Highlighting county government accomplishments and CCAP’s role as the voice of Pennsylvania counties
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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Providing Vision and Direction on Behalf of the CCAP Membership

As we write this annual report to the membership, we are about half-way through 2019. The commonwealth budget is nearing resolution. The legislature is determining how much funding, if any, they should provide to offset counties’ costs in meeting the Stein settlement requirements to replace election equipment. The legislature is nearing the finish line in reauthorizing the 911 law. Counties are working through transitions in MATP, civil service, and the aforesaid election equipment replacement. Our membership itself is approaching its cyclical change, already as of the primary we will be welcoming almost 70 new peers. And CCAP itself is undergoing transformative change in its executive staff.

Much was accomplished in the last year as well. The rewrite of the County Code took effect at the beginning of the year. We have gained national recognition for our behavioral health initiatives and criminal justice reform, and have undertaken review of what the county role might be in EMS services. Our insurance programs returned strong dividends and continue to make safety grants available to the participating counties, all of which both meet county coverage needs while helping the county bottom line. We continued to have record turnouts for our administrators conference and our solicitors conference, keeping key county staff up to date and challenged with the latest in information and best practices. We completed our fifth Center for Excellence in County Leadership training. Our technology team has brought our program offerings to maturity and has been a state and national leader in helping counties secure their IT functions against ever-increasing security threats. The Association’s management team has completed work on new HR and accounting systems, and more important has reached our financial recovery goals, remarkably with a year that showed performance at nearly three quarters of a million better than budget.

Quite the list. Yet CCAP by design and tradition is built to take on these challenges and more. Our Board is active, strategic, and adaptive in fulfilling its responsibilities to the membership for all policy, program and fiduciary matters of the Association, and our staff is equally up to the challenge. Embracing ownership and asserting control, for more than 130 years the succession of leadership has grown the Association in service to our members. Our mission is to develop an association that, in short, does whatever is needed to help our members better serve their constituents. We take pride in our ability to look outward, to take on new issues, and to explore new services and new ideas and new ways of doing business. We take pride in how often our staff are tapped by their peers to answer calls or do presentations on innovations and best practices.

The Board’s responsibilities 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. We typically meet five times a year, with conference calls in between as necessary. This year we met in Reading in January, the Spring Conference in March, in Chester County in June, the Annual Conference in August, and finally in November at
the Fall Conference. Conference calls were held on legislative and litigation strategy, including budget and election equipment issues.

A large portion of Board meetings revolve around our role to coordinate legislative strategy. We have a well-respected team, and are blessed with active grassroots support, and so our broad agenda remains manageable. But the one constant that remains in the background underlying each discussion is the combination of evolving state- and federal-level partisan politics, and our relationship with the commonwealth in particular as partner in service delivery. We spend considerable time in developing and reinforcing that notion of partnership, in the last couple years working directly and explicitly with our county alumni—legislators who were formerly your peers—to take this message to their leadership, committee chairs, and rank-and-file.

We continue work in the other direction as well, educating the public about county service and responsibilities. Our strategic media efforts actively cultivated all forms of media—traditional reporters at the state and local levels, broadcast media, and social media. We are happy to have become the go-to for many reporters who need first-hand information on legislative and policy developments, and our leaders and staff are regulars on talk shows such as PCNTV’s “On The Issues” and “PCN Call In,” as well as radio programs such as WITF’s “Smart Talk.”

We are 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.

While policy is our most visible activity, Board oversight also includes what we do for counties in providing education, technology, service programs, finances, litigation, research and more. While we will not go through a detailed recitation here—much of it you will glean from others’ reports in this document, along with the highlights noted above—they are nonetheless regular matters of discussion and review among our leadership and the Board. We also acknowledge and express our gratitude to the many CCAP members who sit on the policy committees, planning committees, insurance boards, and technology committees, all of whom contribute time, knowledge and direction for these important functions.

This year marks several transitions for the Association. First is our pending quadrennial change in membership—Pennsylvania is unique nationally in having our full boards (and half the membership of our home rule boards) all on the ballot at the same time. For CCAP, this means inevitably saying goodbye to many long-time friends. It also means welcoming our new members and helping them transition into their new public service responsibilities. As of the primary, we have 68 members who will not be returning, about a 29% turnover. This is typical and comprises mostly colleagues who have chosen not to run again. By the time we get through the general election, we

Our Mission

CCAP is a statewide, nonprofit, bipartisan association representing the commissioners, chief clerks, administrators, their equivalents in home rule counties, and solicitors of Pennsylvania’s 67 counties. The Association serves to strengthen Pennsylvania counties’ ability to govern their own affairs and improve the well-being and quality of life of their constituents. To this end, the Association effects the achievement of favorable state and federal legislation, programs and policies, and provides appropriate programs, services and training to its membership, county leaders, and their staff. The Association strives to educate and inform the public, administrative, legislative and regulatory bodies, decision makers, and the media about county government.

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know statistically we will reach about 85, at almost 40%, which includes an average six counties with a full new board, compared to about a dozen that keep the full current board.

Understanding this recurring cycle, our Action Plan includes elements to introduce ourselves to the potential new members over the summer, to welcome our new members at the Fall Conference, and to plan for a threshold-level training track at each conference. We hope all of you remember your experience of your first introduction to CCAP and hope you will agree it was an important part of your transition to this significant set of responsibilities.

An adjunct to development of our membership on the counties’ behalf is development of leadership on CCAP’s behalf. Each of our presidents has been strategic in their appointments to committee chairmanships, to committees and insurance boards, to representation of counties on state boards and agencies, and to invitations for legislative meetings and testimony. We have always sought balance, politically and geographically, and more recently demographically, in drawing members into more active support of Association operations. We benefit from fresh ideas and divergent perspectives, and they benefit by the broadened skill set and knowledge base they take back to local governance.

We close with a note on one of the most significant transitions now facing the Association, the retirement of executive director Doug Hill at the end of 2019. There will be plenty of time and opportunity between now and year-end to reminisce and share good wishes, so for now we will simply report that, as this is written, we have an exceptionally dedicated recruitment committee hard at work in finding a successor. They have a solid work plan and schedule, and have taken a broad and inclusive approach to finding the person who can assume the helm of one of the premier organizations in the state, and carry it forward to even greater heights. The goal is to have a candidate in place no later than December 1, and earlier if logistics allow, so that we can maximize our opportunities for smooth and productive transition. We hope to have news for you not long after the Annual Conference.

In closing, on behalf of the Board we express our deepest gratitude to the membership for their strong support and active participation in CCAP, and foremost for service at home. As our staff’s vision statement puts it, we touch the lives of every Pennsylvanian.

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.
Board of Directors

Dennis Stuckey
Board Chair
Lancaster County Commissioner

Kathi Cozzone
President
Chester County Commissioner

Jeff Snyder
First Vice President and Committee on Criminal Justice System Best Practices for the 21st Century Chair
Clinton County Commissioner

Kevin Boozel
Second Vice President
Butler County Commissioner

Leslie Osche
Treasurer
Butler County Commissioner

Basil Huffman
District 1 Representative
Forest County Commissioner

Dan Vogler
District 2 Representative
Lawrence County Commissioner

Randy Phiel
District 3 Representative
Adams County Commissioner

Preston Boop
District 4 Representative
Union County Commissioner

Terence Farrell
District 5 Representative and Technology Committee Chair
Chester County Commissioner

John Cusick
District 6 Representative
Northampton County Council Member

Daryl Miller
District 7 Representative and County Governance Chair
Bradford County Commissioner

Chip Abramovic
Chair, Academy for Excellence in County Government
Venango County Commissioner

Ed Bustin
Energy, Environment and Land Use Committee Chair
Bradford County Commissioner

Dave Coder
Past President
Greene County Commissioner

Erick Coolidge
Past President and Agriculture Committee Chair
Tioga County Commissioner

Percy Dougherty
Past President
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
Past President
Dauphin County Commissioner

Joe Kantz
Resolutions Committee Chair, Elections Reform Committee Co-Chair
Snyder County Commissioner

Michelle Kichline
Assessment and Taxation Committee Chair
Chester County Commissioner

Craig Lehman
Past President
Lancaster County Commissioner

Christian Leinbach
Past President and NACo Representative
Berks County Commissioner

Jo Ellen Litz
Past President
Lancaster County Commissioner

Larry Maggi
Courts and Corrections Committee Chair
Washington County Commissioner

Rodney Ruddock
Military and Veterans Affairs Committee Chair
Indiana County Commissioner

Harlan Shoher
Past President
Washington County Commissioner

Robert Thomas
Past President
Franklin County Commissioner

Blair Zimmerman
Community and Economic Development Committee Chair
Greene County Commissioner

Non-Voting Ex Officio Members

Kay L. Achenbach
PACHSA President
Lehigh County Human Services

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

Deb Crawford
AAP President
Tioga County Assessment Office

William D’Amico
PACA MH/ID Administrator
Fair Acres Geriatric Center Administrator

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

Rich Gordon
JDCAP Representative
Shuman Juvenile Detention Center

Sherene Hess
Elections Reform Committee Co-Chair
Indiana County Commissioner

Shara Saveikis
PCYA President
Westmoreland County Children’s Bureau Administrator

CCAP Staff Liaison

Douglas Hill
Executive Director
I am now completing my first year as CCAP treasurer and want to begin by thanking Michelle Kichline (Chester County) for her prior service as treasurer, and by thanking CCAP Chief Financial Officer Pamela Szajnuk for all of her assistance in educating me on the complexities of CCAP’s operations and financial structure. While I have accounting and non-profit experience, CCAP has some unique features, including its tax status as a 115(a) government services entity rather than 501(c) nonprofit, that it manages the books and audits for nine affiliate associations and ten insurance programs, and that its technology products have yet another set of accounting requirements. Although my direct responsibilities cover only the CCAP operations, the Board and I nonetheless have responsibility to assure that all of our systems covering us, our affiliates, and our programs and products are up to date and that all of our accounting and financial practices are carried out to the highest standards.

Last year was a good year for CCAP, marking near-completion of a financial recovery plan that we put in place a few years ago to deal with proper capitalization of our technology programs as well as a structural deficit caused in part by program expansion and changes in our employee health care program. Our numbers for 2018 were remarkable; in the audit completed by Baker Tilly Virchow Krause, we showed net income of almost $475,000 higher than expense. This is all the more remarkable because, under our conservative budgeting approach, we actually budgeted a loss of about $250,000 so net we performed almost $725,000 better than budget.

There were several factors involved in this achievement. As noted in their audit presentation to the Board, the principals for Baker Tilly noted the largest changes were in addition of one technology program, with high net first year revenues, and in a couple of our insurance programs. But credit also goes to the CCAP management team, who are diligent in maximizing return and looking for best value. They are aided by our Finance Committee, including commissioners, chief clerks, and county finance directors, who meet quarterly and give advice on our operations.

Another important tool is our cost accounting system, which is organized around cost centers and which helps us identify areas of concern as well as areas of opportunity. And last year we shifted to a capitalization approach for our software products, which more accurately reflects the practical effect of us investing from Association capital reserves while we built up the technology business.

For this year, we have made three changes that are material to our budgeting and financial management. First, we have adopted a three-year projection as a part of our budget development and adoption process. Second, we have implemented a full upgrade of our SAGE accounting software, which includes major changes in recognition of accounting practice and security evolution, and which provides better integration among our databases. Third, we have adopted new procedures with our
banking accounts that provide two-part verification of our transactions, another security best practice.

Looking forward, sometime next month we will begin preparation of the 2020 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 2020 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.

Having started this report with a mention of our audit, I close by reporting that Baker Tilly affirmed that our financial statements are accurate and represent the Association’s financial position well.

Their audit concludes with their highest level findings (“unmodified opinion”) which CCAP has had for some time – without exception all the numbers are fairly presented in all material respects. I also mentioned earlier the complexity of our operation – in their report to the Board they note GAAP standards are used, but also have elements of governmental standards due to CCAP’s unique structure and operations, as well as its tax status. We are in compliance with law, best practices, and controls so there was nothing material to report. I will note as well that 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.

Thank you for your consideration of this report and for your support of CCAP and all we do for you. Please let us, or any of the executive staff or officers, know if you have questions or need additional information on our finances.
Academy for Excellence in County Government

Committee

Creating Innovative Training to Grow Leadership in CCAP and the Community

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 committee was pleased to announce the graduation of 22 program participants in November 2018. The graduation and festivities were held at The Hotel Hershey during the CCAP Fall Conference. This brings the total number of graduates of the Academy, a certificate training program of CCAP, to 159 persons since its inception in 1996. Operating on a four-year cycle, kickoff for the 2019-2022 Academy for Excellence will occur in November 2019 with an exciting agenda of opportunities for CCAP members and program participants. The committee has been carefully reviewing program structure, curriculum and coursework requirements prior to the next cycle.

The Academy continues to focus on promoting the educational benefits to non-participants as well as offering transcript reviews and providing training opportunities to enrolled participants to ensure that they fulfill the requirements for graduation, scheduled for November 2022.

Currently, there are seven persons registered for the 2019-2022 cycle with the potential to add many more to the roster during the kick off and outreach scheduled for the fall. Historically, we have seen an increase in enrollment once our newly-elected officials become familiar with the Academy program and its benefits. We anticipate our participant numbers will grow after the general election in November 2019 and into 2020 to stay on pace with our traditional graduating class numbers.

The committee also supports the development and administration of the annual CEL program for county officials. Seven persons participated in the fifth year of this intensive three-day workshop and training in June 2019. 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. Support of the program remains strong with several dedicated sponsors offsetting costs including the CCAP Pennsylvania Counties Workers Compensation Trust (PComp), the CCAP Pennsylvania Counties Risk Pool (PCoRP), the CCAP Unemployment Compensation Trust (UC Trust), Cafardi Ferguson Wyrick Weis + Stotler llc (CFWW+S) and Campbell Durrant Beatty Palombo & Miller, P.C..

Throughout 2018-19, the Academy was pleased to offer seven of the eight core courses and more than 35 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 2018-19 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.

This year’s CEL graduates. Left to right: Rick Mirabito, Lycoming County commissioner; Ed Heasley, Clarion County commissioner; Chad Schnee, Berks County first assistant county solicitor; Deanna Giorno, Bucks County chief clerk; Steve Nevada, Franklin County assistant county administrator; Robert Kogel, Chester County administrator; and Pat Fabian, Armstrong County commissioner.
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. The General Assembly has been extremely engaged in a robust plan to aid the dairy industry, introducing several pieces of legislation including the creation of keystone opportunity dairy zones to facilitate the economic development of Pennsylvania’s dairy industry. 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 is high 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. In March, Dauphin County was added to the list of quarantined counties, now covering 14 counties across the southeastern part of the state with sightings in New York and New Jersey. 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. Funding has been appropriated at both the state and federal levels to try to combat the pest. At CCAP’s 2018 Annual Conference, Secretary Russel Redding and former Penn State Extension Director Dennis Calvin, now the director of spotted lanternfly efforts and research, joined the committee to provide an update on research, education, and eradication efforts for the spotted lanternfly as well as sharing how counties can be partners in education. Both within and outside the quarantine area it is critical to 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 Fall Conference committee meeting, in particular to talk with us about the latest updates on the dairy industry and how counties can be partners with the Department. We continue to thank him for his attention to the matters that are important to our counties and look forward to our working relationship.
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 the research that the Department of Agriculture is conducting to change the future of agriculture.

We are continuing to look at the Clean and Green program, identifying how to ensure the protection of incentivizing 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. While there is hesitancy to address these issues within the General Assembly, we continue to look for opportunities to discuss our concerns and ideas with legislators.

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 2019.
I want to thank our president, and my fellow Chester County colleague, Kathi Cozzone for offering me the opportunity to chair the Assessment and Taxation Committee this year. This is a critical committee that provides the foundation for discussions around revenue and taxes that impact all of our local governments.

Over the past two years, we've been working very closely with our affiliate, the Assessors Association of Pennsylvania (AAP), and the Assessment Reform Task Force of the Local Government Commission, to complete several long-term projects that offer counties resources and best practices to maintain fair and uniform assessment practices.

For instance, one of the major projects completed in 2018 was a self-evaluation guide to help county officials determine if it is meeting state constitutional guidelines for fairness and equity, as well as evaluate the readiness of the county to conduct a countywide reassessment. This guide is a survey of the many questions and factors counties should be discussing before deciding whether a reassessment is appropriate. It also confirms that one tool or trigger is not going to work for all 67 counties to make this decision.

Other projects include model contracting standards, which offer a one-stop snapshot of the reassessment process from beginning to end. A public relations piece has also been completed to share best practices for communicating with constituents about the assessment and appeals processes on a day-to-day-basis, as has a set of data collector standards. All of these tools are available on CCAP’s web site at www.pacounties.org by searching "Assessment Reform Task Force.”

AAP has been an integral part of spreading the word and educating counties about these tools, offering breakout sessions at both our fall 2018 and spring 2019 conferences. They are also engaged in putting together the modules for the training that appeals board members will be required to take beginning in January 2020, pursuant to Act 155 of 2018. Our committee had an opportunity to offer input to AAP on the content and delivery of this training during our Spring Conference meeting.

We would be remiss if we did not extend our sincere appreciation to the county assessors who have been putting countless hours into making sure the Task Force’s efforts are productive and ultimately helpful for counties trying to navigate the assessment process. In the words of the Local Government Commission staff, they brought incredible technical expertise to the table, going above and beyond which led to a very positive outcome.

But our work is not yet done, as there are several pieces of legislation that were developed by the Assessment Reform Task Force that did not make it to the Governor’s desk in the 2017-2018 session. All of these bills have been reintroduced in the 2019-2020 session and are beginning to make their way through the legislative process. These bills include HB 1033/SB 492 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 1032/SB 491 would add two CPEs to the State Board of Certified Real Estate Appraisers, which
has oversight. Other legislation (HB 1034/SB 493) would also improve county data by ensuring proper and timely submission of building permits to county assessment offices.

Even though assessment has consumed much of our attention over the past year, we have plenty of other important policy issues before us as well, such as the perennial discussions about property tax reform. Much of the attention remains focused, as always, on school property taxes. We are encouraged by conversations that indicate interest in considering options for counties as well. We will be working on drafting legislation to share with the General Assembly and have also begun considering how counties might factor into local EIT collection committees in that instance.

We have been working with the Community and Economic Development Committee on ongoing hotel tax matters as well, particularly working through the implementation of Act 109 of 2018 that was intended to clarify how state and local hotel taxes are to be levied and collected by online travel agents such as hotels.com, Expedia, and even Airbnb. We are now working on legislation (HB 787) that has been reintroduced to create an online hosting platform registry to provide accurate information about all available room rentals.

We will continue to address other matters that come before our committee, including options for local tax collection and tax sale administration. I invite all CCAP members to join us at our meetings to hear more about the work of the Assessment and Taxation Committee, and to share with us any of your comments and concerns so that we can be proactive in our policy efforts.

Michelle Kichline, Chair
Chester County Commissioner

Assessment and Taxation Committee
Michelle Kichline, Chair
Chester County Commissioner
George Halcovage Jr., Vice Chair
Schuylkill County Commissioner
William Ames
Lebanon County Commissioner
Roger Bunn
Tioga County Commissioner
John Cusick
Northampton County Council Member
Barry Dallara
Bedford County Commissioner
Alice Gray
Juniata County Commissioner
Harry Haas
Luzerne County Council Member
Paul Heimel
Potter County Commissioner

Harlan Shober
Washington County Commissioner
Pete Smeltz
Clinton County Commissioner
Ted Tharan
Clarion County Commissioner
Jeff Thomas
Huntingdon County Commissioner
Robert Ziobrowski
Franklin County Commissioner

Non-Voting Ex Officio Members
Charles Hardester
Lawrence County Assessor and AAP Representative

CCAP Staff Liaison
Lisa Schaefer
Director of Government Relations
The 21st Century Committee was pleased to see a renewed interest in our awards program for 2019, as evidenced by the increased number of entries and the high quality of projects submitted. Over time, the committee experienced a lack of qualified entries and has worked hard to redefine our goals for the awards program and to assure that we are current and forward thinking in our approach. As counties conquer overcrowding challenges, their practices shift toward jail and detention center programming and away for facility or process approaches. The awards program must remain on top of those trends and encourage counties by advancing those innovative efforts.

In addition to the shifting focus for our jail and detention awards, the committee continued its award for county partners. This is an honor bestowed on someone who is not a jail or detention center employee, but someone who worked closely with the jail or detention center to help them achieve their goals for best practices or programming. Partners
are a critical part of our ability to perform our required duties and this honor encourages their participation as well as the outreach by counties to collaborate. This award category will continue for 2020.

We also maintained our popular CJAB award, with the winner chosen from the submissions of the CCAP/PCCD CJAB Regional Representatives who are funded through a grant program to provide counties with technical support. The awardees are honored during the annual CCAP/PCCD CJAB conference, and their efforts are shared with peers across the state to inform and encourage others.

For the 2019 awards program, the committee added a new award and were pleased to see an immediate positive response evidenced by numerous submissions in this category. County re-entry programs are a critical element in successful criminal justice system efforts. As counties stepped into local partnerships for re-entry programming, their innovations are not only worthy of honor, but a great way to support other counties who may be struggling to get their re-entry efforts off the ground.

For 2020, the committee plans to take time to review the roots and original goals of our awards program in close collaboration with our partners—the wardens and jail administrators, PCCD, detention and alternative programs, and others to assure we continue to achieve what the program was designed for. We encourage every county to consider submitting an entry. We know there are plenty of great innovations in operation throughout the counties. We look forward to bringing you the best of those ideas in the years to come. ✨

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Committee on County Criminal Justice System Best Practices for the 21st Century

Jeffrey Snyder, Chair
Clinton County Commissioner

Bill Ames
Lebanon County Commissioner

Preston Boop
Union County Commissioner

Kevin Boozel
Butler County Commissioner

Diane Irey Vaughn
Washington County

Dave Lohr
Fayette County Commissioner

Carol Loll
Erie County Council Member

Douglas McLinko
Bradford County Commissioner

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Non-Voting Ex Officio Members

Mark Bergstrom
Pennsylvania Commission on Sentencing Executive Director

Jim Jones
Central Counties Youth Center Administrator

Shirley Moore Smeal
Pennsylvania Department of Corrections Executive Deputy Secretary

Janine Quigley
Berks County Jail System Warden

Joe Scannapieco
Lancaster County Youth Intervention Center Shelter Program Director

CCAP Staff Liaisons

Brinda Penyak
Deputy Director

Wayne Bear
JDCAP Executive Director

CCAP Staff Assistant

Lori Dabbondanza
Executive Secretary
Last year the Community and Economic Development Committee decided to develop a series of sub-committees focused around issues on our work plan because of the wide variety of issues under our jurisdiction and the varied impacts they have in our counties. Through a year of trial, we have decided to continue with sub-committees, but alter them to better represent the issues we are working on to maximize efficiency in topic areas and to 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.

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. Last session, Act 109 was signed into law, which clarifies how state and local hotel taxes are to be levied and collected by booking agents, or online travel companies such as hotels.com, Expedia, Travelocity, etc. Though Act 109 clarified hotel tax remittance responsibilities, we are continuing to work on another piece of legislation, HB 787, 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 members will continue 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 early 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, particularly with the Governor’s Restore PA initiative.

On the workforce development side, we have continued our partnership with the Pennsylvania Workforce Development Association (PWDA). Noticing how our counties are being affected by the worker shortage, we have been working on brainstorming ideas around workforce recruitment and retention.

We were thrilled that rural broadband initiatives rose to the level of CCAP’s overall priorities. This issue has been receiving attention from not only the General Assembly and the administration, but a federal focus as well. At the Fall Conference, Acting Executive Director the Pennsylvania Office of Broadband Initiatives Sheri Collins moderated a panel on broadband access. The panel also featured key industry stakeholders where counties were able to share best practices and tell their county stories.

At the same time, former CCAP member Rep. Pam Snyder (D-Greene) and Sen. Kristin Phillips-Hill (R-York) have continued to focus on the issue of broadband expansion. 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 305 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. The bill was later amended by the House State Government Committee at the suggestion of former CCAP member Rep. Jeff Wheeland (R-Lycoming) to include an option for counties to add county-owned assets to the inventory if they would be interested in being part of the state’s effort. Rep. Snyder also introduced HR 64 to establish a legislative task force on the delivery of high-speed broadband services and to have the Joint State Government Commission conduct a study on the delivery of high-speed broadband service in underserved areas.

We also continue to highlight the county role in transportation infrastructure. To date, 23 counties have adopted resolutions to authorize the optional $5 fee on vehicles registered in the county to generate funding for county infrastructure needs. Through its Road Maintenance and Preservation (Road MaP) program, PennDOT 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. 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 continuing to work with our dedicated committee members to improve state policies and share best practices so that we can realize this goal.

Community and Economic Development Committee
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Michael Pipe
Centre County Commissioner and PA Workforce Investment Board Representative
Justin Smith
Cumberland County Coordinator and GIS Representative

CCAP Staff Liaison
Melissa Anese
Government Relations Associate
The County Governance Committee, CCAP’s oldest dating back to its origin, has a unique role to play among our policy committees—it handles all legislation not in the jurisdiction of another committee. And the range of issues is large and small, from topics as important as 911 and the County Code itself, all the way to small technical changes in open meetings, records or contracting.

We start with those two large issues. We were pleased last year to complete the revision and reenactment of the County Code, our primary guidance document. The work took more than six years, sponsored by our legislative partners the Local Government Commission, and including input from the row office associations, veterans groups, and other stakeholders. Every word in the Code was reviewed and although it was intended as primarily a technical update that accounted as well for case law and practice, we also resolved a number of ongoing substantive issues where interpretations have varied for years. Importantly, we took the opportunity and merged the Second Class County Code into the County Code, so that we have stronger consistency in structure and practice regardless of county class.

The new law is Act 154 of 2018 and took effect January 1, 2019. A set of documents prepared by the commission and available on its website give a detailed analysis and include sets of disposition and derivation tables so practitioners can determine how an issue was handled under both prior and current law. The next project is to codify the County Code in the Pennsylvania Consolidated Statutes; this project will integrate with the Code other stand-alone statutes like the County Salary Law.

A top priority for our committee this year is the reauthorization of Act 12 of 2015, the updated 911 law. The original enactment was given a sunset of June 30, 2019, intending for PEMA, counties and the legislature to determine whether the law lived up to its promise, and whether any changes or further updates were needed. By all measures, the law has been a resounding success, crafted well and implemented with close cooperation between PEMA and the law’s 911 Board, on which counties are strongly represented. We truly believe the law has helped make Pennsylvania’s 911 system one of the strongest in the nation, and the updated and expanded fee structure has helped meet current need as well as our planning needs for Next Generation 911. Indeed, PEMA and the 911 Board have many elements of a NextGen 911 plan in place and are laying groundwork for next steps.

As this report is being written, legislative work on reauthorization is being completed. Both chambers have approved bills, primarily simple reauthorizations that acknowledge the Act’s success, but with some differences highlighted by length of reauthorization—two years in the Senate version and four years in the House. Although the differences remain to be worked out, there is clear support and commitment in each chamber to meet the reauthorization deadline.

Another long-term project on our work plan is revision to the county pension system. While county pensions are sound, particularly in comparison to the state, school and municipal counterparts, we are nonetheless working toward improvements. We have developed comprehensive
revisions to Act 96 to make technical and practical changes to improve its structure and management and bring it up to current financial, statutory and market standards. The second part of the project, though, is taking longer than anticipated. Our intent is to write in a defined contribution option, but we have not completed the circle on all of the technical matters necessary to properly draft a bill. The commonwealth’s recent passage of a set of options is serving as a guide, but it has some layers of complexity that do not translate well to local circumstances. Still, we have legislators interested in introducing a bill, and anticipate having a product ready before fall.

While the committee also retains responsibility for elections and for emergency management, we are pleased with the work of our Elections Reform Committee and have deferred to them (and relied on them) on most topic areas relating to election and registration administration. We are also anxiously awaiting the recommendations, due at the CCAP Fall Conference, from the task force created this year to determine whether there is a county role in assisting our municipalities in their provision of EMS services. Theirs has been a complex task, and they have assembled a strong set of resources and worked with a wide group of stakeholders to lay the groundwork for the alternatives they will recommend.

I would like to conclude by thanking the members of the committee for their work, and equally important, thank the full CCAP membership for its support as we work to assure counties are positioned to provide effective and efficient services for our constituents.
The Courts and Corrections Committee focused on several ongoing and perennial issues of concern and encountered some new topics during the past year. The committee continues to work in concert with the Comprehensive Behavioral Health Task Force on reducing the use of jail for those involved with the criminal justice system who experience mental illness and substance abuse. A newly formed task force will include the participation of the chairperson in development of recommendations and policy to address the crossroads of data and technology with criminal justice and human services. The new task force will include perspectives from the committee and make recommendations in a report to be issued later in 2019.

Ongoing concerns regarding the lack of funds available to reimburse counties for the costs of the deputy sheriff education fund have been the topic of several strategic discussions. The fund is no longer sufficient to meet the costs incurred by counties for this mandatory training, and several times over the past few years, reimbursement has been suspended. Legislation to increase the fees charged by sheriffs as well as the amount of dedicated deposits into the account have stalled in the General Assembly. Renewed efforts to get a bill moving will remain as a priority for the committee.

Along similar lines, the committee continues to monitor efforts to legislatively address questions around the power of sheriffs rising from court rulings indicating that legislation must be passed to define specific powers. The committee has worked on language that maintains the CCAP position opposing expansion of sheriff powers while creating a definition that is reflective of historic practice.

Our interactions with the courts continue to serve counties well, and AOPC has been a regular participant and helpful partner. The committee worked with stakeholders including AOPC on advice for counties with the implementation of new laws requiring certain individuals convicted of offenses to relinquish firearms to law enforcement. The collaboration also led to CCAP’s inclusion in a task force reviewing the safety and security of district justice offices and facilities.

Justice Reinvestment Round 2 has been on the agenda, as the legislation to implement a revised JRI plan is considered in the Senate and House. The new version considers the need to fund and support adult probation and encourage strong best practices based on evidence of success for the models and practices employed locally. While the funds likely to be made available for reinvestment are less than anticipated, the concept and direction of placing support and emphasis on the front end of the system are needed to reduce impacts of incarceration across the entire system.

The committee has reviewed proposals designed to address the future of constables, consistent with the CCAP position supporting elimination of the office. Proposals that offer counties alternatives to the use of constables are under discussion.

The committee continues to contribute to the educational offerings provided to CCAP members through
peer to peer sharing of best practices and programs or projects that have resulted in successful outcomes. Working with the Committee on County Criminal Justice Systems for the 21st Century, the Courts and Corrections Committee supports the ongoing awards program and its intent of fleshing out the best practices that counties are employing and celebrating their successes. Many counties have benefitted through contact with others who have found a means of tackling a difficult problem or concern.

The committee will be working collaboratively with our Human Services Committee as we seek ways to address the lack of appropriate and available beds for juveniles needing treatment and supervision. Counties are encountering youth with increased need for specialized support at the same time that beds are disappearing due to state policy and a lack of funding. Over the next year, discussions that lead to a strategy for changing this trend will be at the top of the list.

In closing, the Courts and Corrections Committee continues to find that the jurisdictional areas are increasingly blending with the need for strong human services supports, and that collaboration will be key to finding solutions for the future. CCAP has the unique ability to promote and advance that collaboration and tap into the expertise of our members in finding solutions for the future. 

Larry Maggi, Chair
Washington County Commissioner

Courts and Corrections Committee
Larry Maggi, Chair
Washington County Commissioner
Todd Graybill, Vice Chair
Juniata County Commissioner
Anthony Amadio
Beaver County Commissioner
Kevin Barnhardt
Berks County Commissioner
Steve Guccini
Pike County Commissioner
Jeff Haste
Dauphin County Commissioner
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Potter County Commissioner
Gary Hess
Schuylkill County Commissioner
Kevin Madden
Delaware County Councilman
Cindy Morrison
Warren County Commissioner
Josh Parsons
Lancaster County Commissioner
Richard Shoch
Northumberland County Commissioner
Jeffrey Snyder
Clinton County Commissioner
Robert Thomas
Franklin County Commissioner
Lori Vargo Heffner
Northampton County Councilwoman
Vincent Viciones
Fayette County Commissioner

Non-Voting Ex Officio Members
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Pennsylvania Commission on Sentencing Executive Director
Kathi Cozzone
Chester County Commissioner and CCAP President
Judge John Foradora
Jefferson County and Judges Association Liaison President
Rich Gordon
Shuman Juvenile Detention Center and JDCAP Representative
John Hakim, Esq.
Luzerne County
Thomas Maioli, Jr.
Pennsylvania Sheriffs’ Association Executive Director
Lawrence Murray
Adams County Chief of Probation and Parole Officer
Barbara O’Malley
Montgomery County
Helen Placey
County Chief Adult Probation and Parole Officers Association of Pennsylvania Executive Director
Robert Stanzione
Bucks County Juvenile Probation
Richard Steele
Juvenile Court Judges’ Commission Executive Director
Damian Wachter
Administrative Office of Pennsylvania Courts
Robert Williams
Berks County Chief Probation and Parole Officer
Josh Wilson
Administrative Office of Pennsylvania Courts

CCAP Staff Liason
Brinda Penyak
Deputy Director
Elections Reform Committee

Working to Protect and Improve the Citizens’ Voice

There is no question elections have been the front-and-center issue for Pennsylvania counties this year. We had already had a priority, going back to fall 2017, to seek funding for counties to begin replacement of aging equipment, but the Governor’s announcement last fall of the Stein settlement agreement, confirmed the directive he had issued last April for us to undertake and complete that replacement by April 2020. The price tag was pegged at as much as $150 million, and the Governor, who had committed to fronting at least half of that in commonwealth funds, proposed $15 million a year over five years as part of his FY2019-2020 budget proposal.

Our committee, assisted by the CCAP Board and most importantly by our grassroots, worked aggressively to resolve the funding matter in a way that recognized the size of the unanticipated county outlay, and matched the timing of the state funding to the counties’ 2019 outlay for the equipment. This report is being written as the commonwealth budget is being completed, and so at CCAP’s Annual Conference we either will be celebrating or will be having a pointed discussion of our next steps. Our bottom line is that any dollar that is not reimbursed by the commonwealth comes from the property tax payer.

Last year at this time, after the Governor’s April announcement but before being aware of Stein, you will remember our Annual Conference discussion 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 needed to be extended. Elements we called on in order to meet the timeline included adequate state or federal funding, an adequate market of qualified machines, assurance that vendors could produce enough machines to meet demand and timelines, and adequate time to train election workers, poll workers, and voters on the new equipment.

Stein essentially turned contingency into mandate, and so in addition to funding we worked with the Department of State and the Department of General Services to assure prompt certification of equipment that met the requirements of the Stein settlement, and that they were on COSTARS to help with pricing and procurement. Eight counties obtained systems in time for the May 2019 primary, and as many as 40 are projected to have equipment in place for this November’s election. We appreciate the diligence our members consistently exhibit when faced with sizable challenges such as this—and acknowledging the added degree of difficulty caused by commissioners being on the ballot this year.

As difficult as this has been, it has also created opportunities. Most important, legislative leadership has gained a new appreciation of what counties do to administer and conduct elections, and that many of the statutes and processes that underlie the process are remarkably out of date. Examples include options to consolidate smaller precincts, facilitating absentee balloting, improving recruitment and retention of poll workers, changing ballot printing requirements, and removing the requirement for a separate judicial ballot, among others.

Both House and Senate committees have held more than one hearing on reform legislation, signaling a clear intent to deal with the many issues on which they expected some level of consensus. We were even invited to appear in front of the House Republican Policy Committee and were...
delighted with the number of legislators who attended, including many who were not on the committee. The legislature has, by the way, introduced more than 100 election-related bills already this session.

We continue our strong relationship with the Department of State (DOS), noting that Acting Secretary Kathy Boockvar and Deputy Secretary for Elections Jonathan Marks attend most of our committee meetings and quickly respond to calls from our staff. They have their own additional reform work underway, including task forces on voter registration and poll worker recruitment and retention.

Public interest in election security is also at the forefront of our agenda and our cooperative relationship with the commonwealth. CCAP staff have been part of the state’s top to bottom review of technology systems, even sitting in on table top exercises and election day security status calls. We have been part of the process to reconfigure and update the SURE voter registration system, and we have been encouraging counties to be participants in the EI-ISAC elections security information and alert system.

Last, we acknowledge with deep gratitude the incredible work our election directors do on our behalf. We have worked to assure they are included in our policy discussions, and are not just visible with, but regularly consulted by, legislative leaders and committees. Their depth of knowledge and experience are essential for establishment of sound public policy.

The CCAP Elections Reform Committee is committed to helping maintain and improve voter confidence and participation in this core democratic function, assuring the public—and ourselves—that registration and elections are truly and fully safe, secure, and accurate.
CCAP’s Energy, Environment and Land Use Committee is fortunate to have the knowledge and expertise of a diverse group of county officials from throughout the state who are committed to natural resources, conservation and effective land use.

I would be remiss if I did not take a moment in memory of one of these amazing committee members, as we were greatly saddened by the sudden loss of John Vatavuk in early 2019. John was a dedicated public servant and tireless advocate for his community, and we will sorely miss his passionate engagement on recycling and other issues.

The new legislative session has offered us several new opportunities to build relationships on county environmental policy, particularly in the House where the Environmental Resources and Energy Committee has two new chairs in Rep. Daryl Metcalfe (Butler County) and Rep. Greg Vitali (Delaware County). CCAP had a positive meeting with the new chairs and their staff and have already been able to offer suggestions for counties to be engaged in informational meetings and hearings around stormwater and MS4 issues.

Further, as we looked at CCAP’s action plan and our objective to strengthen counties’ relationship with the Governor and administration, several members of our committee took advantage of our time in Harrisburg during the Spring Conference to meet with DEP Secretary Patrick McDonnell. The Secretary and his staff gave us the privilege of an hour to discuss our priorities around water, recycling and energy—and we also enjoyed a beautiful view of Harrisburg from the 16th floor of the Rachel Carson building and a chance to see the peregrine falcons that live outside the 15th floor.

We believe issues of water quality and water resource management will continue to be a major focus of communities across the state. Increased and more severe instances of flooding are bringing renewed attention to the need to be proactive in mitigation efforts, while requirements for the next MS4 permit cycle have local governments worried about the cost of these mandates. In addition, local water quality concerns are at the forefront in the development of the state’s Phase 3 Watershed Implementation Plan for the Chesapeake Bay, which is more focused on incorporating local partners and local water quality goals than previous phases have been. For our part, the committee has been having discussions over how we can streamline permitting processes for water-related projects to make sure they can be completed in a timely and cost-effective manner.

Of course, recycling remains an ongoing concern for many counties, as we continue to follow the work of DEP’s Solid Waste Advisory Committee on Act 101 revisions. Our committee is also regrouping with other stakeholders on electronics recycling legislation, following the resignation of Sen. Richard Alloway, who had been a champion of a bill with many positive elements for counties, in early 2019.

We’ve also been talking more about energy lately, after hearing a fascinating presentation at the Fall Conference from DCED on...
its development of Pennsylvania Energy Horizons. This project involving modeling and scenario building may help to tell the story of Pennsylvania’s future natural gas industry development as well as the broader energy system. Along the same lines, we have been following the implementation of Act 30 of 2018, which allows counties to implement commercial Property Assessed Clean Energy (PACE) programs as a financing mechanism in their communities for energy efficiency programs. CCAP has been working with stakeholders in this area in particular to help shape guidance for how the PACE payments can be collected with existing local taxes. As I write this report, a few counties are exploring involvement with PACE, with a handful moving forward to create a program.

We are also fortunate to have a robust partnership with the County Planning Directors Association of Pennsylvania, who offer us their input and expertise on a wide variety of matters from water to planning to transportation and much more. CCAP’s policies are stronger because of their involvement with our committee, and we look forward to continuing to work with them on a wide variety of issues.

Our committee’s plate remains full, and we will be seeking opportunities to offer our input on the wide variety of environmental programs here in the commonwealth and the critical role counties play in stewardship of our natural resources.
The Human Services Committee is never short of hot issues to address, and 2019 became even more intense as legislative efforts to eliminate the Medicaid Managed Behavioral Health Carve Out with county right of first opportunity intensified. While we often see funding top the list of tasks for committee members to work on, the carve out preservation effort became the daily focus as we analyzed what would be needed to keep this critical program intact. After more than 20 years, the reinvestment of funds from the behavioral health carve out has created a community-based system and safety net that spans numerous county responsibilities, including criminal justice, housing and community development, special transportation programs, and most importantly, options for community treatment and services to support those with mental illness and substance abuse issues.

Working closely with COMCARE, our first effort for the year was targeting the knowledge and understanding of commissioners and their ability to defend 20 years of progress. Many county leaders were not in office at the time the development of this program occurred, so assuring that our members were able to discuss the impacts their own counties and communities would experience if it were changed was task number one. We then expanded the educational focus to policy makers who were also unaware or unfamiliar with the value and success of this program. Addressing misinformation campaigns became another daily task, as proponents of the carve-in defended their proposals with their peers and in the media. Further, efforts to pin down the Wolf Administration on their intent for the future of the program were a regular occurrence, as the lack of clarity on the intent of the Administration arose during budget hearings and the secretary’s Senate confirmation hearing.

As we enter the home stretch to the finalization of the commonwealth budget for 2019-2020, we are confident that the issue will not be on the table as a budget side deal and are convinced that the Administration has no plans to change the carve-out at this time. While we are sure that the legislative efforts for a carve-in will likely be an annual battle, we feel prepared to defend the significant success achieved by counties on behalf of their constituents through this innovative program.

During the final hours of commonwealth budget negotiations in June of 2018, legislative language requiring the Department of Human Services to transition the Medical Assistance Transportation Program (MATP) to a statewide or regional brokerage model was adopted at the eleventh hour with no input from counties. Those counties that operate MATP, and those involved with Shared Ride and Shared Ride lottery were stung by the potential for immediate negative impacts. The committee continues to work in support of legislation to reverse or delay the implementation of the brokerage model while the collateral impacts to related programs and the implication for the client can be determined.

The committee worked to address the shortage of staff in the human services field from several perspectives. Through the workforce task force, efforts to examine potential solutions for recruitment and retention of staff to work with the county’s vulnerable populations
After more than 20 years, the reinvestment of funds from the behavioral health carve out has created a community-based system and safety net that spans numerous county responsibilities, including options for community treatment and services to support those with mental illness and substance abuse issues.

were explored. This ongoing project is working in cooperation with the CCAP Community and Economic Development Committee on the larger workforce issues and will continue into the new year. Additional challenges with the transition of the State Civil Service Commission resulting from modernization legislation were a regular agenda topic, and with new relationships and directions in the works as the Commonwealth Office of Administration takes over, options for training staff on NeoGov, and more opportunities for counties to develop and implement their own merit hire systems are in the works. Workforce remains a significant challenge, and especially in the child welfare case worker area, where shortages can quickly lead to safety issues for vulnerable residents. Working with our child welfare affiliate, workforce is a key component that has been addressed through testimony with key committees of the house and senate, and the focus of a report by the State Auditor General. While the child welfare workforce issue is part of a larger child welfare reform focus of the committee, attention to this issue has provided opportunities to better educate the general assembly on the need to consider the oversight of county child welfare operations and how they are funded.

The committee has heard consistent concerns regarding a lack of placement options for juveniles needing detention, especially in cases where special services are required. Out of state placements are growing, and the need for a solution is clear. Work has been underway to design a strategy for legislative and policy change.

On the substance abuse front, funding to address the opioid crisis appears to be making an impact. While opioid related overdose deaths are declining somewhat, counties continue to see unaddressed addictions issues, and in particular, an inability to address a growing methamphetamine problem and a resurgence of crack cocaine abuse as a result of the strict utilization of funding from state and federal resources. The committee has been working with legislators and our federal representations to increase the flexibility of those critical dollars to allow uses for the actual impacts that counties are encountering.
Human Services Committee

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Further, working with our partners in corrections, options for the use of medication assisted treatment as a support for re-entering inmates has been promoted through the work of the committee and will continue as options for grant funding are expanded.

Mental health and developmental disabilities programs were a key agenda item as major transitions within the department continue. The Office of Mental Health and Substance Abuse Programs has experienced major staffing upheavals from top to bottom, leaving a gap in a key relationship for counties. The committee continues to engage with the agency staff and develop relationships with new leaders to assure the ability of counties to achieve results for the populations we serve.

County nursing facilities and long-term care and services have been challenged by the statewide implementation of community health choices, now covering the majority. Providing support to counties with new contracting and payment processes as well as working to assure the adequacy of rates has been on the committee agenda throughout the year. While additional funding for county facilities has been secured as a result of the efforts of the committee working to support our long-term care affiliate PACAH, more must be done to create a sustainable environment. Proactive efforts at reform will remain on the agenda for the committee into the new year. 🌟
CCAP IS

Information Relevance Solutions
Insurance Programs & Services
Media Relations Education
Connections Representation Awareness
Government Relations
Publications Savings Communications
Technology Affiliates Feedback
Innovation Risk Management
Leadership Advocacy
Vendor Relations Conferences
Responsiveness Legislation Committee Involvement
Military and Veterans Affairs Committee

Advocating for Those Who Served Our State and Nation

I have had the pleasure for the last several years of being the chair of CCAP’s Military and Veterans Affairs Committee. As one of the group of commissioners who chose not to run for re-election, I have to note that my time with CCAP, and particularly the work we did in creating and shepherding this committee, is something I treasure and something I will miss.

Counties are uniquely positioned, by statute and by the scope of services we provide, to make a meaningful impact in the lives of our veterans and our active military. The many and varied lives we touch—an extended-service active military as well as cohorts of both new and aging veterans—is remarkable. These military and their families have needs as diverse as employment, education, consumer protection, human services, behavioral health, corrections, and even memorials.

In that context, our committee serves two purposes, one relative to policy and the other relative to service delivery. The former recognizes the need to pursue statutes and appropriations that grow and adapt programs to the unique circumstances of our present generation, and the latter recognizes the need to coordinate and improve how we deliver those services. And all of it ties into better informing our membership, veterans, and other stakeholders of the opportunities available for us to serve those who have served.

Our two closest partners in this effort are the county veterans directors and Pennsylvania’s Department of Military and Veterans Affairs (DMVA). They are represented at each meeting of our committee and are active participants and allies. In fact, most meetings include attendance by Deputy Adjutant General for Veterans Affairs, Major General (Ret.) Eric Weller. We have found him to be passionate, and keenly aware that developing cooperative relationships can have significant positive impacts on service delivery. I have had many opportunities to speak with him directly between our meetings, and we share issues and concerns with each other.

We also maintain a relationship with the Administrative Office of Pennsylvania Courts, which is involved in support of veterans through better coordination and more universal use of veterans specialty courts. A unique additional service they tie into those courts is a veterans mentorship program begun a number of years ago, to pair offenders with veteran-mentors in the community.

A less direct project, but one that is important to veterans and for public trust, is promotion of anti-fraud efforts whether in service provision or charitable donations. Our closest ally in this effort is Attorney General Josh Shapiro, represented at each Committee meeting by Norm Marden, Senior Deputy Attorney General and Attorney in Charge for Military and Veterans Affairs.

We continue our relationship with Widener University Law, based in Harrisburg near the CCAP office, in which we cosponsor their production of a set of special continuing legal education training courses specifically designed to help attorneys better understand and represent the unique needs of veterans. Widener’s commitment to veterans also includes a special effort to recruit veterans as students at the school.
The scope of policy matters and pending legislation relating to veterans is relatively narrow, but at the moment we do have a significant policy interest in work being done to credit military certifications toward civilian licenses, which represents a means to expedite reentry of recent veterans into the civilian workforce, and an appropriate leveraging of the training and experience they attained while in service. A recent effort, with ties at the federal level, relates to a broader movement to allow certifications and licenses to cross state borders.

We continue our work with CCAP’s Behavioral Health Task Force, noting that many of veterans’ issues are manifested in behavioral health problems.

One accomplishment last year was revision of the veterans provisions in the County Code, part of the work that resulted in Act 154 of 2018, the overall rewrite of the Code. We provided better clarity on matters such as death benefits available to veterans’ families, and a reasonable compromise protocol on display of flags on veterans’ graves.

At the federal level, we monitor changes in veterans programs enacted under the VA Mission Act of 2018 and its Choice Program, which gives a limited option for veterans to obtain care from non-VA care providers. Other changes are being proposed to this program, which we will be studying.

As I conclude this final report, I express my deep gratitude to the members of our committee for their personal commitment to veterans issues and for making these issues an important part of the CCAP portfolio. 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

The Resolutions Committee’s responsibilities include coordinating our resolutions and policy process and reviewing and making recommendations on any proposed changes to the CCAP bylaws.

The full resolutions and policy process are found on the Government Relations/Policy page of the CCAP website. It is a process that has evolved over time, one that is intended to take in the full scope of issues that touch county government and our ability to deliver services in a way that meets the needs of both the recipient and the taxpayer. It is a detailed process, to be certain that it maintains currency and that it promotes the broadest possible member involvement.

And perhaps above all, the resolutions process is strategic—government relations are in many ways the most important of CCAP functions, and to be effective the CCAP membership, Board, policy committees, and affiliates need clear consensus and a clear path to determine what we advocate and how.

The cumulative policy statement for our membership is collected and published as the Pennsylvania County Platform. Its planks are adopted as resolutions, which 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. To assure that the Platform remains current and relevant, and accurately reflect our members’ views, we review each existing Platform plank on the fourth year following its adoption or last amendment.

As this report is being written, the committee has scheduled its primary deliberative meeting for the end of June, to assure that we meet the requirement to have the resolutions packet to the membership in advance of the Annual Conference. Each resolution originated with a member, a policy committee, or an affiliate. Each of the policy committees reviewed those under its jurisdiction, along with planks up for quadrennial Platform review, and forwarded their recommendations to us.

At the conference, we will hold a breakout session on Monday morning to review any late resolutions or proposed amendments, and to take members’ comments and questions on those that have been proposed. The resolutions will be reviewed and debated before the full group of conference attendees at the Tuesday morning business meeting. We do not vote that morning though; CCAP is 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. That process assures broadest possible participation by our membership, that includes both in-person give-and-take on content and adds broader membership participation in the outcome by including members who were not able to attend the conference.

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.

Policy determination does not end with adoption of the resolutions. 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 becomes our focused and cohesive county message to Harrisburg, Washington, the media, and the public. We use it to launch our grassroots government relations efforts each year and feature it in early-year meetings with legislative leaders and the Governor’s office.

I should note that we are also able to respond strategically to issues as they arise, through a process which allows consideration of resolutions at the spring and fall conferences as needed, and by permitting the CCAP Board to take up interim resolutions subject to subsequent member ratification.

As noted earlier, another responsibility of the Resolutions Committee is review and recommendation regarding proposed changes to the CCAP Bylaws. This is infrequent, but important when it occurs. This year, the committee has been asked to review a proposal that would provide better notice of CCAP offices up for election, to assure that members have adequate time to consider whether they want to become candidates for CCAP leadership. Any recommended change will be included in the voting packet sent to the members in advance of the Annual Conference.

The change will be reviewed in the Resolutions breakout and brought up for membership consideration in the Tuesday business meeting, and unlike the resolutions, the amendment will be voted on by the members in attendance, with a 2/3 vote required.

It has been my great pleasure to be part of the resolutions process for most of my tenure as commissioner. I truly appreciate our members’ participation in this process and hope you will actively join in discussion and debate on these proposals. 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.

Joseph Kantz, Chair
Snyder County Commissioner

Resolutions Committee
Joseph Kantz, Chair
Snyder County Commissioner
Craig Lehman, Vice Chair
Lancaster County Commissioner
Gina Cerilli
Westmoreland County Commissioner
George Hartwick III
Dauphin County Commissioner
Amanda Holt
Lehigh County Commissioner
Jim Martin
Adams County Commissioner
Daryl Miller
Bradford County Commissioner

Non-Voting Ex Officio Members
Dennis Stuckey
CCAP Board Chair
Lancaster County Commissioner
Kathi Cozzone
CCAP President
Chester County Commissioner
Jeff Snyder
CCAP First Vice President
Clinton County Commissioner
Kevin Boozel
CCAP Second Vice President
Butler County Commissioner
Leslie Osche
CCAP Treasurer
Butler County Commissioner

CCAP Staff Liaison
Douglas Hill
Executive Director

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The Technology Committee continues to be instrumental in guiding CCAP on maintaining and evaluating existing technology programs and new opportunities. Below is a summary of this past year’s efforts, which include an update on existing programs, as well as collaborative efforts with the state on critical technology issues.

LEGISLATION

While there was a considerable amount of attention paid to cybersecurity in the last session, none of those bills crossed the finish line. As a result, cybersecurity legislation continues to be high on the legislative priorities, with much attention being given to HB 1181. While much of the language in this bill is consistent with recommended language from last year, there are a number of newly introduced concepts that are being worked through by CCAP, county CIOs and the state. We are also pleased to report that there is finally agreement from the geospatial community on language in HB1106 for Surveyor certification.

NEXTGEN 911

The collaboration between PEMA, the GIS Pros and CCAP continues to grow. Over the past year CCAP and county representatives have been instrumental in assisting PEMA on NextGen 911 accomplishments including the development of an RFP and successful selection of a vendor for a GIS GAP Analysis.

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 seven years now, with this year’s attendance hitting almost 300! Of equal importance is the county representation on the Geospatial Coordinating Board. This year’s accomplishments include the development and recent implementation of a data sharing agreement, with six counties already having signed the agreement. This year’s focus will be on seeing that the Geospatial Coordinating Board is reauthorized.

ELECTIONS SECURITY

The emphasis on elections security has become even more paramount this past year. With the rise in cyber incidents and breaches, both county CIOs, the state CISO and the Department of State have increased their combined efforts to improve the security around county elections. I am happy to share that the number of counties which have joined the Multi-State Information Sharing Analysis Center (MS-ISAC) and the newly formed Election Infrastructure Information Sharing Analysis Center (EI-ISAC) has grown significantly this past year. 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 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. Current county membership is at 39 for MS-ISAC and 41 for the EI-ISAC.

The DOS/county security workgroup has also entered into a second-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. In 2018 UCM showed a profit.

New modules continue to be developed and have been added to this criminal justice case management system, including expanded features of the automated risk and needs assessment tools, 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. The platform on which UCM was developed was CRM 2011, the platform of the program is being upgraded to the newest version of Dynamics, called Microsoft Dynamics 365. This will be completed in late summer and will be implemented and rolled out to all current and new UCM customers by mid-year 2020.

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. Further, CCAP is currently in negotiations for a second PA SAVIN contract with the Department of Corrections and the Office of the Victim Advocate. This is expected to be finalized by June 30, 2019 with a state-wide implementation including county and state on January 1, 2020.

Finally, an evaluation of the juvenile UCM program was completed in March 2019. The CCAP Board reviewed the JUV-UCM Evaluation report prepared by Technology Services at the March board meeting. After careful deliberation, the CCAP Board made the motion to support JDCAP taking ownership of the entire JUV-UCM product as an asset.

SOFTWARE AGGREGATE AGREEMENTS

2019 marks the 17th year of the Microsoft Enterprise Agreement. Enrollment grew from 53 to 61 counties and other government entities utilizing the contract. Most people are buying Office 365 or Microsoft 365 subscriptions and the trend is still moving to the cloud; there are very few customers still interested in running 100% of their products on premises. One component of this agreement that is coordinated by CCAP, is the offering of free training days for IT professionals to learn or refresh their skills by participating in Microsoft Certified courses. The first online class for 2019 was a great success with more being planned into 2020.

CCAP continues to work with Carahsoft; the nationwide distributor for VMWare. In November of 2018, the current agreement was expanded

continued on page 36
to include Splunk. Splunk is a system security monitoring tool that is used to detect potential cyber-attacks, vulnerabilities and anomalies in county networks, servers and other logs that contain valuable information. These software programs provide CCAP customers with the opportunity to accelerate the growth and adoption of these technologies by allowing them to take advantage of the pre-established discounted license structure of the CCAP Contract. More offerings through Carahsoft will be explored over the next year.

In addition, the commonwealth expanded their commitment to the current CCAP partnership for delivering Cofense by funding licensing to all 67 counties to include county staff, vendors and consultants until December of 2019. The Cofense products being used are “PhishMe” along with a Learning Management System (LMS). Phishme, is a web-based program that creates email phishing tests while the LMS provides education for employees that are vulnerable to such emails.

As part of a statewide initiative, CCAP has been working with the counties to coordinate quarterly phishing scenarios to boost cyber security awareness and education. Needless to say, with thousands of cyber threats being deployed every day, these applications provide invaluable tools for educating users in our ongoing battle to safeguard systems and data in PA. As more systems are comprised and new threats arise, the importance of user education will continue to be the focus for many years to come.

CYS AND CAPS
In the past year CCAP, in contract with PCYA, continues to provide technical support for the CAPS system, which 56 counties use for children and youth case management. After a cyber breach in 2017, the incident supported a need for updates to the vendor contract with counties to include new cybersecurity language, cyber insurance requirements and a requirement for the vendor to complete an in-depth security questionnaire. This security questionnaire is submitted and reviewed by CCAP on a quarterly basis to ensure that identified gaps are addressed. An example of one security issue that was resolved, was the deployment of an auto-logoff feature earlier this year. This means that after 29 minutes of inactivity, the system will automatically logoff the user which reduces inactive sessions and decreases security vulnerabilities.

In January, the vendor for the CAPS system began a SOC Type 2 audit which addresses a service organization’s controls such as: availability, security, processing integrity, confidentiality and privacy. This audit report includes a detailed description of the service auditor’s test of controls and results and will be shared with CCAP upon completion at the end of September.

Other technical services provided by CCAP technical staff include an improved process for defining and determining what goes into the annual upgrade as well as user testing, and data quality analysis while staying informed of CWIS and AFCARS requirements.

With the recent announcement that the state is going to pursue one single statewide case management system for children and youth systems, the focus of the CCAP technical support will change. CAPS will be around for a number of years to come until this new system is in place. However, the CCAP technical support will move from a focus on seeing a mobile component developed to data quality improvements.

DATA GOVERNANCE PROGRAM
New for this year was the formation of a Human Services Corrections Technology Development Taskforce. Authorized by the CCAP Board, the Taskforce is to assess the current environment of county utilization of data for informed human services and corrections programming/decision making. The Taskforce has met three times so far and is in the process of developing a report that will contain goals and recommendations that will aid counties in developing programs using technology that supports data sharing among Human Services agencies and Corrections in order to improve the outcomes for human services and justice involved clients.

OTHER PROGRAMS
CORE
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. Over the next year, CCAP staff will be planning a “Core Tour” to visit Core member counties in each region to evaluate services and gain further perspective of current technology needs and challenges.

TECHNET and Marketing Agreements

This past year, the TechNet vendor program was revamped to include several new levels including platinum, silver and gold. Current membership is at 11. The Technology Committee also supported CCAP in the creation of a marketing agreement to promote Unisys’ “PA Compute (PACS) state contract, which provides cloud hosting, continuity and other infrastructure services at reduced rates that capitalize on the state buying power.

WEBSITE HOSTING & DESIGN

Another program that has been in existence since 2002 is the website hosting and design program. After 17 years, it’s time for another review of the platform. The county/CCAP committee is in the midst of an RFP evaluation to select a new platform. Vendor demonstrations have been held and the committee is now reviewing in detail the pricing submissions. The committee’s goal is to select a more industry standard platform, with new functionality that will benefit counties in their support and maintenance of a website presence.

With the rapid pace of technological change, the work of the Technology Committee is extremely vital for Pennsylvania’s counties. The committee will continue to conduct due diligence in the sustainability of existing technology programs as well as the creation of new programs that support innovation of technology solutions.
It was a year of growth and significant return on value for the members of CCAP’s Insurance and Member Services programs! The 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 $9.4 million from the CCAP UC Trust, PCoRP, PComp and PELICAN programs. This includes $5.5 million in dividends, $2.1 million in grants and the prison electronic prison documentation project for PCoRP members. The total for the last two years exceeds $20.5 million!

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.
CCAP Unemployment Compensation Trust

It was another excellent year for the CCAP UC Trust, resulting in a strong surplus position. The Trustees were able to declare a $2.5 million dividend at their May 2019 meeting. This is the sixth straight year with a dividend, totaling nearly $13.7 million being returned to the membership. The dividend was sent to all members in June 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’s move to a new claims administrator, Corporate Cost Control, in 2018 has proved to be highly successful. The membership is receiving enhanced and dependable service from the new company.

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 2,000 employees and their families with marital/family, emotional, substance abuse, financial, vocational and other concerns. The EAP also provided more than 480 hours of training at member locations and UC Trust sponsored events and provided seven responses for counties through the Trust-sponsored Critical Incident Stress Management (CISM) program.
PA Counties Risk Pool

The Pennsylvania Counties Risk Pool, PCoRP, is CCAP’s largest insurance program, with a membership of 57 consisting of 52 counties and five county related entities.

PCoRP’s members saw higher than normal claims costs in 2018-2019, much of which was due to settlements of claims which occurred in the last five years. PCoRP had the assets and reinsurance in place to handle these costs, but the result was a higher than normal change in costs for the membership, which averaged 9.5%.

Returns of excess funds to the members continue, and over the last nine years PCoRP has returned $21.6 million to the members in dividends and grants.

In 2018-19, PCoRP once again was able to return funds to the members of the property/liability pool. The Board distributed an eighth consecutive dividend to the members, of $1.5 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% of their Loss Fund Contribution or a maximum of $20,000.) The Board also continued some new risk management programs for the members, including HR Risk Management Reviews, Prison Risk Management Reviews and appraisal of county owned fine arts.

PCoRP has now completed its electronic prison documentation system, which provided county jails with the option of installing a system from Guardian RFID, TimeKeeping or Dynamic Imaging. The program ended May 31, 2019 and the final cost to PCoRP was $2.1 million.
PA Counties Workers’ Compensation Trust

PComp, CCAP’s workers’ compensation insurance pool, continued its strong financial condition during the last year and added a new member – Southern Allegheny Regional Planning Commission. PComp’s membership is 35 counties and 15 county related entities, for a total of 49 members.

For the sixth year in a row, PComp was able to return a dividend to the members, distributing $2.5 million in 2018. In the last six years PComp has returned more than $15.7 million to the members in dividends and Safety Improvement Grants.

PComp staff continues to work 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. We continue to monitor the issues which might impact workers’ compensation from the prescription and use of medical marijuana.

PComp, started in 1993 when counties asked for another option for workers’ compensation insurance in a tight market, 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 24th year of operations with continued savings for members. Member counties have saved more than $63 million by being part of the PIMCC program! The program welcomed Bedford County as a Full PIMCC Member in February 2019.

PIMCC is an innovative way to help county correctional facilities 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 sponsors an annual Prison Medical Management Workshop 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 three times per year and includes updates on the PIMCC Program, 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.

This year, PIMCC awarded contracts to two service providers based on response to requests for proposals (RFP). One RFP was to secure a firm to provide pharmaceutical services to PIMCC Members. Incumbent Diamond Pharmacy Services continues to provide medication delivery six days a week, with the same emergency ordering protocols in place. An updated pricing structure will benefit the facilities in reduced prescription costs. The other RFP resulted in a contract executed between PIMCC and InSight Telepsychiarty, LLC for the firm to provide mental health services remotely via telemedicine. These mental health services are a substantial benefit to facilities with minimal or no local providers in their communities.
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. Membership is free to all counties.

Over the last two years the COMCARE Board has dedicated significant resources to an effort to preserve Behavioral HealthChoices and maintain the County Right of First Opportunity. After the launch of the 20th anniversary celebration in 2017 the Board decided to continue the initiative and encourage counties to highlight the success of their local programs.

The most recent focus of the campaign has been in response to a three-pronged threat to the current program: legislation was introduced which focuses on ending the current HealthChoices model; physical health managed care organizations ramped up their efforts to carve behavioral health back in; and we became aware that the leadership at the Department of Human Services had some interest in looking at the current model believing it to be a potential barrier to whole person integrated care.

The organization has responded by once again engaging Shelly Lyons, a Harrisburg-based public affairs and communications firm. Their efforts have focused on helping counties place op-eds and articles in local media that showcase the exceptional success of local programs and producing county specific program information and presentations that have been used to educate commissioners and legislators regarding the services their constituents receive from HealthChoices funded programs. The firm also coordinated two legislative roundtable discussions designed to engage and educate legislators in their home districts.

In addition to the ongoing education and public relations efforts, last 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. This year the board also engaged the services of the Curie Group, headed by Principal Charles Curie, a former Deputy Secretary at OMHSAS and a former head of SAMHSA. Curie provides a national perspective to COMCARE’s efforts.
The team established by the board has reactivated the dormant “Coalition to Preserve Behavioral HealthChoices” and initiated a task force comprised of county program leaders and executives from the Behavioral Health Managed Care Organizations (BHMCOs). The group is focused on addressing the threats to HealthChoices from a variety of angles. Subgroups of the task force have created extensive documentation outlining the multitude of ways that counties are currently providing innovative, integrated care and how that can be expanded across the commonwealth. Collaboration with DHS executive staff is ongoing and productive and is focused on addressing any challenges to scalability.

The Board also recently voted to provide a significant grant to the twenty-three rural counties in the state held HealthChoices contract. Their parent organization, the Behavioral Health Alliance of Rural Pennsylvania, (BHARP) is working to help the counties take over management of their programs under the County Right of First Opportunity.
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.

After a rough claims year last year, PELICAN was pleased to see more normal results in for the 2019 year. While rates increased a small amount for 2019-2020, they are still below the costs per bed when PELICAN started in 2003.

The SAC also approved 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 18 subscribers spanning 15 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. 🌐
CCAP Deferred Compensation Advisory Committee

The NACo Deferred Compensation Advisory Committee convenes two times per year 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 62 Pennsylvania counties and county jurisdictions that currently participate in the NACo Deferred Compensation Program representing a combined total of more than 28,723 employee participants and more than $1.4 billion in assets. 📊
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.
COUNTIES ARE

Community & Economic Development
Judicial Administration
Emergency Management
Public Safety
Elections
Transportation
Human Services
Aging Children & Youth
Drug & Alcohol
Housing
Intellectual Disabilities
Mental Health
Corrections
Environment
Public Records Management
Real Estate Tax Assessments

Touching the lives of all Pennsylvanians
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. 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 41 counties and eight 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 above).

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**NACo Live Healthy Prescription, Health and Dental Discount Program**

The NACo Live Healthy program, administered by CVS Caremark, provides relief to all county residents facing rising prescription, health and dental costs. The program is offered free to NACo member counties and 42 Pennsylvania counties currently participate saving their residents more than $34.6 million on over two million prescriptions since 2006.

Live Healthy provides an average of 29% savings on prescriptions at more than 66,000 pharmacies nationwide, 15 to 70% savings on health services like vision care, LASIK and PRK procedures, hearing aids and screenings, diabetes supplies, prepaid lab work and 15 to 50% on dental services like check-ups, cleanings, x-rays, fillings and more.

The prescription program is provided free to county residents and the health and dental programs are offered at low yearly or monthly fees. 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.

To learn more about the program and order free marketing materials, visit [www.naco.org/health](http://www.naco.org/health).
U.S. Communities

U.S. Communities Government Purchasing Alliance and National IPA have integrated and rebranded as OMNIA Partners, Public Sector, making it the nation’s most experienced cooperative purchasing organization serving state and local government, K-12 education and higher education institutions.

The successful integration of U.S. Communities and National IPA under one name allows OMNIA Partners, Public Sector to shape the future of purchasing with unparalleled scale, experience, and expertise. OMNIA Partners, Public Sector is the largest and most experienced organization for public sector procurement. Their immense purchasing power and world-class suppliers have produced a comprehensive portfolio of procurement solutions and partnerships, making OMNIA Partners the most valued and trusted resource for organizations nationwide.

OMNIA Partners, Public Sector will continue to utilize the lead agency contracting process that has become a best practice in public procurement and was used by both U.S. Communities and National IPA. The government agencies and educational institutions serving as lead agencies are considered to be the leaders in the industry. All contracts available in the portfolio have been competitively solicited and publicly awarded. The breadth of the contract portfolio and all contract documentation may be viewed on their website at www.omniapartners.com/publicsector.

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.
Other Services

CCAP provides other services to counties as part of its insurance programs.

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 familiar with counties’ and county-related entities’ risk control needs.

CCAP’s PCoRP, PComp and the PACAH/CCAP PELICAN insurance program 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 5% to members who have a full-time risk manager and a 2 ½% risk manager’s credit to members who have a half time risk manager.

Currently there are 33 county risk managers, 10 full time risk managers and 23 part time risk managers, an increase of five from last year.

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 4% credit, PComp members can earn a 5% credit, and PELICAN members can earn a 5% 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
- STOPit Incident Reporting system
- 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 Management Training Programs

More than 1,400 officials and employees of Pennsylvania’s counties and county-related entities attended trainings provided by CCAP’s risk management programs in 2018. 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.

Insurance Matters

Insurance Matters is a monthly e-newsletter provided by the CCAP Insurance Department to inform counties on CCAP Insurance Program updates. 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 King, aking@pacounties.org. Archived issues of Insurance Matters are available online. Visit 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 also can sign up for Insurance Matters there.