



BOARD OF COMMISSIONERS' AGENDA

Thursday, January 9, 2020, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

II. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Board of Commissioners. For items not on the agenda, the Board of Commissioners will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

III. MEETING MINUTES

Minutes from the Thursday, December 19, 2019 Board of Commissioners' meeting.

Action: *APPROVE the meeting minutes from Thursday, December 19, 2019.*

IV. NON PERSONNEL ITEMS

- A. Emergency Communications – Memorandum of Understanding (MOU) with Penns Valley Area School District to share data for situational awareness during potential emergencies. There is no cost for this agreement for the period of January 1, 2020 through December 31, 2024 – Dept. 112.

Action: *APPROVE the MOU with Penns Valley Area School District.*

- B. Risk Management – Designated Healthcare Provider Panel for Workers Compensation Insurance program – Dept. 112.

Action: *APPROVE the updated panel of providers.*

V. PERSONNEL ITEMS

A. Human Services

i. Aging

1. Consider approval of a check for Educational Program Support in the amount of \$3,036.51 (\$6,073.01 total amount) for Sheera Sprout, Aging Care Manager 2, Aging, (p.c. #09), for satisfactory completion of fall 2019 courses – Dept. 521.

2. Consider approval of the request for Educational Program Support for Sheera Sprout, Aging Care Manager 2, Aging, (p.c. #09), to attend online courses through Edinboro University of Pennsylvania towards her Masters in Social Work. Tuition for spring 2020 is (estimate) \$6,015.15 with 50% reimbursement at (estimate) \$3,007.58, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 521.

ii. Children & Youth Services

1. Consider approval of the appointment for Ariel N. Hendrick, full-time Caseworker 1, C&YS, (p.c. #13, non-exempt, D. Etters), at SG-N11A(01)--\$15.59/hour, effective January 13, 2020, pay period 2. Salary budget savings for 2020 \$4,796, annualized salary savings for 2021 \$3,042 – Dept. 511.
2. Consider approval of the personnel requisitions for full-time Caseworker 2 C&YS, C&YS, (p.c. #51 & 52, non-exempt, new), at SG-N13, effective January 9, 2020, pay period 2 – Dept. 511.
3. Consider approval of the personnel requisition for full-time Casework Supervisor C&YS, C&YS, (p.c. #53, exempt, new), at SG-S54, effective January 9, 2020, pay period 2 – Dept. 511.
4. Consider approval of the personnel requisition for full-time Department Clerk 3 (75) C&YS, C&YS, (p.c. #50, non-exempt, new), at SG-N08, effective January 9, 2020, pay period 2 – Dept. 511.

iii. MH/ID

1. Consider approval of the personnel requisition for full-time Caseworker 2 MH/ID, MH/ID, (p.c. #15, non-exempt, replacing N. Smith), at SG-N12, effective January 9, 2020, pay period 2 – Dept. 561.
2. Consider approval of the new job description for the position of ID Program Specialist 1, MH/ID, SG-S51, effective retro to December 22, 2019, pay period 1.
3. Consider approval of the new job description for the position of ID Program Specialist 2, MH/ID, SG-S52, effective retro to December 22, 2019, pay period 1.

B. Correctional Facility

- i. Consider approval of the appointment for Sharon A. Gates, full-time Kitchen Supervisor, Correctional Facility, (p.c. #73, non-exempt, replacing R. Beatty), at SG-N08A(01)--\$13.52/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$3,806, annualized salary savings for 2021 \$562 - Dept. 333.

- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing T. Powell), at SG-N10, effective January 9, 2020, pay period 2 – Dept. 333.
- iii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing B. Wainwright), at SG-N10, effective January 9, 2020, pay period 2 – Dept. 333.
- iv. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing G. Corl), at SG-N10, effective January 9, 2020, pay period 2 – Dept. 333.
- v. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing R. Taylor), at SG-N10, effective January 9, 2020, pay period 2 – Dept. 333.

C. Public Defender

- i. Consider approval of the personnel requisition for full-time Assistant Public Defender, Public Defender, (p.c. #04, exempt, replacing P. McAreavy), at SG-S54, effective January 9, 2020, pay period 2 – Dept. 132.
- ii. Consider approval of the request to waive 4 weeks' notice requirement for Patrick McAreavy.

D. Transportation – Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #22, non-exempt, replacing D. Harter), at SG-N04, effective January 9, 2020, pay period 2 – Dept. 531.

E. Courts

i. Domestic Relations

- 1. Consider approval of the revisions to the job description for the position of Intake Officer, Domestic Relations, SG-N11, effective retro to December 22, 2019, pay period 1.
- 2. Consider approval of the new job description for the position of Fiscal Technician DRS, Domestic Relations, SG-N11, effective retro to December 22, 2019, pay period 1.

ii. Probation – Consider approval of the revisions to the job description for the position of Bookkeeper/Clerk (80), Probation, SG-N07, effective retro to December 22, 2019, pay period 1.

F. District Attorney – Consider approval of the new job description for the position of Paralegal 1 (80), District Attorney, SG-N08, effective retro to December 22, 2019, pay period 1.

G. Emergency Services – Consider approval of the new job description for the position of Administrative Assistant EMA, Emergency Services, SG-N10, effective retro to December 22, 2019, pay period 1.

- H. Records Management – Consider approval of the new job description for the position of Records Management Supervisor, Records Management, SG-N16, effective retro to December 22, 2019, pay period 1.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Probation–President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 2 (75), Probation, (p.c. #15, non-exempt, replacing J. Knoffsinger), at SG-N06, effective December 16, 2019, pay period 26 – Dept. 301.
- B. Court Administration–President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt, replacing S. Riling), at SG-N08, effective December 16, 2019, pay period 26 – Dept. 271.
- C. Domestic Relations–President Judge Pamela Ruest has approved the personnel requisition for full-time Director of Domestic Relations, Domestic Relations, (p.c. #01, exempt, replacing A. Oldani Wolff), at SG-S56, effective December 18, 2019, pay period 26 – Dept. 281.

REPORT ON ROW OFFICE PERSONNEL ITEMS

D. Prothonotary

- i. Prothonotary Debra Immel has approved the personnel requisition for full-time Department Clerk 2 (75), Prothonotary, (p.c. #11, non-exempt, replacing K. Fornicola), at SG-N06, effective December 18, 2019, pay period 26 – Dept. 223.
- ii. Prothonotary Jeremy Breon has approved the personnel requisition for on-call/occasional Senior Advisor, Prothonotary, (p.c. #26, non-exempt, new), at SG-S58, effective January 6, 2020, pay period 2 – Dept. 223.

E. Sheriff

- i. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Security Officer, Sheriff, (p.c. #17, non-exempt, replacing P. Winkelblech), at SG-N08, effective January 2, 2020, pay period 1 – Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for on-call/occasional Security Officer, Sheriff, (p.c. #31, non-exempt, replacing R. Higgins Jr.), at SG-N08, effective January 3, 2020, pay period 1 – Dept. 211.

VII. DISCUSSION ITEMS

Central Counties Youth Center Administrator Job Posting

VIII. EXECUTIVE SESSION REPORT

IX. ADJOURNMENT