



## BOARD OF COMMISSIONERS AGENDA

Thursday, February 24, 2022, 10:00 A.M.

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

[Register](#) online to receive a notification when meeting agendas are posted.

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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. ADDITIONS TO THE AGENDA

In accordance with ACT 65 of 2021, no discussion or action will be allowed for any item not included on the published agenda unless the item is one of an emergency nature or is *de minimus* in scope and does not require funding authorization and/or a contract or agreement. A majority vote of the Board is required to add an item to the agenda. All provisions of Act 65 regarding requirements for updating a published agenda after the meeting are in effect.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, February 10, 2022 Board of Commissioners meetings.

**Action:** *APPROVE the minutes from February 10, 2022.*

V. PERSONNEL ITEMS

A. Conservation District

- i. Consider approval of the promotion/change in title for Julee Smith Rote, from full-time Department Clerk 3 (80), Conservation District, (p.c. #10, non-exempt), at SG-N08F(06)--\$16.22/hour to full-time Fiscal Technician (80), Conservation District, (p.c. #05, non-exempt, replacing B. Marks), at SG-N12A(01)--\$16.90/hour, effective February 27, 2022, pay period 6. Salary budget impact for 2022 \$1,158, annualized salary savings for 2023 \$3,411- Dept. 822.

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- ii. Consider approval of the personnel requisition for full-time Department Clerk 3 (80), Conservation District, (p.c. #10, non-exempt, replacing J. Smith Rote), at SG-N08, effective retro to February 22, 2022, pay period 5 – Dept. 822.

**Action:** *APPROVE the Conservation District items i-ii.*

**B. Correctional Facility**

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing C. Miller), at SG-N10, effective retro to February 10, 2022, pay period 4 – Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Lieutenant, Correctional Facility, (p.c. #63, exempt, replacing T. Allen), at SG-S54, effective retro to February 10, 2022, pay period 4 – Dept. 333.
- iii. Consider approval of the appointment for Tyler R. Masorti, to full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing J. Williams), at SG-N10X(01)–\$17.50/hour, effective March 14, 2022, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$9,758, annualized salary impact for 2023 \$42 - Dept. 333.
- iv. Consider approval of the appointment for Travis L. Vonada, to full-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing C. Eyster), at SG-N10X(01)–\$17.50/hour, effective March 14, 2022, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$2,132, annualized salary impact for 2023 \$1,498 - Dept. 333.
- v. Consider approval of the appointment for Samuel J. McCloy, to full-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing C. Miller), at SG-N10X(01)–\$17.50/hour, effective March 14, 2022, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$8,302, annualized salary impact for 2023 \$1,498 - Dept. 333.

**Action:** *APPROVE Correctional Facility items i-v.*

- C. Human Resources – Consider approval to expand the Employee Referral Incentive Program to other departments within the County, effective February 24, 2022, pay period 5– Dept. 114.

**Action:** *APPROVE the expansion to the Employee Referral Incentive Program.*

**D. Human Services**

- i. Aging – Consider approval of the personnel requisition for full-time Aging Care Management Supervisor 1, Office of Aging, (p.c. #02, exempt, replacing B. Lose), at SG-S54, effective retro to February 18, 2022, pay period 5 – Dept. 521.

**Action:** *APPROVE the personnel requisition for Aging Care Management Supervisor.*

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- ii. MH/ID/EI– Consider approval of the personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #03, non-exempt, replacing T. Hess), at SG-N12, effective retro to February 15, 2022, pay period 5 – Dept. 561.

**Action:** *APPROVE the personnel requisition for MH/ID/EI.*

- iii. Drug and Alcohol – Consider approval of the voluntary demotion/change in title/department for Laurie Lynch, from full-time Caseworker 3, C&YS, (p.c. #47, non-exempt), at SG-N15G(07)–\$22.68/hour to full-time D&A Case Management Specialist, MH/ID/EI-D&A, (p.c. #11, non-exempt, replacing E. Shaw), at SG-N12N(14)–\$22.59/hour, effective March 13, 2022, pay period 7. Salary budget impact for 2022 \$4,391, annualized salary impact for 2023 \$11,848 - Dept. 562.

**Action:** *APPROVE the voluntary demotion/change in title/department for Laurie Lynch.*

**E. Public Defender**

- i. Consider approval of the personnel requisition for full-time Legal Secretary 2, Public Defender, (p.c. #08, non-exempt, replacing B. Spennati), at SG-N08, effective retro to February 14, 2022, pay period 5 – Dept. 132.
- ii. Consider approval of the appointment for Sarah R. Markley, full-time Legal Secretary 2, Public Defender, (p.c. #09, non-exempt, replacing C. Tomblin), at SG-N08A(01)–\$14.79/hour, effective February 28, 2022, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$533 - Dept. 132.

**Action:** *APPROVE the Public Defender items i-ii.*

**VI. REPORT ON JUDICIAL PERSONNEL ITEMS**

MDJ Bellefonte 49-3-02

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Bellefonte, (p.c. #12, non-exempt, replacing K. Weight), at SG-N08, effective February 9, 2022, pay period 4 – Dept. 253.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Bellefonte, (p.c. #10, non-exempt, replacing S. Heckman), at SG-N08, effective February 14, 2022, pay period 5 – Dept. 253.

**VII. REPORT ON ROW OFFICE PERSONNEL ITEMS**

**VIII. NON-PERSONNEL ITEMS**

Letter in support of Central Pennsylvania Institute of Science and Technology's application for funding through the FY 2021 American Rescue Plan Act Economic Adjustment Assistance Program under the Assistance to Coal Communities.

**Action:** *APPROVE the letter of support for CPI.*

**IX. COVID-19 PLANNING AND RESPONSE**

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- X. EXECUTIVE SESSION REPORT
- XI. QUESTIONS FROM THE PRESS
- XII. ADJOURNMENT