Highlighting county government accomplishments and CCAP’s role as the voice of Pennsylvania counties
About CCAP

Founded
The County Commissioners Association of Pennsylvania (CCAP) was founded in 1886 and is an affiliate of the National Association of Counties (NACo). Prior to 1994, the Association was known as the Pennsylvania State Association of County Commissioners.

Purpose
CCAP is the voice of county government; a statewide nonprofit, nonpartisan association representing all 67 counties in Pennsylvania. CCAP membership include county commissioners, council members, county executives, administrators, chief clerks and solicitors.

CCAP’s legislative and regulatory policies promote flexibility and autonomy for county government. CCAP supports county leadership that is responsive to the needs and circumstances of the people. CCAP stands against state and federal actions that limit fiscal, administrative or programmatic authority over those developed locally.

Leadership
CCAP is led by a group of dedicated members and professional staff specializing in government relations, communications, education, technology, insurance and association management. Association legislative and regulatory policy is based on resolutions adopted by the membership and expressed in the Pennsylvania County Platform. Administrative and program objectives, also member driven, are based on a strategic action plan. Responsibilities for developing and pursuing strategies for implementation falls to the Board of Directors, committees and staff, with grassroots assistance by the membership. Members also are served by separate but related boards that govern CCAP’s insurance and service programs. CCAP informs members and empowers county leaders through collaboration, vision and solutions.
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CCAP is a strong, diverse organization that is acknowledged as a leader among its peers in its legislative and regulatory advocacy and the services it provides its membership. We are pleased to present you this report on Association activities this year, on behalf of the CCAP Board.

The Board has responsibility for all policy, program and fiduciary matters of the Association, which derive from the bylaws, the strategic Action Plan, and the Pennsylvania County Platform. Membership includes the officers, representatives elected by the membership from each of seven districts, the chairs of our policy committees, our two representatives to the NACo Board of Directors, and our past presidents.

It is a working board, whose agenda items touch all aspects of the Association’s operations and which require discussion, deliberation, and action – we do not deal much in “book reports.” This year’s in-person meetings have been in Gettysburg in January, the Spring Conference in March, in Lancaster in June, here at the Annual Conference, and finally in November at the Fall Conference. We have also held conference calls on legislative and litigation strategy when needed.

Last year’s report to you dealt at length with a nominally on-time commonwealth budget (the revenue package was still pending), one in which counties had to battle back from significant cuts in early versions, a necessary and successful effort but one which strained some of our legislative relationships. This year’s early budget, largely a hold-harmless election year budget, was a welcome respite. Still, we are not wholly past last year’s experience, in two ways. First, the state’s fiscal numbers are shaping up in a way that suggests next year’s fiscal package will not be so easily achieved. Second, the more global lesson we took from last year is that we need an effort toward restoration of the state-county partnership.

As a Board, we are working to educate legislators on the scope and diversity of services we deliver and the integral nature of the commonwealth budget in that service delivery. We began with a four page bullet-point list of program and structural mandates we carry out on the commonwealth’s behalf, now expanded to a more detailed, multi-year analysis of the state-county fiscal and programmatic relationship. We are working through the good offices of county alumni – legislators who were formerly your peers – to take this message to their leadership, committee chairs, and rank-and-file.

An ideal process is one in which, when fiscal pressures mount, any corresponding budget and program changes would be made only with both state and local government at the table, with an opportunity to examine impacts on clients and taxpayers alike. Solutions should be strategic and considered, not ad hoc or one-sided.

A related effort is better public understanding of our policy and service objectives, accomplished through continuing expansion of our strategic media efforts. We have actively cultivated all forms of media – traditional reporters at the state and local level, as well as broadcast media. We are sure you have heard or seen our leaders and staff on PCN and shows like Smart Talk, and we have
become the go-to for many reporters who need first-hand information on legislative and policy developments. And our efforts include strategic use of social media, to expand this important dialogue.

We are pleased with your engagement in our grassroots outreach. You have responded well to our call to develop legislative relationships, and we know that you regularly make contacts on issues important to you and your peers. Many of you have engaged in special efforts like the national Stepping Up campaign (Pennsylvania’s participation rate leads the nation), as well as our PA Counties Are and the more focused PA County Human Services Are campaigns which are useful in conversations with the public, media, and legislators.

We are also joined in our legislative, regulatory and public outreach efforts by our affiliate associations, which represent chief county professionals in human services, human relations, planning, and property assessment, for whom we provide legislative and regulatory, as well as administrative, services. We also facilitate policy and programming for county professionals in IT, GIS, elections and corrections.

Policy is not our only activity. Board oversight also includes what we do for you in providing education, technology, service programs, finances, litigation and more.

It is a delight to be in Gettysburg for our Annual Conference this year, the first time in more than a hundred years. You may have seen the photo of attendees at an 1890s conference, taken in Devil’s Den – what better evidence do you need that education has been a CCAP core mission for most of its history. Our regular lineup of annual, spring and fall conferences is augmented by two specialized training programs, our Academy for Excellence in County Government which offers in-depth individual training in county functions and responsibilities, and our Center for Excellence in County Leadership (CEL), a personal leadership training and development program. Other opportunities include our County Administration Conference, Solicitors Conference, GIS conference, and KEYS staff training series (sponsored by our insurance programs) among others. All of these training programs are designed to give the latest information on policy, service delivery, best practices, and emerging trends, as well as affording you a venue to learn about vendor opportunities and to share experiences with peers.

A little more than three decades ago we expanded our core mission to undertake programs and services that, in the broadest sense, help counties better serve their constituents. Our objectives in considering any program or endorsement are to create or expand a marketplace, to reach stability in pricing and service, and to save money. The set of programs we developed or endorsed – and every county is a participant in at least one CCAP program – are diverse and imaginative, and in many cases are state or national leaders. The Unemployment Compensation Trust, PCoRP, and PComp programs, along with our specialty markets are all member owned, manage more than $130 million in total assets, and in the last several years have been able to offer direct member dividends as well as grant programs.

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We also endorse the NACo/NRS deferred compensation program, the US Communities cooperative purchasing program, and NACo’s prescription drug, dental and medical discount programs. At the state level, we endorse the Pennsylvania Local Government Investment Trust (PLGIT), and provide administrative services to the cost-saving Act 22 prison health care program.

And a little more than 15 years ago, we stepped into the world of technology, at first by offering information sharing, systems analysis and software licensing discount programs, but expanding to include website hosting and in-house developed software, led by our Unified Case Management applications. Technology also includes assisting counties and county information officers with the new challenges of cybersecurity, through training and direct consultation and, importantly, with direct interface with the commonwealth and others on all of the applications, databases and reporting systems that are important to counties’ service delivery. We are proud that our programs and staff have achieved state and national recognition from Microsoft and from peer organizations.

We have also reinvigorated our role as a participant in litigation affecting county governance and service delivery. We monitor lower court decisions affecting counties, and as warranted join on appeal on an amicus basis to assure the broader county perspective is heard. A top issue this year, still evolving, is coordinating with the Attorney General and others nationwide in the opioid litigation. Other pending legal matters include Criminal History Records Information Act (CHRIA), sanctuary municipalities, tax claims, recording fees, open records, row office relationships, tax exempt property and other assessment matters, labor law, and more. We also had a significant role – shared with our technology operations – in helping counties respond to a data breach in a human services reporting system. Fortunately, relatively few records were compromised, but we learned important lessons in cybersecurity, event response, and legal obligations on data management. We also facilitate communications among solicitors, with a listserv tool for them to compare notes on legal matters and practice, as well as training opportunities which are CLE certified.

On behalf of the Board, thank you for recognizing that some of the most important decisions affecting your county are made well outside the county lines, in Harrisburg and Washington. Your active participation in CCAP is an extension of the responsibility you recognize to provide the best quality services to your constituents, through the common voice CCAP offers.

Our Vision

CCAP and its member counties are committed to excellence in county government. CCAP will provide a strong, unified voice for counties in the commonwealth. CCAP will advocate for and provide leadership on those issues that will enhance and strengthen the ability of county commissioners to better serve their citizens and govern more effectively and efficiently. CCAP will be the source counties turn to first for information, education, resources and services.
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Washington County Commissioner

Dennis Stuckey
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Lancaster County Commissioner

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Past President and Agriculture Committee Chair
Tioga County Commissioner

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Lehigh County Commissioner

George Halcovage
Assessment and Taxation Committee Chair
Schuylkill County Commissioner

Mark Hamilton
Past President and Academy for Excellence in County Government Chair
Tioga County Commissioner

George Hartwick III
Human Services Committee Chair and NACo Representative
Dauphin County Commissioner

Jeff Haste
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Joe Kantz
Resolutions Committee Chair, Elections Reform Committee Co-Chair
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Larry Maggi
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Rodney Ruddock
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Washington County Commissioner

Bob Thomas, Past President
Franklin County Commissioner

Blair Zimmerman
Community and Economic Development Committee Chair
Greene County Commissioner

Non-Voting Ex Officio Members

Cheryl Andrews
Washington Drug and Alcohol Commission Executive Director and PACDAA President

Kevin Barnhardt
Comprehensive Behavioral Health Task Force Chair
Berks County Commissioner

Crystal Clark, Esquire
CCAP Solicitor
McNees, Wallace & Nurick, LLP, Attorney

Natalie Corman
Centre County Deputy Administrator and PACHSA President

William D’Amico
PACAH President
Fair Acres Geriatric Center Administrator

Daniel Eisenhauer
PACA MH/DS President
Dauphin County MH/ID Administrator

Drew Fredericks
JDCAP Representative
Lancaster County Youth Intervention Center Director

Charles JR Hardester
AAP Representative
Lawrence County Chief Assessment Officer

Michael Pipe
Elections Reform Committee Co-Chair
Centre County Commissioner

Shara Saveikis
PCYA President
Westmoreland County Children’s Bureau Administrator

CCAP Staff Liaison

Douglas Hill
Executive Director
Providing Stewardship of CCAP and Its Resources

It is my pleasure to present you this Treasurer’s report. My role is to work closely with the staff, the Finance Committee and the Board to assure that the Association’s financial practices and reporting are sound.

Our 2017 audit was completed by Baker Tilly Virchow Krause, and the auditor and a partner presented a report to the CCAP Board at its March meeting. Copies of the audit were emailed to each chief clerk and county executive in April, and it is available on the CCAP members-only web page. Additional copies are available from CCAP chief financial officer Pamela Szajnuk.

CCAP performed well in 2017, with our methodologies and controls meeting or exceeding industry standards. And from a financial management perspective, we performed exceptionally well – we had budgeted a deficit of about $467,000 but finished the year with a deficit of just $67,000, on a total budget of $10.6 million. And we would have been in the black, but the bottom line also reflected a write-off of about $133,000 in bad debts.

These are positive numbers, but it is important to note that our finances are still on a recovery track. While our technology programs have now reached their targeted break-even, we continued to budget a deficit for 2018 in order to recognize the final year of initial capitalization of these programs. The capitalization more accurately reflects the practical effect of us investing from Association capital reserves while we built up the technology business. Previously, given our not-for-profit setting, we had not recognized our technology operations, including our Unified Case Management (UCM) products, as more analogous to a commercial operation. The budget and financial statements now do so, showing the technology products as an asset, and as a result also reporting their amortization.

This was a recommendation we worked on with the auditors coming out of the 2016 audit and which we conveyed to you in our report last August. As we reported then, to put this change into place we reopened and adjusted each statement going back to 2013, and reopened the 2017 budget as well. It is important to note that these changes did not affect our net asset value, but simply changed how they were stated. Reopening the 2017 budget resulted in an amortization of about $332,000 and for 2018, the final year of this initial amortization, we budgeted $320,000. With all of these changes, we more accurately reflect the value and diversity of the services CCAP offers its membership.

For any members who are interested, we can give more detail on the Association’s growth pattern over the last decade, and particularly our entry into the software marketplace and the related accounting changes we have made. We can also furnish more information on the business plan for the project.

We also have in place a finance committee, including commissioners, chief clerks, and county finance directors, who worked with the staff on our recovery plan and who now meet quarterly, generally in advance of CCAP Board meetings. Their agenda includes a detailed review of financials with specific
review of return on investment of each cost center, as well as providing an opportunity to evaluate staffing and program structure to maximize services to the membership.

The Finance Committee’s work also includes review of the Association’s long range fiscal plan, under which our objective is to assure that revenues on a program basis meet program needs. We regularly track cost centers and revenues in each of our service areas to assure that at minimum they are self-supporting, with the remaining task to assure, for our core services of legislative representation and member education, that ordinary income (primarily dues and conference revenues) increases to a level that fully supports these services. While the membership has each year affirmed a program of dues increases moving toward that objective, a key project in 2018 is reviewing that long range plan and coming back to the membership with an assessment of whether to continue on this track, or how to alter that long term strategy.

In that context, as we begin preparation of the 2019 CCAP budget the Board and staff will evaluate Finance Committee recommendations on dues and financial planning, and at the same time conduct program budget reviews, and compare programs against their income sources and our strategic priorities. The bylaws require us to send the Association’s proposed budget, proposed Action Plan, and the specific dues proposal to you for review. The Board will consider and adopt the 2019 budget at its fall meeting, and the membership itself will vote on the Action Plan and the dues schedule at the Fall Conference business meeting.

Thank you for your consideration of this report and for your support of CCAP and all we do for you. I also want to acknowledge and thank CCAP CFO Pamela Szajnuk and her staff for their excellent work in fiscal management, planning, and accounting. Please let us, or any of the executive staff or officers, know if you have questions or need additional information on our finances.
The Academy Committee provides oversight for the Academy’s curriculum, faculty, administration and marketing in regard to meeting the educational needs of the greater CCAP membership. This year the Academy has focused on continuing to promote the program to non-participants as well as doing transcript reviews and providing added reminders to enrolled participants to ensure that they fulfill the requirements for graduation, scheduled for November 2018.

Today, the Academy, a certificate training program, boasts 137 graduates of the core program. Currently, there are 23 persons registered for the 2015-2018 cycle with many on track for the 2018 graduation ceremonies.

The committee also supports the development and administration of the annual Center for Excellence in County Leadership (CEL) program for county officials. Six persons participated in the fourth year of this intensive three-day workshop and training in June 2018. Produced by The Professional Edge, Inc., the program provides an array of leadership development, interactive
discussion and strategic thinking exercises and includes self-
assessments and reading materials geared toward raising self-awareness.

Throughout 2017-18, the Academy was pleased to offer six of the
eight core courses and more than 30 elective credit opportunities at
various stand-alone and collaborative workshops or conference breakout
sessions around the commonwealth. These workshops are open to all CCAP
members and county representatives and garner credit for those enrolled in
the Academy program. The Academy continues to stress the importance of
a face-to-face learning environment where two-way interaction amongst
peers and presenters provides a foundation for success.

The Academy sustained its
collaborative efforts with the
CCAP Insurance Programs training
department as initiated in 2003.
Through this type of cooperation, Academy participants, as well as
members of the Insurance Programs, reap the immediate benefits of
convenient, combined classes, different locations and top notch
instructors with distinct courses that grant elective or core course credit
for Academy participants.

Board meetings in 2017-18 were
conducted via a conference call
format which has greatly enhanced
the productivity of the Board and
the ability for all members to actively
participate despite physical location
or personal schedules.

The Academy operates on a non-
grant funded budget with program
registration fees offsetting the
majority of the training expenses on
an annual basis. 🌟

**Academy for Excellence in County Government Committee**

Mark Hamilton, Chair  
Tioga County Commissioner

Christian Leinbach, Vice Chair  
Berks County Commissioner

Chip Abramovic  
Venango County Commissioner

Preston Boop  
Union County Commissioner

Kathi Cozzone  
Chester County Commissioner

S. Paul Crooks  
Bedford County Commissioner

Bruce Erb  
Blair County Commissioner

Kathy Fatica  
Erie County Councilmember

James Gagliano, Jr.  
Lawrence County Administrator

Todd Graybill  
Juniata County Commissioner

Janis Kemmer  
Elk County Commissioner

Tony Mussare  
Lycoming County Commissioner

Al Penksa, Jr.  
Adams County Manager

Michelle Shedden  
Bradford County Chief Clerk

Bob Thomas  
Franklin County Commissioner

**Non-Voting Ex Officio Members**

David Brinton, MPA  
Local Government Policy Manager, Governor’s Center for Local Government Services

Dr. Beverly Cigler, Ph.D.  
Penn State Harrisburg Distinguished Professor

Marita Kelley, MPA  
PA Department of Community and Economic Development Deputy Director

Tara Mondock, CCAP Fellow  
Penn State Cooperative Extension

Dennis Stuckey  
Lancaster County Commissioner

**CCAP Staff Liaison**

Mandi Glantz  
Director of Member and Vendor Relations

**CCAP Staff Assistants**

Linda Rosito  
Risk Management Training Director

Karen Sweigard  
Director of Meetings and Education
Agriculture Committee

Preserving our Agricultural Heritage for Current and Future Generations

The agriculture industry remains one of the driving forces in Pennsylvania’s economy, and counties interface with the farming community on a daily basis. A number of key issues have captured our committee’s attention in the past year as the many facets of agriculture continue to evolve and change.

For instance, the challenges facing the dairy industry in our commonwealth and across the nation have generated much conversation among our committee members. Many complex policy issues underlie these challenges, from depressed milk prices to marketing to regulations and much more. CCAP hosted a dairy roundtable in December to help us get a better and more comprehensive understanding of these matters. It included representatives from the Department of Agriculture, the Center for Dairy Excellence, the United States Department of Agriculture and Penn State Extension. From the robust discussion that day, it became clear that the dairy industry faces a wide diversity of issues that have been many decades in the making, and there are no easy answers. CCAP will continue to engage with our partners at the National Association of Counties (NACo) in following this issue and to work with our partners at the state and federal levels, as well as the Extension, to identify resources we may be able to share with our county residents.

Another issue that has come to our radar screen is the continuing spread of the spotted lanternfly, an invasive species that threatens many of our industries, particularly grapes, hops and logging. As of May 2018, 13 of our counties are under quarantine to try to help stop its spread, and this spring the federal government committed $17.5 million in new emergency funding to combat the spotted lanternfly. The Pennsylvania Department of Agriculture has been working in collaboration with the U.S. Department of Agriculture, other state agencies and partners to prevent the spreading of the spotted lanternfly. At CCAP’s 2017 Fall Conference, Penn State Extension provided a breakout session to help counties both within and outside the quarantine area learn to recognize the insect and what we can all do to take action to help control it.

As noted in both of these cases, our committee continues to enjoy a strong relationship with Penn State Extension and the state Department of Agriculture. We are pleased to have the opportunity to work with our most recent Extension Fellow, Tara Mondock, who serves as the associate director of client relations for Extension. Tara spends much of her time working directly with our counties to identify opportunities for collaboration and service deliveries, and provides us with updates about the many programs Extension offers, from 4-H to food safety to water quality.

We have also been honored to have an ongoing relationship with Pennsylvania Agriculture Secretary Russell Redding. Secretary Redding joined us for CCAP’s Spring Conference committee meeting, in particular to talk with us about the latest updates on the dairy industry, and we thank him for his attention to the matters that are important to our counties.

Among all of these discussions, our committee has an additional interest in identifying opportunities for
economic growth and development for the agriculture industry. At the Spring Conference meeting, we learned more about expansion in areas such as cideries, microbreweries and wineries and how these can be developed into agritourism models by creating experiences for residents and visitors alike. At our Annual Conference meeting in Adams County, we will take advantage of our location and the work going on there to explore these issues even further.

In March, a series of articles published by the Morning Call put a spotlight on the ways in which the Clean and Green program is being abused beyond its original intent to incentivize property owners to maintain their property for agriculture and open space purposes. Our committee has worked with the Assessment and Taxation Committee and the Assessors’ Association in the past to generate several ideas for ways the Clean and Green statute can be amended, recognizing how the state has changed over the past 40 years even while the law has not. The articles have sparked the interest of several legislators and CCAP will be using this opportunity to open discussions about the improvements we believe can be made.

From farmland preservation to economic development to water quality issues, in addition to all of the other issues we have been addressing on our work plan, our counties have a deep interest in the success of the agriculture industry. Our committee looks forward to our ongoing and active dialog in these areas and more throughout the remainder of 2018.

Erick Coolidge, Chair
Tioga County Commissioner
It is a pleasure to again be serving as chair of the Assessment and Taxation Committee, and to be serving with so many county officials who are passionate about these important issues.

The committee’s priority issues this year continue to focus around property tax reform, an issue which has become even more relevant and timely. In November 2017, Pennsylvania voters approved a constitutional amendment that raised the threshold on the homestead exclusion from 50 percent of median to 100 percent of each individual homestead. This still requires a change in the law to fully realize this expansion, and CCAP has been working in both the House and Senate to discuss the statutory amendments that will be needed.

One of the challenges to this matter is that if a taxing district had been offering a homestead exclusion under the previous criteria, but does not have funding available to fully increase the exclusion, some taxpayers could end up losing out.

This also provides no help to counties, who could not even take advantage of the previous homestead exclusion. The constitution prohibits a taxing district from increasing the property tax rate to pay for homestead exclusions, so absent other options for local taxation, counties still have no way to implement any part of a homestead exclusion. And, as in the past, the focus in the General Assembly continues to be on school property tax reform, as proponents now look to narrow the scope of previous efforts to eliminating school property taxes for homeowners under the constitutional amendment.

We continue to work with the General Assembly to advocate for a seat at the table in these discussions. In addition, working with the state’s Independent Fiscal Office last year, we were able to calculate estimates for each county on how personal income, earned income and sales tax options would compare to a county’s full property tax burden, as well as to just the property taxes attributed to homesteads. Our taxing options chart has been updated and is available on the CCAP website by clicking on the Government Relations tab, then County Fact Sheets and selecting Revenue Options/Tax Fairness Estimates under Data and Other Resources.

At the same time, a lot of work has been going on at the other end of the property tax spectrum, as the Assessment Reform Task Force of the Local Government Commission has advanced a number of initiatives under the leadership of former CCAP member Sen. John Eichelberger. CCAP and its affiliate Assessors Association of Pennsylvania (AAP) have been very active in this effort, and we’ve been pleased to see several pieces of legislation begin advancing through the General Assembly as a result.

These bills include HB 1594/SB 832 to ensure third party vendors used by a county to complete reassessments are certified as Certified Pennsylvania Evaluators (CPEs) – the same designation that must be obtained by county assessors. In addition, HB 1361/SB 689 would add two CPEs to the State Board of Certified Real Estate Appraisers, which has oversight. Other legislation (HB 1890/SB 950) would create a voluntary real estate sales verification form pilot program to determine the potential effect on the accuracy of
data collection, while HB 1991/SB 1006 would also improve county data by ensuring proper and timely submission of building permits to county assessment offices. Although this is the end of a two-year legislative session, as this report is being written we are hopeful that many of these bills will make it to the Governor’s desk before the session closes.

Significant work has also gone into developing a set of data collection standards and a self-evaluation tool to assist counties in analyzing when a reassessment may be needed. We expect more information about these materials to be unveiled at our upcoming conferences in 2018.

We will continue to address other policy matters that come before our committee – for instance, we are involved in the efforts of the legislative Blight Task Force, working with tax claim bureau directors to examine some of the best practices counties are using to keep bad actors from purchasing property at tax sales. We also had a discussion with former Lancaster County Commissioner and now state Sen. Scott Martin at the CCAP Spring Conference about legislation he has introduced to provide options to local governments for property tax collection, instead of being forced to use elected tax collectors. And, we continue working with the Community and Economic Development Committee on hotel tax issues such as the application of the tax to Airbnb and similar rentals.

Finally, the committee conducted its annual resolutions meeting in June to assure the Association’s assessment and taxation policy remains up-to-date and relevant in the policy arena. 🏡
The Committee on Criminal Justice Systems for the 21st Century was very pleased to see a renewed interest and increased participation in our program for 2018. After experiencing a few years with declining participation, the committee re-evaluated a number of components and made several adjustments have proven to be beneficial to the counties and to keeping this important program alive.

Going back to its roots, the committee members took stock in our history. In 2003, CCAP commissioned a study of jail overcrowding in Pennsylvania. A bond funding program had expired and counties were feeling some pressure to expand capacity at county jails and detention centers. The intensive study examined overcrowding at 16 county jails, and found, consistently, that population management was a more appropriate approach to the problems of overcrowding, and that simply adding capacity would result in ongoing inefficient practices that would lead counties right back to the same place in the not too distant future. The CCAP Courts and Corrections Committee was assisted in the study by a Jail Overcrowding Task Force, and when the members saw the results of the study, they asked the CCAP Board of Directors to adopt a new strategy, one which was dedicated to encouraging counties to adopt the types of best practices that lead to effective population management. One strategy suggested was to change the focus of the Overcrowding Task Force to a committee that would find ways to educate counties on the findings in the report, and to promote the success of counties in implementing best practices.

To promote the county efforts, the committee created the awards program which was rolled out in 2008. Each year, the program grew in the number of entries received and each year the committee considered some changes to address growth, and expand the focus to honor other accomplishments in county corrections. We added a component for honoring detention centers and alternative programs several years ago, and began honoring the best practices of county criminal justice advisory boards in partnership with PCCD. The most recent addition to the program is an award category for a county partner – someone who is not a county jail employee, but whose efforts enhance the operations at the jail and result in improved outcomes for inmates, consistent with the best practices goals of the award.

At its highest point, the committee received award submissions from 24 county operations, and presented a total of 12 awards among the categories. In recent years, the number of submissions has been declining, and the committee has instituted some changes to promote the program more effectively, and to make entering easier for counties. In 2018, submissions increased significantly over 2017, and the quality of those submissions was much richer than in 2016. While we didn’t hit that high number from a few years prior, we did learn that interest is still very keen in using this program to promote the efforts at the county level and showcase best practices and those responsible for implementing them.

The committee implemented an electronic entry form which
streamlined the ability to submit a project. The committee also implemented a minimum scoring standard to assure that the most worthy projects consistent with the goals of the program would be considered for awards.

After the winners are selected, the awards presentation is made at a time and location of the winner’s choosing. Many of the winning counties decided to have the presentations occur during regular commissioner meetings and included the involved key county staff to showcase their accomplishments. The committee will continue to offer this option for the future.

Moving forward, the committee plans to again consider the changing landscape in county corrections to redefine and appropriately direct the goals of our awards program. The CCAP Comprehensive Behavioral Health Task Force Report offers some perspective for that evaluation, offering guidance to counties seeking to avoid jail placement for those with mental health and substance abuse issues. The CCAP forensics priority and county engagement in the Stepping Up initiative are part of that thought process. The upcoming Justice Reinvestment Initiative is a potential avenue where counties will implement best practices to affect positive outcomes. The program itself continues to keep pace with the environment in our county corrections efforts.

I urge you to take a look at the webpage where all entries for this program are maintained under the Programs and Services tab – it’s a way to gather ideas for your own county, or a place to generate discussion among county partners. I would also welcome your comments and suggestions – don’t hesitate to reach out to me at any point, or discuss your ideas with CCAP staff. 🗣️
It is a privilege to be serving as the new chair of the Community and Economic Development Committee this year, and to be working on such a diverse set of issues that affect the strength and resiliency of our communities across the commonwealth, from rural to suburban to urban.

Because of the wide variety of issues under our jurisdiction and the varied impacts they have in our counties, our members decided at our Spring Conference meeting to develop a series of subcommittees focused around issues on our work plan. These subcommittees, three or four members each, will allow members to become more well-versed in a specific set of issues, provide opportunities for more in-depth discussions between our regular meetings with other stakeholders and help us to identify challenges and potential solutions within each issue area. We are looking forward to creating meaningful engagement opportunities with our committee members.

Some of the issues we’ve already been examining more closely include the challenges our counties are seeing with the introduction of online platforms such as Airbnb and collection of local hotel taxes related to these room rentals. The House Tourism and Recreational Development Committee held a hearing in Harrisburg in April on HB 1810, which would require online hosting platforms to register with the state and then have the state share each registered platform’s list of rooms with county treasurers. Committee member Kevin Boozel testified in support of the legislation, sharing Butler County’s experiences and advocating for a statewide solution that will assure counties have accurate information about room rentals and create a more level playing field for collecting hotel taxes for all types of room rentals. We were pleased to see a committee vote on the legislation in late May.

We’ve been monitoring the activity of the natural gas industry as well, looking for ways we can be part of the discussion around economic development as the industry continues to evolve. And we continue to monitor legislative action in Harrisburg as proposals for a severance tax continue to be raised, so that we can be actively involved in advocating to maintain the existing shale gas impact fee under Act 13 exactly as is.

On the workforce development side, we have continued our partnership with the Pennsylvania Workforce Development Association (PWDA). PWDA has completed a guide for local elected officials related to the federal Workforce Innovation and Opportunity Act, which was released in October 2017. The manual has been shared with counties and is also available on the CCAP website, and we thank PWDA for the partnership to make this information available.

We’ve added rural broadband initiatives to our 2018 work plan, recognizing how critical access and connectivity are to economic development across industries. This issue has been receiving attention from the General Assembly and the administration in the early part of 2018. For instance, Gov. Wolf has created the Pennsylvania Office of Broadband Initiatives, which will be responsible for developing and executing a statewide strategy to expand access to every Pennsylvanian by the end of 2022, and appointed
former Bradford County Commissioner Mark Smith as executive director.

At the same time, former CCAP member Rep. Pam Snyder (D-Greene) and Rep. Kristin Phillips-Hill (R-York) have announced their own focus on these issues with a series of bills that has been moving through the House of Representatives as this report is written. For instance, HB 1642 calls for an inventory of state-owned assets such as communication towers that could be used to leverage the expansion of high-speed broadband internet in unserved and underserved areas, while HR 429 would create a legislative task force on the delivery of high-speed broadband issues.

We also continue to highlight the county role in transportation infrastructure. At least seven counties have adopted resolutions in the past year to authorize the optional $5 fee on vehicles registered in the county to generated funding for county infrastructure needs. Through its Road Maintenance and Preservation (Road MaP) program, PennDOT’s has allocated funds to a Local Bridge Bundling Program for Counties, which provides matching funds to counties that have adopted the fee for local bridge bundling projects. Several counties have already taken advantage of this program in the past year. Any county that needs additional information can check out CCAP’s Transportation Funding Analysis and Resources webpage under the Government Relations tab of pacounties.org.

Counties have a core role to play in making our communities great places to live and work, and I look forward to working with our dedicated committee members to improve state policies and share best practices so that we can realize this goal. ♡
The County Governance Committee work plan this year is diverse, including emergency management issues, mandate relief, sunshine act and open records act revisions, election issues, and pensions. And true to our mission, we handle any policy matter that does not fit within the job description of the other CCAP policy committees.

A signature project this year is the rewrite of the County Code. We undertook this project several years ago, in partnership with and coordinated by the Local Government Commission, a legislative service agency. The project is a full technical rewrite of the code, intended to bring counties’ core statutes governing county operations, enacted in the 1950s, up to date with current need and practice. Although most changes are of a technical or conforming nature, it also makes substantive changes to the extent needed to incorporate case law or to delete obsolete language. It also merges in the Second Class County Code, bringing greater uniformity across classes and facilitating any future statutory changes we might seek.

Another signature project this year is one that has been pending for close to a decade – a full revision of the Emergency Management Code. The revision, developed by the Pennsylvania Emergency Management Agency (PEMA) but sidelined while the 911 act revisions were underway, includes numerous structural changes in how emergency management functions are carried out. The bill now under consideration addresses many of the comments we raised with prior versions, particularly in matters regarding the state-county-municipal relationship, compliance with other statutes, and regional planning and cooperation.

We remain active in the implementation of Act 12, the comprehensive rewrite of the 911 law, and are already ramping up to deal with next year’s statutory sunset of the 911 fee. As we have often reported, we are pleased with the implementation to date. We are particularly gratified by the solid working relationship between PEMA and the 911 Board, on which we and the 911 directors have majority membership. The Board work on incentive grants, Next Generation 911 planning, allowable expenditures, technology platforms, and liaison with county GIS has been proactive, cooperative, and imaginative. The relationship between PEMA and the Board serves as a model of state-local cooperation, keeping our counties at the forefront of 911 service delivery.

Relatedly, we are involved in work underway in the Senate to develop a follow-up report to the 2003 recommendations made under SR 60 to deal with issues of maintaining and supporting our volunteer fire and EMS systems.

A project that has not progressed as quickly as hoped is our revision to the county pension system. Unlike our state, school and municipal counterparts, county plans are for the most part in sound shape; under Act 96 we have uniform plan provisions statewide, providing a fair benefit to our employees and value to our taxpayers. Still, we see the need to keep the Act up to current market and fiduciary standards, which also includes providing for an alternative of defined contribution plans.
Our work product includes language completed last year by a special Pension Work Group under the committee’s jurisdiction, which included committee members as well as county professionals, representatives of the controllers and treasurers, and representatives from our private sector partners. The defined contribution alternative, though, is proving to be problematic as we work to develop language that meets market standards, IRS qualifications, and transition issues needed to assure the same mix of employee fairness and taxpayer value. While the state’s version of DC options adopted last year can serve as a template, we continue to wrestle with technical issues on drafting.

As the Open Records law marks its tenth anniversary, we are involved in legislation that would make a number of changes based on state and local experience since its passage. For counties, the revisions address issues such as the high volume of records requests from prisoners and the fishing requests we get from commercial interests.

While the committee also retains responsibility for elections, we generally defer to our Elections Reform Committee on most topic areas relating to election and registration administration. We appreciate and support the detailed work they are doing on this signature service.

A final key project is joining with the CCAP Board and other policy committees in launching our work on re-establishing a cooperative, partnership relationship with the general assembly. A hallmark of that effort is getting the legislature to understand all that counties do, and how much of it is the direct result of state or federal mandate. CCAP has completed an analysis of mandated services and corresponding funding histories relating to county budgets, which we are using to make this point.

There are other topics that have taken our time and effort that I have not elaborated on in this report – sanctuary cities, recorder fees, coroner issues, open meetings and others that fit our catch-all job description. But I would like to simply conclude, and thank the members of the committee for their work in support of the CCAP agenda. They bring their experience, expertise, and concerns to the table, and they provide solid support to our staff and our grassroots. I have truly enjoyed that working relationship, and am grateful for the opportunity to chair the committee.

Daryl Miller, Chair  
Bradford County Commissioner  

County Governance Committee  
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Dave Coder  
Greene County Commissioner  
Gary Eichelberger  
Cumberland County Commissioner  
James Gagliano Jr.  
Lawrence County Administrator  
Kimberly Geyer  
Butler County Commissioner  
Mark Hamilton  
Tioga County Commissioner  
Amanda Holt  
Lehigh County Commissioner  
Christian Leinbach  
Berks County Commissioner  
Fiore Leone  
Erie County Council Member  
Robert Loughery  
Bucks County Commissioner  
Jeffrey Pisarcik  
Jefferson County Commissioner  
Dee Robinson  
Union County Chief Clerk/Administrator  
Mark Sather  
Huntingdon County Commissioner  

Non-Voting Ex Officio Members  
Joe Kantz  
Snyder County Commissioner  
Michael Pipe  
Centre County Committee  
CCAP Staff Liaison  
Douglas Hill  
Executive Director
The CCAP Courts and Corrections Committee continues its focus on innovation at the county level, supporting activities and best practices that can provide the counties with local options for addressing a variety of difficult challenges with criminal justice and public safety. Early in the new year, counties frustrations grew as they were confronted with a growing number of inmates with mental illness and a serious lack of access to forensic state hospital services. Working in collaboration with the CCAP Comprehensive Behavioral Health Task Force and Human Services Committee, a renewed priority was put in place to begin attacking the problem both locally and on a state policy level.

Working closely with our national partners at NACo, the committee continued to support the efforts at the county level to adopt Stepping Up resolutions, and conducted several educational events for members. The concept supports the use of data to analyze and plan for approaches that can not only assist with population control, but achieve better outcomes for decisions around confinement location, use of pre-trial services, re-entry services, and linkages to human services within the community. Pennsylvania is a national leader in the number of new counties having adopted the Stepping Up concept and putting into practice important concepts for keeping those with mental illness out of jails.

The committee worked as a leader in the Statewide Stepping Up Conference, an effort in conjunction with the PA Department of Corrections, the PA Department of Human Services, the Pennsylvania Commission on Crime and Delinquency (PCCD) and the Council of State Governments. The committee also encouraged counties to participate in the National Stepping Up Day of Action in May to increase awareness.

Justice Reinvestment round 2 was a focus as well, taking up on the first Justice Reinvestment effort with additional support for adult probation. An advisory group, appointed by the Governor, met during 2016 to develop a framework now supported legislatively. As we go to press, we expect this legislation will become law during the 2018 calendar year.

The committee continues to support the strong partnership developed with PCCD in the administration of grants that support county Criminal Justice Advisory Boards (CJAB) through regional specialists and mini-grants, funding to support the development and implementation of evidence based practices for adult probation departments and support and assistance for counties interested in developing pre-trial programs to divert offenders away from the jail and into more appropriate and effective supervision models. The partnership has also supported continuation of the annual CJAB conference, training in crisis intervention tactics including train the trainer education, and other events that support the work of county staff across the courts and corrections spectrum.

A bill to establish sheriff powers has been re-introduced and amended consistent with CCAP’s policy position of maintaining the powers of sheriff as they existed prior to several court
Pennsylvania is a national leader in the number of new counties having adopted the Stepping Up concept and putting into practice important concepts for keeping those with mental illness out of jails.

challenges. Working with the sheriffs’ association and other partners, new legislation was developed to further clarify its intent – only to restore and not to expand those powers. Other external concerns have caused the effort to stall in the House of Representatives, but we’ve come a bit closer to achieving true clarification of the role that the sheriff plays at the county level.

Another proposal aimed at increasing deductions from inmate accounts to pay victim restitution was considered again, voted in the House and sent to the Senate. This proposal previously required counties to deduct a percentage of funds from every deposit made into inmate accounts every time they are made, causing administrative difficulties for counties for very little in collected restitution for the victim. Counties have been amended out of the bill, making it applicable only to state inmates in Department of Corrections institutions, although there is a strong effort by the sponsor to bring counties back in.

Counties continue to work toward bail reform, and use of options other than monetary bail to secure a defendant’s appearance. Based on practices in other states where successful programs have saved funds from reduced jail bed days, we face an uphill battle in Pennsylvania to achieve similar results. Further, efforts to assure that the commonwealth assumes responsibility for funding for the courts continues to be a challenge. And with Pennsylvania now being the only state in the United States that provides no support for indigent defense, a renewed interest in finding a means of covering county costs has been a priority.

The committee is still frustrated by the lack of progress on legislation or action by the General Assembly that would require commonwealth support and management of the courts, based on litigation and a subsequent report issued by a specially appointed commission. The
cost of transferring duties and costs to the state, making the county court system a state run system is not without challenges, but as mandates increase the responsibilities of counties, the interest in true reform continues to grow.

Interaction with the courts with regard to best practices, and implementation of tools such as specialty courts continues to be a front burner item. The committee is pleased to have the ongoing participation of the Administrative Office of Pennsylvania Courts and members of the judiciary who are interested in partnering around key policy areas. Pennsylvania remains a national leader in county innovations in corrections and the court system, and the committee expects our focus to be on more of the same in the year ahead.
Elections Reform Committee

Working to Protect and Improve the Citizens’ Voice

The CCAP Elections Reform Committee is an ad hoc committee formed in 2013 to undertake a broad review of election issues, update and expand our policy statement, and find means to help counties and our election directors maintain and improve voter confidence and participation in this core democratic function. Little did we realize how much more prominent, and important, our work would become.

Our work today is nothing less than assuring the public – and ourselves – that registration and elections are truly and fully safe, secure and accurate. Our members took the lead, adopting as one of their 2018 priorities a call to the state and federal governments to help us secure the funds needed to begin replacement of our aging voting systems. As significant as that was, the Wolf administration took it two steps further – first by requiring all equipment bought after the beginning of April to include a voter verifiable paper audit trail, and then in May by directing all counties to have replacement equipment in place by the April 2020 primary election.

Counties were left in a difficult position. We could not oppose the replacement requirement, already advocating funding to do so. Instead, we focused on the practical matters, calling on the administration to work with us in contingency planning and to make acknowledgement that if those contingencies are not met, the timeline needs to be extended. Elements needed to meet the timeline include adequate state or federal funding, an adequate market of qualified machines, assurance that vendors can produce enough machines to meet demand and timelines, and adequate time to train election workers, poll workers, and voters on the new equipment. Compounding factors making the task more difficult are that commissioners who will be on the ballot in 2019 may need to step back from the review and decision process, and that implementation is currently slated for a presidential election year, one of the busiest and most complex elections of the four year cycle.

While the Department of State (DOS), as of preparation of this report, has not fully responded to our contingency strategy, they have nonetheless worked to facilitate the selection and acquisition process. They have worked with vendors to create marketplace, by providing means to accelerate certification, by engaging with the Department of General Services to enable vendors to be available on state contract, and by sponsoring vendor showcases. They have also affirmed that the administration has multiple funding options under consideration, although there is not a clear direction yet on this point.

In separate but related developments, we are assisting DOS relative to administration and upgrade of the SURE system. While the commonwealth’s technology systems are configured and operated to the highest standards for cybersecurity, the Department of Homeland Security (DHS) has confirmed that it was the object of a Russia-based hacking attempt. DOS has partnered with DHS to assure that we are aware of and resistant to all known threats, an ongoing relationship that has included two full-scale vulnerability tests. And in conjunction with these efforts, DOS is embarking on the first stages of a full upgrade to SURE, to improve system utility and responsiveness as well as security.

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These two high-visibility initiatives are necessary, but also respond to public perceptions that affect the full chain of elections administration. CCAP has embarked on a comprehensive media strategy, in partnership with DOS and legislative leaders, to help the public better understand that the current systems are secure, and can be fully trusted in the interim as each approaches upgrade. An essential element of this strategy is to help the public – and the media – differentiate vulnerabilities between the two systems. We have seen too many articles about SURE hacking attempts accompanied by photos of election equipment, and in order to frame the perceptions, the debate, and the solutions we need to improve the basic understanding of each.

And it is not exclusively a matter of system upgrades and replacements. There are some basic reforms and changes that can help each system operate more efficiently and economically, and improve voter experience. Examples include options to consolidate smaller precincts, facilitating absentee balloting, and improving recruitment and retention of poll workers, among others. Our 2014 report, and subsequent resolutions, give more detail on this list. We also support the recommendations of the special study conducted by the Joint State Government Commission this year regarding election systems, in particular the creation of an Elections Advisory Commission as a permanent sounding-board for the General Assembly in consideration of any and all elections-related legislation.

Our work today is nothing less than assuring the public – and ourselves – that registration and elections are truly and fully safe, secure and accurate.
In the broadest context, we are also pleased with our relationship with DOS. Special Advisor for Elections Reform Kathy Boockvar has been a member of our committee, along with Commissioner of Elections Jonathan Marks. The relationship also includes CCAP staff and election director participation in regular DOS meetings with stakeholder groups. Certainly the most direct relationships include assistance in election administration and particularly state funding, staffing and administration of the SURE system.

And we continue to acknowledge and support our election directors in the incredible work they do on our behalf. We include them in our policy discussions, support a Listserv for them to exchange information on policy, practice, and news, and support their relationship with DOS and the General Assembly. The committee places a high value on directors’ participation, recognizing the depth of their knowledge and their insightful recommendations.

We remain vigilant in our mission to ensure public confidence and to promote their active participation in elections that are accessible, secure, and accurate.
I’m honored to be chairing the Energy, Environment and Land Use Committee this year, and I want to thank Somerset County Commissioner John Vatavuk for his leadership in 2017. Counties have an important role to play in the stewardship of our commonwealth’s natural resources and our committee takes seriously our role in policy development around these issues.

The committee selected several key issues to engage during 2018, many of them focusing on improving and maintaining the quality of our state’s 86,000 miles of waterways. Water impacts our residents every day, whether it be storm water and flooding concerns, recreational opportunities, drinking water quality or habitats for our wildlife.

Last summer, our committee prioritized one of these issues by advancing a resolution to the CCAP Platform supporting more efficient and effective ways to engage in stream bank maintenance and restoration, as well as clearing out sediment and debris. My county, under the leadership of our former conservation district manager Mike Lovegreen, has been actively working on the development of a stream channel recovery program that would allow stream maintenance activities to move forward in a timely and environmentally sensitive manner. Mr. Lovegreen had a chance to share this proposal at a joint hearing of the Senate Environmental Resources and Energy and Senate Veterans Affairs and Emergency Preparedness committees in April, and we’re pleased to report progress in our conversations with the Department of Environmental Protection to move forward.

We are also following the progress of the state’s Phase 3 Watershed Implementation Plan for the Chesapeake Bay TMDL, which is more focused on incorporating local partners and local water quality goals than previous phases have been. While there is still much work to be done, this idea of a collaborative approach between the state and local stakeholders, rather than a top-down approach, is one whose time has certainly come.

The County Planning Directors Association has continued to flesh out its One Water initiative for integrated water management as well. They have been sharing their progress and thoughts on next steps and we look forward to working with them on these issues.

But water-related matters are not the only critical issues our committee has before us this year. Counties remain actively engaged in conversations around recycling policy, particularly as it relates to the challenges of electronics recycling. New legislation, SB 800, has been introduced to address the issue that is supported by CCAP’s policies, and CCAP testified on the issue before the Senate Environmental Resources and Energy Committee in October 2017. Should the bill be brought up for consideration, our members are prepared to advocate for the bill with our local senators.

In addition, with the 20-year anniversary of Act 101, the state’s overarching solid waste and recycling law, occurring in 2018, DEP’s Solid Waste Advisory Committee (SWAC) has been discussing potential updates and changes to the law. Our committee has had an opportunity to offer input to the SWAC via Commissioner Vatavuk, who represents counties on that panel.

Our committee is also monitoring the evolution of the natural gas industry, as
we remain vigilant in monitoring new proposals to impose a severance tax to ensure the existing shale gas impact fee under Act 13 remains in place exactly as is. In addition, as litigation involving Chesapeake Energy concerning its practices for taking deductions out of royalty payments slowly works its way through the court system, we are following legislation that would address the facing royalty owners regarding payments owed by operators.

But the industry now has broader impacts for counties outside the traditional drilling areas as well. Pipeline development is expanding throughout the state, leading to discussions about planning, permitting, construction and safety. Our committee has also sponsored a resolution to the CCAP Platform this year supporting baseline groundwater studies anywhere natural gas development – drilling or pipeline construction – is occurring. These studies could assist property owners with pursuing recourse if a well is contaminated as a result of natural gas production activities, since contamination can affect the property’s ability to be sold.

On land use policy, we are again working in partnership with the county planning directors, who last year brought to us their ideas to update the Municipalities Planning Code to streamline the local permitting process. We are in the process of taking that framework and developing language to implement it, and appreciate the input of the planning directors on this and a wide variety of other issues.

We have much to accomplish throughout the remainder of 2018, and will continue to offer our input on the wide variety of environmental programs here in the commonwealth.
Human Services Committee

Working to Protect the Best Interests of the Families and People We Serve

The CCAP Human Services Committee has a vast area of focus. Matters from birth to death, and the human consequences that occur in between are always a challenge for the counties due to their strong relationship with state and federal programs that are implemented locally.

The opioid epidemic continues as a primary area of focus. Counties across the nation are struggling to address ever-increasing overdose rates caused by a constantly evolving list of substances sought by those addicted to opioids. Deaths from overdose of opioids and other drugs continue to increase despite significant efforts at all levels of government.

County children and youth systems are over-burdened by growing caseloads of children born to addicted parents and cases of severe child neglect. The child serving system, already under scrutiny and excess pressure form new mandates, is searching for ways to assure a trained and competent workforce remains dedicated to serving families. The committee led the Association to adopt a Child Welfare System Reform strategy developed by our children and youth administrators association, PCYA, with a promise to engage in efforts that are enhanced by the work of the current Auditor General who has released several reports calling out the need to respond to the county caseworker crisis.

CCAP continues as a key stakeholder, invited to participate in numerous work groups and efforts convened to find ways to become more innovative in approaching service delivery. The committee worked to support the needs of counties as the implementation of Community HealthChoices – a managed care model – was implemented in the southwest during 2018. Learning from that implementation experience, the committee is closely involved with DHS as the model is expanded to other parts of the state, and taking a front loaded approach to education and consumer engagement.

Beginning July 1, 2017, the Human Services Block Grant model was opened to any willing and capable county. An additional five counties are expected to join the 36 counties in the block grant who entered the block grant for the first time in 2017. Counties in the block grant have found the flexibility to be a crucial component of their ability to tailor services to local need, especially during the budget challenges and funding cuts and freezes that have become common over the past decade.

Medicaid expansion, also under scrutiny in the national health care reform debate, has provided addictions and mental health services to a large underserved population in Pennsylvania. Elimination has been discussed at the federal level over the course of the last year, and preservation of the gains seen by counties has been on the committee radar. Working with NACo and our national partners, preservation of the expansion has been included in our advocacy efforts and we continue to focus on maintaining key supports that have permitted Pennsylvania to begin addressing major behavioral health challenges.

The committee is very pleased by the passage of legislation to streamline and modernize the State Civil Service System. As this report goes to press, legislation is expected to make it to
Matters from birth to death and the human consequences that occur in between are always a challenge for the counties due to their strong relationship with state and federal programs that are implemented locally.

the Governor before July 1, shifting most of the duties for advertising, testing, and qualifying of candidates for positions in state and county government to the Commonwealth of Pennsylvania Office of Administration. The office has the same challenges as counties in attracting and retaining talent, and their focus will be on converting to practices that attract a more qualified work force. Most Pa. counties are still in civil service, and report significant problems with hiring staff.

The committee continues to take a lead role in the efforts of the CCAP Comprehensive Behavioral Health Task Force, supporting their work on the service end and supplying expertise. Further, the committee developed several key task groups that will increase focus around the interests of counties struggling to maintain ownership or control of county nursing homes. Although we have achieved greater funding commitment in the form of special payments for county homes, much lies ahead, including a need to address the rates paid by Medicaid for these critical services. And beyond civil service, work is needed to encourage employment in human services and enhance work force opportunities. A separate workgroup remains focused on those areas for 2018.

Aging related issues and services have been very much on the front burner the past several years as the Federal rules have forced changes in the Area Agency on Aging relationship with the state, forcing a need to separate specific functions. While new devices have been created by the senior services system, many questions remain about services now contracted with third parties for enrolling and assisting those who are seeking support. Despite many efforts to find and fix problems that arise, and cases where individuals are falling through the cracks, we still hear of problems where clients pass away while waiting for services to be arranged.

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Much lies ahead in 2018 and into the years ahead. Another attempt at a smaller unification of state agencies, should it be approved by the general assembly, creates many new opportunities to modernize our business models and improve our partnership with state government. The Human Services Committee is never short of tasks and responsibilities, and while we look forward to positive changes that will impact how counties deliver service, we are always on the lookout for the unintended consequences that arise when state and federal changes are implemented without the full understanding of how counties deliver service.
Several years ago CCAP recognized the increased demands – and opportunities for assistance – presented by an extended-service active military and by cohorts of both new and aging veterans. Each presents a special need, and counties are uniquely positioned to meet these needs. In this context our Military and Veterans Affairs Committee serves the traditional policy committee role of development and advocacy, but increasingly serves a broader mission in a community setting to help identify and coordinate the breadth of services offered through a wide variety of agencies, service organizations, community groups, and other stakeholders.

For 2018, the CCAP membership adopted improvement in federal, state and local support of veterans services as one of its top policy priorities for the year. The December 2016 report of the Joint State Government Commission, in response to SR255, catalogued the statutes, programs, and services provided to or affecting veterans. The summaries presented in its 186 pages show the broad expression of concern for veterans, but also highlight the need for better informing veterans and their supporters of the opportunities they present, and the need for greater coordination among providers. Our committee has adopted this perspective as its key work strategy in achieving the membership’s priority.

Our closest partnership in this effort, apart from the county veterans directors themselves, is with Pennsylvania’s Department of Military and Veterans Affairs (DMVA). I am delighted with our meetings and my frequent conversations with Deputy Adjutant General for Veterans Affairs, Major General (Ret.) Eric Weller, and his strong personal interest in this key state-county partnership. You have seen him at breakout sessions at CCAP conferences (including this one), and he or his top staff attend all of our committee meetings.

We have also continued development of our relationship with the Attorney General, in conjunction with our objective to educate the public and veterans about fraud relating to veterans, formally welcoming Jodi L. Zucco, Senior Deputy Attorney General and Attorney in Charge for Military and Veterans Affairs, to our committee. Her role also includes liaison with the Consumer Financial Protection Bureau and the Federal Trade Commission, also part of the fraud prevention effort.

We are also reinvigorating our relationship with the Administrative Office of Pennsylvania Courts, which itself is retooling its efforts in support of veterans. Their chief interest is in better coordination and more universal use of veterans specialty courts, and they have recently appointed new staff to undertake this effort. They also continue the veterans mentorship program begun a number of years ago, which is in close collaboration with the specialty court strategy.

We have undertaken new relationships in the past year as well. One follows up on outreach by Widener University Law, which invited us to cosponsor a set of special continuing legal education training specifically designed to help attorneys better understand and represent the unique needs of veterans. Widener also has a special effort underway to recruit veterans as students at the school.
Another new relationship, just now forming, is with the National Guard; we have Major Keith W. McKeon, Director of Service Member Family Support for the Guard as a panelist at our Annual Conference breakout session.

As to policy matters we follow a number of pieces of legislation, directed at veterans tax exemptions, allowing military training to be credited toward civilian professional certifications and licensing, and more. We also continue our work with CCAP’s Behavioral Health Task Force, noting that many of veterans’ issues are manifested in behavioral health problems. We have also been involved in the detail work on technical amendments to the County Code provisions on services to veterans, legislation that is expected to be on the Governor’s desk later this year.

At the federal level, we will be working to follow up with recent changes in veterans programs enacted under the VA Mission Act of 2018. The new law combines the U.S. Department of Veterans Affairs’ seven community care programs into one, and allocates an additional $5.2 billion into the Choice Program, which allows veterans to obtain care from non-VA care providers if a veteran cannot be seen by the VA within 30 days or if the VA’s closest medical facility is challenging to access.

We continue our related tasks of suggesting veterans’ issues sessions for the CCAP conferences, knowing that education of our membership, given our responsibilities for funding and program decisions, is as important as our policy efforts. Relatedly, we remind the CCAP membership to be certain their directors of veterans’ affairs achieve and maintain their accreditation required under Act 5 of 2013. The accreditation, which is obtained through training established and provided by the DMVA or one of several nationally accredited veterans’ organizations, gives the director important tools needed to help veterans maximize access to benefits.

I express my thanks to the members of our committee for their personal commitment to veterans issues. I invite the CCAP membership to join us as we work to improve our services to veterans.
Developing Policy and Priorities to Respond to our Communities’ Needs

It has been my pleasure to chair the Resolutions Committee this year, and to present this report to you. The committee has two broad responsibilities, first to coordinate our policy and resolutions process, and second to review and make recommendations on any proposed changes to the CCAP bylaws. The latter is only an occasional duty – there are no bylaws changes proposed for consideration this year, by the way – while the latter is a detailed, multi-step process that we approach with diligence. In a real sense, the primary CCAP mission is legislative and regulatory advocacy, expressed in the Pennsylvania County Platform. And so it is important that the positions we advocate are fully vetted with our members, our policy committees, and our affiliates, that they are relevant to what counties do and how they do it, and that they reflect current issues and context.

To ensure we are expressing our members’ views, we observe a detailed and consistent process for development, review, adoption, and reaffirmation of our policies. While a more complete explanation of the process is available in the Government Relations section of the CCAP website, the essence is that the resolutions begin as ideas expressed by counties, work their way through development by the policy committees, and are finalized by the Resolutions Committee for presentation to the membership for consideration and action. This process also includes review of each existing platform plank on the fourth year following its adoption or last amendment, as a means to assure the full platform is current and continues to reflect the membership’s views.

CCAP is also somewhat unique in its manner of adoption of the resolutions, which includes deliberation at the conference and then submittal to an electronic vote by the full membership following the conference. The intent is to assure broadest possible participation by our membership, a process that both preserves the face-to-face give-and-take on content and adds broader membership participation in the outcome by including members who were not able to attend the conference.

I note as well that currency and timelines are also assured by the allowance to do resolutions at the Spring Conference and the Fall Conference, and by permitting the CCAP Board to take up interim resolutions subject to subsequent member ratification. This enables us to respond strategically to issues as they arise.

And of course adoption of the resolutions is not the end of the process; it is, as they say, just the beginning. At the Fall Conference our Board and policy committees develop policy work plans for the coming year based on the platform, and then meet as a committee-of-the-whole to prepare the County Government Priority Statement, which represents the top issues the Association intends to pursue for the coming year.

The priority statement represents a focused and cohesive county message to Harrisburg, Washington, the media and the public. This past cycle, for the first time we allowed release of the priorities immediately upon adoption at the Fall Conference, engaging our grassroots in advocacy in a way that boosted our more formal media release after the beginning of the new year. We are pleased with the enthusiasm it generated, and plan to
fold this more completely into our comprehensive media and legislative strategy going forward.

Turning to the resolutions under consideration at this year’s Annual Conference, each originated with a member, an affiliate, or one of our policy committees. Each of the policy committees reviewed those under its jurisdiction, along with planks up for quadrennial platform review, and then all were reviewed by the Resolutions Committee in early July. We sent them out to the membership well in advance of the conference, and we provide a breakout session at the conference to review the proposals received, to give the delegates the opportunity to comment, and to provide one last opportunity to deal with new issues that may have surfaced.

Please note that the Resolutions Committee attaches a recommendation to each resolution based on our review and our policy committees’ review, and note as well that the only resolutions that we do not forward to the delegates for final action are those that either are not germane to the Association mission or are already elements of the platform.

I thank you for being active participants in this process that is so important to the Association’s success. We welcome and encourage discussion and debate on these proposals, not just in the breakout and the business meeting but also in the hallways of the conference, and in post-conference emails that advocate differing positions on the electronic ballot. Please contact me, any member of the committee, the CCAP Board or staff if you have questions about the process or content of our policy deliberations.
In the year 2000, I took office as the elected recorder of deeds of Chester County, Pa. It was Y2K! All of our records were in paper form. One had to physically come into the office to get a copy of one deed or to do a title search. Working with vendors, I began the process of converting our records to digital format and making them accessible over the internet. Today, one can access and download a copy of a deed or do a title search from a computer located anywhere in the world. We were the first office in the county to digitize our records and provide access to them through the internet. (Thank you, Al Gore!)

When I first came to work at the county, I asked for the smart phone of the time, a Blackberry! It turned out that the only staff who had Blackberries in the county were the three commissioners, and only one of the commissioners actually used his. Another one of the commissioners said if they gave me one, everybody would ask for one. (How prophetic!) When I was planning an extended trip, the third commissioner let me borrow and take hers, which was lying unused in a drawer. I was glad to have it, so I wouldn’t have to return from the three-week trip and have to plow through a thousand emails. (Remember those days?!) The Blackberry allowed me to access my emails, but I couldn’t open or download attachments, search the web, or perform any of the other functions which we take for granted today.

Having gone through multiple iterations of different smart phones over the years (e.g., a Treo). I now have an iPhone 7, and an iPad, a laptop, and an HP ProDesk Micro Tower desktop computer. What a world of difference: emails, attachments, pictures, document storage and retrieval in third party applications such as Dropbox, backup in The Cloud, GPS that talks to me, calendar reminders and so much more through third-party applications!

We often ask now, How did we live before our smartphones arrived? Back in 2000, I still held a real estate sales license, as I was a Realtor before being elected recorder of deeds. As such, and before GPS, I traveled with map books for the five-county Southeast Pennsylvania region in the trunk of my car. If lost or heading some place I was unfamiliar with, I would pop the trunk, locate the appropriate map book, locate the cross streets or find the address, jot down directions on a handy note pad and proceed with caution.

That was then. Today I punch an address into my phone (or if in my wife’s car, into her on-board navigation system) and proceed with confidence. I’m not sure what her name is, the navigation voice, that is, but when she speaks, I listen, and follow directions. Good training for marriage, some would say.

Technology has changed my life in other ways. When going out on the town, I don’t drive my car as in the old days. “Why aren’t they called the young days?” my son asks. I Uber. I make my travel arrangements on Expedia or another site. In all honestly, I have my assistant make the
arrangements. He’s a millennial, and can whip through new technologies like he was born into them.

Although I still have physical newspapers delivered to my commissioner’s office, I get much more of my news information delivered to me through various sites on my phone. Face time now connotes the time I spend on Facebook or LinkedIn, no longer face-to-face time with another human. Bar disputes are now settled with a quick search of Google, even before bets can be made.

I share all of this with you to demonstrate how important the CCAP Technology committee has become. Having started as an Ad Hoc committee in the early 2000s, our focus was on the creation of a statewide Microsoft Enterprise Agreement and website hosting. While both these programs still exist, we have so much more to be concerned with. New innovative technologies, state legislation, security, and now national initiatives like NG911.

What hasn’t changed is the mission, which was relevant in the early 2000s and is still relevant today. That mission is to provide guidance to the Association and its technology staff in meeting the Association’s technology needs, and in developing and providing services that will respond to and improve technology use and access at the county level.

In the following paragraphs I will share with you important work that has occurred over the past year in all of these areas.

**LEGISLATION**

This past year has been an active year with legislation. Most notably are the myriad of bills introduced from both the house and senate on cybersecurity: HB 32, 33, 35, 36, 1548, 1846, SB 308, etc. I could go on. By the end of this year we may see significant changes in cybersecurity notification requirements, including the broadening of definitions for personal information as well as the length of time that a county has to notify citizens that their information may have been compromised. Other significant legislation includes HB614, which would enforce stipulations on drone (UAS) usage by government employees. Finally, a significant amount of effort has gone into ensuring that HB1106 – Surveyor certification does not adversely affect the county geospatial workforce.

**NEXTGEN 911 and GIS**

By now most elected officials have heard of NextGen 911 and understand its impact on local government, specifically their 911 services. However, this past year the importance of GIS and CIO support became more evident. The PEMA Technical Subcommittee (TSC) added two county CIOs and the CCAP CIO to its membership. These individuals have contributed significantly to a number of related committee tasks this past year including:

- The development of an RFP for imagery and the subsequent vendor selection, first phase flyover and buy-up options for counties,
- Finalization of the GIS Strategic Plan,
- Development of the Emergency Services IP network RFP,
- The formation of a GIS subcommittee under TSC to help identify GIS gaps in the counties and next steps towards NENA compliance, and
- A CCAP training in January and also a pre-conference workshop at the 2018 PA GIS Conference in State College to further the education of GIS in the NextGen 911 foundation.

The work that CCAP has provided in the GIS arena is significant. CCAP continues to serve as the host for the statewide GIS Conference for six years now, with this year’s attendance at an all-time high. Of equal importance is the county representation on the Geospatial Coordinating Board. This representation includes two commissioners, and multiple county GIS professionals who have been instrumental in providing input to the GeoBoard Strategic Plan. Goals for the coming year include the creation of a GIS data sharing agreement and hopefully the creation of an executive position to manage the GeoBoard.

**ELECTIONS SECURITY**

Where do I start? Right or wrong, the media from the national to the local level has greatly elevated the importance of election voter registration and voting security. To address this the Department of State, along with the state security officer (CISO), have partnered with the county CIOs to strengthen the county security posture. Efforts include encouraging counties to join the Multi-State Information Sharing Analysis Center (MS-ISAC) and the newly formed Election Infrastructure Information Sharing Analysis Center (EI-ISAC). The mission of both efforts is to improve “the overall cybersecurity posture of the nation’s state, local, tribal and territorial governments through focused cyber threat prevention, protection, response, and recovery.” The EI-ISAC, a subsector of MS-ISAC, is focused on elections and providing

[continued on page 38]
access to an elections-focused cyber defense suite of products that will assist counties in incident response and remediation, threat and vulnerability monitoring, cybersecurity awareness and training products, and tools for implementing security best practices.

And if that weren’t enough, the DOS/county security workgroup has entered into a one-year proposal with a cybersecurity vendor to further strengthen the security posture of the county technology infrastructure through consultation on county-specific security questions, priorities and the development of a cybersecurity matrix customizable to Pennsylvania counties.

CRIMINAL JUSTICE PROGRAMS

In late 2017 an evaluation of the Unified Case Management (UCM) system was completed. This evaluation demonstrated that UCM is on solid ground and successfully in use in some fashion with 31 counties. Customer satisfaction is at an all-time high. New modules have been added to this criminal justice case management system, including expanded features of the automated risk assessment tool, court case notification alerts to citizens scheduled for court appearances, a pre-trial module and most recently an offender kiosk for adult probation offices which will improve efficiencies for in-office offender visits.

Of equal importance is the transition of the Statewide Victim Witness Notification (SAVIN) Services from APPRiSS to CCAP. CCAP partnered with InfoStrat last summer and submitted an RFP response and was awarded a contract to implement SAVIN using an InfoStrat product developed on the Microsoft Dynamics platform (same platform used for UCM). Testing and implementation are in process, with an expected completion of cutover by the end of the year. The goal is to ensure that victims and witnesses continue to receive timely offender movement notifications, but on a more flexible platform that will more effectively support administrative needs.

Finally, the juvenile products continue to expand through the leadership of the JDCAP affiliate. This year’s focus is on completing an evaluation of the program as well as unifying all of the detention centers into one common and secure system.

SOFTWARE AGGREGATE AGREEMENTS

2018 marks the 16th year of the Microsoft Enterprise Agreement. Currently there are 53 county and other government entities utilizing the contract. The VMware agreement is moving along and showing significant cost savings to counties, with six having joined since its inception last year. For 2018, the Technology Committee will be forming a Software Aggregate agreement team to review other software packages for potential statewide agreements.

CYS AND CAPS

In the past year CCAP, in contract with PCYA, is providing technical support for the CAPS system, which 56 counties use for children and youth case management. Some say “timing is everything.” Shortly after the contract was signed, the system experienced a cyber breach. CCAP staff worked closely with the PCoRP Insurance cyber team and forensics experts to help contain the situation and rectify security deficiencies. This incident further supported the need for updates to the vendor contract with counties. I am pleased to report that major edits were made to the vendor contract late last year that included new cybersecurity language, cyber insurance requirements and a requirement for the vendor to complete an in-depth security questionnaire. Other technical services provided by CCAP technical staff include an improved process for defining and determining what goes in to the annual upgrade. This year’s focus will be to ensure that identified gaps from the security questionnaire are addressed, input to a potential functional analysis funded by the state and the development of a mobile option for caseworkers in the field.

DATA GOVERNANCE PROGRAM

A new endeavor for the technology committee is the creation of a data governance workgroup. This workgroup is developing a framework for an Enterprise data management playbook that will assist counties in addressing the data sprawl within their counties. With this sprawl have come increased responsibilities for data security, compliance and the need for quality data in analytics. Most recently, the workgroup presented its work at the County Administration Conference. Watch for that playbook by early 2019.
OTHER PROGRAMS

The Technology Committee continues to guide CCAP staff in providing meaningful programs that include the CCAP IT CORE program. This program is designed to provide county IT departments with access to a policy template library, as well as various onsite assessments including, a county-wide IT assessment, a security self-assessment tool, and a new type of IT assessment focused on the technology department. These assessments are designed to identify technology strengths, weaknesses and recommend priority areas for improvement.

Another program that has been in existence since 2002 is the website hosting and design program. This too marks the 16th year, and we currently have almost 200 counties, affiliates and municipalities in the program. Websites have definitely evolved, with a number of the county customers going through redesigns in the past year to upgrade their sites to a mobile responsive design. Further, a newly formed county/CCAP committee is in the midst of a program evaluation to determine the three-to-five-year roadmap that will continue to meet county needs.

In the coming year the committee will continue to focus on the above, as well as other opportunities, including the possibility of a statewide software legal assistance program.

So much has changed with technology since 2000 and my first days as the recorder of deeds. And so much more will change, ever more quickly. I joke that I already have a self-driving car. I get in it and drive it myself. But the days of climbing into the back seat of my car and confidently telling it where to go are not too far away. Beam me up, Scottie!

Terence Farrell, Chair
Chester County Commissioner

Technology Committee
Terence Farrell, Chair
Chester County Commissioner
Michael Baker, Vice Chair
Indiana County Commissioner
Glenn Angstadt
Chester County CIO
Kevin Boozel
Butler County Commissioner
Karl Demi
Lycoming County Information Services Director
Joseph Gavlik
Allegheny County CIO
Thomas Guenther
Dauphin County CIO
Mark Hamilton
Tioga County Commissioner
David Keller
Franklin County Commissioner
Clifford Lane
Mckean County Commissioner
Josh Lang
Bedford County Commissioner

CCAP Staff Liaisons
Rita Reynolds, CGCIO
Chief Information Officer
Wayne Bear
JDCAP Executive Director

Terence Farrell, Chair
Chester County Commissioner

Justin Loose
Berks County CIO
Debbie Rutan
Washington County CIO
Laura Simonetti
Mifflin County GIS Director
Maggie Weidinger
Lancaster County Information Services Director
Mark Wheeler
Philadelphia County Interim CIO
COUNTIES ARE


*Touching the lives of all Pennsylvanians*
It was a year of anniversaries for CCAP’s two largest insurance programs. The Pennsylvania Counties Risk Pool (PCoRP) celebrated its 30th anniversary in 2017, and The Pennsylvania Counties Workers’ Compensation Trust (PComp) celebrated its 25th anniversary in 2018. Both announced dividends for the membership and special anniversary awards.

CCAP’s insurance and member services programs continue to not only provide great coverage and customer service to counties and county related entities, but are returning the benefits of ownership to program members. Since last August, counties and county related entities have received a record $11.2 million from the UC Trust, PCoRP, PComp and PELICAN. This includes $7.5 million in dividends, $3.7 million in grants and credits and the prison electronic prison documentation project for PCoRP members.

These excess funds, returned to the members of the insurance programs, would have been the profits made by commercial insurance carriers and would not have been returned to their customers.

Every Pennsylvania county participates in at least one of CCAP’s programs and several participate in nine or ten. CCAP’s menu of member services protect your county’s assets. They provide coverages and services you cannot find elsewhere. And they are more than that – they are an investment. As noted above, the financial success of CCAP’s programs returns funds to member counties in the form of dividends, risk prevention grants, rate reductions and expanded services. Our vision is to provide long term benefits to CCAP members, and your investment as a member in one or more of our programs will bring you valuable returns. Pooling together makes resources available that would not be available to an individual county.

Our thanks to the more than 90 representatives from the membership who participate on the insurance and member service program governing boards. Their investment of time helps ensure the success of CCAP’s programs.

Here is a report on the member service programs your association makes available to assist your county, in order of when the program began operations.
CCAP Unemployment Compensation Trust

It was another excellent year for the CCAP UC Trust, resulting in a strong surplus position. The Board was able to declare a $2.75 million dividend at its May 2018 meeting. This is the fifth straight year with a dividend, totaling nearly $11 million being returned to the membership. The dividend was sent to all members at the end of May along with a copy of the Trust’s annual financial audit.

The Trust has 47 members – 42 counties and five county related entities. The Trust transitioned to a new claims administrator, Corporate Cost Control, effective March 1. This move has proven highly successful, as the membership is receiving enhanced and dependable service from the new company. The program also added a new county related entity, Central Susquehanna Regional 911, effective March 1.

The Trust also provides its members Employee Assistance Program (EAP) services through Mazzitti and Sullivan. In the past year this very popular program assisted more than 1,700 employees and their families with marital/family, emotional, substance abuse, financial, vocational and other concerns. The EAP also provided more than 282 hours of training at member locations and UC Trust sponsored events and provided 11 responses for seven counties through the Trust-sponsored Critical Incident Stress Management (CISM) program.
The Pennsylvania Counties Risk Pool, PCoRP, is CCAP’s largest insurance program, and it continues to grow. Green County and Central Susquehanna Regional 911 joined in the last year, bringing membership to 57: 52 counties and five county related entities.

At the same time PCoRP is continuing an extended period of financial strength, with the members’ risk management activities resulting in good claims experience. The added bonus is that this means the membership is seeing unprecedented returns of funds from PCoRP. In the last eight years PCoRP has returned $19.1 million to the members in dividends and grants.

In 2017-18, PCoRP once again was able to return funds to the members of the property/liability pool. The Board distributed a seventh consecutive dividend to the members, for $2 million. In addition the Board continued the Loss Prevention Grant Program with funding up to $20,000 per member for projects and equipment to improve the safety and security of county buildings and programs. (The total amount to the member is limited to 75 percent of their Loss Fund Contribution or a maximum of $20,000.) The Board also added some new risk management programs for the members, including HR Risk Management Reviews, Prison Risk Management Reviews and appraisal of county owned fine arts. This was all part of a June 1 renewal which saw overall costs to the members averaging a two percent increase, at a time of much higher rises in insurance costs.

PCoRP also is continuing with its electronic prison documentation system, which provides county jails with the option of installing a system from Guardian RFID, TimeKeeping or Dynamic Imaging, with installation to be paid for with $2 million of PCoRP’s reserves. This program ends May 31, 2019 and members must choose a vendor and have all documents signed by that date, after which funding ends.
PA Counties Workers’ Compensation Trust

PComp, CCAP’s workers’ compensation insurance pool, continued its strong financial condition during the last year. PComp’s membership is 35 counties and 13 county related entities, for a total of 48 members.

For the fifth year in a row, PComp was able to return a dividend to the members, distributing $2.5 million in 2017. In the last five years PComp has returned more than $12.4 million to the members in dividends and Safety Improvement Grants.

PComp staff has been working closely with the members on strengthening Return to Work programs (RTW). Sample policies have been provided, as well as assistance with updating provider panel listings. PComp’s wellness nurse has assisted with RTW by working with claimants and county staff to transition injured workers back to their jobs. This saves members on claims payments, thus reducing the price of their workers’ compensation insurance coverage from PComp.

Started in 1993 when counties asked for another option for workers’ compensation insurance in a tight market, PComp is a self-insured group fund regulated by the Department of Labor and Industry.
Prison Inmate Medical Cost Containment

The Prison Inmate Medical Cost Containment program (PIMCC) enters its 23rd year of operations with continued savings for members. Member counties have saved more than $53 million by being part of the PIMCC program.

PIMCC is an innovative way to help control the expense of providing necessary inmate medical services, while still delivering quality care. Inmate medical costs are often driven by changes in health care delivery and cost shifting. PIMCC gives counties the option of purchasing a money saving consulting service tailored to their changing needs.

Education is a PIMCC priority, and Cost Management Plus, Inc. works with prison doctors and nurses to standardize documentation and procedures. This assists counties to meet their Department of Correction health care requirements. PIMCC annually sponsors a correctional care nurses’ seminar that provides continuing education credits and strengthens county training options. The seminar is open to all correctional and medical personnel. PIMCC members can attend the annual seminar at no charge. Non-members are welcome to attend for a fee. PIMCC’s email newsletter, PIMCC News, is published quarterly and includes updates on PIMCC program updates, Act 22, the COMPASS application process, state inspections, medications, state and national events and more.

Since the implementation of Act 22 of 2011, PIMCC has served as the liaison to the Department of Corrections and the Department of Human Services to manage the hospital inpatient medical cost reimbursements for all counties. In this capacity, PIMCC has developed an even stronger relationship with hospitals statewide as well as lending support to providers new to the system. The addition of the Act 22 service has also increased the use of PIMCC’s outpatient bill auditing and case management to associate members on an as needed basis.

The overall goal of PIMCC is to train, educate and provide a quality managed care program that allows each county member to develop cost saving measures that fit into their unique inmate health care situation. PIMCC works with county prisons providing case management, medical bill auditing and contract negotiation. As the program administrator, Cost Management Plus, Inc., a certified WBE, provides these managed care services to PIMCC.
COMCARE assists counties with the administration of managed behavioral health care, specifically HealthChoices, Pennsylvania’s Medicaid managed care program. Focused primarily on behavioral health training, COMCARE provides members with multiple education opportunities each year. Membership is free to all counties.

Over the last 18 months the COMCARE Board has dedicated significant resources in sponsoring a 20th anniversary celebration of the commonwealth’s Behavioral Health Carve Out. The project generated sufficient interest during the initial celebration in 2017. The Board decided to continue the initiative and encourage additional counties to highlight the success of their local programs. The most recent component of the campaign is an increased effort to create a HealthChoices presence through social media with the goal of educating not only legislators about the program’s impact throughout the state but the public at large. The project is being managed by Shelly Lyons, a Harrisburg-based public relations and communications firm.

In addition to the ongoing education and public relations efforts, in January the COMCARE Board significantly expanded the scope of services to be provided by Feinberg Shopp and Associates, a Pennsylvania-based healthcare consulting and government relations firm regarding the preservation of the County Right of First Opportunity and the carve-out. The effort primarily focuses on educating legislators and their staffs about the extraordinary value of the program. During the FY 18/19 budget discussions it became apparent that physical health managed care organizations were ramping up their efforts to carve behavioral health back “in” essentially destroying the most critical component and vehicle for success – county control.

One of the initiatives that ties all the public relations and legislative efforts together was the completion in April of the COMCARE Whitepaper: HealthChoices Behavioral Health Managed Care 20th Year Anniversary (1997-2017) The Model of Successful Behavioral Healthcare in Pennsylvania.

COMCARE continued to sponsor educational webinars the most recent being a collaboration with the Office of Mental Health and Substance Abuse Services (OMHSAS) entitled: Providing a Framework for Value Based Purchasing.

The organization sponsored a day long Trauma-Informed Care Summit in January in State College.
PELICAN

PELICAN Insurance is a risk retention group based in Vermont, formed in 2003, and is a sponsored program of PACAH (Pennsylvania Coalition of Affiliated Healthcare and Living Communities). PELICAN is a reciprocal insurance exchange organized under the laws of the State of Vermont and as a reciprocal insurer, PELICAN’s members are called subscribers and its governing body is known as the Subscribers Advisory Committee (SAC). PELICAN provides healthcare professional liability (medical malpractice) and general liability insurance coverage for nursing homes.

In January of 2018, the PELICAN SAC had difficult decisions to make as PELICAN saw a yearend net loss of 3.3 million. This is primarily due to unfavorable claims experience and loss development.

The PELICAN SAC took two actions to deal with the financial results. The first was that no dividend would be distributed for the policy year, and the second was to distribute $2 million of the $3.3 million loss to the subscribers’ SSA’s (subscriber’s savings accounts). This was done based on a set number of policy years and distributed based on each subscriber’s claims experience over those policy years.

The SAC did approve continuation of the very popular Loss Prevention Grant program which provides each member with up to $5,000 in funding for projects to reduce liability exposures.

PELICAN has 23 subscribers spanning 17 counties. PELICAN’s target subscribers are Pennsylvania county owned or affiliated nursing homes (Class A), 501(c)3 nursing homes not owned or affiliated with a county (Class B), for profit nursing homes (Class C) and Maryland county owned or non-profit nursing homes (Class D).
COMCARE PRO

COMCARE PRO Insurance is a Reciprocal Risk Retention Group (RRG) formed under Vermont law. It provides stop-loss liability insurance to Pennsylvania counties which administer the behavioral health side of HealthChoices, Pennsylvania’s Medicaid managed health care program. COMCARE PRO is approved to provide coverage by the Pennsylvania Department of Insurance. PRO is owned by its members and is governed by an advisory committee, all in compliance with Vermont laws.

COMCARE PRO has nine subscribers covering a total of 24 counties. Membership in PRO is open to members of COMCARE, the County Managed Care Resource. 🙌

Scott Suhring, President
Capital Area Behavioral Health Collaborative CEO

COMCARE PRO Subscribers’ Advisory Committee
Scott Suhring, President
Capital Area Behavioral Health Collaborative CEO
Dave McAdoo, Vice President
Southwest Behavioral Health Management, Inc. Executive Director
Jonna DiStefano
Delaware County Human Services Executive Director
Jim Gallagher
Northeastern Behavioral Health Care Consortium CEO
Rick Kastner
Lancaster County Drug and Alcohol Commission Executive Director
Brenda Stewart
Vermont Resident AIG

Non-Voting Ex Officio Members
Desiree Nguyen, Secretary
Deputy Director, Insurance Pool Program
John Sallade, CRM, Treasurer
Managing Director, Insurance Programs
The NACo Deferred Compensation Advisory Committee meets on an annual basis to review the effectiveness of the NACo 457 Deferred Compensation Program, discuss marketing strategies and receive program updates from both NACo and Nationwide Retirement Solutions (NRS). The committee works with NRS Regional Program Director, Emanuel Mahand, who is responsible for customer service for the program in Pennsylvania.

The NACo Deferred Compensation Program offers county employees a way to augment retirement savings while postponing the payment of federal, and in many cases, state income taxes. The program allows county employees the opportunity to voluntarily contribute a portion of their wages to a special account and to direct these contributions to one or more investment options. Thus, the program offers county employees a valuable savings alternative that can be used to supplement their retirement income and also provides county governments an additional benefit option to offer to their employees.

There are 64 Pennsylvania counties and county jurisdictions that currently participate in the NACo Deferred Compensation Program representing a combined total of more than 27,580 employee participants and more than $1.3 billion in assets.
CCAP Health Alliance

The CCAP Health Alliance is comprised of ten members – six counties and four county related entities. Members continue to report excellent customer service, costs savings and most importantly, employees who are pleased with their county provided health insurance program.

The Delaware Valley Health Trust (DVHT - administrator for the CCAP Health Alliance) continues to conduct educational workshops on plan benefits and wellness related topics. Rates for Health Alliance members remain to be lower than those available from commercial insurers and other regional health insurance providers. DVHT’s low administration costs allow return of rate credits to the Health Alliance members, which can be used to further reduce any rate increases.
Ancillary Insurance Programs

Tax Collectors
The CCAP Tax Collector Bond Program provides the required bond coverage for all tax collectors in each participating county. Fifty-two counties participate in the program, which covers approximately 1,800 individual tax collectors with more than $3 billion in bond limits. The Bond Program is written on a four year term. The current program runs for the January 1, 2019 to January 1, 2022 coverage term. As always, all business for the Tax Collector program is conducted through each individual county’s local insurance producer.

Volunteers
This program provides $25,000 medical reimbursement and $5,000 Accidental Death & Dismemberment including a $500,000 aggregate for paralysis insurance for community volunteers (including nursing home and conservation district volunteers), court referred alternative sentencing (probation), work release inmates, and juvenile tobacco enforcement program youth volunteers. This coverage is excess over any other collectible insurance. There are currently 40 counties and 10 county related entities purchasing this coverage. Members of this program renew their coverage at various times throughout the year.

PACAH Bonds
PACAH member nursing homes are offered the opportunity to purchase patient trust fund bonds to meet federal law requirements. The bond program, run in conjunction with CCAP, was instituted April 1, 1997 and currently covers 21 homes through the Traveler’s Casualty and Surety Company. The program provides more than $13 million in surety bond limits.
Endorsed Programs

CCAP endorses these programs which were developed by the National Association of Counties (NACo) or other sponsoring entities:

**NACo 457 Deferred Compensation Program**
CCAP staff actively works with the teams at NACo and Nationwide Retirement Solutions (NRS) to serve Pennsylvania counties in the NACo Deferred Compensation Program. Through a marketing agreement with NACo, CCAP includes regular newsletter articles and advertisements in both the CCAP Pennsylvania County News and Insurance Matters publications, and provides NRS with exhibit space at each CCAP conference. Additionally, CCAP has created a Deferred Compensation Advisory Committee which meets on an annual basis to review the effectiveness of the program (see the Deferred Compensation Advisory Committee report).

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**NACo Live Healthy Prescription, Health and Dental Discount Program**
The NACo Prescription - Health - Dental Discount Program provides relief to uninsured and underinsured Americans who face high prescription, health and dental costs. The program is free to NACo member counties and it has been offering real savings to county residents across the country since 2004. The program, which is administered by CVS Caremark, includes discounts on prescriptions, vision care, LASIK and PRK vision procedures, hearing aids and screenings, prepaid lab work, prepaid diagnostic imaging, diabetic supplies and dental care.

The prescription portion of the program continues to grow, providing average savings of 32 percent on thousands of medications. The savings range from 15 to 75 percent, and the free discount card is accepted at more than 67,000 pharmacies nationwide. Adding the Dental and Health Discount Program enables residents to save on all health services through one program.

The Live Healthy Program helps residents of NACo member counties save 15 to 50 percent on dental care and is honored by more than 110,000 participating providers nationwide. The dental discounts help people who are uninsured, but can also complement health insurance plans or work with health savings accounts and flexible spending accounts.

The NACo Live Healthy Discount Program is free for member...
counties. Prescription help is free to county residents and dental and health services are inexpensive for these same residents. Currently, 42 Pennsylvania counties participate in the program and their county residents have saved more than $33 million on over two million prescriptions. Much like the NACo Deferred Compensation Program, CCAP has partnered with NACo to provide marketing services for this program, including promotion through advertisements and article publication and conference exposure.

**U.S. Communities**

The U.S. Communities Government Purchasing Alliance is a government purchasing cooperative that reduces the cost of goods and services by aggregating the purchasing power of public agencies nationwide. U.S. Communities provides world class procurement resources and solutions to local and state government agencies, school districts (K-12), higher education, and nonprofits. State and local governments have access to a broad line of competitively solicited contracts with best in class national suppliers.

More than 90 state associations of counties, cities, schools and purchasing groups endorse or sponsor the U.S. Communities Program at the state level. This overwhelming sponsorship by professional government associations strengthens the value of the program and assures significant oversight for program participants. This year 43 of Pennsylvania’s 67 counties made purchases from the U.S. Communities Program and purchased $10.6 million worth of goods and services, saving budgets and taxpayers an estimated $1.06 million.

The program continues to add new contracts and deliver value to Pennsylvania counties. New contracts launched since the last CCAP Annual Report include:

- SupplyWorks, A Home Depot Company, has been awarded an exclusive multi-year contract for cleaning supplies, equipment and custodial related products, services and solutions.
- Virco, Inc. has been awarded an exclusive multi-year contract for educational, classroom, miscellaneous support and related products and services.
- Graybar has been awarded an exclusive multi-year contract for electrical, lighting, data communications & security products and related products, services and solutions.
- A dual award for Energy Savings Performance Contracting Services (ESCO) has been awarded to McKinstry and Trane.
- Premier has been awarded an exclusive multi-year contract for food product and distribution.

**Pennsylvania Local Government Investment Trust (PLGIT)**

PLGIT was created in 1981 to meet the short-term investment needs of local governments, school districts, municipal authorities, and other types of governments in the Commonwealth of Pennsylvania. PLGIT now serves more than 3,000 public entity investors across the commonwealth. Currently 51 Pennsylvania counties participate with PLGIT.

PLGIT offers a wide array of investment options and cash management services to its investors, including: no minimum investment or balance requirements for PLGIT-Class shares; fixed-rate, fixed-term investment options, including FDIC-insured CDs; unlimited number of accounts; unlimited checking; unlimited next-day transfers and wires available; direct deposit of subsidy payments and other revenues; 24/7 online account access, transactions, and online statements; and quick, knowledgeable phone support.
Risk Control

Risk Control is a risk management technique that seeks to reduce the possibility that a loss will occur and/or reduce the severity of those that do occur. CCAP’s risk control services provide a team of qualified, experienced safety professionals that have years of experience, expertise in workers’ compensation and liability insurance, and are familiarity with counties’ and county-related entities’ risk control needs.

CCAP’s PCoRP, PComp, and PELICAN insurance programs all now offer grant programs to their members to enhance and improve safety programs and correct safety hazards.

The PComp and the PCoRP programs offer their members a risk manager’s credit. Both boards offer a credit of five percent to members who have a full time risk manager and a two and a half percent risk manager’s credit to members who have a half time risk manager. Currently there are 28 county risk managers, 10 full time risk managers and 18 part time risk managers.

PCoRP, PComp and PELICAN provide members with a Risk Control Incentive Program. This program is an incentive program for the members to implement and meet certain identified safety criteria. Members partake in risk control activities in order to lessen the chances of loss, and also to reduce the costs of losses when they do occur. In 2016, the PCoRP and PComp incentive programs were revised focusing on adding cybersecurity protocols (PCoRP) and Return to Work policy (PComp). As a result of these changes, PCoRP members can earn a four percent credit, PComp members can earn a five percent credit, and PELICAN members can earn a five percent credit by meeting the requirements.

CCAP is dedicated to providing its pool members with the professional services required to identify potentials for loss and control them in a cost-effective manner. This is accomplished by providing the following types of loss control services available to members of PComp, PCoRP and PELICAN:

- Comprehensive risk evaluations
- Hazard surveys
- Property appraisal services
- Ergonomic risk evaluation
- Safety committee audits and reviews
- Boiler inspections
- Elevator inspections
- Fraud hotline
- Loss analysis
- Loss Control Wellness/Nurse Services
- Risk Managers Council
- Training and educational services

All value-added risk control services are available to members of PComp, PCoRP and PELICAN insurance programs at no additional expense. Risk control expertise is obtainable by calling (800) 895-9039 and requesting risk control services.

Other Services

CCAP provides other services to counties as part of its insurance programs.
Risk Management Training Programs

More than 1,300 officials and employees of Pennsylvania’s counties and county-related entities attended trainings provided by CCAP’s risk management programs in 2017. More than 40 workshops, on a variety of topics, were offered in multiple locations around the state throughout the year. We continue to partner with the Academy for Excellence in County Government and are able to offer additional training opportunities for Academy participants.

PCoRP, PComp, PELICAN, and the UC Trust insurance programs continue to sponsor the risk management training programs. The members of the sponsoring programs continue to be able to attend the workshops at no cost. Members of PCoRP and UC Trust also receive a discounted rate for the CCAP County Administration Conference.

E-Newsletter

*Insurance Matters* is a monthly e-newsletter sent out by the CCAP Insurance Department informing counties on updates within the insurance programs. *Insurance Matters* provides information about the operation and governance of the insurance programs, tips and suggestions for risk control and loss prevention, as well as staff updates and upcoming events!

If you aren’t receiving *Insurance Matters* and would like to be added to the distribution list, send your email address and contact information to Aubrey Morris, amorris@pacounties.org.

Archived issues of Insurance Matters are available online. Visit [www.pacounties.org](http://www.pacounties.org) and click on Program and Services, then Insurance and look for Essential Links at the bottom right corner – and choose Publications. You can also sign up for *Insurance Matters* there. 📚