



BOARD OF COMMISSIONERS' MINUTES

Thursday, May 28, 2020, 10:00 A.M.

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

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was convened at 10:03 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Solicitor Betsy Dupuis, Controller Jason Moser, Executive Office Supervisor Natalie Smith, Director of Financial Management Tom Martin, Controller Jason Moser and Director of Human Resources Kristen Simkins.

County personnel present included District Attorney Bernie Cantorna, Dale Neff, Dave Lomison, Ryan Smeltzer, and Travis Walker.

Representatives from the news media included Marley Parish and Evan Hinkley.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, May 21, 2020 Board of Commissioners' Meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from May 21, 2020.

IV. COVID-19 PLANNING AND RESPONSE

A. Personnel

i. District Attorney

District Attorney Bernie Cantorna said as of next Monday, Police will begin filing of all complaints. Deputy District Attorney Sean McGraw took a voluntary furlough to allow staff to stay on. Attorney Cantorna expressed his gratitude for Attorney McGraw.

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

1. Reinstatement of Sean McGraw, Deputy District Attorney, from fulltime furlough to regular full-time status effective June 1, 2020, pay period 12 - Dept. 221

2. Reinstatement of Elaina Reed, Paralegal, from fulltime furlough to regular full-time status effective June 1, 2020, pay period 12 - Dept. 221

ii. Public Defender

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

1. Reinstatement of Summer Corl, Paralegal, from fulltime furlough to regular full-time status effective June 1, 2020, pay period 12 - Dept. 132
2. Reinstatement of Janet L. Poorman, Legal Secretary II, from fulltime furlough to regular full-time status effective June 1, 2020, pay period 12 - Dept. 132

iii. Transportation

Director Dave Lomison requested the extension of furlough for five employees due to a reduced number of shared ride trips.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items 1-5.

1. The extension of furlough of Rhonda Kelly, Department Clerk 3, through June 12, 2020, pay period 13 - Dept. 531
2. The extension of furlough of Thomas Burger, Vehicle Operator, through June 12, 2020, pay period 13 - Dept. 531
3. The extension of furlough of Vernon Wallace, Vehicle Operator, through June 12, 2020, pay period 13 - Dept. 531
4. The extension of furlough of Susan Warner, Vehicle Operator, through June 12, 2020, pay period 13 - Dept. 531
5. The extension of furlough of Pam Witherite, Vehicle Operator, through June 12, 2020, pay period 13 - Dept. 531

iv. Weights and Measures - On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the reinstatement of Ronald Williams, Sealer - Weights and Measures, from fulltime furlough to regular full-time status effective June 1, 2020, pay period 12 - Dept. 121

v. Administrator Margaret Gray asked the Board to consider an extension of temporary furloughs/partial reduction of hours for non-Court related offices for an additional two weeks through Friday, June 12. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the extension through Friday, June 12.

B. Reopening Centre County

Administrator Margaret Gray introduced a policy outlining the protocols for working in County offices during the COVID-19 public health crisis.

Moving into the green phase, protocols currently in place will mostly stay intact. Employees who are working remotely should continue to do so. Time in an office should be limited to essential work only; that is, work that cannot be handled remotely. All employees are required to wear masks. If an employee is in a single office with a door that closes a mask may be removed, but only in those circumstances. This requirement is mandatory, not optional. Out-of-County travel for work related reasons is permitted if essential. Unless there is a safety or regulatory requirement, employees should travel alone.

Margaret also introduced the COVID-19 Pandemic Policy for Universal Masking, based on guidance from both the CDC and Pennsylvania Department of Health. The use of masks by employees is mandatory while on the work site. Centre County Government provides cloth masks to each employee for use during his/her time in a County building. If an employee does not wear a mask correctly and/or is not wearing a mask at all, the direct supervisor will provide one verbal warning, followed by a written warning. Should an employee be cited a third time for failure to follow these masking requirements, further disciplinary action may be imposed up to and including loss of pay. Supervisors are subject to the same disciplinary actions. The policy will be uploaded to Power DMS for employees to review and sign off on.

Commissioner Pipe noted that there are many difficult things that employees are experiencing such as furlough. With the spread of COVID-19 being passed by breath, cough and sneezing, wearing a mask is a measure to protect others.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the policy and guidelines for working in County offices during the COVID-19 public health crisis.

V. PERSONNEL ITEMS

A. Correctional Facility

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

- i. Promotion for Trevor Nichols from full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt), at SG-N10E(05)-\$17.45/hour, to full-time Lieutenant, Correctional Facility, (p.c. #03, exempt, replacing K. Keiser), at SG-S54A(01)-\$23.29/hour (\$48,443.20/annum), effective retro to May 17, 2020, pay period 11. Salary budget savings for 2020 \$14,255, annualized salary savings for 2021 \$2,891 – Dept. 333.
- ii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing T. Nichols), at SG-N10, effective retro to May 19, 2020, pay period 11– Dept. 333.

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VI. REPORT ON JUDICIAL PERSONNEL ITEMS

DUI Court/Probation – President Judge Ruest approved the personnel requisition for full-time Specialty Court Probation Officer 2, DUI Court/Probation, (p.c. #24, non-exempt, replacing C. Young), at SG-N15, effective retro to May 13, 2020, pay period 11– Dept. 303.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

Emergency Communications – Director Dale Neff presented the Maintenance and Support Agreement with Tyler Technologies for the Computer Aided Dispatch and Mobile System. The contract total is \$86,078.72 for the period of July 1, 2020 through June 30, 2021 – Dept. 354.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the agreement with Tyler Technologies to the June 4, 2020 Consent Agenda.

IX. CONSENT AGENDA

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Consent Agenda.

- A. Risk Management - Liability, property, and crime insurance policy renewal through Pennsylvania Counties Risk Pool (PCoRP). The total cost is \$385,014 for the period of June 1, 2020 through June 1, 2021 – Dept. 112.

B. GRANTS

Risk Management – Submission of a grant application to Pennsylvania Counties Risk Pool (PCoRP) in the amount of \$10,500 - Dept. 112.

X. DISCUSSION ITEMS

Commissioner Pipe opened discussion regarding the minutes from the Friday, May 22, 2020 Board of Commissioners' Executive Sessions convened at 12:44 PM and 2:56 PM. Due to some misperceptions about the discussion he would prefer this be considered a regular meeting. In respect of the County Solicitors recommendation, he understands the precedent it would set to release minutes of an Executive Session. Commissioner Dershem feels this should remain confidential and be treated as the Board has with all other Executive Sessions. Agreeing with Commissioner Dershem, Commissioner Higgins would like to follow the recommendation of the Solicitor. It was the consensus of the Board to not take action on the minutes of the Executive Sessions held on Friday, May 22.

XI. EXECUTIVE SESSION REPORT

The Board of Commissioners met in Executive Session on Tuesday, May 26 from 11:20 AM to 11:43 AM to discuss a personnel matter.

XII. PUBLIC MEETING SCHEDULE

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Board of Commissioners/Salary Board – 10:00 AM – Virtual

Tuesday, June 2, 2020

Primary Election

Board of Commissioners– 10:00 AM – CANCELLED

XIII. OPEN DISCUSSION

Commissioner Dershem announced that Senator Jake Corman reported that legislation is being passed today that will give Centre County \$14.6 million in CARES Act funding.

XIV. QUESTIONS FROM THE PRESS

A. Marley Parish

- i. Why were the minutes today for discussion with no vote being taken?
- ii. Were you Commissioner Dershem not part of the unanimous decision to wait to reopen Centre County?

B. Evan Hinkley

- i. On Friday, was there ever a motion to go into Executive Session?
- ii. Can you retroactively declare something an Executive Session?

XV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:0 AM.

ATTEST:

Margaret N. Gray
Administrator