



BOARD OF COMMISSIONERS' MINUTES

Tuesday, February 4, 2020, 10:00 A.M.

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

I. CALL TO ORDER

Commissioner Mark Higgins reconvened the Board of Commissioners' meeting at 10:30 AM on Tuesday, February 4, 2020.

In attendance were Commissioner Vice-Chair Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Controller Jason Moser, Director of Financial Management Tom Martin, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, and Human Resource Analyst Geri Sorgen.

County personnel present included Mike Bloom, Bob Jacobs, Natalie Corman, Julia Sprinkle, Travis Walker, Bryan Sampsel and Jeremy Breon.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, January 23, 2020 Board of Commissioners' meeting.

Action: On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve the meeting minutes from Thursday, January 23, 2020.

IV. PERSONNEL ITEMS

A. Human Services

i. Aging

On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve Aging items 1-2.

1. Personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #25, non-exempt, replacing M. Sierhuis), at SG-N12, effective retro to January 27, 2020, pay period 3- Dept. 521.
2. Personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #5, non-exempt, replacing W. Goodyear), at SG-N12, effective retro to January 27, 2020, pay period 3- Dept. 521.

ii. Children and Youth Services

On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve Children and Youth Services items 1-3.

1. Appointment for Elizabeth A. Ishler, full-time Caseworker 1, C&YS, (p.c. #52, non-exempt, new with 2020 budget), at SG-N11A(01)--\$15.59/hour, effective February 10, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$7,134, annualized salary savings for 2021 \$3,042 - Dept. 511.
2. Promotion/change in title for Misty Benedict from full-time Caseworker 2, C&YS, (p.c. #45, non-exempt), at SG-N13H(08)--\$19.72/hour to full-time Caseworker 3, C&YS, (p.c. #12, non-exempt, replacing M. Cluck), at SG-N15E(05)--\$20.43/hour, effective retro to February 2, 2020, pay period 4. Salary budget savings for 2020 \$526, annualized salary savings for 2020 \$760.50 - Dept. 511.
3. Personnel requisition for full-time Caseworker 2, C&YS, (p.c. #45, non-exempt, replacing M. Benedict), at SG-N13, effective retro to January 28, 2020, pay period 3- Dept. 511.

B. Correctional Facility

On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve Correctional Facility items i-v.

- i. Consider approval of the promotion for Kurtis Brungard from part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt), at SG-N10A(01)--\$14.70/hour, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing J. Young), at SG-N10A(02)--\$16.46/hour, effective retro to February 2, 2020, pay period 4. Salary budget savings for 2020 \$4,595, annualized salary savings for 2021 \$645 - Dept. 333.
- ii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt, replacing K. Brungard), at SG-N10, effective February 4, 2020, pay period 4- Dept. 333.
- iii. Consider approval of the appointment for George E. Webb, part-time Corrections Officer, Correctional Facility, (p.c. #98, non-exempt, replacing J. Snyder), at SG-N10A(01)--\$14.70/hour, effective retro to February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$2,366, annualized salary savings for 2021 \$2,677 - Dept. 333.

iv. Consider approval of the appointment for Wyatt E. Garver, part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing L. Lucas), at SG-N10A(01)--\$14.70/hour, effective February 10, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$6,381, annualized salary savings for 2021 \$2,677 - Dept. 333.

v. Consider approval of the personnel requisition for full-time Counselor, Correctional Facility, (p.c. #97, non-exempt, replacing S. McGhee), at SG-N12, effective retro to January 29, 2020, pay period 3- Dept. 333.

C. Controller - On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve the request to waive 4 weeks' notice requirement for Deputy Controller, Henry Fifield - Dept. 125.

D. Emergency Communications 911 - On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve the personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #14, non-exempt, replacing R. Bell), at SG-N09, effective February 4, 2020, pay period 4 - Dept. 354.

E. Human Resources - Director of Human Resources Kristen Simkins reported an employee complement of 554 employees. There were 9 new hires, 11 separations, and a turnover rate of 1.98% for the month of January. The increased turnover rate is due to employee retirements and change of elected officials.

V. NON PERSONNEL ITEMS

A. Housing - On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve the satisfaction piece for Michelle L. Smith for the premises located at 302 Amblewood Way, State College - Dept. 815.

B. Emergency Communications - On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve the Memorandum of Understanding (MOU) with Central Pennsylvania Institute of Science and Technology to share data for situational awareness during potential emergencies. There is no cost for this agreement for the period of February 4, 2020 through February 3, 2025 - Dept. 112.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Prothonotary

i. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 2 (75), Prothonotary, (p.c. #11, non-exempt, replacing K. Hauser), at SG-N06, effective January 24, 2020, pay period 3 - Dept. 223.

ii. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary, (p.c. #24, non-exempt, replacing N. Demastus), at SG-N08, effective January 24, 2020, pay period 3 - Dept. 223.

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iii. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary, (p.c. #22, non-exempt, replacing D. Irvin), at SG-N08, effective January 24, 2020, pay period 3 – Dept. 223.

iv. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary, (p.c. #23, non-exempt, replacing T. Benner), at SG-N08, effective January 24, 2020, pay period 3 – Dept. 223.

VIII. DISCUSSION ITEMS

IX. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

X. QUESTIONS FROM THE PRESS

Gary Sinderson asked when the County plans to review the current salary structure.

XI. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to adjourn the meeting at 10:39 AM.

ATTEST:

Margaret N. Gray
Administrator