



BOARD OF COMMISSIONERS' AGENDA

Tuesday, February 4, 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, January 23, 2020 Board of Commissioners' meeting.

Action: *APPROVE the meeting minutes from Thursday, January 23, 2020.*

IV. PERSONNEL ITEMS

A. Human Services

i. Aging

1. Consider approval of the 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. Consider approval of the 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

1. Consider approval of the 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. Consider approval of the 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. Consider approval of the 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

- 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 increase for 2020 4,595, annualized salary increase 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 – Consider approval of the request to waive 4 weeks' notice requirement for Deputy Controller, Henry Fifield – Dept. 125.

D. Emergency Communications 911 – Consider approval of 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 – Employment Report
- V. NON PERSONNEL ITEMS
 - A. Housing – Satisfaction piece for Michelle L. Smith for the premises located at 302 Amblerwood Way, State College – Dept. 815.
 - B. Emergency Communications – 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, 2024 – 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 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 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.
 - iii. Prothonotary Jeremy Breon has approved the personnel requisition 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 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
- X. ADJOURNMENT