide that plan, realizing that it will require flexibility and updating as further guidance is provided, to respond to needs as crisis continues to evolve, and/or if more funding is provided.

The COVID-19 Relief Fund Framework

This Plan was developed using guidance received from U.S. Treasury, through situational awareness, lessons learned and feedback from the deployment of federal and state funding, and input from internal County and various community leaders.

The Board of Commissioners has three overarching priorities during the COVID-19 pandemic crisis: protecting the health, welfare and safety of County citizens; maintaining County services in a safe and secure manner; and, the reopening and support of the local economy so that individuals, families and businesses can once again thrive. CARES Act funds wholly support the priorities identified. These priorities are more fully described, with examples based on Treasury guidance provided to date.

Protecting the health, welfare and safety of the county

The goal is to provide funds that will enhance virus spread mitigation efforts and provide assistance to at-risk and vulnerable populations.

Examples

- Costs related to cleaning / sanitizing private and public group living facilities necessitated by coronavirus disease (above routine cleaning), purchase of PPE, providing training on mitigation efforts for high risk / vulnerable populations
- Expenses by emergency responders to assist with specific pandemic related service costs that have not been or will not be reimbursed through other sources (such as federal and/or state emergency assistance or other CARES Act funding)
- Costs associated with testing and contact tracing
- Development of communications efforts to the community and businesses for social distancing and spread mitigation efforts
- Funds for community services (housing, food, etc.) provided by public and non-profit agencies to assist pandemic vulnerable populations to augment existing funding, or provide funding for, expenses for which no other funding sources exist.

Maintaining public service continuity of operations and effective emergency response

The goal is to ensure that essential public services by the County, municipalities and school districts can be maintained in a safe manner and providing for an effective emergency response.

Examples:

- Costs related to cleaning and/or sanitizing public facilities and properties necessitated by coronavirus disease (above routine cleaning)
- Purchase of PPE and equipment for social distancing / spread mitigation measures
- Payments for the Public Health Emergency Advisor
- Costs associated with improving telework / remote work capabilities
- Costs for equipment and/or services to improve safety for employees and the public in physical county locations (buildings, prison, parks, etc.)
- Communication efforts to the public related to the public health emergency
- Costs associated with departments providing specific services necessitated by coronavirus disease to pandemic vulnerable populations
- Salary and benefits of existing employees who are reassigned from normal duties or new employees hired to perform COVID-19 related duties, public health and safety personnel, and hazard pay.
- Reimbursement of expenditures made by municipalities and school districts in Lancaster County for responding to COVID-19 that have not been or will not be reimbursed through other sources (such as federal and/or state emergency assistance) – [Note: At the time of adoption of this plan, Congress is deliberating on a "CARES Act 4," which may specifically include funds for this and loss of revenue.]

Reopening and support of the local economy so that individuals, families and businesses can once again thrive

The goal is to provide "economic support to those suffering from business interruptions due to COVID-19-related business closures" in order to reopen or maintain operations during the crisis.

- Training and technical assistance on social distancing and spread mitigation efforts to private and non-profit businesses
- Purchase of PPE and equipment and physical retrofits to increase for social distancing and spread mitigation measures
- Providing grants or forgivable loans to public, private, and non-profit businesses suffering from closure and commerce interruptions, which may cover such things as rent, debt and/or utility payments, and working capital (including reasonable administrative costs to those administering an application/recommendation program)

Allocation of Funds

It is clear from what we see in our community and across the nation, that a local robust response to mitigate the public health and economic effects of the crisis are necessary. To provide a concept of the potential outlay of funds for each category, the following allocation plan is an initial "budget." This is based on rough estimates from various internal county and external organizational contact and not meant to be strict or "hard and fast."

Allocation by Category for Title V Funds

Protecting the health, welfare and safety of the county	\$35,000,000
Maintaining public service COOP / emergency response	\$10,224,630
Reopening and support of the local economy	\$50,000,000
TOTAL	\$95,224,630

It should be noted that other *substantial* state and federal government funding and resources have been, and are continuing to be deployed to address the first category. To be most effective in meeting the needs of the County during the timeframe it has the ability to utilize the funds (12/30/20), the funds should be deployed in 3 "tranches."

Why 3 tranches? The reason is based on experience, uncertainty in regard to the evolving situation, and a desire to be flexible and prudent. Consider the following:

1. Recent experience has taught us that when Congress rapidly launched the Paycheck Protection Program (PPP) to assist small businesses with the dire economic effects of closure, while it certainly helped many struggling businesses, unintended consequences can occur (discussed further later). Providing funds at in a phased approach, ensures that we have the ability to assess the effectiveness of any programs and expenditures, and to make adjustments as needed.
2. We are in uncharted territory. As we move through the crisis, the situation on the ground, guidance from other level governments, and priorities will undoubtedly change. Providing funds at different times will allow for needed flexibility.
3. The timing and amounts of the tranches are an effort not only to be flexible, but to be prudent given what we know at this time regarding the economy and COVID-19. Tranches 1 and 2 are planned to happen during the spring and summer, while tranche 3 will be held for the fall to respond to a possible resurgence of the virus and/or latent economic effects (a reserve). It is recommended that a reserve of at least 5% be set aside (\$4,750,000).

When reviewing proposals and/or contracting with entities, the County should seek to allocate funds in a phased approach, as appropriate and applicable. For example, if a business grant fund is established, there would be 2 or 3 separate application and award periods. Also, from past experience with other state and federal fund outlays, a "first come, first served" methodology should be avoided. Such a system has led to disparity in the provision of needed assistance to businesses, especially smaller businesses.

Process of Awarding and Expending Funds

County expenses which fall under the category of "*maintaining public service continuity of operations and effective emergency response*" will be handled through existing, long-established protocols for expending public funds, ultimately leading to formal approval by the County Commissioners. Working through the Chief Clerk, County elected officials, including the Controller, the directors of Purchasing and of Budget Services, expenses will be vetted to ensure compliance with this Plan. With respect to local governments a review team that will consist of people from Lancaster County Emergency Management, Controllers Office and Budget Services to review and make recommendations for reimbursing eligible expenses.

Funds provided to *"protect the health, welfare and safety of the county"* will be expensed working with our Lancaster Emergency Management Agency (LEMA) and the Public Health Emergency Advisor (PHEA). Given the nature of the public health crisis, providing funds to support existing and/or new efforts to protect lives by mitigating the spread of COVID-19 is vital and exigent. This work may be in conjunction with work by Pennsylvania Department of Health, county hospital systems, nursing home facilities, emergency service providers, etc. Requests for assistance will be directed to LEMA for urgent assessment in conjunction with the PHEA and a recommendation made to the County Commissioners for action. Protocols and agreements for ongoing and expedited assistance may also be made on an individual basis.

It has been said that Lancaster County is one of, if not the most, collaborative and relational counties in Pennsylvania. This is a source of pride as it has undoubtedly led to Lancaster County being seen as successful and named to many top 10 lists indicating all manner of prosperity. Lancastrians work together and care for each other in many meaningful and innovative ways. This is important to us and has led to success in ordinary and tough times, and it will therefore be absolutely critical as we look to get through this unprecedented crisis. Put another way, government cannot and should not do this alone, particularly when it comes to *"reopening and supporting the local economy so that individuals, families and businesses can once again thrive."*

Therefore, the County will use existing public-private collaborations, as feasible and appropriate, to deploy a portion of these funds. Examples include the potential of:

- Allocating funds to the Economic Development Company (EDC) of Lancaster County to assist in the implementation of parts of the Lancaster County Economic Recovery Plan developed in partnership with the Lancaster County Chamber of Commerce and Industry (Chamber).
- Allocating funds to other County agencies to deploy funds using their expertise and existing processes, such as the County Housing & Development Authorities for provision of housing and economic development assistance for low-to-moderate income individuals and businesses. Such an allocation will be used to augment or otherwise "backstop" funds they have already received for the same or similar purposes.
- Allocating funds to non-profit organizations to provide for the health and welfare of county citizens suffering negative economic and well-being effects. For example, the Lancaster County Community Foundation, who, in conjunction with the United Way of Lancaster County, developed the Lancaster Cares Fund, the County may provide an allocation to augment or otherwise "backstop" funds they have raised. In addition, the Foundation has an already well-established and highly successful grant program to increase the capacity of charitable non-profit businesses and organizations, which may be used to provide grants to offset the effects of closure.
- Contracting with a public health entity or entities to manage an extensive county-wide testing and contact tracing program.

At each step along the way, the County will exercise oversight. The County will accept proposals from agencies providing these services, review the proposal, and render a decision at a public meeting. The County will look to the agencies to develop criteria, vet applications and recommend individual grant awards to be approved by the County Commissioners. Agencies receiving funds will be required to sign an Agreement with the County which will provide for, among other things, invoicing, certification of adherence to regulations and established guidance, record keeping, and reporting. The County will not be accepting applications from

individuals for financial assistance and reserves the option of seeking and/or accepting other proposals for some of the work to be completed through the deployment of these funds.

It will also be important to ensure accounting and coordination of all funds received which are dedicated to the COVID-19 response. The County has appointed the Director of Budget Services to provide this important function.

Below are various CARES Act funds the County has received to date:

CARES Act - Title V	\$95,224,630
CARES Act – CDBG (LCHRA)	\$ 1,724,064
CARES Act – ESG (LCHRA)	\$ 854,500
CARES Act - Elections	\$ 501,173
CARES Act - Office of Aging	\$ 1,496,352

Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) funds awarded to the County are administered by the Lancaster County Housing & Redevelopment Authorities (LCHRA). Planned uses of the CDBG and ESG funds are handled through a public process, including approval by the Board of Commissioners at a public meeting. Other grant funds are administered by the County through appropriate departments and existing protocol to augment existing programs and services.

Finally, as always, the public has the ability to communicate and request action by the County Commissioners. Realizing that funds can only be utilized for COVID-19 related expenses, to the extent that some believes there to be a gap in need not filled by this framework, those issues can be brought directly to the Board of Commissioners.

Record Keeping and Transparency

The County must ensure and be able to demonstrate compliance with funding requirements. Therefore, it will require internal departments, elected offices, and external agencies receiving funds to provide documentation on the expenditure of these funds. Such documentation may include, but not be limited to, receipts, invoices, and reports that provide a brief explanation of the necessity of the expenditure(s) in relation to addressing COVID-19.

As previously stated, all expenditures will be tracked by the Director of Budget Services, who will issue regular reports (not less than monthly). These reports will be provided to the County Commissioners for review and/or approval as necessary, and at a minimum, include a detailed summary of expenses which shall be posted on the County's website. Specific inquiries with respect to the use of funds may be made through existing "right-to-know" protocols.

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

Memorandum of Understanding

With:

Lancaster General Hospital (LGH)
Lancaster, Pennsylvania

Purpose:

To proceed with the development of a services agreement to engage LGH to immediately commence with development of and implementation of the COVID-19 contract tracing and testing program as described in Penn Medicine LGH's Proposal dated May 12, 2020. LGH is further authorized to work with other community entities and governmental authorities as necessary to effectuate the contact tracing and testing program as contemplated in the attached Proposal.

Note:

Each party understands that this Memorandum of Understanding is not legally binding or enforceable until a Services Agreement has been duly authorized, executed and delivered by all parties and approved by the Commonwealth of Pennsylvania Department of Health and other governmental authorities, as required.



Penn Medicine
Lancaster General Health

Attachment A

Proposal for Lancaster County COVID-19 Contact Tracing and Testing Program

May 12, 2020

Introduction

The Lancaster County Chamber of Commerce and the Lancaster County Economic Development Company have developed an economic recovery plan for Lancaster County. An essential component of that plan is contact tracing and testing. LG Health submits this Proposal for contact tracing and testing as contemplated in the Chamber/EDC's economic recovery plan.

Contact tracing is an essential action to effectively reopening society in the midst of a pandemic. It is also an effective containment strategy during most infectious disease outbreaks to quarantine those individuals infected and prevent the disease from being spread. However, with the exponential spread of COVID-19, the public health departments quickly lost the capacity to effectively trace contacts. Instead of quarantining only those exposed to the virus; a significantly broader mitigation strategy occurred, placing most of the country under stay-at-home orders to gain control of the spread.

Without any vaccine in the near-future, the ability to safely and effectively lift coronavirus restrictions within Lancaster County will depend on the capacity to aggressively test and trace new cases of the virus. Penn Medicine Lancaster General Health (LG Health) offers the following background information and Proposal to benefit all Lancaster County residents:

- COVID-19
- Role of Contact Tracing
- Lab Testing
- Current Landscape
- Scope of Services
- Information Technology/Data Management
- General Considerations and Assumptions
- Financial Considerations
- Recommendation

COVID-19

The SARS-CoV-2 virus spreads mainly from person to person, primarily through respiratory droplets produced when an infected person coughs, sneezes, or even exhales. Spread is more likely when people are in close contact (within 6 feet for 10 minutes). It can also spread by a person touching a surface that has the virus on it and then touching their own mouth, nose, or eyes. The virus can spread very easily and quickly; particularly, given a person with the virus can shed virus particles for 48 hours prior to developing any symptoms. In addition, the virus has the ability to spread in people with minor symptoms or even no symptoms. As a result, a person with COVID-19 can infect twice as many people as the seasonal flu.

Role of Contact Tracing

Contact tracing is the process of identifying and supporting people with confirmed or potential infection as well as those that are at high risk of having been exposed to the disease, in order to prevent further spread. If communities are unable to effectively isolate patients and ensure contacts can separate themselves from others, rapid community spread of COVID-19 is likely to increase to the point that strict mitigation strategies will again be needed to contain the virus.

Key principles of contact tracing are:

- Contact tracers, from a team of registered nurse and community health workers, will speak with the person who has a positive test as soon as test results are known and help them recall with whom they have had close contact (within 6 feet) during the period that they may have been infectious (2 days prior to symptoms starting until present). The number of contacts can range from two (if they have not left their house) to more than 20 (if they have continued to work, reside in a congregate living situation, or have been unable to comply with the stay at home order and social distancing recommendations).
- Contact tracers will notify all exposed contacts, ideally within 24 hours, to inform them that they have been potentially exposed to someone who is positive for COVID-19 and the date of the exposure. They are then asked to restrict their interactions with others for 14-days from that exposure.
- Provide information and support for the exposed contacts so they understand what they can do to care for themselves and reduce the risk to those in their household. Education and tools are provided for self-monitoring of symptoms.
- Monitor all exposed contacts on a daily basis to ensure that they are self-monitoring and have not developed symptoms.
- Protect privacy. Contacts only know that they have been exposed to someone who has tested positive for COVID-19 infection. They are not told the identity of the individual who may have exposed them. To ensure this privacy, the tracer is not even aware of the individual who has tested positive.
- If contacts are not high risk (i.e., they were wearing a mask and exposure to an individual who is COVID-19 positive was at a distance of greater than 6 feet and the time of exposure was less than 10 minutes), they would be asked to monitor for symptoms for 14 days from the date of the exposure, but would not need to restrict their activities. If they do develop symptoms, they would be tested and asked to restrict their interactions with others pending the test results.
- Contact tracers are trained to provide health information in plain language and will have access to language translation services for both telephone conversations, as well as in-person when indicated.
- LG Health works closely with all major social service organizations throughout Lancaster County and will initiate contact with the appropriate agencies regarding the anticipated needs of COVID-19 positive individuals or contacts, as necessary. The contact tracing team will include a coordinator of social services that will be responsible for ensuring all people are linked to appropriate social service needs. LG Health will explore subcontracting to one or more social service organizations which will be responsible for assisting and navigating resources for individuals, including medications, food, masks, thermometers, and cleaning supplies. Furthermore, contact tracers will refer persons back to their identified primary care provider (PCP) to help address barriers that may make it hard for households to follow recommendations, including but not limited to food insecurity, housing issues, social support and transportation to providers for care. PCPs routinely address social barriers and needs for their patients and are best positioned to help during this time. Persons without an identified PCP will be referred to local social services agencies to help triage and mitigate any barriers identified.

LG Health already has a team of 25 nurses who have contacted individuals with positive and negative COVID-19 testing results. The team has created a training plan for this expanded focus on contact tracing. LG Health will begin as soon as possible with those teams in cooperation with the Pennsylvania Department of Health (PA DOH) for the County. LG Health is preparing to expand the team following the approval of this Proposal.

Lab Testing

As outlined in the Governor's *Process to Reopen Pennsylvania*, reopening necessitates that Lancaster County have diagnostic COVID-19 testing available. Testing has to be accessible in rural and urban locations and available for long periods every day. LG Health is exploring long-term options for testing beyond our two community testing tents which are currently secured by Pennsylvania constables. Furthermore, the testing strategy includes a plan to test underserved populations and those with limited access to transportation. Mobile community-based testing will be considered if LG Health identifies that patients are not able to get to testing sites and will depend on the availability of personal protective equipment. LG Health will also examine alternative sources of transportation to testing centers. Tabor Community Services and Lanc Co MyHome (Lancaster County Homeless Coalition) are already coordinating transportation.

Lack of access to testing technology and supplies is a nationwide issue. As a result, all COVID-19 testing in Lancaster County by LG Health will strictly adhere to a medically driven testing protocol as described below and will be subject to test availability. LG Health will use the COVID-19 PCR (polymerase chain reaction) test to determine if a patient is actively infected with COVID-19. PCR tests are highly specific as they look for the genetic sequence (RNA) of the virus causing COVID-19. The sensitivity of these tests can vary based on the when the specimen is taken and the duration of the patient's illness as well as the way in which the sample was collected. Turn-around times vary from two hours (LG Health) to up to 48 hours (Quest and other commercial laboratories). LG Health does not plan to utilize antibody testing as this will not identify patients who CURRENTLY have COVID-19.

Per the protocol and subject to testing availability, the following patient populations will be tested with the PCR test:

- Patients with a known contact positive with COVID-19 and **ONE** symptom from any of the following: fever (Temp>100.0°F), shortness of breath, cough, sore throat, headaches, muscle aches, loss of taste or smell, and chills.
- Patients with **TWO** symptoms from any of the following: fever (Temp>100.0°F), shortness of breath, cough, sore throat, headaches, muscle aches, loss of taste or smell, and chills.
- Asymptomatic populations based on potential high-risk exposures as defined by the Centers for Disease Control and Prevention or HERCs (High-Exposure Risk Contacts) discovered through contact tracing. That individual will still need to self-quarantine despite any testing result. If an asymptomatic person tests positive, they will need to follow a self-isolation protocol.
- In addition to the above categories, asymptomatic testing of the following special populations: patients having elective procedures and laboring mothers. LG Health has completed tests for symptomatic nursing home residents as a part of its pre-existing lab agreements at 14 locations. LG Health would explore expanded asymptomatic testing based on the protocol above, if the additional SNFs/nursing homes agree to testing, and if there is sufficient testing supplies.

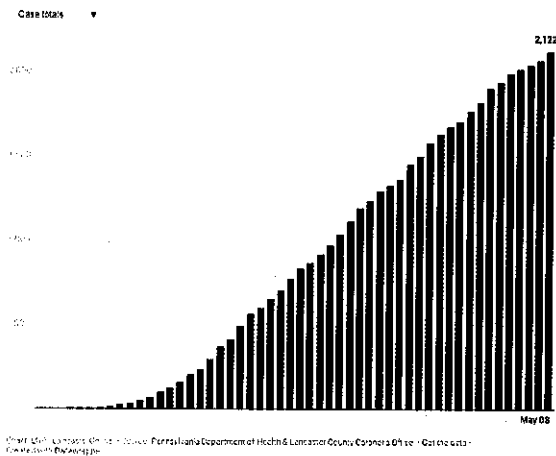
LG Health anticipates that access to testing capacity will increase over time based on supply chain availability. This increased capacity will come from multiple potential sources including the Pennsylvania Emergency Management Agency, Quest, and other suppliers. Notably, the CDC recently supported the use of anterior nasal swab for the collection of samples for COVID-19 testing, which will vastly improve testing capability. LG Health has already had encouraging conversations with Quest to support this increased volume through anterior nasal swabs.

Current Landscape

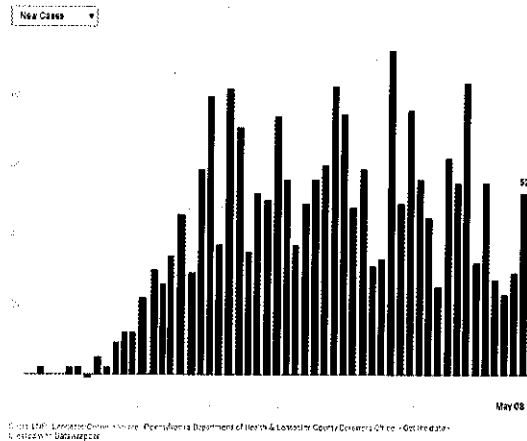
Lancaster County continues to see increased cases of patients with COVID-19. As of May 8, there were 2,122 positive cases in the county. Only 11,403 (2.1%) out of 545,724 of the county population has been tested for COVID-19 per the Pennsylvania Department of Health. Over the last 14 days ending on May 8, the County has seen an average of 48 new positive patients per day with a range of 25 to 84. There were 671 cases over the last two weeks which places the county at a rate of 123 per 100,000.

In addition to testing, the Governor's plan also notes that reopening requires a monitoring and surveillance program that enables swift actions for containment or mitigation. Positive cases will need to be quickly isolated and their close contacts counseled and quarantined.

COVID-19 Cases in Lancaster



COVID-19 Cases in Lancaster



LG Health has tested more than 9,000 people for COVID-19. As of May 8th, 86% of those tested live in Lancaster County. Over the last two weeks LG Health is testing an average of more than 200 persons per day. Since March 16th, 9,374 patients were tested at the following locations:

- 49% at LG Health community testing tents at the Pennsylvania College of Health Sciences (83%) and Clipper Stadium (17%);
- 20% in the Lancaster General Hospital (LGH) Emergency Department;
- 11% in LGH and Women & Babies Hospital (WBH) for inpatients and pre-procedural testing;
- 9% in LG Health's urgent care centers located throughout Lancaster County and sites in Lebanon and Chester Counties;
- 7% in Lancaster General Health Physician practice sites; and
- 4% in nursing homes/SNFs.

Scope of Services

Functions that the Lancaster County COVID-19 Contract Tracing and Testing Program can provide include:

- Establish multiple **Lancaster County Community Testing sites** with the capacity to perform up to 1,000 tests per day. Consideration for the sites must support seasonal weather challenges for a 12-month testing site and include the ability to provide:
 - Adequate space for social distancing;
 - Access to public transportation;
 - Adequate parking if the persons being tested must leave their vehicle;
 - Technology and internet access;
 - Staffing to screen and order testing;
 - Staffing to register patients and perform the test;
 - Personal protection equipment (PPE) for all staff; and
 - Security.
- Establish a process to **provide test results** to the individual (and their physician) and if the test is positive, provide the information needed for the individual to self-quarantine and begin questions for contract tracing.
- Establish a **contact tracing program** to trace and counsel up to an average of 50 new cases per day. Contacts with high risk exposures would be asked to restrict their interactions with others for 14-days from the date of exposure. Contacts would be monitored daily and if they developed any symptoms, they would be quickly tested.
- Tracers will provide support and education to any positive COVID-19 individual including precautions that need to be taken to reduce the risk to other household members.
- If businesses have employees that test positive for COVID-19, the contact tracing would extend into the work environment to identify potential employees that may have been exposed and identify the proper precautions that need to be taken to reduce the risk of spread.
- Contact tracing would also include congregate housing facilities including retirement communities, long-term care and assisted living facilities, and senior apartments (unless the facility already has a contact tracing program in place).

Information Technology/Data Management

LG Health will use a secure, HIPAA-compliant data system to record required information and to share this information with staff conducting initial interviews and performing contact outreach and follow-up. LG Health understands that PA DOH prefers the use of the Sara Alert system which sends alerts to contacts and records their symptoms via texting. However, LG Health will investigate technologies and applications that might be helpful for county residents to monitor their own temperature and symptoms. Any technology utilized in the contact tracing program will not utilize geo-tracking or location monitoring. A final decision on technology will depend on the agreement of the PA DOH.

Key outcome measures will be identified to track and provide county and city officials with routine data reports related to the services provided, results, quality controls, costs, and any gaps or opportunities for improvement that are identified. The LG Health business intelligence department will also analyze the data to identify any hot spots, geo mapping of positive cases, and potential risk factors that may require focused interventions. Data and reports will be made available to the County as permitted by Commonwealth and federal law and regulation.

General Considerations and Assumptions

This Proposal is based on:

- Implementing a contact tracing and testing program that would be established for a 12-month period of time and would be inclusive of all Lancaster County residents.
 - Assuming the PA DOH would continue completing contact tracing within Lancaster County Prison and for presumptive COVID-19 deaths at nursing homes. Since there is no lab result, only the PA DOH would know that the death was presumptive COVID-19 based on symptoms and possible exposure.
- Predicting contact tracing volumes modeled using an average of 50 new positive cases per day within the county. LG Health will plan to accommodate daily volume fluctuations on catch up days. The goal is to complete the contact tracing and notifications within 24 hours.
- Requiring 20-24 hours of total work per positive case to conduct effective contact tracing and daily follow-up of all contacts.
- Staffing for contact tracing will predominately consist of community health workers (high school graduates). Registered nurses will provide oversight and clinical support. Approximately 50% of the staffing will have flexible hours to be able to accommodate fluctuations in new cases and associated staffing requirements.
- Utilizing identified, community social-services organizations to assist individuals who are required to self-isolate. These resources would support access to food, thermometers, cleaning supplies, cloth masks, and medical care as need.
- Expanding LG Health's current supply of approximately 70 percent of the testing in Lancaster County. This would enable the health system to access all positive results as soon as they are received. To avoid delays in receiving the positive results of those residents who utilized a non-LG Health testing location, the following options can be considered:
 - Recommend that county businesses encourage their employees to utilize a LG Health testing site or the Lancaster County Community Testing sites if testing is appropriate.
 - Request that other non-LG Health testing locations (WellSpan Ephrata, UPMC Lititz, Quest Lab, Lancaster Health Center, etc.) have patients sign an authorization at the time of the test, that if the test results are positive, the Lancaster County Contact Tracing Program would be notified.
 - Have retirement communities and extended care facilities obtain each resident's authorization to directly notify the Lancaster County Contact Tracing program to initiate the process for contact tracing if a resident tests positive from a non-LG Health lab (if they are not doing contact tracing themselves)
 - Offer Lancaster Health Center, WellSpan Ephrata and UPMC Lititz a contract to participate in the program. LG Health could then create a business agreement to provide the contact tracing on their behalf.
- Utilizing a mobile community-based testing strategy if the need is identified for vulnerable populations who may have difficulty accessing transportation.
- Working collaboratively with the PA DOH.
 - If the PA DOH provides the list of contacts, it will be used as a method to ensure all contacts are identified, particularly if the county resident obtained a test outside of Lancaster County.

Financial Implications

From April 25 to May 8 (14 days), there has been an average of 48 new cases per day in Lancaster County. The projected hours within the Proposal are based on the literature for contact tracing and LG Health current contract tracings for our patients and employees. The contact tracing costs are entirely driven by staffing. The lab financial implications were based on the cost of the current community testing and the associated variable and fixed resource requirements. All staffing costs include a 37% benefits calculation for both lab and contact tracing. Assumptions in this Proposal are based estimations that each patient who is positive with COVID-19 will have 5-15 contacts during the period that they were infectious. Finally, the costs below are also based on the assumption that supplies will become increasingly available over the next couple of months.

Costs for Contact Tracing:

Role	Hrs/Case	Hourly Rate	Cost/Case	New Cases/Day	Cost/Day	Cost/Year	Max FTEs
Community Health Workers	18	\$ 25	\$ 450	50	\$ 22,500	\$ 8,212,500	158
RNs	2	\$ 51	\$ 102	50	\$ 5,100	\$ 1,861,500	17.5
Data Reporting/Management	0.2	\$ 54	\$ 11	50	\$ 540	\$ 197,100	1.7
Total	20		\$ 552	50	\$ 27,600	\$ 10,271,100	175.5

Costs for Community Testing:

	Cost/Case	Tests/Day	Cost/Day	Cost/Year
Non-reimbursed Lab testing	\$ 20	1,000	\$ 20,000	\$ 7,300,000
Cost of high capacity testing site	NA	1,000	\$ 1,900	\$ 693,500
Staffing	NA	1,000	\$ 6,650	\$ 2,427,250
Security	NA	1,000	\$ 2,400	\$ 876,000
Information Technology	NA	NA	NA	\$ 150,000
Transportation assistance	NA	NA	NA	\$ 350,001
PPE	NA	1,000	\$ 1,350	\$ 492,750
Other supplies	\$ 5	1,000	\$ 5,000	\$ 1,825,000
Total		1,000	\$ 21,900	\$ 14,114,501

Combined Costs for Contact Tracing and Community Testing:

Program	Daily Volume Capacity	Cost for 12 Months
Contact Tracing & Surveillance	50 new cases/day	\$ 10,271,100.00
Community Testing	1,000 tests/day	\$ 14,114,501.00
TOTAL		\$ 24,385,601.00

Recommendation

Given the broad scope of services and wide geography served, LG Health can provide large scale community based testing throughout Lancaster County through its primary care physician network, LGH Emergency Department, urgent cares, and community testing sites. LG Health is also prepared to establish agreements for a comprehensive contact tracing and surveillance program in partnership with the state, county and city agencies. LG Health does not anticipate needing agreements with employers for this service. Any final agreement regarding contract tracing and testing will require the approval and agreement of the Commonwealth of Pennsylvania Department of Health and possibly other governmental entities.

As indicated on the contact tracing page of the Department of Health's Plan for Pennsylvania, Lancaster General Hospital is already partnering with Lancaster City's Board of Health on contact tracing. In addition, the Department of Health is seeking partnerships with local health systems across the state to develop and implement contact tracing and testing programs. As the leading health care provider in Lancaster County, LG Health is in an excellent position to partner with the County, the Department of Health and other governmental agencies to provide a high quality, high capacity contact tracing and testing program for the citizens of Lancaster County.

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

Memorandum of Understanding
With:

Economic Development Company of Lancaster County
Lancaster, Pennsylvania

and

Lancaster Chamber
Lancaster, Pennsylvania

Purpose:

To authorize the development of a COVID-19 Economic Recovery Plan Agreement to engage the Economic Development Company and/or the Lancaster Chamber and any other necessary entities to provide the services and programs described in the attached Proposal and appendices.

Note:

Each party understands that this Memorandum of Understanding is not legally binding or enforceable until an Agreement has been duly authorized, executed and delivered by all parties.

5/13/20



Lancaster Chamber



LANCASTER COUNTY, PA
Economic Development Company

May 11, 2020

The Honorable Ray D'Agostino
Commissioner
County of Lancaster
150 North Queen Street, Suite 715
Lancaster, PA 17603

Dear Commissioner D'Agostino:

One week ago, we submitted to you a proposal seeking considerable funding for several key economic recovery strategies. That proposal is attached as Appendix 3. We were pleased to see the framework you proposed at the Wednesday, May 6, 2020 Board of Commissioners meeting outlining the County's three overarching priorities and aligning the significant CARES Act funding received to those priorities. We believe there is strong alignment with your framework, the Lancaster County Economic Recovery Plan ("LCER Plan") that we made public on April 26, 2020, and our proposal from May 4, 2020.

In this short period of time, the urgency to re-open Lancaster's economy safely has grown considerably. We know that time is of the essence for many businesses while the public health threat remains. It is this extraordinary pressure that is driving our organizations and now a team of approximately 50 volunteers to advance the strategies we outlined last week, with a clear focus on rapid implementation. This effort, in our view, is Lancaster County at its best.

Specifically, coming out of the LCER Plan, key efforts include:

- Advancing county-wide testing and contact tracing in coordination with local health systems as an essential public health measure;
- Outlining steps related to bulk purchasing and expediting mass distribution of Personal Protective Equipment (PPE) to Lancaster County small businesses;
- Preparing to deploy equitably a \$25 million fund to assist Lancaster County small businesses with working capital and to defray capital expenses related to public health mitigation requirements ranging from physical plant reconfigurations to Lexan shields and floor stickers;
- Developing industry-specific protocols, procedures and guidelines that are clear, simple and easy for small businesses to implement;
- Evaluating child care resources to ensure employees called back to work have safe and adequate options; and,
- Implementing a robust communications process so that every business is aware of the opportunities within the plan, as well as the protocols and additional resources available to ensure success.

We are also continuously seeking and gathering feedback on community needs and on our approach through a wide range of discussions with elected officials, businesses of all sizes and partner organizations. Please note that we have put considerable effort into communicating, while we are advancing major strategies that are evolving quickly. Here are a few key points of clarification and updates related to our efforts:

- An essential step for the safe re-opening of business in Lancaster County is the rapid implementation of a county-wide testing and contact tracing program. We did not include a request for funding in our proposal of May 4th or herein as we are aware of the Penn Medicine Lancaster General Health proposal. This critical need is integrated into the LCER Plan, underpinning the importance and alignment of public health and economic recovery.
- The LCER Plan's focus is to support Lancaster County's small businesses. We are broadly focused on businesses with 100 and fewer employees and are fully aware and prioritizing those businesses with fewer than 20 employees. As the Plan notes, businesses of these sizes reflect the majority of establishments in the County.
- Lancaster's larger businesses have stepped up to help, as they have practices, expertise, and human resources that can benefit small and micro-businesses. We are extremely grateful for the talent that is supporting our Plan and committing countless volunteer hours, connections and guidance to the greater community.
- While EDC and the Chamber are the lead entities, the Plan and its success is built on collaborations and partnerships. For example, the proposed large fund to support small businesses is being developed jointly between our two organizations, Community First Fund and ASSETS. The communications strategy is inclusive of other Chambers and economic development organizations in the County. This inclusiveness is essential given the urgency and limited resources of our two organizations.

Enclosed as Appendices 1 and 2 are revisions to our May 4 proposal (Appendix 3.) We are not modifying the amounts of our request. We have included additional detail based on the rapid evolution of our program and we have included recommendations on how funds could be managed.

While we recognize there are considerable details to be finalized, we respectfully request action on this time-sensitive emergency funding request at the May 13, 2020 Board of Commissioners meeting, including taking whatever appropriate actions to ensure these funds can be deployed quickly, that accountability measures are in place and that the community will have full transparency for these critical public dollars.

Sincerely,



Lisa Riggs
President
Economic Development Company



Tom Baldrige
President & CEO
Lancaster Chamber

cc: Commissioner Josh Parsons, County of Lancaster
Commissioner Craig Lehman, County of Lancaster
Robert M. Krasne, Chair of the Board, EDC
Troy Clair, Vice Chair of the Board, EDC
Michelle Rondinelli, Chair of the Board, Lancaster Chamber
Scott Fiore, Vice Chair of the Board, Lancaster Chamber
Bob Macina, Lancaster County Economic Recovery Plan, Leadership Team
Brett Tennis, Lancaster County Economic Recovery Plan, Team 1 Captain
Ed Hurston, Lancaster County Economic Recovery Plan, Team 2 Co-Captain
Mayor Danene Sorace, Lancaster County Economic Recovery Plan, Team 2 Co-Captain
Mark Lauriello, Lancaster County Economic Recovery Plan, Team 3 Captain
Bob Zorbaugh, Lancaster County Economic Recovery Plan, Team 4 Captain
Mike Reynolds, Lancaster County Economic Recovery Plan, Team 5 Co-Captain
Alison Van Harskamp, Lancaster County Economic Recovery Plan, Team 5 Co-Captain

Appendix 1: Revisions to May 4th, 2020 Funding Proposal to the Lancaster County Board of Commissioners To Facilitate Reopening of Lancaster County's Economy

Summary Request (unchanged):

Amount	Purpose
\$6 million	Bulk procurement and mass distribution of PPE (masks, thermometers, face shields, gloves)
\$25 million	Small Business Recovery & Sustainability Fund – to be distributed in two phases – and with funds targeted toward (1) Working Capital and (2) Specific Public Health physical retrofit needs, such as physical barriers (Lexan shields), space re-configurations of offices, warehouses and operating areas, signage, sanitation stations.
\$1.5 million	Broad scale communications plan to reach small businesses and small business owners and employees across the county, to include website, advertising, collateral material, translation services
\$900,000	Administrative costs related to implementation
\$33.4 million	TOTAL

Information included here is considered supplemental to the May 4th (Appendix 3) request.

\$6 million for PPE Procurement and Distribution

An option to advance this critical strategy is to leverage the County of Lancaster's recent expertise in bulk purchasing of PPE through its own Procurement Office and working collaboratively with emergency management services. A key discussion point on this option must be what approach results in the fastest timing, balancing all other needs including cost-effectiveness, as all parties fully realize the lengthening lead time for these materials. Through this option, the County of Lancaster maintains direct oversight of the CARES Act funding, entering into purchase agreements for specific items and handling all payments and accounting. EDC and the Chamber will provide the County with data and information on the quantities and types of PPE needed to support the diverse small business landscape, from manufacturing to retail. EDC and the Chamber will also be responsible for the development and implementation of a mass distribution operation. Cost estimates related to a mass distribution operation are included in this \$6 million request. As a result, further discussion is needed immediately to clarify how operational costs, such as space rental, would be handled.

\$25 Million for Small Business Recovery & Sustainability Fund

The May 4th proposal outlined core elements of this Fund to deliver funds to Lancaster County's small businesses. There are considerable best practices in existence, given this tool is being utilized in many communities today (including Lancaster).

Key updates from May 4th:

- The development of Fund guidelines is being led by EDC, the Lancaster Chamber, Community First Fund and ASSETS. The intent is to provide full clarity for the application process prior to the fund opening, to avoid complicated applications and requirements, and to leverage technology infrastructure as much as possible recognizing that low-tech options may be required for portions of our community.
- The target audience for this Fund is small businesses in Lancaster County. Guidelines are being developed that will factor in a broad range of eligibility components including number of employees, annual revenue, industry, classification related to PA Governor Wolf's life-sustaining/non-life sustaining list and the 'red, yellow and green' timing.
- Two or three phases of the fund are anticipated, in part to recognize that not all businesses may be re-opening on the same time table.
- This fund will not be set up on a first come, first served basis. Accepting applications will be done through an announced period of time and then will be evaluated based on criteria that are still being developed.
- The County of Lancaster will approve final guidelines before the Fund opens.
- The successful implementation of this fund will require broad communication, leveraging community partnerships and significant communications tools to ensure that small businesses across Lancaster County are knowledgeable.

Potential Fund Disbursement: As conceived, this Fund will provide grants, not loans, based on the current interpretation of the CARES Act. Assuming this key distinction doesn't change, EDC, the Lancaster Chamber, Community First Fund and ASSETS support the concept that the County of Lancaster retain and disburse the \$25 million, with the application and review process outsourced to these four entities to implement. Through this approach, awards to individual businesses will be presented to the County of Lancaster for final approval, in accordance with approved guidelines, to ensure full transparency of the use of the funds.

\$1.5 Million for Communications/Marketing

The budget for marketing and communications is significant because the success of the LCER Plan will be gauged by the breadth of small businesses reached across Lancaster County. Included below is a line item breakdown of the budget of expected activities and expenses that reflects the need for print materials, deploying technology, purchasing advertising and billboards and translating materials for Lancaster's Spanish-speaking business base. Additional detail related to each of these line items is included in Appendix 2. While the Communications Team driving this strategy is being led mostly by volunteer experts from the community, it is neither fair nor reasonable to approach implementation assuming services will be discounted, contributed or provided pro bono, particularly given the daunting timelines to get key tools operational immediately.

A robust, well-designed and highly functioning custom website is the linchpin of the marketing plan and is essential to the goal attainment of the LCER Action Teams actively working today. Immediate action is required this week or the plan runs the risk of not meeting its objectives and deadlines. The

proposed website requires special functionality (based on the needs being outlined by the LCER Plan teams) and will take custom design and development. Even in an expedited situation this typically takes 4 – 6 weeks to complete. This plan is driving toward work completion in almost half that time. The funding request assumes the engagement of a full-time agency, with experts in digital planning, design, development and marketing, to complete this heavy lift with the urgency required, the flexibility to pivot as plans shift, and the expertise to ensure on-time delivery of a highly effective user experience for our Lancaster businesses.

Line Item Communications/Marketing Budget

Activity	Cost Estimate
TV Advertising	\$ 300,000
Digital Advertising (online/social)	\$ 225,000
Outdoor Advertising (Billboard/Transit)	\$ 125,000
Collateral Material	\$ 100,000
Radio Advertising	\$ 90,000
Website - Development and Maintenance	\$ 95,000
Video Production	\$ 80,000
Print Advertising	\$ 80,000
Branding/Creative Services	\$ 75,000
Email/SMS Marketing Strategy/Channel Management	\$ 60,000
Social Media Strategy/Channel Management	\$ 60,000
Signage	\$ 55,000
Direct Mail	\$ 50,000
Public Relations	\$ 50,000
Content Development	\$ 35,000
Translation Services	\$ 20,000
TOTAL BUDGET	\$ 1,500,000

\$900,000 for Administration

This total reflects the following two components:

- A 3% fee on the proposed \$25 million fund, which equates to \$750,000, for the oversight and implementation of the Small Business Recovery and Sustainability Fund. This fee covers all aspects of program development, online tool development, and applicant review activity and will be split among the four coordinating organizations: EDC, the Lancaster Chamber, Community First Fund and ASSETs.

A 3% fee is below market and is not expected to cover the full cost of the partners' work. It is anticipated that grant funds sought by businesses will far exceed the amount of available funds. The partners have direct experience in managing COVID-19 emergency funds already and have strong knowledge of the significant need and demand for these funds. Other markets have seen applications seeking up to 30 times the amount of funds available. As a result, the partners expect that the grant review process will require considerable staff and staff hours.

- \$150,000 to be used for specific staff support and other related costs incurred by EDC and the Lancaster Chamber for the operations and implementation of the Economic Recovery Plan. This line item is proposed as a reimbursement account for eligible costs to include personnel, technology-related costs directly tied to the Plan, and other activities to be worked out between the County and the Lancaster Chamber and EDC. Set up this way, the County will be able to provide transparency for the costs incurred.

Appendix 2: Detailed Communications/Marketing Budget

As of May 11, 2020

TV Advertising **\$300,000**

TV Advertising would utilize a variety of channels to reach different demographics. This touch point is critical to get those who are accessing various programming and local news for needed information.

Digital Advertising (online/social) **\$225,000**

Digital advertising will be key to target specific demographics, industries, and assorted-sized businesses by strategically targeting throughout the County. Social media, specifically, is where most of the audience is right now and to have extensive touch-points in this medium is crucial—this includes messaging that pertains to audiences that may differ (such as Mount Joy businesses, Lititz businesses, etc). It's also crucial to have multiple languages in these targeted digital ads for the diverse business community.

Outdoor Advertising (Billboard/Transit) **\$125,000**

As transportation and mobility ramp up, we need to have a solid brand presence and call-to-action on outdoor advertising ranging from billboards, to bus stations, to signage across the County.

Collateral Material **\$100,000**

In order to continue heavy touch-points, we will need to prepare for an abundance of collateral material to go along with the overarching plan and to include any campaigns we continue as the plan evolves (i.e. Back to Business campaign, pins, bumper stickers, window stickers, etc., to help both businesses and also consumers get back on track with confidence).

Radio Advertising **\$90,000**

We need to target key radio audiences for another touchpoint and run similar campaigns ranging from awareness of website hub of resources, importance of PPE and loan exploration, and more. This advertising would evolve as the messaging shifts and we also promote the safety of consumers to support business in Lancaster.

Website - Development and Maintenance **\$95,000**

This is foundationally key in producing a consistent, cohesive communications plan. This website will act as an all-encompassing hub of information and resources where all call-to-actions in other promotion and media lead back to this site. It is needed to have an extensive site that captures user data, has dynamic portals for PPE, workforce connections, Health Mitigation, and more, and that has effective customer service capabilities to ensure successful, accessible, and streamlined support for users/visitors (i.e. businesses).

Video Production **\$80,000**

Video is the most successful way of information sharing, and it is important to utilize video in order to showcase a variety of resources, and then push that video out on multiple media channels (TV, social, etc). It is crucial to see experts on film explain various resources available and it is necessary to have quality production for this content.

Print Advertising \$80,000

In order to capture comprehensive audiences and demographics, the goal for print advertising is to utilize multiple newspapers, merchandisers, and more, with advertising curated to that demographic and area of the County. It is also important that this is ongoing, with many opportunities for readers to see this information.

Branding/Creative Services \$75,000

To be cohesive, clear, and be able to cut through the noise, the hiring of a creative brand agency is pertinent to the success of this initiative. These funds would be for brand design, continued branding work (i.e. email templates, social graphics, ad designs, and other collateral) that would be pushed out to a variety of stakeholders (other Lancaster County chambers, partner organizations, etc).

Email/SMS Marketing Strategy/Channel Management \$60,000

The email/SMS Marketing strategy would be an avenue that gets information and updates to a target audience as a database begins to build over the course of the next weeks and beyond.

Social Media Strategy/Channel Management \$60,000

In addition to paid social media ads, it is crucial to ramp up a solid, comprehensive social media presence to get followers and manage the social media platforms as a huge customer service touchpoint. This will need staff hours and consistent monitoring and strategy.

Signage \$55,000

As businesses begin to open, it is important to create a variety of signage that can be used to help businesses understand what needs to happen in order to be safe and comply with health suggestions (i.e. signage for washing hands, staying certain distances away, what to do if you feel sick, etc). These can be printed and distributed.

Direct Mail \$50,000

In addition to other channels, direct mail is important, especially at the beginning, to get awareness of this initiative and this resource hub. Utilizing data from a variety of sources, direct mail will need to be sent in a variety of languages to get to businesses all across Lancaster County.

Public Relations \$50,000

A robust PR strategy is needed to get in front of the questions of the business community, and a consistent presence via news sources, press releases, media announcements, and more, is crucial to keeping this hub on top of mind for everyone as they begin to reopen regardless of size, location, etc.

Content Development \$35,000

This content development means teams would be creating shareable digital articles, content for the website, updates resource, and more, that needs to be managed and curated as the needs grow and grow.

Translation Services \$20,000

It is extremely important to include translation services in this communications plan. Whether it is a social media targeted ad, a print postcard, a radio placement (i.e. SACA radio for instance), or signage, it is key to have the ability of a professional translator to create these touch points in a variety of languages for accessibility and reach.

TOTAL BUDGET \$1,500,000

APPENDIX 3: May 4th Request to Lancaster County Board of Commissioners



Lancaster Chamber



LANCASTER COUNTY, PA
Economic Development Company

May 4, 2020

The Honorable Ray D'Agostino
Commissioner
County of Lancaster
150 North Queen Street, Suite 715
Lancaster, PA 17603

Dear Commissioner D'Agostino:

Safely re-opening Lancaster's economy while navigating through a continuing public health crisis are our collective highest priorities. As we outlined in our April Lancaster County Economic Recovery Plan ("LCER Plan"), the work ahead to ensure Lancaster County businesses get back to or create a financially viable 'new normal' is considerable and urgent.

We are all too aware that resources being made available by the federal government will not be enough to meet all needs. However, we also believe several key well-executed and coordinated actions can be critical to rebuilding momentum and confidence. EDC and the Chamber are continuously leveraging best practices identified through our networks as well as deploying the expertise of business community leadership to craft specific solutions that we need to advance as soon as possible. To deploy the LCER Plan, we urgently request the Lancaster County Board of Commissioners consider committing \$33.4 million of the Title V CARES Act Funds to the LCER Plan as outlined below. Please note that this request does not include critical funding resources needed to support further testing and a County-wide contact tracing effort, which is cited as an essential activity within the LCER Plan. EDC and the Lancaster Chamber are fully supportive of allocating the funding needed for these activities as testing and contact tracing are required for businesses to re-open safely.

As you know, our organizations broadly serve the business community of Lancaster County. We are acutely aware that the vast majority of businesses are small (under 100 employees) and micro (under 10 employees). This volume of small and micro businesses is one of our community's strengths and explains in part why Lancaster County has such a history of economic steadiness. It also means that in this COVID-19 crisis, the vast majority of Lancaster County's business base is desperate for help, as small businesses are the least equipped to navigate zero cash flow and furloughing/temporarily laying off employees and are struggling the most to adapt to evolving public health/social distancing protocols and procedures. It is this focus on the breadth – across industry and geography – of Lancaster's 13,000 businesses (of which more than 97% are small or micro businesses) that we seek considerable funding support that we will deploy to assist this audience as best possible, given the urgency and overwhelming demand the pandemic has created.

We cannot move quickly enough to ensure the safe preparation and return of business operations for these thousands of local businesses. We also cannot launch the actions we have outlined below without the funding commitment. With the spirit of collaboration, we urgently request the Board's favorable consideration of this request and ask for your guidance on how we can proceed cooperatively as quickly as possible.

Sincerely,



Lisa Riggs
President
Economic Development Company



Tom Baldrige
President & CEO
Lancaster Chamber

cc: Robert M. Krasne, Chair of the Board, EDC
Troy Clair, Vice Chair of the Board, EDC
Michelle Rondinelli, Chair of the Board, Lancaster Chamber
Scott Fiore, Vice Chair of the Board, Lancaster Chamber
Bob Macina, Lancaster County Economic Recovery Plan, Leadership Team
Brett Tennis, Lancaster County Economic Recovery Plan, Team 1 Captain
Ed Hurston, Lancaster County Economic Recovery Plan, Team 2 Co-Captain
Mayor Danene Sorace, Lancaster County Economic Recovery Plan, Team 2 Co-Captain
Mark Lauriello, Lancaster County Economic Recovery Plan, Team 3 Captain
Bob Zorbaugh, Lancaster County Economic Recovery Plan, Team 4 Captain
Mike Reynolds, Lancaster County Economic Recovery Plan, Team 5 Co-Captain
Alison Van Harskamp, Lancaster County Economic Recovery Plan, Team 5 Co-Captain

Funding Proposal to the Lancaster County Board of Commissioners To Facilitate Reopening of Lancaster County's Economy

Summary: The impact of the COVID-19 pandemic prompted EDC and the Lancaster Chamber to craft Lancaster County's Economic Recovery Plan, which was released to the public on April 26, 2020. The plan was created to be a road map for Lancaster's business community to ultimately reopen for business. It focuses on preparing businesses to resume operations safely, effectively and efficiently in accordance with federal and state public health guidance.

The overwhelming majority of the 13,000 businesses in Lancaster County have neither the financial nor technical wherewithal to navigate the unprecedented challenges they face as a result of the COVID-19 pandemic. Assessments conducted by EDC and the Chamber confirmed that our county's business community is desperate for access to working capital, access to Personal Protective Equipment (PPE) and both guidance and funding for physical improvements needed to meet public health guidelines to enable them to reopen.

We therefore respectfully request funding to support the breadth of small businesses across Lancaster County who, by no fault of their own, are facing an extraordinary crisis that we know will result in some – perhaps many – businesses not surviving. Nonetheless, we propose to use our best efforts to help them again stand up and provide employment for the 275,000 who were employed in Lancaster County prior to the pandemic.

Specifically, the following resources are being sought, tapping into the Title V CARES Act funding received by the County of Lancaster.

Amount	Purpose
\$6 million	Bulk procurement and mass distribution of PPE (masks, thermometers, face shields, gloves)
\$25 million	Small Business Recovery & Sustainability Fund – to be distributed in two phases – and with grant funds targeted toward (1) Working Capital and (2) Specific Public Health physical retrofit needs, such as physical barriers (Lexan shields), space re-configurations of offices, warehouses and operating areas, signage, sanitation stations.
\$1.5 million	Broad scale communications plan to reach small businesses and small business owners and employees across the county, to include website, advertising, collateral material, translation services
\$900,000	Administrative costs related to implementation
\$33.4 million	TOTAL

Component Details (As of 05.04.20):

\$6 million for PPE Procurement and Distribution

PPE will be one of the larger hurdles to getting a business started back up quickly and safely. A countywide PPE distribution strategy would allow all businesses to get access to quality approved PPE efficiently and affordably. Access to PPE is uncertain for many businesses as there are a multitude of vendors with long lead times and increased prices. Bulk ordering could reduce lead times, decrease pricing and would allow quality control of PPE used in our community.

Benefits:

- Help offset some of the high start-up costs associated with new procedures to safely operate.
- Reduce lead time and efficiently get PPE to businesses to start operations safely.
- Drive consistent quality of PPE across the county to ensure broader safe environments for employees and consumers.
- Provide documented procedures with handouts to ensure proper use and implementation of screening, cleaning and PPE use.
- Make it easy and efficient for ALL business across the county – specifically small or minority owned businesses that might require additional support.
- Create savings opportunities with bulk purchasing

Implementation:

- Create 2-3 distribution centers spread geographically to best cover the county.
- Bulk order PPE for the county businesses. Order as much from Lancaster County or PA based vendors to drive more into the local economy.
- Provide PPE (with a pre-determined quantity per employee count) **FREE** to all businesses.
- Create sample forms, procedures and best practices (English and Spanish) to be handed out with PPE. Note – training and more detailed information will also be available by industry.
- Target 2 months of operations as a gap that allows companies to get back on their feet and distribution/suppliers to catch-up.

Use of funds:

- Procurement of PPE (potential examples – masks, thermometers, face shields, gloves and cleaning supplies)
- Set-up of Distribution centers (space, equipment, signage, etc.)
- Staffing for set-up, delivery, training and distribution of PPE

\$25 Million for Small Business Recovery & Sustainability Fund

The fund will be established to allow Lancaster County small businesses to receive critical working capital as well as funds specific to public health-related physical retrofit needs. Best practices of two established business funding tools in Lancaster County, the CRIZ Small Business Grant Program and the Lancaster City Small Business Emergency Fund, have been utilized to develop the initial fund

framework. Additionally, similar COVID-19 relief funds in neighboring communities including Chester and Delaware Counties are serving as models.

Outlined below are the key proposed aspects of the funds as they exist today. The intent is that these funds **not** be deployed on a first come, first served basis. Final guidelines are being developed now, including the timing of making these funds available (two rounds are being considered), the amount of funding available per business, and the structure and terms of grants to be awarded. Additionally, a full communications plan will be developed to ensure broad awareness of this funding pool exists in the community.

The oversight and implementation of this fund will be coordinated by EDC (with assistance from the EDC-Finance team), the Lancaster Chamber, Community First Fund and ASSETs, the four lead organizations in Lancaster County that are providing technical business assistance and economic development financing.

Benefits:

- Reduce financial barriers to businesses reopening, especially smaller firms experiencing the greatest financial and cashflow challenges.
- Encourage businesses to create a fully-safe operating environment.
- Help offset the costs associated with meeting physical social distancing guidelines required to reopen safely.
- Ensure that businesses county-wide can provide safe environments for employees and consumers.

Implementation:

Two rounds of funding (first round of \$15 million, second round of \$10 million) are being explored. Considerable work remains to set the fund guidelines and ensure a smooth and efficient application and review process. The lead entities are working now on these guidelines, however, no specific timetable to deploy these funds is set, other than knowing that the needs are urgent. Demand for these funds are expected to far exceed supply.

Use of funds:

- Grants to businesses with physical operations in Lancaster County, PA with 100 employees or fewer.
- Eligibility criteria to include aspects such as operations generating revenue and/or positive cash flow prior to March 1, 2020.
- Proposed target is up to \$25,000/company.
- Grants to be used for working capital and/or physical retrofit of businesses.

\$1.5 Million for Communications/Marketing

A critical component to the successful deployment of the funds identified above is ensuring that businesses and our county's workforce across Lancaster County are able to tap into the proposed activities. A more detailed budget is anticipated during the week of May 4th and will include the development of a robust website as well as a multi-faceted outreach campaign.

\$900,000 for Administration

Executing this plan quickly (likely a 30 to 60 day time frame) and effectively is critical for the success of the overall effort. All the best intended plans created will fall short if we are unable to efficiently and swiftly deploy them to the entirety of Lancaster County.

We are seeking \$900,000 to cover all necessary administrative expenses, as outlined below. Given the urgency of the work, there is no other option than to proceed quickly as any time taken to raise funds from other sources simply delays the proposed action to get businesses operational.

Importantly, the Lancaster Chamber and EDC each have pledged to donate \$50,000 in staff service to support this effort.

BENEFITS:

- Ensure prompt deployment of efforts at a time when prompt deployment has never been more critical.
- Provide necessary expertise in the establishment of complex systems ranging from grant review and execution, comprehensive communications, public health mitigation coordination, promotion of ongoing collaboration, and leveraging of resources through the Economic Recovery Plan.
- Allow full focus on execution of the plan, removing the distraction of fund-raising beyond the commitments of the EDC and Lancaster Chamber to together donate \$100,000 during this challenging and time-sensitive period.

IMPLEMENTATION:

- The process for disbursement of funds will be implemented to comply with CARES Act requirements.
- Chamber and EDC will provide documentation of their organizational pledges of \$50,000 in staff time.

USE OF FUNDS:

- \$750,000 to be dedicated to the oversight and implementation of the Small Business Recovery and Sustainability Grant Fund described above. This 3.0% fee will cover all program development, online tool development, applicant review activity, grant awards, documentation

and follow up. Likely recipients of portions of this fee will include EDC, the Lancaster Chamber, Community First Fund and ASSETs as anticipated lead partners.

- \$150,000 of the funds to be used for specific staff support and other related costs to the operations and implementation of the Economic Recovery Plan. As noted above, these dollars will be leveraged by the staff work of the Lancaster Chamber and EDC. All expenses will be fully documented and any unused portion of the \$150,000 will be returned to the County.
- The Lancaster Chamber and EDC will work to ensure complete transparency with the County regarding the use of all funds allocated to this effort by the County.

**Core Team Members
(As of May 1, 2020)**

Leadership Team

- Tom Baldrige, Lancaster Chamber
- Commissioner Ray D'Agostino, County of Lancaster
- Bob Macina, Penn Medicine Lancaster General Health
- Lisa Riggs, Economic Development Company

Action Team 1 – Funding Business (Strategy 1)

Captain: Brett Tennis, Walz Group
Team Leaders: Lyle Hosler, EDC
Heather Valudes, Lancaster Chamber

Action Team 2 – Public Health Mitigation (Strategy 2)

Captains: Ed Hurston, County of Lancaster
Danene Sorace, Mayor, City of Lancaster
Team Leaders: Hilda Shirk

Action Team 3 – “New Business Normal” (Strategy 2/3)

Captain: Mark Lauriello, Rettew
Team Leaders: John Biemiller, EDC
Andrea Shirk, Rock Lititz

Action Team 4 – Economic Analysis/M Measurement (Strategy 4)

Captain: Bob Zorbaugh, LCSWMA
Team Leaders: Naomi Young, EDC Center for Regional Analysis
Larry George, County of Lancaster

Action Team 5 – Communications (All)

Captain: Mike Reynolds, Lancaster Barnstormers
Alison Van Harskamp, Armstrong Flooring Inc.
Team Leaders: Barb Huesken, LNP
Tony Gorick, Lancaster Chamber

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

- | | |
|----|---|
| 1. | <p><u>Statement of Work With:</u></p> <p>Clarity Laboratories, LLC
Somerset, New Jersey</p> <p><u>Purpose:</u></p> <p>To provide SARS-CoV-2 RT PCR Testing for all residents and staff at Lancaster County nursing homes.</p> <p><u>Amount:</u></p> <p>\$100.00 per test.</p> |
| 2. | <p><u>Clinical Laboratory Services Agreement With:</u></p> <p>Viracor
Eurofins Clinical Diagnostics
Leola, Pennsylvania</p> <p><u>Purpose:</u></p> <p>To provide Coronavirus SARS-CoV-2 RT-PCR Testing for all residents and staff at Lancaster County nursing homes.</p> <p><u>Amount:</u></p> <p>\$100.00 per test.</p> <p><u>Note:</u></p> <p>The combined costs for Clarity Laboratories, LLC and Viracor, Eurofins Clinical Diagnostics contracts shall not exceed \$803,000.00.</p> |
| 3. | <p><u>Agreement With:</u></p> <p>Cocciardi and Associates, Inc
Mechanicsburg, Pennsylvania</p> <p><u>Purpose:</u></p> <p>To provide infection control consultative and training services to Lancaster County nursing homes.</p> <p><u>Amount:</u></p> <p>Not to exceed \$105,000.00</p> |

RESOLUTION NO. 37 OF 2020

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to transfer \$1,000,000 from the Lancaster County COVID-19 Revenue Account to the Commissioner's Office COVID-19 Response Account. The purpose of this request is to address expenditures associated with the Memorandums of Understanding established for consultative and training services and COVID-19 testing procedures.

FROM::

Lancaster County-
COVID 19 Revenue Account
6311 A A1111 45006

\$1,000,000.00 (-)

TO:

Commissioners' Office -
COVID-19 Response Account
7300 A A1111 45006

\$1,000,000.00 (+)

I, Lawrence M. George, Chief Clerk to the County of Lancaster, Pennsylvania, do hereby affirm that the above motion was adopted by the Lancaster County Board of Commissioners at its regularly scheduled meeting held on the 13th day of May, 2020.

ATTEST: _____

Lawrence M. George, Chief Clerk
County of Lancaster, Pennsylvania
Date: May 13, 2020

RESOLUTION NO. 38 OF 2020

On motion of Commissioner _____, seconded by Commissioner _____;

WHEREAS, Provident Energy, the County of Lancaster's energy consultant, had released a bid for electricity pricing for the County and the Southeastern Pennsylvania Cooperative Purchasing Board; and

WHEREAS, Initial electricity pricing was received on April 29, 2020 and final electricity pricing was received on May 11, 2020; and

WHEREAS, Provident Energy has recommended that the County of Lancaster and the Southeastern Pennsylvania Cooperative Purchasing Board enter into a three year electricity pricing agreement with Talen Energy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA to authorize the approval and execution of a contract with the following company, for the item and amount specified, which was the lowest bid received.

Contract Awarded To:

Purpose:

Amount:

Talen Energy
Allentown, Pennsylvania

Furnishing of electricity for the County of Lancaster and the Southeastern Pennsylvania Cooperative Purchasing Board for a three year period commencing January 1, 2021 through December 31, 2023

\$0.05130 per
kilowatt

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: Harry Klinger, Director of Purchasing
Department: Purchasing
Date: May 11, 2020

Board Action Requested:

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

Agreement

Provider Information: (Name, Address):

Talen Energy

835 Hamilton Street

Suite 150

Allentown, Pa. 18101

Proposed Program Budget Information:

Service	2020/2021 Amount to be Approved	2019/2020 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Electricity for all 60 county accounts	\$0.05130 per kilowatt	\$0.05258 per kilowatt	(0.00128)		County

Term of Contract: January 1, 2021 – December 31, 2023

Budget Comments: \$18,500 per year reduction based on same energy usage.

Program Information/Description of Service:

Provident Energy, our energy consultant released a bid for electricity to be provided to the Southeastern Pa. Cooperative Purchasing Board on April 15, 2020. Initial pricing was returned to Provident on April 29 and final pricing on May 11.

The recommendation is a three year contract with Talen Energy. A 3 year term protects the county against any uptick in PJM capacity pricing through December 2023. Suppliers are currently in talks about adding COVID type protection language into future contracts that would allow them to recoup lost monies as a significantly lower usage as a result of future pandemics or national emergencies. Entering into a longer term contract now will help the county avoid such language until at least January of 2024. Talen Energy is the incumbent provider.

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
9	Y			

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'

Wednesday May 11, 2020

To take official action on this item?:

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

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

Harry Klinger, Director of Purchasing

Retail Electricity Purchasing PPL Counties

Supplier	Terms			Fully Fixed Pricing (\$/kWh) w/o GRT
	Period	Months	Tolerance	Total
Talen Energy	Jan '21 - Dec '21	12	100%	\$0.05313
Talen Energy	Jan '21 - Dec '22	24	100%	\$0.05210
Talen Energy	Jan '21 - Dec '23	36	100%	\$0.05130
Constellation	Jan '21 - Dec '21	12	100%	\$0.05318
Constellation	Jan '21 - Dec '22	24	100%	\$0.05225
Constellation	Jan '21 - Dec '23	36	100%	\$0.05149
EDF Energy	Jan '21 - Dec '21	12	100%	\$0.05259
EDF Energy	Jan '21 - Dec '22	24	100%	\$0.05250
EDF Energy	Jan '21 - Dec '23	36	100%	\$0.05178
Freepoint Solutions	Jan '21 - Dec '21	12	100%	\$0.05309
Freepoint Solutions	Jan '21 - Dec '22	24	100%	\$0.05246
Freepoint Solutions	Jan '21 - Dec '23	36	100%	\$0.05188
Dynegy	Jan '21 - Dec '21	12	100%	\$0.05315
Dynegy	Jan '21 - Dec '22	24	100%	\$0.05276
Dynegy	Jan '21 - Dec '23	36	100%	\$0.05244
WGL Energy	Jan '21 - Dec '21	12	100%	\$0.05225
WGL Energy	Jan '21 - Dec '22	24	100%	\$0.05255
WGL Energy	Jan '21 - Dec '23	36	100%	\$0.05264
Direct Energy	Jan '21 - Dec '21	12	100%	\$0.05356
Direct Energy	Jan '21 - Dec '22	24	100%	\$0.05345
Direct Energy	Jan '21 - Dec '23	36	100%	\$0.05374
Champion Energy	Jan '21 - Dec '21	12	100%	\$0.05424
Champion Energy	Jan '21 - Dec '22	24	100%	\$0.05451
Champion Energy	Jan '21 - Dec '23	36	100%	\$0.05460
Aggressive Energy	Jan '21 - Dec '21	12	100%	\$0.06219
Aggressive Energy	Jan '21 - Dec '22	24	100%	\$0.06237
Aggressive Energy	Jan '21 - Dec '23	36	100%	\$0.06231

<p>1. <u>Amended Agreement No. 2 With:</u></p> <p><u>Purpose:</u></p> <p><u>Amount/Term:</u></p>	<p>Ephrata Area Rehabilitation Services, Inc. Ephrata, Pennsylvania</p> <p>An individual has decided to end Community Participation Support services.</p> <p>Decrease the amount of the existing contract by \$6,181.74, for a total contract amount not to exceed \$23,753.06 for Fiscal Year 2019-2020.</p>
<p>2. <u>Amended Agreement No. 1 With:</u></p> <p><u>Purpose:</u></p> <p><u>Amount/Term:</u></p>	<p>Keystone Service Systems, Inc. Harrisburg, Pennsylvania</p> <p>To add service W5996, Community Participation Support 1:1 to the contract.</p> <p>Increase the amount of the existing contract by \$8,029.44, for a total contract amount not to exceed \$60,813.96 for Fiscal Year 2019-2020.</p>

REQUEST SUMMARY

ITEMS FOR COMMISSIONERS' AGENDA ON May 13, 2020

from

Behavioral Health and Developmental Services (include department)
updated March 2019

Item #	Name of Contract Provider	Term	Amount being Requested	Percent of Increase/Decrease	Goals (Define goals by percentages when applicable)	Trends
1	Ephrata Area Rehabilitation Services, Inc. – Amendment #2	7/1/19 – 6/30/20	\$23,753.06	-20.7%	N/A	Individual with an intellectual disability decided to end their services with the Provider. Reduction in contract of \$6,181.74.
2	Keystone Service Systems, Inc. – Amendment #1	7/1/19 – 6/30/20	\$60, 813.96	+15.2%	N/A	Adding an additional \$8,029.44 to contract for specialized service for an individual with an intellectual disability.

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

Submitted by: Name and Title: Judith A. Erb, Executive Director
Department: Lancaster County Behavioral Health/Developmental Services
Date: May 13, 2020

Board Action Requested:

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

Service Agreement Contract – Fiscal Year 2019 / 2020
Amendment #002

Provider Information: (Name, Address):

Ephrata Area Rehabilitation Services, Inc.

300 West Chestnut Street

Suite 101

Ephrata, PA 17522

Proposed Program Budget Information:

Service	2019-2020 Amendment Amount to be Approved	2019-2020 Current Approved Amount	Amount Increase/ (Decrease)	Percent Increase/ (Decrease)	Percent Funding Source (Co., State, Fed)
Community Participation Supports	\$23,753.06	\$29,934.80	(\$6,181.74)	(20.65%)	IDD Block Grant

Term of Contract: 07/01/2019 to 06/30/2020

Budget Comments:

Amendment #2: An individual has decided to end their services, a decrease of (\$6,181.74).

Program Information:

Description of Service:

Ephrata Area Rehabilitation Services, Inc. provides community participation support services for individuals being served by Lancaster County Intellectual & Developmental Disabilities.

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:

Judith A. Erb
BH/DS Executive Director

John Stygler
BH/DS Deputy Director of Admin

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

Judith A. Erb
BH/DS Executive Director

John Stygler
BH/DS Deputy Director of Admin

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.

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

Name and Title: Judith A. Erb, Executive Director

Submitted by: Department: Lancaster County Behavioral Health/Developmental Services

Date: May 13, 2020

Board Action Requested:
(Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.) Service Agreement Contract – Fiscal Year 2019 / 2020
Amendment #001

Provider Information: (Name, Address): Keystone Service Systems, Inc.
4391 Sturbridge Drive
Harrisburg, PA 17101

Proposed Program Budget Information:

Service	2019-2020 Amendment Amount to be Approved	2019-2020 Current Approved Amount	Amount Increase/ (Decrease)	Percent Increase/ (Decrease)	Percent Funding Source (Co., State, Fed)
Residential Services & Community Participation Supports 1:1	\$60,813.96	\$52,784.52	\$8,029.44	15.21%	IDD Block Grant

Term of Contract: 07/01/2019 to 06/30/2020

Budget Comments: Amendment #1: Adding service W5996, Community Participation Support 1:1, to the
contract (+\$8,029.44).

Program Information: Keystone Service Systems provides residential services to individuals being served by
Lancaster County Intellectual & Developmental Disabilities.

Description of Service:

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:

Judith A. Erb
BH/DS Executive Director

John Stygler
BH/DS Deputy Director of Admin

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

Judith A. Erb
BH/DS Executive Director

John Stygler
BH/DS Deputy Director of Admin

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.

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of Behavioral Health/Developmental Services (BH/DS), to approve the following:

Grant Agreement With:

United States Department of Housing and Urban
Development
Philadelphia, Pennsylvania

Purpose:

To provide grant funding for 47 apartments for singles who are homeless and have a mental illness.

Amount/Term:

Enterprise Housing (Project # PA0522L3T101907) -
\$233,433.00 for the period December 1, 2020 through
November 30, 2021.

Polaris Housing (Project # PA0452L3T101908) -
\$181,959.00 for the period December 1, 2020 through
November 30, 2021.

North Star Housing (Project # PA0556L3T101909) -
\$138,684.00 for the period May 1, 2020 through April 30,
2021.

The total amount of grant award not to exceed
\$554,076.00 for the period May 1, 2020 through
November 30, 2021.

5/13/20

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: Judith Erb, Executive Director
Department: Lancaster County Behavioral Health and Developmental Services
Date: _____

Board Action Requested:

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

Grant Agreement May 1, 2020 – November 30, 2021

Provider Information: (Name, Address):

United States Dept. of Housing and Urban Development

The Wannamaker Building 100 Penn Square East

Philadelphia, PA 19107-3380

Proposed Program Budget Information:

Service	1 year Amount to be Approved	Prior Year Grant Agreement	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Enterprise Housing (Project # PA0522L3T101907) Dec 1, 2020 – Nov 30, 2021	\$233,433	\$213,993	\$19,440	9.08%	75% Fed 25% In-kind Match or 20% Cash Match
Polaris Housing (Project # PA0452L3T101908) Dec 1, 2020-Nov 30, 2021	\$181,959	\$167,379	\$14,580	8.71%	
North Star Housing (Project # PA0556L3T101909) May 1, 2020 – April 30, 2021	\$138,684	\$127,020	\$11,664	9.18%	

Term of Contract: 5/1/2020 – 11/30/2021

Description of Service:

Grant for 47 apartments for singles who are homeless and have a mental illness.

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:**

**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

updated January 4, 2006

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of Behavioral Health/Developmental Services (BH/DS), to authorize blanket approvals to move funds between the following providers' contract lines within the existing contract cap based on invoices submitted and approved by BH/DS. This will allow providers to remain financially stable during the COVID-19 crisis. In addition, each identified provider will be asked to sign an "Attestation Statement for Contract Terms Change During COVID-19 Crisis" form.

- Behavioral Health Corporation
- Community Services Group
- Ephrata Area Rehabilitation Services
- Goodwill
- Keystone Services
- Philhaven
- Recovery Insight
- Tabor
- The Lodge

5/13/20



County Commissioners
Joshua G. Parsons, Chairman
Ray D'Agostino, Vice-Chairman
Craig E. Lehman

Executive Director
Judith A. Erb, MS

BHDS CONTRACT WAIVER REQUEST

Date: May 13, 2020
To: Board of Commissioners

Because of the negative impact COVID 19 has had on some of our mental health providers we are respectfully requesting consideration of a mechanism whereby we can provide fiscal support to identified providers to help them in this financial crisis. Specifically, we are looking to exercise our flexibility within the existing contract to move money from the claims line of the contract to the program funding line *without going over the contract cap*. What is unusual in this request is that this type of change requires BOC approval for each contract amendment with monetary figures included. However, because of the fluidity of this situation we are uncertain of the fiscal amounts or the frequency the changes will need to be made so we are requesting a blanket approval for the providers identified below so that we have the ability to move money between contract lines as needed. As we settle the contracts at the end of the fiscal year (June 30th, 2020) we will present any contracts for amendments if/when adjustments are needed to the contract cap amounts.

Each identified provider will be asked to sign an attestation form which is attached to this request.
The identified providers are:

Behavioral Health Corporation
Community Services Group
Ephrata Area Rehabilitation Services
Goodwill
Keystone Services
Philhaven
Recovery Insight
Tabor
The Lodge

Respectfully

Judith Erb and John Stygler for BHDS

Administration
150 North Queen Street
Suite #610
Lancaster, PA 17603
Phone: (717) 299-8021
Fax: (717) 295-3680

Early Intervention
150 North Queen Street
Suite #517
Lancaster, PA 17603
Phone: (717) 399-7323
Fax: (717) 399-7396



**Intellectual & Developmental
Disabilities**
150 North Queen Street
Suite #515
Lancaster, PA 17603
Phone: (717) 399-7355
Fax: (717) 209-3064

Mental Health
275 Hess Boulevard
Suite #101
Lancaster, PA 17601
Phone: (717) 393-0421
Fax: (717) 299-7968

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

Agreement No. 521160 -
Work Order No. 3 With:

Pennsylvania Department of Transportation
Transportation Planning and Programming
Harrisburg, Pennsylvania

Purpose:

To perform services in the field of transportation and planning and programming in accordance with the Unified Planning Work Program which includes the following sources of funding:

\$164,000 in Pennsylvania State Motor License Funds (Highway and Safety Improvements).

\$1,216,000 in Federal Highway Administration Metropolitan Planning Funds (Highway Planning and Construction).

\$217,000 in Federal Transit Administration Metropolitan/Consolidated Planning Funds (Tech Studies Grant/Highway Planning and Construction)

\$20,000 in Federal Highway Administration Metropolitan Planning Funds (Highway Planning and Construction) and (Local Technical Assistance Program Supplement).

Funding will be used to support the Lancaster County Transportation Coordinating Committee's work over the next two State fiscal years. Funds are primarily used by Lancaster County Planning Commission staff and some funding is used to cover consulting fees (travel demand model technical assistance) and Red Rose Transit Authority transportation planning activities.

Amount/Term:

\$908,750.00 for Fiscal Year 2020-2021 and \$902,500.00 for Fiscal Year 2021-2022, for a total amount not to exceed \$1,811,250 (\$1,453,000 Federal funding; \$164,000 State funding; and \$194,250 local funding) for the period July 1, 2020 through June 30, 2022.

REQUEST SUMMARY

ITEMS FOR COMMISSIONERS' AGENDA ON MAY 13, 2020

from

Scott W. Standish, Executive Director, Planning Commission

Item #	Name of Contract Provider	Term	Amount being Requested	Percent of Increase/ Decrease	Goals (Define goals by percentages when applicable)	Trends
1.	PennDOT Contract # 521160- Work Order 3 FY 2020-2022 Unified Transportation Planning Work Program (UPWP)	Work Order 3 effective 7/1/2020 through 6/30/2022	\$1,453,000 Federal \$164,000 State \$194,250 Local	--	This federal, state and local funding is used to support the Lancaster County Transportation Coordinating Committees work over the next two state fiscal years. The funds are primarily used by LCPC staff, but some funding is used to cover consulting fees (travel demand model technical assistance) and RRTA transportation planning activities.	--

**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: Scott W. Standish, Executive Director
Department: Planning
Date: 5/7/2020

Board Action Requested:

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

Approve PennDOT Contract # 521160 – Work Order 3 –
FY 2020-2022 Unified Planning Work Program (UPWP)

Provider Information: (Name, Address):

Pennsylvania Department of Transportation
Transportation Planning and Programming
Harrisburg, PA

Proposed Program Budget Information:

Service	2020-21 Amount to be Approved	2021-2022 Amount to be Approved	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Work Order 3 FY 2020-2022 UPWP (Reimbursement Agreement) see detail below	\$908,750	\$902,500			\$1,453,000 Federal \$164,000 State \$194,250 Local

Term of Contract:

Work Order effective from 7/1/2020 through 6/30/2022

Budget Comments:

Program Information:

Description of Service:

This federal, state and local funding is used to support the Lancaster County Transportation Coordinating Committees work over the next two state fiscal years. The funds are primarily used by LCPC staff, but some funding is used to cover consulting fees (travel demand model technical assistance), RRTA transportation planning activities, and special studies.

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	N/A	N/A	N/A	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	N/A	N/A	N/A

Date you would like the County Commissioners'

5/13/2020

To take official action on this item?:

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

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

Scott Standish
Executive Director, Lancaster County Planning Commission

Bob Bini, AICP
Director for Transportation Planning

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.

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Election and Voter Registration Office, to approve the following:

Grant Amendment With:

Pennsylvania Department of State
Bureau of Finance and Operations
Harrisburg, Pennsylvania

Purpose:

To amend the "Grants for Election Modernization and Security " (GEMS) grant to include the purchase of additional table top 500 corrugated plastic privacy booths. The grant covers 60% of County voting equipment costs per Act 77 of 2019.

Amount:

\$9,250.00 (\$5,500.00 GEMS funding for costs incurred by the County).

Authorization to Sign Application:

The Board of Commissioners authorizes Chief Clerk Lawrence M. George to sign the GEMS grant amendment.

5/13/20

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 Wenger Chief Clerk, Lancaster County Board of Elections & Chief Registrar, Voter Registration Commission

Department: Voter Registration & Elections

Date: 5/6/2020

Board Action Requested:

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

Approval for BOC Chief Clerk to sign application for GEMS Grant Amendment to cover 60% of voting equipment cost per Act 77 of 2019,

Provider Information: (Name, Address):

PA Department of State

Bureau of Finance and Operations

308 North Office Building 401 North Street

Harrisburg, PA 17120

Proposed Program Budget Information:

Service	2020 Amount to be Approved	2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
GEMS Grant Amendment to include an additional Table Top 500 corrugated plastic Privacy booths.	\$5500	0	+\$5500	(100%)*	60% of \$9,250 PA GEMS

Term of Contract:

One time

Budget Comments:

GEMS grant application for funding 60% of County voting system acquisition costs. was expanded to include these items.

Program Information/Description of Service:

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
0				

Complete Sections Pertaining to Construction Projects:

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

5/13/2020

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:

Randall Wenger, Chief Clerk/Chief Registrar

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

Randall Wenger, Chief Clerk/Chief Registrar

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.

updated January, 2014

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Office of Aging, to approve Emergency Temporary Amendments to the Older Adult Daily Living Center Contracts with the following providers:

**Emergency Temporary
Contract Amendments With:**

Garden Sport Village
New Holland, Pennsylvania

Landis HCBS, LLC
dba Landis Adult Day Services – Eden West and Eden East
Lititz, Pennsylvania

Masonic Villages at Elizabethtown PA
Elizabethtown, Pennsylvania

Moravian Center Adult Day
Lancaster, Pennsylvania

Purpose:

To provide and receive payment for Adult Day Services for participants who are not able to attend the center in person due to the mandatory closure ordered by Governor Wolf and effective March 13, 2020 et. seq.

Healthcare wellness services may include but are not limited to review of general health conditions and adult daily living needs; review of the COVID-19 symptom check list; review of nutrition needs or concerns; review of medications; review of other medical concerns or issues; and escalation of any medical issues to the primary care physician and/or emergency medical services for determination of appropriate intervention. Social wellness services may include but are not limited to review of general safety conditions and review of general safety conditions and review of general state and level of anxiety/sadness.

Amount/Term:

The estimated amounts for retainer fees for a three month period are as follows:

- Garden Sport Village - \$ 7,134.75
- Landis HCBS, LLC - \$21,718.27
- Masonic Villages at - \$ 7,997.45
Elizabethtown PA
- Moravian Center Adult - \$51,492.66
Day

“continued”

Office of Aging – Emergency Temporary Contract Amendments
Page 2

Amount/Term:

In order to receive payment for remote services, the vendors will provide regular social/wellness check-in phone calls to support the client and caregivers while the centers are closed.

5/13/20

**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: Linda Schreiner, Senior Buyer

Department: Purchasing

Date: May 11, 2020

Board Action Requested:

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

Emergency Amendment for Older Adult Daily Living Center
Contracts

Provider Information: (Name, Address):

GARDEN SPOT VILLAGE

433 South Kinzer Avenue

New Holland, PA 17557

LANDIS HCBS, LLC

dba LANDIS ADULT DAY SERVICES - EDEN WEST & EDEN EAST

1001 East Oregon Road

Lititz, PA 17543

MASONIC VILLAGES AT ELIZABETHTOWN PA

One Masonic Drive

Elizabethtown, PA 17022

MORAVIAN CENTER ADULT DAY

227 North Queen Street

Lancaster, PA 17608

Proposed Program Budget Information:

Service	2020 Amount to be Approved	2009-2011 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Older Adult Daily Living Center Services					
Garden Spot Village	\$ 7,134.75				County
Landis HCBS, LLC	\$ 21,718.27				County
Masonic Villages at Elizabethtown PA	\$ 7,997.45				County
Moravian Center Adult Day	\$ 51,492.66				County

Term of Contract: October 25, 2015 – June 30, 2020

updated January, 2009

Budget Comments:

Estimated amount for retainer fee for 3-months is \$88,343.12. These funds are currently available in the OOA budget.

Program Information:**Description of Service:**

Providers of Adult Day Services shall be permitted to provide and receive payment for Adult Day Services for participants who are not able to attend the center in person due to the mandatory closure ordered by Governor Wolf and effective March 13, 2020 et seq. In order to receive payment for Adult Day Care as a remote service, the vendor will provide regular social/wellness check-in phone calls to support the client and caregivers while the center is closed.

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:**

May 13, 2020

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

N/A

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

Linda Schreiner, Senior Buyer

Lon Wible, Executive Director Office of Aging